

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

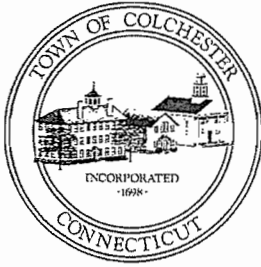
**Board of Selectmen Agenda
Regular Meeting @ 7:00 PM
Thursday, February 6, 2014
Colchester Town Hall
Meeting Room 1**

RECEIVED
COLCHESTER, CT
2014 JAN 31 PM 3:38

Nancy A. Bray
NANCY A. BRAY
TOWN CLERK

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the January 16, 2014 Regular Board of Selectmen Meeting
4. Approve Minutes of the January 16, 2014 Commission Chairman's Meeting
5. Citizen's Comments
6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Blight Task Force – Carl E. Swanback - Possible Appointment
 - b. Sewer and Water Commission –
 1. Thomas Hochdorfer to be appointed for a Three year Term to Expire 6/1/2015
 2. Kurt Frantzen to be interviewed
 - c. Historic District Commission –
 1. Stanley Stefanowicz to be interviewed
 - d. Chatham Health District – Resignation of Board of Directors member Blyse Soby
7. Budget Transfer
8. Tax Refunds & Rebates
9. Fire Department Task Force Report and Presentation
10. Presentation by Lockton Benefits
11. Discussion and Possible Action on Security Upgrades
12. Discussion and Possible Action on 2014 – 2015 Budget
13. Discussion and Possible Action to Authorize the First Selectman to sign the Insurance Trust Joinder Agreement with National Insurance Services
14. Discussion and Possible Action on Blight Ordinance Task Force Charge
15. Discussion and Possible Action on Building Committee Scope Statement

16. Discussion and Possible Action to Authorize First Selectman to Accept and Sign any and all Documents for Professional & Technical Services Small Cities Application Assistance
17. Citizen's Comments
18. First Selectman's Report
19. Liaison Report
20. Executive Session to Discuss:
 - a. Performance of Town Employee A
 - b. Performance of Town Employee B
21. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, January 16, 2014
Colchester Town Hall – 7:00 PM
Meeting Room 1

MEMBERS PRESENT: First Selectman Gregg Schuster, Selectman Stan Soby, Selectman Rosemary Coyle, Selectman Denise Mizla and Selectman Mike Caplet

OTHERS PRESENT: Maggie Cosgrove, Jim Paggioli, Jim Ford, Dot Mrowka and other citizens

1. Call to Order

First Selectman G. Schuster called the meeting to order at 7:57 p.m.

2. Additions to the Agenda

None

3. Approve Minutes of the December 19, 2013 Regular Board of Selectmen Meeting

S. Soby moved to approve the Regular Board of Selectmen Meeting minutes of December 19, 2013 as presented, seconded by M. Caplet. All members voted in favor. MOTION CARRIED.

4. Approve Minutes of the January 13, 2014 Special Board of Selectman Meeting

M. Caplet moved to approve the Special Board of Selectman Meeting minutes of January 13, 2014 as presented, seconded by S. Soby. All members voted in favor. MOTION CARRIED.

5. Citizen's Comments

Carl Swanback stated he has information regarding a tax break if registering property with the Audubon Society and he will forward information to the First Selectman's office.

Dot Mrowka stated there is an electronic checklist available for purchase that could be used to check votes electronically, be complete by 8:02pm and accessible to town chairs. The board members were very interested and asked for more information to be gathered.

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

a. Blight Task Force – Carl E. Swanback to be Interviewed

Carl E. Swanback was interviewed.

b. Economic Development Commission –

1. William Curran to be Appointed for a Five Year Term to Expire 10/31/2014

S. Soby moved to appoint William Curran as a member of the Economic Development Commission for a five year term to expire 10/31/2014, seconded by R. Coyle. Unanimously approved. MOTION CARRIED

2. James W. Ford to be Interviewed for a Five Year Term to Expire 10/31/2016

James W. Ford was interviewed. S. Soby moved to appoint James W. Ford as a member of the Economic Development Commission for a five year term to expire 10/31/2016, seconded by R. Coyle. Unanimously approved. MOTION CARRIED

c. Ethics Commission – John A. Dilorio to be Appointed for a Three Year Term to Expire 10/13/2016

D. Mizla moved to appoint John A. Dilorio as a member of the Ethics Commission for a three year term to expire 10/13/2016, seconded by R. Coyle. Unanimously approved. MOTION CARRIED

d. Police Retirement Board -

1. Greg Cordova to be Appointed for a Three Year Term to Expire on 1/31/2015

M. Caplet moved to appoint Greg Cordova as a member of the Police Retirement Board for a three year term to expire 1/31/2015, seconded by R. Coyle. Unanimously approved. MOTION CARRIED

2. Dan Eberle to be Re-Appointed for a Three Year Term to Expire 1/31/2017

S. Soby moved to re-appoint Dan Eberle as a member of the Police Retirement Board for a three year term to expire 1/31/2017, seconded by R. Coyle. Unanimously approved. MOTION CARRIED

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Handy A. Bray
TOWN CLERK

e. Sewer and Water Commission –

1. Thomas Hochdorfer to be Interviewed

Thomas Hochdorfer was interviewed

2. Resignation of Regular Member Robert Jones

R. Coyle moved to accept the resignation of regular member Robert Jones, seconded by S. Soby. Unanimously approved. MOTION CARRIED

7. Budget Transfers

S. Soby moved to approve the budget transfer of \$5,367 from "Town Clerk-Regular Salaries (11501-40101)," to \$4,661 "Assessor-Regular Salaries (11304-40101)," and \$706 "Assessor-FICA & Retirement (11304-41230), seconded by M. Caplet. Unanimously approved. MOTION CARRIED.

8. Tax Refunds & Rebates

R. Coyle moved to approve tax refunds in the amount of \$314.00 to ARI Fleet LT, \$129.00 to Regina or Daniel Anselmo, \$196.12 to Sherwood & Claudia Strickland, \$659.37 to CAB East LLC, , seconded by S. Soby. Unanimously approved. MOTION CARRIED.

9. Discussion and Possible Action on Proposal for Ricoh Copier for Senior Center

R. Coyle moved to approve the motion to proceed with a Lease Agreement for a Ricoh MPC 2251 color copier at the Colchester Senior Center and authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED

10. Discussion and Possible Action on Local Prevention Council Grant

S. Soby moved to approve the application for the Local Prevention Council Grant and authorize the First Selectman to sign all necessary documents, seconded by D. Mizla. Unanimously approved. MOTION CARRIED

11. Discussion and Possible Action on Security Upgrades

First Selectman Schuster gave an overview of previous discussions had regarding implementing security measures at both town and school facilities. J. Paggioli gave examples of what this would include. First Selectman Schuster stated the part that is not included is the upgrade to Bacon Academy PA system. First Selectman Schuster also stated the funds would come from an off budget account and the bids came in very favorably. First Selectman Schuster also stated in addition to this also are external cameras to be placed at the library that he strongly recommends. Board members decided to wait to take action until it can be brought to the Board of Finance.

12. Discussion and Possible Action on 2014 – 2015 Budget

First Selectman Schuster stated they are in the middle of putting together the physical documents, munis has been open for entry by department heads for budget requests and the budget calendar has been sent out to the Chairman of the Board of Education and Board of Finance for their approval.

13. Discussion and Possible on Lease Financing for Heavy Rescue Fire Apparatus

R. Coyle moved to approve the "Resolution and Declaration of Official Intent" included in the First Niagara lease documents, and authorize the First Selectman to sign all necessary documents related to the execution of the lease financing with First Niagara Leasing, Inc. for the acquisition of a Heavy Rescue Fire Apparatus from Marion Body Works, Inc., seconded by S. Soby. Unanimously approved. MOTION CARRIED

14. Citizen's Comments

Don Phillips, former member of the Police Commission, stated he did a quick search of the Charter and there is no reference to a Police Retirement Board. Both R. Coyle and D. Mizla stated they noticed it is called the Colchester Retirement Board. S. Soby motioned to clarify its intent on item 6d 1 and 2 that the Police Retirement Board is equivalent to the Colchester Retirement Board, seconded by R. Coyle. Unanimously approved. MOTION CARRIED

K. Frantzen stated in considering questions related to financing and trying to elicit feedback from the voters there are several techniques including software packages that can be used during finance season that could elicit choices to people and allow visual tools.

15. First Selectman's Report

First Selectman Schuster reported last week a community round table discussion regarding drugs in our community was held and he thanked everyone who attended. First Selectman Schuster stated it was a good step to addressing drugs in the community and would like future community dialogue and discussions with the members of the Board of Selectman. First Selectman Schuster also reported the kickoff meeting for the Blight Ordinance Task Force took place.

16. Liaison Report

D. Mizla reported the Conservation Commission is revising the town's wetland and water course regulations, the Park & Recreation committee are meeting with Jeff Mathieu to discuss scheduling of the facilities and having discussions regarding non-resident fee for programs and tickets for the Colchester Community Theater production of "Les Miserables" are now available on line at colchestercommunitytheater.com. R. Coyle reported on the Commission on Aging who are still working on their resource guide, discussions continue regarding a new senior center, they have had an increase in attendance and special programs have been sold out. R. Coyle also reported that Open Space Advisory Committee have recommended to the conservation committee that they look at acquiring the Stanley Moroch property. M. Caplet reported Fred Brown completed his annual dictionary donation. S. Soby attended the Board of Education meeting and the student board members did an extensive presentation to the Agriculture Commission regarding the GMO Free Cafeteria options, last night there was a meeting well attended by land use boards and others with discussion on beginning to frame issues for the Plan of Conservation & Development and the "Freezing for a Reason" will take place again on February 7, 2014 thru February 9, 2014 on the Colchester Town Green.

17. Executive Session to Discuss Negotiations with Clerical Union

S. Soby moved to go into Executive Session to discuss negotiations with clerical union, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

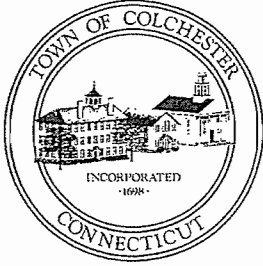
Entered into executive session at 9:06 p.m.

Board of Selectman members exited from executive session at 9:37 p.m.

18. Adjourn

S. Soby moved to adjourn at 9:38 p.m., seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

Respectfully submitted,
Gina Santos, Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Commission Chairman Regular Meeting Minutes
Thursday, January 16, 2014
Colchester Town Hall – 7:00PM
Meeting Room 1

RECEIVED
COLCHESTER, CT
2014 JAN 21 PM 2:53
NANCY A. BRAY
TOWN CLERK
Nancy A. Bray

MEMBERS PRESENT: First Selectman Gregg Schuster, Selectman Stan Soby, Selectman Rosemary Coyle, Selectman Mike Caplet, and Selectman Denise Mizla

OTHERS PRESENT: Ron Goldstein, Tom Tyler, Maggie Cosgrove, Jim Paggioli, Nancy Bray, Jim Ford, and other citizens.

1. Call to Order

First Selectman G. Schuster called the meeting to order at 7:34p.m.

2. Commission Updates – Commission Chairs

Ron Goldstein stated a clarification that in fact there are building committees that come together for non-brand new construction and the Jack Jackter project was entirely a renovation and repair project. Ron Goldstein reported that the **Board of Education** is actively involved in the development of the budget that will be presented to the Board of Education on January 28, 2014 and move it forward for approval by the Board of Education in February, they have received a technology grant from the State of Connecticut, student board members have taken on the initiative of researching GMO free food alternatives to see if there is a demand for it in the school system. The student board members are also in the process of meeting with community groups and with the operational folks in the school district to see if they can make it happen.

First Selectman Schuster read a written report by Rob Tarlov regarding the activities of the **Board of Finance**. (Attached #1)

Thomas Tyler reported no activity from **Building Committee**.

Merja Lehetinen reported that the **Cable Advisory Committee** AT&T is separating from the landline section which has been sold to a company down in Stamford who will continue to service landline customers, AT&T will just be servicing wireless, Orange cable advisory on regional level is starting litigation against their community access provider, Norwich cable advisory area will offer Xfinity promise at a low cost and the federal government has reopened free air waves.

Falk Von Plachecki reported that the **Conservation Commission** are still working on the legislative update from DEP to revise the regulations to correspond with the legislation that's been passed, subdivisions that had little to no impact that were moved through commission, one came in for proposed open space area and through discussions at approval of subdivision's recommendation made, as a conservation commission, they suggested to move forward with a fee in lieu of open space which was not as desirable and one applicant came through for a farm pond where issues regarding understanding of process came up partly due to failure on his consultants part.

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Room 1 – Town Hall (page 2)

First Selectman Schuster read a written report by Joe Mathieu regarding the activities of the **Planning & Zoning Commission**. (Attached #2)

Rich LeMay reported that the **Sewer & Water Commission** are in their budget season for fiscal year 2014/2015, no billing disputes, one break and the Elmwood tank project is complete, on joint facilities side they are in the process of completing their budget, Mr. Peters will be joining that committee and there were problems with odor control stations but repaired. R. LeMay also stated they are still down members and asked to please continue efforts in finding more members.

First Selectman Schuster submitted a written report by Sergeant Rob Suchecki regarding **Youth Services Advisory Board**. (Attached #3)

Laurie Robinson reported that the **Zoning Board of Appeals** have had no applications for some months, they have two urgent openings for alternates, they began attending 2014 Plan of Conservation development sessions which went well with lots of input, in December board members had a chance to review, edit and make suggestions that have been included in the proposal for new zoning regulations.

NO REPORT RECEIVED FROM THE FOLLOWING:

Chris Bourque regarding the **Agriculture Commission**
Dave Anderson regarding the **Board of Assessment Appeals**
Kevin Dalton regarding **CHVD Tax Exemption Commission**
Rose Levine regarding **Commission on Aging**
Stephen Cohn regarding the **Economic Development Commission**
Genea Bell regarding the **Ethics Commission**
Jack Faski regarding the **Fair Rent Commission**
Ellen Sharon regarding the **Historic District Commission**
Jan LaBella regarding the **Housing Authority**
Nick Norton regarding the **Open Space Advisory Committee**
Sean O’Leary regarding the **Parks & Recreation Commission**
Robert Parlee regarding the **Police Commission**
Brendan Healy regarding the **Police Retirement Board**
Robert Suchecki regarding the **Youth Services Advisory Board**
Laurie Robinson regarding the **Zoning Board of Appeals**

3. Adjourn

R. Coyle moved to adjourn the Commission Chair Meeting at 7:57 p.m., seconded by M. Caplet. Unanimously approved. MOTION CARRIED.

Respectfully submitted,
Gina Santos
Clerk

Attachments: Board of Finance Report (#1)
Planning & Zoning Commission (#2)
Youth Services Advisory Board (#3)

Sylvia Miller

From: Rob Tarlov [ctparagon@comcast.net]
Sent: Thursday, January 16, 2014 11:50 AM
To: Derrik Kennedy; Sylvia Miller
Subject: RE: Commission Chair Meeting Reminder Thursday, January 16, 2014 7:00 PM Town Hall Room 1

Rob E and I are both out of State:

BOF Report

We have begun reviewing a Capital Needs Plan for Town and School Facilities. This plan will assess the repair and maintenance needs of buildings and land that are larger than normal year to year operations. The financial cost of accomplishing this plan will be no small amount, but which cost increases geometrically as time goes by if needs are ignored. We continue a process renewed about 4 years ago of financing, in advance, equipment and facility maintenance, repair and replacement. February's meeting will have further review and analysis.

Our fund balance grew by almost 967,000 dollars last fiscal year. 55% of this is assigned fund balance, money which has been encumbered for future identified needs. For Fiscal Year 1012-2013, we were about 250K less than budgeted expenses on a \$50 million budget, most from salaries of positions which took time to fill as well as other employees out on workmen's comp. We also had about 250,000 of unanticipated revenues and we used 127K of previous fund balance accumulation. About 400K of the increase is unencumbered. Our fund balance %, one measure of the Town's fiscal health, moved from 8.65% to 9.49%, still in the 7 – 10% range identified by our policy as our confidence zone.

Budget season continues. The First Selectman and Board of Ed will make their budget presentations to the Board of Finance on March 5 at 7:00. We will have a public forum on March 10th at 7:00 for public input on the preliminary budgets presented. Board of Finance will begin their workshops on March 5 and they will generally be held Monday to Thursday at 7:00 until the final session on March 19th. All budget workshops are open to the public and have public comment time at the beginning and end of each. We will also continue the weekly newsletter during the budget season to those on the Town's e-mail list.

Rob Tarlov, Chairman

Gregg Schuster

From: Joseph Mathieu <jbmathieu@comcast.net>
Sent: Thursday, January 16, 2014 5:40 PM
To: Derrick Kennedy
Cc: Gregg Schuster
Subject: RE: Commission Chair Meeting Reminder Thursday, January 16, 2014 7:00 PM Town Hall Room 1

Hi Sylvia,

I wasn't aware of this meeting and will not be able to attend. Can you send me the schedule for the remainder of the year.

Here is my report:

Dear First Selectman Schuster,

Please accept this brief report on behalf of the Planning & Zoning Commission.

The Commission elected officers at its regularly scheduled meeting held yesterday evening. The current slate of officers-- Mathieu, Chairman, Novak, Vice Chairman and Noniewicz, Secretary, will continue to serve in those roles for 2014.

As you are aware, we currently have two major undertakings underway: revisions to our Zoning Regulations and an update of our Plan of Conservation and Development. With respect to the Zoning Regulations, after many months of drafting, receiving public input, discussion and final edits the draft regulations were taken to public hearing in December. The hearing was continued to our January 8, 2014 meeting at which time the board voted to close the public hearing and move to the deliberation phase. Deliberations will commence at our next meeting in February and I expect will extend into subsequent meetings as the board reflects on the various comments and suggestions made during the public hearing.

With regard to the POCD, the commission met last night with our consultant, Mr. Chalder, and various representatives from Town Boards to begin the process of deciding on the structure and content of the Plan. We made good progress and that work will continue at our second meeting in February.

Respectfully submitted,

Joseph Mathieu,
Chairman

Youth Action Council

Youth Action Council (Y.A.C.) is a community service group for high school students that meets weekly at the Youth Center. The group's mission is to provide students with an opportunity to develop leadership qualities while creating and participating in volunteer activities.

**Recent Activities: Foster Care Awareness Butterfly Project
BINGO @ Senior Center
"Teens for Jeans" jeans drive**

Youth Force Group

If you are looking for a fun and exciting way to help the community and learn about the needs of others, this group is for you. The mission of the group is to increase youth awareness and compassion for less fortunate individuals. This will be accomplished through educational presentations, hands-on service projects, and community awareness initiatives.

**Recent Activities: "Teens for Jeans" jeans drive
Shift Scoliosis Project- blankets for scoliosis hospital patients**

Teens In Action- Tuesday, February 18th

Looking for a fun and rewarding way to help the community? We will be going to the Covenant Soup Kitchen to help prepare and serve lunch. The Covenant Soup Kitchen is a wonderful opportunity for less fortunate individuals to sit down and have a nice hot meal or get food from the food bank and bring home groceries for their families. The soup kitchen serves thousands of meals and feeds hundreds of residents each month and depends heavily on donations from the community and especially volunteers to help in a variety of ways. Come with us as we help to prepare and serve their Thursday lunch with the guidance of experienced staff.

Open Youth Center

OYC provides a time for middle school youths to hang out with their friends in a supervised, safe environment. An after school snack is provided. We have a pool table, Wii, Air Hockey, and a craft room, and a reading/homework area. Weather permitting, outdoor activities are also offered. Attending the Youth Center is a privilege and kids are required to be respectful of staff, their peers, and the equipment.

**Monday 7th & 8th Grade Open Youth Center has averaging between 50-70 students.
Wednesday 6th Grade Open Youth Center has been averaging between 30-50 students.**

The Boys Council

The After-School Crew is designed to aid in the development of social skills and self-esteem through team challenges and group discussions. This exciting group will

Presented by the Colchester Youth & Social Services



Community Conversations

Cyber Safety:

How to protect your kids from online risks from cyber bullying to stranger danger!



KEEP YOUR **KIDS**
SAFE Online



Social Networking, Texting, Sexting, Picture Sharing and Cyber Bullying are all part of our children's everyday life and can have serious consequences. Learn the tips and tricks on how to prevent your kids from making online mistakes.

LOCATION: Bacon Academy

DATE: Tuesday, January 14, 2014

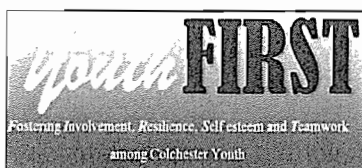
TIME: 6:00 p.m.- 8:00 p.m. including FREE pizza!

WHO: *This presentation is for parents only.*

Topics to include: social networking, cyber bullying, gaming sites/apps, geo tagging, email, texting/sexting, picture sharing, illegal music downloading, mobile apps and creating a digital footprint!

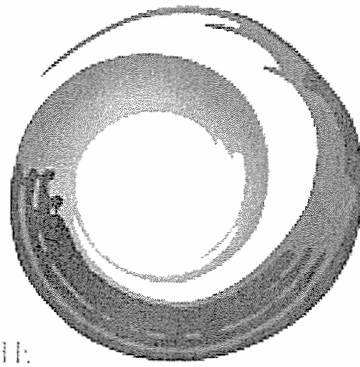
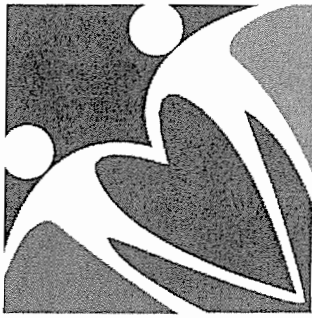
Scott Driscoll of Internet Safety Concepts, Law Enforcement Officer, and author, has worked undercover online for years showing him firsthand the dangers kids and families face if they do not think about safety while online. Come and learn how to keep your family safe!

There will be in school assemblies for grades 7-12.



INTERNET SAFETY CONCEPTS
Empowering Smart Online Choices





THE
COUNCIL
FOR BOYS AND YOUNG MEN

Peer Pressure



Self-Esteem

Friendships

Confidence

Come and Join our Council Group!

