

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

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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:**

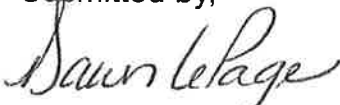
R. Coyle: Senior Center Building Committee - Meeting dates have been set for the second and fourth Tuesday of each month. J. Paggioli is reviewing the RFQ for an architect.

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