

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Regular Meeting
Thursday, June 20, 2019 @ 7:00 PM
Colchester Town Hall**

1. Call to Order
2. Additions to the Agenda
3. Citizen's Comments
4. Consent Agenda
 - a. Approve Minutes of the June 6, 2019 Board of Selectmen Meeting
 - b. Youth Advisory Board - Resignation of Heide Perham
5. Transfers
6. Approve Minutes of the June 3, 2019 Board of Selectmen Special Meeting
7. Discussion and Possible Action on RFP 2019-03 Fireworks at 57 Fest Colchester RecPlex
8. Discussion and Possible Action on Recreation Department Program Instructor Job Description
9. Discussion and Possible Action on OpenGov/OpenColchester Invoice
10. Discussion and Possible Action on Charter Revision Timeline
11. Citizen's Comments
12. First Selectman's Report
13. Liaison Reports
14. Adjourn

RECEIVED
COLCHESTER
2019 JUN 17 PM 9:51
TOWN OF COLCHESTER
BOARD OF SELECTMEN



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes
Meeting Minutes
Thursday, June 6, 2019
Colchester Town Hall @ 7:00pm**

MEMBERS PRESENT: First Selectman Art Shilosky, Selectman Stan Soby, Selectman Rosemary Coyle, Selectman Denise Mizla, and Selectman Denise Turner

MEMBERS ABSENT: none

OTHERS PRESENT: Registrar D Mrowka, Public Works Director J Paggioli, Recreation Director T Quinn, BOE R Tarlov, BOE M Bylone, Town Clerk G Furman, and clerk T Dean

1. Call to Order

A Shilosky called the meeting to order at 7:00 pm.

2. Additions to the Agenda – none

3. Citizen's Comments – none

4. Consent Agenda

a. Tax Abatements

S Soby moved to approve the consent agenda, seconded by R Coyle. Unanimously approved. MOTION CARRIED

5. Board and Commissions – Interviews and/or Possible Appointments

a. Housing Authority– Michael Dankiw possible appointment as a member to expire 5/1/2024

D Mizla moved to appoint Michael Dankiw as a member to the Housing Authority to expire 5/1/2024, seconded by D Turner. Unanimously approved with one abstention by R Coyle. MOTION CARRIED.

b. Board of Assessment Appeals – Gregg LePage to be interviewed

The Board stated that this should be a function of the members of the BAA to interview and appoint. NO ACTION.

c. Commission on Aging – Linda Pasternak to be interviewed – was interviewed.

R Coyle moved to appoint Linda Pasternak as a member to the Commission on Aging to expire 12/31/2019, seconded by S Soby. Unanimously approved. MOTION CARRIED

6. Approve Minutes of the May 16, 2019 Board of Selectmen Meeting

SSoby moved approve the meeting minutes of the May 16, 2019 Board of Selectmen meeting, seconded by D Mizla. Unanimously approved with one abstention by R Coyle. Unanimously approved. MOTION CARRIED

7. Approve Minutes of the May 29, 2019 Special Board of Selectmen Meeting

D Turner moved to approve the Minutes of the May 29, 2019 Special Board of Selectmen meeting, seconded by D Mizla. Unanimously approved with two abstentions by R Coyle and S Soby. MOTION CARRIED.

8. Discussion and Possible Action on Recreation Department ActiveNet Contract Cancellation

T Quinn stated that the contract was \$16,500 last year and early buy out is \$36,000.

S Soby moved to authorize the First Selectman, Art Shilosky, to terminate the current contract with "Active" at the end of the contracted term as recommended by the Recreation Director T Quinn, D Mizla. Unanimously approved. MOTION CARRIED.

9. Discussion and Possible Action on Recreation Department Gym Supervisor Job Description

T Quinn stated that she wanted to make a more generic description for the per diem position.

R Coyle moved to make the suggested changes to the job descriptions of the gym supervisor, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

