

# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda  
Regular Meeting @ 7:00 PM  
Thursday, February 20, 2014  
Colchester Town Hall  
Meeting Room 1**

RECEIVED  
COLCHESTER, CT  
2014 FEB 12 PM 3:50

*Nancy A. Gray*  
NANCY A. GRAY  
TOWN CLERK

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the February 6, 2014 Regular Board of Selectmen Meeting
4. Citizen's Comments
5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
  - a. Sewer and Water Commission – Kurt Frantzen Possible Appointment for a Three Year Term to Expire 10/01/2015
  - b. Historic District Commission – Stanley Stefanowicz Possible Appointment for a Five Year Term to Expire 11/30/2017
  - c. Economic Development Commission – Bruce H. Fox to be Interviewed
  - d. Building Committee –
    1. Resignation of Pam Scheibelein of WJJS Building Committee
    2. Steve Wells Possible Appointment
  - e. Ethics Commission – Denise Ward to be Interviewed
6. Budget Transfer
7. Tax Refunds & Rebates
8. Discussion and Possible Action on Fire Department Task Force Recommendations
9. Discussion and Possible Action on Selectmen Operations Committee recommendations
10. Discussion and Possible Action on Restructuring of Town Hall Operations
11. Discussion and Possible Action on Registrars Presentation
12. Discussion and Possible Action to approve the lease of a new Canon Copier with CCP Solutions, LLC for the period 2/24/14 to 2/24/19 and authorize the First Selectman to sign all necessary documents.
13. Discussion and Possible Action on UTMC Contract
14. Discussion and Possible Action on formation of a Charter Review Committee
15. Discussion and Possible Action on Security Upgrades

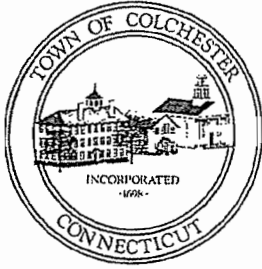
16. Discussion and Possible Action on 2014 – 2015 Budget

17. Citizen's Comments

18. First Selectman's Report

19. Liaison Report

20. Adjourn



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

RECEIVED  
COLCHESTER, CT  
2014 FEB -5 PM 1:27

*Nancy A. Bray*  
NANCY A. BRAY  
TOWN CLERK

Gregg Schuster, First Selectman

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

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

**MEMBERS ABSENT:** Selectman Rosemary Coyle.

**OTHERS PRESENT:** Maggie Cosgrove, Jim Paggioli, Rob Tarlov, Kurt Frantzen, Art Shilosky, Rob Esteve, Mary Tomasi, Walter Cox, Jeff Mathieu, Mary Ellen Harper, John Knapp, Nancy Bray, and Dottie Mrowka, Gail Therian, and other citizens.

1. **Call to Order**  
First Selectman G. Schuster called the meeting to order at 7:00 p.m.
2. **Additions to the Agenda - None**
3. **Approve Minutes of the January 16, 2014 Regular Board of Selectmen Meeting**  
S. Soby moved to approve the Regular Board of Selectmen Meeting minutes of January 16, 2014 as presented, seconded by M. Caplet. MOTION CARRIED.
4. **Approve Minutes of the January 16, 2014 Commission Chairman Meeting**  
D. Mizla moved to approve the Commission Chairman Meeting minutes of January 16, 2014 as presented, seconded by M. Caplet. MOTION CARRIED.
5. **Citizen's Comments-**  
D. Mrowka suggested that a presentation be given to the Board of Selectmen at the next meeting regarding the electronic checklist for elections. The Board of Selectmen agreed that this should be an agenda item for the next meeting.
6. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
  - a. **Blight Task Force – Carl Swanback – Possible Appointment**  
No action was taken on this item as the Board is still recruiting members for the Blight Task Force.
  - b. **Sewer and Water Commission -**
    1. Thomas Hochdorfer to be appointed for a Three Year Term to Expire 6/1/2015  
S. Soby moved to appoint Thomas Hochdorfer as a member of the Sewer and Water Commission for a three year term to expire 6/1/2014, seconded by D. Mizla. MOTION CARRIED
    2. Kurt Frantzen to be interviewed.  
Kurt Frantzen was interviewed
  - c. **Historic District Commission**
    1. Stanley Stafanowicz to be interviewed.  
Stanley Stafanowicz was interviewed
  - d. **Chatham Health District - Resignation of Board of Directors member Blyse Soby**  
M. Caplet moved to accept the resignation of Blyse Soby with the thanks for her service, seconded by D. Mizla. Abstentions: S. Soby All others in favor. MOTION CARRIED

**7. Budget Transfers -**

D. Mizla moved to approve the budget transfer of \$1,800 from "Town Clerk's –Regular Salaries (11501-40101)" to "Town Clerk's Office Supplies (11501-42301)" and \$500 from "Senior Center – Mileage, Training and Meetings (15401-43213)" and \$75 from "Senior Center – Professional Memberships (15401- 43258)" to "Senior Center – Copier (15401-42233)" seconded by S. Soby. Unanimously approved. MOTION CARRIED

**8. Tax Refunds & Rebates**

M. Caplet moved to approved tax refunds in the amount of \$12.75 to Kimberley McLaughlin and \$5427.69 to Christopher and Anne Snow, seconded by S. Soby. Unanimously approved. MOTION CARRIED

**9. Fire Department Task Force Report and Presentation**

Mary Ellen Harper, Chairman of the Task Force, presented a power point presentation on the "Recruitment & Retention Task Force Report". She highlighted the five recommendations to the Colchester Board of Selectmen: 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. At the end of the presentation, Mary Ellen Harper tendered her resignation as Chairperson of the Task Force.

Task Force members: Clifford Bartiss, Judi Didato, John Knapp, and David Martin spoke in favor of the implementation of the five (5) recommendations.

The Board members thanked the Task Force members for their work and dedication to this charge. It was decided by the Board to take time to review the Report and to discuss it further at the next Board of Selectmen meeting.

M. Caplet moved to accept the Task Force Report formally and to thank the Task Force for their work, seconded by S. Soby. Unanimously approved. MOTION CARRIED

**10. Presentation by Lockton Benefits**

G. Schuster said that he felt it was important to discuss benefits for the non-union employees and mentioned that he is one of the non-union employees.

Tim Hasselman and Debra Testa of Lockton Companies, LLC distributed copies of a document entitled "Town and BOE of Colchester Healthcare Reform Discussion. T. Hasselman reviewed the Healthcare Reform Regulations, the SBC Distribution Options, the time line, the Town/BO Medical Plans, Minimum Value, the Cadillac Tax and the taxes and fees. He compared the sample "Metal" plans and High Deductible Plans. Discussion followed regarding benefits for the non-union employees and negotiating of health care benefits in upcoming union contracts.

M. Caplet moved to add to the Agenda a discussion of non-union employee's benefits as presented by Tim Hasselman of Lockton Companies, LLC as a new number 10.1, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

**10.1 Discussion of Non Union Employee Benefits**

The Board was informed by M. Cosgrove, CFO, that there are currently ten (10) non union employees with health coverage. Discussion followed regarding the next steps to reach a workable option for non-union employee benefits. The Board decided to review the information received and to discuss this item at the next meeting.

**11. Discussion and Possible Action on Security Upgrades**

G. Schuster told the Board that the Board of Finance did not meet on Wednesday, February 5, 2014 because of the snow storm; therefore, the Board should wait until this item can be brought to the Board of Finance.

**12. Discussion and Possible Action on 2014 – 2015 Budget**

G. Schuster said that he has no information about the 2014 – 2015 budget as he has not met with all the Department Heads at this time.

**13. Discussion and Possible Action to Authorize the First Selectman to sign the Insurance Trust Joinder Agreement with National Insurance Services**

S. Soby moved to authorize the First Selectman to sign the Insurance Trust Joinder Agreement with National Insurance Services, second by M. Caplet. Unanimously approved. MOTION CARRIED.

**14. Discussion and Possible Action on Blight Task Force Charge**

G. Schuster presented a draft of the Blight Ordinance Task Force Charge. Discussion followed and it was suggested to amend Item 4 to read: "Recommending to the Board if Colchester should have a blight ordinance, and if so, the language of such ordinance, with all necessary rational and supporting data."