WHO: 6th Grade Boys

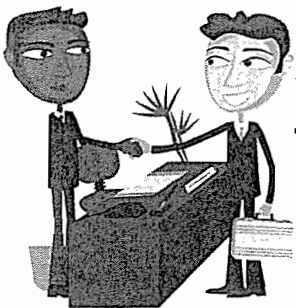
WHERE: COLCHESTER YOUTH CENTER

WHEN: THURSDAYS 2:15pm—4:00pm

(January 9th— February 27th)

Registration is FREE!

Sign up with your 6th Grade Guidance Counselor by Friday November 22nd.



How to sign up for..

Get Your Roll On!



Who: 6th-12th Grade Students
What: Hibachi at Toyo in Colchester & roller skating at Ron-A-Roll in Vernon!
When: Friday, February 21st
Time: 2:30 p.m. - 7:45 p.m.
Cost: \$21

How: Complete registration form and bring to Youth Services at Town Hall

To register and for more information please contact Youth Services at 860-537-7255 or e-mail youthservices@colchesterct.gov

How to sign up for...

Lunch & Lasers!



Who: 6th-12th Grade Students

What: Two games of laser tag & a bite to eat!

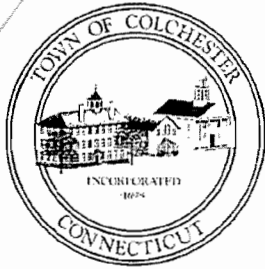
When: Friday, January 17th

Time: 2:30 p.m. - 6:30 p.m.

Cost: \$24

How: Complete registration form and bring to Youth Services at Town Hall

To register and for more information please contact Youth Services at 860-537-7255 or e-mail youthservices@colchesterct.gov



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415
BLIGHT COMMISSION APPLICATION

DATE: Nov 4 2013

BOARDS & COMMISSIONS APPLICATION

Name: Carl E. Swanback

Address: 66 Davidson Road Colchester, CT. 06415

Home Phone: 860-537-1739 Email Cswanback@hotmail.com FAX: _____

Work Phone: _____ Email _____ Town Residency 13 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Blight Commission/Task Force

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

High School: Cheney Tech - Electronic Technology

College: Manchester Community College, Univ San Moritz at Munich, GMIC Glenn Abby Canada

Trade, Business Business Management, Property Management and Landscaping
Or Correspondence
School _____

CONTINUED ON REVERSE SIDE

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

Relevant Exp:

Owner - landscaping and property management company

General Contractor - residential and commercial

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

Why are you interested in serving? Having lived and worked all over the world I have seen first hand the affect that both overreaching blight ordinances and no ordinances have on property values, crime, financial impact, tax base, community and community development. As such, my background, on both sides of the fence, combined with neutral political ties affords me a unique perspective and the knowledge to make decisions that address every aspect from curb appeal to healthy plant maintenance to structural integrity.

Do you have any experience or familiarity with this area? Yes, inc with the US military abroad.

I have an understanding of : CGS section 22-3b, CGS 8-169 while toeing the line between humanistic/community understanding and the real need for ordinances that will restore home value and maintain tax base.

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

Which ones? Yes, I still have great interest in helping out or heading the historical society given that I am related to all three founders, Bacon, Buckeley and other historical figures.

Date: _____

Signature: _____

Colchester Blight Ordinance

ENABLING LEGISLATION

Under CGS § 7-148, municipalities can adopt ordinance to prevent housing blight and impose fines of between \$ 10 and \$ 100 for each day that a violation continues. The ordinance can include regulations reducing assessments, so long as the regulations define housing blight. Municipalities also can adopt more generic ordinances under this section, such as public health and sanitary ordinances.

Under CGS § 7-148aa, any unpaid fine imposed by a municipality under a blight ordinance is a lien on the property against which the fine was imposed. Such liens take precedence over all other liens and other encumbrances, except taxes, filed after July 1, 1997.

Sec. 1. Purpose and Scope of Provisions

The purpose of this Ordinance is to define, prohibit and abate blights and nuisances and to protect, preserve, and promote public health, safety, welfare and community; and to preserve and protect property values and town tax base. The existence of such properties adversely affects the economic well being of the Town and is detrimental to the health, safety, and welfare of its residents. This ordinance is sensitive to the private property rights of the citizens of Colchester and to extenuating circumstances due to age, disability, and owner's economic situations.

This Ordinance shall apply uniformly to the maintenance of all residential, nonresidential, and undeveloped premises now in existence or hereafter constructed, maintained, or modified but shall exclude: agricultural lands as defined in Section 22- 3(b) of the Connecticut General Statutes, land dedicated as public or semi-public open space or preserved in its natural state through conservation easements, or areas designated as inland wetlands and watercourses.

Sec. 2. Definitions

For the purpose of this writing, the following words, terms and phrases shall have the following meanings, unless the context clearly indicates otherwise:

Abandoned: In the case of a vacant building, this means that the property is in a physically deteriorating condition that is causing unsafe, unsanitary conditions and is nuisance to the public under applicable state and local laws. The occupants have vacated the premises and do not intend to return, which intention may be evidenced by the removal by the occupants or their agent of substantially all of their possessions and personal effects from the premises and either

- (1) An express statement by the occupants that they do not intend to occupy the premises after a specified date. or

- (2) Nonpayment of rent for more than two months in the case of a rental property, or

- (3) Residential housing is considered vacant for an extended period if 70% of its units have not been rented for 60 days. The standard for a nonresidential building is having 70% of its usable floor space unoccupied for this period.

Housing Blight - shall mean the condition of any structure or parcel of land upon which housing is located in which at least one of the following conditions exist:

1. It is in a condition which poses a serious threat to the safety, health, and general welfare of the community as determined by the Director of Health, Zoning Enforcement Officer, Fire Marshall or Building Inspector,
2. It is attracting illegal activity as documented by the Police Department.
3. a fire hazard as determined by the fire marshal or as documented in Fire Department reports;
4. It is not being maintained as evidenced by the existence of the following conditions: it is open to the elements, or has insect screens with tears or ragged edges, collapsing or

- missing walls, roofs, windows, doors or is unable to provide shelter, or serve the purpose for which it was constructed due to damage, dilapidation, decay, or severe animal infestation; the property in the public view is chronically neglected or abandoned.
5. It has material which is incapable of performing the function for which it is designed including, but not limited to: abandoned, discarded, or unused objects; equipment such as automobiles, boats, and recreation vehicles which are unregistered and missing parts, not complete in appearance and in an obvious state of disrepair; parts of automobiles, furniture, appliances, cans, boxes, scrap metal, tires, batteries, containers and garbage that are in the public view. Notwithstanding the foregoing, Housing Blight shall not include such temporary conditions, not to exceed six (6) months in duration, as may be reasonably related to the repair or restoration of a single boat, car, or RV owned by the property owner or his tenant.
 6. a factor that is seriously depreciating property values in the neighborhood; or
 7. a factor creating a substantial and unreasonable interference with the lawful use and enjoyment of other space within the premises or neighborhood.
 8. has uncorrected building or health code violations;
 9. contains unauthorized outside storage or accumulation of trash of any kind or parking for inoperable vehicles, boats, or other inoperable machinery on the property or the public right-of-way; or
 10. has been vandalized, or otherwise damaged to the extent that it is seriously depreciating property values in the

Blighted Property: A property whereon any of the following conditions and/or structures exists, including but not limited to vacant or abandoned properties or structures:

- a) Any structure which is in a state of dilapidation or decay; or is open to the elements; or unable to provide shelter, or serve the purpose for which it was constructed due to damage, dilapidation, or decay;
- b) Premises, occupied by a structure intended for human occupancy, in which grass, weeds, or similar vegetation (excluding flowers, fruits, and vegetables, and areas maintained in their original naturally wooded state, or a natural field state) is allowed to reach and remain at a height of twelve (12) inches or greater for a period of ten (10) days, or longer;
- c) Dead, decayed, diseased or damaged trees, or parts thereof, constituting a hazard or danger to adjacent premises or the occupants thereof or to public property or persons lawfully therein;
- d) Two or more unregistered motor vehicles in the public view, pursuant to Section 14- 150a of the Connecticut General Statutes;
- e) Residentially zoned property with any combination of ten or more pieces of mechanical equipment stored on the premises and in the public view;
- f) Residential or commercially zoned property that has any of the following conditions:
 - 1) Premises containing accumulated debris, not including compost piles or piles of grass and/or brush which are not visible from a public right-of-way and do not otherwise constitute a public health or safety hazard; or
 - 2) Landscaping on any premises, including, but not limited to trees, shrubs, hedges, grass, and plants which physically hinder or interfere with the lawful use of abutting premises or block or interfere with the use of any public sidewalk and/or private street or right-of-way or any road sign,
- g) Any changes to premises / lot in preparation of constructions including, but not limited to; clearing, removal of top-soil, changes to natural drainage, installation of fences, power or signage where such property development has ceased for a period of 12 months or longer.
- h) Any commercial building designed to house a business that has been vacant for a period longer than 12 months or multiple periods of equaling 12 months over a 4 year period

Debris: Material which is incapable of immediately performing the function for which it was designed including, but not limited to abandoned, discarded, or unused objects, junk comprised of equipment such as automobiles, boats, and recreation vehicles which are unregistered and missing parts, not complete in appearance and in an obvious state of disrepair; parts of

automobiles, furniture, appliances, cans, boxes, scrap metal, tires, batteries, containers, and garbage which are in the public view.

Decay: A state of visible decomposition or rot

Dilapidated: shall mean partial ruin, decay or disrepair of property such that it would not qualify for a certificate of use and occupancy, or which is deemed unsafe or which is designated as unfit for habitation or occupancy as defined in the State Basic Building Code.

A partially occupied building is considered dilapidated if any dwelling unit does not meet Housing Code standards or if any non-residential space violates the blight standards.

Enforcement Officer: means the Town Manager or his/her designee(s) and/or the building code enforcement officer(s) or his/her designee(s) and/or Fire Chief or his/her designee(s) and/or Police Chief or his/her designee(s).

Legal Occupant: A person with the legal right to inhabit a building or portion thereof by virtue of ownership, lease or an owner's written consent

Mechanical equipment: Any apparatus designed to operate by an internal combustion engine, electrical motor or designed to be towed by any apparatus propelled by an internal combustion engine or otherwise

Natural field state: Areas where grass, weeds, and brush exist in their natural, unlandscaped state.

Naturally wooded state: Areas where trees and brush exist in their natural, unlandscaped state.

Neighborhood: shall mean an area of the town comprising premises or parcels of land any part of which is contiguous with any other parcel within the town.

Person: Any man, woman, corporation, or other legal entity capable of owning real property.

Premises: A platted lot or part thereof or unplatted lot or parcel of land or plot of land, either occupied or unoccupied by any dwelling or non-dwelling structure and includes any such building, accessory structure or other structure thereon, or any part thereof. The term "premises," where the context requires, shall be deemed to include any buildings, dwellings, parcels of land or other structures contained within the scope of this article.

Public view: Visible from any public right-of-way including adjacent premises.

Structure: Any building, dwelling, fence, swimming pool, or similarly constructed object.

Vacant: A building or portion thereof that is not actually inhabited by a legal occupant for a period of sixty (30) days or longer unless otherwise stated. VBR (Vacant Building Ordinance) ordinance requires owner(s) of residential and commercial property left vacant for 30 days or more to register the property with the town of Colchester and take steps toward assuring the property is secure, properly maintained and not creating a blight. The following are exempt from this requirement: The following properties are exempt from the VBR requirements:

- A property currently in foreclosure. Note: Properties which have cleared the foreclosure process or in which the bank has changed or restricted access to the listed owner are not exempt.
- A property that is undergoing an active renovation or rehabilitation and all required permits have been obtained.
- A property that is vacant as a result of a natural .
- A residential single family home or owner-occupied 2-family property that has been used as a residence by the owner for a period of at least 3 months within the previous 9 months and the owner intends to resume residing at the property.

- Residential condominium and rental units in buildings whose vacancy rate does not exceed 55%.

Sec. 3. Public Nuisance Ordinance

It is hereby declared a public nuisance for any person owning, leasing, occupying or having charge or possession of any premises in the Town of Colchester to maintain such premises or any public right-of-way abutting said premises as a blighted property.

Sec. 4. Minimum Standards

Nothing in this ordinance shall be construed to prevent the enforcement of other statutes, codes, ordinances or regulations which prescribe standards other than are provided in this ordinance. Additionally, nothing in this ordinance shall limit the power and authority of the Town Building Inspector, the Zoning Enforcement Officer, the Planning and Zoning Commission, the Fire Marshall or the Director of Health to enforce their respective regulations.

In any case where a provision of this ordinance is found to be in conflict with a provision of any zoning, building, fire, safety or health ordinance, regulation or other code of the Town or State, the provision which establishes the higher standard for the promotion and protection of the health and safety, and property values of the people shall prevail.

This ordinance shall not be intended to affect violations of any other ordinances, codes or regulations whether existing prior to or subsequent to the effective date of this ordinance. Such violations shall be governed by and shall continue to be subject to enforcement under the provisions of such ordinances, codes or regulations in effect at the time the violation occurred, and/or by enforcement of this ordinance, as may be appropriate.

Sec. 5. Responsibility for Compliance

The owner, lessee, or occupant of premises subject to this ordinance, including the agents thereof, shall be jointly and severally obligated to comply with the provisions of this ordinance. Whenever the person, as herein defined, is a corporation or other legal entity, the officers thereof shall be jointly and severally responsible with that corporation or other legal entity.

Sec 6 Special Consideration.

Special consideration may be given to individuals that are disabled, elderly, or low income in the Town's effort to correct housing blight. If an individual cannot maintain a reasonable level of upkeep of his owner-occupied residence because the individual is disabled, elderly or low income, and no capable person resides in the residence, the town may give the person a reasonable amount of time to correct the problem, the duration of which shall be in the discretion of the Blight Enforcement Officer. If needed, assistance in finding solutions will be offered by the Town.

Capable Individual shall mean a person that can be reasonably expected to perform maintenance and yard work around a property or premises. This shall include children above sixteen (16) years of age, without a physical or mental disability as defined herein and all commercial or bank owned property.

Disabled Individual shall mean, in the case of an owner occupied residence, an individual who has a disability meeting the definitions for the mental or physical disability as defined under the Americans with Disabilities Act of 1990, and does not have a household member capable of providing the necessary maintenance.

Elderly Individual shall mean an individual over the age of sixty-five (60), who do not have a household member capable of providing the necessary maintenance.

Low Income Individual shall mean, in the case of an owner occupied residence, an individual, or where more than one person resides in the premises, a family unit, that has an income below the highest level of "qualifying income" established by Conn. Gen. Statute Section 12-170d(a)(3).

Sec. 7. Enforcement

The Blight Enforcement Officer is empowered to issue citations for any violation of this ordinance by leaving a copy of such citation form with the owner of the housing property or by affixing same to the premises. He shall also send a copy of the form by certified mail, return receipt requested to the owner of the property.

The citation form shall contain the following information.

- ✓ The address of the affected property.
- ✓ The exact nature of the violation.
- ✓ The time allowed for corrective action (not to exceed 60 days).
- ✓ The penalty for continued violation of this ordinance.
- ✓ The availability of a hearing procedure before the Blight Appeals Committee pursuant to Conn. Gen. Statute Section 7-152c.

Unpaid fines are subject to a lien on the property. However, the anti-blight officer, with the written approval of the chairperson of the Anti-Blight Committee, may waive and release the fines penalties and liens in if the city acquires the property or sells it to a buyer who has the financial ability and the intention to immediately rehabilitate the property. The officer may also hold all fines and liens in abeyance until all rehabilitation is completed. In addition to all other legal remedies authorized by law and this ordinance, the Town Manager or Enforcement Officer is further authorized to enter vacant or abandoned premises during normal business hours for the purpose of remediation the blight condition(s). In no event, shall the Town Manager or Enforcement Officer enter a dwelling house or structure on such property without the prior written consent of the owner. In addition, the anti-blight officer may take the steps needed to acquire blighted properties that the building official has been certified as abandoned under CGS § 8-169(o), et seq.

Sec. 8: Initiation of Legal Proceedings

In addition to the citation process described herein, the Director of Health is authorized to initiate legal proceedings in the Superior Court for the immediate correction of the violation(s), collection of any penalties, and the recovery of all costs including cost of remedial action(s) authorized by the court and reasonable attorney's fees incurred by the Town of Colchester to enforce this ordinance

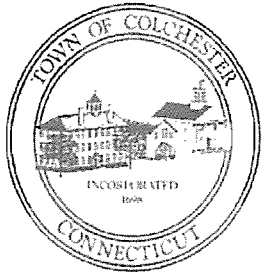
Sec. 9: Hearing Procedure for Citations.

1) The Town hereby specifically adopts the provisions of Connecticut General Statutes Section 7-152c for the establishment of a citation hearing process for alleged violations of this Ordinance.

Sec. 10. Penalties

- 1) Each violation of this ordinance shall be considered a separate municipal offense.
- 2) Each day any violation continues shall constitute a separate offense.
- 3) Each separate offense under this ordinance shall be punishable by a fine of one hundred dollars (\$100.00) payable to the Town of Colchester.
- 4) VBR - Each vacant building registration certificate shall be issued and shall be valid for 6 months from the date the certificate is issued. There is no fee for the first 6 month registration period. If the building remains vacant longer than 6 months, the owner must renew their vacant building registration and pay a renewal fee of \$253.50*. Each subsequent registration renewal will cost: Residential - \$253.50* Commercial – to 10% of the mill rate, provided the owner has properly maintained the property and there are no outstanding code violations. Properties with outstanding code violations will be subject to an escalating renewal fee of: residential \$507* and commercial to 45% of the mill rate. Registration fees for properties in violation of the requirements of this ordinance at subsequent renewals will be charged a fee in increasing increments of \$253.50 up to \$1014*. Vacant building inspection fees shall be charged against the real estate and shall be assessed and collected as a special charge.

()=Fee includes a 1.4% training and technology surcharge.*



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: January 6, 2014

BOARDS & COMMISSIONS APPLICATION

Name: Thomas Hochdorfer

Address: 302 Chestnut Hill Road Colchester, CT. 06415

Home Phone: 8605376248 Email THochdorfer@lbgct.com FAX: 8606780606

Work Phone: 8606780404 Email _____ Town Residency 26 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Sewer and Water Commission

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

High School: Bacon Academy Class of 1999.

College: University of Connecticut, Storrs, Class of 2003. Bachelor of Science in Environmental Sciences.

Trade, Business
Or Correspondence
School _____

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

Senior Hydrogeologist at Leggette, Brashears & Graham, Inc. - 6 Executive Drive Suite 109 Farmington, CT - 10 years

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

Why are you interested in serving? Interested in helping the Town.

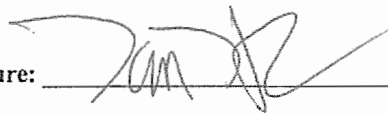
Do you have any experience or familiarity with this area? Yes, have worked on many water supply and water treatment projects.

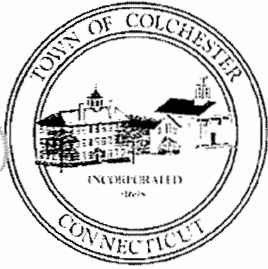
If you are not appointed to this board or commission, would you be interested in other forms of public service?

Which ones? Conservation Commission, Planning and Zoning Commission

Date: January 6, 2014

Signature: _____

A handwritten signature in black ink, appearing to be "Jim [unclear]", written over a horizontal line.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 01/20/2014

BOARDS & COMMISSIONS APPLICATION

Name: Kurt Frantzen

Address: PO Box 848 (10 Brainard Rd) Colchester, CT. 06415

Home Phone: 860-537-8524 Email kafrantzen@comcast.net FAX: N / A

Work Phone: 860-537-8524 Email RemVer@comcast.net Town Residency 16.5 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Sewer & Water, or as needed and appropriate

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

High School: Benson HS, Omaha, NE, 3-years, Diploma-1974

College: U NE-Omaha, 4-yrs, Biology, BS

Kansas State U, Manhattan, KS, 2-yrs, Plant Pathology, MS

U NE-Lincoln, 5-yrs, Biochemistry/Life Science, PhD

Trade, Business American Cancer Society Post-Doctoral Fellow, U Washington 1985-1986

Or Correspondence

School _____

CONTINUED ON REVERSE SIDE

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

See attached resume.

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 have and continue to serve on the Conservation Commission. Based upon this and knowing the need of the Sewer & Water Commission (and their changed meeting date), I have the availability and interest to making a positive contribution.

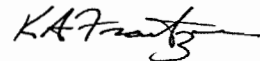
Do you have any experience or familiarity with this area? I have 27 years of experience as an Environmental Consultant focused primarily on cleaning-up contaminated/impaired property. This experience includes significant work on surface water and groundwater resources, their quality, and availability to interested parties. I also have experience in managing projects valued greater than \$1 million and interacting with regulatory, business, and public stakeholders and successfully achieving client goals.

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

Which ones? Economic Development Commission, Historic District Commission,

Date: 01/20/2014

Signature: _____



RESUME

PO Box 848 Colchester, CT 06415
(860) 537-8524 (860) 949-5477 C
kfrantzen@comcast.net SKYPE: KAFrantzen

Profile

Senior professional who successfully interfaces science within engineering, planning, and business realities to shape understanding and achieve optimal decisions that resolve complex environmental matters, limit liability, and maximize client benefit.

