

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Regular Meeting @ 7:00 PM
Thursday, April 3, 2014
Colchester Town Hall
Meeting Room 1**

RECEIVED
COLCHESTER, CT
2014 MAR 31 PM 2:17

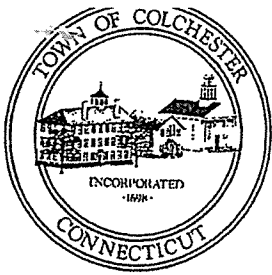
MAJORITY A. BRAY
TOWN CLERK
Mary A. Bray

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the March 20, 2014 Regular Board of Selectmen Meeting
4. Citizen's Comments
5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Economic Development – Beverly Carr Possible Appointment for a Five Year Term to Expire 10/31/2015
 - b. Commission on Aging – Susan Choma Alternate Appointment for a 3 Year Team to expire 12/31/2016
6. Budget Transfer
7. Tax Refunds & Rebates
8. Discussion and Possible Action to pass a resolution to enter into contracts with the Department of Energy and Environmental Protection regarding a DEEP Grant for improvements to the Airline Trail in the amount of \$20,000
9. Discussion and Possible Action to apply for a STEAP grant in the amount of \$350,000 to make bridge improvement to the Paper Mill Bridge and make other actions to demolish and rehabilitate the mill site as a town park.
10. Discussion and Possible Action to approve the submission of Title III Grant Renewal Application to secure grant funding for the Making Memories Program, FY 2014-15 and authorize the First Selectman to sign all necessary documents.
11. Discussion and Possible Action to authorize the First Selectman to sign the contract with Donna Chalmers, Zumba Gold Instructor for the Senior Center, beginning 4/9/2014 and ending 6/25/2014.
12. Discussion and Possible Action on 2014 – 2015 Budget
13. Citizen's Comments
14. First Selectman's Report

15. Liaison Report

16. Executive Session to Discuss Colchester Police Employee

17. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, March 20, 2014
Colchester Town Hall – 7:00 PM
Meeting Room 1**

RECEIVED
COLCHESTER, CT
2014 MAR 24 AM 11:50
Rosemary A. Bray
NANCY A. BRAY
TOWN CLERK

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

MEMBERS ABSENT: None

OTHERS PRESENT: Sal Tassone, Jim Paggioli, Adam Turner, Don Lee, Dot Mrowka, Tricia Dean, and other citizens.

1. **Call to Order**
First Selectman G. Schuster called the meeting to order at 7:01 p.m.
2. **Additions to the Agenda - None**
3. **Approve Minutes of the March 6, 2014 Regular Board of Selectmen Meeting**
R. Coyle said that under Item #18, Executive Session, add "The Board of Selectmen" entered into executive session at 9:16 pm. Going forward it has been requested to add that verbiage to all executive sessions.

S. Soby moved to approve the Regular Board of Selectmen Meeting minutes of March 6, 2014 as amended, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
4. **Approve Minutes of the March 17, 2014 Special Board of Selectmen Meeting**
R. Coyle said under Item #2, 5th sentence, add after good understanding "of the impact" and strike the rest of the sentence after of the list. Also move 5th sentence before sentence #4.
M. Caplet said that under item #2, 4th sentence before Proposed Budget cuts add "At the request of S. Soby"

S. Soby moved to approve the Special Board of Selectmen Meeting minutes on March 17, 2014 as amended, seconded by M. Caplet. Unanimously approved. MOTION CARRIED.
5. **Citizen's Comments- none**
6. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Economic Development – Beverly Carr to be Interviewed.**
B. Carr was interviewed
 - b. **Selectman Appointment to Senior Center Purchase Negotiating Committee**
G. Schuster stated that the Committee needs one Board of Selectmen member, G. Schuster is already a member.

M. Caplet moved to approve Selectman Appointment of R. Coyle to Senior Center Purchase Negotiating Committee, seconded by S. Soby. Unanimously approved. MOTION CARRIED
7. **Budget Transfers - none**
8. **Tax Refunds & Rebates**
G. Schuster stated that Tax Refunds & Rebates will be held off due to no current Tax Collector. Upon Tax Collector appointment, tax refunds & rebates will be processed.

9. Discussion and Possible Action on Historical Society Reimbursement Request

Signed lease agreement from 2003 presented. G. Schuster stated that document and budgeting needs to be done accordingly for an approved lease. G. Schuster stated that the lease is the vehicle that defines each party's responsibility.

The work has already been done for the reimbursement request. The Historical Society has indicated there is no urgency on the reimbursement request.

NO ACTION

10. Discussion and Possible Action to authorize the Selectman to sign the contract with Susan McCaffrey, Yoga Instructor for the Senior Center, beginning 3/6/14 and ending 6/26/14

R.Coyle moved to authorize the Selectman to sign the contract with Susan McCaffrey, Yoga Instructor for the Senior Center, beginning 3/6/14 and ending 6/26/14, seconded by M. Caplet. Unanimously approved. MOTION CARRIED.

11. Discussion and Possible Action to authorize the submission of an Open Space Land Acquisition Grant for 144 McDonald Road to the Connecticut Department of Energy and Environmental Protection for consideration of the Open Space and Watershed Land Acquisition Grant Program

R. Coyle asked Adam Turner if the piece gives access to Dutton Road. A. Turner responded yes.

M. Caplet asked if there were other options on the table. A. Turner responded that yes there is, but this option scored the highest as well as being vetted by the commission.

