

**Board of Selectmen Meeting**  
**Thursday, November 21, 2019**  
**Colchester Town Hall**  
**7:00 P.M.**

RECEIVED  
COLCHESTER, CT

2019 NOV 25 PM 2:11

*Gayle Furman*  
GAYLE FURMAN  
TOWN CLERK

**Minutes**

**MEMBERS PRESENT:** First Selectman Mary Bylone, Rosemary Coyle, Denise Mizla, Denise Turner, Taras Rudko

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Registrar Dot Mrowka, Recreation Director Tiffany Quinn, Director of Public Works Jim Paggioli, Board of Finance Members: Andreas Bibiskos, Andrea Migliaccio; Town Clerk Gayle Furman, Board of Education member Mary Tomasi, CFO Maggie Cosgrove, and Citizens

- 1) **Call to Order:** First Selectman Bylone called the meeting to order at 7:00 p.m.
- 2) **Pledge of Allegiance:** Members stood for the Pledge of Allegiance and held a moment of silence to recognize the passing of State Representative Linda Orange.
- 3) **Addition to the Agenda:** R. Coyle motioned to add Discussion and Possible action on the Community Calendar to the agenda as the new item 12, seconded by D. Turner. Vote was unanimous. **MOTION CARRIED.**
- 4) **Elections of Vice Chair:** D. Mizla made a motion to nominate R. Coyle as Vice Chair, seconded by D. Turner. No other nominations were made. Nominations were closed. Vote was unanimous. **MOTION CARRIED.**
- 5) **Citizens Comments:** None
- 6) **Consent Agenda:**
  - a) Approve Minutes of the November 7, 2019 Board of Selectmen Meeting
  - b) Reappointment of Janice Adams - Alternate member - Historic Commission - term ending 11/30/2022
  - c) Reappointment of Matthew Pulse - Member - Park and Recreation Commission - term ending 11/30/2023
  - d) Reappointment of Russell Melmed - Member - Youth Advisory Committee - term ending 12/1/202
  - e) Reappointment of Lorraine Marvin - Member - Youth Advisory Committee - term ending 12/1/19
  - f) Reappointment of Lynn Stephenson - Member - Park and Recreation Commission - term ending 11/1/2023



- g) Reappointment of Stan Soby - Chatham Health Board Member - term ending 12/31/22
- h) Change of Sean Nadeau status on the Economic Development Commission from alternate to full member with term ending 10/31/2024, recommendation by chair
- i) Tax Abatements

D. Mizla motioned to approve the consent agenda, seconded by R. Coyle. Vote was unanimous with M. Bylone and T. Rudko abstaining due to not being part of the board at the time of the previous meeting. **MOTION CARRIED.**

**7) Distribution of BOS Commission and Committee Liaison Assignments 2019-2021:**

Selectman reviewed the liaison assignments.

**8) Discussion and Possible Action on request from Senior Center Building**

**Committee Request for appropriation of funds to hire architect:** First Selectman Bylone tabled this item until the RFQ is completed.

**9) Discussion and Possible Action to schedule training for Board Members for Open**

**Colchester (Open Gov) product:** BOS members have never been trained on Open Colchester. The product is currently not working correctly but once it is, First Selectman Bylone would like a training scheduled for members on all three boards that have not yet been trained. A. Bibiskos said that he is willing to help with the training. Meeting for training to occur one hour prior to a BOS meeting was proposed.

**10) Discussion and Possible Action on Finance Department position - Deputy Chief**

**Financial Officer:** M. Cosgrove explained that the position is the restructuring of the current Director of Finance position after a retirement from the position last year and the salary would not change with the change of title and duties. The change in the job description is to allow for continuity in the absence of the CFO.

R. Coyle motioned to accept the new job description of Deputy Chief Financial Officer, seconded by D. Turner. Vote was unanimous. **MOTION CARRIED.**

**11) Discussion and Possible Action on new position - Director Human Resources:**

Members were given the opportunity to ask questions in regard to the job description. Removing the salary, adding a line to reflect that the position reports directly to the First Selectman and Superintendent, and clarify it is a non union 12 month position were requested as needed changes. D. Mizla motioned to approve the Director of Human Resources job description with noted changes, seconded by D. Turner. Vote was unanimous. **MOTION CARRIED.** There will be a tri-board meeting scheduled for discussion and possible action on the position.

**12) Discussion and Possible action on the Community Calendar:**

A small user fee had previously been approved by the BOS for community organizations to post on the Community Calendar. Since the charge was implemented there have been only 3 submissions. D. Turner motioned to have the user fee for access to the community



calendar on the homepage of the Town of Colchester website be reversed and all submissions that meet the criteria will be added by the Colchester Recreation department free of charge. Motion seconded by R. Coyle. Vote was unanimous.  
**MOTION CARRIED.**

**13) Citizen's Comments:** None

**14) First Selectman's Report:** It was discovered that social media accounts were deleted and cannot be resurrected. They will need to be recreated. A clerk is still needed for BOF meetings. There are 25 vacancies currently on boards and commissions. On December 3rd and 10th DEMHS Region 4 will participate in the EPPI exercise. BOF is in the process of developing a budget calendar.

**15) Liaison Reports:**

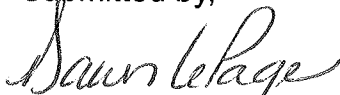
R. Coyle: Senior Center Building Committee - Meeting dates have been set for the second and fourth Tuesday of each month. J. Paggioli is reviewing the RFQ for an architect.

D. Mizla: Norton Park - J. Paggioli took committee members for a tour of the property. Meeting dates for 2020 were approved. There will be a subcommittee formed to gather pictures and historical data to display at the park.