- Entrepreneurial Seller-Doer, and proven consultant/analyst with broad industrial experience
- Profitable manager of project with fee values up to \$25M, large teams, and multiple sub-contractors (experts, specialty consultants, labs, & contractors)
- Knowledge of the use, toxicity, and environmental behavior of solvents, fuels, PAHs, PCBs, chlorinated pesticides, and heavy metals
- Superior communication skills with ability to distill complex, technical information into influential communications proven across business, public hearing, regulatory, and court venues
- Patient, persistent strategist using collaboration to creatively meet emerging technical needs under cost and time-limited frames

Professional Experience

2004-Current REMVER

Help clients verify and mitigate environmental issues associated with operations and property

- Risk Identification and Analysis
- Data Quality & Usability
- Litigation Technical Support & Expert Testimony
- Project Manager/Owner’s Representative

- ISO compliance support (EMS, Haz-Comm, Emerg Preparedness / Response Planning, Tier-II reporting) for CT-based industrial firm
- Marketing support for water conservation/re-use firm
- Eco-risk analysis of stream/wetland issues for various sites in CT
- RCRA closure support for former aircraft engine repair facility
- Technical report writer for various environmental/engineering firms
- DQA/DUE support in CT, MA, PA, NJ, and NY, including RCRA & TSCA
- Environmental risk analysis of gas pipeline crossing in UT
- Expert for Schenectady Industrial Corp.’s successful RCRA cost allocation litigation
- Ecological risk assessment for Markhams Superfund Site successfully blunted demand for more investigation leading to more rapid cleanup
- Developed/negotiated Soil Management Plans for development of former orchards in Marlborough, MA with lead arsenate & chlorinated pesticide residues

2006-2011 KLEINFELDER, INC. Sr Principal Scientist, Principal Professional ('08-'09), Sr Pm ('06-'08)

Member, Principal Professionals Group ('07-'11), National Lead—Eco Risk Assessment, Managed book of work valued between \$0.75M-\$1.25M per year

Litigation & Negotiation Support Highlights

- Expert testimony [deposition] concerning imminent and substantial endangerment associated with co-mingled chlorinated solvent groundwater plumes

- Environmental forensic support for concerning issues associated with litigation over petroleum-MTBE release to groundwater on Long Island
- Analysis of sediment chemistry data to differentiate environmental conditions over a decade to support allocation negotiations related to PCBs for Vigor Industries
- Expert testimony concerning ecological impact to upland streams and riparian habitat by petroleum-product release in Jacksonville, Maryland

Risk Assessment & Toxicology Highlights

- Risk assessment of irrigation water from private well impacted by petroleum fuel release (NJ)
- Risk analysis of uranium tailings release of proposed Coles Hill (VA) uranium mine
- Multi-media investigation of ponds located atop former petroleum tank farm that demonstrated residual chemicals were the result of atmospheric deposition (CA)
- Owens Dry Lake ecological risk assessment evaluating potential impacts from chemical, physical, habitat, and other stressors due to dust control measures (CA)
- Risk assessment of PCB release into 10,000-feet of wetlands and (trout) stream draining to Lake Erie, which successfully limited extent of remediation

1999-2004 VHB, INC. Director, Environmental Risk Management; Associate Stockholder

Grew profit center focused on Private/Industrial/Utility, producing \$2M/year, 10% profit, managing up to ten professionals across corporate, project, and virtual office platform

- Risk management program consultant (1993–2004) for portfolio of former MGP sites and ancillary properties, included M&A due diligence, RI/FS, exposure and risk assessment, cleanup goal development, insurance/litigation support, strategic/ tactical planning and negotiations, and technical spokesperson.
- Toxicology, exposure estimation, environmental negotiation support for: Nott Street Industrial Park, Schenectady, NY; Chlorinated solvent contaminated property, Stamford, CT; Factory daycare center, Corning, NY; and Mercury exposure to future workers under different re-development scenarios at former OSRAM facility, Danvers, MA

1997-1998 GEI CONSULTANTS, INC. Sr. PM

Human & ecological risk assessment assignments focused on former Manufactured Gas Plant sites and other Brownfields in MA, NY, RI, MD, and FL, contributing >\$1M in revenue growth

1991-1992 EA ENGINEERING, SCIENCE, AND TECHNOLOGY, INC. Sr. PM

- Developed environmental quality monitoring program for Leon Creek, Kelly AFB
- Developed ecotoxicological reference dose approach for Rocky Mountain Arsenal site
- Upland resource risk assessor comparing land-based re-use vs. ocean disposal of NYC municipal sewage sludge

1986-1991/1992-1997 ECOLOGY AND ENVIRONMENT, INC. Sr Scientist, Tech Manager, Principal Scientist

Beginning as a technical specialist, handled several projects such as: modeler/ecological risk assessor for PG&E's hex-chrome plume site at Hinkley, CA and developed initial permitted remedy: redox-based groundwater treatment approach. Became leader of corporate R&D effort (bioremediation, sustainability, ecological risk, among others) and managed five direct reports.

Managed large commercial project (>\$20M) of simultaneous CERCLA-style investigations of 49 natural gas compressor stations across nine states with possible PCB contamination.

Ended by managing Corporate Risk Assessment Program; growing program from 5-20 staff (8 direct reports) across four offices and managing \$1M/yr investigation of a MGP site in NYC

- Developed analytical approach to predict/monitor performance of a bioremediation system for a large (25K-gal) gasoline release at the GM Wentzville, MO assembly plant for re-insurance company
- Cleanup goals for 45-ha Nof-Yam explosives-propellants facility (Herzeliya, Israel)
- Managed successful occupational exposure (dioxin, *et al*) litigation support contract that led to overturning court stay at Tooele Chemical Agent Disposal Facility
- Led second phase technical justification of claim for intermediate/chronic public health effects from Gulf War I; reparations against Iraq before UN Claims Commission
- Technical analysis of vulnerability of INEEL DOE-Idaho to NRDA claim and approach to dovetail technical data generation with CERCLA activities
- Integrated human-ecological-cultural risk assessment of DDT exposure and successful negotiation of no action alternative at Bandelier National Monument

Education

Post-Doctoral Fellow	American Cancer Society, Univ. of Washington, Seattle
PhD	Life Sciences / Biochemistry, University of Nebraska, Lincoln
MS	Plant Pathology, Kansas State University, Manhattan
BS	Biology, University of Nebraska, Omaha

Certifications

CHMM (Master, #14143)	OSHA HAZWOPER (40-hr & Annual Maintenance)
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Professional Affiliations

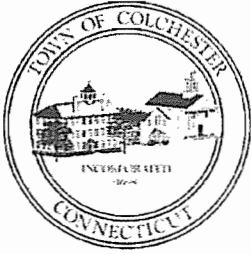
All. Hazardous Materials Prof. (national & CT, 2007-2013)	NY Academy of Sciences (2004-2013)
Am. Assoc. for the Advancement of Science (2000-2013)	Soc. for Risk Analysis (1994-2013)
Am. Chemistry Society (1985-2013)	Chair, Eco Risk Subgroup 2009 & 2011
Am. Institute of Biological Sciences (1994-2013)	LSP Association & EPOC (since 2013)

Publication Highlights

Chapter 22 Cleanup Goals, *Brownfields Law & Practice*, 2004-Present, Lexis/Nexis
 Chapter 7 Risk Assessment, *Managing Hazardous Materials*, 2002, IHMM
Use of Risk Assessment in Risk Management of Contaminated Sites, 2008, ITRC, (co-editor, co-author)
Risk-Based Analysis for Environmental Managers, 2002, CRC/Lewis (editor, co-author)
 Sixty+ Conference Papers & Invited Professional Presentations, including
 1999-2014, Visiting Lecturer, Brownfields Program, Harvard Graduate School of Design
 2010-2013, Invited Lecturer, Pace University Law School; Fall-2013 co-taught *Science for Environmental Lawyers* (Law-802) with J Nevius

Current Volunteer Work

Colchester, CT Inland Water & Wetlands Commission, Vice Chairman/Commissioner 2012-2014, Commissioner 2010–2011, Alternate 2008-2009



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: January 17, 2014

BOARDS & COMMISSIONS APPLICATION

Name: Stanley Stefanowicz

Address: 96 Pleasant Street Colchester, CT. 06415

Home Phone: 860-334-0634 Email: sstefanowicz96@comcast.net FAX: _____

Work Phone: _____ Email _____ Town Residency total 48 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Historic District Commission

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

High School: Bacon Academy, 4years, graduated

College: UCONN graduated , Electrical Engineer,

Trade, Business _____

Or Correspondence _____

School _____

CONTINUED ON REVERSE SIDE

Work Experience: List length of employment, name and address of employer, position & reason for leaving:
39 years , Naval Undersea Warfare Center, Newport RI, Technical Program Manager,
retirement

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 have the time and have an interest in historical structures in town. I believe my engineering background is applicable to the problems that may be addressed by the commission.

Do you have any experience or familiarity with this area? I am familiar with structural issues that may arise and have some construction experience. I am familiar with the history of the town having grown up here.

If you are not appointed to this board or commission, would you be interested in other forms of public service?
Which ones? Yes, I intend to become more active in the town as I am retired.

Date: 1/17/2014

Signature:



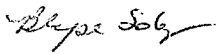
8 Jan 2014

Mr. Gregg Schuster, First Selectman
Town of Colchester
127 Norwich Ave.
Colchester, CT 06415

Dear Mr. Schuster,

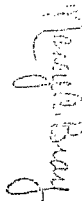
This letter is to notify you of my resignation from the Board of Directors of the Chatham Health District,
effective immediately.

Sincerely,



Blyse Soby
40 Ude Way
Colchester, CT 06415

NANCY A. BRAY
TOWN CLERK



2014 JAN 15 PM 12:41

RECEIVED
COLCHESTER, CT

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request: *replacement*
Purchase of desk and anti-fatigue mats.

Reason for Available Funds: Asst. Part-time position not filled in current fiscal year.

From:	Account Number	Account Name	Amount
	11501-40101	Town Clerk Regular Salaries	1,800

To:	Account Number	Account Name	Amount
	11501-42301	Office Supplies	1,800

Date Requested

Nancy Bray
Department Director or Supervisor - Signature

Print Name

Date Reviewed

[Signature]
Chief Financial Officer

Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="43213"/>	<input type="text" value="Mileage, Trainings and Meetings"/>	<input type="text" value="500"/>
	<input type="text" value="43258"/>	<input type="text" value="Professional Memberships"/>	<input type="text" value="75"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="42233"/>	<input type="text" value="Copier"/>	<input type="text" value="575"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested _____ Department Director or Supervisor - Signature _____

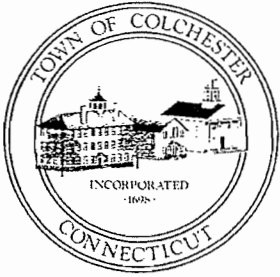
Print Name

Date Reviewed _____ Chief Financial Officer

Date Approved _____ First Selectman

Date Approved _____ Board of Selectmen Clerk

Date Approved _____ Board of Finance Clerk



Town of Colchester, Connecticut

95 Norwich Avenue, Colchester, Connecticut 06415

Patricia A. Watts, Director of Senior Services/Municipal Agent

To: Board of Finance
From: Patricia A. Watts, Director of Senior Services
Date: 01/23/14
Re: Budget Transfer for Ricoh Copier Lease Agreement

The Colchester Senior Center priced out options to lease a Ricoh MPC 2251 color copier, which was approved by the Board of Selectman, at their last meeting. This new unit will increase office efficiency and eliminate the need for many of our desktop printers. Because of some issues (explained below) I am requesting the transfer of funds from line items #43258 and #43213 to bring our Copier line item out of a negative balance and add funds for the remainder of the fiscal year, totaling \$575.00.

- Currently the budget for line item # 42233 (Copier) has a negative balance of \$581.08. The reason for this is two-fold. It was recommended by Maggie Wasicki who was offering administrative support to the Senior Services Department in the absence of a Director, that as a cost-savings measure, we could print our newsletters in-house. Previously, Copies Plus was charging us \$175.00 per month (\$2,100 annually) to print the senior center newsletter, which was being charged to our donation account. Beginning in April 2013, the senior center began printing the newsletter in-house. Funds were never allocated in the senior center budget to cover this expense. As a result, our copier-related expenses have exceeded the existing budget for this fiscal year. Also, in the month of December, 2013, the senior volunteers who produce the newsletter errantly copied 450 copies of the 10-page newsletter in color. Typically the first double-sided sheet is printed in color, with the remainder of the newsletter in black and white. The difference in cost added to the budget overage.
- Funds have been allocated from the Client Donations account to cover the per-copy charges, as they would've been charged to this account, if we were still outsourcing the printing of the newsletter.
- By transferring a total of \$575.00, we will allocate funds for the remainder of the fiscal year for the copier lease, per copy charges and funds to continue to produce our monthly newsletter. I am proposing transferring \$500.00 from Mileage, Trainings and Meetings and \$75.00 from Professional Memberships to make up the difference.
- When this lease was researched, the quote factored in the cost of producing the newsletter as well as our other copying needs at the senior center. As I develop the budget for the next fiscal year, the monthly copier costs will include \$124 plus per copy charges of \$.008 (b&w) and \$.058 (color). This expense is offset by an approximate \$1,000 in savings for the ink-jet refill cartridges that will be saved through this transition. The difference in the budget, when factoring in the ink refill savings, is negligible, at \$32.00 annually. (Please refer to BOS memo.)

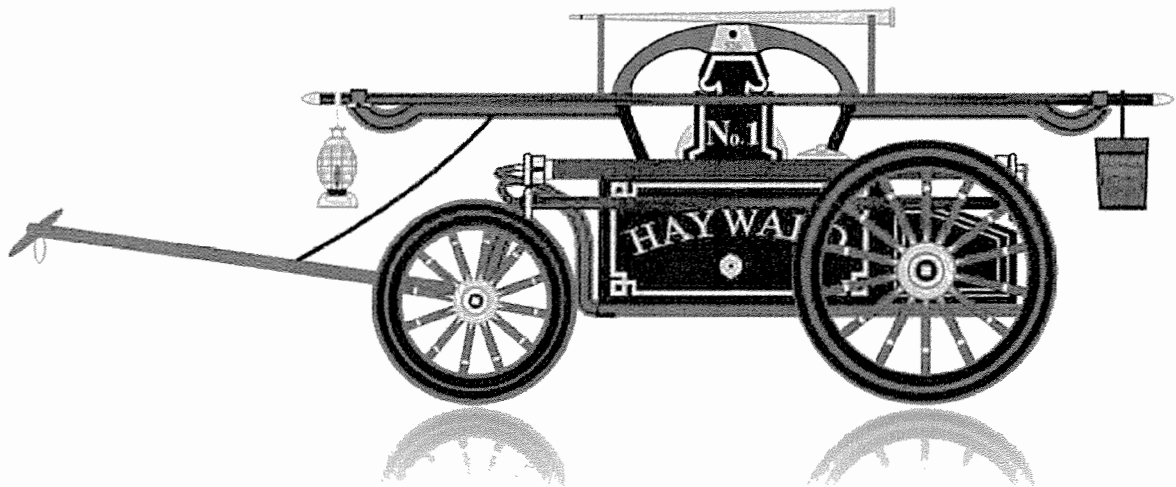
Recommended Motion

Move to approve the motion to transfer funds in to Copier line item #42233, for the purpose of proceeding with Lease Agreement for a Ricoh MPC 2251 color copier at the Colchester Senior Center.

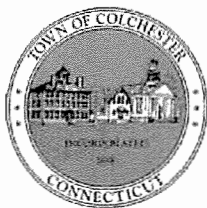
Respectfully Submitted,
Patricia A. Watts

Patricia A. Watts
Director of Senior Services/Municipal Agent

Colchester Hayward Fire Department



Recruitment & Retention Task Force Final Report



February 2014

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Colchester Fire Department Task Force Report

February 2014

Acknowledgements

The 2013 Colchester Fire Department Task Force extends a very sincere thank you to all of the members of the Colchester Hayward Fire Department for their dedicated service to all of those who live, work, or pass through the Town of Colchester.

This document is dedicated to helping the CHFD help each of you to continue to safely and efficiently provide your community with quality fire, EMS and rescue services.

Thank you for your service,

Clifford Bartiss
Task Force Member

Judi Didato
Task Force Member

Mary-Ellen Harper
Task Force Chair

John Knapp
Task Force Member

David Martin
Task Force Member

Colchester Fire Department Task Force Report February 2014

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Executive Summary

The Colchester Hayward Fire Department Task Force was charged with making recommendations to the Colchester Board of Selectman for the recruitment, retention, and participation in the department.

The finding of this Task Force is that the Colchester Hayward Fire Department (CHFD) consistently attracts a steady stream of applicants who wish to volunteer as emergency responders. Recruitment efforts within the CHFD are adequate and successful.

The deficiencies that exist within the CHFD's ability to consistently staff the fire department to the required levels are a direct result of the culture that has been allowed to exist within the fire department as it relates to retaining first responders.

The Town of Colchester needs to commit to fixing the infrastructure of its fire department before efforts at retention, and increased participation will meet with long-term success.

The Task Force offers the following five recommendations as immediate steps to be taken to create an environment within the fire department that is more conducive to sustaining a viable volunteer workforce.

- 1. Negotiate a Contract Between the Town of Colchester and the Colchester Hayward Volunteer Fire Company.**
- 2. Simplify the Fire Department's Training Program**
- 3. Establish Minimum Training and Educational Requirements for all Fire Officers**
- 4. Professionalize the Personnel and Human Resources Aspects of the Fire Department**
- 5. Create a Colchester Fire Department Strategic Plan.**

Introduction

The 2013 Colchester Fire Department Recruitment and Retention Task Force has prioritized the 5 specific areas within the Fire Department that need to be addressed in the short term to establish an environment within the Fire Department that is conducive to the recruitment and retention of emergency responders, and to consistently staff the fire department to the required levels.

This list is not comprehensive; it is simply a starting point for the addressing the most important issues that, based on the findings of the Task Force, need to be addressed immediately.

As the governing body of the town of Colchester, the Board of Selectmen has overall responsibility for the safety and protection of the citizens of Colchester. Actions need to be taken to continue to support the Fire Department's efforts at both recruiting and retaining its members.

It was the finding of the Task Force that the Fire Department lacks specific direction and guidance from the Board in both short and long term goals for the department. The Chief of the Department should be tasked with proposing such goals, to be approved by the Board of Selectmen, with specific deliverables along with agreed upon deadlines for each goal.

It is incumbent upon the Board of Selectmen to demonstrate the importance of the service provided to the community by the members of the fire department by then holding the Fire Chief accountable for satisfactorily accomplishing each task in the specified timeframe.

Background

First Selectman Gregg Schuster has had concerns about the staffing of the Colchester Hayward Fire Department (CHFD) since he was elected in November, 2009.

In 2010, First Selectman Schuster requested that students from the University of Connecticut Masters of Public Administration Program conduct their graduate research project on the CHFD. At the time, according to the First Selectman, the CHFD had to tone calls out two and three times in order to get emergency responders to respond to calls. This is problematic because each tone represents a delay between the time someone calls for help and the time that someone arrives on scene to render assistance.

The UCONN Report was released in April, 2011 and identified some very significant issues regarding the management and operations of the CHFD that were having a direct negative impact on the department's ability to recruit and retain members and resulted in members not responding to calls in an immediate manner.

The issues identified in the UCONN report remain largely unaddressed by both the Town and the Fire Department Administration. As such, staffing of the fire department continues to remain below the level needed for immediate responses to emergency calls with adequate staffing.

The Colchester Fire Department Recruitment and Retention Task Force was established by the Colchester Board of Selectman in 2012. Seats on the Task Force were specifically designated for four members of the community and three members of the CHFD. The First Selectman's Office never received any applications from members of the community who were willing to serve on the Task Force, so after one year, the Task Force was automatically disbanded.

When consistent staffing continued to be a challenge for the fire department, the Board of Selectman reestablished the Task Force in 2013.

The evaluation conducted by the 2013 Colchester Fire Department Recruitment and Retention Task Force indicates that very little has changed within the CHFD since 2011. Many of the issues identified in the 2011 report have yet to be addressed, and CHFD continues to have challenges with consistent staffing.

Task Force Charge

The Colchester Board of Selectman charged the Task Force to:

Return to the Board with recommendations for recruitment, retention, and participation in the department and if there is any financial impact to that, that should come to the board [of Selectmen] as well.

The Task Force Members

Clifford Bartiss

Mr. Bartiss graduated 1962 as a machinist from Eli Whitney trade school. He served 2 years in the United States Navy, achieving 3rd class Petty Officer for Damage Control. He then joined the West Shore Fire Department in West Haven as a full time fire fighter and EMT. Mr. Bartiss retired on disability in 1978 and opened Cliff's Garage, which he maintained for 15 years. Mr. Bartiss was also responsible for the used car department of Saturn of Branford for 3 years, served as assistant service manager for Ford of Branford for 5 years, and worked as a warranty administrator for Killingworth True Value Hardware.

Judi Didato

Ms. Didato is an active member of the Colchester Hayward Volunteer Fire Company (CHVFC) going on 18 years. She has served in the role of Emergency Medical Technician (EMT) / Fire Fighter. Ms. Didato has served on multiple committees, is the Chairwoman of the Annual Awards and Recognition Banquet, and is the maker of all the reflective address signs seen around town. Prior to moving to Colchester, she volunteered with Suffield Volunteer Ambulance Association for 10 years as an EMT, serving as a Shift Supervisor for 3 years. She currently works for Saint Francis Hospital & Medical Center as a CT Technologist. She has been there 24 years. Ms. Didato is married 18 years to her husband Kenn, and is the proud mother of Jack (10) and Gina (7).

Mary-Ellen Harper

Ms. Harper was elected by her fellow Task Force Members to Chair the Colchester Fire Department Task Force. She has been a resident of Colchester for the last 12 years. Her service as a volunteer fire fighter and EMT includes 5 years of service with the CHVFC, 10 years with the Blue Hills Fire District in Bloomfield, 5 years with the Bloomfield Volunteer Ambulance, and 3 years with the Allingtown Fire District in West Haven. Ms. Harper holds a BS in Fire Technology and English, and Masters of Public Administration from the University of New Haven, and is a graduate of the National Fire Academy Executive Fire Officer Program. She has been employed full time for the last 16 years by the Town of Farmington, where she is the Director of Fire & Rescue Services. Her responsibilities in Farmington include the management and operations of a 175-member predominately-volunteer combination fire department that operates 17 fire apparatus out of 5 stations and responds to approximately 3,500 calls per year. Ms. Harper has been an Adjunct Instructor for the Connecticut Fire Academy for the past 12 years. Ms. Harper has been called upon by more than a half dozen different communities in Connecticut to offer assistance in the management, oversight, and consolidation of volunteer and combination fire departments. Ms. Harper has been married to her husband Tom for 15 years, and is the proud mother of Thomas (8) and Shannon (6).

John Knapp

Mr. Knapp during his 37 years as a volunteer, has served as a company officer and treasurer for the CHVFC for more than 20 years. He has also held the positions of Engineer and Captain of EMS and Fire. For the past 34 years, Mr. Knapp has served as the Chairman of Schuster Park. Presently, he holds the positions of Department IT Staff and Chairman of the Applicant Review Committee for the CHFVC.

