



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes
Meeting Minutes
Thursday, May 2, 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: Town Planner R Benson Tax Collector M Wyatt, Registrar D Mrowka, Recreation Director T Quinn, BOF R Tarlov, BOE M Bylone, S Nadeau, A Liverant 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 remove agenda item #12 Discussion and Possible Action on Board of Finance Proposed Cuts to the 2019-2020 Town Budget, and renumber remaining items.

R Coyle moved to remove agenda item #12, seconded by S Soby. Unanimously approved. MOTION CARRIED.

3. Citizen's Comments – none

4. Consent Agenda

- a. Tax Abatements
- b. Approve Emergency Management Program Grant Application for FY 2017
- c. Agent for the Elderly – Reappointment of Patty Watts for a one-year term to expire 6/17/2020
- d. Sewer and Water Commission – Reappointment of Stephen Coyle for a three-year term to expire 6/1/2022
- e. Approve Competitive School Readiness Grant Application including Quality Enhancement Funds

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

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

a. Economic Development Commission– Sean Nadeau possible appointment as an alternate member to expire 10/31/2019

S Soby noted that this candidate was already interviewed at a previous Board meeting.

R Coyle moved to appoint Sean Nadeau as an alternate member to the Economic Development Commission for a term to expire on 10/31/2019, seconded by S Soby. Unanimously approved. MOTION CARRIED.

6. Approve Minutes of the April 4, 2019 Regular Board of Selectmen Meeting

R Coyle made the following amendments: #5.a. add 'appoint' before Russell Melmed, and #20, Commission on Aging add that 'members of the Senior Center' donated \$60.

R Coyle moved to approve the minutes of the April 4, 2019 regular Board of Selectmen Meeting as amended, seconded by S Soby. Unanimously approved. MOTION CARRIED

7. Update on Celebrate Colchester 57 Fest 2019 by Recreation Director

T Quinn stated the event will take place on 9/21. The raffle is up and running. Hoping to sell all the tickets to cover the fireworks cost, so that she will not need to secure business sponsorships. The RFP for carnival games did not get any responses. Have not discussed a backup plan yet if no carnival bids are received. The event will take place at the RecPlex. There will be no booths selling wares, but will still have informational booths.

8. Discussion and Possible Action on RFP 2019-04 Concession at RecPlex

S Soby moved that the RFP 2019-04 Operation of Food and Soft Drink Concession, Colchester Recreation Complex be awarded to J. Sawchuck Catering and Concession for the minimum bid of \$1,500 and hereby authorize the First

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Selectman to enter into a contact with J. Sawchuck Catering and Concession and to sign and deliver said agreement and any necessary documents required, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

9. Discussion and Possible Action on Ethics Ordinance

A Shilosky stated the Ethics Commission proposed the changes as referenced in their April 2, 2019 minutes. R Coyle stated there are minor changes and she has no problems with the changes.

R Coyle moved to accept the recommendation of the Ethics Commission regarding the revision of the Ethics Ordinance as reference in the Ethics Commission minutes dated 4/2/2019, seconded by S Soby. Unanimously approved. MOTION CARRIED

10. Discussion and Possible Action on Proposed Change in Zoning Permit Fee for Commercial Portable and Commercial Temporary Signs

R Benson stated the Planning & Zoning Commission has been working on this for quite some time. Much of the positive input came from the business community. No current fee structure for a permit fee on an annual basis. The ordinance would need to be amended. This only applies to the temporary commercial signs. The businesses were ok with this permit structure and fee. R Coyle asked about the small business signs on the town green and surrounding areas. R Benson stated that temporary business 'realtor' type signs are not allowed. R Benson stated that businesses can apply for the permit online however at this time they cannot pay online. The online payment feature should be added soon. Discussion on details of what is permitted, length of time and types of signage that falls under this permit regulation. If approved, this will go into effect October 2019 and will need to go to public hearing to change the ordinance.

R Coyle moved that the Town of Colchester approve the amendment of Chapter 56-7C of the Code of the Town of Colchester to add under "Administrative zoning fees" to add "Zoning Permit fees for Commercial Portable and Commercial Temporary Signs Zoning Permit Fee \$50 Annually" as recommended by the Colchester Planning and Zoning Commission, seconded by S Soby. Unanimously approved. MOTION CARRIED.

11. Discussion and Possible Action on Recommendation to Accept Map 03-30, Lot 031-500, 11.06 Acres on Pickeral Lake Road as Public Open Space

R Benson stated that in 2010 the subdivision was created. As part of the agreement 11.06 will be used as public space. Taxes had been accruing on the parcel. The back taxes have recently been paid by the owner. Due to the taxes being owed the town agreed to take the public open space and then turn it over to the State of CT now that the back taxes have been paid. This parcel abuts state forest.