M. Caplet moved to approve the Blight Task Force charge as amended, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

**15. Discussion and Possible Action on Building Committee Scope Statement**

G. Schuster distributed revised copies of the Building Committee Scope Statement. He said he has met with Ron Goldstein, Chairman of the Board of Education and it was decided to amend Item 1 under the Statement of Scope to read: "building or buildings that will provide for a Middle School (Grades 6 – 8) and other Board of Education offices, as deemed appropriate by the Board of Education and in accordance the adopted educational specifications. Discussion followed with the Board agreeing this change would eliminate confusion about scope of the building project. S. Soby moved to approve the Building Committee Scope Statement as presented this evening, seconded by D. Mizla. Unanimously approved. MOTION CARRIED.

**16. Discussion and Possible Action to Authorize the First Selectman to Accept and Sign any and all Documents for Professional & Technical Services Small Cities Application Assistance**

M. Caplet moved 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, seconded by S. Soby. Unanimously approved. MOTION CARRIED

**17. Citizen's Comments – None**

**18. First Selectman's Report**

G. Schuster told the Board that Governor Malloy presented the State of the State address today and the new legislative session is now open. He said there are some proposed changes in the budget. He said that the Snow Removal budget will run over budget. J. Paggioli stated that there have been 27 snow responses this season. G. Schuster commended the Fire Department for their successful response to a cardiac arrest the other night. He said that the Town has had its first appeal for the towing of a car. He had to appoint the Public Hearing Officer for this appeal.

**19. Liaison Report**

There was no Liaison reports as most of the Board and Commission meeting have been canceled because of inclement weather.

S. Soby mentioned the "Freezing for a Reason" that will take place the weekend of February 6, 2014 on the green. The donations received from this event be for the Colchester Fuel Bank.

**20. Executive Session to Discuss:**

- a. Performance of Town Employee A
- b. Performance of Town Employee B

D. Mizla moved to go into Executive Session to discuss the performance of Town Employee A and Town Employee B, and to invite the Chairman of the Board of Finance and the Chief Financial Officer in for Part A. Seconded by S. Soby. Unanimously approved. MOTION CARRIED

Entered into executive session at 8:43 p.m.

R. Tarlov and M. Cosgrove exited the executive session at 9:08 p.m.

The Board exited from executive session at 9:21 p.m.

**21. Adjourn**

M. Caplet moved to adjourn at 9:22 p.m., seconded by S. Soby. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Gail Therian, Clerk

Attachments:

1. Fire Department Task Force Presentation
2. Fire Department Task Force Chairman Memo
3. WJMS Building Committee Scope

First Selectman Gregg Schuster  
Colchester Town Hall  
127 Norwich Avenue  
Colchester, CT 06415

February 6, 2014

Dear Mr. Schuster,

The presentation of the Colchester Hayward Fire Department Recruitment and Retention Task Force Final Report to the Board of Selectman this evening completes the charge of the Task Force. It also completes my tenure as Chair of the Task Force.

It is my sincere hope that the work of this Task Force will be used by the Board of Selectman as the basis for creating a Strategic Plan for the Colchester Hayward Fire Department. This Strategic Plan should then be used to guide the future growth of the fire department to assure that it can continue to meet the needs of the Town of Colchester in both the short and long terms.

The Town of Colchester, including its Fire Department, is positioned to face many changes in the years ahead. The Fire Department will need a well-designed Strategic Plan that meets the community's expectations for the future. This plan must have specific deliverables with associated timelines. It is imperative that this plan be formally endorsed by the Board of Selectmen, the Fire Chief, the Volunteer Fire Company, and the Career Fire Fighters, because they are all equally invested in the partnership of providing emergency services within our community. Following the approval of this Strategic Plan, it is vital that everyone be held accountable for upholding their role in this plan.

In advance of the presentation to the Board of Selectmen tonight, the Task Force members and I presented this report, in three separate meetings, to the Fire Chief and Deputy Chief, then to the career fire fighters, and then to the Colchester Hayward Volunteer Fire Company.

To say that there were some tense moments during some of these meetings would be an understatement. There were people who strongly objected to some of the bold statements that were represented in the report. They serve the Town of Colchester with

pride, and to see their fire department represented in writing as having some very specific areas in which there could be improvement, was upsetting.

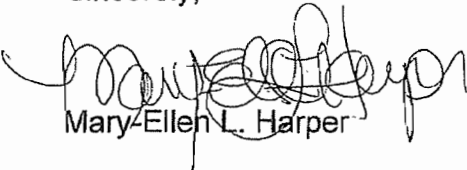
That, however, is not where the story ends. During the course of all of these meetings, those concerned individuals took the time to ask questions of the Task Force and to listen to our answers. And, in almost every case, these very same individuals were then able to eventually step back and admit that while they didn't like everything that they read, that implementing the recommendations in this report would all contribute to a positive direction for the future of the Colchester Hayward Fire Department. This is a testament to the willingness of the fire department to work collaboratively to assure that it is serving the needs of the community in the best way possible.

The Town of Colchester is blessed with a core group of dedicated individuals who care deeply about the people they serve. They have all indicated a willingness to have the difficult conversations that need to be had about where the fire department is, where it wants to go, and how best to get there. These individuals are willing to put the work into drafting a Strategic Plan and are committed to putting the plan into action. It would behoove the Board of Selectman to capitalize on this spirit by approving the recommendations in the Task Force Report and assuring that they are implemented.

The Colchester Hayward Fire Department is an incredible asset to the Town of Colchester. This is your opportunity as the Board of Selectmen to demonstrate to the department's membership that their service is valued, and that the town is committed to working with them to serve the members of the community in the years to come.

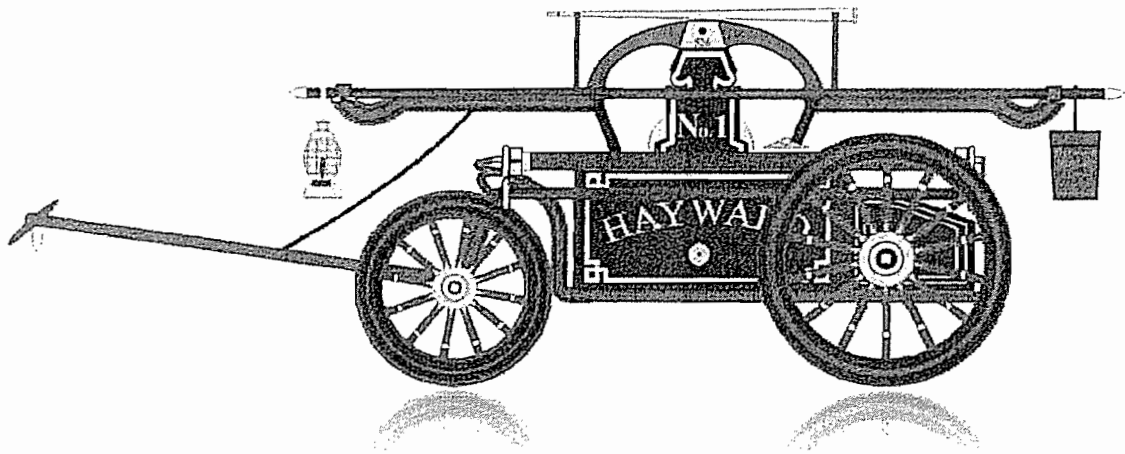
Thank you for the opportunity to serve as Chair of the Colchester Fire Department Recruitment and Retention Task Force.

Sincerely,



Mary-ellen L. Harper

# Colchester Hayward Fire Department



## Recruitment & Retention Task Force Final Report



# February 2014



*This page intentionally left blank*

# 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

## Table of Contents

Table of Contents	4
Executive Summary	5
Introduction	6
Background	7
Task Force Charge	8
The Task Force Members	8
UCONN Report	10
Task Force Evaluation Process	10
Task Force Findings	11
Task Force Recommendations	12
Recommendation #1: - Negotiate a Contract between the Town of Colchester and the Colchester Hayward Volunteer Fire Company	13
Recommendation #2: - Simplify the Fire Department's Training Program	15
Recommendation #3: - Establish Minimum Training and Educational Requirements for all Fire Officers	18
Recommendation #4: - Professionalize the Personnel and Human Resources Aspects of the Fire Department	20
Recommendation #5: - Create a Colchester Fire Department Strategic Plan	22
Conclusion	26
Appendices	27
Appendix A: Required Minimum Training for CT Fire Services to Meet State Regulation	29
Appendix B: Changes in the EMS Certification & Education System	31

## **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 3<sup>rd</sup> 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 2<sup>nd</sup> Edition of their *Officer Development Handbook* that "The 21<sup>st</sup> 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.

