



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes
Meeting Minutes
Thursday, February 21, 2019
Colchester Town Hall @ 7:00pm**

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

MEMBERS ABSENT: none

OTHERS PRESENT: Town Clerk G Furman, Registrars D Mrowka and L Grzeika, Recreation Director T Quinn, Fire Chief W Cox, Tax Collector M Wyatt, BOE M Bylone, BOF A Migliaccio and A Bisbikos, D Turner, D Marvin, C Jaskiewicz, two citizens and clerk T Dean

1. Call to Order

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

2. Additions to the Agenda

A Shilosky asked to add #12 Discussion and Possible Action on the Paramedic Program, #13 Discussion and Possible Action on Open Colchester Going Public, and delete #5.d. Fair Rent Commission and Recreation Commission interview of Shelby Vance, renumber remaining items accordingly.

R Coyle moved to add/delete the agenda items as presented, seconded by S Soby. Unanimously approved. MOTION CARRIED.

3. Citizen's Comments – none

4. Consent Agenda

a. Tax Abatements

b. Approve Minutes of the February 7, 2019 Board of Selectmen Meeting

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

5. Board and Commissions – Interviews and/or Possible Appointments

a. Board of Selectmen – Resignation of James Ford

The Board thanked Jim for all his years of service for the town in a variety of capacities.

R Coyle moved to accept, with regret, the resignation of James Ford from the Board of Selectmen, seconded by S Soby. Unanimously approved. MOTION CARRIED

b. Conservation Commission – Michelle Renee Kosmo possible appointment as an alternate member to expire 10/1/2021

R Coyle moved to appoint Michelle Renee Kosmo as an alternate member to the Conservation Commission for a term to expire on 10/1/2021, seconded by S Soby. Unanimously approved. MOTION CARRIED

c. Economic Development Commission

1. Bernard Dennler III possible appointment as a member to expire 10/1/2023

R Coyle moved to appoint Bernard Dennler III as a member to the Economic Development Commission for a term to expire on 10/1/2023, seconded by S Soby. Unanimously approved. MOTION CARRIED

2. Lisandro Suarez to be interviewed – was interviewed

d. Housing Authority – Cathy Forcier to be interviewed – was interviewed

agenda item #12 moved before agenda item #6, renumbered going forward

6. Discussion and Possible Action on the Paramedic Program

A Shilosky stated the presentation last night was exceptional, and he felt comfortable with what was presented.

R Coyle moved that the paramedic program go forward and be put in this year's budget, seconded by S Soby.

Unanimously approved. MOTION CARRIED

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7. Discussion and Possible Action on Colchester Connections Fee

T Quinn stated that the Connections Brochure goes out quarterly in the Rivereast. The cost incurred is from the shipping. Looking to clarify who pays what. S Soby asked if T Quinn has touched base with non-profits to see if they have the ability to pay. T Quinn stated yes, that it was a concern for some. R Coyle asked what the process is if an organization doesn't have the ability to pay. T Quinn stated it comes out of the program fund. The Board would like to re-evaluate results of the change after two cycles of publication.

S Soby moved to charge a fee for any local organization or town department wishing to advertise their events and program in the quarterly Colchester Connections. Fee will be established quarterly by calculating the total charge divided by the total number of pages. This will be the "per page" fee. In addition, each organization will be charged a flat rate of \$20 per quarter that they use the Colchester Connections, seconded by R Coyle. Unanimously approved. MOTION CARRIED

8. Discussion and Possible Action on Recreation Facility Reservations/Special Event Policy

S Soby asked if there is an online process, so that people don't have to make a trip into town hall. Also suggested to streamline the sign off process for departments by making it an electronic process. T Quinn stated that the pavilion reservation process is online but not the special event reservation process, she will look into that option. J Ford suggested a software program that may be utilized similar to what Planning & Zoning uses. S Soby inquired about parking and portable restrooms. D Mizla inquired about if leagues pay for lighting. T Quinn stated yes, they have been since 2010. The Board agreed to re-evaluate in two years.