**16) Executive Session to Discuss Employee Matter:** R. Coyle motioned to enter into Executive Session inviting G. Furman, seconded by D. Mizla. Vote was unanimous.  
**MOTION CARRIED.** Members entered into Executive Session at 7:40 p.m. and came out of session at 8:09 p.m.

**17) Adjourn:** R. Coyle motioned to adjourn. Seconded by D. Turner. Vote was unanimous.  
**MOTION CARRIED.**

Submitted by,



Dawn LePage, Clerk

'Attachments:

Liaison Assignments

Tax Abatements

Job Descriptions



Board of Selectman  
Commission and Committee Appointments 2019-2021

Board and Commissions	Selectman Assigned	Regular Meeting Schedule
Agriculture Commission	Rosemary Coyle	3 <sup>rd</sup> Monday 7 pm
Board of Assessment Appeals	Denise Turner	TBD
Board of Education	Denise Mizla	2 <sup>nd</sup> Tuesday 7 pm
Board of Finance	Mary Bylone	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday 7 pm
CHVFD Tax Exemption Eligibility Commission	Denise Mizla - Turner	TBD
Commission on Aging	Rosemary Coyle	2 <sup>nd</sup> Monday 8:30 am
Conservation Commission	Denise Turner	2 <sup>nd</sup> Wednesday 7 pm
Dog Park Committee	Mary Bylone	2 <sup>nd</sup> Tuesday 7 pm
Economic Development Commission	Mary Bylone	3 <sup>rd</sup> Monday 7 pm
Ethics Commission	Taras Rudko	1 <sup>st</sup> Tuesday Even# months 6 pm
Fair Rent Commission	Taras Rudko	TBD
Fire Department	Rosemary Coyle	Quarterly
Friends of the Cragin Library	Taras Rudko	2 <sup>nd</sup> Thursday 5:30 pm
Historic District Commission	Denise Turner	2 <sup>nd</sup> Monday 7 pm
Housing Authority	Taras Rudko	3 <sup>rd</sup> Thursday 7pm (conflict with BOS)
Norton Park Committee	Denise Mizla	TBD
Open Colchester Committee	Rosemary Coyle & Denise Mizla	TBD
Open Space Advisory Commission	Rosemary Coyle	2 <sup>nd</sup> Monday 6 pm
Park & Recreation Commission	Denise Mizla	1 <sup>st</sup> Monday 7 pm
Planning and Zoning Commission	Taras Rudko	1 <sup>st</sup> Wednesday 7 pm
Police Commission	Mary Bylone	4 <sup>th</sup> Monday 6:30 pm
Senior Center Building Committee	Rosemary Coyle	2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday 7 pm
Sewer & Water Commission	Taras Rudko	2 <sup>nd</sup> Thursday 7 pm, 2020 4 <sup>th</sup> Wed.
WJMS Building Committee	Rosemary Coyle	2 <sup>nd</sup> or 4 <sup>th</sup> Thursday 7 pm
Youth Services Advisory Board	Denise Mizla	1 <sup>st</sup> Wednesday 5 pm
Zoning Board of Appeals	Taras Rudko	3 <sup>rd</sup> Tuesday 7 pm





**TAX COLLECTOR'S REFUNDS**  
**SELECTMAN'S MEETING**

**MEETING DATE:** 11/21/2019

Check Date:

<b>Taxpayer Name</b>	<b>List Number</b>	<b>Amount</b>	<b>Breakdown</b>	<b>Check #</b>
J M BRUBAKER	2018-03-0051804	\$84.57	C: \$84.57	
FINANCIAL SER VEH TRUST	2018-03-0054981	\$404.42	C: \$404.42	
DANIEL J KENNY	2018-03-0057626	\$20.17	C: \$20.17	
KENNETH D SHAKER	2018-03-0063378	\$24.96	C: \$24.96	
TOYOTA LEASE TRUST	2017-03-0023070	\$588.14	P: \$588.14	

**TOTAL** **\$1,122.26**



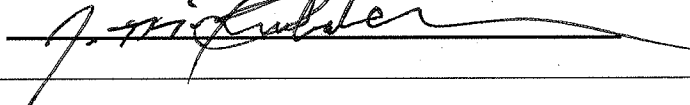
# APPLICATION FOR ABATEMENT OR REFUND OF PROPERTY TAXES

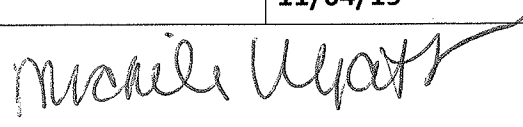


THIS APPLICATION FORM PROVIDES SATISFACTORY PROOF FOR ENTITLEMENT TO EXEMPTION ON THE OCTOBER 1, **2018** ASSESSMENT LIST TO THE TAX COLLECTOR OF COLCHESTER, STATE OF CONNECTICUT.

<b>APPLICANT INFORMATION</b>	
NAME:	J M BRUBAKER
MAILING ADDRESS:	79 PARK AVE, COLCHESTER, CT 06415-1154
BILL NO:	2018-03-0051804
BILL NO:	
BILL NO:	
BILL NO:	
REASON FOR APPLICATION:	COC

AMOUNTS FOR REFUND								
	Amount Paid	List Year	Due Date	Principal	Interest	Lien Fees	Amount Due	TOTAL
11/04/19	\$ 169.13	10/18	7/19	\$ 84.56	\$	\$	\$ 84.56	\$ 84.57

APPLICANT(S) SIGNATURE: 