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2019 JUN 10 11:11:30

- 10. Discussion and Possible Action on Recreation Department Dance Instructor Job Description**
Board discussion on last page of description referencing specific qualifications for dance instructor. S Soby suggested drafting an addendum for dance, or other specific program requirements. T Quinn will revise and bring back at next meeting.
- 11. Discussion and Possible Action on PPI Benefit Solutions Renewal of Agreement**
S Soby moved to renew the Agency and Administrative Service Agreement with PPI Benefit Solutions effective 7/1/19 and authorize the First Selectman to sign all necessary documents, seconded by R Coyle. Unanimously approved. MOTION CARRIED
- 12. Discussion and Possible Action on RFP 2019-07 DPW Yard Fuel Tank Replacement**
R Coyle moved that the RFP 2019-07 DPW Yard Fuel Tank Replacement be awarded to Stula Enterprises, LLC for the selected items bid of \$260,750.00 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, seconded by D Turner. Unanimously approved. MOTION CARRIED
- 13. Discussion and Possible Action on Adoption of Colchester Sewer and Water Commission FY 2019-2020 Operating Budgets**
D Mizla moved where as the Town of Colchester Sewer & Water Commission forwarded and recommended the 2019-2020 Fiscal Year Sewer & Water Commission Operating budget to the Board of Selectmen; The Board of Selectmen hereby adopt said Operating Budgets as recommended and submitted by the Sewer and Water Commission Budget at their meeting on May 9, 2019, seconded by S Soby. Unanimously approved. MOTION CARRIED
- 14. Citizen's Comments –none**
- 15. First Selectman's Report**
A Shilosky reported that Lt. Governor Bysiewicz asked the town to coordinate an event honoring the Korean and Vietnam vets on 6/24 at WJJMS. Lt. Governor and Commissioner of Veteran Affairs will be present. Town Hall roof repair is complete. Household Waste event last week went well. House behind the library was removed. Finance Dept. cooling unit replaced. Town Planner job posting will go out again. Police Dept. has 36 applicants for the officer job opening, down to 9 applicants for the oral interview. Will be installing signs on town property regarding no alcohol and weapons allowed. Superintendent Burt requested to use the Youth Center during the summer for a mandated program for 18-21 year olds. He also requested another access road at Bacon Academy, and more fields for sport programs. Senior Center Building Committee has received nine applications to date. R Coyle requested to be the committee liaison. Norton Mill Park has received six applications, S Soby requested to be liaison. Will add a deadline to the committee application posting to the end of this month. R Coyle requested to do the interviews at a Special meeting.
- 16. Liaison Reports**
D Mizla reported on Board of Education – several celebrations and retirements. Honored the youth services and recreation departments for their work supporting staff during early release days. School received a check from the 2018-2019 Stop & Shop reward program \$7,544. Recognized the student Board of Education member and introduced the new member. Youth Services – gave out the youth services reward. Honored SRO Suchecki. Will try to organize a summer meeting to discuss the survey and next steps.

S Soby reported on Chatham Health – R Melmed, Colchester resident, was appointed as Health Director. Sanitarian moved to another district, looking for his replacement. Solaware deployment has been coordinated. Blood pressure clinics scheduled. Draft of salon regulations have been distributed for dialogue and feedback to businesses and industry people. Public Hearing will be 6/25 at 1pm.

Agriculture Commission – compiling a list of farms in town for promotional opportunity. Ad hoc committee meeting on this Monday. C Borque will be contacting Director of Learning at the school to coordinate school piece. Looking at right to farm community signs and coordinating DOT piece.

D Turner reported on Friends of Cragin – book sale this weekend.

Ethics – working on the code of ethics for the town to see if there are any upgrades to language needed.
- 17. Adjourn**
S Soby moved to adjourn at 7:36 p.m., seconded by R Coyle. Unanimously approved. MOTION CARRIED.

BOS Minutes 6/6/19

Page 3

Attachment:

Active Cancellation letter

Recreation Gym Supervisor job description

PPI renewal agreement

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tricia Dean', with a long horizontal flourish extending to the right.

Tricia Dean, Clerk

June 5, 2019

Valerie Geato
Director
Youth Services
127 Norwich Ave. Suite 205
Colchester, CT 06415

Dear Valerie,

It is with regret that I am writing to inform you of my decision to resign my position with the Youth Services Advisory Board, effective immediately.

My other commitments have become too great for me to be as productive a volunteer with this board as I would like to be. I think it is best for me to let someone who has more time to dedicate to the board take my position.

It has been an absolute pleasure to work with everyone on the board, and I think that the efforts that you are pursuing are going to be very beneficial to our youth and town.

If I can be of any assistance during the time it takes to fill the position please don't hesitate to ask.

Best Wishes,

Heide Perham

Town of Colchester
 General Fund
 Budget Transfer/~~Additional Appropriation~~

FY 18/19


Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="11205-50950"/>	<input type="text" value="Human Resources Contract Settlements"/>	<input type="text" value="5,523"/>
	<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="12202-40101"/>	<input type="text" value="Fire - Regular Payroll"/>	<input type="text" value="5,493"/>
	<input type="text" value="12202-41230"/>	<input type="text" value="Fire - FICA/Retirement"/>	<input type="text" value="30"/>
	<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

Town of Colchester

FY 18/19

General Fund

Budget Transfer/Additional Appropriation

Department: Finance

Reason for Request:

Appropriation from additional investment earnings to fund total "hard dollar" costs for banking services. Changes to average daily balance necessary to generate earnings credits to cover fees in lieu of investment earnings were not sufficient to cover calendar year 2018 fees.