David Martin

Mr. Martin is a second-generation firefighter. His father was a career fire fighter in Waterbury, Connecticut. Mr. Martin completed his Fire Fighter I/II with the Prospect VFD and has been a member of the CHVFC for 22 years. He currently serves as a fire ground support personnel for the Department and has been President of the Company since 2005. Mr. Martin is retired from the US Postal Service with over 35 years of service and was honorably discharged from US Army after serving 3 years with a ten-month deployment to Vietnam.

The Task Force acknowledges the contributions of William Curran and Robert Holdsworth, who were seated as Task Force Members at the start of the project.

UCONN Report

The Town of Colchester formed a partnership with the University of Connecticut which resulted in the April 29, 2011 report “Recruitment, Retention, and Participation of Volunteer Emergency Responders in the Colchester Hayward Fire Department” from Masters of Public Administration Students Kelsey Brown, Shawn Morris, and Chelsea Ross.

The Task Force Members reviewed the UCONN report and found merit in each of the report’s recommendations.

The Task Force Members further agreed that while variations of some recommendations had been implemented, many of the recommendations made in the UCONN Report in 2011 had yet to be appropriately or successfully implemented as of the writing of the Task Force Report, almost three years after the initial report.

Task Force Evaluation Process

The Task Force began its investigation of the CHFD’s recruitment, retention and participation issues by conducting a series of interviews. The Task Force thanks the following individuals for their assistance and candidness as it relates to the CHFD:

Colchester First Selectman Gregg Schuster
CHFD Fire Chief Walter Cox
CHFD Assistant Chief Paul Giudice
CHFD EMS Captain Audrie Babineau
CHFD Departing Union President and Career Fire Fighter Nicholas Fischer
Gardner Lake (Salem) Deputy Chief Joseph Danao

Task Force Findings

The Task Force was seated by the Board of Selectman to make recommendations about the recruitment, retention, and participation of the members of CHFD.

The finding of this Task Force is that the Colchester Hayward Fire Department (CHFD) consistently attracts a steady stream of applicants who wish to volunteer as emergency responders. Recruitment efforts within the CHFD are adequate and successful. The Task Force identified no reason to make changes to the current recruitment program.

The Task Force, throughout its research, was repeatedly confronted by the negative effects of the current relationship between the Elected Town Officials and the Administration of the Fire Department. At present, this relationship is poor at best.

The finding of the Task Force was that there are significant deficiencies within the administration of the CHFD that need to be addressed before any additional efforts at retaining emergency responders can be expected to have long term success.

There has to be a culture change within the CHFD. The CHFD needs to be managed with the mindset that it is grateful to have volunteers, rather than the current predisposition that volunteers should feel lucky to be affiliated with the department.

It should be the common goal of the Board of Selectmen and the Fire Chief to promote and support a predominately volunteer combination fire department so long as the residents of Colchester are willing and continue to staff it. This goal should be specifically articulated, formally adopted, and constantly reaffirmed by every action taken by the Fire Chief and the Board of Selectman.

Task Force Recommendations

The CHFD Task Force offers the following five recommendations to the Colchester Board of Selectman, in order of priority, that need to be addressed in order to begin to establish an environment within the CHFD that is conducive to successfully recruiting and retaining emergency responders to consistently staff the fire department to the required levels.

- 1. Negotiate a Contract Between the Town of Colchester and the Colchester Hayward Volunteer Fire Company.**
- 2. Simplify the Fire Department's Training Program**
- 3. Establish Minimum Training and Educational Requirements for all Fire Officers**
- 4. Professionalize the Personnel and Human Resources Aspects of the Fire Department**
- 5. Create a Colchester Fire Department Strategic Plan.**

Recommendation #1: -

Negotiate a Contract between the Town of Colchester and the Colchester Hayward Volunteer Fire Company

The Board of Selectmen should make it a priority for the Town to negotiate a contract with the CHVFC.

The Fire Chief should be charged with assisting the First Selectman in achieving successful outcome to this effort. This charge should fall to the Fire Chief because he is the Town's chosen representative within the fire department. He is also uniquely positioned to be the most familiar with the issues that have the most impact on his emergency responders and the operations of his department and finding common ground that best serves the needs of both the CHVFC and the Town of Colchester.

Much of the contract will be formalizing the existing relationship between the two entities. Significant time and attention must be focused on assuring that these relationships are appropriately managed to make certain that the emergency responders are compensated, insured, and otherwise fairly and consistently treated across the entire department. The final contract would then go to both the Board of Selectman and Colchester Hayward Volunteer Fire Company for ratification.

In recent years, the Town has begun offering an increasing number of monetary stipends, reimbursements and other incentives. As the amount of money being exchanged between the Town and the volunteers continues to increase, the volunteer emergency responders run an increasing risk of becoming categorized as employees of the town. This may or may not be the employment relationship that is desired by either the Town or the volunteers. It is for this reason that, a plan needs to be put in place to assure that the desired employment relationship is maintained and doesn't become an unintended one. Federal and State Labor laws, as well as Tax Laws, all need to be considered when putting together a plan for the future of incentives and how they will be distributed.

The contract should specifically address, at a minimum,

- The role of the CHVFC in the emergency, non-emergency, leadership and business operations of the CHFD as it relates to the Town of Colchester.
- Ownership, maintenance, and responsibility and liability associated with fire department equipment, apparatus, and other assets.
- Entitlement to revenue realized as a result of the operations of the CHFD, including proceeds from rental of the fire station meeting room and revenue from billing for ambulance services.
- The Points System, Tax Abatement Program, and all other stipends and incentives that are offered to emergency responders need to be re-evaluated and updated to better meet the needs of the membership.

- The responsibility for the costs associated with Recruitment and Retention Activities, including but not limited to, awards banquets, recognitions, and meals that are served during meetings for the volunteer emergency responders.
- Performance Measures
- Formal grievance process volunteer members can invoke to resolve issues between the Town's Fire Department and the Fire Company.

When finalized, a contract would give the emergency responders a sense of security regarding their status within the department, thereby establishing a much-needed sense of stability in what currently appears to be an unsettled fire department environment. This is important because volunteers need a stable, predictable, and supportive environment.

**Recommendation #2: -
Simplify the Fire Department's Training Program**

The Task Force repeatedly heard concerns about the Training Program in the CHFD. Common complaints were that it was difficult to know what training was required, that the program was constantly changing, that it was not understood, and that the schedule was often inconvenient for a volunteer who is trying to fit training in between work and family obligations.

It should be the common goal of the Board of Selectmen and the Fire Chief to promote and support a predominately volunteer combination fire department so long as the residents of Colchester are willing and continue to staff it. This goal should be specifically articulated, formally adopted, and constantly reaffirmed by every action taken by the Fire Chief and the Board of Selectman.

There has to be an immediate culture change within the CHFD. The CHFD needs to be managed with the mindset that it is grateful to have volunteers, rather than the current predisposition that volunteers should feel lucky to be there. This needs to start with the volunteer application process and be carried out in all aspects of the department, and most importantly with training.

Training has to be a priority. The CHFD needs to reevaluate its Training Program to make the requirements easy to understand and as convenient as possible to achieve. The baseline should be the "Required Minimum Training for Connecticut Fire Services to Meet State Regulations" as put forth by the Connecticut Occupational Safety and Health Administration's Minimum (Appendix A). Incentives for additional training should be tiered from the baseline.

It is important to note that OSHA does not differentiate between Volunteer and Career Fire Fighters when it comes to training. Neither should the CHFD. It was brought to the attention of the members of the Task Force that Career Fire Fighters lack a formal program to assure they receive the required annual training.

Training requirements for Emergency Medical Technicians and Emergency Medical Responders are established by the Connecticut Department of Public Health and updated in 2011. Consistent with fire training, the baseline should be these minimum requirements and incentives for additional training and should be tiered from the baseline as put forth in "Changes in the EMS Certification & Education System (Appendix B.).

There exist within Connecticut many successful models for training emergency responders in combination departments after which CHFD could model its program. A cost benefit analysis will reveal that investing funding in an appropriate training program that is both volunteer and career emergency responder schedule friendly is still significantly less expense than the costs associated with transitioning the CHFD to a predominately or all career fire department.

Training Program Consideration should be given, but not limited to:

- Hiring Instructors.
 - It is imperative that CHFD needs take steps to assure that its volunteers are ready and able to achieve the necessary training requirements and respond to emergencies.
 - There may be a benefit in hiring outside instructors rather than requiring those same volunteers, who already dedicate so much time responding to calls, to teach classes. The increased time commitment associated with having to prepare and deliver the required ongoing training courses to their fellow emergency responders, risks prematurely burning out these volunteers
 - It may be cost effective to hire instructors to teach initial Fire Fighter I and EMT Classes in town.
 - This might be an initiative that would interest the surrounding communities and could, depending how it is structured, even qualify for grant funding or create a revenue stream for CHFD thereby making this effort cost neutral. Instructors could be hired from within or outside of the department.
- Assigning an emergency responder to the position of Training Officer.
 - The Training Officer should be tasked with creating a training schedule that includes training offerings during the days, evenings, and on weekends to accommodate the varying schedules of the emergency responders.
 - This could be a career fire fighter that is reassigned, it could be volunteer officer position, or it could be a part time position established expressly for the purpose of managing the training.
 - The Training Officer may see fit to have a committee assist with the functions of training, but would be ultimately responsible to the Fire Chief for the successful implementation of the Training Program.
- Training schedules should be established at the start of each year and include the specific topics that will be offered on each date.
- This will allow volunteer emergency responders who are balancing the responsibilities of working, a family, and volunteering the opportunity to plan their schedules to assure that they can fit the required training into their busy lives.

- CHFD needs to give additional consideration to training reciprocity.
 - It is understood that there is a benefit in volunteer emergency responders completing at least some of their training in their fire station with the members of their department.
 - Volunteer emergency responders should be encouraged to seek training opportunities outside of the department. This will improve the diversity of the skills that the volunteers bring to their department from outside agencies, and allows volunteers to avail themselves of training opportunities that might be more convenient to their schedules.
 - Consideration should be given to allowing more credit for appropriate training that takes place in other Fire or EMS Departments, relevant training that volunteers take through their workplace, or training that volunteers complete through the various county, state, or other training programs.
 - The goal should be to train emergency responders to safely and efficiently do their jobs, not to require them to spend a specified number of hours sitting in the CHFD Meeting Room.

**Recommendation #3: -
Establish Minimum Training and Educational Requirements
for all Fire Officers**

The position of Fire Chief is no longer just about knowing how to drive a truck, fight a fire, or perform a rescue. The position of Fire Chief is about managing a diverse group of people that are different in age and background. Today's Fire Chief needs to be as proficient at managing a business as he is at managing a fire scene.

Throughout its research, the Task Force was repeatedly informed of independent factions that exist within the CHFD. There are established formal leaders, but it appears that there are many more informal leaders who often times have more followers than the formal leaders. This is not conducive to an effective work environment, and is certainly not a situation to which emergency responders should be expected to volunteer to subject themselves.

National Association of Fire Protection Association Standard 1021, Standard for Fire Officer Professional Qualifications, sets the nationally accepted best practices for the development standards for a Fire Officer. These standards constitute the minimum standard for successful performance of an individual at each rank.

The Task Force endorses the NFPA's minimum requirements for initial training and certification of an officer. Accordingly, the minimum standard for all Supervising Fire Officers is Fire Officer I Certification, Managing Fire Officers is Fire Officer II Certification, Administrative Fire Officers is Fire Officer III Certification, and Executive Fire Officers is Fire Officer IV Certification.

The International Association of Fire Chiefs (IAFC) takes the position in the 2nd Edition of their *Officer Development Handbook* that "The 21st Century fire service recognizes a need to move from traditional practices of promoting its members based on tenure to new norms that focus on effective, standardized professional development processes that foster true leadership qualities in prospective leaders". The IAFC further recognizes that increasingly, most chief and mid-level officers in the nation's leading fire departments are being required to hold a bachelor's degree.

On a local level, beyond the IAFC's recognition that a bachelor's degree is becoming the norm for mid and chief-level officers, it is increasingly more common in Connecticut, most especially with chiefs who are paid a salary, for individuals holding those positions to have advanced training, including masters degrees, Executive Fire Officer (EFO) Training, and / or Chief Fire Officer Designation (CFOD).

The Task Force recommends establishing and phasing in minimum training and education requirements for all CHFD Officers. These requirements should be consistent with accepted best practices that are presently in place across the state and nation. They should also be consistent with the training and educational requirements that the Town of Colchester requires of the supervisors and department heads that perform similar-level supervisory and management functions within the municipality.

The Task Force further recommends the establishment of baseline officer training and education requirements as a necessary first step. The second, step, which is perhaps even more crucial to the long term future success of the CHFD, is to establish a successful ongoing officer training program.

The IAFC's Officer Development Handbook puts particular emphasis on the fact that professional development process is life-long and that the initial achievement is not sufficient to meet the challenges of the fire and rescue service leaders.

"Fire officers need to maintain and enhance their knowledge, skills, and abilities. They must also push forward as a network of educated professionals dedicated to teaching each other, their teams, their communities and their successors. As they seek to sharpen their skills, they need to look beyond themselves and achieve a level where they can develop performance consulting capabilities to support managers, teams, and employees as those individuals seek to implement and take their own action on the changing strategies and innovations in the fire service. As these professionals evolve within the profession and merge the old with the new, perhaps they can join the change agents who are taking the fire service to new heights. These all serve as reminders that the fire service is not just a job, but indeed a career."

It is the recommendation of the Task Force that the CHFD's Ongoing Officer Training Program use professional associations, conferences, seminars, workshops, and similar offerings to meet the needs of the department.

Recommendation #4: -

Professionalize the Personnel and Human Resources Aspects of the Fire Department

Just as the word “volunteer” does not mean “free”, the word “professional” does not mean “paid.”

The Task Force is not convinced that the answer to the CHFD’s personnel problems is in the form of an employee. The term “professionalize” was chosen to reflect the need to have someone who is educated and has experience in the area of Human Resources. The Board of Selectmen should evaluate the feasibility of appointing someone to take over Human Resources for the Fire Department. This could be a volunteer, part time, or even a full time position that also oversees personnel for the Town of Colchester in addition to the CHFD.

A single person should be tasked to oversee this area of the fire department to assure that personnel issues are consistently handled in accordance with labor laws as well as in the best interests of the town, the fire department, and the emergency responders. The Town could even consider putting this responsibility on the Fire Chief or one of his officers if that individual is given the appropriate training and oversight by the First Selectman.

The person charged with managing the Personnel and Human Resources aspects of the Fire Department must also be charged with taking steps to address the following deficiencies that currently exist within the CHFD and are having negative impacts on its ability to consistently achieve its required staffing.

- How can CHFD make it easier for people to volunteer?
 - The CHFD needs to update and streamline its volunteer application process. The current process does not consistently check the backgrounds of individuals who are granted access to fire stations, expensive equipment, and personal information about members of the community during their time of need.
 - The current process is also too complicated and time consuming. Prospective volunteers often lose interest before being appointed and are often lost to the CHFD forever.
- CHFD needs to formally reach out and encourage people who are already trained to return to volunteering for the fire department.
 - The Town of Colchester has an abundance of well-known and highly regarded individuals with significant fire, police, EMS, training living within its community.
 - Efforts need to be focused on finding a way to encourage these individuals to share their highly valued training and experience with the Town of Colchester and the CHFD by returning as volunteers.

- It needs to be recognized that skill sets beyond just emergency response are vital to the future success of the department.
 - Specific efforts should be made to recruit other skill sets including but not limited to HR, fundraising and accounting.
- There exist within the CHFD many minute idiosyncrasies as a result of the various relationships that have been put in place between the Town and individuals who serve as full time, part time, stipend and / or volunteer responders.
 - An unplanned result of these different relationships is that situations will present themselves where individuals facing the same circumstances could actually realize different insurance benefits or discipline depending upon whether their status at the time puts them under the auspices of the Town or the CHVFC.
 - When a contract is in place between the Town and the CHVFC formalizing the relationship between the two entities, significant time and attention must then be focused toward assuring that these relationships are appropriately managed to assure that the emergency responders are compensated, insured, and otherwise fairly and consistently treated across the entire department.
- The Fire Chief needs to have a specific role in the review and subsequent approval or denial of new applicants to his department.

**Recommendation #5: -
Create a Colchester Fire Department Strategic Plan**

A strategic plan is the basic building block of the fire department. It is unfortunate this is not already in place. The committee was given a compilation of information that resembles the basis for what could become a strategic plan, but this is far short of an actual blue print for the future of the CHFD.

Task Force Recommendations 1-4, if implemented, will lay the groundwork for a master plan for the fire department.

The Board of Selectmen needs to make establishing a Strategic Plan for the future of the CHFD a priority and task the Fire Chief with delivering a final product within a year.

If the current administration of the fire department is not able to achieve that goal, the Board of Selectmen should consider hiring someone from outside of the Fire Department to help draft a plan to guide the fire department in a successful direction for the future.

An important component of the Strategic Plan is the role of the volunteer emergency responders in the future. The word "volunteer" means that the Town's emergency responders serve without a salary, however it is incumbent on the Fire Chief to create an understanding within the Town that this does not mean that the service comes without cost to the Town.

Conversely, the Town has an obligation to adequately fund and support its predominately volunteer Fire Department. The concern that was repeatedly identified by the volunteer emergency responders was the budget. Volunteers who do not believe that they are adequately supported tend to volunteer less time – or stop volunteering all together. The Town may immediately save a few dollars today by cutting line items from the budget, but in the long run, such action could result in having to increase the budget to fund the salaries of career emergency responders. A written plan that addresses the funding would go a long way to allaying the fears that were repeatedly expressed to the Task Force about the funding of the CHFD.

It should be the common goal of the Board of Selectmen and the Fire Chief to promote and support a predominately volunteer combination fire department so long as the residents of Colchester will continue to staff it. This goal should be specifically articulated, formally adopted, and constantly reaffirmed by every action taken by the Fire Chief and the Board of Selectman.

The Strategic Plan should address, but not be limited to, the following issues related to the identification and public face of the fire department, its staffing, and its budget. These issues were all repeatedly brought to the attention of the Task Force throughout its evaluation of the CHFD.

- The CHFD
 - Colchester Today and Colchester Tomorrow – Population, structure types, major businesses, fire protection infrastructure, etc. Describing Colchester in 2013 and describing what Colchester is anticipated to look like in 2015, 2020 and 2023 will feed the strategic plan with requirements that are reactive (today) and proactive (2023) all based on what is relevant to CHFD.
 - CHFD needs to brand itself. What is CHFD? Is it a fire department providing EMS? Is it an EMS Agency that provides fire suppression? Throughout its work, the Task Force encountered references not only to the CHFD and the CHVFC, but also the CFD, and CHVFD. The Fire Department needs to know who they are before they can expect the public to understand who they are.
 - Once the Fire Department has branded itself, the name, logo and representation needs to be consistent on everything from trucks to letterhead and uniforms.
 - There needs to be one official website for the fire department. The Task Force found three separate websites that claimed to represent the fire department. The information provided to the public was inconsistent from web site to web site. When one official web site is established, it should be linked into the Town's homepage.
- Staffing
 - There needs to exist with the CHFD a formal plan for staffing the need of the department. How many volunteer emergency responders are necessary to be able to reasonably expect to consistently staff the CHFD at its present call volume? How many additional volunteers are necessary for each incremental increase in call volume?
 - The days of volunteers being active within the fire department for their entire life appear to be long gone. A prudent business practice is a cost benefit analysis where the cost of training and equipping a volunteer is compared with that of maintaining a full time staffed position. Is 3-5 years of active volunteer service a reasonable return on the investment? Are new volunteers averaging at least that many years of active service with the department?
 - The career fire fighters are an important aspect of the staffing CHFD. There does not seem to be a well-defined plan in place that addresses the expected staffing needs of the fire department in the short and long-term future. Increased stipends and other initiatives appear to be last minute defensive actions that are made when volunteer participation reaches near-crisis levels rather than planned retention

programs. There should be established “trigger points” to identify when it is necessary for that to happen. This plan should articulate assurances to both the volunteer and career emergency responders of their future roles within the fire department as it evolves, and should also have the support and funding of the Board of Selectmen. The Task Force was not able to find evidence of any sort of plan to this effect.

- It is imperative that the Fire Chief closely monitors volunteer response. The increased call volume and additional training requirements mandated by the Occupational Safety and Health Administration (OSHA) have made being an emergency responder more complex than it has ever been. The Fire Chief must be acutely aware of the burden this places on the volunteers and be prepared to take steps to lessen the impact.
- Once the CHFD commits to staffing a predominately volunteer fire department supported by career fire fighters, time and resources need to be invested in identifying opportunities to support response goals as established in NFPA 1720: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments. This could include establishing affiliations with local colleges for Internship opportunities, working with Bacon Academy to find ways for students to earn high school or college credit for their work with the CHFD, expanding and reinvigorating the existing Fire Cadet Program, establishing a Mentoring Program to help assure the success of new members coming into the department, and investigating opportunities for housing volunteer emergency responders, such as creating living space at Company 2 or securing town-owned housing that could be available at an affordable rent for active volunteers.
- There needs to be within the CHFD a formal, written NIMS compliant command structure that is understood and followed by all emergency responders. The specific duties and responsibilities of each of the officers included within the Command Structure should be clearly spelled out in job descriptions. The Command Structure should be updated following the election of officers or at any time there is a change in the ranks of the officers. Job descriptions should be updated as necessary to reflect industry practices and the operational needs of the fire department. Chain of Command and specific job descriptions codified in writing and be available for review and reference by all members of the fire department and the public. These documents should be required training for all new officers and incoming department members.
- The established chain of command must set forth that ultimately the Chief is responsible for all personnel in the Fire Department,

regardless of status; full time, part time, stipend and /or volunteer emergency responders ultimately report to the Chief. All personnel must follow the established Chain of Command either tactically, or administratively.

- **Budget**

- The Chief must create well-thought out short and long term plans for apparatus, equipment and building upgrades. This needs to include both the ongoing maintenance and Capital Improvement Program for the replacement of each of these assets.
- It is imperative that the Chief have buy-in from both the emergency responders and the Board of Selectmen into the plan and associated price tag, and that he follow through with the successful implementation of these plans, thus showing the emergency responders that there is a plan, a strong sense of leadership, and that the department is moving in a progressive direction.
- Failure to create the plan, establish buy-in, and implement the plan successfully in recent years has contributed to the continued sense of unrest that appears to be present among the emergency responders, and has created a situation where the town is not current with scheduled apparatus replacements.

