

# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Agenda

Regular Meeting via Zoom

Thursday, October 1, 2020 @ 7:00 PM

Please use the link below to join the webinar:

<https://us02web.zoom.us/j/84520943794?pwd=NkhhcGNraEhERHZVcFBMOEsxVkY1dz09>

Or Telephone:

US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833

or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 845 2094 3794

Passcode: 826667

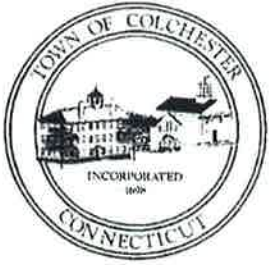
1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADDITIONS AND/OR DELETIONS TO THE AGENDA
4. CITIZEN'S COMMENTS
5. CORRESPONDENCE
6. CONSENT AGENDA
  - A. Approve the Minutes of the September 15, 2020 Board of Selectmen Meeting
  - B. Tax Abatements
7. Boards and Commissions – Interviews and/or Possible Appointment and Resignations
  - A. Economic Development Commission – Reappointment of Michael Hinchliffe with a possible term to expire 10/31/2023
  - B. Conservation Commission – Reappointment of Sue Bruening with a possible term to expire 10/31/2023
  - C. Agriculture Committee – Reappointment of Donna Rosenblatt with a possible term to expire 11/30/2023
  - D. Planning and Zoning – Reconsideration of Steven Durel with a possible term to expire 12/15/2022
  - E. Planning and Zoning – Interview – Ian Lily for a possible term to expire 12/31/2020
8. Discussion of Recommendation of the Fire Apparatus Committee
9. Discussion and Possible Action to Accept the Portion of Broad Meadow Road within Phase D of the White Oak Farm Conservation Subdivision
10. Discussion and Possible Action on Unassigned Fund Balance Policy
11. Discussion and Possible on Establishment of Ad Hoc Group to Conduct Search for New Fire Chief
12. Discussion and Possible Action to Award RFP 2020-07 Fire Company 1 Fuel Oil Tank Replacement
13. CITIZEN'S COMMENTS

RECEIVED  
COLCHESTER, CT  
2020 SEP 30 AM 11:42  
*Mary Bylone*  
MARY BYLONE  
TOWN CLERK

14. FIRST SELECTMAN'S REPORT

15. LIAISON REPORTS

16. ADJOURN



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Special Meeting Minutes  
Tuesday, September 15, 2020 at 6:30 p.m.  
via Zoom

Members in Attendance: First Selectman Mary Bylone, Selectmen Rosemary Coyle, Denise Turner, Denise Mizla and Taras Rudko

Others Present: Chuck Maynard, John Knapp, Tony Tarnowski, Marge Mlodzinski, Patty Watts, Mary Tomasi, Tiffany Quinn, Walter Cox, Sal Tassone, Rob Tarlov, Sean Nadeau, Ron Silberman, Kevin Hastings, Madelyn Starkey, and Linda Pasternak

1. CALL TO ORDER: Meeting called to order by First Selectman at 6:30 p.m.
2. PLEDGE OF ALLEGIANCE
3. CITIZEN'S COMMENTS: Several residents called in and expressed their support for the Owner's Representative for the Senior Center Building Project.
4. CORRESPONDENCE - Attached
5. Discussion and Possible Action on the Presentation by Senior Center Building Committee and CSG – The Senior Center Building Committee will be separating the OPM proposal into the different components therefore this will need to go back out to bid and a revised RFQ needs to be drafted. No discussion or action taken.
6. Approve the Minutes of the August 20, 2020 Board of Selectmen Meeting: T. Rudko motioned to amend the minutes. Motion was not seconded. R. Coyle motioned to approve the minutes as written, seconded by D. Turner. R. Coyle, D. Turner and FS voted in favor of approving minutes, D. Mizla abstained and T. Rudko opposed. **MOTION CARRIED**
7. Approve the Minutes of the September 3, 2020 Board of Selectmen Meeting: R. Coyle motioned to approve the minutes, seconded by D. Mizla. **MOTION CARRIED UNANIMOUSLY**
8. Approve the Minutes of the September 10, 2020 Board of Selectmen Meeting: D. Mizla motioned to approve the minutes, seconded by D. Turner. **MOTION CARRIED UNANIMOUSLY**
9. Discussion and Possible Action to Reduce Subdivision Bond for Willow Land LLC Lot 4A and 5A on Stanavage Road: D. Mizla motioned that the Town of Colchester reduce Boston Indemnity Company Inc. Subdivision Bond number BC400821 from \$39,985.00 to \$3,999.00 and Boston Indemnity Company Inc. Subdivision Bond number BC400822 from \$18,970.00 to \$1,897.00 as recommended by the Town Engineer, seconded by D. Turner. **MOTION CARRIED UNANIMOUSLY**
10. Discussion and Possible Action on Amending Our Local Option Ordinance Exemption for Volunteer Firemen: C. Maynard the Exemption Revision Commission spokesperson stated that the revision covered four main