Reason for Available Funds:

Additional investment earnings in excess of revenue estimates as funds were invested in overnight sweeps and money market funds, thus reducing the average daily balance necessary to be maintained in the account to generate earnings credits to cover service fees.

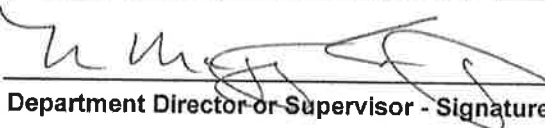
From:

Account Number	Account Name	Amount
11301-35611	Investment Interest Earnings	4,620

To:

11301-44208	Professional Services	4,620

Jun 10, 2019
Date Requested


Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

6/10/19
Date Reviewed


Chief Financial Officer

6-10-19
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes
Special Meeting Minutes
Wednesday, June 3, 2019
Colchester Town Hall @ 2pm**

MEMBERS PRESENT: First Selectman Art Shilosky, via teleconference; Selectman Rosemary Coyle, Selectman Denise Mizla and Selectman Denise Turner

MEMBERS ABSENT: Selectman Stan Soby

OTHERS PRESENT: CFO M Cosgrove, one civic student and clerk T Dean

1. Call to Order

A Shilosky called the meeting to order at 2:00 p.m.

2. Citizen's Comment - none

3. Discussion and Possible Action on Finance Department Payroll & Accounts Payable Manager Job Description

M Cosgrove stated that there have been two recent retirements in the Finance office. Met with Superintendent and First Selectman to make minor changes to existing job description. M Cosgrove reviewed revisions in the job description. M Cosgrove stated that she has reviewed changes with the union and there is no change to salary. As a courtesy the job description will go before the Board of Education personnel committee.

R Coyle moved to approve the final proposed draft dated 5/29/2019 to become the job description of Finance Department Payroll/Employee Benefits & Accounts Payable Manager, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

4. Adjourn

D Mizla moved to adjourn at 2:08 p.m., seconded by D Turner. Unanimously approved. MOTION CARRIED.

Attachment: Job description revised and final

Respectfully submitted,

Tricia Dean, Clerk

RECEIVED
COLCHESTER
2019 JUN -6 AM 10:31

Town of Colchester Interoffice Memorandum

To: Art Shilosky, First Selectman

From: Tiffany Quinn, Recreation Director

Date: June 4, 2019

Re: Award recommendation RFP #2019-03 Town of Colchester Fireworks-57 Fest Colchester RecPlex

We received 4 responses to the RFP #2019-03 Town of Colchester Fireworks-57 Fest Colchester RecPlex.

Bids were received from the following vendors:

Legion Fireworks Co., Inc.- \$7150

Zambelli Fireworks- \$8400

Central Maine Pyrotechnics- \$8000

Ocean State Pyrotechnics- \$8000

Based on the bids received and the recommendations from the references we checked, we recommend awarding the RFP to Legion Fireworks Co., Inc.

Proposed Motion: That the RFP #2019-03 Town of Colchester Fireworks-57 Fest Colchester RecPlex be awarded to Legion Fireworks Co., Inc. for the bid of \$7150.00 and hereby authorize the first Selectman to enter into a contract with Legion Fireworks Co., Inc. and to sign and deliver said agreement and any necessary documents required.



Town of Colchester Job Description Dance Program Instructor

GENERAL STATEMENT OF DUTIES

Instruct high quality **dance community** classes in a safe manner.

Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies. Instruct students ages 3 – 5 yrs & 6 – 14 yrs in beginning through intermediate dance classes including but not limited to tap, ballet, jazz & hip hop.

WORK SCHEDULE/RATE OF PAY

Classes will be held between 4:30 – 7:30 p.m. 2-3 weekdays.

Hourly pay rate starting at: \$25/hr

Location: JHS or other approved Location

This is a per diem, seasonal position. Hours will be determined based on program need.

SUPERVISOR

Works under the direct supervision of ~~Anita Pizzutiello, Recreation Supervisor~~ Recreation Director or their designee and administrative supervision of the First Selectman.