Conclusion

The deficiencies that exist within the CHFD's ability to consistently staff the fire department to the required levels are a direct result of the culture that has been allowed to exist within the fire department. This culture lacks clear, formal leadership, is often fueled by conflict, and is not conducive to encouraging volunteers, especially, new volunteers, to want to spend time at the fire station. This was identified in 2011 by the UCONN Report and has been verified by the Task Force in 2013.

The Town of Colchester must to commit to fixing the infrastructure by implementing the five recommendations set forth in this Task Force Report before efforts at retention or increased volunteer participation will meet with success.

- 1. Negotiate a Contract Between the Town of Colchester and the Colchester Hayward Volunteer Fire Company.**
- 2. Simplify the Fire Department's Training Program**
- 3. Establish Minimum Training and Educational Requirements for all Fire Officers**
- 4. Professionalize the Personnel and Human Resources Aspects of the Fire Department**
- 5. Create a Colchester Fire Department Strategic Plan.**

Appendices

***Appendix A:
Required Minimum Training for CT Fire Services to Meet
State Regulation***

***Appendix B:
Changes in the EMS Certification & Education System***

REQUIRED MINIMUM TRAINING FOR CONNECTICUT FIRE SERVICES TO MEET STATE REGULATIONS

<p>Firefighting 1910.156(c)</p> <ol style="list-style-type: none"> 1. Training and Education commensurate with duties 2. Prior to work as firefighter 3. Officers have more comprehensive training than members. <p>1910.156(c)(2) - Training (Frequency)</p> <ol style="list-style-type: none"> 1. At least quarterly for interior 2. Annual for others <p>The following subjects: (Examples or Key Elements)</p> <ol style="list-style-type: none"> 1. Safety and Protective Equipment 2. Chemistry of Fire and Fire Behavior 3. Self Contained Breathing Apparatus 4. Fire Streams 5. Hose 6. Pumping Fire Apparatus 7. Ladders 8. Rescue 9. Forcible Entry 10. Ventilation <p>Examples of Training Standards I.F.S.T.A. ESSENTIALS meet 1910.156(c)</p> <p>F.F.1 exceeds or meets this requirement. Training can be classroom and hands on.</p>	<p>Hazardous Materials Operations Hazardous Materials Response 1910.120(q)(6) Training of Department Responders to a Haz. Mat</p> <ol style="list-style-type: none"> 1. (i) Awareness (no set hours). Department takes no action and remains in the cold zone. 2. (ii) Operational (8 hrs). When the Department acts in a defensive mode and does not mitigate. (Damming, diking and decontamination is operational level) 3. (iii) Technician (24 hrs). This level mitigates (plug & patch) and uses chemical protective clothing. Note: Must meet specific competencies. List in 1910.120(q)(6) for each type of responder. 	<p>Command Leaders and Incident Commanders Incident Command and Standard Operating Procedures - HazMat 191C.120(g)(6)(v)</p> <ol style="list-style-type: none"> 1. Requires 24 hours training equal to operations plus - competencies listed in 120(q)(6)(v)(A-F) <p>ICS courses are a means of meeting this requirement as long as employer specific conditions and plans are also addressed.</p> <p>Note: The standard allows for command to be passed on as higher ranking officers arrive. 120(q)(6)(v) applies to employees who are expected to assume command.</p>	<p>Infectious Disease Control 29 CFR 1910.1030</p> <ol style="list-style-type: none"> 1. Communicable Disease Risk Exposure and Prevention of the Transmission of Bloodborne Pathogens for Emergency Responders <p>TB</p> <ol style="list-style-type: none"> 1. Have a program, training, skin test and respirators if: exposed to active or possible active TB and <ol style="list-style-type: none"> A. Transport them B. Prolonged indoor contact with patient C. High Risk Procedures <p>Note: State EMT, MRT, EMT-P Training covers some elements. Training must be site specific and annual for 1030.</p>	<p>Confined space 1910.146</p> <ol style="list-style-type: none"> 1. Only required for rescue activity. 2. Based on hazards, monitoring and rescue equipment to be used. 3. Annual Training 4. The "employer" must ensure timely, effective rescue where outside service is used. (see appendix "F") <p>The 1910.146 is intended for employers entering spaces to supply their own rescue capability.</p>
<p>It is strongly recommended that a fire department have personnel on the scene of an incident that have at least First Responder certification to provide emergency medical care to any firefighter injured on the scene.</p> <p>EMERGENCY VEHICLE OPERATIONS Not required but suggested there be a program in place.</p> <ol style="list-style-type: none"> 1. The local authority having jurisdiction may require additional training and education: EXAMPLE: A fire department may require Responder Certification or Emergency Medical Technician Licensure. 2. Curriculum for firefighting practices will be based upon interior or exterior fire attack principles, practices and procedures. The equipment in the department and the instructor will make this determination. (Training on any special hazards (an industrial location, location with particular hazards); have to be included in training. 3. The Department of Labor and the supporting agencies and organizations encourage each fire department to exceed this minimum training. High standards for training and education; and health and safety are key factors to quality job performance and service to the community. State of Connecticut, Commission on Fire Prevention and Control courses often exceed OSHA requirements. 4. All training must have an evaluation component and participants must pass the evaluation to receive credit for the training. A pass/fail system is adequate. Evaluation instruments and/or activities are to be determined by the instructor based upon the instructional objectives of the class. Training activity must be documented. 5. All training and education must be delivered by an instructor who is capable of delivering subject and trained in the area being taught. (See Appendix A to 1910.156). 6. All training components require annual refresher training of sufficient content and duration needed to maintain competency. Competency can be demonstrated annually in place of refresher training. Means of demonstrating competency must be documented by the Department. Employer could use drills, tests as means of demonstrating competency. 7. Attendance at "state" Fire School could be included as meeting training as long as employer specific conditions are addressed as well. 8. OSHA standards allow flexibility and do not specify that recipients have a certificate. Employer must certify training is done. 9. OSHA does not regulate level of EMS response (i.e., BLS, MRI, EMT, Paramedic, etc.). 				

Firefighting Practices

29 CFR 1910.156(c) Fire Brigades

1. Training and education commensurate with those duties and functions members are expected to perform, provided before they perform fire emergency activities.
2. Training and education frequently enough to assure each member is able to perform assigned duties and functions satisfactorily and in a safe manner.

All members shall be provided training at least annually. Members who are expected to perform interior structural firefighting shall be provided training at least quarterly.

Hazardous Materials

29 CFR 1910.120(q)(6) and (8) Hazardous Waste Operations and Emergency Response

General Requirements

1. Training shall be based on the duties and function to be performed by each emergency responder. Hazardous Material First Responder Awareness - Individuals who are likely to witness or discover a hazardous substance release and have been trained to initiate an emergency response plan. You can tailor to your operation.
2. Annual refresher training of sufficient content and duration to maintain competencies, or shall demonstrate competencies yearly.
3. 1910.120(q)(1) Emergency response plan. Must cover all elements. Town plan may meet these requirements.
4. 1910.120(q)(3) Requires provision for having a safety officer, air monitoring prior to SCBA removal, back up personnel, first aid support at site, PPE, implementation of decontamination.

EPA 40 CFR Part 311

EPA Regulations are identical to OSHA.

Breathing Apparatus

Must comply with 1910.134

- 1910.134(c) Written respirator program
- 1910.134(e) Medical evaluation
- 1910.134(f)(2) Annual fit test
- 1910.134(g)(1) Facial hair policy - not allowed in face seal area
- 1910.134(g)(3) Written procedures for dangerous atmospheres planning for communications, standby persons equipped for rescue of entrants.
- 1910.134(h) Monthly SCBA inspections
- Records of inspections
- Low air alarms
- 30 minute bottles
- Cylinders fully charged
- Current hydrostatic test on cylinders
- Flow test apparatus as recommended by manufacturer

Incident Command System (ICS)

CFR 1910.120(q)(3)(ii) Hazardous Waste Operations and Emergency Response

Requires the implementation of an Incident Command System. Training in ICS is inherent in this requirement. For officers who are expected to be I.C. [see 1910.120(q)(6)(v)]

Infectious Disease Control

29 CFR 1910.1030 Bloodborne Pathogens

All employees with occupational exposure shall participate in a training program at least annually. Occupation exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from performance of duties. This covers most, if not all, fire departments in the State of Connecticut.

1910.1030 Requires the following:

1. Written exposure control plan
2. Training
3. PPE
4. HBV vaccinations
5. Post exposure follow up
6. Maintain records of training (3 years)
7. Maintain medical records 30 years

Other Requirements General

1. 1910.156(d)(1) - Equipment annual inspection and maintenance
 - a. Hose (To NFPA 1962 or equivalent)
 - b. Ground and aerial ladders (To NFPA 1932 and 1914 or equivalent)
2. 1910.156(b)(1) - Organizational statement
3. 1910.156(e)(1) - PPE provided at no cost
4. 1910.156(e)(1-5) - PPE meets .156 or NFPA
5. 1910.147 - Lockout/Tagout. Employee exposure most likely will apply to large department with a repair facility
 - a. 1910.1200 - Employee exposure (site chemicals such as cleaners, fuels)
 - a. (e) Program must be in writing
 - b. (g) Material safety data sheets available to employees
 - c. (h) Training (firefighters may have equivalent through 1910.120 awareness level)
7. 31-371 - OSHA notice posted
8. 31-374 - Form 300 must be maintained back 5 years. 300A has to be posted every February 1 through April 30.

Maintaining a safe workplace in accordance with all laws is your responsibility. This informational guide is intended to provide a generic non exhaustive overview of CONN-OSHA firefighting standards. This document does not itself alter or determine compliance with any particular CONN-OSHA standard.



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

DATE: December 30, 2011

TO: All EMS-Instructors

FROM: Kevin Scott Brown, MS, NREMT-P, EMS-I
State Education and Training Coordinator

REF: **CHANGES IN THE EMS CERTIFICATION AND EDUCATION SYSTEM**

Changes in EMS Statutes enacted in January, 2010 enabled changes in a number of aspects of Certification and training for EMS professionals.

Effective January 1, 2010, the names of EMS Certification levels changed:

1. Medical Response Technician (MRT) became Emergency Medical Responders (EMR)
2. Emergency Medical Technician – Basic (EMT-B) became Emergency Medical Technicians (EMT)
3. Emergency Medical Technician – Intermediate (EMT-I) became Advanced Emergency Medical Technicians (AEMT)

In June, 2011, the EMS Advisory Board and the Connecticut EMS Medical Advisory Committee (CEMSMAC) voted to support the adoption of the *National EMS Education Agenda for the Future's National EMS Education Standards* for the Emergency Medical Responder, Emergency Medical Technician and Paramedic provider levels. CEMSMAC deferred discussion and decision regarding the National Scope of Practice Model for Advanced Emergency Medical Technicians until a future date.

Initial Certification Programs of Instruction:

Effective September, 2011, all initial certification programs are to address the EMS Education Standards for the National Scope of Practice Model content for all certification levels except the Advanced Emergency Medical Technician, which continues to address the EMT Intermediate 1985 National Standard Curriculum.

The National EMS Education Standards focus on the development of candidate competency as opposed to addressing specific curriculum content and length. However, for planning purposes, instructors should consider minimum class length guidelines suggested by the National Education Standards.

For Emergency Medical Responder courses, the guideline suggests 40 to 60 hour programs; OEMS will be expecting that new EMR programs will require 60 hours to address breadth and depth of knowledge and to assess of EMR candidate competency.

For Emergency Medical Technician courses, the expectation is 150 to 190 hours.

Advanced Emergency Medical Technician programs should be based on the National Standard Curriculum for EMT Intermediates (1985), and should extend to about 100 hours in length.

Paramedic

Programs are to

achieve and maintain Program Accreditation as recommended in the *National EMS Education Agenda for the Future* and national accepted guidelines and as approved by the Department.

Recertification Interval:

The recertification intervals have changed for all levels to a three-year interval.

All initial certifications issued after January 1, 2010 will receive certifications with a three year expiration date.

All individuals certified prior to December 31, 2009 with two year certification intervals at that date will move to a three year recertification cycle on completion of their upcoming recertification process. All individuals on the three year recertification interval are unaffected by the change.

By January 1, 2012, all two-year recertification cycles should have ended and all EMS certified individuals should be on three-year intervals.

Recertification Program Length:

With the implementation of the three-year recertification interval has come change in re-certification program expectations.

1. EMR (MRT) recert programs will increase from fifteen hours to eighteen hours
2. EMT recert programs will increase from twenty-five hours to thirty hours
3. AEMT recert requirements will change from the two stage expectation of a twenty-five hour EMT recert program plus twenty-three hours of additional CEU hours to the thirty hour EMT recertification requirement plus a twenty-three (23) hour program of AEMT (ALS) appropriate continuing education.

Recertification Program Content:

National trends in EMS education focus more on assuring that training programs develop candidates who demonstrate competence in essential knowledge, skills and behaviors As opposed to assuring that instructors follow specific curriculum guidelines.

Recertification training should have as its primary goals:

1. The ability to assure that participants capably maintain core competencies,
2. The opportunity to refresh training in essential topic areas, and
3. The avenue by which experienced providers may enrich their pre-existing knowledge base with more current EMS information.

Therefore, all recertification programs will allow for substantial flexibility in both content and format.

EMS Instructors will serve as the point of contact for re-certifying Emergency Medical

Rev: 12/29/2011

Responders, Emergency Medical Technicians and Advanced Emergency medical Technicians. EMS-Instructors offering AEMT level recertification programs must be certified as AEMT practitioners or licensed as paramedics. Candidates for recertification will be required to demonstrate that they have met at least the minimum number of hours for recertification at their provider level. In addition, all candidates must demonstrate they have completed a course of study that addressed each of the following core competencies:

1. Airway Management and Patient Respiratory Emergency Assessment and Interventions Scope of Practice level appropriate
 - a. patient assessment for respiratory distress and failure;
 - b. interventions for establishing and maintaining patent airways, assuring effective oxygenation and ventilation and managing respiratory distress
2. Cardiac Care, including Cardiac Arrest Management appropriate for their certification level and meeting Emergency Cardiac Care standards for both adult and pediatric populations. Certification such as CPR for Healthcare Providers in such nationally recognized programs as the AHA, ARC, ASHI, AAOS, NSC, etc. satisfy the requirement for BLS providers.
3. Medical Emergency Assessment and Care: (including at least one of any of the following categories: behavioral emergencies, toxicological emergencies, anaphylaxis and allergic reactions, environmental emergencies, endocrine emergencies, stroke and other neurological emergencies; gastro-intestinal and other abdominal disorder emergencies, or other non-traumatic emergency medical conditions)
4. Trauma Assessment and Care (including any of the following: penetrating and blunt trauma to the head, thorax, abdomen and pelvis, extremities; burns, HazMats or other mechanisms of injury)
5. Obstetrics and Gynecological Emergencies
6. Pediatrics and Other Special Care Populations (pediatric assessment and any of the following categories: geriatrics, special needs patients, etc.)
7. EMS Operations (including any of the following: medical-legal issues, documentation and communications, multiple casualty even management, Incident Command System topics, etc.)
8. **Transition:** For a complete recertification cycle (from July 1, 2012 until December 31, 2015) all refresher courses must include a module that addresses materials described in the *Gap Analysis* for the specific Scope of Practice level. More information will be forthcoming.
9. Skill Maintenance
 - a) Airway management, oxygenation and ventilation, including suctioning and basic adjunct use (EMR, EMT, and AEMT; approved advanced airway AEMT only)
 - b) Cardiac Care including cardiac arrest management (CPR Healthcare Provider level)
 - c) Patient Assessment – Medical
 - d) Patient Assessment – Trauma
 - e) Spinal Immobilization (seated, standing, supine; assist only – EMR)
 - f) Random Skills

- a. Simple Immobilization (Long bone and joints –all levels; traction splinting EMT and above)
- b. Hemorrhage control and shock management (including intravenous therapy, for AEMT's)
- g) Medication administration

Recertification Program Format:

At the discretion of the EMS Instructor, elements of the recertification program of study may include distributive and / or alternative learning modules. In order for Instructors to recognize distributive learning, each module must have recognition of continuing education credits by

1. the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) or other nationally recognized EMS / Emergency Medical care education/certification organization;
2. a sponsor hospital / or training entity medical director.

All CEU credit assignment will apply to recertification hour recognition on a one-for-one basis.

Recertification Programs may incorporate distributive / alternative education modules in the following ways:

1. A program of instruction specifically designed to fulfill all recertification requirements via distributive / alternative learning modalities. Such a program must contain modules that address each and all of the core topic areas, must consist of a minimum number of contact hours: eighteen (EMR) or thirty (EMT) or twenty-three (AEMT), plus the EMT requirement continuing education hours, and must adequately prepare the candidate to successfully complete OEMS approved cognitive and psychomotor examinations.
2. EMS-Instructor selected modules that are integrated into and support his/her program of instruction that, in total, addresses the range of topic categories, meet the eighteen (EMR), thirty hour (EMT), or twelve (AEMT) minimum expectation and adequately prepare the candidate to successfully complete OEMS approved cognitive and psychomotor examinations. For example, the EMS Instructor may choose to have live class sessions that "cover" five of the eight (nine with the transition) topic areas and specify particular on-line courses that address the remaining modules.
3. EMS-Instructors may provide a course of live instruction that addresses the full range of topic areas and may allow program participants to substitute distributive modules for particular course sessions. For example, if a live participant program is designed to run over the span of a year, and a participant is absent for the pediatric module, the instructor may elect to recognize the participant's certificate of completion of an appropriate on-line pediatric module in the place of the missed program.
4. Candidates holding current Connecticut licensure in good standing as a physician, physician assistant, advanced practice registered nurse, registered nurse or paramedic, may apply continuing education unit credits earned to maintain licensure for recognition as continuing education for Emergency Medical Responder, Emergency Medical Technician, and / or Advanced Emergency Medical Technician.

An EMS Instructor may require candidates to participate in a program of live instruction with no recognition of distributive learning at all.

All skills verification is to be accomplished through live demonstration of competency.

Recertification Examination:

Regardless of any distributive learning content, all candidates must successfully complete cognitive and psychomotor examinations appropriate for their certification level at the completion of the recertification training. The written recertification examination may not be completed more than one year prior to the technician's recertification date. Written exams must be OEMS approved, follow OEMS procedural requirements, and must be administered by OEMS approved proctors.

To qualify for the written exam, all candidates must:

1. Meet an EMT-Instructor's criteria for successful completion of a course of instruction as described above (i.e.: be enrolled in OEMS-approved recertification course)
2. Meet or exceed BOTH the minimum number of hours required AND address each and all of the required core competency areas
 1. Airway Management,
 2. Cardiac Care,
 3. Medical Emergencies,
 4. Trauma Emergencies,
 5. Obstetrics and Gynecological Emergencies,
 6. Pediatrics (Special Populations),
 7. EMS Systems,
 8. Essential Skills Maintenance
 9. Transition materials
3. Be eligible to appear on the Instructor's Course Completion Form (T4), and
4. Be eligible to have the signature of that EMS-Instructor on his/her Application for Certification (202 Form). AEMT candidates programs require that the candidates' training meet a medical director's approval for AEMT level content. AEMT Applications for Certification (202 Forms) may require a sponsor hospital medical director signature in addition to that of the EMS-I/Clinical Care Coordinator.

Recertification programs are to include skills development opportunities as well as skills examinations. Skills development sessions may address new technology for new interventions (mechanical CPR devices, for example), new or alternative technologies for existing skill competency expectations (traction splints from different manufacturers, for example) and / or skill competency re-development for existing but rarely used interventions (childbirth management skills, for example).

The recertification psychomotor examinations may be incorporated into the recertification program or recertification candidates may participate in OEMS approved psychomotor

examinations (“EMT Initial Practical Exams and/or Sponsor Hospital “Concert Exams”, for example) and must address the essential skills for specific EMS practitioner level and employ OEMS approved psychomotor “skill sheets”, records of which are to be maintained by the EMS-I of record for the candidate’s recertification process.

The Instructor must be able to document the technician’s successful completion of all requirements (including records of competent skill performance), and must maintain records of successful course completion for a minimum of six years. The records may be audited by OEMS at any time within the six-year interval.


IMPLEMENTATION TIMELINE:

Initial certification program standards are to be implemented immediately in preparation for certification examination changes to take effect January 1, 2012.

Recognition of distance learning / alternative learning modalities and recognition of Continuing Education Units for licensed health care providers for recognition as recertification education are to be implemented immediately.

Beginning January 1, 2012, recertification programs may either meet approval standards currently in place (EMR – 15 hours at National Standard Curriculum requirements, EMT at 25 hours at National Standard Curriculum requirements) or address the new standards. After July 1, 2012, all recertification programs must comply with the new format.

Town of Colchester Interoffice Memorandum

To: Gregg Schuster, First Selectman
From: James Paggioli, L.S., Director of Public Works
CC:
Date: January 13, 2014 
Re: Award recommendation RFP 2013- 19 Town Hall and School Security Improvements RFP #2013-19 with Addendum #1.

I have reviewed the submitted responses for the Town Hall and School Security Improvements RFP #2013-19 with Addendum #1. There were 6 responses to the request. Upon evaluation of the prices submitted (See Attached Tabular Results), the lowest qualified bidder is indentified as Associated Security Corporation.

Based upon the tabulation and the above, I recommend that the Town Hall and School Security Improvements RFP #2013-19 with Addendum #1. Be awarded to Associated Security Corporation, of East Hartford, CT with the IP Camera Option, and the Alternative #1 also being awarded, for an amount of \$57,366.

Proposed Motion: That the Board of Selectmen enter into a contract with Associated Security for the supplying of Town Hall and School Security Improvements as detailed in the Town of Colchester RFP #2013-19 and to award the base and alternative #1 therein. To hereby authorize the First Selectman, with consultation of the Superintendent of Schools to sign and deliver said agreement and necessary documents required.