goals, the first to get the retirement abatement for individuals, second to place the certification and audit responsibilities on the Chief and President of the Fire Company, third to make the program more inclusive of all activities not just emergency response and lastly to take advantage of state changes which includes all emergency responders and a maximum of \$2,000 for abatement. R. Coyle motioned that the Board accepts the recommendation and changes to the local option ordinance exemption for volunteer firemen and send to town meeting at the next available date per legal requirements, seconded by D. Turner. **MOTION CARRIED**

**UNANIMOUSLY**

11. Discussion and Possible Action on Clerk for Boards and Commissions: No action taken.
12. CITIZEN'S COMMENTS: It was noted that the Exemption for the Volunteers was not actual tax dollars but is applied to the assessment for their personal property. A resident brought up the need to modernize intersection of Old Hebron and Old Hartford Road. Resident thanked the volunteers. A statement was read concerning the minutes.
13. FIRST SELECTMAN'S REPORT: FS reminded the board that the purpose of Executive Session was for the board to be totally confidential that any breach would be an ethics violation. FS stated that there have been a number of FOI requests recently and reports that had been generated in the past to inform the Board of Selectmen about FOIs will be created again. FS shared the most recent FOI requests. No new cases of COVID in the last 24 hours, Colchester up to 51 cases, a positive case at Colchester Elementary School. Governor Lamont is fining people for not wearing masks.
14. LIAISON REPORTS: R. Coyle – Senior Center Building Committee – Working on the exterior of the building. Long-Term Recovery Committee – Continues to meet weekly. Working with the CT Data Collaborative to analyze the data obtained in residential survey. Continuing to get responses from businesses. Open Space Advisory Committee – The Town will not be getting fees in lieu due to a subdivision on Stanavage Road being withdrawn. Jay is working on a new Trails brochure for Colchester. Commission On Aging – Worked on Senior Resource Guide. Senior Center's Directors Report, see attached. D. Mizla – Norton Park Committee – They printed 2,000 flyers to help with fundraising. They are looking at holding a public forum either on Zoom or in person. Parks and Recreation – They elected their new officers at their 9/14/2020 meeting. Fall programs are starting this week, some in person, some virtual. T. Rudko – No Meetings. D. Turner – Ad Hoc Committee for Diversity and Inclusion – Held first meeting and elected officers. Will meet monthly.
15. ADJOURN: D. Turner motioned to adjourn at 7:38 p.m., seconded by R. Coyle. **MOTION CARRIED UNANIMOUSLY**



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 12/30/2009

## BOARDS & COMMISSIONS APPLICATION

Name: Steven Durel

Address: 136 Clark Lane Colchester, CT. 06415

Home Phone: N/A Email sdurel@alumni.nd.edu FAX: \_\_\_\_\_

Cell Phone: 860-319-3405 Town Residency 30 Years

Party Affiliation:  Democrat  Republican  Unaffiliated (check one)

Commission or Board you are interested in serving on: Planning and Zoning Commission

Educational Background: List name and location of school, # of years attended, Subjects/Major, Did you graduate?

High School: Bacon Academy, 2000-2004, graduated

College: University of Connecticut, BA in English, 2005-2009, graduated

Trade, Business Or Correspondence School University of Notre Dame, MBA in Marketing, 2013-2015, graduated

**Work Experience: List length of employment, name and address of employer, position & reason for leaving:**

Digital Marketing Manager, Namco Pools, Rocky Hill, CT (11/2019 - current)

Marketing Manager, Bob's Discount Furniture, Manchester, CT (8/2017-11/2019): left for higher salary

Marketing Director, Infinity Group, Bloomfield, CT (5/2016-7/2017): left for higher salary

Marketing Manager, ShopBLT.com, Marlborough, CT (1/2007-8/2013): left to obtain MBA

Are you capable of making the commitment of time necessary to serve on this Board or Commission? Yes

Why are you interested in serving? I served on the Sewer & Water Commission from 2012-2013. I enjoyed serving the town, however feel as though I may have better insights for Planning & Zoning, given my business experience and MBA. I would love to help Colchester grow in a strategic way that also takes into consideration Colchester's history, its citizens, and its aesthetic.