M. Caplet moved to authorize the submission of an Open Space Land Acquisition Grant for 144 McDonald Road to the Connecticut Department of Energy and Environmental Protection for consideration of the Open Space and Watershed Land Acquisition Grant Program, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

12. Discussion and Possible Action to approve the lease of a new Kyocera/Copystar CS-3501 ci photocopier with CCP Solutions LLC for the period 3/7/14 to 3/4/19 and authorize the First Selectman to sign all necessary documents

R. Coyle reiterated that there is a non-appropriation clause included and the amount is less than \$2,500. R. Coyle suggested that next time other quotes that were looked at be shared.

S. Soby moved to approve the lease of a new Kyocera/Copystar CS-305 ci photocopier with CCP Solutions LLC for the period 3/7/14 to 3/4/19, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

13. Discussion and Possible Action that the Town of Colchester accept the portion of Goldberg Road and White Tail Lane located within Phase a-1 of the White Oak Farm Conservation Subdivision as recommended by the Town Engineer

S. Soby moved to approve that the Town of Colchester accept the portion of Goldberg Road and White Tail Lane located within Phase a-1 of the White Oak Farm Conservation Subdivision as recommended by the Town Engineer, seconded by M. Caplet. Unanimously approved. MOTION CARRIED.

14. Discussion and Possible Action on Acting Tax Collector Appointment Process

The Board discussed the process to fill the open vacancy. G. Schuster posed the question of the process of steps, BOS interviewing candidates, and possibility of getting input from those outside of the Board of Selectmen who may have experience with the qualifications of tax collector. Suggested the last item due to the Board of Selectmen not having experience as serving as tax collector.

R.Coyle suggested advertising and posting for the position expeditiously.

The Board agreed to an open interview process.

G. Schuster suggested to review applications as a Personnel Search Committee first as a board and then select candidates for an open interview session. All agreed.

G. Schuster will immediately put out an advertisement to solicit applications in all channels, get applications in 3 weeks, then schedule a time to meet as a Personnel Search Committee.

G. Schuster will close the posting on April 7, 2014 and then the committee will review applications that week.

G. Schuster stated to ensure that the process is compliant with FOI is to make a motion to appoint the entire Board of Selectmen as a Personnel Search Committee with the purpose of reviewing the applications of Tax Collector.

M. Caplet made the motion to appoint the entire Board of Selectman as a Personnel Search Committee with the purpose of reviewing the applications of Tax Collector, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

15. Discussion and Possible Action on 2015-2015 Budget

R. Coyle stated that she would like to see if there are other areas in the budget to cut so that the substance abuse counselor can be funded.

G. Schuster stated various board members want to fund other items that were cut. It's unlikely that would happen within current constraints. G. Schuster stated the Board of Finance is firm on the final number and if something is restored something else needs to be cut. Asked for feedback from the board on any recommended things that can be cut as well as what suggestions of things to be restored.

R. Coyle stated that she would make a list of things that she would like to be restored along with those she thinks could be cut in its place. M. Caplet suggested that next year he would like the Board to have more involvement in Budget break-out sessions. G. Schuster stated that ideally he would like to follow the process that Board of Education implements for budget review.

16. Citizen's Comments

R Hutchins asked why the tax office was not open late on Thursdays. G. Schuster explained that until a replacement tax collector is in place they are unable to keep the office open late due to staff scheduling. G. Schuster stated that his office would make arrangements to get the taxes paid at a mutually convenient time.

17. First Selectman's Report

G. Schuster reported that the Towing Hearing was held. The Hearing officer found in favor of the Town. G. Schuster spoke about the General Assembly bill that limits the town to levy tax on unfinished structures. This will put implications on future revenues for the town.

Royce Knowles was recognized as a Life Member of the Fire Department and will be awarded his Proclamation on 3/22/2014.

Dollar General Store has started construction.
Sweet Frog will be opening in one week.

18. Liaison Report

R. Coyle – Open Space – Did not have a quorum. Suggested that the membership be cut from seven to five members. A. Turner recommended five and that they can do business with three.

Estate of Barbara Standish proposed 7 mile subdivision, instead of open space will do fee in lieu.
Norton mill in process, will have full presentation at the next Board of Selectman meeting.

R. Coyle - Commission on aging – reported costs, senior resource guide, Eagle Scout working on purchasing supplies for the dividers at senior center, working on mission statement to include the age of 55, Roof leak was fixed at senior center, and gave report of various programs.

Stated that member Susan Choma from full time member to Alternate is very distressing on the committee. We need to work on making sure that the issue of party affiliation does not get overlooked again. Susan needs to be sworn in again because of the new appointment. Unified Bingo has been established at the Senior Center.

R. Coyle asked that a facebook page be set up to let the public know about the services and contributions that the senior center is doing.

S. Soby – Planning and Zoning – suggested approaching the Housewives of Colchester facebook group to try to diversify the membership of all boards and commissions vacancies. This would also draw from a different group of people for broader representations. R. Coyle stated that a more diverse group that includes women representation would be a good idea. G. Schuster said that he would contact the moderator of the group to implement .

