



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Agenda

Regular Meeting

Thursday, January 16, 2020 @ 7:00 PM

Colchester Town Hall

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 January 2, 2020 Board of Selectmen Meeting
 - b. Tax Abatements
6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Planning and Zoning Commission – to be interviewed - Steven Durel for a possible term to expire on 12/15/2022
 - b. Possible Appointment of Geraldine Transue to the Commission on Aging for a term to expire 12/1/2020
 - c. Possible Appointment of Sandra Gaetano to the Commission on Aging for a term to expire 12/1/2021
 - d. Possible appointment of Theresa Congdon to the Historic District for a term to expire 11/30/2023
7. Old Business
 - a. Discussion and Possible Action on the Parks and Recreation Department change in Non-Resident program fees
8. CITIZEN'S COMMENTS
9. FIRST SELECTMAN'S REPORT
10. LIAISON REPORTS
11. ADJOURN

RECEIVED
COLCHESTER, CT
2020 JAN 15 PM 1:01
Gayle Furman
GAYLE FURMAN
TOWN CLERK



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectmen Minutes
Meeting Minutes
Thursday, January 2, 2020
Colchester Town Hall @ 7:00pm

RECEIVED
COLCHESTER, CT
2020 JAN -6 PM 12: 29
Gayle Furman
TOWN CLERK

MEMBERS PRESENT: First Selectman Mary Bylone, Rosemary Coyle, Denise Mizla, Denise Farmer, Taras Rudko

MEMBERS ABSENT: none

OTHERS PRESENT: Town Clerk G. Furman, Director of Public Works J. Paggioli, Director of Parks and Recreation, Tiffany Quinn, Assessor John Chaponis, Registrar Dot Mrowka, Fire Marshall Sean Shoemaker

- 1. Call to Order:** Mary Bylone called the meeting to order at 7 p.m.
- 2. Pledge of Allegiance** – Led by the Cub Scout Troop #13
- 3. ADDITIONS AND/OR DELETIONS TO THE AGENDA:** None
- 4. Citizen's Comments** – Cub Scout Troop #13 explained that they were attending the meeting to learn about the local government.
- 5. Consent Agenda** – R. Coyle moved to remove 5 a. Approve Minutes of the December 5, 2019 Board of Selectmen Meeting to item 6 on the Agenda, seconded by D. Mizla. Unanimously Approved. **MOTION CARRIED.** D. Turner moved to approve the remainder of the consent agenda, seconded by R. Coyle. Unanimously Approved. **MOTION CARRIED.**
 - Reappointment of Christopher Cameron to the Police Commission for a term to expire 1/2/2023
 - Reappointment of Gina Kunst to the Eastern Regional Tourism District for a term to expire 1/2/2023
- 6. Minutes of the December 5, 2019 Board of Selectmen Meeting** - R. Coyle made the following corrections to the Liaison Reports: Sixth and seventh sentences to be changed to: "Open Space is recommending donating the open space from the four lot subdivision on Scott Hill Road to the Norwich

Reservoir. If the Norwich Reservoir doesn't want the land, Open Space recommends the collection of fee in lieu for the town. The Land Trust is building an 8 car gravel parking lot on Bulkeley Hill for educational and nature programs. She asked to clarify that the Open Space Commission is down two members, not down to two members. R. Coyle moved to approve the minutes of the December 5, 2019 meeting as amended, seconded by D. Turner. Unanimously Approved. **MOTION CARRIED.**

7. Boards and Commissions – Interviews and/or Possible Appointments and Resignations

- a. Commission on Aging – Geraldine Transue was interviewed for a possible appointment to expire 12/1/2020
- b. Commission on Aging – Sandra Gaetano was interviewed for a possible appointment to expire 12/1/2021
- c. Sewer and Water Commission – Ronny Segura was interviewed. R. Coyle moved to appoint R. Segura to the Sewer and Water Commission for a term to expire on 6/30/2020, seconded by D. Mizla. Unanimously Approved. **MOTION CARRIED.**
- d. Police Commission – Beatrice Farlekas was interviewed. M. Bylone noted that the Police Commission hasn't had a quorum for many months, and asked if the board could expedite the approval for the Police Commission. R. Coyle moved to appoint B. Farlekas to the Police Commission for a term to expire 11/1/2021, seconded by D. Mizla. Unanimously Approved. **MOTION CARRIED.**
- e. Police Commission – James Stavola was interviewed. D. Turner moved to appoint J. Stavola to the Police Commission for a term to expire 11/1/2021, seconded by R. Coyle. Unanimously Approved. **MOTION CARRIED.**
- f. R. Coyle moved to appoint Gregg LePage to the Water and Sewer Commission for a term to expire 10/1/2021, seconded by D. Mizla. Unanimously Approved. **MOTION CARRIED.**
- g. D. Mizla moved to appoint Theresa Congdon to the Historic District for a term to expire 11/30/2023. Discussion followed that T. Congdon hadn't attended a Historic District Commission Meeting. It was asked that there be follow up with the commission to see if she has attended before appointing her. D. Mizla withdrew her motion.
- h. D. Turner moved to appoint Carla Roselli to the Agriculture Commission for a term to expire 11/30/2021, seconded by D. Mizla. Unanimously Approved. **MOTION CARRIED.**