<b>OFFICE USE ONLY:</b>			
<b>Accounting Codes</b>			
Refund 11303 – 30111	X	Current Levy	\$ 84.57
Refund 11303 – 30112		Prior Levy	\$
Refund 11303 – 30113		Interest Fees	\$
<b>Collectors Recommendation to the Governing Body</b>			
To the Board of Selectman: It is recommended that an abatement or refund of property taxes with the following information be made to the above named taxpayer in accordance with the provisions of Section 12-81 (20), 12-124 thru 12-129 Rev. as amended			
ABATEMENT OR REFUND	\$ 84.57	APPLICATION SUBMITTED DATE:	11/04/19
TAX COLLECTOR: MICHELE WYATT			

<b>Governing Body Action Taken</b>		
At a regular meeting of the Board of Selectman it was voted to abate or refund property the following taxes to the above named taxpayer		
MEETING DATE:	ABATEMENT OR REFUND AMOUNT:	ACCOUNTING VENDOR NUMBER:
BOARD OF SELECTMAN, COMMON COUNCIL SIGNATURE:		
CLERK SIGNATURE:		





\*2018030051804\*

## GENERAL DATA MOTOR VEHICLE OFFICE OF THE TAX COLLECTOR

AS OF 11/04/2019

BILL NO:	2018-03-0051804	NAME:	BRUBAKER J M
UNIQUE ID:	51804	C/O:	
LINK #	2018-MV-0001005	ADDRESS:	79 PARK AVE
FILE#		ADDRESS2:	
BANK:		CITY ST ZIP:	COLCHESTER CT 06415-1154
ESCROW:		COUNTRY:	
DMV CIVLS:	4967857-855180-N		
DISTRICT:			
PROP ASSESSED:	5,150	YR/MAKE/MDL	2010 / TOYOT / CAMRY/SE
EXEMPTIONS:		REG/CL/ID	1 / 4T4BF3EK5AR001451
COC CHANGE:	-2,575		
COC #:	96530M	ASSMNT CHANGE:	-2,575
EXEMPT Change:		TOWN BENEFIT	0.00
NET VALUE:	2,575	REG# EXPR:	
DMV CIVLS:	4967857-855180-N		

MILL RATE: 32.8400

## \*\*\* BILLED \*\*\*

	TOWN	TOTALS
INST1	169.13	169.13
INST2	0.00	0.00
INST3	0.00	0.00
INST4	0.00	0.00
ADJS	-84.57	-84.57
TOT TAX	84.56	84.56
TOTAL PAID:	169.13	169.13

## \*\*\* PAYMENTS \*\*\*

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Adj	5	11/04/2019	96530M	69/2020/2	T	-84.57	0.00	0.00	0.00	0.00
Pmt	1	07/22/2019		1/119/33	T	169.13	0.00	0.00	0.00	169.13
TOTAL PAYMENTS						169.13	0.00	0.00	0.00	169.13

TOTAL BALANCE DUE AS OF 11/04/2019

	TOWN
INT DUE	0.00
LIEN DUE	0.00
FEES DUE	0.00
TAX DUE NOW	-84.57
TOT DUE NOW	-84.57
BALANCE AMT	-84.57

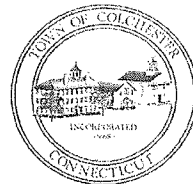
## \*\*\* FLAGS \*\*\*

Circuit Breaker Amt	0	Benefit Year	0
Invalid Address Flag	No		
Last Adjustment Reason	DECREASE. MV TOTALED MAR 19		



TOWN OF COLCHESTER  
TAX COLLECTOR


APPLICATION FOR ABATEMENT OR REFUND OF  
PROPERTY TAXES



THIS APPLICATION FORM PROVIDES SATISFACTORY PROOF FOR ENTITLEMENT TO EXEMPTION ON THE OCTOBER 1, **2018** ASSESSMENT LIST TO THE TAX COLLECTOR OF COLCHESTER, STATE OF CONNECTICUT.

<b>APPLICANT INFORMATION</b>								
NAME:	FINANCIAL SER VEH TRUST							
MAILING ADDRESS:	TAX DEPT, 5550 BRITTON PKWY, HILLIARD, OH 43026							
BILL NO:	2018-03-0054981							
BILL NO:								
BILL NO:								
BILL NO:								
REASON FOR APPLICATION:	COC							
<b>AMOUNTS FOR REFUND</b>								
	Amount Paid	List Year	Due Date	Principal	Interest	Lien Fees	Amount Due	TOTAL
11/07/19	\$ 539.23	10/18	7/1/19	\$ 134.81	\$	\$	\$ 134.81	\$ 404.42

APPLICANT(S) SIGNATURE: SEE ATTACHED

<b>OFFICE USE ONLY:</b>			
<b>Accounting Codes</b>			
Refund 11303 – 30111	<input checked="" type="checkbox"/>	Current Levy	\$ 404.42
Refund 11303 – 30112	<input type="checkbox"/>	Prior Levy	\$
Refund 11303 – 30113	<input type="checkbox"/>	Interest Fees	\$
<b>Collectors Recommendation to the Governing Body</b>			
To the Board of Selectman: It is recommended that an abatement or refund of property taxes with the following information be made to the above named taxpayer in accordance with the provisions of Section 12-81 (20), 12-124 thru 12-129 Rev. as amended			
ABATEMENT OR REFUND	\$ 404.42	APPLICATION SUBMITTED DATE:	11/07/19
TAX COLLECTOR: MICHELE WYATT			
<b>Governing Body Action Taken</b>			
At a regular meeting of the Board of Selectman it was voted to abate or refund property the following taxes to the above named taxpayer			
MEETING DATE:	ABATEMENT OR REFUND AMOUNT:		ACCOUNTING VENDOR NUMBER:
BOARD OF SELECTMAN, COMMON COUNCIL SIGNATURE:			
CLERK SIGNATURE:			