S Soby moved that the Town of Colchester approve the acceptance of Map 03-20, Lot 031-500, 11.06 acres on Pickeral Lake Road as Public Open Space and that the land is then transferred to the State of Connecticut once approved by the State of Connecticut Department of Energy and Environmental Protection Open Space Division once it is accepted by the State, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

12. Citizen's Comments – A Liverant regarding the bus stop building on the town green being rebuilt due to a recent accident. R Benson stated the bus stop is located on the State Right of Way and that plans are underway to repair. Also stated that plans have been reviewed with the Historic District Commission.

13. First Selectman's Report

A Shilosky stated that the town will look at non-union employee members 401A contributions and health plan contributions, and will use union contracts as comparison to see if adjustments are in order. Met with Eversource regarding Natural Gas, they will be putting in gas lines along Rte. 354 to Salem. Bloom Energy is still in discussions regarding building a fuel cell in Colchester. At this time no agreements have been made. Town Hall roof repair will be starting 5/9. Recreation field R3 is currently closed until further notices due to nesting birds that are protected by DEEP. There are three locations in town that the traffic lights will be changed out by the State of CT. Should be complete by June/July. Northwoods is adding ten buildings in phases.

14. Liaison Reports

D Turner reported on Conservation Commission – Discussed open space that was on today's agenda.

Friends of Ragin – great success at the book sale, last sale generated \$3,000. Created a new brochure for a membership drive.

R Coyle reported on Chatham Health – New director started. Discussed a nuisance complaint, housing violation, and

Dublin restaurants failed inspection. Solware is buying 6 units and needs to know the installation location for Colchester. T Quinn stated it will be at the RecPlex near the Splash Pad. Cosmetology regulation hearing date not set yet. Commission on Aging – new program coordinator started and doing well. AARP tax program had high attendance. Director working on a municipal grant program with the DOT that supports out of town medical. Open Space – discussed open space property that was on tonight's agenda. State has suspended recreational trail grants at this time. On Stanavage and Mahoney Rd there is 6 lots that they are recommending fee in lieu of open space. D Mizla reported on Youth Advisory Board – Chose the Youth Leadership award recipient. 6/13 is the last day of school. Discussed the Summer Kick Off event at WJ. Wellness Fair generated 350 attendees. S Soby reported on Agriculture Commission – needs members due to lack of quorum at meetings.

15. Adjourn

R Coyle moved to adjourn at 7:40 p.m., seconded by D Turner. Unanimously approved. MOTION CARRIED.

Attachment:

RFP 2019-04 Concession at RecPlex

Ethics Commission minutes 4/2/2019

Proposed Change in Zoning Permit Fee for Commercial Portable/Temporary Signs

Pickeral Lake Road as Public Open Space

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tricia Dean', with a stylized, flowing script.

Tricia Dean, Clerk

Town of Colchester
And
Colchester Public Schools
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT., 06415-1260

Art Shilosky
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

Jeffrey E. Burt
Superintendent of Schools

(860) 537 - 7208
FAX: 537 - 1252

LEASE

THIS AGREEMENT made this ___th day of May, 2019, by and between
J. Sawchuk Catering and Concession herein after called the "Lessee", and the Town of
Colchester.

WITNESSETH, that the Lessee and the Town of Colchester for the bid sum of one thousand,
five hundred dollars (\$1500.00) and considerations stated herein mutually agree to provide as
described in RFP 2019-04 Request for Proposals Town of Colchester- Operation of a Food &
Soft Drink Concession, Colchester Recreation Complex and submitted response by the lessee.

Article 1. Statement of Work: The Lessee shall furnish all supervision, technical personnel,
labor, materials, machinery, tools, equipment and service and perform and complete in an
efficient and workmanlike manner all work required for the Professional services in strict
accordance with the Lease Documents, including all Addenda, thereto, all as prepared by the
Town of Colchester. It is recognized that the general and specific scope of the project is outlined
within the Proposal documents.

Article 2. The Lease Price: The Lessee will pay the Town of Colchester a rental fee for the use
of the Lease in current funds for the total amount stipulated in the Bid for the exclusive use of
the Concession Stand at the Colchester Recreation Complex. The minimum acceptable bid will
be \$1500.

