



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Agenda
Regular Meeting
Thursday, March 5, 2020 @ 7:00 PM
Colchester Town Hall

RECEIVED
COLCHESTER, CT
2020 MAR -3 PM 3:44
Gayle Furman
TOWN CLERK

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADDITIONS AND/OR DELETIONS TO THE AGENDA
4. CITIZEN'S COMMENTS
5. CONSENT AGENDA
 - a. Approve minutes of the February 20, 2020 Board of Selectmen Meeting
 - b. Tax Abatements
6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Possible Appointment of Lindsay Floyd to the Open Space Advisory Committee for a possible term to expire on 3/5/2023
 - b. Withdrawal of Application from Steven Durel from the Planning and Zoning Commission
7. Discussion and possible action to approve an appropriation from Unassigned Fund Balance in the amount of \$46,991 to Transfer to Capital Funds – Senior Center Building Project for Phase I architect design services.
8. Discussion and possible action to approve a budget transfer in the amount of \$30,827 for repairs to Fire apparatus.
9. Discussion and possible action to approve new copier leases for Cragin Library.
10. Discussion and possible action to approve a budget transfer for temporary leave coverage for position of Recreation Supervisor.
11. Old Business
 - a. Resolution Relating to Regional Performance Incentive Program Grant Applications by SCCOG
12. CITIZEN'S COMMENTS
13. FIRST SELECTMAN'S REPORT

14. LIAISON REPORTS

15. ADJOURN



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Meeting
Thursday, February 20, 2020
Colchester Town Hall
7:00 P.M.

Minutes

RECEIVED
COLCHESTER, CT
2020 FEB 24 PM 3:36
Gayle Furman
TOWN CLERK

MEMBERS PRESENT: First Selectman Mary Bylone, Rosemary Coyle(via phone), 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 Member: Andrea Migliaccio; Town Clerk Gayle Furman, Citizens: Katherine Kosiba, John Sawchuck, Nan Wasniewski, Lindsay Floyd, other 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.
3. **Additions and/or deletions to the agenda:** D. Mizla motioned to add Annual Contract for Parking for Senior Center Trips at St. Andrews Church as new agenda item 13 and Resolution Relating to Regional Performance Incentive Program Grant Applications by SCCOG as new agenda item 14, seconded by D. Turner. Vote was unanimous. **MOTION CARRIED.**
4. **Citizen's Comment:** None
5. **Consent Agenda:**
 - a. **Approve minutes of the February 6, 2020 Board of Selectmen Meeting**
 - b. **Tax Abatements**R. Coyle motioned to approve the consent agenda, seconded by D. Turner. Vote was unanimous. **MOTION CARRIED.**
6. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Open Space Advisory Committee – To be Interviewed – Lindsay Floyd for a possible term to expire on 3/5/2023:** L. Floyd was interviewed. A decision on the appointment will be voted on at the next meeting.
 - b. **Possible Appointment of Jack Faski to the Economic Development Commission for a term to expire on 10/31/2024:** D. Turner motioned to appoint Jack Faski to the Economic Development Commission for a term to expire on 10/31/2024, seconded by D. Mizla. Vote was unanimous. **MOTION CARRIED.**
 - c. **Reappointment of Kris Barnard to the Open Space Advisory Committee for a term to expire on 3/31/2023:**
 - d. **Reappointment of William Hochholzer Jr. to the Open Space Advisory Committee for a term to expire on 3/31/2023:**

R. Coyle motioned to reappointment Kris Barnard to the Open Space Advisory Committee for a term to expire on 3/31/2023 and reappointment of William Hochholzer Jr. to the Open Space Advisory Committee for a term to expire on 3/31/2023, seconded by D. Mizla. Vote was unanimous. **MOTION CARRIED.**

- e. **Reappointment of Eleanor Phillips to the TVCCA Board of Trustees for a term to expire 3/2/2021:** D. Mizla motioned to reappoint Eleanor Phillips to the TVCCA Board of Trustees for a term to expire 3/2/2021, seconded T. Rudko. Vote was unanimous. **MOTION CARRIED.**