## GENERAL DATA MOTOR VEHICLE OFFICE OF THE TAX COLLECTOR

AS OF 11/07/2019

BILL NO: 2018-03-0054981 NAME: FINANCIAL SER VEH TRUST  
UNIQUE ID: 54981 C/O:  
LINK # 2018-MV-0002730 ADDRESS: 5550 BRITTON PKWY  
FILE# ADDRESS2:  
BANK: CITY ST ZIP: HILLIARD OH 43026-7456  
ESCROW: COUNTRY:  
DMV CIVLS: 105942-3947018-Y  
DISTRICT:  
PROP ASSESSED: 16,420 YR/MAKE/MDL 2016 / BMW / 328XI SU  
EXEMPTIONS: REG/CL/ID 1 / WBASE3G50GNT80913  
COC CHANGE: -12,315  
COC #: 96541M ASSMNT CHANGE: -12,315  
EXEMPT Change: TOWN BENEFIT 0.00  
NET VALUE: 4,105 REG# EXPR: 04/06/2020  
DMV CIVLS: 105942-3947018-Y

MILL RATE: 32.8400

## \*\*\* BILLED \*\*\*

	TOWN	TOTALS
INST1	539.23	539.23
INST2	0.00	0.00
INST3	0.00	0.00
INST4	0.00	0.00
ADJS	-404.42	-404.42
TOT TAX	134.81	134.81
TOTAL PAID:	539.23	539.23

## \*\*\* PAYMENTS \*\*\*

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Adj	5	11/07/2019	96541M	69/2025/1	T	-404.42	0.00	0.00	0.00	0.00
Pmt	1	07/22/2019		81/1123/99	T	539.23	0.00	0.00	0.00	539.23
TOTAL PAYMENTS						539.23	0.00	0.00	0.00	539.23

TOTAL BALANCE DUE AS OF 11/07/2019

	TOWN
INT DUE	0.00
LIEN DUE	0.00
FEES DUE	0.00
TAX DUE NOW	-404.42
TOT DUE NOW	-404.42
BALANCE AMT	-404.42

## \*\*\* FLAGS \*\*\*

Circuit Breaker Amt 0 Benefit Year 0  
Invalid Address Flag No  
Last Adjustment Reason DECREASE. MV SOLD DEC 18



# BMW Financial Services



COLCHESTER  
Town Hall  
127 Norwich Avenue, STE 104  
Colchester, CT 06415

Reference 4002361243 / 2016 BMW 328i xDrive Sedan SA SULEV / WBA8E3G50GNT80913  
Subject Request for abatement of motor vehicle property tax

Dear Assessor:

We are writing to request an abatement of the motor vehicle property tax bill for the following leased vehicle. BMW Financial Services was billed and has paid the personal property tax; however, the contract was terminated and the vehicle's ownership has been transferred.

MARKER NUMBER:	AD31023
MODEL:	2016 BMW 328i xDrive Sedan SA SULEV
VIN:	WBA8E3G50GNT80913
SOLD DATE	12/06/2018

Enclosed are the Bill of Sale and the plate return receipt for your records. Please adjust your assessment and send the refund to:

BMW Financial Services  
Attn: Tax  
5550 Britton Parkway  
Hilliard OH 43026

We are committed to providing you with the highest level of service. If you have any questions, please contact Scott Swazuk at (614) 789-7313 or, [tax@bmwfs.com](mailto:tax@bmwfs.com), Monday through Friday, from 8:00 a.m. to 5:00 p.m. ET, or by mail at either address listed on the left of this letter.

Company  
BMW Financial  
Services NA, LLC

BMW Group Company

Mailing Address  
PO Box 3608  
Dublin OH 43016-0308

Office Address  
5550 Britton Parkway  
Hilliard OH 43026

Telephone  
(800) 578-5000

Fax  
(800) 620-4269

Internet  
[bmwusa.com/mybmw](http://bmwusa.com/mybmw)

Best regards,

Scott Swazuk  
Property Tax Specialist  
BMW Financial Services NA, LLC

enclosure: Bill of Sale



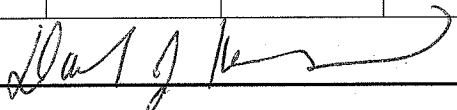


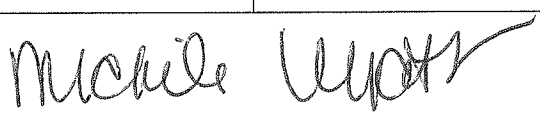
# APPLICATION FOR ABATEMENT OR REFUND OF PROPERTY TAXES

THIS APPLICATION FORM PROVIDES SATISFACTORY PROOF FOR ENTITLEMENT TO EXEMPTION ON THE OCTOBER 1, **2018** ASSESSMENT LIST TO THE TAX COLLECTOR OF COLCHESTER, STATE OF CONNECTICUT.

<b>APPLICANT INFORMATION</b>	
NAME:	DANIEL J KENNY
MAILING ADDRESS:	12 DEBI CIRCLE, COLCHESTER, CT 06415-1747
BILL NO:	2018-03-0057626
BILL NO:	
BILL NO:	
BILL NO:	
REASON FOR APPLICATION:	COC

AMOUNTS FOR REFUND								
	Amount Paid	List Year	Due Date	Principal	Interest	Lien Fees	Amount Due	TOTAL
10/30/19	\$ 243.02	10/18	7/1/19	\$ 222.85	\$	\$	\$ 222.85	\$ 20.17

APPLICANT(S) SIGNATURE: 