Recommendation #4	Page 20 of 31
-------------------	---------------

- 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><b>Firefighting</b> 1910.156(c)</p> <ol style="list-style-type: none"> <li>1. Training and Education commensurate with duties</li> <li>2. Prior to work as firefighter</li> <li>3. Officers have more comprehensive training than members.</li> </ol> <p><b>1910.156(c)(2) - Training (Frequency)</b></p> <ol style="list-style-type: none"> <li>1. At least quarterly for interior</li> <li>2. Annual for others</li> </ol> <p>The following subjects: (Examples or Key Elements)</p> <ol style="list-style-type: none"> <li>1. Safety and Protective Equipment</li> <li>2. Chemistry of Fire and Fire Behavior</li> <li>3. Self Contained Breathing Apparatus</li> <li>4. Fire Streams</li> <li>5. Hose</li> <li>6. Pumping Fire Apparatus</li> <li>7. Ladders</li> <li>8. Rescue</li> <li>9. Forcible Entry</li> <li>10. Ventilation</li> </ol> <p><b>Examples of Training Standards</b> I.F.S.T.A. ESSENTIALS meet 1910.156(c)</p> <p>F.F.I exceeds this requirement. Training can be classroom and hands on.</p>	<p><b>Hazardous Materials Operations</b> <u>Hazardous Materials Response</u> 1910.120(g)(6) Training of Department Responders to a Haz Mat</p> <ol style="list-style-type: none"> <li>1. Awareness (no set hours). Department takes no action and remains in the cold zone.</li> <li>2. Operational (8 hrs). When the Department acts in a defensive mode and does not mitigate (Dumming, diking and decontamination is operational level)</li> <li>3. (iii) Technician (24 hrs). This level mitigates (plug &amp; patch) and uses chemical protective clothing. Note: Must meet specific competencies. List in 1910.120(q)(6) for each type of responder.</li> </ol>	<p><b>Command Leaders and Incident Commanders</b> <u>Incident Command and Standard Operating Procedures - HazMat</u> 1910.120(q)(6)(v)</p> <ol style="list-style-type: none"> <li>1. Requires 24 hours training equal to operations plus - competencies listed in 120(q)(6)(v)(A-F)</li> </ol> <p>ICS courses are a means of meeting this requirement as long as employer specific conditions and plans are also addressed.</p> <p><b>Note:</b> 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><b>Infectious Disease Control</b> 29 CFR 1910.1030</p> <ol style="list-style-type: none"> <li>1. Communicable Disease Risk Exposure and Prevention of the Transmission of Bloodborne Pathogens for Emergency Responders</li> </ol> <p><b>TB</b></p> <ol style="list-style-type: none"> <li>1. Have a program, training, skin test and respirators if: exposed to active or possible active TB and             <ol style="list-style-type: none"> <li>A. Transport them</li> <li>B. Prolonged indoor contact with patient</li> <li>C. High Risk Procedures</li> </ol> </li> </ol> <p><b>Note:</b> State EMT, MRT, EMT-P Training covers some elements. Training must be site specific and annual for 1030.</p>	<p><b>Confined space</b> 1910.146</p> <ol style="list-style-type: none"> <li>1. Only required for rescue activity.</li> <li>2. Based on hazards, monitoring and rescue equipment to be used.</li> <li>3. Annual Training</li> <li>4. The "employer" must ensure timely, effective rescue where outside service is used. (see appendix "F")</li> </ol> <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><b>EMERGENCY VEHICLE OPERATIONS</b> Not required but suggested there be a program in place.</p> <ol style="list-style-type: none"> <li>1. The local authority having jurisdiction may require additional training and education: <b>EXAMPLE:</b> A fire department may require Responder Certification or Emergency Medical Technician Licensure.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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).</li> <li>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.</li> <li>7. Attendance at "state" Fire School could be included as meeting training as long as employer specific conditions are addressed as well.</li> <li>8. OSHA standards allow flexibility and do not specify that recipients have a certificate. Employer must certify training is done.</li> <li>9. OSHA does not regulate level of EMS response (i.e., BLS, MRT, EMT, Paramedic, etc.)</li> </ol>				

**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.

**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

**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

**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
6. 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, NREMTP, 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

Rev: 12/29/2011

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.

## 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) and other Board of Education offices, as deemed appropriate by the Board of Education and in accordance with 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:

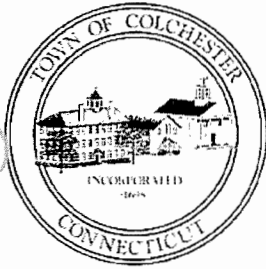
1. A senior center
2. A youth center
3. A community center
4. Any other town department

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, 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

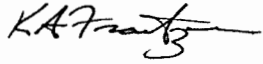
**Why are you interested in serving?** I have and continue to serve on the Conservation Commission. Based upon this and knowing the need of the Sewer & Water Commission (and their changed meeting date), I have the availability and interest to making a positive contribution.

**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  
[kafrantzen@comcast.net](mailto:kafrantzen@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)
-----------------------	--

## 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

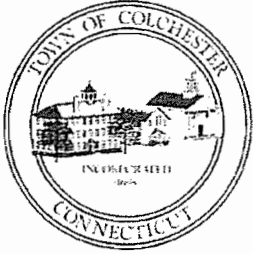
Chapter 22 Cleanup Goals, *Brownfields Law & Practice*, 2004-Present, Lexis/Nexis  
 Chapter 7 Risk Assessment, *Managing Hazardous Materials*, 2002, IHMM  
*Use of Risk Assessment in Risk Management of Contaminated Sites*, 2008, ITRC, (co-editor, co-author)  
*Risk-Based Analysis for Environmental Managers*, 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

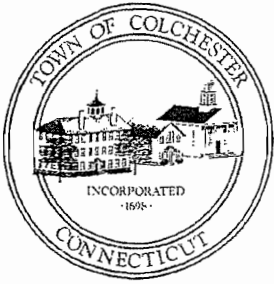
Why are you interested in serving? I have the time and have an interest in historical structures in  
town. I believe my engineering background is applicable to the problems that may  
be addressed by the commission.

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: 



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 12-20-13

## BOARDS & COMMISSIONS APPLICATION

Name: Bruce H Fox

Address: 567 Westchester Rd Colchester, CT. 06415

Home Phone: 267-0752 Email bhfox@aol.com FAX: \_\_\_\_\_

Work Phone: 723-2124 Email bhfox@ctnews.com Town Residency 25 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Econ. Development

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

High School: William Hall High 73 High Honors

College: UConn School of Connecticut 1977.

Wharton School of Business / Entrepreneurial Programs

Trade, Business Or Correspondence School: CT Media Mentoring

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

CT 1 media / Fox CT 10 years Hosted CT  
WTWS / WHPX / PAX NBC 17 years Sales / General Manager  
Vice President - Took a buy out.

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

Why are you interested in serving? My commitment to new business development has been recognized throughout my career. Having managed a TV operation I recognized the need to serve your committee's needs, and to have a vision of what needs to be done to accomplish the goal.

Do you have any experience or familiarity with this area?

My current position puts me in the lead role for the largest media group in CT. as a business development specialist, my awareness of who is coming into the state is acute, and my passion to serve Colchester is high. I work with business leaders, and CEO's every day in my job.

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

Which ones? This is my true strength, but I am open to things that benefit Colchester's growth.

Date: 12-20-13

Signature: Bruce H. Fox

February 5, 2014

Mr. Tom Tyler, Chairman

WJJS Building Committee

138 Shailor Hill Road

Colchester, CT 06415

Dear Tom,

This letter is to inform you that I will not be returning to the amended committee which is charged with the renovation of WJJS only.

It was a pleasure to work with you, and all the members of the committee. At first, as you remember, I was concerned about just what I could contribute in regard to the physical building of the project. You quickly made me feel comfortable. As you reminded us all, we each had a different prospective, which would only make the project a well rounded one.

We were lucky to have you as our Chairman. Your patience, guidance, and knowledge were the strength of the committee. I wish you success in the new project.