Greater need for signage, property owner needs sign to dress up their business. Housing development proposal is being looked at, commission is working through questions and comments on the hearing process on the regulations and have made great progress in that respect.

Agricultural Commission – Chris Bourque continue to work with staff and students at Bacon Academy. Ledge Light Health district program being work on with Farm to School and the food hub idea.

19. Executive Session to Discuss negotiations with Clerical Union Local 1303-254 of CT Council 4

R. Coyle moved to go into Executive Session to discuss negotiations with Clerical Union Local 1303-254 of CT Council, Seconded by S. Soby. Unanimously approved. MOTION CARRIED

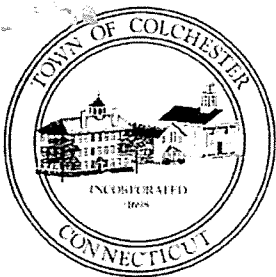
The Board of Selectmen entered into executive session at 7:57 p.m.
The Board exited from executive session at 8:36 p.m.

20. Adjourn

R. Coyle moved to adjourn at 8:37 p.m., seconded by S. Soby. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 3/12/14

BOARDS & COMMISSIONS APPLICATION

Name: Beverly Carr

Address: 19 Highwood Circle Colchester, CT. 06415

Home Phone: 537-0327 Email bjfrenette@ FAX: 537-0327

Work Phone: _____ Email sbcglobal.net Town Residency 6 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Economic Development

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

High School: Glastonbury High School. 4 years. Graduated 1991

College: CCSU, New Britain, CT. 4 years attendance 1991-1995

Major: Sociology Minor: Criminal Justice BA

UConn School of Social Work 1996-1998

Major: Group work Minor: casework MSW

Trade, Business _____ N/A

Or Correspondence _____

School _____

CONTINUED ON REVERSE SIDE

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

Resume attached

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 enjoy being a part of committees that help our town & community. I am interested in being a part of discussions about how to bring businesses to Colchester while maintaining the small town feel.

Do you have any experience or familiarity with this area? _____

I have been a member of the local PTO in the past. In this role I chaired school wide events & fundraisers, attended meetings and volunteered at school events.

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

Which ones? I'm unsure.

Date: 3/12/14

Signature: Beverly J. Carr

Beverly J. Carr, LCSW
19 Highwood Circle
Colchester, CT 06415
860.537.0327

education		
9/96-8/99	University of Connecticut School of Social Work Master of Social Work	West Hartford, CT
8/91-5/95	Central Connecticut State University Bachelor of Arts	New Britain, CT
experience		
6/08 - present	Beverly Carr, LCSW, LLC <i>Licensed Clinical Social Worker (Private Practitioner)</i> <ul style="list-style-type: none"> • Provide outpatient therapy for children, families, adults and couples • Work with community agencies to provide appropriate referrals to clients 	Southeastern, CT
7/07-10/08	Child and Family Agency of Southeastern CT <i>Director of Clinical Services</i> <ul style="list-style-type: none"> • Supervised Children's Program staff consisting of 4 Master's level clinicians • Provided short-term therapy to individuals and families • Screened and triaged all clients calling for initial services 	New London, CT
11/00-6/07	LEARN- Regional Multicultural Magnet School <i>School Social Worker</i> <ul style="list-style-type: none"> • Provided group, individual mental health services to elementary school students • Provided crisis intervention within the school on an as needed basis • Worked within classrooms teaching students anger management and social skills • Supervised MSW interns and PMHP Play Manager 	New London, CT
9/99-6/01	Glastonbury Parks and Recreation Department <i>GLAD Teen Coordinator (Part Time)</i> <ul style="list-style-type: none"> • Assisted in supervision of Coffeehouse Project in conjunction with Glastonbury Alcohol And Drug Council and Glastonbury Youth & Family Service • Worked with teens planning monthly anti alcohol and drug recreational program 	Glastonbury, CT
8/99-11/2000	Child and Family Agency of Southeastern CT <i>School Based Clinician I</i> <ul style="list-style-type: none"> • Provided group and individual mental health services to Middle School students through School Based Health Center • Worked as part of a team of school administrators to provide all around care for students • Provided individual and family counseling to clients in Southeastern Connecticut 	New London, CT
summer 1999	Yale-New Haven Hospital <i>Pediatric Social Work Intern</i> <ul style="list-style-type: none"> • Provided social work services for patients and their families on Adolescent Unit and Pediatric Intensive Care Unit in Children's Hospital • Acted as a source of support for families dealing with difficult issues such as grief and trauma 	New Haven, CT
8/98-6/99	Glastonbury Youth & Family Services <i>Outreach Social Work Intern</i> <ul style="list-style-type: none"> • Provided outreach services for high school students and public housing residents • Provided individual and small group counseling for elementary and high school students 	Glastonbury, CT
2/97-8/98	Bristol Boys & Girls Club <i>Youth Activities Director</i> <ul style="list-style-type: none"> • Supervised Education Department, Teen Center and Youth Game Room • Assisted Program Director in grant writing for youth development activities 	Bristol, CT
certifications	<ul style="list-style-type: none"> • State of Connecticut Certified School Social Worker (071) • State Department of Public Health Licensed Clinical Social Worker • NASW 1000- present 	

To: Board of Selectman

From: Adam Turner

Re: Airline Trail Grant

Date: March 27, 2014

MEMORANDUM

We have received a grant from the DEEP Bureau of Outdoor Recreation to improve the parking lot and other structures at the Lebanon Avenue end of the airline trail. The grant is \$20,000. The grant will pay for grading, paving, informational items and guard rails. The Town will provide labor and other in kind services. Information on the grant is included.