SUPERVISION EXERCISED

Program participants

ESSENTIAL DUTIES

The following is an illustrative and non-exhaustive list of duties:

- Select and plan class content, ~~which may include stretching, improvisation, dance techniques, strength exercises or combinations. (Classes may include a warm up period)~~
- ~~Select all music and choreography of dance combinations~~
- Determine class skill and age levels with later adjustments as necessary
- ~~Choose a theme and music for a recital and choreograph all dance pieces~~
- ~~Design simple costumes with parent participation~~
- ~~Design a recital program~~
- ~~Solicit volunteers to assist with rehearsals and performance~~
- Attend periodic staff meetings
- May attend educational training
- ~~Integrate annual recitals in conjunction with other dance instructors.~~
- Distribute and collect program evaluation forms towards the end of your session
- Handle late or drop in registration including forms and fees
- Communicate with the Recreation Department
- Keep weekly attendance records to be submitted to the Recreation Department
- File damage and/or injury reports as needed
- Distribute and collect program evaluation forms at the end of each session
- ~~Other~~ Related duties as assigned

MINIMAL QUALIFICATIONS

- At least 18 years of age
- Knowledge of communication techniques
- Ability to establish and maintain productive relations and positive attitude with and toward others
- Willingness to comply with suspected child abuse reporting and attend DCF Training
- The employee must be able to 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

DESIRABLE QUALIFICATIONS

- Five years of study with a public or private dance instructor and/or completion of a college dance program
- Three years of experience teaching dance
- Knowledge of communication techniques
- Ability to work independently
- Ability to demonstrate basic to intermediate steps in tap, ballet, jazz or other specialty
- Ability to establish and maintain productive relations and positive attitude with and toward others

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Must have:
 - Excellent written and oral communication skills
 - Good public speaking skills and strong customer service skills
 - Must be available to work afternoon and evening hours
- 2) Must be able to:
 - Communicate and work effectively with diverse groups and individuals.
 - Exhibit a professional manner with other employees and the public.
 - Work independently.
 - Maintain accurate records.
 - Lift and/or move up 50 pounds.
 - Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
 - Obtain CPR/First Aid/AED/Epi Pen certification before first class
 - Program specific knowledge, certification and training based on class content, to be listed in an addendum to this description.
- 3) While performing the duties of this job, the employee is regularly required to sit, stand, walk and talk. The employee is at times required to use hands to feel objects; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- 4) Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

EDUCATION AND EXPERIENCE

- Must be at least 21 years of age.
- Must have and maintain a valid Connecticut Motor Vehicle Operator's License.
- Must have experience supervising groups of youth and adults.

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

While performing the duties of this job, the employee is required to work in outside weather conditions. The noise level in the work environment is usually moderate.

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.
Per Diem, Seasonal*

ADDENDUM

Program Specific Qualifications:

Dance Instructor

- Select and plan class content, which may include stretching, improvisation, dance techniques, strength exercises or combinations. (Classes may include a warm up period)
- Select all music and choreography of dance combinations
- Determine class skill and age levels with later adjustments as necessary
- Choose a theme and music for a recital and choreograph all dance pieces
- Design simple costumes with parent participation
- Design a recital program
- Solicit volunteers to assist with rehearsals and performance
- ~~Attend periodic staff meetings~~
- ~~May attend educational training~~
- Integrate annual recitals in conjunction with other dance instructors.
- Other duties as assigned
- Five years of study with a public or private dance instructor and/or completion of a college dance program
- Three years of experience teaching dance
- Ability to demonstrate basic to intermediate steps in tap, ballet, jazz or other specialty

TOWN OF COLCHESTER & COLCHESTER PUBLIC SCHOOLS

Request for Payment

VENDOR # DEPARTMENT

NAME:

ADDRESS

CITY STATE ZIP CODE

DESCRIPTION: OpenGov software 3/31/19-3/30/20

Invoice Number	Invoice Date	Amount	Invoice Number	Invoice Date	Amount
INV-001563	Mar 31, 2019	12,510.00			

INVOICE(s) TOTAL

General Ledger Account(s) to be charged:

	ORG CODE	OBJECT CODE	AMOUNT
Comments to AP <input style="width: 100%; height: 100%;" type="text"/>	11105	44208	12,510.00

G/L TOTAL

APPROVED BY:

SIGNED BY APPROVER: _____ DATE _____ INITIALS OF ORIGINATOR *nm*



INVOICE

OpenGov, Inc.

955 Charter Street
Redwood City, CA 94063

INVOICE #: INV-001563
DATE: 03/31/2019

BILL TO: Town of Colchester, CT
127 Norwich Avenue
Colchester, Connecticut 06415

SHIP TO: Town of Colchester, CT
127 Norwich Avenue
Colchester, Connecticut 06415

PO #	TERMS	DUE DATE
	Net 30	04/30/2019

ITEM #	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
OG-ERPING-B4060M-RR- 1Y	OpenGov ERP Integrations - GA - Between \$40-60 Million Start Date:03/31/2019 End Date:03/30/2020	Each	1	\$2,860.00	\$2,860.00
OG-TRIN-B4060M-RR-5Y	OpenGov Reporting and Analysis - Between \$40-60 Million Start Date:03/31/2019 End Date:03/30/2020	Each	1	\$9,650.00	\$9,650.00
SUBTOTAL					\$12,510.00 USD
Sales Tax					\$0.00 USD
TOTAL					\$12,510.00 USD

Questions? Please contact us at billing@opengov.com.