8. Sean Shoemaker discussed the Homeland Security Grant Program (HSGP) – item moved to the next agenda item until copies of the resolution were distributed.
9. **Discussion and Possible Action on a 2020 RFP for RecPlex Concession Stand Contract** – Tiffany Quinn explained the changes to the RFP. R. Coyle moved to approve the 2020 RFP for RecPlex Concession Stand Contract, seconded by D. Mizla. Unanimously Approved. **MOTION CARRIED.**
10. **Discussion and Possible Action on the Parks and Recreation Department change in Non-Resident program fees** – Tiffany does not know the history of the \$20 non-resident fee and is recommending removing the fee. M. Bylone asked if preference would be given to Colchester Residents, T. Quinn said they are working on that. T. Rudko asked to see more metrics on the fees. T. Quinn said she would provide additional information at the next Board of Selectman meeting. Decision deferred until the next Board of Selectman meeting.
11. **Board Members reviewed the Homeland Security Grant paperwork.** D. Turner moved to approve and give M. Bylone the authorization to sign necessary paperwork, seconded by R. Coyle. Unanimously Approved. **MOTION CARRIED.**
12. **Discussion and Possible Action that the Board of Selectmen Award RFP 2019-08 DPW – Colchester Water Division Well 3A – Pump House & Associated Piping to Milton C. Beebe & Sons, Inc., for the cost of \$546,559.00 and to authorize the First Selectman to enter into a contract and sign all necessary documents.** J. Paggioli explained the pump and what the RFP was for and that Milton C. Beebe & Sons, Inc. were the responsible low bid. R. Coyle moved to award RFP 2019 – 08 DPW – Colchester Water Division Well 3A – Pump House & Associated Piping to Milton C. Beebe & Sons, Inc., for the cost of \$545,559.00 and to authorize the First Selectman to enter into a contract and sign all necessary documents, seconded by D. Mizla. Unanimously Approved. **MOTION CARRIED.**
13. **Discussion and Possible Action for approval of the purchase of the new VGSI (Vision Government Solutions Inc.) Ver 8 SQL Computer Assisted Mass Mass Appraisal (CAMA) software and conversion of existing Assessors office data for the amount of \$16,000 and associated budget transfer from contingency, and authorization for the First Selectman to sign any and all documents related to purchase.** Assessor John Chaponis explained that the old software in the Assessor's Office is obsolete and needs to be updated. D. Mizla moved to approve the purchase of the new VGSI (Vision Government Solutions Inc.) Ver 8 SQL Computer Assisted Mass Mass Appraisal (CAMA) software and conversion of existing Assessors office data for the amount of \$16,000 and associated budget transfer from contingency, and authorization for the First Selectman to sign any and all documents related to

purchase pending Board of Finance Approval, seconded by R. Coyle. Unanimously Approved. **MOTION CARRIED.**

14. Old Business - None

15. CITIZEN'S COMMENTS - None

16. FIRST SELECTMAN'S REPORT –

- A. The town is still working with OpenGov to resolve some issues that they had regarding the viewing of documents. Both the town and OpenGov are invested to make it work.
- B. The special election is going to be on January 14. All three polling locations will have to be open. This is resulting in an \$800, unbudgeted, security cost since Bacon Academy will have to be open for polling.
- C. The town received notification that we received a grant that Shannon Owens applied for \$29,815 for DUI Enforcement.
- D. State DOT Bridge Report – We have 8 bridges in town. Norton Mill Bridge is being repaired through the Norton Park Committee, but the other seven bridges are deteriorating. The town will be getting more information on the cost of repair.
- E. There are over 20 applications for the Director of Human Resources position. M. Bylone and Superintendent Jeff Burt will be meeting to discuss on Jan. 3.
- F. Town's Facebook Page is back up and running, were able to keep all the previous followers.