7. **Presentation from Norton Park Committee on Fundraising Ideas:** The Chair of the Committee requested the topic of fundraising be listed on the agenda for discussion and possible action. The members of the committee who attended did not come prepared to discuss this topic and did not correct the agenda therefore, the business they intended to discuss was tabled.
8. **Discussion and Possible Action on the Concession Stand Proposal from Parks and Recreation:** T. Quinn reported that she had been in contact with Mr. Koji from FUD food delivery. He could offer sports leagues delivery of food to the rec fields. She also looked into having food trucks scheduled for Saturdays and Sundays. High schoolers could deliver pre packaged items. To have workers in the concession stand they would need to be trained. D. Turner and R. Coyle said they would need to have more information before being able to make a decision.
9. **Discussion and Possible Action on RFP for Concession Stand:** Mr. Sawchuck was given the opportunity to speak. He asked what the concerns were with his bid as he has given 10 years of good service out of the 11years he has held the contract. First Selectman Bylone said the board's job is to make sure the needs of the taxpayer are met and due to an unpaid bill with an electrician Mr. Sawcheck hired to do work for him at the concession stand and the stand not opening until the fall last year, she has concerns entering into contract with him again. T. Rudko asked for clarification on when the RFP had been awarded last year. T. Quinn said while it was late being signed, it had been awarded in May instead of April as it usually is. There were no known issues in any of the other years Mr. Sawchuck has held the contract.
D. Turner motioned to approve the RFP for the concession stand to John Sawchuck for the year 2020, seconded by T. Rudko. Vote was 4-1 with M. Bylone opposed. **MOTION CARRIED.**
D. Turner motioned to authorize First Selectman Bylone to sign the contract with Mr. Sawchuck for the concession stand, seconded by D. Mizla. Vote was unanimous. **MOTION CARRIED.**
10. **Discussion and Possible Action on the Formation of a Committee to Examine Fire Department Issues Including: Equipment, Staffing and Paramedic Program. Membership to include: First Selectman, Vice Chair of Board of Selectmen, Chair and Vice Chair of the Board of Finance, Chief Walter Cox and Deputy Chief Don Lee:**
R. Coyle motioned to move forward with the formation of Committee to Examine Fire Department Issues Including: Equipment, Staffing and Paramedic Program.

Membership to include: First Selectman, Vice Chair of Board of Selectmen, Chair and Vice Chair of the Board of Finance, Chief Walter Cox and Deputy Chief Don Lee, seconded by D. Mizla. Vote was unanimous. **MOTION CARRIED.**

11. Discussion and Possible Action on the Eversource, Yankee Gas easement by the Airline Trail: J. Paggioli had submitted a memo that was given to members prior to the meeting recommending that an easement be granted to Yankee Gas.

D. Mizla motioned that the Board of Selectmen approve the granting of an easement to the Yankee Gas, doing business as Eversource Energy, for the installation, operations and maintenance of underground natural gas main as depicted on the attached mapping, along with the approval of the Joint use Agreement for utilities located within the easement area. Furthermore the Board of Selectmen authorizes the First Selectman to sign all necessary documents for granting of said easement and Joint Use of Agreement providing we get town attorney approval, seconded by D. Turner. Vote was unanimous. **MOTION CARRIED.**

12. Discussion and Possible Action on the Purchase and Sales Agreement of 129 Westchester Road: CITIZEN'S COMMENTS:

R. Coyle motioned to authorize the First Selectman to enter into a Purchase and Sales Agreement for the Town of Colchester with Nancy Norton Wasniewski, for the property known as 129 Westchester Road, as described in the attached document, and to sign said agreement as required, seconded by D. Mizla. T. Rudko questioned if asbestos or another issue becomes present, who is responsible for resolving the issue. J. Paggioli said that the Town will have the option to walk away from the deal. Vote was unanimous. **MOTION CARRIED.**

13. Annual Contract for Parking for Senior Center Trips at St. Andrews Church:

D. Turner motioned to approve the Facility Usage/Indemnity Agreement with Saint Andrews Parish and Diocese of Norwich and authorize the First Selectman to sign all necessary documents, seconded by R. Coyle. Vote was unanimous. **MOTION CARRIED.**

14. Resolution Relating to Regional Performance Incentive Program Grant Applications by SCCOG:

T. Rudko asked why we have not participated in the past and if signing such an agreement would prohibit the Town from applying for grants ourselves. R. Coyle said that First Selectman Shilosky had attended meetings with SCCOG but she does not recall ever having received a resolution like this before. We pay a fee to belong to SCCOG and this resolution would allow us the opportunities and benefits for applying for grants. They can also assist us with grant writing if there are any grants we wish to apply for on our own.