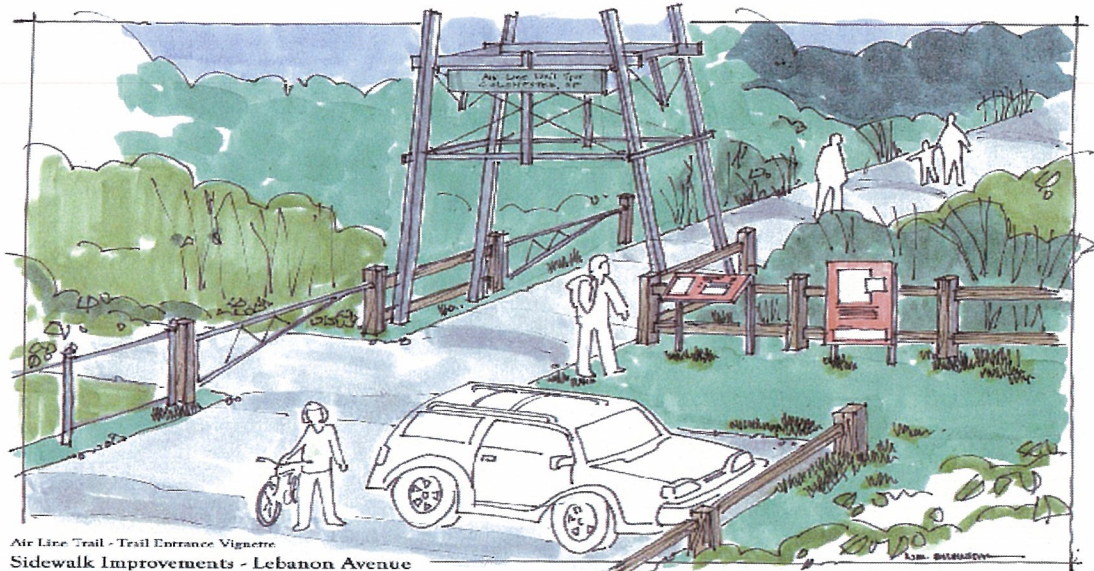
Work should be completed by October 2014.

Motion

Motion that the Board of Selectman pass a resolution that it is in the best interests of the Town of Colchester CT to enter into contracts with the Department of Energy and Environmental Protection regarding a DEEP Grant for improvements to the Airline Trail in the amount of \$20,000.

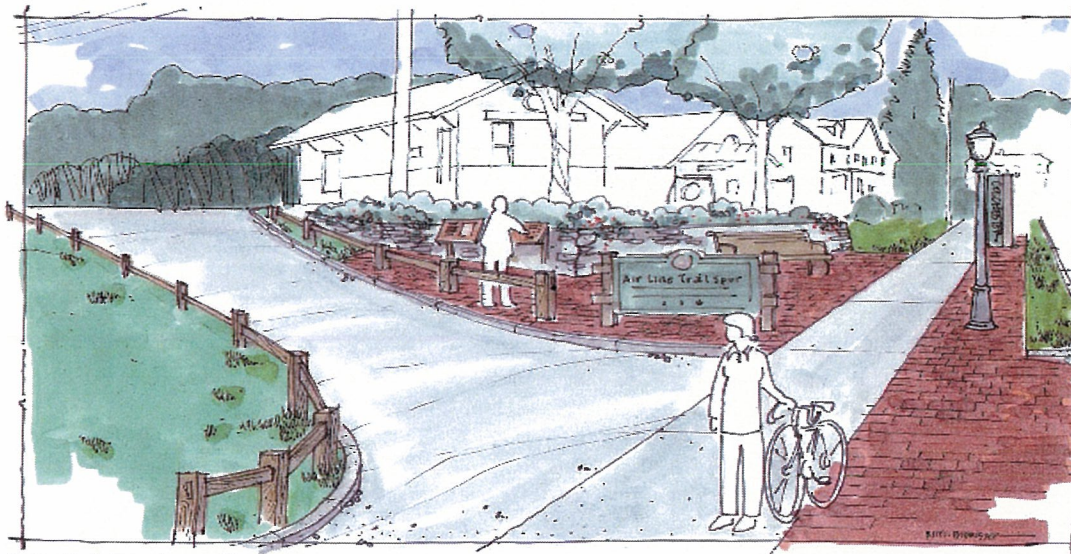
In furtherance of the this resolution Gregg Schuster the First Selectman is duly authorized to enter into and sign said contracts on behalf of the Town of Colchester. Gregg Schuster currently holds the position of First Selectman and has held that office since December 2009. The First Selectman is further authorized to provide such information and execute such documents that may be required by the local, state or federal governments in connection with said contracts and execute any amendments, rescissions, and revisions thereto.

