



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes
Meeting Minutes
Thursday, June 20, 2019
Colchester Town Hall @ 7:00pm**

MEMBERS PRESENT: First Selectman Art Shilosky, Selectman Stan Soby, Selectman Rosemary Coyle, Selectman Denise Mizla, and Selectman Denise Turner

MEMBERS ABSENT: none

OTHERS PRESENT: Registrar D Mrowka, Recreation Director T Quinn, Town Clerk G Furman, BOF A Migliaccio, and clerk T Dean

1. Call to Order

A Shilosky called the meeting to order at 7:00 pm.

2. Additions to the Agenda – none

3. Citizen's Comments – none

4. Consent Agenda

- a. Approve Minutes of the June 6, 2019 Board of Selectmen Meeting
- b. Youth Advisory Board – Resignation of Heide Perham

S Soby moved to approve the consent agenda, seconded by D Mizla. Unanimously approved. MOTION CARRIED

5. Transfers

S Soby moved to approve the transfer of \$5,523 from Human Resources Contract Settlements 11205-50950 to; \$5,493 Fire Regular Payroll 12202-40101, \$30 Fire-FICA/Retirement 12202-41230, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

S Soby moved to approve the additional appropriation of \$4620 from Investment interest earnings 11301-35611, to Professional services 11301-44208, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

6. Approve Minutes of the June 3, 2019 Board of Selectmen Special Meeting

R Coyle moved approve the meeting minutes of the June 3, 2019 Board of Selectmen special meeting, seconded by D Turner. Unanimously approved with one abstention by S Soby. Unanimously approved. MOTION CARRIED

7. Discussion and Possible Action on RFP 2019-03 Fireworks at 57 Fest Colchester RecPlex

D Turner moved that the town award the RFP 2019-03 Fireworks-57 Fest bid to Legion Fireworks Co, Inc for the bid of \$7,150.00 and hereby authorize the First Selectman to enter into a contract with Legion Fireworks Co., Inc. and to sign and deliver said agreement and any necessary documents required, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

8. Discussion and Possible Action on Recreation Department Program Instructor Job Description

T Quinn stated that the Board requested an addendum to this job description which she added.

S Soby moved approve the Program Instructor job description as presented, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

9. Discussion and Possible Action on OpenGov/OpenColchester Invoice

A Shilosky received the invoice two months after it was due. Explained the breakout of the invoice; \$2,860 was for the migration from munis to open gov platform, \$9,650 is for the functionality of the program and the other part is the department head reporting. A Shilosky read the statistics on open Colchester usage; last 7 days 1 person visited, last 30 days 22 people visited, last 90 days 130 people visited. (report attached). Board discussed the second part of the invoice regarding the department head reports. A Shilosky stated the town does not have access currently to the reporting and S Soby stated that a conversation needs to happen with Open gov regarding the town paying for what has been

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2019 JUN 21 PM 1:16

delivered and paying the balance when it's functional. A Shilosky will discuss with Open gov. NO ACTION

10. Discussion and Possible Action on Charter Revision Timeline

S Shilosky stated the Board created a MOA for the Charter due to the language and missing word. A Shilosky stated he felt the MOA was sufficient and it should remain as is with no further action. The Board discussed the time and cost factor of doing another revision. Also discussed potential processes required to make the slight change as well as consulting town attorney to see what other options may be available to make the change until the next required review in 10 years. A Shilosky will consult town attorney to get options. NO ACTION

11. Citizen's Comments –none

12. First Selectman's Report

A Shilosky reported that he signed an offer letter to hire a police officer who will be sworn in Friday at 5pm. Working with NECOGG on a contract for them to rent the pound. The contract would include having an ACO at Colchester as a home base. Halls Hill Rd reconstruction has been delayed by the state. Will be pushed to start next year. WJJMS Building Project projected school expenditures will be under budget by 2 million. Town Planner posting has garnished 5 applications, interviews will begin shortly. Veterans Ceremony will be 6/24 at 5pm at Bacon Academy. Lt. Governor will be there, along with the Commissioner of Veteran Affairs. Approximately 38 veterans attending with family members. S Soby asked that the Town Clerk look into whether since this is ceremony put on by the state if they will allow the town to communicate the event to residents so they can attend. G Furman will look into. Effective 7/1 the town's partner for workers compensation and LAP coverage will change to Travelers. The decision to change is the current carrier's lack of closing workers comp cases and cost savings. Ransom situation has been closed. The town will post a statement shortly. Senior Center Building Committee and Norton Mill Park Committee has received many applicants. The Board discussed having a Special BOS meeting to conduct the interviews. The dates were set for July 10th and 11th at 6:30pm. Open Colchester Committee needs to meet to iron out some issues. Paper Mill Bridge had a pre-construction meeting today. Amount is factored into the budget. The nature Conservancy will be doing work on the pilings. Sal indicated that P&Z is involved for pre ordering the concrete to expedite the process.

13. Liaison Reports

S Soby reported on Agriculture Commission – working with Public Works to get signage up since they received approval from the state.

