

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Agenda

Regular Meeting via Zoom

Thursday, February 18, 2021 @ 7:00 PM or following the

(ALL ITEMS ON THIS AGENDA ARE SUBJECT TO POSSIBLE ACTION)

Please use the link below to join the webinar:

<https://us02web.zoom.us/j/81987406330?pwd=VThucTFESkZvdHh6YlZnbEpwSXlZz09>

Or Telephone:

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

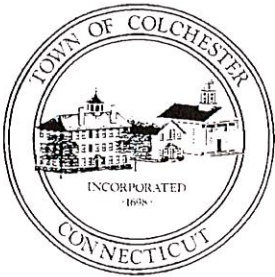
or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 819 8740 6330

Passcode: 100045

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADDITIONS AND/OR DELETIONS TO THE AGENDA
4. CITIZEN'S COMMENTS
5. CORRESPONDENCE: NONE
6. CONSENT AGENDA
 - A. Approve the Minutes of the February 4, 2021 Board of Selectmen Meeting
 - B. Tax Abatements
 - C. Resignation of Jean Walsh from Economic Development Commission
7. Presentation by Chatham Health District Director Russell Melmed on the allocation of 20% of Colchester's CRF funds
8. Tax Assessor John Chaponis to Discuss the Grand List
9. Town Planner Matt Bordeaux to Discuss Ad Hoc Committee to Research Using Town Funds to Support Efforts to Secure Both Conservation and Agricultural Easements
10. Approve Construction of a Residential Driveway within the Town Right-of-Way of Carrier Road
11. Approve Social Services Program Coordinator Job Description
12. Establish Process for Fire Chief Search
13. CITIZEN'S COMMENTS
14. FIRST SELECTMAN'S REPORT
15. LIAISON REPORTS: Senior Center Director's Report Attached
16. ADJOURN

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RECEIVED
TOWN CLERK
Mary Bylone
FIRST SELECTMAN



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Meeting Minutes

Regular Meeting via Zoom

Thursday, February 4, 2021 @ 7:00 PM

1. CALL TO ORDER: First Selectman called the meeting to order at 7 p.m.
2. PLEDGE OF ALLEGIANCE
3. ADDITIONS AND/OR DELETIONS TO THE AGENDA: R. Coyle motioned to add a presentation by Tax Collector Michele Wyatt as number 10 on the agenda and renumber, accordingly, seconded by T. Rudko. MOTION CARRIED UNANIMOUSLY
4. CITIZEN'S COMMENTS: NONE
5. CORRESPONDENCE: NONE
6. CONSENT AGENDA
 - A. Approve the Minutes of the January 21, 2021 Board of Selectmen Meeting
 - B. Tax AbatementsR. Coyle motioned to approve the consent agenda, seconded by D. Mizla. MOTION CARRIED UNANIMOUSLY
7. Approve Economic Development Commission's amendment for the Colchester Tax Incentive Program Awarded September 9, 2020: D. Mizla motioned to accept the recommendation of the Economic Development Commission to grant a C-TIP property tax abatement to DVI Properties, LLC as proposed in the amounts of 100% in year one, 90% in year two, 80% in year three, 70% in year four and 50% in year 5, of the increase in real property tax for the new construction proposed at 124 Upton Road. Granting of the property tax incentives are contingent on the Certificate of Occupancy for the new construction issued by the Town of Colchester Building Official. The tax relief will be applied to the first full year after the Certificate of Occupancy by the Town of Colchester for each building. The recommended C-TIP package will be brought before the legislative body of the Town, the Town Meeting, on February 25, 2021, for approval, seconded by T. Rudko. MOTION CARRIED UNANIMOUSLY.
8. Approve Independent Contractor Agreement for Planning Department: D. Turner motioned to authorize the First Selectman to sign all necessary documents related to the Personal Service Agreement with an independent contractor to make formatting improvements to the Town of Colchester Land Development Regulations, adopted July 15, 2015, as amended, seconded by R. Coyle. MOTION CARRIED UNANIMOUSLY