OpenGov Payment Information:

Remit to Address:
OpenGov, Inc.
955 Charter Street
Redwood City, CA 94063

NEW ACH Information:
Beneficiary: OpenGov, Inc
Bank: Silicon Valley Bank
Routing # 121140399
Account # 3302667783

Thank you for your business.
Please remit to above address.

Charter Revision Timeline

§C-1401 states that Not less than once each ten years, the Board of Selectmen shall appoint a temporary charter review commission to review all provisions of the Charter and Town Ordinances then in effect as they deem necessary. Within a time period as set by the Board of Selectmen, the members of the Charter Review Commission shall recommend to the Board of Selectmen to maintain, amend or repeal certain sections of the Charter. Should the Charter Review Commission recommend revisions, the Board of Selectmen may, in accordance with the General Statutes, appoint a Charter Revision Commission to draft the revised Charter and coordinate the approval and adoption process.

Statutory Provisions in Section 7-191 of the Connecticut General Statutes

The Charter Revision Commission (the "Commission") shall hold a public hearing on the proposed charter amendments, after the draft report to the Board of Selectmen has been completed, but not submitted, after which hearings the Commission may amend such report. The Commission may hold such other public hearings as it deems necessary.

The Commission submits its draft report, including the proposed charter amendments, to the Town Clerk, who transmits such report to the Board of Selectmen. The Board of Selectmen shall hold at least one public hearing on the draft report and shall hold its last hearing not later than **forty-five** days after the submission of the draft report to the Town Clerk.

The Board of Selectmen must make any recommendations to the Commission for such changes in the draft report as the Board of Selectmen deems desirable not later than **fifteen** days after the Board of Selectmen's last hearing.

If the Board of Selectmen makes no recommendations for changes in the draft report to the Commission within such **fifteen** days, the report of the Commission shall be final and the Board of Selectmen shall act on such report

If the Board of Selectmen makes recommendations for changes in the draft report to the Commission, the Commission shall confer with the Board of Selectmen concerning any such recommendations and may amend any provisions of the proposed charter amendments, in accordance with such recommendations, or the Commission may reject such recommendations. In either case the Commission shall make its final report to the Board of Selectmen not later than **thirty** days after receiving such recommendations.

The Board of Selectmen must act, by a majority vote of its entire membership, to approve the proposed charter amendments or reject the same or separate provisions thereof not later than **fifteen** days after receiving the final report.

Not later than **forty-five** days after a vote of the Board of Selectmen to reject the Charter amendments or separate provisions thereof, a petition for a referendum thereon, signed by not less than **ten per cent** of the electors of the Town, as determined by the last-completed registry list thereof, and filed and certified in accordance with the provisions of Section 7-188 of the Connecticut General Statutes, may be presented to the Board of Selectmen.

Not later than **thirty** days after approval by the Board of Selectmen or the certification of such a petition (1) the proposed charter shall be published in full at least once in a newspaper having a general circulation in the Town, or (2) the portion of the charter being amended shall be published at least once in a newspaper having a general circulation in the Town with a notice

that a complete copy of the charter and amendment is available in the Town Clerk's office and that a copy shall be mailed to any person who requests a copy. The Town Clerk shall mail or otherwise provide such copy to any person who requests a copy.

(Note that since the 45-day petition period and 30-day publication period run concurrently, there may be a situation when, after the Town has published the proposed Charter, a petition may be filed.)

The Board of Selectmen shall, by a majority vote of its entire membership, determine whether the proposed charter amendments shall be submitted to the electors for approval or rejection at a regular election or at a special election warned and held for that purpose, which shall be held not later than fifteen months after either the approval by the Board of Selectmen or the certification of a petition for a referendum.

The proposed charter amendments shall be prepared for the ballot by the Board of Selectmen and may be submitted in the form of one or several questions; and, if approved by a majority of the electors of the Town voting thereon at a regular election or if approved by a majority which number equals at least fifteen percent of the electors of the Town as determined by the last completed active registry list of the Town at a special election, such proposed charter or charter amendments shall become effective thirty days after such approval unless an effective date or dates are specified therein, in which event the date or dates specified shall prevail.