R. Coyle moved to sign the Resolution. Four members voted in favor. T. Rudko abstained. ****While a motion was made, it was later realized after the meeting that a second was not made. The motion will be re-acted upon at the next BOS meeting.*

**R. Coyle left the meeting at this time.

15. Citizen's Comments: None

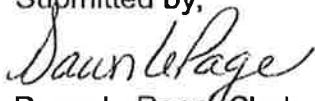
16. First Selectman's Report: M. Bylone reported that three used fire trucks were looked at but have more problems than what ours do. Less substantial repairs can be done to ET-1 for approximately \$15,000 which should give us another 18-24 months allowing us time to address the long term solution with better information. Citizens attended the BOF meeting to express continued concerns and dissatisfaction with the sports fields. There has been discussion about holding a Public Meeting with a presentation of the UCONN study done on the fields and have discussion on the lack of fields, field conditions, and what can be done and then field questions from citizens. Department Heads are starting to build their budgets. There is an October 1st deadline for sexual harassment training for all employees. We have increased our requirement for NIMS training. All Department Heads will be required to take levels 100 and 200. FOI training will be held March 3rd at Town Hall, 6:00p.m.. It was reported at a BOS meeting last year that the dog pound was being used by NECOG. The Town was paid \$4,000 for the use of the facility. NECOG later determined the building would take too much work to use and did not move in.

17. Liaison Reports: T. Rudko - Planning and Zoning: The moratorium on medical marijuana has expired. The consensus was they would not seek an additional moratorium. They are looking to have conversations with the Agricultural Commission regarding the potential for hemp and medical marijuana grown in Colchester. Water is required and they would be looking to extend the ability to have a growing facility in a zone not currently zoned for agricultural use.

18. Adjourn: D. Mizla motioned to adjourn. Seconded by D. Turner. Vote was unanimous. **MOTION CARRIED.** First Selectman Bylone adjourned the meeting at 8:16 p.m.

Please see the minutes of future meeting for any corrections hereto.

Submitted by,


Dawn LePage, Clerk

Attachments:

Eversource/Yankee Gas Easement
Memorandum from J. Paggioli
Purchase and Sale Agreement - Westchester Road
St. Andrews contract
SCCOG Resolution

Open Space Commission-7 Members, 3 year terms

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>Expiration Date</i>
Chair	William Hochholzer Jr.	U	860-537-9691	3/31/2020
Vice Chair	Theodore Fuini	R	860-537-1717	3/31/2020
Member	Nick Norton	R	860-267-0749	3/31/2020
Member	Mary Stevens	D	860-537-6162	10/1/2022
Member	Kris Barnard	R	860-918-6661	3/31/2020
Member	VACANT			3/31/2020
Member	VACANT			3/31/2022
Liaison	Jay Gigliotti		wetlands@colchesterct.gov	



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

February 27, 2020

At 2:10 p.m., on Thursday, Feb. 27, I called Steven Durel who had been appointed to the Planning and Zoning Commission to find out if he was still interested in the position as a letter had been sent to him and he hadn't come in to be sworn in. He indicated that he was having some family problems and was going to have to "pass." I thanked him for letting us know and indicated we would repost the vacancy.

Heide Perham

FY 19/20

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="18501-36250"/>	<input type="text" value="Use of G/F Unassigned Fund Balance"/>	<input type="text" value="46,991"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="18501-50500"/>	<input type="text" value="Transfer to Capital - Senior Center"/>	<input type="text" value="46,991"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested *Mary Bylone* Department Director or Supervisor - Signature

Print Name

Date Reviewed *[Signature]* Chief Financial Officer

Date Approved *Mary Bylone* First Selectman

Date Approved _____ Board of Selectmen Clerk

Date Approved _____ Board of Finance Clerk

Heide Perham

From: First Selectman
Sent: Wednesday, February 26, 2020 5:45 PM
To: Anthony Tarnowski
Cc: Heide Perham
Subject: RE: Senior Center A/E Selection

Hi Tony

We will put this on the agenda for the BOF and BOS meetings next week. You are welcome to attend if you want. I don't expect any opposition but if you wanted to come to only one, I would suggest BOF.

I can send the letter to the firms once we have the approval next week.

Any questions, let me know
Mary

From: Anthony Tarnowski [mailto:tar51214@att.net]
Sent: Tuesday, February 25, 2020 8:42 PM
To: First Selectman <selectman@colchesterct.gov>; Mary Bylone <mbylone@colchesterct.org>
Cc: Dawn Lepage <dlepage@colchesterct.org>; James Paggioli <JPaggioli@colchesterct.gov>; Rosemary Coyle <rcoyle@colchesterct.gov>
Subject: Senior Center A/E Selection

Mary:

At tonight's meeting of the Senior Center Building Committee, we approved a motion to recommend to the Board of Selectmen that they enter into a contract with Silver/Petrucelli Associates for Phase I as noted in our RFQ 2019-12 for an amount not to exceed \$46,991.00.