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TOWN CLERK

9. Request from Chatham Health District for Additional Monies from the COVID Relief Fund: No Action Taken
10. Presentation by Tax Collector Michele Wyatt addressing methods of payment for taxes and the process of the ten day hold on checks received.
11. CITIZEN'S COMMENTS: Gayle Furman spoke in favor of increasing funds to Chatham Health District for COVID Vaccination clinics.
12. FIRST SELECTMAN'S REPORT: Colchester's COVID Case rate is 54.7%. There are no new cases in our nursing homes. Senior Center vaccine clinic was able to vaccinate over 100 seniors.
There continues to be an increase in renovations and additions to homes in town. Minimal single home inventory on the real estate market.
Continuing work on some blight issues in town.
Grand list is up 1.5%, which will translate to an additional \$620,000 in tax dollars.
Next Board of Selectmen meeting will discuss beginning the process for the search for the permanent Fire Chief.
Budget survey results and comments are available on the town website.

13. LIAISON REPORTS

First Selectman: Police Commission – They are working on the standardization of vehicles, mandates regarding dash and body cameras and trainings and the financial impacts those will have on the department. Corporal Labonte will be retiring on July 30.

Board of Finance – Discussion of the budget survey and upcoming budget.

R. Coyle: Long Term Recovery Committee – Continuing to work on ways to help businesses and residents in the wake of COVID.

Chatham Health District – They continue to work on COVID vaccination clinics and contract tracing. The budget is not finalized.

Senior Center Building Committee – They are working on a newsletter to go out to each household and will be working on a landing page on the Town of Colchester website.

T. Rudko: Ethics and Planning and Zoning both cancelled.

D. Mizla: Parks and Recreation – They are working on day camp for summer. They have offered jobs to those who had been offered jobs for last summer. Playground equipment is out of date and some has been removed, and they are working on ways to replace other pieces.

Youth Services Advisory Board – No quorum, but they discussed the vaping prevention campaign. In addition to the Coalition Coordinator at least one member of the Youth First Coalition will attend the National Coalition Academy later this year.

D. Turner: Ad Hoc Committee of Diversity and Inclusion – The committee will be inviting two more speakers to attend. Additionally, they are working on the wording of the charge of the committee.

14. ADJOURN: D. Turner motioned to adjourn at 8:09 p.m., seconded by R. Coyle. MOTION
CARRIED UNANIMOUSLY

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

Respectfully Submitted by:

Heide Perham, Executive Assistant to the First Selectman

Heide Perham

From: First Selectman
Sent: Friday, February 5, 2021 8:05 PM
To: Heide Perham
Subject: Fwd: Resignation from Economic Development Commission

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From: Jean Hess <jean.0621@yahoo.com>
Sent: Friday, February 5, 2021 7:58:28 PM
To: First Selectman <selectman@colchesterct.gov>; Gayle Furman <townclerk@colchesterct.gov>; bruce goldstein <bradb@paradiseagency.com>
Subject: Resignation from Economic Development Commission

Effective immediately I am resigning the Colchester Economic Development Commission. I enjoyed my time on the Commission, serving as chair for 4 years, and working hard with my Commission members to bring growth to the town. I appreciate the opportunity to make Colchester a better place to live.

[Sent from Yahoo Mail for iPad](#)

Estimated unfunded costs for COVID-19 Response for approximately 26 weeks

Table 1: Budget Line Items and Totals

Contracted Vaccine Clinic Coordinator and Volunteer Manager	\$42,120.00
COVID-19 Response Coordinator	\$14,314.30
Clinic Staff Overtime	\$29,952.00
Clinic Food	\$1,820.00
Clinic Mileage	\$2,912.00
Clinic Laptops/Technology	\$2,000.00
Total estimated for 26 weeks	\$93,118.30

Justification:

Allyson Shultz of Quality Perspectives, a full service emergency preparedness and response agency, will be contracted to be the point person to coordinate COVID-19 vaccine clinics. This includes site visits, determining clinic flow and throughput, estimating staff and volunteer resource needs, volunteer mobilization and management, and just-in-time training for Medical Reserve Corp volunteers on clinic days.

Christine Miskell is CHD's part-time COVID-19 Response Coordinator. Christine will be brought up to full time (additional 7.5 hours per week and associate fringe). Christine will lead contact tracing efforts, public messaging, data analysis and reporting, and vaccine management for clinics.