<b>OFFICE USE ONLY:</b>			
<b>Accounting Codes</b>			
Refund 11303 – 30111	<input checked="" type="checkbox"/>	Current Levy	\$ 20.17
Refund 11303 – 30112	<input type="checkbox"/>	Prior Levy	\$
Refund 11303 – 30113	<input type="checkbox"/>	Interest Fees	\$
<b>Collectors Recommendation to the Governing Body</b>			
To the Board of Selectman: It is recommended that an abatement or refund of property taxes with the following information be made to the above named taxpayer in accordance with the provisions of Section 12-81 (20), 12-124 thru 12-129 Rev. as amended			
ABATEMENT OR REFUND	\$ 20.17	APPLICATION SUBMITTED DATE:	10/30/19
TAX COLLECTOR: MICHELE WYATT			
<b>Governing Body Action Taken</b>			
At a regular meeting of the Board of Selectman it was voted to abate or refund property the following taxes to the above named taxpayer			
MEETING DATE:	ABATEMENT OR REFUND AMOUNT:		ACCOUNTING VENDOR NUMBER:
BOARD OF SELECTMAN, COMMON COUNCIL SIGNATURE:			
CLERK SIGNATURE:			





## GENERAL DATA MOTOR VEHICLE OFFICE OF THE TAX COLLECTOR

AS OF 10/30/2019

BILL NO:	2018-03-0057626	NAME:	KENNY DANIEL J
UNIQUE ID:	57626	C/O:	
LINK #	2018-MV-0004213	ADDRESS:	12 DEBI CIR
FILE#		ADDRESS2:	
BANK:		CITY ST ZIP:	COLCHESTER CT 06415-1747
ESCROW:		COUNTRY:	
DMV CIVLS:	2005333-3611703-N		
DISTRICT:			
PROP ASSESSED:	7,400	YR/MAKE/MDL	2012 / LINCO / MKZ AWD
EXEMPTIONS:		REG/CL/ID	1 / 3LNHL2JC4CR813792
COC CHANGE:	-614		
COC #:	96515M	ASSMNT CHANGE:	-614
EXEMPT Change:		TOWN BENEFIT	0.00
NET VALUE:	6,786	REG# EXPR:	
DMV CIVLS:	2005333-3611703-N		

MILL RATE: 32.8400

## \*\*\* BILLED \*\*\*

	TOWN	TOTALS
INST1	243.02	243.02
INST2	0.00	0.00
INST3	0.00	0.00
INST4	0.00	0.00
ADJS	-20.17	-20.17
TOT TAX	222.85	222.85
TOTAL PAID:	243.02	243.02

## \*\*\* PAYMENTS \*\*\*

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Adj	4	10/30/2019	96515M	69/2015/1	T	-20.17	0.00	0.00	0.00	0.00
Pmt	1	07/05/2019		81/1110/501	T	243.02	0.00	0.00	0.00	243.02
TOTAL PAYMENTS						243.02	0.00	0.00	0.00	243.02

TOTAL BALANCE DUE AS OF 10/30/2019

	TOWN
INT DUE	0.00
LIEN DUE	0.00
FEES DUE	0.00
TAX DUE NOW	-20.17
TOT DUE NOW	-20.17
BALANCE AMT	-20.17

## \*\*\* FLAGS \*\*\*

Circuit Breaker Amt	0	Benefit Year	0
Invalid Address Flag	No		
Last Adjustment Reason	DECREASE. MV SOLD AUG 19		

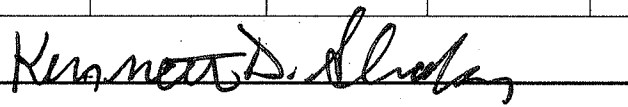





# APPLICATION FOR ABATEMENT OR REFUND OF PROPERTY TAXES



THIS APPLICATION FORM PROVIDES SATISFACTORY PROOF FOR ENTITLEMENT TO EXEMPTION ON THE OCTOBER 1, **2018** ASSESSMENT LIST TO THE TAX COLLECTOR OF COLCHESTER, STATE OF CONNECTICUT.

APPLICANT INFORMATION								
NAME:	KENNETH D SHAKER							
MAILING ADDRESS:	36 JAN DR, COLCHESTER, CT 06415-1910							
BILL NO:	2018-03-0063378							
BILL NO:								
BILL NO:								
BILL NO:								
REASON FOR APPLICATION:	COC							
AMOUNTS FOR REFUND								
	Amount Paid	List Year	Due Date	Principal	Interest	Lien Fees	Amount Due	TOTAL
11/04/19	\$ 149.42	10/18	7/19	\$ 124.46	\$	\$	\$ 124.46	\$ 24.96
APPLICANT(S) SIGNATURE: 								
OFFICE USE ONLY:								
Accounting Codes								
Refund 11303 – 30111	<input checked="" type="checkbox"/>	Current Levy	\$ 24.96					
Refund 11303 – 30112	<input type="checkbox"/>	Prior Levy	\$					
Refund 11303 – 30113	<input type="checkbox"/>	Interest Fees	\$					
Collectors Recommendation to the Governing Body								
To the Board of Selectman: It is recommended that an abatement or refund of property taxes with the following information be made to the above named taxpayer in accordance with the provisions of Section 12-81 (20), 12-124 thru 12-129 Rev. as amended								
ABATEMENT OR REFUND	\$ 24.96			APPLICATION SUBMITTED DATE:	11/04/19			
TAX COLLECTOR: MICHELE WYATT								
Governing Body Action Taken								
At a regular meeting of the Board of Selectman it was voted to abate or refund property the following taxes to the above named taxpayer								
MEETING DATE:	ABATEMENT OR REFUND AMOUNT:			ACCOUNTING VENDOR NUMBER:				
BOARD OF SELECTMAN, COMMON COUNCIL SIGNATURE:								
CLERK SIGNATURE:								