Planning & Zoning – public hearing on proposed sub division on Windham Ave, hearing will continue to July 17th meeting. Application for two separate sub divisions on Stanavage and Mahoney is in process. Two lot sub division on Lebanon Ave in process. Public information meeting on the Paper Mill Bridge had favorable reviews.

R Coyle reported on Open Space -- applied for a grant for Ruby Cohen for invasive species. This is a very specific grant. Public hearing on the cross walk on Rte 149. DOT stated that it meets the site line requirements. Part of the Cemetery Road will be fixed. This will serve as a connector. S Soby stated that this is important in terms of livable community.

D Turner reported on Conservation Commission – took action on two applications. Approved Stanavage Road sub division and storage shed. Tabled 37 lot sub division on Windham Ave due to wetlands issue needing a resolution. Two new applications to replace bridge over Jeremy River and Usher Swamp Rd access approved. Land Trust put up a parking lot on Bulkely Hill Rd, they requested a waiver for the fee. S Soby pointed out that it could be a calculation of fee vs a waiver. Historic District – met with EDC to discuss new way finding signs in town. BA students are creating the signs, but at this point the signs don't meet the requirements of the Historic District. S Soby suggested the group research other towns who have done these types of signs already.

14. Adjourn

R Coyle moved to adjourn at 7:49 p.m., seconded by S Soby. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Tricia Dean, Clerk

BOS Minutes 6/20/19

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Attachment:

Program Instructor Job Description

Open Colchester Usage Report



Town of Colchester Job Description Program Instructor

GENERAL STATEMENT OF DUTIES

Instruct high quality community classes in a safe manner.

Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

This is a per diem, seasonal position. Hours will be determined based on program need.

SUPERVISOR

Works under the direct supervision of Recreation Director or their designee and administrative supervision of the First Selectman.

SUPERVISION EXERCISED

Program participants

ESSENTIAL DUTIES

The following is an illustrative and non-exhaustive list of duties:

- Select and plan class content
- Determine class skill and age levels with later adjustments as necessary
- Attend periodic staff meetings
- May attend educational training
- Distribute and collect program evaluation forms towards the end of your session
- Handle late or drop in registration including forms and fees
- Communicate with the Recreation Department
- Keep weekly attendance records to be submitted to the Recreation Department
- File damage and/or injury reports as needed
- Distribute and collect program evaluation forms at the end of each session
- Related duties as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Must have:
 - Excellent written and oral communication skills
 - Good public speaking skills and strong customer service skills
 - Must be available to work afternoon and evening hours
- 2) Must be able to:
 - Communicate and work effectively with diverse groups and individuals.
 - Exhibit a professional manner with other employees and the public.
 - Work independently.
 - Maintain accurate records.
 - Lift and/or move up 50 pounds.

- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
 - Obtain CPR/First Aid/AED/Epi Pen certification before first class
 - Program specific knowledge, certification and training based on class content, to be listed in an addendum to this description.
- 3) While performing the duties of this job, the employee is regularly required to sit, stand, walk and talk. The employee is at times required to use hands to feel objects; reach with hands and arms; and stoop, kneel, crouch, or crawl.
 - 4) Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

EDUCATION AND EXPERIENCE

- Must be at least 21 years of age.
- Must have and maintain a valid Connecticut Motor Vehicle Operator's License.
- Must have experience supervising groups of youth and adults.

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies

While performing the duties of this job, the employee is required to work in outside weather conditions. The noise level in the work environment is usually moderate.


ADDENDUM


Program Specific Qualifications:


Dance Instructor


- Select and plan class content, which may include stretching, improvisation, dance techniques, strength exercises or combinations. (Classes may include a warm up period)
- Select all music and choreography of dance combinations
- Determine class skill and age levels with later adjustments as necessary
- Choose a theme and music for a recital and choreograph all dance pieces
- Design simple costumes with parent participation
- Design a recital program
- Solicit volunteers to assist with rehearsals and performance
- Integrate annual recitals in conjunction with other dance instructors.
- Other duties as assigned
- Five years of study with a public or private dance instructor and/or completion of a college dance program
- Three years of experience teaching dance
- Ability to demonstrate basic to intermediate steps in tap, ballet, jazz or other specialty


*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.
Per Diem, Seasonal*


**Transparency Portal**

NETWORK

REPORTS

DATA

PORTAL

SETTINGS


Visitor Analytics
Find out who's viewing your site

Engagement
Read and manage feedback from visitors

Reports
Add/remove reports from transparency portal


Supporting Documents
Add/remove budget and other documents

Configuration
Basic settings for your portal

Saved

colchester.opengov.com

Preview in Transparency

Save

7 Days

30 Days

90 Days

Number of Visits

Average Visit Duration

1

Visitors during period

0:01

Average time on the site in minutes

13 Platform Average

3:03 Platform Average Visit Duration

Visits Per Day

2



Sources

Top 5 Locations

Top 5 Referrers URL

Visits

URL



User Behavior

New vs Returning

Actions

Users' Browsers





Visitor Analytics

Find out who's viewing your site



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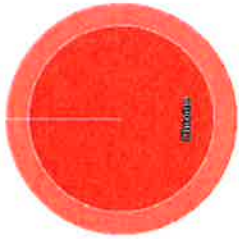
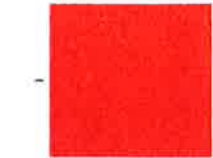
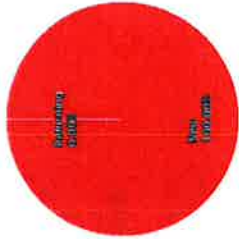
Add/remove reports from transparency portal