Article 3. Lease Documents: The executed lease documents shall consist of the following:

- | | | |
|---------------------------|-----------------------------------|-----------------------|
| a. This Agreement | e. Resume/Certifications of staff | i. Signed Copy of Bid |
| b. Insurance Certificate | f. Menu with prices | j. Hours of Operation |
| c. Invitations for Bids | g. Notice of Award | k. Deposit |
| d. Instruction to Bidders | h. Bid Proposal | l. Lessee References |

THIS AGREEMENT, together with other documents enumerated in this Article 3, which said
other documents are as fully a part of the Lease as if thereto attached or herein repeated, form the
Lease between the parties thereto. In the event that any provision in any component part of this
Lease conflicts with any other component part, the provision of the component part first
enumerated in this Article 3, shall govern, except as otherwise specifically stated.

Town of Colchester
And
Colchester Public Schools
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT., 06415-1260

Art Shilosky
First Selectman

(860) 537 - 7220
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Jeffrey E. Burt
Superintendent of Schools

(860) 537 - 7208
FAX: 537 - 1252

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in four (4) original copies on the day and year first above written.

TOWN OF COLCHESTER:

Attest: _____ By: _____
(Name)

(Title)

Lessee:
Attest _____ By: _____
(Name)

(Title)

Certification of Corporate Lessee

I, _____, certify that I am the _____
of the corporation named as Lessee herein; that _____ who
signed this Agreement on behalf of the lessee, was then _____ of said corporation; that
said Agreement was duly signed for and on behalf of said corporation by authority of its
governing body, and is within the scope of its corporate powers.

Corporate
Seal

(Signature)

(Corporation)

Concession Stand Addendum

1. Weekly facility inspections will occur. A checklist will be signed by the person completing the inspection and a copy will be emailed to the Lessee. The facility is new and must be properly maintained and cleaned.
2. Grease and used oil must be disposed of properly.
3. A copy of the lessee's Chatham Health inspection will be provided to and kept on file with Colchester Recreation. A copy will be posted in a visible location at the concession stand.
4. The Lessee and their staff must follow all food safety regulations as stated by Chatham Health.
5. All employees will be Serve Safe certified. A copy of these certifications will be provided to and kept on file with Colchester Recreation and posted in a visible location at the concession stand.
6. All Day Camp food sales, forms and notifications must receive prior approval from the Recreation Director.
7. Open lines of communication will be maintained throughout the year.
8. All facility damage will be reported to Colchester Recreation within 24 hours, in writing. If repairs are needed, all contractors and repair work will be approved by the Recreation Director prior to any work being done.
9. All facility improvements, changes or upgrades and the proposed contractors will be approved by the Recreation Director prior to any work being done.
10. Access to the concession stand will be made via a "Do Not Duplicate" key. All keys will be signed out to the user by the Recreation Department. Keys are expected to be returned at the end of the contract. No locks or access may be changed by the lessee.
11. No permanent structures may be added to the concession stand. This includes shelving attached to the walls.

COLCHESTER ETHICS COMMISSION

April 2, 2019

Town Hall , Colchester, Connecticut

Meeting Minutes

Members present: Ursula Tschinkel, Dean Dest, Teresa Pineau, John Malsbenden and Betty Wagner
Guests: None.

1. Call to order. Chairman Ursula Tschinkel called the meeting to order at 600 p.m.

2. Additions to the Agenda. None

3. Approval of the Minutes of February 5, 2019. Motion by Mr. Malsbenden, second by Mr. Dest to accept the minutes with the date of tonight's meeting corrected to April 2, 2019.

Vote: Three yes. Two abstaining because they had not attended the February meeting.

4. Citizens Comments. None.

5. Review and Discussion of Colchester Ethics Ordinance. Chairman Tschinkel began the discussion with information regarding potential bills before the legislature that involve ethics. Following that, the commission began to review the Code of Ethics.

53.1. Statement of purpose. The commission will propose that it be shortened as follows: Public office is a public trust which must be based on honest and fair deliberations and decisions, which are free of threats, favoritism, undue influence and all forms of impropriety to maintain and increase the confidence of our citizens in the integrity and fairness of their government. The Town of Colchester Code of Ethics was enacted to ensure the public's trust in their government.

For 53.2. Definitions, the Commission will recommend the following:

BUSINESS. No changes are recommended at this time.

BUSINESS WITH WHICH HE/SHE IS ASSOCIATED. No changes are recommended at this time.

CODE. No changes are recommended at this time.

COMMISSION. No changes are recommended at this time.

COMPLAINT. No changes are recommended at this time.

COMPLAINANT. No changes are recommended at this time.

CONFIDENTIAL INFORMATION. The commission recommends adding "electronically" so the first sentence will read: Information, whether transmitted orally, in writing, **electronically** or by any other means...

FINANCIAL INTEREST. The Commission recommends that the amount be set at \$50.00.

GIFT. The Commission is not recommending any changes at this time, but will revisit this section at a later date.