\*2018030063378\*

GENERAL DATA MOTOR VEHICLE OFFICE OF THE TAX COLLECTOR

AS OF 11/04/2019

BILL NO: 2018-03-0063378 NAME: SHAKER KENNETH D  
UNIQUE ID: 63378 C/O: SHAKER LORI L  
LINK # 2018-MV-0007453 ADDRESS: 36 JAN DR  
FILE# ADDRESS2:  
BANK: CITY ST ZIP: COLCHESTER CT 06415-1910  
ESCROW: COUNTRY:  
DMV CIVLS: 3774420-3033555-3801955N  
DISTRICT:  
PROP ASSESSED: 4,550 YR/MAKE/MDL 2012 / NISSA / SENTRA/S  
EXEMPTIONS: REG/CL/ID 1 / 3N1AB6AP9CL706164  
COC CHANGE: -760  
COC #: 96531M ASSMNT CHANGE: -760  
EXEMPT Change: TOWN BENEFIT 0.00  
NET VALUE: 3,790 REG# EXPR:  
DMV CIVLS: 3774420-3033555-3801955N

MILL RATE: 32.8400

\*\*\* BILLED \*\*\*

	TOWN	TOTALS
INST1	149.42	149.42
INST2	0.00	0.00
INST3	0.00	0.00
INST4	0.00	0.00
ADJS	-24.96	-24.96
TOT TAX	124.46	124.46
TOTAL PAID:	149.42	149.42

\*\*\* PAYMENTS \*\*\*

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Adj	5	11/04/2019	96531M	69/2020/3	T	-24.96	0.00	0.00	0.00	0.00
Pmt	2	08/02/2019		81/1141/144	T	149.42	0.00	0.00	0.00	149.42
TOTAL PAYMENTS						149.42	0.00	0.00	0.00	149.42

TOTAL BALANCE DUE AS OF 11/04/2019

	TOWN
INT DUE	0.00
LIEN DUE	0.00
FEES DUE	0.00
TAX DUE NOW	-24.96
TOT DUE NOW	-24.96
BALANCE AMT	-24.96

\*\*\* FLAGS \*\*\*

Circuit Breaker Amt 0 Benefit Year 0  
Invalid Address Flag No  
Last Adjustment Reason DECREASE. MV TRADE-IN JUL 19



## TOWN OF COLCHESTER

## TAX COLLECTOR

APPLICATION FOR ABATEMENT OR REFUND OF  
PROPERTY TAXES

THIS APPLICATION FORM PROVIDES SATISFACTORY PROOF FOR ENTITLEMENT TO EXEMPTION ON THE OCTOBER 1, **2018** ASSESSMENT LIST TO THE TAX COLLECTOR OF COLCHESTER, STATE OF CONNECTICUT.

<b>APPLICANT INFORMATION</b>								
NAME:	TOYOTA LEASE TRUST							
MAILING ADDRESS:	20 COMMERCE WAY, SUITE 800, WOBURN, MA 01801-1057							
BILL NO:	2017-03-0023070							
BILL NO:								
BILL NO:								
BILL NO:								
REASON FOR APPLICATION:	COC							
<b>AMOUNTS FOR REFUND</b>								
	Amount Paid	List Year	Due Date	Principal	Interest	Lien Fees	Amount Due	TOTAL
10/31/19	\$ 588.14	10/17	7/1/18	\$ 0.00	\$	\$	\$ 0.00	\$ 588.14

APPLICANT(S) SIGNATURE: SEE ATTACHED

<b>OFFICE USE ONLY:</b>			
<b>Accounting Codes</b>			
Refund 11303 – 30111		Current Levy	\$
Refund 11303 – 30112	X	Prior Levy	\$ 588.14
Refund 11303 – 30113		Interest Fees	\$
<b>Collectors Recommendation to the Governing Body</b>			
To the Board of Selectman: It is recommended that an abatement or refund of property taxes with the following information be made to the above named taxpayer in accordance with the provisions of Section 12-81 (20), 12-124 thru 12-129 Rev. as amended			
ABATEMENT OR REFUND	\$ 588.14	APPLICATION SUBMITTED DATE:	10/31/19
TAX COLLECTOR: MICHELE WYATT			
<b>Governing Body Action Taken</b>			
At a regular meeting of the Board of Selectman it was voted to abate or refund property the following taxes to the above named taxpayer			
MEETING DATE:	ABATEMENT OR REFUND AMOUNT:	ACCOUNTING VENDOR NUMBER:	
BOARD OF SELECTMAN, COMMON COUNCIL SIGNATURE:			
CLERK SIGNATURE:			



## **REFUND REQUEST FOR Toyota Lease Trust**

Date: 10/30/2019

Colchester Town Assessor  
127 Norwich Avenue, Suite 104  
Colchester, CT 06415

<b>Tax Year:</b>	<b>2017</b>	<b>Plate #:</b>	<b>8881CU</b>
<b>Grand List Number:</b>	<b>0023070</b>	<b>VIN#:</b>	<b>3TMLU4ENXDM128536</b>

To whom it may concern:

We are requesting a refund on the above listed tax bill. The lease on this vehicle has ended and the vehicle was sold. Enclosed, please find the applicable documentation as required for the refund of taxes.

Please complete the enclosed "Information Request Form" for our records, we have provided a return envelope with pre-paid postage for your convenience.