17. LIAISON REPORTS – T. Rudko attended the Friends of Cragin Library. They discussed the book sale and the need for an extra scanner that helps with pricing books. They may have a bag sale this year. They are trying to sort out a legal affair with their name. Friends have used several different variations of their name for different purposes over the years and they now have to be reconciled with different authorities (IRS, State of Connecticut, US Postal Service, etc.) before they can move forward with some fundraising ideas that they have in the works. Their official legal name is "Friends of Cragin Memorial Library".

T. Rudko attended Sewer and Water Commission where they discussed the well pump that was approved in the current Board of Selectmen Meeting.

R. Coyle attended one of the last WJJMS Building Committee meetings. There are still some punch list items that need to be completed in the spring. The final meeting will be May 14. The project has been very efficient and came in under budget. R. Coyle attended Senior Center Building Committee and the RFQ for an architect will be opened on Friday, January 3. The plan is to go to a referendum in fall of

2020. R. Coyle reported that the Commission on Aging raised \$2,500 at the Holiday Fair. Senior Center Director's report is attached to the minutes.

D. Turner attended the Board of Assessment Appeals. The BAA elected Andrew Courneyer as the chair.

D. Mizla attended the Board of Education meeting where they announced their officers. Mary Tomasi is the Chair, Chris McGlyn is the Vice Chair and Amy Domeika is Secretary.

D. Mizla reported Norton Park received their first donation. The Committee has selected point people for different parts of the project. J. Paggioli has some items from the old mill that the committee hopes to use.

18. ADJOURN – T. Rudko motioned to adjourn, seconded by D. Turner. Unanimously approved. **MOTION CARRIED.**

19. Respectfully Submitted,

Heide Perham
Executive Assistant to First Selectman

COA Meeting-December 9, 2019

Open Enrollment for Medicare closed on December 7th. We hosted 2 Open Enrollment Screening Events through support by Senior Resources Area Agency on Aging.

Our Holiday Fair & Open House was a success. We have some After Sale tables still set up in the Dining Room, so far we've raised over \$2500! I want to thank my staff, our many volunteers for making a very busy day run so smoothly and for all of the leg work that went into soliciting for gift baskets and gift certificates—we had an astounding 110 baskets/certificates available, including a generous basket from the CoA. Thank you to our very generous community partners.

We brought 2 large totes of donated non-perishable food items to the Colchester Food Bank for our November Food Drive.

We have a very busy month of programs scheduled this month and into the New Year! We have 4 community groups with children coming into the center to spread some holiday cheer-Youth Force Group with YSS, a group of families that call themselves the "Colchester Kindness Caravan," a family that is reaching out to teach about their Swedish heritage for Santa Lucia Day and a Daisy Troop from Colchester. We also have our wonderful collaboration with JJIS where 25 needy seniors will be gifted items through their Holiday Box Program.

We have several seasonal special events: Winter Wonderland Holiday Luncheon, an evening trip to see the Holiday Lights at Goodwin Park, our Annual Hanukkah Party with Rabbi Alter and a New Year's Brunch 'n Bash with live entertainment by Noah Lis, who was a contestant on NBC's "The Voice".

Our Senior Moments Choral Group are performing their Holiday Show to 4 different senior care facilities this month.

Russell Melmed, Chatham Health's Director of Health will be coming in for a Meet and Greet on 12/13.

We have 2 options for free snow removal for seniors: The Interact Club at Bacon Academy is offering complimentary sidewalk shoveling and front stoop/walkways clearing. There are 2 men in town who have offered to clear snow (2"+) from the homes of seniors who are either physically or financially constrained. Pre-registration in both programs is required.

Just a reminder that inclement weather postings for delays, closures or other service impacts will be on WFSB (Channel 3) and various affiliated radio stations and also on the Colchester Senior Center Facebook page. TVCCA makes the call on whether SNP is served and MOW are delivered. MOW clients are given emergency food packs to be used when TVCCA closes.

We have a number of schedule changes this month: The senior center will be closed on 12/25-Christmas Day and January 1-New Year's Day and we will be closing at noon on 12/24 and 12/31. Lunch on 12/24 will be served at 11 a.m.

I will be on vacation the week of 12/23, returning on 12/30.

Attendance & Meals Served:

- Meals served in October: on site: 212 MOW: 260
- Monthly Transports in October: 971
- Monthly Attendance in October: 2376
- Total Membership: 1348

AUTHORIZING RESOLUTION OF THE
Town of Colchester Board of Selectmen

CERTIFICATION:

I, Gayle Furman, Town Clerk of the Town of Colchester, do hereby certify that the following is a true and correct copy of a resolution adopted by the Colchester Board of Selectmen at its duly called and held meeting on January 2, 2020, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Town of Colchester Board of Selectmen may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Mary Bylone, as First Selectman of the Town of Colchester, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Colchester and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Mary Bylone now holds the office of First Selectman and that he/she has held that office since November 18, 2019.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 3rd day of January, 2020.