Do you have any experience or familiarity with this area? As a lifelong Colchester resident, I believe that my understanding of Colchester's history and culture would be valuable to this role. I have a deep conviction in upholding Colchester's credo, "Where Tradition Meets Tomorrow." Our town should strive to grow in an intelligent way, and preserve our history while also boldly facing the future. I think that we need to craft, monitor, and maintain a robust strategy of smart growth that will also preserve & protect our 321 years of history.

If you are not appointed to this board or commission, would you be interested in other forms of public service?

Which ones? I am mainly interested in this role, but I also saw there are vacancies on the Police Commission, so would also be willing to serve there.

Date: 12/30/2019

Signature: 

## Heide Perham

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**From:** Steven Durel <sdurel@alumni.nd.edu>  
**Sent:** Friday, September 18, 2020 9:11 AM  
**To:** Heide Perham

Heide,

I hope all is well.

Please accept this as formal notification that I am requesting to take a seat on the Planning & Zoning Commission, to which I was appointed earlier this year.

As I mentioned on the phone, due to some family matters, I was unable to participate in meetings earlier this year. That said, these matters have been resolved and I am now quite willing and able to take part in the Commission.

As I mentioned during my interview with the Board of Selectmen, I am a lifelong Colchester resident who has previously served on the Sewer & Water Commission. I would love to continue serving the town and helping it grow in accordance with its character.

Please let me know if anything else might be required in order to now join the Commission.

Warmest Regards,

**Steven Durel**  
MBA Class of 2015  
University of Notre Dame  
**Tel:** 860-319-3405  
[linkedin.com/in/stevendurel](https://www.linkedin.com/in/stevendurel)



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 9/20/2020

## BOARDS & COMMISSIONS APPLICATION

Name: Ian Lilly

Address: 88 Crestview Dr. Colchester, CT. 06415

Home Phone: \_\_\_\_\_ Email ian\_lilly@yahoo.com FAX: \_\_\_\_\_

Cell Phone: 860-593-2363 Town Residency 14 Years

Party Affiliation:  Democrat  Republican  Unaffiliated (check one)

Commission or Board you are interested in serving on: Planning and Zoning

Educational Background: List name and location of school, # of years attended, Subjects/Major, Did you graduate?

High School: Rockville High School, Diploma

College: Capital Comm College, Degree AS

Goodwin College, Final Semester BS Manufacturing Management, minor in Business Admin

Trade, Business  
Or Correspondence  
School \_\_\_\_\_

CONTINUED ON REVERSE SIDE



**Work Experience: List length of employment, name and address of employer, position & reason for leaving:**

IATSE Local 84 Hartford CT: Entertainment Rigger, 1145 New Britain Ave d, West Hartford, CT 06110: 2000 - Current  
Foxwoods Casino Mashantucket CT: Entertainment Rigger, 350 Trolley Line Blvd 06338: 2019 - Current  
Office of Congresswoman Esty: Veterans District Aide, 1 Grove St. New Britain CT 06053: March 17 - Oct 18  
Soldiers Sailors Marines Fund, Assistant Administrator : 864 Wethersfield Ave, Hartford, CT 06114: May 15 - July 16  
United States Army (RA) 2001 - 2004

Are you capable of making the commitment of time necessary to serve on this Board or Commission? Yes

Why are you interested in serving? \_\_\_\_\_

I've been a resident in Colchester for 14years. I love this town and would like to be more active in my community.

Do you have any experience or familiarity with this area? \_\_\_\_\_

I am a homeowner and have had to work with permits and licensing to work on job sites.

If you are not appointed to this board or commission, would you be interested in other forms of public service?

Which ones? Yes.