Clinic overtime estimate is based on 2 clinics per week, 3 staff needed per clinic, 6 hours per clinic, with an average hourly rate of \$32.00.

Clinic food is needed to provide snacks and beverages for volunteers at each clinic. The estimate is based on \$35.00 for 2 clinics per week for 26 weeks.

Clinic mileage estimate is based on 5 staff (2 logistics/setup and 3 operating the clinic) driving to 2 clinics per week for 26 weeks, with each round trip estimated at 20 miles.

Clinic laptops are needed to operate a maximum of 10 vaccine stations at large clinics. Laptops must be maintained by Chatham Health District (not partner agencies), to secure protected health information. Basic Chromebooks are estimated to cost approximately \$200 each.

Memorandum

To: Mary Bylone, First Selectman
From: John Chaponis, Assessor 
CC: Maggie Cosgrove, CFO
 Robert Tarlov, Chairman Board of Finance
Date: January 29, 2021
Re: 2020 Grand List Totals

Below are the totals for the October 1, 2020 Grand List. The new Grand List reflects a 1.5% increase from the 2019 Grand List. The additional 19 million dollars in assessment equates to an additional \$620,000 in tax dollars.

	<u>2019 Grand List</u>	<u>2020 Grand List</u>
Real Property:	1,053,730,700	1,065,041,100
Motor Vehicle:	133,464,100	138,020,300
Personal Property:	<u>52,904,700</u>	<u>56,530,900</u>
Net Grand List:	1,240,099,500	1,259,592,300
Prorates:	1,900,000	3,200,000
Motor Vehicle Supplement:	<u>19,900,000</u>	<u>19,000,000</u>
TOTAL:	1,261,899,500	1,281,792,300
Corrections & BAA	<u>- 2500,000 -</u>	<u>3,500,000</u>
NET GRAND TOTAL:	1,259,399,500	1,278,292,300

Code Administration
Building Official
Fire Marshal
Wetlands Enforcement



Planning and Zoning
Planning Director
Zoning Enforcement
Town Engineer

February 10, 2021

Sheet 1 of 2

To: Colchester Board of Selectmen

Copy: Daphne Schaub (ZEO), Matt Bordeaux, Jay Gigliotti (WEO), James Paggioli (PWD)

From: Salvatore Tassone P.E. – Town Engineer

A handwritten signature in black ink, appearing to read "Sal Tassone", is written over the printed name of the Town Engineer.

Re: Use of abandoned portion of Carrier Road R.O.W. to construct a driveway for a residential lot

This memorandum is for clarification and in response to a request by Jamie Fellows for permission to use and make such improvements as are necessary within the abandoned portion of Carrier Road right-of-way so as to facilitate access to a proposed single family home on existing land owned by Jamie Fellows. (Copy of letter from Jamie Fellows attached).

In the past the Town/BOS has received and granted similar requests on abandoned or discontinued portions of old roads such as Sullivan Road and Munn Lane. The Town's position has essentially been as follows (specifics noted for Carrie Road):

Carrier Road is an improved Town Road which is maintained and plowed for 0.2 mile from its intersection with Standish Road. Beyond this point, the existing gravel "road" is abandoned due to lack of maintenance. The underlying right-of-way remains the property of the Town of Colchester. Properties fronting on the abandoned portion of Carrier Road may be legal non-conforming lots, which existed prior to the abandonment of that portion of Carrier Road. The Town of Colchester has no intention at this time to resume maintenance of the abandoned portion of Carrier Road (approximately 0.26 mile to its intersection with Miles Standish Road – (see attached aerial photo map)).

Pursuant to CGS Section 13a-55: "Property owners bounding a discontinued or abandoned highway, or a highway any portion of which has been discontinued or abandoned, shall have a right-of-way for all purposes for which a public highway may be now or hereafter used over such discontinued or abandoned highway to the nearest or most accessible highway, provided such right-of-way has not been acquired in conjunction with a limited access highway."