Yours truly,



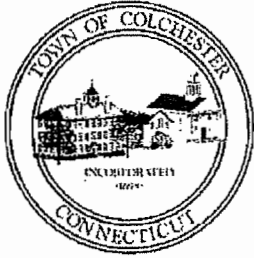
Pam Scheibelein

Cc: First Selectman

Town Clerk

Director of Youth & Social Services

RECEIVED  
COLCHESTER, CT  
2014 FEB -5 AM 8:43  
NANCY A. DRAY  
TOWN CLERK



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 2/4/2014

## BOARDS & COMMISSIONS APPLICATION

Name: Denise Ward

Address: 5 Village Court Colchester, CT. 06415

Home Phone: 860-334-8267 (cell) Email denise.ward@uconn.edu FAX: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email \_\_\_\_\_ Town Residency 3.5 Years

Party Affiliation:  Democrat  Republican  Unaffiliated (circle one)

Commission or Board you are interested in serving on: Ethics Commission

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

High School: See cv

College: See cv

Trade, Business see cv

Or Correspondence \_\_\_\_\_

School \_\_\_\_\_

CONTINUED ON REVERSE SIDE

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

see cv

**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 am interested in the study of standards and ethics and teach these subjects at the graduate level.

I have an interest in public service that avoids political issues.

**Do you have any experience or familiarity with this area?** I have many years of experience determining whether medical service providers (physical therapists and physicians) met an acceptable standard of care. These decisions often include determination of whether a specific act met defined ethical principles.

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

**Which ones?** probably not

**Date:** 2/4/2014

**Signature:** Denise Ward

## CURRICULUM VITAE

Denise Ward, PT, MS  
5 Village Court  
Colchester, CT

CT PT license # 001374  
(860) 486-0020 (office)  
(860) 334-8267 (mobile)

Electronic Mail: Denise.Ward@uconn.edu

### Education:

#### Graduate

University of Connecticut  
Storrs, Conn.  
1980 to 1983  
Allied Health, Master of Science

#### Undergraduate

University of Connecticut  
Storrs, Conn.  
1967 to 1971  
Physical Therapy, Baccalaureate

University of Connecticut  
Storrs, Conn.  
1988 to 1990  
Horticulture, Baccalaureate

### Employment

Director of Clinical Education  
University of Connecticut Physical Therapy Program  
Storrs, Conn.  
1994 to present  
Job functions: Manage all matters related to PT student clinical internships

Physical Therapist Consultant – Medicare  
United Health Care, Government Operations  
Meriden, Conn.  
1987 to 2001  
Job Functions: Review of PT, OT and SLP Medicare Claims, Investigation of Fraud and Abuse,  
Writing Local Medical Review Policies

Staff Physical Therapist  
Valley Physical Therapy  
Middletown, Conn.  
1992 to 1994  
Job Functions: Direct orthopedic patient care



Vice President  
Easter Seal Rehabilitation Center  
Uncasville, Conn.  
1980 to 1988  
Job Functions: Managed the pediatric rehabilitation service

Director, Physical Medicine  
Backus Hospital  
Norwich, Conn.  
1976 to 1980  
Job Functions: Managed the Physical Medicine Dept. , provided direct acute care physical therapy

Staff physical therapist positions  
New Mexico, Minnesota, Maine, Conn.  
1971 to 1976  
Job Functions: Direct acute care physical therapy

Consultative Positions

PT Consultant, Regulations Enforcement  
Conn. Dept. of Public Health  
1996 to present

Disciplinary Panelist, Medical Examining Board  
Office of Adjudications  
Conn. Dept. of Public Health  
1/99 to present

Conn. Hospital Association, Task Force on Clinical Placement Capacity Assessment, 1/07-6/08

Physical Therapist Consultant for Medicare Fraud  
Federal Bureau of Investigations  
1995- 2000

Physical Therapist Consultant for Medicare Fraud  
Office of the Inspector General  
1995- 2000

Certifications:

APTA Credentialed Clinical Instructor  
APTA Credentialed Advanced Clinical Instructor  
APTA Credentialed Clinical Trainer

Professional Presentations:

Credentialed Clinical Instructor Program  
Hartford, CT February, 2011

Legal and Ethical Requirements for Conn. Physical Therapists  
EastConn Regional Education Conference, February, 2011

Credentialed Clinical Instructor Program  
APTA National Conference, Boston June, 2010

Credentialed Clinical Instructor Program  
Groton, CT, April, 2010

Credentialed Clinical Instructor Program  
Springfield, MA, October, 2009

Medicare Documentation  
Connecticut Physical Therapy Association Fall Conference, October, 2008

New Part B Medicare Regulations  
Eastern Connecticut Health Network, Oct. 2007

Correct use of Current Procedural Terminology Codes  
Conn. Children's Medical Center, March 2008

Documentation Requirements: New Medicare Regulations and Connecticut Requirements  
Connecticut Physical Therapy Association Fall Conference, Oct. 2006

Physical Therapy Documentation Standards.  
EastConn Regional Education Conference, April, 2006

**Membership in Professional Organizations:**

American Physical Therapy Association (APTA)

Sections: Education and Health Policy and Administration

Connecticut Physical Therapy Association (CPTA)

New England Consortium of Academic Coordinators of Clinical Education (NECACCE)

**Community Service:**

- Volunteer Physical Therapist, St Luc's Hospital, Haiti, July 2012
- Connecticut Physical Therapy Association (CPTA), Quality Management and Practice Committee, Member 1978-2009 – Chair: 1984-1989
- New England Consortium of Academic Coordinators of Clinical Education:  
Administration Committee, Member 2004- present  
Clinical Faculty Institute Committee, Member 2005-2010  
Workshop Committee, Member 2009-present

**Recent Continuing Education Attended:**

APTA Combined Sections Meeting, February, 2012

APTA National Meeting, District of Columbia, June 2011

APTA National Meeting, Boston, June, 2010

APTA Advanced Clinical Instructor Credentialing Program, March, 2010

Assessment, Research and Evaluation Colloquium, NEAG school of education, April 2010

Developing Effective Multiple Choice Tests, Institute for Teaching and Learning, February, 2010

Opportunities in Clinical Education: Maximizing Learning for All Students, October, 2009

The Basics of Digital Imaging, October, 2009

APTA Professionalism Modules 1-3, August, 2009

APTA CPI Training Course, Sept. 2009

Sexual Harassment, May, 2009

Embracing Clinical Education Standards, October, 2008

CPTA Fall Conference, October, 2008

APTA Train the Trainer Course, April, 2008

Legal Issues In Clinical Education, April, 2008

APTA, CSM, Nashville, TN, February, 2008

UConn Winter Teaching Institute, January, 2008  
Clinical Education Invitational Conference, Springfield, MA November, 2007  
APTA Educational Leadership Conference, Minneapolis, October, 2007  
Evidence Based Practice is Here to Stay: How to Make it Work in Your Clinical Setting, October, 2007  
Mentoring Professionalism in the Clinical Setting: How Do We Inspire Students?, April, 2007  
Use of Electronic Student Response System, March, 2007  
APTA, CSM, Boston, MA, February, 2007  
Getting Started with Student Learning Assessment, January, 2007  
Functional Performance Tests, November, 2006  
APTA, AASIG Mtg, Chrystal City, VA, October, 2006  
Clinical Instructor Education and Credentialing Program, September, 2006  
Case – Based Instruction, May 2006  
APTA, CSM, San Diego, CA, February, 2006  
Practical Strategies for Teaching Ethics In Clinical Education, November, 2005  
Positive Behavior Support, October, 2005  
APTA, Annual Meeting, Boston, MA, June, 2005  
Innovative Approaches to Clinical Education, April, 2005

Town of Colchester  
 General Fund  
~~Request for~~ Transfer/Additional Appropriation

Department:

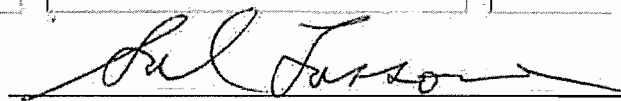
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	18501-36250	Appropriation from Fund Balance	3,900
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	13301-44208	Professional Services	3,900
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

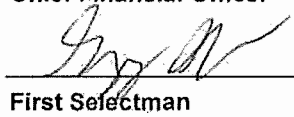
  
 Department Director or Supervisor - Signature

Print Name

Date Reviewed

  
 Chief Financial Officer

Date Approved

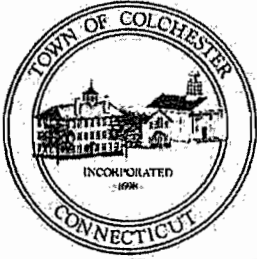
  
 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

February 7, 2014

To: Colchester Board of Selectmen  
Copy: James Paggioli – PWD, Maggie Cosgrove – CEO  
From: Salvatore Tassone P.E – Town Engineer *Sal Tassone*  
Re: Paper Mill Road Bridge over Jeremy River

Based on a review of the recently received Connecticut DOT Bridge Inspection Reports for Local Structures in the Town of Colchester, Bridge No. 05528, Paper Mill Road over Jeremy River was downgraded to a rating of “Poor” as of 2013. As indicate on the attached DOT Bridge Reports cover letter and Town of Colchester Structure Summary Report, the DOT has recommended that the bridge be posted with a load limit rating of between 20 tons to 30 tons depending on type of vehicle. The recommended load limit signs have already been purchased and posted by the town PWD on both sides of the bridge as recommended.