Town of Colchester
And
Colchester Public Schools
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT., 06415-1260

Gregg Schuster
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

Jeff Matthieu
Superintendent of Schools

(860) 537 - 7260
FAX: 537 - 1252

Bid # 2013-19

Request for Proposals
Town Hall and School Security Improvements

BID # 2013-19

Bids shall be addressed to 1st Selectman, Gregg Schuster, 127 Norwich Avenue, Suite 201, Colchester, Connecticut. 06415 on or before **2:00 P.M. October 18, 2013.**

Bids shall be submitted in a sealed envelope clearly marked, "Town Hall and School Security Improvements" Bid opening shall take place at the Colchester Town Hall, Office of the 1st Selectman, 127 Norwich Avenue, Suite 201, Colchester, CT. 06415 at **2:00 P.M. October 18, 2013.**

A Mandatory Pre-Bid Meeting will occur on October 10, 2013 at 1:00 pm at Town Hall 127 Norwich Avenue, Colchester, CT for bidders. Site Visits may be scheduled following the meeting.

Any questions concerning this bid may be answered by contacting James Paggioli, L.S., Town of Colchester Director of Public Works, at (860) 537-7288.

No right shall accrue to any person submitting a bid until such bids have been accepted and contract awarded in writing by the duly authorized representative of the Colchester Board of Selectman. The Colchester Board of Selectman reserves the right to reject any and all bids and to accept the lowest responsible bidder, and to waive any informalities, omissions, excess verbiage, or technical defects in the Bidding, if, in the opinion of the Board of Selectman, it would be in their best interest to do so.

Town of Colchester
And
Colchester Public Schools
 127 NORWICH AVENUE, SUITE 201 & 202
 COLCHESTER, CT., 06415-1260

Gregg Schuster
 First Selectman

(860) 537 - 7220
 FAX: 537 - 0547

Jeff Matthieu
 Superintendent of Schools

(860) 537 - 7260
 FAX: 537 - 1252

RFP #2013 -19
BID FORM

BIDDERS: COMPLETE ALL INFORMATION REQUESTED BELOW. BIDDER MUST SIGN BID FORM.

COMPANY NAME & ADDRESS: _____

TELEPHONE #: _____ - _____

FAX #: _____ - _____

EMAIL: _____

REPRESENTED BY: _____
 (Name & Title)

INSTRUCTIONS: *The undersigned, attesting to be a duly authorized representative of the Bidder, having familiarized himself/herself with the existing conditions of the school and Specifications contained herein affecting the cost of the work, hereby proposes to furnish the Town of Colchester / Colchester Public Schools with all supervision, technical personnel, labor, materials, equipment, tools, appurtenances, permits, fees and services required to perform and satisfactorily complete the work specified, in accordance with said Specifications, for the sums as indicated below.*

<u>Item #</u>	<u>Description</u>	<u>Price for Item</u>
1	Town Hall: Expandable 4 Door Card Access System Inclusive of Card Access Reader Installed at Four (4) Door Locations. Lump Sum Complete, Installed:	_____
2	Town Hall: Closed Circuit Television Camera System Lump Sum Complete, Installed:	_____
3	Bacon Academy: Expandable 4 Door Card Access System Inclusive of Card Access Reader Installed at Four Door Locations (#1 - #4). Lump Sum Complete, Installed:	_____
4	Bacon Academy: DEDUCT from Item #3 Above for Elimination of Installation of Card Reader at Door #4:	_____

Town of Colchester
And
Colchester Public Schools
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT., 06415-1260

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Superintendent of Schools

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FAX: 537 - 1252

- 5 Bacon Academy: **DEDUCT** from Item #3 Above for Elimination of Installation of Card Reader at Door #3: _____

- 6 William J. Johnston Middle School: Expandable 4 Door Card Access System Inclusive of Card Access Reader Installed at Four Door Locations #1 - #4. Lump Sum Complete, Installed: _____

- 7 William J. Johnston Middle School: **DEDUCT** from Item #6 Above for Elimination of Card Reader at Door #4: _____

- 8 William J. Johnston Middle School: **DEDUCT** from Item #6 Above for Elimination of Card Reader at Door #3: _____

- 9 Jack Jackter Intermediate School: Expandable 4 Door Card Access System Inclusive of Card Access Reader Installed at Four Door Locations #1 - #4. Lump Sum Complete, Installed: _____

- 10 Jack Jackter Intermediate School: **DEDUCT** for Elimination of Card Reader at Door #4: _____

- 11 Jack Jackter Intermediate School: **DEDUCT** for Elimination of Card Reader at Door #3: _____

- 12 Colchester Elementary School: Expandable 4 Door Card Access System Inclusive of Card Access Reader Installed at Four Door Locations #1 - #4. Lump Sum Complete, Installed: _____

- 13 Colchester Elementary School: **DEDUCT** for Elimination of Card Reader at Door #4: _____

- 14 Colchester Elementary School: **DEDUCT** for Elimination of Card Reader at Door #3: _____

- 15 Annual Maintenance - Service Charge **PER LOCATION** for Expandable 4 Door Card Access System Inclusive of Card Access Readers at Four (4) Door Locations. (Reference Items 1, 3, 6, 9 & 12 Above.) Annual Fee: _____

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Colchester Public Schools
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Gregg Schuster
First Selectman

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FAX: 537 - 0547

Jeff Matthieu
Superintendent of Schools

(860) 537 - 7260
FAX: 537 - 1252

16 Annual Maintenance - Service Charge **DEDUCT** from
Item #15 Above for Each Door Card Access Reader
Location Eliminated: _____

17 Annual Maintenance - Service Charge for Town Hall
Closed Circuit Television Camera System.
(Reference Item #2 Above.)
Annual Fee: _____

Alternate #1

1 Cragin Library: Closed Circuit Television Camera System
Lump Sum Complete, Installed: _____

2 Annual Maintenance - Service Charge for Cragin Library
Closed Circuit Television Camera System.
(Reference Alternate #1 Item #1 Above.)
Annual Fee: _____

Bidders Name (print)
Bidders Address: _____

Authorized Signature

Bidders Phone

Bidders FAX

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Superintendent of Schools
BID #2013-19

(860) 537 - 7260
FAX: 537 - 1252

General Specifications

All bids must be submitted on the enclosed "Bid Form" *No Exceptions*. Bidder shall provide information regarding the bidder's qualifications, company history, etc. on separate sheets.

Scope: This contract shall be defined as, but not limited to:

- a. Shall consist of furnishing all materials, saw cutting, labor, supervision, equipment, tools, supplies, wiring, configuration and all other expenses necessary to provide full installation of components required.
- b. Should funds allow or become available, additional work may be added to the project. The Town also reserves the right to deduct estimated work as required. The quantities listed are estimated for the envisioned work at the Town Hall and Schools listed. Other locations may be added dependent on available funds.
- c. The Town recognizes that the technology involved with Security Systems is constantly evolving, and bidders may submit systems and/or components that exceed the requirements of the Town, but may be more cost effective. Such alternative system enhancement may be submitted and be evaluated by the Town, however the Town will select a system that represents the Town best interest, as the Town alone determines.
- d. Bidders are required attend any mandatory pre-bid meetings and to perform on site inspections of the areas where systems are to be installed in accordance to the instructions at the pre-bid meeting, and be familiar with the work areas. No additional payments shall be made for work that should be apparent to competent installers. Coordination and direction of cable runs shall be made with the concurrence of Town Staff. Should conflict occur between contractor and project staff in regard to location of equipment, project staff shall have the final determination.
- e. Quality of workmanship shall be in accordance with generally accepted industry standards, including acceptable finish, work area safety, and quantity of production. Contractor shall be aware that the Town Hall is a publicly utilized facility and make a necessary consideration to maintain public access during construction and scheduling of work. Contractor shall also be responsible for the protection of finish work prior to acceptance and opening an area to the public.
- f. Submittals shall be provided for systems submitted for consideration of this bid. Any systems submitted shall be expandable for future expansion of the system and additional components. All components shall be open source, and non proprietary in nature.
- g. Bidders are to comply with all applicable laws and regulations in regard to construction activities, i.e. OSHA standards, Material Protocols, A.D.A. Regulations, C.B.Y.D., etc.

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- h. All Bidders, by signing the Bid Schedule, attests that they, and the employees assigned to perform the work as stipulated, hold a current license to perform the work as described (if applicable).

Specifications:

Item 1: Expandable 4 Door Card Access System.

Locations to Be Installed: Town Hall, Bacon Academy, William J. Johnston Middle School, Jack Jackter Intermediate School, Colchester Elementary School.

System shall be for the installation of Remote Access system for doors at each of the facilities listed. At the present time, Access Doors for each location is limited to 4 doors at each location; however software and control system shall be capable of allowing full expansion of the system to the full implementation throughout facilities of the Town and School District, which may include individual room doors and access to secure areas throughout each of the buildings. Control system shall be a single point of access programming control such that the access rights of card holders can be entered, edited, and/or terminated at single point system wide for all systems. Control System shall be programmable for hours of operation, Identification of users and recording of access by said users. Said control point and system may be and is encouraged to be web based with secure log in. System shall include Door proximity sensors, all required wiring, request to exit buttons and controls, required power supplies including electrical power wiring, relays and controllers, exit detector with tamper and timers sensors, and 100 card type programmable badges per location. Said badges shall be Kantech HID-C1386KSF ISOProx II card, KSF K11101 format or equal and be capable of being printed upon for use as ID badges. Magnetic strip card swipe systems shall not be accepted.

Said remote system, locks and controllers shall be connected to circuits that are served by each location's Emergency Generator power source. Doors connected to the system shall be fitted with a minimum of a two (2) ton electronic/magnetic controlled lock latch. Subcontracting of the Lock smith and electrician services is allowed and said subcontractor shall be identified and qualifications listed within submittals.

Item 2: Annual Maintenance -Service Charge for Item #1

Item includes fees for annual service and maintenance of each system supplied under Item#1 above for a 5 year period. Said price shall be a fixed annual price for all expenses of ordinary maintenance and repair of the system for issues arising from normal wear and tear.

Item 3: Closed Circuit Television Camera System

Locations to be installed: Town Hall

Closed Circuit Camera System shall include all power supplies, cameras, minimum of 17" LCD monitor supporting a minimum 1280x1024 resolution, VGA with audio, and DVR system capable of supporting a minimum of 16 channels, 1TB USB, DVD, mouse

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and remote. All wiring and including any electrical power connection are to be included with this item. Said Electrical power shall be connected to circuits that are served by the Emergency Generator power source. Cameras shall be High definition Vandal Dome, 600TVL, TDN, D-WDR, 2.8-12mm, 12VDC/24VAC, Clear bubble or equal. Camera/DVR system shall be identifiable and capable of being monitored by remote users via internet based computer and smart phone applications via secured log-in protocol. In order to maintain security of the system, the location is envisioned to have 13 individual camera location for the required level of service with two power supplies required.

Item 4: Annual Maintenance -Service Charge for Item #3

Item includes fees for annual service and maintenance of each system supplied under Item#3 above for a 5 year period. Said price shall be a fixed annual price for all expenses of ordinary maintenance and repair of the system for issues arising from normal wear and tear.

ALTERNATE #1

Item #1: Closed Circuit Television Camera System

Locations to be installed: Cragin Library

Closed Circuit Camera System shall include all power supplies, cameras, minimum of 17" LCD monitor supporting a minimum 1280x1024 resolution, VGA with audio, and DVR system capable of supporting a minimum of 16 channels, 1TB USB, DVD, mouse and remote. All wiring and including any electrical power connection are to be included with this item. Said Electrical power shall be connected to circuits with sufficient capacity. Should additional circuits be required, they shall be included within the item. Cameras shall be High definition Vandal Dome, 600TVL, TDN, D-WDR, 2.8-12mm, 12VDC/24VAC, Clear bubble or equal. Camera/DVR system shall be identifiable and capable of being monitored by remote users via internet based computer and smart phone applications via secured log-in protocol. In order to maintain security of the system, the location is envisioned to have 4 individual camera locations for the required level of service with two power supplies required.

Item 2: Annual Maintenance -Service Charge for Alternate #1 Item #1

Item includes fees for annual service and maintenance of each system supplied under Item#3 above for a 5 year period. Said price shall be a fixed annual price for all expenses of ordinary maintenance and repair of the system for issues arising from normal wear and tear.

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USE OF PREMISES AND REMOVAL OF DEBRIS

The Contractor shall undertake, at his/her own expense:

1. To take every precaution against injuries to persons or damage to property. There may be children and staff present during the hours the Contractor may be working. The Contractor shall be aware at all times that additional safety considerations should be taken. Particular care shall be taken by the Contractor and all those in his/her employ that all tools, equipment, ladders, materials, etc. are not left unsupervised.
2. To store his/her apparatus, materials, equipment and supplies in such orderly fashion at the site of work as will not unduly interfere with the normal operation of the Colchester Public Schools, the progress of the Contractor's work or the work of others.
3. To clean frequently all refuse, scrap, and debris caused by his/her operations and to legally dispose of same away from the site, so that the work site is maintained in a neat, workmanlike appearance.
4. Before final payment, to remove all surplus materials and debris of any nature resulting from his/her operations and to legally dispose of same away from the site, so that the site is left in a neat, orderly, and workmanlike condition.

EXPECTATIONS of EMPLOYEE BEHAVIOR

The Contractor shall ensure from ALL EMPLOYEES engaged in the work embraced in this Contract the standards of behavior to follow. "ALL EMPLOYEES" includes the Contractor and his/her employees and all the employees of his/her subcontractors. If any person employed on the work by the Contractor, and/or subcontractor, shall violate the standards of behavior listed below, or violates a standard of behavior not specifically identified but that a reasonable person would consider a reasonable expectation of behavior, he/she shall be discharged immediately upon the request of the Colchester Public Schools and shall not again be employed on the work.

1. The Contractor shall not permit any employee to have any interaction what so ever with any student, or minor visitor, in or on school property.
2. The Contractor shall neither permit nor suffer the introduction or use of spirituous liquors or tobacco products in or on school property.
3. Narcotics or other controlled substances of any kind, unless ordered by a physician, are prohibited. If narcotics, or other controlled substances of any kind, are ordered by a physician for an employee providing work under this Contract the Contractor shall have a letter from the employee's physician stating that the employee is competent to perform his/her duties while taking said narcotics or other controlled substances of any kind.
4. The Contractor shall not permit any employee to use foul or inappropriate language in or on school property.
5. The Contractor shall ensure that all employees dress appropriately. Shirts and work shoes shall be worn at all times.

Time for Completion of Work Scope

Initial work scope shall be completed within 90 days from date of written Notice to Proceed.

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Contractor to be aware that there may be weekdays during that period they are unable to conduct work due to Holidays or Elections being conducted at the Town Hall or Schools and shall plan work and protection of work accordingly.

Basis of Award: This contract will be awarded to the *lowest responsible qualified bidder* meeting specifications or providing a proposal that at the sole discretion of the Town, meets the needs and performance criteria of the Town.

Bid Award: Once the Lowest Responsible Qualified Bidder has been identified and award of the bid is authorized, the Purchasing Agent shall prepare or cause to be prepared: (1) a purchase order to confirm the bid award or 2) when required, a contract. The Purchasing Agent will bring the recommendation forward to the Board of Selectman for approval as required by the Town Charter, State Statutes, and the Town of Colchester Purchasing policy.

Bond Requirement and Guarantee

The bidder selected to perform work under this contract is required to provide a Payment and Performance Bond in the full amount of the work awarded. Original signed and sealed copies of bonds shall be provided to the Town prior to the Notice to Proceed being issued.

1. Insurance: INSURANCE REQUIREMENTS:

The vendor shall maintain for the life of the Contract the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the State of Connecticut with a rating by AM Best of "A" or better. A certificate of insurance indicating these amounts, and listing the Town of Colchester as additional insured, must be submitted at the time of award.

A. Commercial General Liability:

Limits of Liability:-Each Occurrence - \$1,000,000 General Aggregate - 2,000,000

includes coverage for:

- 1. Products/Completed Operations.
- 2. Contractual Insurance.
- 3.. Broad Form Property Damage.
- 4. Independent Contractors.
- 5. Personal Injury.
- 6. Premises-Operations.

B. Auto Liability - Combined Single Limit \$1,000,000

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C. Owners Contractors Protective Liability (OCP) in the name of The Town of Colchester:

Each Occurrence - \$1,000,000

General Aggregate - \$1,000,000

E. Worker's Compensation - Statutory

F. The Town of Colchester shall be listed as additional insured on Commercial General Liability policies.

G. The contract of insurance shall provide for notice to the Town of cancellation of insurance policies thirty (30) days before such cancellation is to take effect.

The contractor shall defend, save harmless and indemnify the Town of Colchester, its officers, agents, employees, and assigns from any damages resulting from any challenge to the legality of the bid process or any of the documents used here, including, but not limited to, the Request for Proposals or Contract Agreements. In addition, the contractor agrees to indemnify and hold harmless the Town of Colchester and each of their respective members, employees, officers and agents from and against any claims, demands, losses, costs or liabilities for personal injury or property damage or any other loss which may result from the contractor's performance or lack of performance of the Contract. Such "losses" shall include all reasonable attorney's fees and costs incurred in the representation of the Town, or any of their respective members, officers, employees, sub-committees of the Town or agents in any suit or claim arising from the contractor's performance or lack of performance of the Contract or arising from the enforcement of this provision.

Security: A background check sheet must be completed for each employee who will be working in our facilities prior to commencement of any work. (Attachment A)
All workers must have ID's designating them as employees of the Contractor The ID's (badges) must be worn and visible at all times while on Town property.

Site Visits: There will be a mandatory Pre-Bid Meeting at 1:00 pm on October 10, 2013 at Town Hall 127 Norwich Avenue, Colchester, CT. Site Visits will be scheduled following the meeting. It shall be the responsibility of the bidder to visit the various schools and town buildings, at the time provided following the pre-bid meeting, accompanied by staff, to review conditions that may affect service or repairs. By submitting a bid the bidder acknowledges that he/she has visited the site to determine all existing conditions and cannot make claim against Town of Colchester or Colchester Public Schools for mistakes in the bid. All vendor representatives must have an ID badge with company logo and their name, to be worn / visible at all times while on Town / school property.

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Superintendent of Schools

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Damages: Successful bidder shall be held responsible for any damages to existing structures, systems, or equipment caused by vendor due to negligence. Any subsequent repair shall be done at no additional cost to the Town.

Invoicing: Contractor shall prepare invoicing for payment for completed work that has been inspected and accepted by the First Selectman or his designee, either at the completion of all work or in 30 day periods for portions of the work that has been completed, inspected and approved as above.

References: Vendor must supply three (3) references where similar work was performed within the last 3 years.

BID # 2103-19
Town of Colchester & Colchester Public Schools
Town Hall and School Security Improvements

Attachment A

Background Check Sheet

The following form must be completed for all individuals working in Town facilities and submitted prior to the commencement of work.

Please type or print in ink:

Service being performed: _____

Social Security #: _____

Name: _____
Last First MI

Current Address: _____

Current Phone #: _____

A. I have you ever been convicted of a crime? ___ Yes ___ No

B. As of this date, are criminal charges pending? ___ Yes ___ No

C. If you answered "Yes" to either of the above questions, please explain. (Conviction of a crime is not an absolute bar to working in our schools. Rather, the Board will consider the following factors: (a) nature of the crime and its relationship to the job in question; (b) information concerning rehabilitation; and (c) the amount of time elapsed since the conviction or release from custody.)

Signature

Date

Bid # 2013-19

Request for Proposals
Town Hall and School Security Improvements
Addendum #1

Date 10/15/2013

- 1) **The Bid due date for submittal shall be extended two weeks such that the Bids shall be due on or before November 1, 2013 on or before 2:00 P.M. Bids shall be addressed to 1st Selectman, Gregg Schuster, 127 Norwich Avenue, Suite 201, Colchester, Connecticut. 06415. Bids shall be submitted in a sealed envelope clearly marked, "Town Hall and School Security Improvements" Bid opening shall take place at the Colchester Town Hall, Office of the 1st Selectman, 127 Norwich Avenue, Suite 201, Colchester, CT. 06415 at 2:00 P.M. November 1, 2013.**
- 2) **The Town of Colchester shall coordinate and pay for necessary relay connections for the Fire Alarm activation/disengagement required to meet Building Code requirements.**
- 3) **On existing double door entrances, only one door must be made accessible to the Electronic Card Access system. The others may remain as mechanical ingress and egress systems.**

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- | | | |
|----|---|---|
| 5 | Bacon Academy: DEDUCT from Item #3 Above for Elimination of Installation of Card Reader at Door #3: | <u>\$5,250</u> |
| 6 | William J. Johnston Middle School: Expandable 4 Door Card Access System Inclusive of Card Access Reader Installed at Four Door Locations #1 - #4.
Lump Sum Complete, Installed: | <u>\$6,750</u> |
| 7 | William J. Johnston Middle School: DEDUCT from Item #6 Above for Elimination of Card Reader at Door #4: | <u>\$5,250</u> |
| 8 | William J. Johnston Middle School: DEDUCT from Item #6 Above for Elimination of Card Reader at Door #3: | <u>\$5,250</u> |
| 9 | Jack Jackter Intermediate School: Expandable 4 Door Card Access System Inclusive of Card Access Reader Installed at Four Door Locations #1 - #4.
Lump Sum Complete, Installed: | <u>\$5,850</u> |
| 10 | Jack Jackter Intermediate School: DEDUCT for Elimination of Card Reader at Door #4: | <u>\$4,350</u> |
| 11 | Jack Jackter Intermediate School: DEDUCT for Elimination of Card Reader at Door #3: | <u>\$4,350</u> |
| 12 | Colchester Elementary School: Expandable 4 Door Card Access System Inclusive of Card Access Reader Installed at Four Door Locations #1 - #4.
Lump Sum Complete, Installed: | <u>\$3,650</u> |
| 13 | Colchester Elementary School: DEDUCT for Elimination of Card Reader at Door #4: | <u>\$3,275</u> |
| 14 | Colchester Elementary School: DEDUCT for Elimination of Card Reader at Door #3: | <u>\$3,275</u> |
| 15 | Annual Maintenance - Service Charge PER LOCATION for Expandable 4 Door Card Access System Inclusive of Card Access Readers at Four (4) Door Locations. (Reference Items 1, 3, 6, 9 & 12 Above.)
Annual Fee: | <u>(\$4,300 For 4 sites) (\$1,075 for 1 site)</u> |

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- 16 Annual Maintenance - Service Charge **DEDUCT** from
 Item #15 Above for Each Door Card Access Reader
 Location Eliminated: \$3500 _____

- 17 Annual Maintenance - Service Charge for Town Hall
 Closed Circuit Television Camera System.
 (Reference Item #2 Above.)
 Annual Fee: \$700 _____

Alternate #1

- 1 Cragin Library: Closed Circuit Television
 Camera System Lump Sum Complete Installed: ~~\$3,790~~ 5,560 12/1/13

- 2 Annual Maintenance - Service Charge for Cragin Library
 Closed Circuit Television Camera System.
 (Reference Alternate #1 Item #1 Above.) Annual Fee: \$400 _____

Associated Security
Bret Andersen
 Bidders Name (print)
 Bidders Address: 16 Pitkin St, East Haddam Ct
860-529-9674
 Bidders Phone
[Signature]
 Authorized Signature
860-291-3156
 Bidders FAX



ASSOCIATED SECURITY CORPORATION

"Security is our Middle Name"®

CT Lic. #105962

16 Pitkin Street • East Hartford, CT 06108
(860) 528-9674 (24 hour) • (860) 291-8156 Fax
www.associatedsecuritycorp.com

December 11, 2013

Colechester Town Hall
127 Norwich Ave
Colchester CT

We appreciate the opportunity to propose IP camera systems for your facilities. Based on our discussions along with my inspection of your premises we recommend the following system.