Once approved, please forward refund to:

Toyota Lease Trust  
20 Commerce Way, Suite 800  
Woburn, Massachusetts 01801-1057

**Due to accounting complications, please do not apply this refund to any tax bills our company has outstanding. Please return this letter (or copy thereof) with the refund check.**

Thank you in advance for your efforts to assist us in this matter. If you have questions please contact the following individual:

Stephanie Cash  
321-251-2926  
stephanie.cash@ryan.com

REF#: 18-108159







## GENERAL DATA MOTOR VEHICLE OFFICE OF THE TAX COLLECTOR

AS OF 10/31/2019

BILL NO: 2017-03-0023070 NAME: TOYOTA LEASE TRUST  
UNIQUE ID: 23070 C/O:  
LINK # 2017-MV-0008438 ADDRESS: 3200 W RAY RD  
FILE# ADDRESS2:  
BANK: CITY ST ZIP: CHANDLER AZ 85226-2455  
ESCROW: COUNTRY:  
DMV CIVLS: 1887100-323422-Y  
DISTRICT:  
PROP ASSESSED: 18,220 YR/MAKE/MDL 2013 / TOYOT / TACOMA D  
EXEMPTIONS: REG/CL/ID 3 / 3TMLU4ENXDM128536  
COC CHANGE: -18,220  
COC #: 96518M ASSMNT CHANGE: -18,220  
EXEMPT Change: TOWN BENEFIT 0.00  
NET VALUE: REG# EXPR:  
DMV CIVLS: 1887100-323422-Y

MILL RATE: 32.2800

## \*\*\* BILLED \*\*\*

	TOWN	TOTALS
INST1	588.14	588.14
INST2	0.00	0.00
INST3	0.00	0.00
INST4	0.00	0.00
ADJS	-588.14	-588.14
TOT TAX	0.00	0.00
TOTAL PAID:	588.14	588.14

## \*\*\* PAYMENTS \*\*\*

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Adj	4	10/31/2019	96518M	69/2017/1	T	-588.14	0.00	0.00	0.00	0.00
Pmt	1	07/27/2018		5/679/84	T	588.14	0.00	0.00	0.00	588.14
TOTAL PAYMENTS						588.14	0.00	0.00	0.00	588.14

TOTAL BALANCE DUE AS OF 10/31/2019

	TOWN
INT DUE	0.00
LIEN DUE	0.00
FEES DUE	0.00
TAX DUE NOW	-588.14
TOT DUE NOW	-588.14
BALANCE AMT	-588.14

## \*\*\* FLAGS \*\*\*

Circuit Breaker Amt 0 Benefit Year 0  
Invalid Address Flag No  
Last Adjustment Reason DELETE. MV SOLD BEFORE OCT





## ***Colchester Public Schools***

127 Norwich Avenue, Suite 202  
Colchester, CT 06415

**The Town of Colchester and Colchester Public Schools  
Announces An Open Position For**

### **Director of Human Resources (Non-Union)**

**Salary Range:**  
\$80,000 – 100,000

#### **Job Purpose**

The Director of Human Resources manages a comprehensive personnel program and directs the broad range of activities associated with human resources for the Town and the Colchester Public Schools. Work is performed with considerable independence and initiative and with the widest possible latitude for the exercise of professional judgment. Work is reviewed on the basis of outcomes and objectives achieved.

#### **Essential Job Functions**

The Director of Human Resources is responsible for the day-to-day management of human resources of both the Town of Colchester and Colchester Public Schools; Oversees the effective implementation of human resources programs and services; Manages activities involved in recruitment and testing, position classification and pay administration, compensation and benefit administration, collective bargaining, employee training and development, employee records administration, employee relations, affirmative action, pension administration, risk management administration and/or related functional areas as defined by the First Selectman or the Superintendent of Schools.

Assists in the creation of performance standards and reviews. Assures organizational and individual goals are achieved.

Interprets Personnel Rules, policies and procedures and enforces regulations and applicable contract agreements, including the adjustment of grievances.

Assists in budget preparation, including changes to personnel; reviews and approves personnel actions, purchasing requisitions and agreements; maintains equipment and supplies inventory; and authorizes necessary administrative actions.

Conducts research and other studies; Develops procedural and policy recommendations; Develops and submits new personnel policies for approval.

Maintains contact with all Town and BOE departments to determine changing personnel needs and problems; Coordinates departmental personnel activities and explains personnel policies, procedures, and regulations.

Advises and consults with Town management, labor representatives, employees, retirees, and representatives of other jurisdictions regarding a variety of personnel actions, laws, programs and services.

Monitors legislation and labor union agreements and develops policies, programs and procedures to ensure compliance with federal, state, and local laws, regulations and agreements.

Serves on the Town's labor negotiation team and participates in the preparation, negotiation, and implementation of collective bargaining agreements.

Meets and confers with staff members, job applicants, and employees or their representatives to discuss and resolve personnel matters.

Investigates and resolves complex employment and employee relations complaints and issues.

Monitors and advises the First Selectman and Superintendent on unusual personnel trends and problems.

Prepares reports and presentations related to assigned responsibilities; Prepares special studies and reports at the request of the First Selectman or the Superintendent.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

### **Additional Job Responsibilities**

Assumes responsibility for continuing education and professional development for self.

Promotes a responsive customer service orientation within the department and organization.

Represents the Schools and the Town in dealing with other agencies, professional associations, public and private organizations, and the community.

### **Qualifications, Knowledge, Skills, and Abilities**

- Candidates should have a bachelor's degree in human resources, public administration, business administration, labor relations, or a related field, master's degree preferred, and at least seven years of professional experience in personnel/labor relations, preferably in a municipal setting, or any equivalent combination of education and experience.
- Thorough knowledge of human resources management principles and practices including recruitment, selection, labor relations, affirmative action, classification and job evaluation systems and compensation, pension and benefit administration.