The DOT Bridge report further recommends repairs to portions of steel girder webs which have undergone significant section loss due to rust/corrosion. While these repairs are needed, the main cause of the poor rating is the very significant full length section loss to the bottom flange of the upstream beam/girder #1. Due to these more significant structural deficiencies, the DOT has recommended that “the city engage the services of an engineering firm to determine the best course of action at this structure”. “Because the process to rehabilitate or replace a bridge can take five to ten years to complete, the Town is advised to engage the services of a professional engineering firm immediately. This action is required so that any plans necessary for the rehabilitation or replacement of these structures can be prepared prior to the bridges degrading any further and jeopardizing the safety of the traveling public.”

As a follow up, the town held an on-site meeting on Friday January 17, 2014 attended by the Town’s Public Works and Engineering Departments, the Town’s welding contractor, Engineering Consultant and DOT Bridge Safety representatives to further discuss the DOT recommendations and to provide a better understanding for the town’s Engineering Consultant to prepare a proposal to conduct a FEASIBILITY OF IMPROVEMENTS STUDY.

As indicated on the attached FEASIBILITY OF IMPROVEMENTS STUDY, proposal by Anchor Engineering Services, Inc., the proposed lump sum fee for the study is \$3,900.00.

#### RECOMMENDATION:

It is recommended that the Board of Selectmen and the Board of Finance approve a Supplemental Appropriation in the amount of \$3,900.00 to fund the proposed Feasibility Of Improvements Study.



STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546  
NEWINGTON, CONNECTICUT 06131-7546

Phone:

January 6, 2014

The Honorable Gregg B. Schuster  
First Selectman  
Town of Colchester  
127 Norwich Avenue  
Colchester, CT 06415

Dear First Selectman Schuster:

Subject: Bridge Inspection Reports for Local Structures  
Town of Colchester

The Department of Transportation (Department) has completed its biennial bridge inspection activities in the town of Colchester (Town), which maintains eight bridges in the National Bridge Inventory. The structure summary report and copies of the inspection reports are enclosed. All structures are rated Fair or better except:

Bridge No. 05528, Paper Mill Road over Jeremy River River – Rated: Poor as of 2013

Please note that Bridge No. 05528 is rated Poor as of this inspection. A recent load rating for this structure shows that it should be posted due to the section loss to the bottom flange of Beam No. 1. The bridge should be weight-restricted for 20 Tons for the single unit (H) vehicle, 30 Tons for the Semi-trailer Combination (HS) and 25 Tons for the 4-axle Construction vehicle (tri-axle). A sample of the appropriate sign is enclosed. Please install posting signs at the structure and at preceding intersections to allow overweight vehicles to take evasive action. This issue was discussed during a telephone conversation between Mr. Sal Tassone, Town Engineer, and Mr. Theodore Lapierre of the Department's Bridge Safety and Evaluation Section on December 4, 2013.

Because the process to rehabilitate or replace a bridge can take five to ten years to complete, the Town is advised to engage the services of a professional engineering firm immediately. This action is required so that any plans necessary for the rehabilitation or replacement of these structures can be prepared prior to the bridges degrading any further and jeopardizing the safety of the traveling public. For further information concerning possible funding assistance, please contact Mr. Francisco T. Fadul, Project Engineer for the Local Bridge Program, at (860) 594-2078.

It is the Department's belief that serious bridge problems can be prevented or minimized by timely corrective action. Please review the reports for all deficiencies which are considered routine maintenance that should be corrected. The State process of inventory and inspection in no way relieves the Town of its responsibility for bridge maintenance in accordance with Section 13a-99 of the Connecticut General Statutes.

RECEIVED  
TOWN OF COLCHESTER  
CODE ADMINISTRATION  
2014 JAN 10 AM 11:29  
Copy: Tim P.  
John S.  
SPT

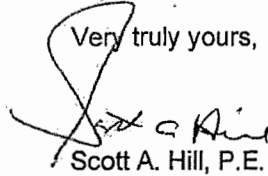
The Honorable Gregg B. Schuster

-2-

January 6, 2014

If you have any questions, please contact Mr. David Pawlikowski of Bridge Safety and Evaluation, at (860) 594-3392.

Very truly yours,

A handwritten signature in black ink, appearing to read "Scott A. Hill". The signature is stylized with a large, looping initial "S" and "H".

Scott A. Hill, P.E.  
Manager of Bridges and Facilities  
Bureau of Engineering and Construction

Enclosures

cc: Mr. Ted J. Aldieri, FHWA  
Mr. James Butler, Southeast Connecticut Council of Governments  
Mr. Andrew J. Tierney, Town Manager, Town of Hebron

**Town of Colchester**  
**Structure Summary Report**  
**December 6, 2013**  
**Page 1 of 2**

1. **Bridge No. 04456, Comstock Bridge Road over Dickerson Creek**  
**Type: Three Simple Spans Precast Reinforced Concrete Box Culvert**  
**Condition: Good**
  
2. **Bridge No. 04613, Old Hartford Road over Jeremy River**  
**Type: Simple Span Multiple Prestressed Reinforced Concrete Box Beams**  
**Condition: Good**  
**Comments:** This structure is on the town line between Hebron and Colchester. A copy of this letter and inspection report for this structure is being sent to the Town of Hebron for their use and information.
  
3. **Bridge No. 04614, Mill Hill Road over Meadow Brook**  
**Type: Two Simple Spans Precast Reinforced Concrete Box Culvert**  
**Condition: Good**
  
4. **Bridge No. 04615, River Road over Blackledge River**  
**Type: Single Span Multiple Prestressed Reinforced Concrete Box Beams**  
**Condition: Good**
  
5. **Bridge No. 04617, Prospect Hill Road over Meadow Brook**  
**Type: Two Span Continuous Cast-In-Place Reinforced Concrete Box Culvert**  
**Condition: Fair**
  
6. **Bridge No. 05528, Paper Mill Road over Jeremy River**  
**Type: Single Span Multiple Steel Girders with Timber Deck**  
**Condition: Poor**  
**Comments:** The steel girders are in "Poor" condition. The girders protective coating has numerous areas of peeling and flaking with light rust to heavy laminar rust with section loss. Girder No. 1 exhibits section loss on the bottom flange; approximately 23 percent loss of section, this condition is for the full length of the girder. The Girder No. 1 exhibits section loss on the web; approximately 39 percent {west abutment} & approximately 36 percent {east abutment}; this condition is for the girder ends and bearing area of the girder. The Girder No. 2 exhibits section loss on the bottom flange; approximately 38 percent loss of section, this condition is approximately 9 feet long located at the girder end at the east abutment.

The abutment seat exhibits an accumulation of sand and silt, up to approximately 6 inches deep, located at the girder ends and bearing devices. The girder web and flanges exhibits heavy laminar rust with section loss located over the abutment seats. There is no inspection access to the girder ends due to the position of the end diaphragms and the width of the abutment seat. The sand and debris should be removed from the bridge seats, as it is accelerating the deterioration of the beam ends and bearings.

A recent load rating for this bridge shows that it should be posted due to the section loss to the bottom flange of Beam No. 1. The bridge should be weight restricted for **20 Tons** for the single unit (H) vehicle, **30 Tons** for the Semi-trailer Combination (HS) and **25 Tons** for the 4-axle Construction vehicle (triale). An example of the required sign is enclosed with this letter. This requirement was discussed during a telephone conversation between Sal Tassone, Town Engineer for the Town of Colchester and Theodore Lapierre of CTDOT Bridge Safety and Evaluation on December 4, 2013.