Supporting Documents

Add/remove budget and other documents

Configuration

Basic settings for your portal



Transparency Portal

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HELP

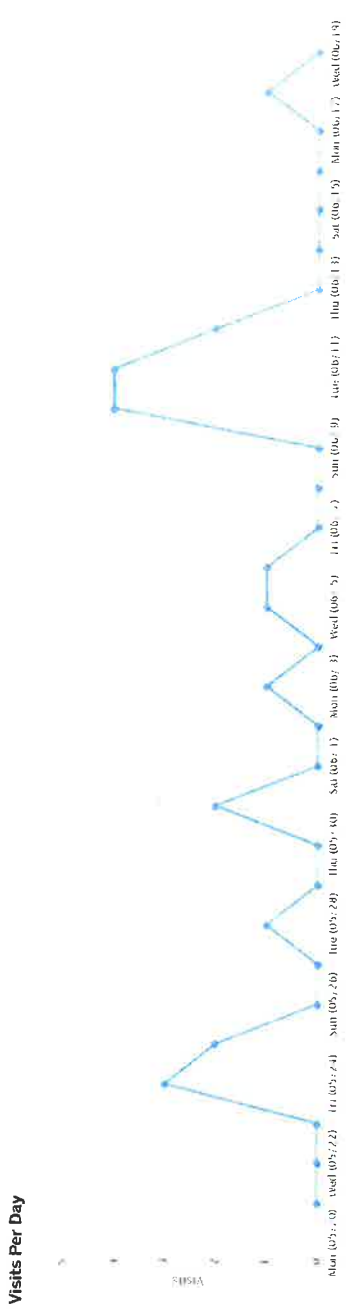
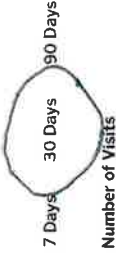
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Saved

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Preview in Transparency

Save



Sources

Top 5 Locations



Top 5 Referrers URL

| Visits | URL |
|--------|--------|
| 1 | google |

User Behavior

New vs Returning

Actions

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Visitor Analytics

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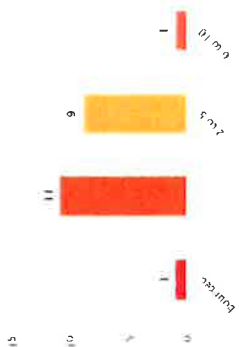
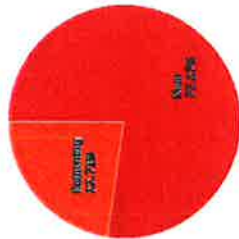
Add/remove reports from transparency portal

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Preview in Transparency

Save

90 Days

7 Days 30 Days

Number of Visits

130

Visitors during period

Average Visit Duration

2:32

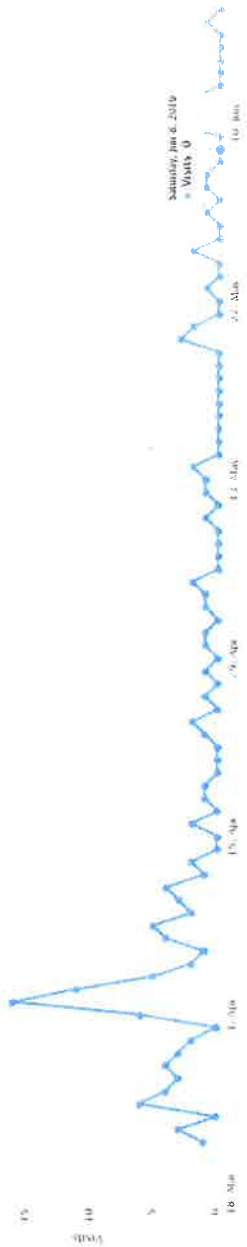
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100 Platform Average

2:54 Platform Average Visit Duration

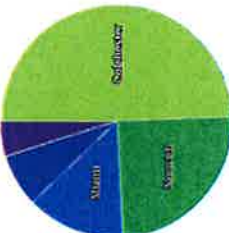
Visits Per Day

20



Sources

Top 5 Locations



Top 5 Referrers URL

| Visits | URL |
|--------|---------------------------------------|
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| 7 | colchesterct.opengov.com/transparency |
| 6 | muscattileowa.gov/1152/OpenGov |
| 5 | open.manistfieldwi.gov |
| 2 | facebook.com/ |

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