Gayle Furman
Town Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 12/30/2019

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

From: Ellen Sharon <ellensharon@att.net>
Sent: Monday, January 6, 2020 2:35 PM
To: Heide Perham
Subject: Re: Theresa Congdon

Hi Heide,

She has not, and we have not had a meeting recently, nor do I expect we will until late Spring (since it is rare for someone to want to undertake work on their property during the winter), but since I believe she has been on this board in the past, I was wondering if we might waive this requirement since we meet so infrequently and since I have spoken to her at length about the HDC. We are at a point where it is difficult to get a quorum, and I hate to discourage someone who wants to serve the town.

Thanks,
Ellen

On Monday, January 6, 2020, 2:12:13 PM EST, Heide Perham <hperham@colchesterct.gov> wrote:

Hi Ellen,

Theresa Congdon was interviewed by the Board of Selectmen on December 5 for the Historic District Commission. At that time she had not attended a Historic District Commission meeting. It is a requirement for people to attend a commission meeting prior to being appointed. Could you let me know if she has attended a meeting? Thank you,

Heide

Heide Perham

Executive Assistant to First Selectman

860-537-7200 x227

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	VACANT				12/1/2022
Member	Jason Tinelle	R	860-537-1613	tinelle_bosnia@yahoo.com	12/31/2020
Member	Meaghan Kehoegreen	D	860-861-5924	meaghanerin@hotmail.com	12/1/2022
Alternate	Beverly Seeley	R	860-267-8580	b_seeley@sbcglobal.net	12/31/2020
Alternate					12/31/2020

Commission on Aging-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>
Member	Jean Stawicki	D	860-537-2013	stawickilaw@snet.net	12/1/2021
Vice Chair	Nan Wasniewski	R	860-531-9622	newskinoll@gmail.com	12/31/2021
Member	Linda Pasternak	U	860-303-6143	lpasternak@sbcglobal.net	12/31/2022
Member	Roberta Avery	R	860-537-1889	roberta.avery@snet.net	12/1/2020
Member	VACANT				12/31/2022
Member	VACANT				12/1/2020
Chair	Marjorie Mlodzinski	U	860-603-2047	mmsrmlodzinski@gmail.com	12/1/2021
Alternate	VACANT				12/31/2022
Alternate	VACANT				12/1/2021

Commission on Aging

Historic District Commission-5 Members, 3 Alternates, Members=5 years, Alternates=3 years

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	Ellen Sharon	D	860-537-6731	ellensharon@att.net	11/1/2024
Member	VACANT				11/30/2023
Member	Robert Kvederas	U	860-537-1998	rkvederas@snet.net	11/1/2023
Member	Linda Akerman	U	860-267-6507		11/30/2023
Member	Stanley Stefanowicz	U	860-334-0634	sstefanowicz96@comcast.net	11/30/2022
Alternate	Janice Adams	R	860-537-4412	janice-adams@sbcglobal.net	11/30/2022
Alternate	VACANT				11/30/2020
Alternate	VACANT				11/1/2020

Town of Colchester Interoffice Memorandum

To: Mary Bylone, First Selectman

From: Tiffany Quinn, Recreation Director

Date: January 7, 2020

Re: Change in Non-Resident program fees-UPDATED

As discussed at the 1/2/2020 Board of Selectman's meeting, we are looking at ways to generate revenue to compensate for the minimum wage increases. The following information should answer your questions and provide more information.

2019 total program participants who were residents of Colchester: 1151

2019 total program participants who were non-residents: 92

8% of participants were non-residents.

There were a maximum of 3586 participant openings, 1243 registrations were filled.

We had 2343 remaining openings in our programs.

Participants filled 35% of the possible openings.

9 of the 158 (5.7%) classes were cancelled due to low enrollment.

There were 164 participant openings in the 9 cancelled classes.

Of the 164 openings, there were 7 registered.

We needed a minimum of 45 participants to run the cancelled classes.

After discussing with the Recreation Commission, we would like to revise the motion as follows:

Proposed Motion:

- To reduce the current \$20 non-resident fee to \$5.
- To accept only Colchester resident program registrations for the first 2 weeks, opening the programs up to non-residents after 2 weeks (with a \$5 fee).
- To accept non-resident Day Camp registrations 1 month prior to the start of camp, allowing a longer enrollment time for Colchester residents.