**Town of Colchester  
Structure Summary Report  
December 6, 2013  
Page 2 of 2**

**05528 continued** - In addition to the posting requirement, the need to repair the web at beam ends of Girder No. 2 was discussed. This beam has deterioration of the web over the bearing at both abutments, due to the accumulation of sand and debris on the bridge seats. Computations show that the deteriorated condition of the web with section loss may result in localized web crippling. It is recommended that the girder webs in these locations be reinforced by the addition of steel plates to provide sufficient stiffness.

The west abutment footing is exposed approximately 5 inches to 17 inches high; this condition is for the full length of the abutment. The east abutment footing is exposed approximately 12 inches to 29 inches high. The rip rap located in front the abutment footings have dislodged with minor washouts.

This bridge is scour critical based on an analysis done as part of the Department's Bridge Scour Evaluation Program. A copy of the scour evaluation report was previously sent to the Town on March 20, 2002. The analysis found the structures to be scour critical for a 10-year river flow event. During this event, it is possible that the soil supporting this structure will be eroded, undermining this structure and making them unstable.

The Department's Bridge Safety and Evaluation Section will check for scour during its routine biennial bridge inspections. However, the City should monitor for scour during and following flood events that equal or exceed the 10-year river flow. The Town should be prepared to take whatever actions are necessary to ensure the safety of the public up to and including closure of the structure. It is recommended that the city engage the services of an engineering firm to determine the best course of action at this structure.

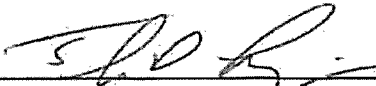
Because the process to rehabilitate or replace a bridge can take five to ten years to complete, the Town is advised to engage the services of a professional engineering firm immediately. This action is required so that any plans necessary for the rehabilitation or replacement of these structures can be prepared prior to the bridges degrading any further and jeopardizing the safety of the traveling public.

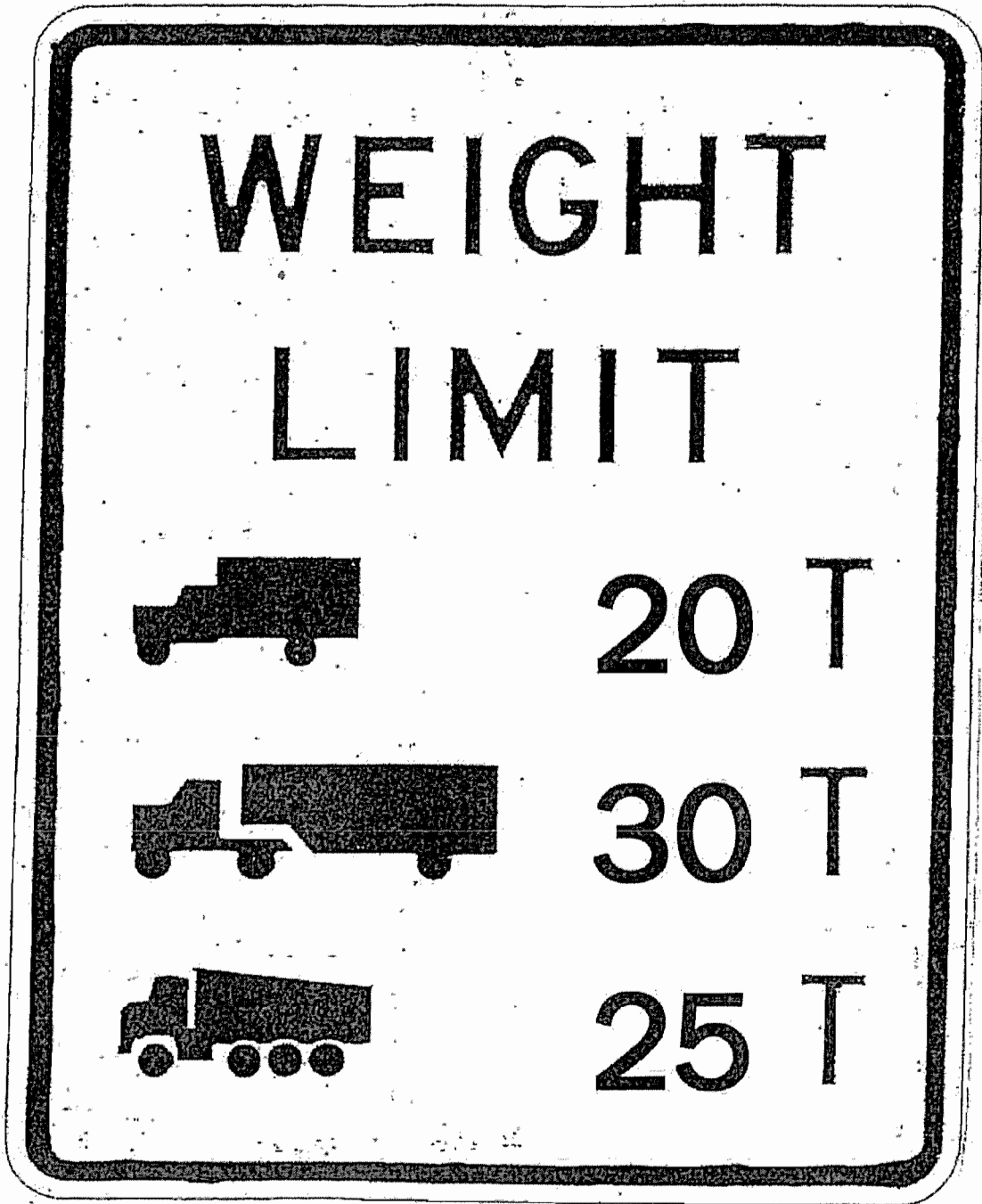
- 7. Bridge No. 06004, Cato Corner Road over Pine Brook**  
**Type: Two Simple Spans Precast Reinforced Concrete Box Culvert**  
**Condition: Good**

- 8. Bridge No. 06789, Cirillo Drive over Brook**  
**Type: Simple Span Precast Reinforced Concrete Rigid Frame**  
**Condition: Fair**

**Comments:** The rigid frame intrados exhibits transverse hairline cracks, the crack width ranges from approximately 0.001 inches to 0.013 inches, with an average crack spacing approximately 6 inches. The transverse hairline cracks are located at the crown of the rigid frame and extend down the each side of the intrados for approximately 13 feet.

Prepared by:  Date: 12/27/13  
David Pawlikowski, P.E.

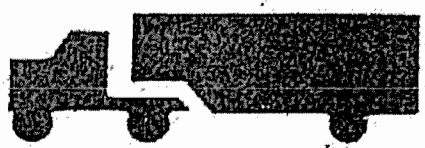
Reviewed by:  Date: 12/6/13  
Theodore D. Lapierre, P.E.



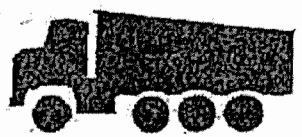
**WEIGHT  
LIMIT**



**20 T**



**30 T**



**25 T**

*Bv # 05528 - sample sign*



# ANCHOR

ENGINEERING SERVICES, INC.

T: 860.633.8770  
F: 860.633.5971  
[www.anchorengr.com](http://www.anchorengr.com)

41 Sequin Drive · Glastonbury, CT · 06033

January 30, 2014

Mr. Salvatore Tassone, P.E.  
Town Engineer  
Town of Colchester  
127 Norwich Avenue  
Colchester, Connecticut 06415

Re: Paper Mill Road Bridge over Jeremy River, Structure No. 05528  
Consulting Engineering Services Proposal

Dear Sal,

Anchor Engineering Services, Inc. is pleased to submit this proposal to provide Consulting Engineering Services related to the evaluation of the Paper Mill Road Bridge. Anchor Engineering Services, Inc. has the September 2013 Bridge Inspection Report and the November 2013 Load Rating performed by CTDOT.