Graphics – Parking Lot and Entranceway



Air Line Trail - Trail Entrance Vignette
Sidewalk Improvements - Lebanon Avenue
Town of Colchester Connecticut
April 2010

BREWSTER | ARCHITECTS
111 OLIVER ROAD, LEBANON, CONNECTICUT



Air Line Trail - Street Entrance Vignette

Sidewalk Improvements - Lebanon Avenue
Town of Colchester Connecticut
April 2010

BREWSTER | ARCHITECTS
111 OLIVER ROAD, LEBANON, CONNECTICUT

Maps



Colchester Spur-Airline Trail Grant Application

Grant Focus Area

Prepared by the
Town of Colchester
Planning and Zoning Dept.

This map is for assessment purposes only.
It is not valid to use as a survey or for other purposes.

1 inch equals 6,000 feet



Colchester Spur-Airline Trail Grant Application

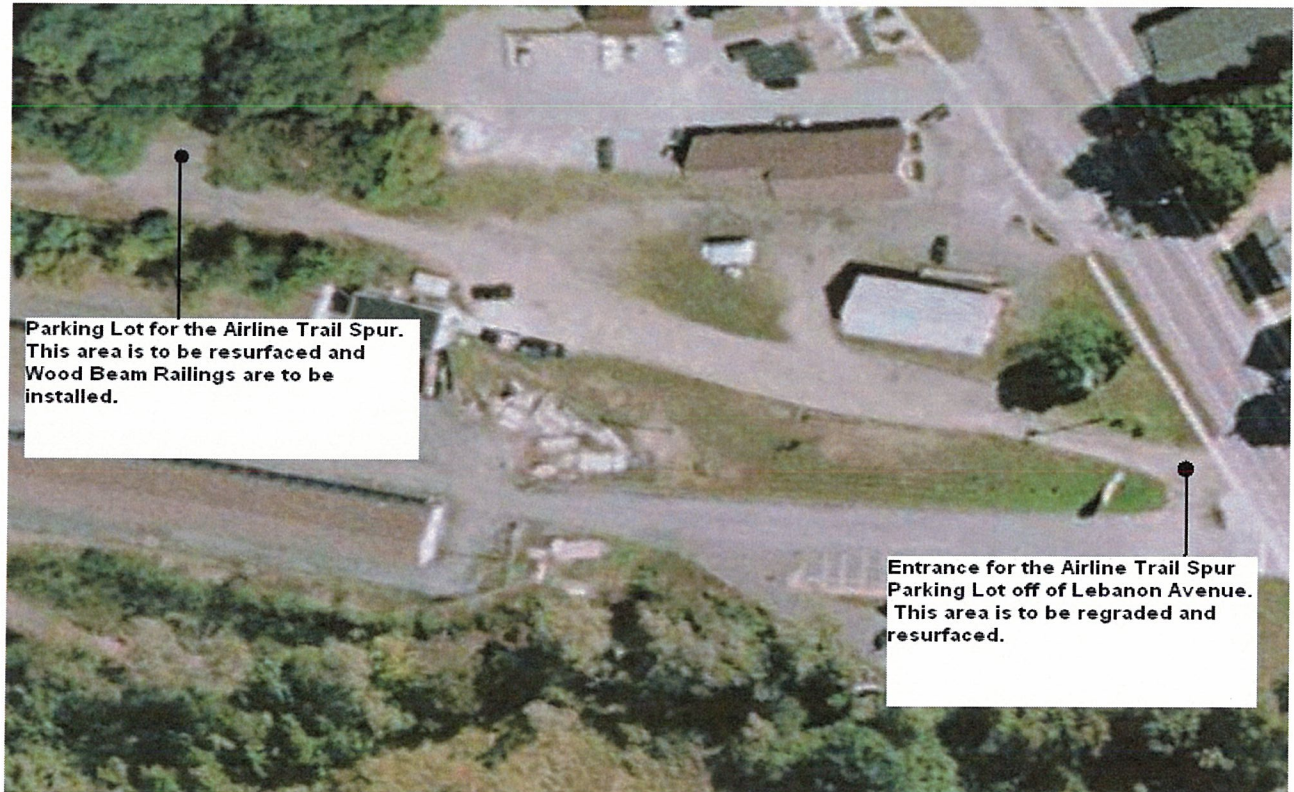
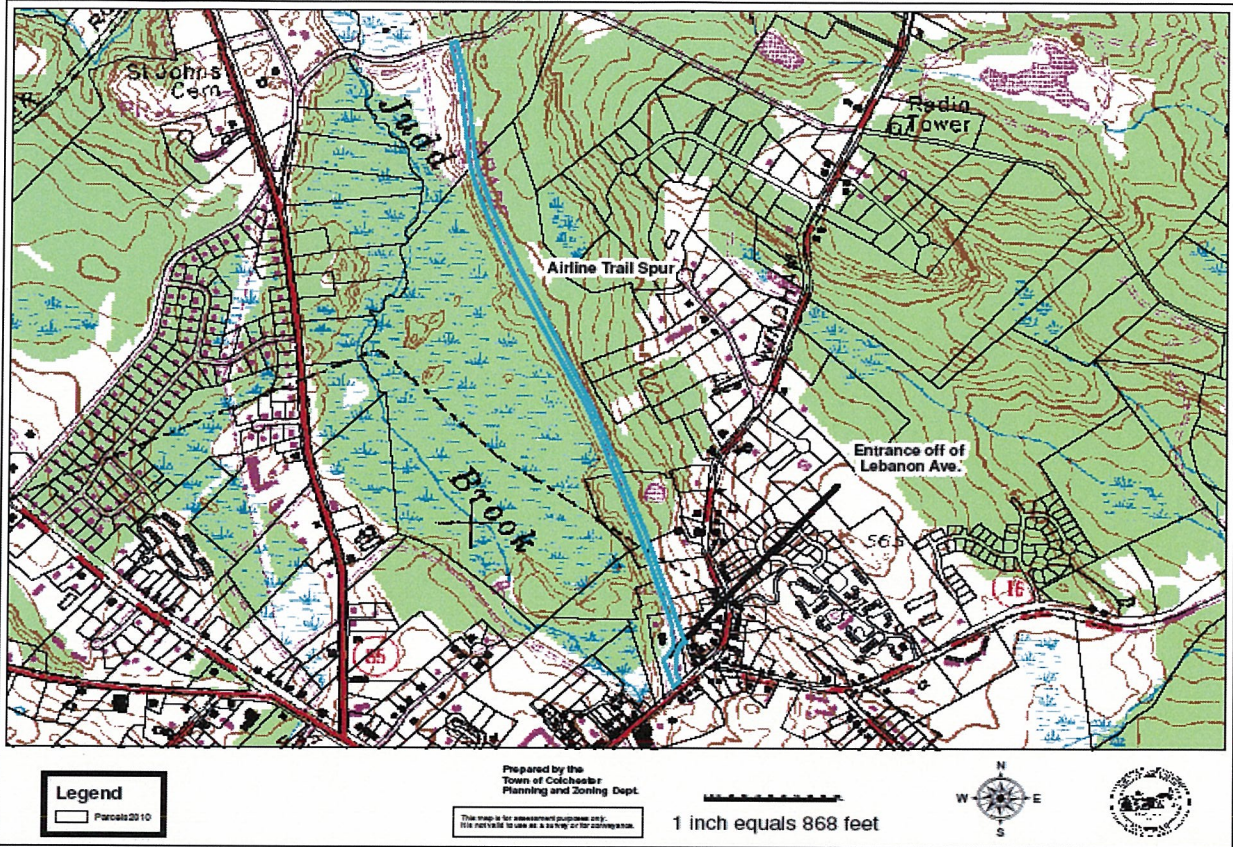
Airline Trail Colchester Spur