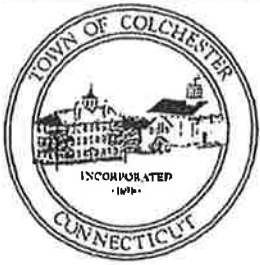
Board of Education, Commission on Aging, Economic Development, Zoning Boards and Appeals

Date: 9/20/2020

Signature: 

**Planning and Zoning Commission-7 Members, 2 Alternates, 3 year terms**

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	Joseph Mathieu	R	860-537-5918	jbmathieu@comcast.net	11/30/2022
Vice Chair	John R. Novak	R	860-537-4566	jrn4@snet.net	12/1/2021
Secretary	Mark Noniewicz	R	860-537-5066	mnoniewicz@comcast.net	12/31/2020
Member	Bruce Hayn	U	860-885-6189	brunohayn@yahoo.com	12/31/2022
Member	Meaghan Kehoegreen	D	860-861-5924	meaghanerin@hotmail.com	12/1/2022
Member	Jason Tinelle	U	860-537-1613	tinelle_bosnia@yahoo.com	12/31/2020
Alternate	Beverly Seeley	R	860-237-0409	b_seeley@sbcglobal.net	12/31/2020
Member	VACANT				12/1/2019
Alternate	VACANT				12/31/2020



# *Town of Colchester, Connecticut*

127 Norwich Avenue, Colchester, Connecticut 06415

## TOWN OF COLCHESTER Unassigned Fund Balance Policy

The Town of Colchester (the "Town") shall maintain an Unassigned Fund Balance (the "Fund Balance") to improve and maintain the Town's financial stability. The Fund Balance provides a reserve to the Town in the event of unforeseen or unbudgeted situations, such as declining tax collection rates, loss of a major taxpayer, sudden changes in revenues or spending requirements, natural disasters, major infrastructure failures or unexpected litigation.

### DEFINITION AND TARGET

The Fund Balance represents available financial resources of the Town that have not been designated for a specific purpose.

The Town strives to maintain a level of Fund Balance of 7% to 10% of its annual operating expenditures (including debt service). The level of Fund Balance may exceed 10% and may fall below 7%, but it cannot be allowed to fall below 5% without a determination of a **specific urgent situation** in accordance with this policy.

### USE OF FUND BALANCE:

If the Fund Balance exceeds the 7% target, then the excess over 7% may be used as determined by majority vote (but no less than 3 members) of the Board of Finance members present at an official meeting. The funds can be used to repay debt (if permissible), capital projects, other designated accounts or other one-time uses.

If the Fund Balance is between 5% and 7%, then the excess over 5% may be used for a **specific urgent situation** as deemed by the Board of Finance (by regular voting procedures) and approved by a vote of 4 members of its members at an official meeting. The Board of Finance shall adopt a plan to restore the Fund Balance to greater than 5% over the next 2 fiscal years and to replace funds over 5 fiscal years

If the Fund Balance is less than 5%, then Fund Balance can only be used as determined by a vote of 4 members of the Board of Finance at an official meeting, and only upon the determination of a specific urgent situation by both the Board of Finance and the Board of Selectmen (by regular voting procedures). In addition, in such an urgent situation, the Board of Finance shall adopt a plan to restore the Fund Balance to greater than 5% over the next two fiscal years.

Updated February 1, 2012

### Unassigned Fund Balance Policy (suggested changes, in process of discussion)

		POTENTIAL USES		REQUIRED ACTION TO USE
Cautionary Zone	<10%	Specific Urgent and Unexpected Situation as deemed by the Board of Finance.		Requires approval by 4 members of Board of Finance,  Board of Finance shall adopt a plan that will restore the dollars used to the Fund Balance over the next 2 fiscal years.
Confidence Zone	10% to 12%	Capital Projects  Repay debt, if permissible  Other Designated Accounts  Other One Time Projects	Should avoid bringing the Fund Balance below 10%	After receiving a recommendation from the Board to Selectman, requires a majority vote of Board of Finance members present.  If the appropriation results in the fund balance falling below 10%, the Board of Finance shall adopt a plan to restore the Fund Balance to greater than 10% over the next 2 fiscal years.
High Confidence Zone	>12%	In addition to items in the Confidence Zone, the fund balance could be used for mill rate relief in the next Fiscal Year Budget.	Should not bring Fund Balance below 12%	Identify one time expenditure, expected temporary revenue reduction, or temporary expense increase to occur in next fiscal year.  Requires a majority vote of Board of Finance members present, but no less than 3 members in favor of approval  Board of Finance shall adopt a plan to restore the dollars used, back to Fund Balance over the next 3 fiscal years.