### Scope of Services

#### Item 1: Feasibility of Improvements Study

Anchor Engineering Services, Inc. will perform a visual inspection of the bridge, a review of the CTDOT documents, and will prepare a feasibility study which will include conceptual plan and cross section drawings and engineer's opinion of the costs of each of the following possible improvements:

1. Replacement of the bridge with a new single lane, single span structure. The replacement of the superstructure and replacement of the substructure will be evaluated, and compared.
2. Repairs to the existing beams, including possible replacement of the upstream beam and removal of the bridge deck to undertake end repairs of the remaining beams.
3. Reinforcement of the abutments to alleviate and mitigate scour potential in conjunction with 2 above.

The feasibility study will include the estimated cost of surveys, mapping, and engineering design, as well as the construction costs and construction administration costs for each alternative above. The estimated cost of hydrologic and hydraulic analysis, as applicable for options 1 & 2, and environmental permitting for option 1 will also be estimated.

Item 2: Evaluation of Funding Sources

Anchor Engineering Services, Inc. will prepare a summary of possible funding sources and the conditions of the funding, including, but not necessarily limited to, the following:

- Local Transportation Capital Improvement Program (LOTICIP)
- Local Bridge Program (State/Federal)
- Local Capital Improvement Program (LoCIP)
- Small Town Economic Assistance Program (STEAP)

Item 3: Land Record Research/Title Search

Should the Town request further information regarding the ownership of the bridge and right-of-way, Anchor Engineering Services, Inc. survey staff will undertake research of the land records and will prepare a summary of the information.

Professional Fees

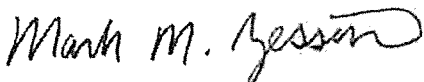
Anchor Engineering Services, Inc. proposes the following professional fees:

Item 1 and Item 2	Lump Sum	\$ 3,900.00
-------------------	----------	-------------

Item 3 This task will be billed to the Town on an hourly rate basis in accordance with the attached rate sheet. The not-to-exceed fee for these services is \$ 1,700.

Thank you for the opportunity to provide this proposal to the Town of Colchester. If you have any questions or comments concerning this proposal, please call me at (860) 633-8770.

Sincerely,



Mark M. Zessin  
President



ANCHOR ENGINEERING SERVICES, INC.  
2014 CONSULTANT RATE SCHEDULE

PERSONNEL	HOURLY RATE
Mark M. Zessin, P.E., Senior Engineer	\$141.63
Matthew N. Brown, P.E., Senior Project Engineer	\$121.00
D. Scott Atkin, LEP, Senior Environmental Engineer	\$115.78
Thomas P. Arcari, P.E., Senior Structural Engineer	\$105.19
James K. O'Brien, P.E., L.S., Senior Construction Engineer	\$105.19
Santo J. Giangrave, P.E., Senior Structural Engineer	\$103.81
Denise P. Lord, P.E., Senior Civil Engineer	\$103.13
William E. Wertz, L.S., Chief Surveyor	\$100.38
Marek L. Kement, P.E., L.S., Senior Engineer/Project Manager	\$99.00
Paul W. Martell, Jr., LEP, Environmental Project Manager	\$99.00
Michael E. Appleby, Structural Engineer	\$87.31
Michelle K. Govoni, P.E.	\$85.80
Kevin R. Grindle, A.S.L.A. Landscape Architect	\$79.75
Michael J. Parenti, Civil Engineer	\$78.38
Peter T. Bugbee, L.S. Surveyor	\$77.00
Kimberly J. Borst, Structural Engineer	\$74.94
Patrick J. McKay, Environmental Scientist	\$68.06
Cindy L. Hanlon, Bookkeeper	\$66.55
William G. Beale, Surveyor	\$60.50
Eric A. Andruk, Environmental Scientist	\$50.05
Nathan C. Aubrey, Surveyor	\$49.50
Patricia E. Barnes, Office Manager	\$45.38
Stefan W. Zessin, Intern	\$39.19
Carrie R. Miller, Administrative Assistant	\$36.44

*Hourly rates subject to individual changes in personnel classification and annual adjustment*

LAND-SURVEYING COSTS	HOURLY RATE
Two-Person Survey Crew	\$125.00
Three-Person Survey Crew	Per Quote

DIRECT COSTS	RATE
B & W Copies/Prints	\$ 0.07 per page
Color Copies/Prints	\$ 0.25 per page
Large Format B&W Copies/Prints	\$ 0.75 per page
Large Format Color Copies/Prints	\$ 3.00 per page
B & W Plots	\$ 3.00 per page
Color Plots	\$ 12.00 per page
Presentation Board	\$ 45.00 per board
Mileage	\$ 0.65 - \$ 0.70 per mile
Organic Vapor Meter, Air Sampling Pumps	\$ 60.00 per day / \$ 240.00 per week
Peristaltic Pump	\$ 60.00 per day / \$ 240.00 per week
GeoControl Bladder Pump Controller	\$ 75.00 per day / \$ 300.00 per week
Landtec Gem 500	\$ 125.00 per day / \$ 500.00 per week



**Cragin Memorial Library**  
8 Linwood Avenue  
Colchester, CT 06415  
860-537-5752 ☒ Fax: 860-537-4559  
[www.colchesterct.gov/library](http://www.colchesterct.gov/library)

Date: February 12, 2014

To: Board of Selectmen

From: Kate Byroade, Library Director

Subject: Cragin Memorial Library- Photocopier for Library

#### Background

The Library has been looking for a complete photocopying solution that would provide copying and printing for the public and library use, including the ability to scan and print in color. The key concern has been to find a company that would integrate with the Library's print management system.

The proposed lease is \$177.33 per month for 60 months, for a color and black & white copier to serve as a network printer, and scanner capabilities. The proposal includes a cash and coin-op machine for the public to pay for their copies and printouts. There is a per copy charge of \$0.01 per page for black & white and \$0.069 per page color. The lease includes all toner, parts, service calls, labor, and drum repair/replacement.

This proposal is lower than all other quotes received and is within the approved budget. The vendor has many years of experience serving public libraries in Connecticut.

#### Recommendation

Approve the lease of a new Canon copier with CCP Solutions, LLC for the period February 24, 2014 to February 24, 2019 and authorize the First Selectman to sign all necessary documents.



74 Marine Street, Farmingdale NY 11735  
www.cccopy.com

Tel: 631-414-7945  
Fax: 631-414-7312

Document Solutions • Copier MFP's • Print Management

## Cragin Memorial Library CS-3051ci Proposal

Rev 3. February 12, 2014

Kate Byroade  
Director  
Cragin Memorial Library  
8 Linwood Ave.  
Colchester, Ct 06415  
860-537-5732 ext.103

Dear Ms. Byroade,

This is the revised price quote you requested for the Color copier/printer to replace your current vended copier and printer. The new CS-3051ci is a Color copy/print system equipped with a Jamex coin/bill vend box configured for walk up copies and connection to your Cassie print management system. I will assist your IT department with installation to your network. Quoted price includes delivery, setup of equipment, demonstration and removal of our equipment.

A 60 Month Lease Term is available for \$177.33 per month. Service for this machine is contracted at \$0.01 per page B&W and \$0.069 per page color. Toner, parts, service calls and labor are included for a 5 year term. Please see our Service agreement for details.

Lease payments are made to the leasing institution separate from the service contract. Service is provided Monday through Saturday and after normal business hours if necessary. A 5 hour response time is our goal. Page billing is done through CCP Solutions (Continental Copy) on pay as you use on a quarterly basis, with no minimums or overages.

Thank you for continued partnership with myself and CCP Solutions LLC

Please sign below and I'll setup a day for delivery.

\_\_\_\_\_

Date: \_\_\_\_\_

## **Equipment schedule**

- 1-CS3051ci Color Multi-function Product (MFP)
- 1- Stand for MFP
- 1 Flat platen cover
- C,M,Y,K toners, 1 each
- 1 Jamex 6557 JPCIO coin/bill box (incl. interface for copier and print system)
- Instructions and keys for Vend box
- Delivery and installation
- Removal of the KM-2050 copier and coin box

Dan Alvarez  
CCP Solutions LLC  
203-376-1323  
[Dan.ccpcopy@gmail.com](mailto:Dan.ccpcopy@gmail.com)





18 Beadel Street, Brooklyn NY 11222  
www.ccpcopy.com

Tel: 718-782-5064  
Fax: 718-388-7894

Document Solutions = Copy Products = Print Management

### Service Agreement

MFP

Printer

Fax

Coin-op

Customer Billing Info				Equipment Location. (If different from billing address)			
Customer Name: <b>Cragin Memorial Library</b>				Customer Name:			
Contact Name: <b>Kate Byroade</b>				Contact Name:			
Dept.: <b>Library Director</b>				Dept.:			
Street/PO: <b>8 Linwood Ave</b>				Street/PO:			
City: <b>Colchester</b>		State: <b>CT</b>	Zip: <b>06415</b>	City:		State:	Zip:
Bldg.:	Room#:	Suite:	Bldg.:	Room#:	Suite:		
Phone#: <b>860-537-5732 Ext: 103</b>				Phone#:			
Fax#:				Fax#:			
Email:				Email:			

ID#:	Equipment Description	Scan charge	Page charge	Minimum	Cost per term	Excess charge
	CS-3051 MFP	NA				
	B&W pages per		\$0.01			
	Color Pages per		\$0.69			
	Covers all toner, parts, maintenance, labor.					
<b>TOTALS: NA</b>						

#### USE ADDITIONAL PAGES FOR ADDITIONAL EQUIPMENT

All service agreements include: Toner, parts, service calls and Labor. Unless stated IT network is NOT included.