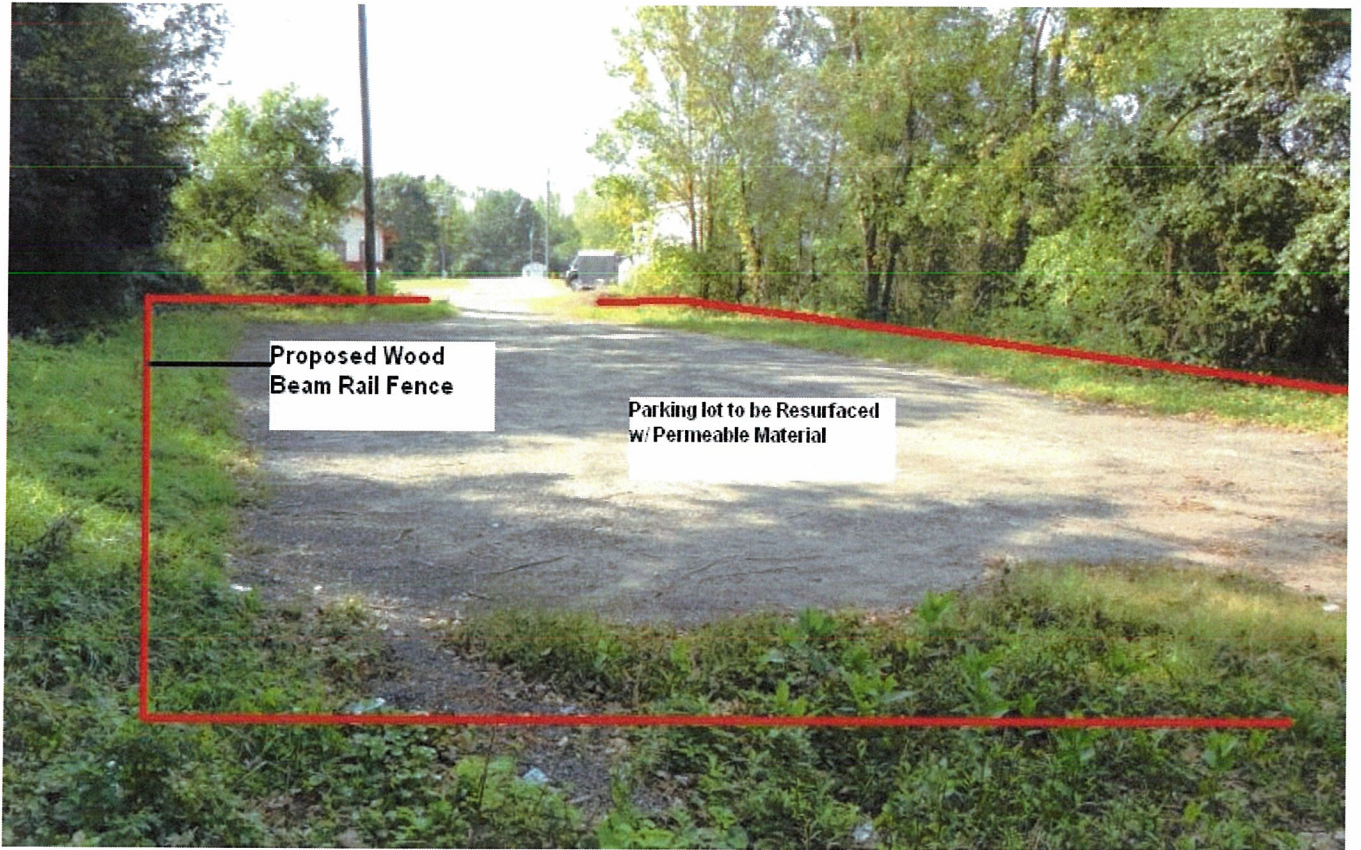
Grant Focus Area

Prepared by the
Town of Colchester
Planning and Zoning Dept.

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1 inch equals 1,000 feet







To: Board of Selectman
From: Adam Turner
Re: Proposal for grant submission fro STEAP
Date: March 31, 2014

MEMORANDUM

Staff been working with the Nature Conservancy and the State of Connecticut Department of Energy and Environmental Protection (DEEP) to rehabilitate and restore the Norton Dam and other sections of the Jeremy River on Rte. 149. As part of this process, approximately \$1.6 million has been secured to remove the dam and restore the river to its natural flow. A detailed report regarding the impact of the dam removal has been completed. The report indicates that the Town maintained bridge on Paper Mill Road would require some additional mitigation/buttressing. Staff proposes to apply for a STEAP grant to make these improvements.

In addition staff proposes to apply for funding that would permit the demolition and rehabilitation of the mill property and the development of a public park. A detailed environmental survey would be required prior to the project commencement.

The Town would seek \$350,000 from a Small Town Economic Assistance Grant (STEAP) to complete these activities including funds for bridge repair and improvement, building demolition and site remediation.

Motion

Motion that the Board of Selectman pass a resolution that it is in the best interests of the Town of Colchester CT to apply for a STEAP grant in the amount of \$350,000 to make bridge improvement to the Paper Mill Bridge and make other actions to demolish and rehabilitate the mill site as a town park.

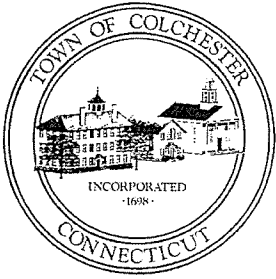
In furtherance of the this resolution Gregg Schuster the First Selectman is duly authorized to enter into and sign said application to the State on behalf of the Town of Colchester. Gregg Schuster currently holds the position of First Selectman and has held that office since December 2009. The First Selectman is further authorized to provide such information and execute such documents that may be required by state governments in connection with said application.



Existing Conditions
Norton Paper Mill Pond
Colchester, Connecticut

Complete Mill & Dam Removal
Norton Paper Mill Pond
Colchester, Connecticut





Town of Colchester, Connecticut

95 Norwich Avenue, Colchester, Connecticut 06415