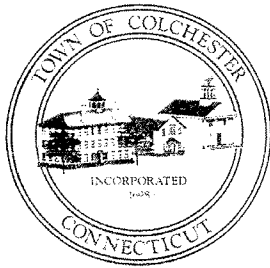
- Knowledge of state and federal employment laws and the ability to apply such laws as they related to municipalities (ADA, OSHA, ADEA, FMLA, ERISA, COBRA, etc.).
- Ability to perform a broad range of management responsibility over supervisory, professional, and administrative support personnel.
- Ability to provide leadership in implementing town and district policies and programs.
- Ability to analyze, interpret and apply relevant applicable Federal, State and Town laws, rules and regulations.
- Ability to establish and maintain cooperative work relationships with town management, labor organization representatives, other town employees and the general public.
- Ability to build relationships and work collaboratively with individuals and groups from all levels of the organization based on trust and confidence.
- Ability to demonstrate a principle centered negotiation approach and analyze labor relations issues and propose alternative strategies.
- Ability to initiate projects and manage priorities while balancing commitments to multiple stakeholders and operating in and being committed to a team environment.
- Ability to handle sensitive and confidential information.
- Ability to communicate in the English language with customers, clients, and the public using a telephone or in a one-on-one or group setting.
- Ability to produce technical and non-technical written documents in the English language with clearly organized thoughts with proper sentence construction, punctuation, and grammar.

## **Work Environment**

Must be able to work under stress from demanding deadlines, competing priorities and changing conditions. Manages and coordinates multiple priorities adhering to established timeframes and performance standards. May have occasional interactions with people who, at times, may be agitated. Attends to tasks/functions for more than sixty- (60) minutes at a time. Attendance and participation required at occasional extended night meetings outside the normal business workday, usually with advanced notice.

Has access to confidential records subject to limited disclosure pursuant to statutory prescript. Must have ability to be mobile, use hands, fingers, handle or feel objects, tools or controls to utilize business office equipment. Must be able to push/pull light objects, occasionally lifting objects up to 20 pounds. Must be able to perform such tasks as writing, typing, using a calculator, and skills which require hand-eye coordination such as using a computer. Has frequent contact with other departmental staff, representatives of other town departments, Town officials, Boards and Commissions, and other external interests. Must be able to concentrate on fine details with occasional interruption, remember multiple assignments given over long periods of time, and understand theories behind several related concepts. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.





## **Town of Colchester and Colchester Board of Education**

### **Finance Department**

### **Deputy Chief Financial Officer**

#### **General Statement of Duties**

The Finance Department is responsible for maintaining all budgets, accounts and financial records of the Town and School District. This is a highly responsible position requiring strong financial management and analytical skills. This position assists the Chief Financial Officer (CFO) in all aspects of daily operations of the combined Finance Department. This position involves the performance of a wide variety of professional accounting and financial control functions for a combined Finance Department.

#### **Terms of Employment**

Non-union; 12-month employee

#### **Supervisor**

Works under the direct supervision of the Chief Financial Officer (CFO).

#### **Supervision Exercised**

Under the direction of the CFO, oversees the operation of the joint Finance Department including supervision of all staff as needed. In the absence of the CFO, serves as acting Chief Financial Officer.

#### **Essential Duties and Responsibilities:**

1. Assists the CFO with the operations of the Finance Department to evaluate, administer and oversee the financial management of the Town and School District. Specific duties include, but are not limited to: accounting and financial reporting, general ledger, budgeting, financial and capital planning, financial software, cash/investment management, debt management, purchasing, grant applications, risk management, contract and collective bargaining negotiations, payroll and benefits and workers compensation claims.
2. Supervises routine accounting functions including accounts payable, accounts receivable, and payroll. Supervises the daily activities of employees, and provides performance feedback to the CFO both formally and informally.
3. Develops internal control policies, guidelines, and procedures for activities such as budget administration, cash/investment management, accounting and payroll. Under the direction and guidance of the CFO, interprets and enforces policies and procedures.
4. Attends Board of Selectmen, Board of Education and Board of Finance meetings in the absence of the CFO as necessary.
5. Participates, as directed, in the development of all Town and Education budgets, including Capital Improvement Plans, and assists with the administration of all such budgets once adopted.
6. Assists CFO and external auditor with the preparation of year-end financial reports in accordance with Generally Accepted Accounting Principles (GAAP). Compiles data for financial reports including preparing and entering journal entries.
7. Prepares a variety of internal and external financial reports including monthly, quarterly and annual reports for all funds.
8. Prepare and/or review grant financial reports required by State, Federal, or other grantor agencies.

9. Assists CFO with risk management for property and liability insurance for the Town and School District, including filing of claims reports with insurance carriers.
10. Trains and cross-trains departmental personnel in department operations and basic financial practices.
11. Perform such other duties as may be required and assigned by the CFO.

### **Required Knowledge, Skills and Abilities**

- 1) Must have:
  - Knowledge of the practices and procedures used in governmental accounting, including generally accepted accounting principles (GAAP), relevant CT General Statutes regarding Town and School District finances, and State Department of Education and State Office of Policy & Management (OPM) financial reporting requirements.
  - Town of Colchester Charter and ordinances, and Colchester Board of Education policies.
  - Public administration principles and practices relevant to financial administration.
  - Ability to analyze financial statements and budget reports and develop projections.
  - Strong verbal and written communication skills.
  - Experience with Microsoft Office Suite with emphasis on Excel, and Adobe Acrobat.

### **Education and Experience**

1. Bachelor's degree in accounting, finance, public or business administration or a related field from an accredited college or university, supplemented by at least three (3) years of progressive experience in public or governmental accounting, or an equivalent combination of training and experience.
2. Certified Public Accountant (CPA) and/or Certified Public Finance Officer (CPFO) preferred.

### **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.

*Note: This description is illustrative of tasks and responsibilities.  
It is not meant to be inclusive of every task or responsibility.*