Property owners abutting the abandoned portion of road may construct and maintain their driveway (at their own expense) over the Town Road right-of-way with the specific approval of the Board of Selectmen of the Town of Colchester. Driveways for single family residential development must conform to the standards of Sections 8.10.1A and 8.10.1B of the Zoning Regulations, including that portion which is within the Town Road right-of-way. **Preliminary plans have been submitted (copy attached) and approved by Town Staff relative to the proposed driveway meeting applicable Town Regulations.** Pending BOS approval, the owner/applicant must submit final proposed single family lot development plans for review/approval by Town Staff to assure conformance with all applicable regulations prior to commencing construction.

RECOMMENDED MOTION:

Motion to approve construction of a residential driveway within the Town Right-of-Way of Carrier Road, with the understanding that the driveway will not be maintained by the Town of Colchester and pending approval by Town Code Administration and Planning & Zoning staff. The Town of Colchester has no intention at this time to resume maintenance of the abandoned portion of Carrier Road.



ABANDONED
ROADS

TOWN
MAINTAINED
ROADS

N/F
JAMIE
FELLOWS

STANDISH RD.

CARRIER ROAD

REDSCHOOLHOUSE ROAD

STANDISH ROAD

CARRIER ROAD

CARRIER ROAD
COLCHESTER CT.
2/2021

Jamie Fellows
18 Clark Rd
Colchester, CT 06415
February 2, 2021

Land on Carrier Rd
Lot 41-1
Colchester, CT 06415

To whom it may concern:

I am submitting this to formally request to improve and utilize the abandoned portion of Carrier Road, for purpose of constructing a residential driveway for a new construction of a home, with possibility of a second home in future. Our lot has its frontage along this section of Carrier Road.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jamie P. Fellows", with a horizontal line extending to the right.

Jamie P Fellows
860-861-1385

JOB DESCRIPTION

Job Title: Social Services Program Coordinator

Department: Youth & Social Services

Classification: Professional, Full Time, Non-Exempt

Reports to: Director of Youth & Social Services

Supervises: Volunteers

Union/Non-Essential

Reviewed: February, 2021

SUMMARY

Under the direct supervision of the Youth & Social Services Director and administrative supervision of the First Selectman, the SS Program Coordinator provides person-centered programs and services that enhance the well-being of individuals and families in the community. The Coordinator aids people who need support to access resources and meet their basic needs.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Bachelor's degree in Social Work or a related field or an equivalent combination of education and experience
- Able to Obtain CT Public Passenger Endorsement on CT Driver's license
- Strong interpersonal skills to navigate complexity, change and day-to-day tasks
- Strong organizational skills, from a generalist perspective and detailed oriented lens
- Excellent written and oral communication skills
- A high level of resourcefulness and medical and financial assistance knowledge
- Ability to Maintain strict confidentiality
- Ability to communicate and work effectively with diverse groups and individuals
- Able to exhibit a professional manner with other employees and the public
- Competence to operate necessary software including; MS Word, Excel, and Publisher
- Able to perform the essential functions of the job with minimal supervision

PHYSICAL REQUIREMENTS WITH OR WITHOUT A REASONABLE ACCOMMODATION

- Ability to move independently throughout the local community
- Ability to sit for extended periods of time
- Ability to perform tasks commonly found in an office environment such as talking on the telephone, reading documentation both in hard copy and on computer, writing, computer data entry, filing, faxing, copying etc.
- Lift and/or move up to 50 pounds
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MENTAL REQUIREMENTS WITH OR WITHOUT A REASONABLE ACCOMMODATION

- Ability to focus on and execute assigned tasks with attention to detail
- Ability to endure reasonably stressful work demands including interruption(s)
- Ability and willingness to learn new things and acquire new skills

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. *In conjunction with the Admin/Program Coordinator*, manage all aspects of the food bank including strategically organizing, managing stock, and distributing food
2. *In conjunction with the Admin/Program Coordinator*, coordinate activities of food bank volunteers including supervision, recruitment, training, recognition, and job assignments

JOB DESCRIPTION

Job Title: Social Services Program Coordinator

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Reports to: Director of Youth & Social Services