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

MEMORANDUM

To: Board of Selectmen

From: Patricia A. Watts, Director of Senior Services

Date: 03/25/14

Re: Application for Title III Grant Renewal

Title III grant funding is being requested from Senior Resources, Area Agency on Aging in the amount of \$20,908. These funds would be used to continue the Making Memories Program, a beneficial social-model program for individuals facing memory loss/dementia and/or social isolation, at the Colchester Senior Center on Mondays, Tuesdays and Wednesdays from 9:00 a.m.-1:00 p.m.

Recommended Motion

Motion to approve the submission of Title III Grant Renewal Application to secure grant funding for the Making Memories Program, FY 2014-15 and authorize the First Selectman to sign all necessary documents.

Respectfully Submitted,

Patricia A. Watts



PROGRAM DESCRIPTION AND WORK PLAN – FY 2015 TITLE III FUNDING

Legal Name of Organization Colchester Senior Center
Address 95 Norwich Ave.
Phone Number 860-537-3911
Fax Number 860-537-5574
Organization Website www.colchesterct.gov

Program Name Making Memories Program
Program Address same

Title of the Older American Act under which funding is requested:

Title IIIB (Social Services) Title IIID (Evidence Base Health Promotion Programs)

Category *ex: Access, In-Home, etc.* Health
Program Contact Name Patricia A. Watts
Title Director of Senior Services
Phone 860-537-3911
Fax 860-537-5574
Email pwatts@colchesterct.gov

Agency Type:

Non-Profit Private for Profit Public Municipality

Employer Identification Number 06-6001974

TOTAL TITLE III REQUEST **\$20,908.00**

Head of Organization Gregg Schuster
Title First Selectman, Town of Colchester
Email gschuster@colchesterct.gov

Authorized Signatory Gregg Schuster
Signature _____
Title First Selectman
Date 3/15/2014

1. PROGRAM NAME

Making Memories Program

2. PROGRAM SUMMARY: **Briefly** describe the proposed program in one paragraph.

The Making Memories Program is a therapeutic recreational social-model program designed to help seniors ages 60 and over who are experiencing mild/moderate memory loss or cognitive impairment. The goal of the program is to help each participant reach and maintain their optimal level of functioning in a structured and supportive atmosphere and to promote their independence and well-being. We strive to empower each participant to enjoy a variety of therapeutic activities which promote an ongoing sense of vitality, contentment and cognitive orientation.