A couple of questions regarding this action:

- Will you be sending out a letter to Silver/Petrucelli informing them of the committee's decision contingent upon funding approval by the Board of Selectmen and the Board of Finance? I believe this should come from your office as the bid documents were sent out from the Selectman's office.
- Will you be sending letters to the other two firms who were not selected (QU & M Architecture and EDM Architecture) informing them of our decision as well. If you need help in putting together the letters please let me know and I can help out.
- What is our next step? Do we go to the Board of Finance Meeting on Wednesday, March 4th or should we meet with the Selectmen first on March 5th?

If you would like to meet with me to discuss our path going forward, I am available most of the day on Thursday and Friday this week. Just have Heidi contact me to set something up.

Please contact me if you have any questions.

Thanks.

FY 19/20

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="11110-50900"/>	<input type="text" value="Contingency"/>	<input type="text" value="30,827"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>


To:	Account Number	Account Name	Amount
	<input type="text" value="12202-46390"/>	<input type="text" value="Fire - Vehicle Maintenance & Fuel"/>	<input type="text" value="30,827"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

Department Director or Supervisor - Signature

Print Name

Date Reviewed



Chief Financial Officer

Date Approved



First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk



8 Linwood Avenue
Colchester, CT 06415
860-537-5752 ☎ Fax: 860-537-4559
www.colchesterct.gov/library

Date: March 2, 2020

To: Board of Selectmen

From: Kate Byroade, Library Director

Subject: Cragin Memorial Library—Photocopiers for Library

Background

The Library has reached the end of its existing contracts for both a public and staff copier for the Library.

The proposed lease for the Public Copier is \$148.07 for 60 months, for a color and black & white copier to serve as a network printer, offering scanner capabilities. The proposal includes a cash and coin-op machine for the public to pay for their copies and printouts.

The proposed lease for the Staff Copier is \$83.99 for 60 months, for a color & black & white copier for the library's internal use.

For both copiers there will be a per copy charge of \$0.012 per page for black & white and \$0.055 per page for color, which will be billed quarterly. The lease includes all toner, parts, labor, travel, cleanings, preventative maintenance, drums, and service calls.

This proposal is lower than all other quotes received and is within the approved budget. The vendor serves other public libraries in the state and has a similar installation using the same print management system used at Cragin at the Avon Free Public Library where the administration is pleased with the product and service. The lease includes an addendum for municipal customers with a non-appropriation clause and the copier company will remove the old machines at no cost.

Recommendation

Approve the lease of two new Ricoh IM c2000 Color copiers with ACT Group/US Bank for the period of March 13, 2020 to March 13, 2025 and authorize the First Selectman to sign all necessary documents.

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

FY 19/20

Department:

Reason for Request:


Reason for Available Funds:

From:


Account Number	Account Name	Amount
<input type="text" value="11110-50900"/>	<input type="text" value="Contingency"/>	<input type="text" value="7,750"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

<input type="text" value="15201-40105"/>	<input type="text" value="Recreation - Contr, Temp Payroll"/>	<input type="text" value="7,200"/>
<input type="text" value="15201-41230"/>	<input type="text" value="Recreation - FICA & Retirement"/>	<input type="text" value="550"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested 
Department Director or Supervisor - Signature

Print Name

Date Reviewed 
Chief Financial Officer

Date Approved 
First Selectman

Date Approved
Board of Selectmen Clerk

Date Approved
Board of Finance Clerk

M O D E L

**RESOLUTION
RELATING TO REGIONAL PERFORMANCE INCENTIVE PROGRAM
GRANT APPLICATIONS BY SCCOG**

RESOLVED, that the City/Town of _____, hereby endorses and authorizes the Southeastern Connecticut Council of Governments (SCCOG) to make application to the Connecticut Office of Policy and Management (OPM) for Regional Performance Incentive Program (RPIP) funding for three projects: a Regional Code Enforcement Official (\$100,000); a Regional Grant Writer (\$80,000); and a Regional Human Resources Staff/Consultant (\$80,000); all of which could benefit the municipalities of the SCCOG region; and

BE IT FURTHER RESOLVED, that the City/Town of _____, authorizes the Council's Executive Director, James S. Butler, to make these applications and to execute and deliver the Agreement on behalf of the Southeastern Connecticut Council of Governments and to do all things necessary and appropriate to carry out the terms of the Agreement, including executing and delivering all agreements and documents contemplated by the Agreement.