Supervises: Volunteers

Union/Non-Essential

Reviewed: February, 2021

3. Provide intakes for the *CT Energy Assistance Program, Operation Fuel and Project Warm-up (including senior applicants formerly processed by Senior Center)*
4. Administer the *Elderly and Totally Disabled Renters' Tax Relief Program*
5. Assist residents with utility and heating emergencies as well as other crises
6. Assist and advocate on behalf of residents who need help accessing benefits and/or applying for: SNAP, housing, HUSKY, Medicaid, Social Security Disability, and other programs
7. Assist in the collection and distribution of supplies for holiday and other seasonal programs
8. Administer crisis benefits from Fuel Bank and donation funds
9. Maintain current and accurate resource and referral information regarding other social services programs and organizations; refer clients as appropriate
10. Communicate with client care teams when appropriate
11. Refer individuals to appropriate treatment centers as indicated
12. Ensure that all case files and other records comply with all relevant policies, regulations, and procedures
13. Maintain financial and statistical records and prepare monthly and annual reports
14. Maintain accurate and confidential files at all times
15. Other related duties as assigned

KEY COMPETENCIES

1. Confidentiality of sensitive data and personal information
2. Communication proficiency both written and verbal
3. Strong interpersonal skills and ability to work well with the public
4. Time Management/Multi-tasking/Prioritization

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 OSHA and Town of Colchester safety policies.

SCHEDULE

Full time, 35 hours per week, Monday – Friday, 8:30 am– 4:00pm, with occasional evening appointments and weekend food drives. During the season when renters rebate, energy assistance and holiday programs overlap, the Program Coordinator can work up to 40 hours, from Sept. 1 – Dec. 31.

COA Meeting-February 8, 2021

Though our building is still not open to the public, we continue to provide the following services:

- Transportation for in-town, medical rides and monthly shopping trips (masked and socially distanced)
- Meals: MOW deliveries (Tuesday-Friday) and Community Café (5 frozen meals delivered every Tuesday)
- Wellness Check outreach calls-these are now happening once per month, unless otherwise requested
- Virtual Programming with at least 1 in-person safely distanced special event per month.
- Weekly communications through email blasts and robo-calls to all members
- Management of the office: volume of phone calls have remained steady, paying bills, grant reports, management of social media, etc.
- Building is closed, but people can call in to make an appointment for any one-on-one assistance which cannot be handled by phone. (masked and socially distanced)

In partnership with Chatham Health District, the Colchester Senior Center hosted a successful COVID-19 Vaccination Clinic for those 75 and over. We were the first senior center to host in the district and the day ran very smoothly. 124 people received vaccines in January 27th, with a 2nd Dose Clinic scheduled for February 24th. We were proud to be able to provide this vital community service. The need is great. When we advertised to opportunity to our members, we received nearly 600 calls and filled the appointments in the first hour.

Membership is growing steadily, with many people interested in being connected to the information provided throughout the pandemic, especially related to COVID vaccine distribution, Economic Impact Payments and AARP Tax Aide services.

Colchester remains at a Red Alert status, as far as COVID-19, although for 2 reporting periods there has been a decline in rates of positive cases. CHD will be looking for a minimum of 4 weeks of stability before recommending that we reopen the senior center building to the public. The doors remain locked, with information to call in for assistance, but people may call in or ring the doorbell for assistance. We are serving people by appointment only. Town Hall is also closed to the public, except by appointment through the end of the month of February 2021, as well.

AARP's Tax Aide program will begin by appointment, effective February 19th. There are many new rules from AARP to insure the safety of volunteers and recipients including the ability to wait while documents are scanned, or drop off documents. Face-to-face interactions will be limited to no more than 15 minutes. Because we are closed to the public, we can spread the program out throughout the building. There will be appointments of Fridays and Wednesdays, however capacity is still substantially less than previous years. We have an extensive wait list and are now referring people to VITA services through TVCCA.

Throughout the month of February, we are holding our annual fundraiser for the American Heart Association and we observed Go Red for Women on Friday, February 5th for a Zoom based group photo.

We were awarded a \$2,500 grant through the State Department of Aging and Disability Services. This will help defray cost of items required to serve our members during the pandemic.

We are looking forward to working with the SCBC to start the Community Outreach part of the new senior center project—sharing the design of the building and how that would positively impact our programs and services.

CSC will be closed on Monday, February 15th in observation of Presidents' Day.

Attendance & Meals Served:

- Meals delivered in December: Community Café: 232 MOW: 451
- Monthly transports in December: 559
- Monthly attendance in December: 1024
- Total Membership: 1336