R Coyle moved to update the Recreation Department's Facility Reservation Policy and the Special Event Policy as highlighted in the attached document, and to be re-evaluated in two years, seconded by D Mizla. Unanimously approved. MOTION CARRIED

9. Discussion and Possible Action on Recreation Refund Policy

T Quinn stated that previously they would refund anyone, anything without charging a refund fee. The software program they uses charges a 7% fee to the town for cancellations. The 7% fee is on the cost of the program activity that was charged to the participant. R Coyle amended the section under Program or activity refunds, third sentence, to add 'prior' after the word 'weeks' and before the word 'of' to read; "Any request made within two weeks prior of the start of the program will be used as a credit to the participants' account for future use. J Ford asked T Quinn to look into if the current contract with the software company they use has a non-appropriation clause.

D Mizla moved to update the Recreation Department's Refund Policy as follows: Refund Policy –Colchester Parks & Recreation stands behind all of our community offerings. All programs, events and activities are self-funded and must cover all costs associated with the activity. With that in mind, we will gladly help all participants with any registration or refund requests to the best of our ability, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

10. Discussion and Possible Action on 57 Fest Funding

T Quinn stated the idea is to have a car raffle to fund the 57 Fest rather than ask businesses to sponsor the event. The Recreation Commission qualifies to hold a raffle. Winner would receive a gift card to Troiano valued at \$20,000 towards a vehicle, not to include tax, title, and registration. A Shilosky asked what happens if they don't sell 800 tickets. T Quinn answered that the funds would have to be taken out of the program fund, but that she was confident that they would sell 800 tickets to cover the cost. J Ford suggested that all promotional materials are clear that it is up to \$20,000, and that there is no cash value or a particular car they are winning. T Quinn stated she is working with USI on all legalities, and has also cleared it through the towns CFO.

D Mizla moved to authorize the First Selectman to sign the raffle permit to conduct a raffle being held by the Recreation Commission, seconded by J Ford. Unanimously approved. MOTION CARRIED

11. Discussion and Possible Action on Senior Center Copier Lease

S Soby moved to approve the lease of a new copier with Ricoh USA, Inc. for the period February 28, 2019 through February 28, 2024 and authorize the First Selectman to sign all necessary documents, seconded by D Mizla. Unanimously approved. MOTION CARRIED

12. Discussion and Possible Action to Approve an Appropriation from Fund Balance of \$45,000 for Purchase and Attorney Fees for the Property 108 Mill Street

R Coyle moved to approve the appropriation from General Fund Unassigned Fund Balance to fund the purchase of the property at 108 Mill Street and associated legal fees for an amount not to exceed \$45,000 as approved by the Board of Selectmen on 2/7/2019, seconded by S Soby. Unanimously approved. MOTION CARRIED

13. Discussion and Possible Action on Open Colchester Going Public

A Shilosky stated that the Board of Finance made a recommendation to go public at their meeting last night. The information available to go out to the public is only up until December 2018 due to an integration issue on Opengov's end. S Soby suggested not to go live until the issue is figured out. Stated the need to resolve what the issue is rather than put up something that is half baked, that it needs to be right, works and is up to date. J Ford stated they need to figure out what is wrong. Stated it has been almost two years and there are still issues. Opengov has accepted our fees and they need to provide the town with something that works. Stated it would be harmful to the town's reputation if we were to publish something that was not correct. A Shilosky stated that R Tarlov is working with Opengov to get the town's contract extended. Further discussion on the Board regarding their lack of confidence to date with Opengov. NO ACTION

14. Citizen's Comments – A Bisbikos stated his disappointment to hear about Opengov. Read statement (attached)

15. First Selectman's Report

A Shilosky stated the town received a grant from the state for \$396,000 to do repairs on the Town Green. He will work with the Historic Commission. Firewalls have been installed at Town Hall last night. Yesterday there was a data breach through email that affected some offices, as well as Board of Education. The IT coordinator is slowly getting data back. S Soby inquired as to what steps are being taken to educate staff. A Shilosky stated that he is coordinating with USI to come in and do training. Senior Center director has asked if the Senior Center can hold a program for its seniors on medical marijuana. The Board indicated they would need more details on who is presenting and what will be discussed. Library computers will be replaced for \$12,000 due to the XP machines not supporting Microsoft.