IMMEDIATE FAMILY. No changes are recommended at this time.

INDIVIDUAL. The Commission recommends that the words "A natural person" be replaced with "Any person."

INDIVIDUAL WITH WHOM ONE IS ASSOCIATED. The Commission recommends that the words "mutually has an interest" be changed to "has a mutual interest."

OFFICIAL RESPONSIBILITY. The Commission will not recommend changes at this time, but will review on a future date.

PERSON. No changes are recommended at this time.

PUBLIC EMPLOYEE. No changes are recommended at this time.

PUBLIC OFFICIAL. No changes are recommended at this time.

RESPONDENT. No changes are recommended at this time.

SPECIAL DISTRICT. No changes are recommended at this time.

6. Citizens Comments. None.

7. Adjournment. Motion Mr. Durst, Second by Ms. Pineau. The meeting was adjourned at 7:00 p.m. The next meeting will be June 4, 2019.

Respectfully submitted,

Betty Wagner
Member



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

April 10, 2019

To: Colchester Board of Selectmen

From: Randy Benson, Town Planner

Re: Proposed Change in Zoning Permit Fee for Commercial Portable and Commercial Temporary Signs

The Planning and Zoning Commission has been working on a comprehensive review and amendments to Section 11 of the Colchester Land Development Regulations for Signs. Some of the amendments were to try to resolve many of the continuous sign violations by businesses while giving businesses opportunities for new and different ways to advertise and stay within the Colchester Regulations. The amendments to the sign regulations were created as a result of numerous meetings with the Planning and Zoning Commission and input from the business community.

One of the amendments to the sign regulations is for commercial portable and commercial temporary signs. The new amendment will allow for a business owner to apply for a zoning permit for their temporary signs on an annual basis rather than on a per sign basis. The intent is if a business owner wishes to have a sandwich board sign for lunch specials, a temporary banner for a sale or a sign for a special event for example, they could apply for and receive a permit annually and not for each sale they may have where they may erect a new sign for a particular sale.

The Colchester Town Code currently, in Chapter 56-7(C) under "Administrative zoning fees" list the Zoning Permit Fee of \$50.00. The Planning and Zoning Commission approved unanimously at their April 3, 2019 meeting to recommend to the Board of Selectmen to amend Chapter 56-7(C) to add a line for Zoning Permit Fees for Commercial Portable and Commercial Temporary Signs - Annual Zoning Permit Fee \$50.

RECOMMENDED MOTION:

Motion that the Town of Colchester approve the amendment of Chapter 56-7(C) of the Code of the Town of Colchester to add under "Administrative zoning fees" to add "Zoning Permit Fees for Commercial Portable and Commercial Temporary Signs Zoning Permit Fee \$50 Annually" as recommended by the Colchester Planning and Zoning Commission.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

April 10, 2019

To: Colchester Board of Selectmen

From: Randy Benson, Town Planner

Re: Recommendation to Accept Map 03-30, Lot 031-500 11.06 Acres on Pickeral Lake Road as
Public Open Space

The Planning and Zoning Commission approved a Subdivision in 2010 of a 44 acre parcel into 3 lots on Pickeral Lake Road. Condition 8. B of the subdivision approval was to grant an 11.06 acre parcel to the State of Connecticut or another non-profit. The intent was to grant the land to the State of Connecticut because the land abuts a State Forest. At the time there was a tax lien on the parcel so the State was unwilling to accept the parcel until the tax lien was paid.

The tax lien was paid in 2019 so now the parcel is free of any liens and the property can be transferred. The owner wishes to sell the remaining lots. The State of Connecticut DEEP is still willing to accept the land but the process with the State will take until the end of the year as the State Open Space Commission only meets twice a year. To meet the conditions with the Planning and Zoning Commission so the lots may be sold, staff is recommending the Town accept the 11.06 acre parcel as Public Open Space with the intent the land will be transferred to the State of Connecticut. If the Town wishes to keep the land as Public Open Space it will still meet Condition 8. B of the Subdivision approval.

The Colchester Open Space Commission and the Colchester Conservation both have recommended the 11.06 acre parcel known as Map 03-20, Lot 031-500 be accepted by the Town of Colchester as Public Open Space. The Open Space Commission and the Colchester Conservation Commission recommend the parcel is transferred to the State of Connecticut as the land abuts the State Forest.

RECOMMENDED MOTION:

Motion that the Town of Colchester approve the acceptance of Map 03-20, Lot 031-500, 11.06 acres on Pickeral Lake Road as Public Open Space and that the land is then transferred to the State of Connecticut once approved by the State of Connecticut Department of Energy and Environmental Protection Open Space Division once it is accepted by the State.