Colchester Town Hall

Associated Security will install 13 Hikvision IP cameras and a network video recorder.

Equipment Provided:

13 ds2cd2112-I IP domes
1 Hikvision NVR (9 TB)
17" monitor
2 Altronix power supplies
Installation, Wire, Labor, Etc.

Total: \$9,255.00

Colchester Craigin Library

Associated Security will install 4 Hikvision IP cameras and a network video recorder.

Equipment Provided:

4 ds2cd2112-I IP domes
1 Hikvision NVR (4 TB)
17" monitor
2 Altronix power supplies
Installation, Wire, Labor, Etc.

Total: \$5,560.00

Please contact me for a contract if you would like to go ahead with the proposal.

Bret E. Andersen
Assistant Vice President
Associated Security Corporation

Office 860-291-8111 ext. 14
Cell 860-309-0463
E-mail bret@associatedsecuritycorp.com

Bid Tabulation Form

Town Hall Snd School Security Systems Breakdown

Bid 2013-19

Town Hall and School Systems

Item	Description	Vendor			Associ
		Advanced Alarm Systems	FASD	Barnum Engr. Systems	
1	Town Hall Expand. 4 Door Access				
	Main	\$7,572	\$9,154	\$12,850	
2	Town Hall CCTV				
	Main	\$9,810.00	\$11,454	\$8,785	6
3	Bacon Academy Expand. 4 Door Access				
	4 Doors Chosen	\$5,703	\$12,988	\$11,221.00	
4 & 5	Deduct per door removed.	\$625	\$1,157	\$2,391	
6	WJJMS				
	4 Doors Chosen	\$5,703	\$9,651	\$11,221.00	
7 & 8	Deduct per door removed.	\$625	\$954	\$2,391	
9	JJIS				
	4 Doors Chosen	\$5,703	\$10,486	\$10,527.00	
10 & 11	Deduct per door removed.	\$625	\$1,054	\$2,283.00	
12	Colchester Elementary School				
	4 Doors Chosen	\$5,703	\$10,267	\$11,221.00	
13 & 14	Deduct per door removed.	\$625	\$1,033	\$2,391.00	
15	Annual Maintenance Charge per Location				
	4 Door Access System	\$7,500	\$680	\$1,277.00	
	5 Locations Total Annual Cost	\$37,500	\$3,400	\$6,385	
17	Annual Maintenance Charge per Location				
	Town Hall CCTV	\$3,900	\$915	\$894.00	
	Total Install	\$40,194	\$64,000	\$65,825	
	Total Maintenance Annual	\$41,400	\$4,315	\$7,279	
Alternative #1					
Cragin Library					
1	CCTV System	\$3,905	\$6,090	\$5,420	3
Annual Maintenance Charge					
2	Cragin CCTV	\$1,200	\$560	\$488	
	Total Install	\$3,905	\$6,090	\$5,420	
	Total Maintenance	\$1,200	\$560	\$488	

Total

Notes

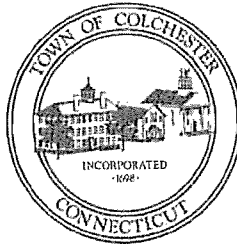
Maint Excl Acts of God,
Electrical Strikes etc. Will
add wiring for 1 extra door
at N/C

If server is needed add
\$3932 to Item #1

Security Corp.	Statnley Security Solutions	Security 101
76	\$22,730	\$30,578
55 IP	\$12,412	\$21,207
10	\$14,851	\$31,354
10	2,390	\$3,419
10	\$14,851	\$26,155
10	\$2,390	\$3,419
10	\$12,648	\$26,155
10	2,390	\$3,419
10	\$11,651	\$24,535
5	\$1,740	\$3,419
us	various	\$5,020
75	\$7,896	\$25,100
0	\$1,344	\$4,420
76	\$89,143	\$159,984
75	\$9,240	\$29,520
60 IP	\$9,439	\$15,758
0	\$1,020	\$3,320
0	\$9,439	\$15,758
0	\$1,020	\$3,320
366 w/Alt.		

Add \$750 per location for 100 cards - many customer "to provide"s.

Install Reg. Hours only, no repisir to walls etc, many by owners, Data Entry,Badge printing, etc



**N. Maggie Cosgrove
Chief Financial Officer
Finance Department**

Date: January 30, 2014

To: Board of Selectmen

From: N. Maggie Cosgrove, CFO

Subject: National Insurance Services – Insurance Trust Joinder Agreement
for Long-Term Disability Insurance

Background

National Insurance Services is the carrier for the Town and Board of Education Long-Term Disability Insurance plans. The Insurance Trust Joinder Agreement has been revised to reflect current eligibility requirements based on negotiated probationary periods.

Both agreements have been reviewed by representatives of the Lockton Companies, the Town's employee benefits consultants.

Recommendation

Authorize the First Selectman to sign the Insurance Trust Joinder Agreement with National Insurance Services.

NATIONAL INSURANCE SERVICES OF WISCONSIN
INSURANCE TRUST JOINDER AGREEMENT
FOR
LONG-TERM DISABILITY INSURANCE

The undersigned Group and the Administrator of the National Insurance Services of Wisconsin Insurance Trust (the "Trust") agree that the following choice of Plan and Options shall constitute its Program as an Employer.

The Plan is as follows:

Section I

1. Employer	Town of Colchester & Colchester Board of Education
2. Carrier Number (Employer's Group Number)	1183
3. Eligible Class	01-Superintendent
4. Original Plan Effective Date	July 1, 2005
5. Revised Effective Date	April 1, 2013
6. Premium Rate (Monthly)	.305 % of covered payroll
7. Next Plan Renewal Date	July 1, 2014
8. Maximum Annual Covered Salary	\$120,000
9. Maximum Monthly Benefit	\$6,000
Rate Change Notification	60 Days (Standard)
Subrogation	Applies per Endorsement No. 3
Effective Date of Insurance - Employees	Per Policy
Employer Contribution	100% Employer Paid
Min. Hour Requirement for Active Service	30 hours per week
Continuity of Coverage	Per Policy
Elimination Period	Greater of 90 Consecutive Calendar Days or End of Sick Leave
Definition of Disability	Five year regular occupation (See Section II)
Maximum Benefit Period	See Section II
Benefit Percent	60% of Basic Earnings
Minimum Monthly Benefit	Greater of \$100 or 10% of Gross Mo. Benefit
Termination of Employee's Insurance	See Section II
Probationary Period	None
Minimum Participation	100%
Cumulative Elimination Period	See Section II
Claim Payment Method/Basic Earnings	Option B (Monthly)/Per Policy (Base Wage Only)
Coordination With Other Income Benefits	Full Family/General Freeze (See Section II)
Recurrent Disability	Per Policy
Rehabilitation	Per Policy
Partial/Residual Disability	Applies per Endorsement No.7
Maternity Coverage	Same As Any Sickness
Pre-Existing Condition Exclusion	Applies per item B. of the Policy
Mental Illness Limitation	See Section II
Right of Recovery	Applies

1. Employer	Town of Colchester & Colchester Board of Education
2. Carrier Number (Employer's Group Number)	1183
3. Eligible Class	02-Principals, Vice Principals, Curriculum Director, Director of Pupil Services, and Business Manager
4. Original Plan Effective Date	July 1, 2005
5. Revised Effective Date	April 1, 2013
6. Premium Rate (Monthly)	.305 % of covered payroll
7. Next Plan Renewal Date	July 1, 2014
8. Maximum Annual Covered Salary	\$120,000
9. Maximum Monthly Benefit	\$6,000

Rate Change Notification	60 Days (Standard)
Subrogation	Applies per Endorsement No. 3
Effective Date of Insurance - Employees	Per Policy
Employer Contribution	100% Employer Paid
Min. Hour Requirement for Active Service	30 hours per week
Continuity of Coverage	Per Policy
Elimination Period	Greater of 90 Consecutive Calendar Days or End of Sick Leave
Definition of Disability	Five year regular occupation (See Section II)
Maximum Benefit Period	See Section II
Benefit Percent	60% of Basic Earnings
Minimum Monthly Benefit	Greater of \$100 or 10% of Gross Mo. Benefit
Termination of Employee's Insurance	See Section II
Probationary Period	None

Minimum Participation	100%
Cumulative Elimination Period	See Section II
Claim Payment Method/Basic Earnings	Option B (Monthly)/Per Policy (Base Wage Only)
Coordination With Other Income Benefits	Full Family/General Freeze (See Section II)
Recurrent Disability	Per Policy
Rehabilitation	Per Policy
Partial/Residual Disability	Applies per Endorsement No.7
Maternity Coverage	Same As Any Sickness
Pre-Existing Condition Exclusion	Applies per item B. of the Policy
Mental Illness Limitation	See Section II
Right of Recovery	Applies

1. Employer	Town of Colchester & Colchester Board of Education
2. Carrier Number (Employer's Group Number)	1183
3. Eligible Class	03-Support Services and Director of Maintenance
4. Original Plan Effective Date	July 1, 2005
5. Revised Effective Date	April 1, 2013
6. Premium Rate (Monthly)	.305 % of covered payroll
7. Next Plan Renewal Date	July 1, 2014
8. Maximum Annual Covered Salary	\$80,000
9. Maximum Monthly Benefit	\$4,000

Subrogation	Applies per Endorsement No. 3
Rate Change Notification	60 Days (Standard)
Effective Date of Insurance - Employees	Per Policy
Employer Contribution	100% Employer Paid
Min. Hour Requirement for Active Service	30 hours per week
Continuity of Coverage	Per Policy
Elimination Period	Greater of 90 Consecutive Calendar Days or End of Sick Leave
Definition of Disability	Five year regular occupation (See Section II)
Maximum Benefit Period	See Section II
Benefit Percent	60% of Basic Earnings
Minimum Monthly Benefit	Greater of \$100 or 10% of Gross Mo. Benefit
Termination of Employee's Insurance	See Section II
Probationary Period	None

Minimum Participation	100%
Cumulative Elimination Period	See Section II
Claim Payment Method/Basic Earnings	Option B (Monthly)/Per Policy (Base Wage Only)
Coordination With Other Income Benefits	Full Family/General Freeze (See Section II)
Recurrent Disability	Per Policy
Rehabilitation	Per Policy
Partial/Residual Disability	Applies per Endorsement No.7
Maternity Coverage	Same As Any Sickness
Pre-Existing Condition Exclusion	Applies per item B. of the Policy
Mental Illness Limitation	See Section II
Right of Recovery	Applies

1. Employer	Town of Colchester & Colchester Board of Education
2. Carrier Number (Employer's Group Number)	1183
3. Eligible Class	04-Town Non-Union Employees
4. Original Plan Effective Date	July 1, 2005
5. Revised Effective Date	April 1, 2013
6. Premium Rate (Monthly)	.305 % of covered payroll
7. Next Plan Renewal Date	July 1, 2014
8. Maximum Annual Covered Salary	\$40,000
9. Maximum Monthly Benefit	\$2,000

Subrogation	Applies per Endorsement No. 3
Rate Change Notification	60 Days (Standard)
Effective Date of Insurance - Employees	Per Policy
Employer Contribution	100% Employer Paid
Min. Hour Requirement for Active Service	30 hours per week
Continuity of Coverage	Per Policy
Elimination Period	Greater of 90 Consecutive Calendar Days or End of Sick Leave
Definition of Disability	Two year regular occupation (per Policy)
Maximum Benefit Period	See Section II
Benefit Percent	60% of Basic Earnings
Minimum Monthly Benefit	Greater of \$100 or 10% of Gross Mo. Benefit
Termination of Employee's Insurance	See Section II
Probationary Period	None

Minimum Participation	100%
Cumulative Elimination Period	See Section II
Claim Payment Method/Basic Earnings	Option B (Monthly)/Per Policy (Base Wage Only)
Coordination With Other Income Benefits	Full Family/General Freeze (See Section II)
Recurrent Disability	Per Policy
Rehabilitation	Per Policy
Partial/Residual Disability	Applies per Endorsement No.7
Maternity Coverage	Same As Any Sickness
Pre-Existing Condition Exclusion	Applies per item B. of the Policy
Mental Illness Limitation	See Section II
Right of Recovery	Applies

1. Employer	Town of Colchester & Colchester Board of Education
2. Carrier Number (Employer's Group Number)	1183
3. Eligible Class	05-Chief Financial Officer and Director of Facilities & Operations
4. Original Plan Effective Date	July 1, 2005
5. Revised Effective Date	April 1, 2013
6. Premium Rate (Monthly)	.305 % of covered payroll
7. Next Plan Renewal Date	July 1, 2014
8. Maximum Annual Covered Salary	\$120,000
9. Maximum Monthly Benefit	\$6,000

Subrogation	Applies per Endorsement No. 3
Rate Change Notification	60 Days (Standard)
Effective Date of Insurance - Employees	Per Policy
Employer Contribution	100% Employer Paid
Min. Hour Requirement for Active Service	30 hours per week
Continuity of Coverage	Per Policy
Elimination Period	Greater of 90 Consecutive Calendar Days or End of Sick Leave
Definition of Disability	Five year regular occupation (See Section II)
Maximum Benefit Period	See Section II
Benefit Percent	60% of Basic Earnings
Minimum Monthly Benefit	Greater of \$100 or 10% of Gross Mo. Benefit
Termination of Employee's Insurance	See Section II
Probationary Period	None

Minimum Participation	100%
Cumulative Elimination Period	See Section II
Claim Payment Method/Basic Earnings	Option B (Monthly)/Per Policy (Base Wage Only)
Coordination With Other Income Benefits	Full Family/General Freeze (See Section II)
Recurrent Disability	Per Policy
Rehabilitation	Per Policy
Partial/Residual Disability	Applies per Endorsement No.7
Maternity Coverage	Same As Any Sickness
Pre-Existing Condition Exclusion	Applies per item B. of the Policy
Mental Illness Limitation	See Section II
Right of Recovery	Applies

1. Employer	Town of Colchester & Colchester Board of Education
2. Carrier Number (Employer's Group Number)	1183
3. Eligible Class	06-Town Administrators
4. Original Plan Effective Date	July 1, 2005
5. Class Effective Date	April 1, 2013
6. Premium Rate (Monthly)	.305 % of covered payroll
7. Next Plan Renewal Date	July 1, 2014
8. Maximum Annual Covered Salary	\$40,000
9. Maximum Monthly Benefit	\$2,000

Subrogation	Applies per Endorsement No. 3
Rate Change Notification	60 Days (Standard)
Effective Date of Insurance - Employees	See Section II
Employer Contribution	100% Employer Paid
Min. Hour Requirement for Active Service	30 hours per week
Continuity of Coverage	Per Policy
Elimination Period	Greater of 90 Consecutive Calendar Days or End of Sick Leave
Definition of Disability	Two year regular occupation (per Policy)
Maximum Benefit Period	See Section II
Benefit Percent	60% of Basic Earnings
Minimum Monthly Benefit	Greater of \$100 or 10% of Gross Mo. Benefit
Termination of Employee's Insurance	See Section II
Probationary Period	90 Days

Minimum Participation	100%
Cumulative Elimination Period	See Section II
Claim Payment Method/Basic Earnings	Option B (Monthly)/Per Policy (Base Wage Only)
Coordination With Other Income Benefits	Full Family/General Freeze (See Section II)
Recurrent Disability	Per Policy
Rehabilitation	Per Policy
Partial/Residual Disability	Applies per Endorsement No.7
Maternity Coverage	Same As Any Sickness
Pre-Existing Condition Exclusion	Applies per item B. of the Policy
Mental Illness Limitation	See Section II
Right of Recovery	Applies

1. Employer	Town of Colchester & Colchester Board of Education
2. Carrier Number (Employer's Group Number)	1183
3. Eligible Class	07-Town Clerks
4. Original Plan Effective Date	July 1, 2005
5. Class Effective Date	April 1, 2013
6. Premium Rate (Monthly)	.305 % of covered payroll
7. Next Plan Renewal Date	July 1, 2014
8. Maximum Annual Covered Salary	\$40,000
9. Maximum Monthly Benefit	\$2,000
Subrogation	Applies per Endorsement No. 3
Rate Change Notification	60 Days (Standard)
Effective Date of Insurance - Employees	See Section II
Employer Contribution	100% Employer Paid
Min. Hour Requirement for Active Service	30 hours per week
Continuity of Coverage	Per Policy
Elimination Period	Greater of 90 Consecutive Calendar Days or End of Sick Leave
Definition of Disability	Two year regular occupation (per Policy)
Maximum Benefit Period	See Section II
Benefit Percent	60% of Basic Earnings
Minimum Monthly Benefit	Greater of \$100 or 10% of Gross Mo. Benefit
Termination of Employee's Insurance	See Section II
Probationary Period	90 Days
Minimum Participation	100%
Cumulative Elimination Period	See Section II
Claim Payment Method/Basic Earnings	Option B (Monthly)/Per Policy (Base Wage Only)
Coordination With Other Income Benefits	Full Family/General Freeze (See Section II)
Recurrent Disability	Per Policy
Rehabilitation	Per Policy
Partial/Residual Disability	Applies per Endorsement No.7
Maternity Coverage	Same As Any Sickness
Pre-Existing Condition Exclusion	Applies per item B. of the Policy
Mental Illness Limitation	See Section II
Right of Recovery	Applies

1. Employer	Town of Colchester & Colchester Board of Education
2. Carrier Number (Employer's Group Number)	1183
3. Eligible Class	08- Fire Employees
4. Original Plan Effective Date	July 1, 2005
5. Class Effective Date	April 1, 2013
6. Premium Rate (Monthly)	.305 % of covered payroll
7. Next Plan Renewal Date	July 1, 2014
8. Maximum Annual Covered Salary	\$40,000
9. Maximum Monthly Benefit	\$2,000

Subrogation	Applies per Endorsement No. 3
Rate Change Notification	60 Days (Standard)
Effective Date of Insurance - Employees	See Section II
Employer Contribution	100% Employer Paid
Min. Hour Requirement for Active Service	30 hours per week
Continuity of Coverage	Per Policy
Elimination Period	Greater of 90 Consecutive Calendar Days or End of Sick Leave
Definition of Disability	Two year regular occupation (per Policy)
Maximum Benefit Period	See Section II
Benefit Percent	60% of Basic Earnings
Minimum Monthly Benefit	Greater of \$100 or 10% of Gross Mo. Benefit
Termination of Employee's Insurance	See Section II
Probationary Period	90 Days

Minimum Participation	100%
Cumulative Elimination Period	See Section II
Claim Payment Method/Basic Earnings	Option B (Monthly)/Per Policy (Base Wage Only)
Coordination With Other Income Benefits	Full Family/General Freeze (See Section II)
Recurrent Disability	Per Policy
Rehabilitation	Per Policy
Partial/Residual Disability	Applies per Endorsement No.7
Maternity Coverage	Same As Any Sickness
Pre-Existing Condition Exclusion	Applies per item B. of the Policy
Mental Illness Limitation	See Section II
Right of Recovery	Applies

1. Employer	Town of Colchester & Colchester Board of Education
2. Carrier Number (Employer's Group Number)	1183
3. Eligible Class	09- Highway Employees
4. Original Plan Effective Date	July 1, 2005
5. Class Effective Date	April 1, 2013
6. Premium Rate (Monthly)	.305 % of covered payroll
7. Next Plan Renewal Date	July 1, 2014
8. Maximum Annual Covered Salary	\$40,000
9. Maximum Monthly Benefit	\$2,000

Subrogation	Applies per Endorsement No. 3
Rate Change Notification	60 Days (Standard)
Effective Date of Insurance - Employees	See Section II
Employer Contribution	100% Employer Paid
Min. Hour Requirement for Active Service	30 hours per week
Continuity of Coverage	Per Policy
Elimination Period	Greater of 90 Consecutive Calendar Days or End of Sick Leave
Definition of Disability	Two year regular occupation (per Policy)
Maximum Benefit Period	See Section II
Benefit Percent	60% of Basic Earnings
Minimum Monthly Benefit	Greater of \$100 or 10% of Gross Mo. Benefit
Termination of Employee's Insurance	See Section II
Probationary Period	90 Days

Minimum Participation	100%
Cumulative Elimination Period	See Section II
Claim Payment Method/Basic Earnings	Option B (Monthly)/Per Policy (Base Wage Only)
Coordination With Other Income Benefits	Full Family/General Freeze (See Section II)
Recurrent Disability	Per Policy
Rehabilitation	Per Policy
Partial/Residual Disability	Applies per Endorsement No.7
Maternity Coverage	Same As Any Sickness
Pre-Existing Condition Exclusion	Applies per item B. of the Policy
Mental Illness Limitation	See Section II
Right of Recovery	Applies

1. Employer	Town of Colchester & Colchester Board of Education
2. Carrier Number (Employer's Group Number)	1183
3. Eligible Class	10- Town Library Employees
4. Original Plan Effective Date	July 1, 2005
5. Class Effective Date	April 1, 2013
6. Premium Rate (Monthly)	.305 % of covered payroll
7. Next Plan Renewal Date	July 1, 2014
8. Maximum Annual Covered Salary	\$40,000
9. Maximum Monthly Benefit	\$2,000