16. Liaison Reports

S Soby reported on Agriculture Commission - Discussion around a presentation coming up at the CT Land Conservation Council conference on March 23rd. Leslie Curtis has been a big proponent for the farming signs and has submitted a proposal for a workshop session put together by the Colchester Land Trust. Chris Borque, Chair, will also join, along with S Soby and a local farmer. Linda Akerman will be videotaping.

Planning & Zoning – continue to work on signage regulations. Working on the regulation toward something that will be beneficial to all. ZEO is working on wayfarer sign program to point people to local businesses, attractions, and activities. Health District – Public hearing on the budget was today and will be approved at their next regular meeting. Follow up interviews will be held for the Director position, with the hopes to be completed in March.

17. Adjourn

J Ford moved to adjourn at 8:10 p.m., seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Attachment: A Bisbikos correspondence

Respectfully submitted,



Tricia Dean, Clerk

Good Evening to the Board of Selectmen,

As we are all aware, the recent legal opinion of Matt Ritter of Shipman and Goodwin has put us all in a very precarious predicament. This is a predicament that needs immediate attention and resolution.

In communicating with Chairman Rob Tarlov, it is his opinion that "the Charter does not define the process for creating and developing the budget, does not identify who is responsible, nor define who cannot be responsible, it would seem to me that a Town policy defining the process can be approved."

In the 2018-2019 Adopted Budget, a Budget Development Process was in place that was being followed by the Board of Finance, the Board of Selectmen, and the Board of Education. It is on page 49 in the Adopted Budget Book where it is the Chair's opinion that a temporary resolution may be drawn from. This temporary resolution as recommended by the Chair should be passed as soon as possible.

Immediately following the passing of said resolution, a subcommittee featuring two members of each of the major boards should be established to begin working on an official town policy. The work on that town policy must not be delayed and must be completed in an expeditious fashion. This town policy, once completed, will supersede the resolution which would have been in effect. I will be the first to volunteer my time and effort to work on a town policy which clearly establishes the Budget Development Process for this community. I will also urge that the next Charter Revision committee puts the original language back in place.

I don't need to tell anyone here what the public and political ramifications would be if the Board of Finance would be stripped of its powers which the people have entrusted them with. There is not one citizen that I have spoken too who believes they went into a voting booth to strip the Board of Finance of its charge.

~~This is the plan of action which is being brought forth tonight. I would love to hear your thoughts.~~

Sincerely,

Andreas Bisbikos

BUDGET DEVELOPMENT PROCESS

The Town of Colchester's fiscal year begins on July 1 and ends on June 30.

The annual Town operating and capital budgets are developed and reviewed throughout the fiscal year. In many cases, three fiscal-year budgets are being worked on in one fiscal year: closing out the previous year's budget, analyzing and working through the current year's budget, and developing the next year's budget. The process below explains how new budgets are created:

November - February

Upon guidance from the First Selectman on annual budget goals and priorities, department budgets, including any capital requests, are created by supervisors and department heads. Needs are assessed and previous years running averages and trends, as opposed to abnormal fluctuations from year-to-year, are reviewed. The First Selectman will receive each of the department's requests, where they will be evaluated and examined based on short and long-term goals.

February-March

The Grand List is provided by the Town Assessor. From this data, the Finance Department and the First Selectman are able to calculate estimated tax revenue numbers for the upcoming year and can begin working on finalizing the Town operating budget and capital plan budget updates, as well as projected revenues from all other sources.

March-April

The First Selectman's and Board of Education's Proposed Budgets, and the Capital Improvement Plan are finalized and submitted for review by the Board of Finance. Budget meetings are held to examine the proposed budgets. The Board of Finance may adjust Town department budgets, and can adjust only the bottom line total of the Board of Education budget.

April - June

Two budget hearings are scheduled to explain the proposed budgets to the public and accept feedback. A Town Meeting is called to officially present the proposed budgets to the public and is recessed to a Budget Referendum for vote.