Sales Tax Not Included. Tax Exempt? Yes  No  If Yes, Attach Certificate

Length of contract: 60 Months	Invoicing: All units on one <input type="checkbox"/> Separately <input type="checkbox"/>
Meter Reading Frequency: Monthly <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/>	Purchase Order? No <input type="checkbox"/> Yes <input type="checkbox"/> PO#

Accepted by: CCP Solutions LLC

BY: \_\_\_\_\_  
(Authorized signature)

Title: \_\_\_\_\_  
(Please Print)

Date: \_\_\_\_\_

Customer (Legal Name)

BY: X \_\_\_\_\_  
(Authorized signature)

Title: \_\_\_\_\_  
(Please Print)

Date: \_\_\_\_\_ Fed ID#: \_\_\_\_\_



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

Date: February 4, 2014

To: Board of Selectmen

From: N. Maggie Cosgrove, CFO

Subject: Unemployment Tax Management Corporation - Service Agreement

Background

Unemployment Tax Management Corporation currently provides services to the Town and Board of Education related to unemployment compensation claims.

These services include claims processing, the representation of the employer at all unemployment claim hearings, auditing of claims and benefit payments, consulting services and training. The proposed annual fee for these services reflects a \$120 increase for both the Town and Board of Education for a total annual fee of \$1,000 each.

Recommendation

Approval of Services Agreement with the Town and authorization for First Selectman to sign all necessary documents.

## UNEMPLOYMENT COMPENSATION SERVICE AGREEMENT

The UNEMPLOYMENT TAX MANAGEMENT CORPORATION (UTMC) agrees to perform the services listed below for the tax rating account(s) designated:

A. Claims Services

(1) Process unemployment compensation claims transmitted to UTMC, (2) where applicable, present reasons for claimant termination to the state agency, (3) provide complete follow through on protested and non-protested claims, dealing with the state agency on behalf of the client, and (4) discuss claims of unusual or problematical nature with the client.

B. Auditing Services

(1) Establish auditing parameters for all claims so as to control the state's charging of the client's account, (2) review each claim's wage data and record and compute that is required for "cost-efficient" auditing, (3) audit all benefit charge statements, (4) protest and appeal illegal, excessive, and unwarranted benefit charges, and (5) provide follow through on prior protests and inquiries to maximize the opportunity for a client credit.

C. Tax Rating Services

(1) Review client's quarterly contribution report and extract data for benefit charge auditing, where applicable and cost-efficient, and verification of state's tax assignment, (2) maintain a "debit-credit" ledger for each tax rating account, (3) verify the accuracy of the state's tax rate assignment to the client, and take appropriate protest action if client's taxes will be or could be higher than justified and (4) where applicable, notify the client as to the appropriateness of making a voluntary contribution as well as the recommended procedure and amount needed.

D. Consultation and Reporting Services

(1) Consult with the client on all matters relating to the control of unemployment compensation costs when requested by the client or when necessary, (2) give advice, when requested on personnel and administrative procedures relating to unemployment compensation costs, (3) acquaint the client of unemployment compensation statute or regulation changes or other matters which might require significant policy or procedural changes for the client, (4) assist in the formulation of client personnel policies which do or could relate to unemployment compensation costs, and (5) submit a detailed written annual report to the client at the expiration of this agreement, thereby allowing the client to fully evaluate the effectiveness of the UTMC program.

E. Special Training Services

Provide educational seminars and informal discussions for any groups of company personnel designated by the client provided that -

1. the client shall request these sessions of UTMC;
2. the times of such meetings shall be at the mutual convenience of the client and UTMC;
3. the sessions shall be presented to groups of reasonable size; and
4. the contents of these meetings shall be applicable to the unemployment compensation statute and procedures there under.

Non-Appropriation

If your governing body fails to appropriate sufficient monies for this Agreement year, notice must immediately be given in writing at least 30 days prior to the end of the current fiscal year or if Non-Appropriation has not occurred by such date, immediately upon Non-Appropriation. At that time all services will be terminated.

For the services above TOWN OF COLCHESTER agrees to submit timely

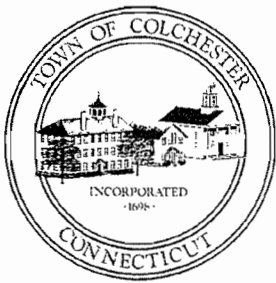
quarterly payments to UTMC in the amount of

TWO HUNDRED AND FIFTY DOLLARS (\$250)

This Agreement shall be effective for one year from JULY 1, 2014.

For client: \_\_\_\_\_

For UTMC:  \_\_\_\_\_



# *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:** 2/18/14

**Re:** Charter Review Commission

---


Section C-1401 of the Town Charter states:

- A. Not less than once each 10 years, the Board of Selectmen shall appoint a temporary charter review commission (the "Charter Review Commission"). The Charter Review Commission shall review all provisions of the Charter and Town ordinances then in effect and as the Charter Review Commission deems necessary, shall meet with relevant department heads and members of government, and shall solicit citizens' comments on the effectiveness of this Charter and Town ordinances and the need, if any, to amend, modify or repeal sections of this Charter or any Town ordinance. Within a time period as set by the Board of Selectmen, the members of the Charter Review Commission shall recommend to the Board of Selectmen either to maintain the Charter and Town ordinances then in effect or to amend, modify or repeal certain sections of this Charter or any Town ordinance. Should the Charter Review Commission recommend revisions, the Board of Selectmen may, in accordance with the General Statutes, appoint a charter revision commission to draft the revised Charter and/or Town ordinances and coordinate the approval and adoption process.

The last Charter Review Commission was formed by the board on August 5, 2004.

**Recommended Motion – "Move that the Board of Selectmen, pursuant to section C-1401 of the Town Charter, form a Charter Review Commission consisting of five members."**

## **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 1<sup>st</sup> 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 Mathieu  
 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: <b>DEDUCT</b> 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

Gregg Schuster  
First Selectman

(860) 537 - 7220  
FAX: 537 - 0547

Jeff Matthieu  
Superintendent of Schools

(860) 537 - 7260  
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: \_\_\_\_\_

**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

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

**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  
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.

**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

- 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

**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

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.

**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

**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.

**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

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



**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

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.

**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

**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. 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 1<sup>st</sup> 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.**

**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:** Associated Security Corporation  
16 Pitkin Street, East Hartford CT 06108

**TELEPHONE #:** 860 \_\_\_ - 528 9674 \_\_\_\_\_

**FAX #:** 860 \_\_\_ - 291 8156 \_\_\_\_\_

**EMAIL:** bret@associatedsecuritycorp.com

**REPRESENTED BY:** Bret Andersen (Vice President)  
 (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:	\$13,796.00
2	Town Hall: Closed Circuit Television Camera System Lump Sum Complete, Installed:	<del>\$6,994.40</del> 9255 12/11/13
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:	\$6,750
4	Bacon Academy: <b>DEDUCT</b> from Item #3 Above for Elimination of Installation of Card Reader at Door #4:	\$5,250

**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

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

**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

- 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 12/11/13
  
- 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 ANDERSON *[Signature]*  
 Bidders Name (print) Authorized Signature  
 Bidders Address: 16 Pitkin St, East #4 - 400 pct  
860-529-9674 860-291-3156  
 Bidders Phone 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](mailto: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 repsir to walls etc, many by owners, Data Entry,Badge printing, etc