Subrogation	Applies per Endorsement No. 3
Rate Change Notification	60 Days (Standard)
Effective Date of Insurance - Employees	See Section II
Employer Contribution	100% Employer Paid
Min. Hour Requirement for Active Service	30 hours per week
Continuity of Coverage	Per Policy
Elimination Period	Greater of 90 Consecutive Calendar Days or End of Sick Leave
Definition of Disability	Two year regular occupation (per Policy)
Maximum Benefit Period	See Section II
Benefit Percent	60% of Basic Earnings
Minimum Monthly Benefit	Greater of \$100 or 10% of Gross Mo. Benefit
Termination of Employee's Insurance	See Section II
Probationary Period	90 Days

Minimum Participation	100%
Cumulative Elimination Period	See Section II
Claim Payment Method/Basic Earnings	Option B (Monthly)/Per Policy (Base Wage Only)
Coordination With Other Income Benefits	Full Family/General Freeze (See Section II)
Recurrent Disability	Per Policy
Rehabilitation	Per Policy
Partial/Residual Disability	Applies per Endorsement No.7
Maternity Coverage	Same As Any Sickness
Pre-Existing Condition Exclusion	Applies per item B. of the Policy
Mental Illness Limitation	See Section II
Right of Recovery	Applies

1. Employer	Town of Colchester & Colchester Board of Education
2. Carrier Number (Employer's Group Number)	1183
3. Eligible Class	11- Police Employees
4. Original Plan Effective Date	July 1, 2005
5. Class Effective Date	April 1, 2013
6. Premium Rate (Monthly)	.305 % of covered payroll
7. Next Plan Renewal Date	July 1, 2014
8. Maximum Annual Covered Salary	\$40,000
9. Maximum Monthly Benefit	\$2,000

Subrogation	Applies per Endorsement No. 3
Rate Change Notification	60 Days (Standard)
Effective Date of Insurance - Employees	See Section II
Employer Contribution	100% Employer Paid
Min. Hour Requirement for Active Service	30 hours per week
Continuity of Coverage	Per Policy
Elimination Period	Greater of 90 Consecutive Calendar Days or End of Sick Leave
Definition of Disability	Two year regular occupation (per Policy)
Maximum Benefit Period	See Section II
Benefit Percent	60% of Basic Earnings
Minimum Monthly Benefit	Greater of \$100 or 10% of Gross Mo. Benefit
Termination of Employee's Insurance	See Section II
Probationary Period	90 Days

Minimum Participation	100%
Cumulative Elimination Period	See Section II
Claim Payment Method/Basic Earnings	Option B (Monthly)/Per Policy (Base Wage Only)
Coordination With Other Income Benefits	Full Family/General Freeze (See Section II)
Recurrent Disability	Per Policy
Rehabilitation	Per Policy
Partial/Residual Disability	Applies per Endorsement No.7
Maternity Coverage	Same As Any Sickness
Pre-Existing Condition Exclusion	Applies per item B. of the Policy
Mental Illness Limitation	See Section II
Right of Recovery	Applies

Section II

Definition of Total Disability:

Under 'PART I – DEFINITIONS' of the Policy, under item '(2)' of the definition of "Total Disability" and "totally disabled" the following is hereby added:

'(2) after benefits have been paid for 60 months, the Insured cannot perform each of the substantial and material duties of any gainful occupation for which he or she is reasonably fitted by training, education or experience; and'

Applicable to class(es): 01, 02, 03, 05

Maximum Benefit Period:

<u>Age at Disablement</u>	<u>Duration of Benefits</u>
59 or younger	To Age 65, but not less than 5 years
60	5 years
61	4 years
62	3 ½ years
63	3 years
64	2 ½ years
65	2 years
66	1 ¾ years
67	1 ½ years
68	1 ¼ years
69 and over	1 year

Effective Date of Insurance – Employees:

Under 'PART II – ELIGIBILITY AND EFFECTIVE DATES', under subsection 'B. ELIGIBILITY DATE', item '(2)' is deleted and replaced with:

'(2) the first of the month after the Employee completes the Probationary Period.'

Applicable to class(es): 06, 07, 08, 09, 10, 11

Cumulative Elimination Period:

Under 'PART III – BENEFITS' of the Policy, item 'H. CUMULATIVE ELIMINATION PERIOD' is hereby deleted in its entirety and replaced with:

'If an Insured has been totally disabled for at least 30 calendar days in a row, then returns to active work and again becomes totally disabled from the same or a related cause while the Policy is in force, the elimination period will be affected as follows:

- If the Insured's return to active work is for a total of 7 work days or less, we will count the elimination period from the first day of the original period of total disability. The elimination period will NOT be increased by the number of days of return to active work.
- If the Insured's return to active work is for a total of at least 8 work days but not more than a total of 30 calendar days, we will count the elimination period from the first day of the original period of total disability. The elimination period WILL be increased by the number of days of return to active work.
- If the Insured's return to active work is for a total of 31 or more calendar days, the elimination period will start over and apply to the new period of total disability.

Any part of a calendar day on which there has been a return to active work shall count as a whole day. Fractions of days shall not be added together for credit under this provision.'

Coordination With Other Income Benefits:

In the Policy, under 'PART III - BENEFITS', under section 'C. OTHER INCOME BENEFITS', the following sentence is hereby deleted:

'After the first deduction for Social Security benefits, the monthly benefit will not be further reduced due to any cost of living increase payable under Social Security.'

and replaced with:

'We will not count as other specified income any automatic other general cost of living increases in the amounts of benefits payable by any of the sources described within the section entitled "Other Income Benefits" which occur after monthly benefits begin.'

Mental Illness Limitation:

Option A (Standard) applies. Furthermore, the definition of "Mental or emotional illness" found in the Policy is hereby deleted in its entirety and replaced with:

' "Mental or emotional illness" means any neurosis, psychoneurosis, psychopathy, psychosis and all other mental or emotional illness of any type including, but not limited to, substance abuse or addiction and the use of any hallucinogen. "Substance abuse" includes alcoholism and the taking of a prescription or controlled drug in a manner not prescribed or recommended by a physician.'

Termination of Employee's Insurance:

Under 'SECTION V – TERMINATION PROVISIONS', under 'A. TERMINATION OF EMPLOYEE'S INSURANCE', under '(6)', item '(e)' is hereby added as follows:

'(e) Insured Employees are eligible to continue their insurance due to the following leaves:

- i. an eligible employee may continue his or her insurance due to a Leave of Absence or due to a temporary Lay-off until the end of the month following the month in which the leave commenced.'

Joinder Agreement

The undersigned Group adopts and agrees to be bound by the terms and conditions of the National Insurance Services of Wisconsin Insurance Trust Agreement, as amended from time to time (the "Trust Agreement"), and the insurance agreements covering its employees. The Group understands that the Trust is a vehicle for obtaining insurance to provide benefits under one or more of the Group's employee benefit programs. In this regard, the Group joins together with other groups under the Trust as a single policyholder in the purchase and maintenance of group insurance policies. The Trust's Administrator shall provide the Group with the information involving the insurance policies which is necessary for the Group to comply with applicable state and federal reporting requirements which relate to this group insurance. The Group agrees to be bound by actions taken pursuant to the powers granted under the Trust Agreement or the affected insurance policy.

This agreement can be terminated by either party upon 60 days written notice or for non-payment of required premium.

The signature by the Administrator of the Trust constitutes acceptance of the undersigned Group as an Employer under the Trust.

Signed into effect this _____ day of _____, 20_____.

Signature of Authorized Employee of Employer

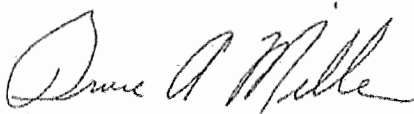
Printed Name & Title of Authorized Employee

Signature of Authorized Employee of Employer

Printed Name & Title of Authorized Employee

Administrator:
National Insurance Services of Wisconsin, Inc.

By:



Bruce A. Miller, President

This Program is underwritten by Madison National Life Insurance Company.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

MEMORANDUM

To: Board of Selectmen

cc:

From: Gregg Schuster, First Selectman *gs*

Date: 2/3/14

Re: Blight Ordinance Task Force Charge

The board should present a charge to the Blight Ordinance Task Force. A draft charge for the board to consider is:

The Blight Ordinance Task Force is charged with:

1. Reviewing the impact of blight on Colchester
2. Reviewing the results of the state task force on blight
3. Reviewing any legislation passed by the general Assembly subsequent to the state task force's report
4. Recommending to the board if Colchester should have a blight ordinance, and if so, the language of such ordinance

WJJMS Building Committee Scope

Purpose

The purpose of this document is to provide a high level statement of scope for the building committee to follow. This should be used as a guide in developing a proposal for the WJJMS project.

Statement of Scope

The building committee shall develop a proposal for a project with input from the public, Board of Education, Board of Selectmen, and Board of Finance. Said project shall include:

1. A building or buildings that will provide for a Middle School (Grades 6-8) as deemed appropriate by the Board of Education and in accordance the adopted educational specifications.

Said project may include:

1. Recreational fields
2. Other incidental general use space such as storage

Said project shall not include:

1. A senior center
2. A youth center
3. A community center
4. Any other town department

Said project shall be accomplished through any, or a combination of, the following methods:

1. Construction of new spaces
2. Renovation of existing spaces
3. Demolition of existing spaces

Adopted by Board of Selectmen on xx/xx/2014

Adopted by Board of Education on xx/xx/2014

Town of Colchester Interoffice Memorandum

To: Gregg Schuster, First Selectman
From: James Paggioli, L.S., Director of Public Works 
CC:
Date: February 2, 2014
Re: Award Recommendation RFP 2013- 22 Professional & Technical Services Small Cities CDBG Application Assistance

I have reviewed the submitted responses for the Professional & Technical Services Small Cities CDBG Application Assistance RFP #2013-22. There was 1 response to the request. The sole response was from L. Wagner and Associates. The proposal included a lump sum per accepted project application and per diem charge for additional services if required by the Town for project administration and paperwork processing requirements. The lump sum price proposal is \$3,000 per accepted application.

Due to the specific nature of the grant application process, and the significant successful application funding grant history that L. Wagner & Associates has accomplished, I recommend that the Professional & Technical Services Small Cities CDBG Application Assistance RFP #2013-22 be awarded to L. Wagner and Associates..

Proposed Motion: That the Board of Selectmen; due to the specific nature of the grant application process, and the significant successful application funding grant history that L. Wagner & Associates has accomplished, enter into a contract with L. Wagner & Associates for the Professional & Technical Services Small Cities CDBG Application Assistance as outlined in RFP #2013-22 and to hereby authorize the First Selectman deliver said agreement and necessary documents required.

Bid # 2013-22

Request for Proposals
Professional & Technical Services for
2014 Small Cities Community Development Program
Application

BID # 2013-22

Bids shall be addressed to First Selectman, Gregg Schuster, 127 Norwich Avenue, Suite 201, Colchester, Connecticut. 06415 on or before **2:00 P.M. December 30 , 2013.**

Three copies of the proposal shall be submitted in a sealed envelope clearly marked, "Professional & Technical Services for 2014 Small Cities Community Development Program Application". Bid opening shall take place at the Colchester Town Hall, Office of the 1st Selectman, 127 Norwich Avenue, Suite 201, Colchester, CT. 06415 at **2:00 P.M. December 30 , 2013.**

Any questions concerning this bid may be answered by contacting James Paggioli, L.S., Town of Colchester Director of Public Works, at (860) 537-7288. Questions shall be submitted in writing and may be e-mailed to: publicworks@colchesterct.gov. All questions shall be submitted by December 23, 2013.

No right shall accrue to any person submitting a bid until such bids have been accepted and contract awarded in writing by the duly authorized representative of the Town of Colchester. The Town of Colchester reserves the right to reject any and all bids and to accept the lowest qualified responsible bidder, and to waive any informalities, omissions, excess verbiage, or technical defects in the Bidding, if, in the opinion of the Town of Colchester, it would be in their best interest to do so.

RFP #2013 -22
REQUEST FOR PROPOSALS

Purpose

The Town of Colchester requests proposals from qualified firms or individuals for professional and technical services required to prepare a 2014 Small Cities Community Development Program Application and provide administrative and technical support to implement activities including program income during the contract period, if approved. This RFP may include selection for other Federal/State funding programs such as STEAP, Section 108, USDA, or other grant opportunities, at the sole discretion of the Town of Colchester, that may be used to meet local community development and housing needs.

Scope of Services

The selected contractor will be responsible for all phases of general program administration and compliance, under the Town's direct supervision for approved projects, excluding funds disbursement, which will include specific project administrative activities as Section 3, Fair Housing and Equal Opportunity, Davis-Bacon compliance, housing rehabilitation design and delivery if approved, etc.

All Application development and submission and Citizen Participation activities necessary for the specific project submission, must be included in the proposal. At the present time the Town is anticipating an application to the 2014 Small Cities Community Development Program, however a specific project has not been determined.

Specific architectural and engineering services required for project activities are not being requested as part of this request for proposals.

Evaluation Criteria

Selection will be based upon the following criteria:

- amount of Small Cities projects that have previously been awarded and completed by the contractors;
- Experience of staff assigned to the Town's application/project;
- Cost;
- and any other factors deemed to be in the Town's best interest.

Submission of Proposals

Proposals must be signed by an authorized member of the firm, and the name, address, and telephone number of a representative qualified to answer questions during the review process must be included.

Three copies of the proposal shall be submitted in a sealed envelope clearly marked, "Professional & Technical Services for 2014 Small Cities Community Development Program Application".

Proposals shall be addressed to:

Gregg Schuster
First Selectman
127 Norwich Avenue
Suite 201
Colchester, CT 06415

All proposals must be received by 2:00 pm on Friday, December 30, 2013. Proposals received after the stated date and time will not be considered.

The Town reserves the right to accept or reject any and/or all proposals, to waive any and all informalities, defects, or immaterial irregularities, and to request further clarification.

The Town reserves the right to negotiate with any, all, or none of the bidders responding to this Request for Proposals.

Content of Proposals

Proposals shall include at a minimum the following information:

- a. Proposed scope of work and project approach;
- b. Detailed information of the firm/individual's background and experience in Federal/ State funding with specific Small Cites CDBG Program experience being required;
- c. Key Staff assigned with resumes;
- d. Proposed Fee Approach including a list of per diem rate by job category;
- e. Each proposer must provide certification of insurance in the types and amounts specified by DECD Bulletin #94-003 within ten days of selection by the Town.

Questions

All questions concerning this RFP must be submitted to James Paggioli, L.S., Town of Colchester Director of Public Works. Questions shall be submitted in writing and may be e-mailed to: publicworks@colchesterct.gov. All questions shall be submitted by December 23, 2013.

All information given by the Town except by written addenda shall be informal and shall not be binding upon the Town nor shall it furnish a basis for legal action by the Proposer or prospective proposer against the Town.

Contract Period

It is the intent to award a contract for a two-year period with the option to renew for an additional two-year period. The decision to renew the contract will be at the sole discretion of the Town.

Compensation

Compensation for services shall be at the conclusion of the engagement and delivery of the end product. However, the Town may consider a progressive payment schedule.

Termination

Following implementation, should the Town find that the firm/company has failed in any material respect to perform its agreed obligations under the contract, the contract shall be cancelled by the Town as being in the interest of the Town. In the event of termination of this contract as a result of breach by the contractor, the Town shall not be liable for any fees and may, at its sole option, award a contract for the same services to another qualified firm/company or call for new proposals. The contractor shall be responsible for consequential damage as a result of its breach, including, but not limited to, extra costs required under the new contract for similar services.

Engagement Individual/Team

The key personnel assigned to this engagement are considered essential to the work being performed. Substitutions may only be made upon mutual agreement between the Town and the service provider.

Collusion

Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such persons guilty of said misrepresentation or collusion. In the event that the Town enters into a contract with any respondent who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of such contract, the Town may cancel said contract without incurring liability, penalty, or damages.

Freedom of Information

The Town will not be liable for any costs incurred in the preparation of the response to this Request for Proposal. All proposal submissions and materials shall become the property of the Town and will not be returned. Respondents to this RFP are hereby notified that all proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act.

Bidders Name (print)
Bidders Address: _____

Authorized Signature

Bidders Phone

Bidders FAX

PROPOSED PROJECT APPROACH

If retained by the Town for this Project, we propose providing the full range of services necessary to submit a Small Cities CDBG Application to DOH and to carryout administrative tasks related to project coordination and compliance upon grant award. We can also provide any other general technical services necessary to supplement the approved project with other grant funding or program income during the contract period.

Although specific 2014 Program requirements have not yet been published by DOH, we do not expect any major changes from prior years.

If major revisions are made, we will require our scope of costs to reflect these requirements.

Our work can typically be broken down into three major components:

I. Project Scoping and Application Development

1. Review and prepare a Citizen Participation Plan according to current DOH criteria.
2. If necessary, assist the Town in advising its residents of program availability and the potential types of project opportunities eligible.
3. Provide support as may be reasonably required to interested parties to assist in the preparation of preliminary project proposals and evaluate all proposals received for conformance with DOH criteria.
4. Assist the Town in reviewing and identifying specific projects/programs eligible for CDBG funding.
5. Identifying other funding sources as appropriate to supplement CDBG funding.
6. Coordinate the review of project feasibility including material prepared by others such as; schematic plans, costs estimates, program design.
7. Identify eligibility under CDBG regulations and DOH ConPLAN criteria.
8. Coordinate and attend a Community Needs Public Hearing.

II. Application Preparation and Submission

1. We will review mapping, cost estimates, schematic plans, supporting data or other information submitted to us as is reasonably available.
2. Prepare and coordinate the Environmental Review as well as publish results for public comment.
3. Submit findings of review and request release of funds for Environmental Review Record (ERR) from DOH.
4. Prepare the Application subsequent to specific DOH requirements which includes but are not limited to; compiling appropriate exhibits, preparing project narratives; coordinating outreach for letters of support from the public including key state agencies and officials, attend public hearings and address public comments, compiling all required information such as; public hearing meeting minutes, resolution, and coordinating Application signatures with the Town for submission to DOH.

5. Prepare and distribute copies of the Application to DOH (3) within their allotted time frame, and Town (2).
6. Be available to assist the Town in responding to inquiries during State review.
7. If approved, we will assist the Town with the completion and submission of the Assistance Agreement documentation for final contract execution.

III. Project Implementation

1. Overall grant coordination carrying out the day-to-day compliance requirements of the project.
2. Act as a liaison between the Town and/or the Town subrecipient and DOH.
3. Process required financial paperwork on behalf of the Town for review and submission to DOH such as; Payment Requisitions, State Drawdown Requests, Quarterly Progress Reports, and Monitoring Response Letters.
4. Advertise RFP's for Architects/Engineers for work related to the project.
5. Advertise Invitation to Bids Ads with project bid specifications.
6. Coordinate and conduct pre-bid meetings.
7. Instruct/aid the Town with the bid opening process.
8. Contract compliance including; Davis-Bacon, Fair Housing & Equal Opportunity, Section 3, Procurement Guidelines etc...
9. Housing Rehabilitation program design and delivery services such as; design of the initial application and program outreach material; review applications, determine eligibility, request title searches, request lead paint assessments and remediation work as necessary, coordination of SHPO review, initial site inspections, specification writing, bid advertising, contractor selection, prepare contracts and mortgage documents, prepare homeowner/contractor correspondence, site inspections during construction, review contractor payment applications and authorize payments through payment requisitions, prepare quarterly progress reports, closeout projects and maintain files in addition to attending State monitorings.
10. Pursuant with HUD requirements we can provide our expertise to prepare and implement other State/Federal programs to meet community development and housing needs in addition to CDBG funding to implement and compliment community needs. Specific tasks and costs can be determined by task award for such programs as STEAP, DOE, EPA and other HUD Programs.

FEE PROPOSAL

Our firm will prepare a Small Cities Application for the Town per DOH's latest requirements for a lump sum fee of \$3,000. Such fee shall be contingent only upon approval of the Application by DOH. If the Application is not approved by DOH, no compensation will be required.

For services during project implementation, we propose either a per-hour approach for each project approved based on the fees per staff category as outlined in Attachment "I" attached or a not to exceed lump sum payment for project components that can be clearly identified. Fees for activities associated with program income implementation will follow DOH's limits and requirements as set in the most recent Program Income Resolution.

Since the specific project has not been identified by the Town we submit our interest subject to mutually agreeable activities.

Fees shall not exceed the funds available and approved pursuant to the most recent approved budget without the prior consent of the Town.

L. Wagner & Associates meets and exceeds the insurance requirements of DOH Bulletin #94-003 regarding insurance and will provide appropriate certification within ten days after the firm is selected.

For any other projects identified and authorized by the Town, we would provide a Task Order for approval by the Town detailing the proposed scope of work, cost, fee method, and timing.

ATTACHMENT "I"
PER DIEM RATES

	Classification	Rates
1.	Principal in Charge	\$1,000
2.	Program Supervisor	\$800
3.	Senior Rehabilitation Specialist/Senior Contract Specialist	\$720
4.	Rehabilitation Specialist/Contract Specialist	\$600
5.	Rehabilitation Assistant/Assistant Program Specialist Assistant Contract Specialist	\$440
6.	Administrative Assistant, Financial Assistant	\$400
*	Effective until December 31, 2014. Subject to renegotiation thereafter.	

Compensation to the Consultant shall be based on a per diem basis, other consultant services required and provided under an approval Agreement, shall be compensated at the daily rate noted above.

A day shall consist of eight (8) hours of work including; travel time to the site. Portions of a day shall be based upon the per diem rate of the Consultant in effect at the time of the service. Per diem rates shall include; all telephone calls, local travel, burden, overhead and fringes. Local travel is defined as; any travel or transportation expense for travel within the State of Connecticut. Non-local travel, major reproduction costs, etc., will be reimbursed by the municipality at actual cost.

When compensation is on a per diem basis, a mutually agreed upon, "not-to-exceed" amount shall be established in the Agreement. The municipality shall not request the Consultant provide additional services which would cause the fees to exceed the amount established in the Agreement unless said amount has been revised by an amendment.

The community and the Consultant may elect by mutual agreement to use the lump sum method of payment for project services when activities can be reasonable quantified.