Draft suggestions, September 16, 2020

### Unassigned Fund Balance Policy (current, as amended in 2012)

		POTENTIAL USES		REQUIRED ACTION TO USE
Hi Caution Zone	< 5%	Specific Urgent and Unexpected Situation Only as deemed by the Board of Finance and the Board of Selectman		Requires approval by a vote of 4 members of the Board of Finance at an official meeting, and only upon the determination of a specific urgent situation by both the Board of Finance and the Board of Selectmen (by regular voting procedures).  Board of Finance shall adopt a plan to restore the Fund Balance to greater than 5% over the next two fiscal years
Cautionary Zone	5% to 7%	Specific Urgent and Unexpected Situation as deemed by the Board of Finance.		Requires approval by 4 members of Board of Finance.  Board of Finance shall adopt a plan to restore the Fund Balance to greater than 5% over the next 2 fiscal years and to replace funds over 5 fiscal years
Confidence Zone	7% to 10%	Capital Projects  Repay debt, if permissible  Other Designated Accounts  Other One Time Projects	Should not bring Fund Balance below 7%	Requires a majority vote of Board of Finance members present, but no less than 3 members in favor of approval  Identify one time expenditure; or expected revenue or expense reduction to occur in next fiscal year.  Board of Finance shall adopt a plan to restore the Fund Balance to greater than 7% over the next 2 fiscal years and to replace funds over 5 fiscal years
High Confidence Zone	>10%	Capital Projects  Repay debt, if permissible  Other Designated Accounts  Other One Time Projects	Should not bring Fund Balance below 7%	Requires a majority vote of Board of Finance members present, but no less than 3 members in favor of approval  Board of Finance shall adopt a plan to restore the Fund Balance to greater than 7% over the next 2 fiscal years and to 10% over 5 fiscal years.

Adopted by Board of Finance in 2010 and amended by the Board Finance in February, 2012

## **Town of Colchester Interoffice Memorandum**

**To:** Mary Bylone, First Selectman  
**From:** James Paggioli, Director of Public Works   
**CC:**  
**Date:** September 25, 2020  
**Re:** Award recommendation RFP 2020 – 07 Fire Department Company One – Fuel Tank Replacement

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The RFP 2020 – 07 Fire Department Company One – Fuel Tank Replacement responses were opened on 7/9/2020. There were 7 respondents. The bid was listed as a base bid with two items, (Removal of Existing & Installation of New Tank) The results of the bid are listed on the attached spread sheet.

The apparent lower bidder was identified as Stula Enterprises, LLC., The United Concrete Products ConnVault ( the sole manufacturer of ConnVault Above Ground Tanks in the region) is already on site and had been utilized during the DPW Yard Fuel tank project for a temporary fueling station. This team has all the required licenses necessary to perform the work and bonding capabilities. Stula Enterprises was the contractor for the DPW Yard Fuel Tank and Station replacement project this last year. Staff has been very satisfied with work conducted by Stula Enterprises.

I would therefore recommend that the RFP 2020 – 07 Fire Department Company One – Fuel Tank Replacement be awarded to Stula Enterprises, LLC for the base bid cost of \$35,500.00.

**Proposed Motion: That the RFP 2020 – 07 Fire Department Company One – Fuel Tank Replacement be awarded to Stula Enterprises, LLC for the base bid cost of \$35,500.00, and hereby authorize the First Selectman, enter into a contract with Stula Enterprises, LLC and to sign and deliver said agreement and any necessary documents required.**

RFP 2020-07 Bid Results  
 Fire Department Company One - Fuel Tank Replacement.  
 Compiled 9/24/2020

Opened	Vendor	Located	Item #1 Removal U/G	Item #2 Install New A/G	Total	Exceptions
1	CommTank	Wakefield, MA	\$27,105.00	\$84,502.00	\$111,607.00	Contam Soil \$240/tn extra
2	Service Station Equipment, Inc.	North Franklin, CT	\$15,058.80	\$41,002.52	\$56,061.32	None
3	Stula Enterprises, LLC	Norwich, CT	\$18,000.00	\$17,500.00	\$35,500.00	Base Bid as Described. Noted possible issues.
4	Rivco Construction, LLC	Burlington, CT	\$18,647.00	\$34,135.00	\$52,782.00	None
5	ETT Environmental Services	Old Saybrook, CT	\$11,000.00	\$38,000.00	\$49,000.00	Extra for probe, valve, wiringing if req.
6	Metro Environmental Services, LLC	Farmingdale, NY	\$24,440.00	\$46,935.00	\$71,375.00	None
7	Kropp Environmental Contractors, Inc.	Lebanon, CT	\$4,950.00	\$34,500.00	\$39,450.00	No repaving of disturbed areas, contam. soils extra