3. DETAILED PROGRAM DESCRIPTION.

- a. Identify the community need your program proposes to address. How does this need address a Senior Resources funding priority as defined in the Area Plan (plan summary available in the RFP Guidelines and Application Instructions)?

By providing therapeutic activities which engage the brain and promote socialization, this program helps encourage orientation, cognitive functionality and community engagement. Because participants are well-known, we are able to intervene by contacting family members with changes in behaviors/functionality. Most of our participants live independently, with most living alone and a few with family members. This addresses Objective 2.2 of Priority Area 2 for Home and Community Based Services to provide services to maximize the ability of older adults to safely remain in the community.

- b. Describe the services you will provide to address that need, including all major components of the program. Include how often this service will be provided and where (facility).

The Making Memories Program is located at the Colchester Senior Center and is held from 9:00 a.m. - 1:00 p.m. on Mondays, Tuesdays and Wednesdays. Class is structured with multiple small group activities to stimulate different areas of the brain. Each day is a similar format, which helps promote increased orientation but provides different activities which keep the participant engaged and interested. The socialization combined with therapeutic activities to enhance cognition help to keep the seniors alert, oriented and able to remain independent for a longer period of time.

- c. Title III Contractors are required to assist participants in taking advantage of benefits under other programs. Describe how:
 - i. you will assess unmet needs of your clients for assistance beyond what your program will provide

The Colchester Senior Center serves as a Senior Nutrition Program site, where lunch is served on weekdays and many of our Making Memories participants also sign up for meals. We also have a Benefits Counselor come to see clients by appointment twice per month and can screen individuals for services for which they may qualify, like SNAP (food stamps), Medicare Savings Plan or other helpful programs. Additionally, we take Energy Assistance applications and Renter's Rebate applications by appointment, during the applicable season.

- ii. referrals will be made to help clients access needed services.

When a Making Memories Program participant has an identified need, the Recreational Therapy Coordinator makes it known to the Director of Senior Services, who can work with the individual or family member to access beneficial services.

- d. Title III contractors are required to coordinate with other appropriate community services and to avoid duplication of services. Describe how you will coordinate services with other programs/services for elders in your service area. NOTE: If two or more agencies are partnering together, applications must include letters of support from partnering agencies if they are involved in this program.

The Colchester Senior Center is a designated Community Focal Point for senior programs and services. We provide Benefits Counseling through a representative from Senior Resources, twice monthly. Additionally, we are the only office in town where seniors or younger disabled individuals can apply for Renter's Rebate. The senior center and Social Services Department both take Energy Assistance applications, however seniors tend to apply at the senior center and others with the town Social Worker. The Energy Assistance on-line application prohibits the duplication of services.

4. PROGRAM GOALS. Identify up to three goals that describe what you expect your proposed program to accomplish during the grant period. For each goal, explain (1) what is the overall goal, (2) who you will serve, and (3) how you will measure program impact.

The following language format is preferred:
 Goal #! – (1) **OVERALL GOAL**. (2) Of the (number) older adults served, (number/percentage) will _____ (3) as evidenced (or demonstrated) by _____.

Examples:
To improve the health of seniors. Of the 100 seniors served at the Senior Center, 75 will participate in exercise classes at least two times per month as evidenced by attendance sheets.
To increase financial stability. Of the 50 seniors served by the outreach workers, 35 will receive application assistance as evidenced by completed applications.

Goal #1	To maintain/improve the cognitive function of seniors facing early stages of memory loss and/or dementia. The Montreal Cognitive Assessment will be administered to all participants (100%) twice annually, with 75% exhibiting stability/improvement in their results.
Goal #2	For program participants to identify and achieve personal goals. Within one month of beginning the program, all participants (100%) will self-identify personal goals utilizing a Mental Fitness Self Assessment tool, with 75% of participants achieving their goals by the end of the program year. Personal goals will be evaluated/re-established annually.
Goal #3	To increase the socialization of at-risk seniors. Of the 16 people (maximum) served, 12 participants (75%) will actively participate in the program 2-3 days per week, reducing their risk for social isolation, as evidenced by monthly attendance tracking tool.

5. GEOGRAPHY. Using the lists below, indicate the town(s) to be targeted that the program participants reside in:

Estuary Region:

- Chester
- Clinton
- Deep River
- Essex
- Killingworth
- Lyme
- Old Lyme
- Old Saybrook
- Westbrook

Midstate Region:

- Cromwell
- Durham
- East Haddam
- East Hampton
- Haddam
- Middlefield
- Middletown
- Portland

Northeast Region:

- Brooklyn
- Canterbury
- Eastford
- Killingly
- Plainfield
- Pomfret
- Putnam
- Sterling
- Thompson
- Union
- Woodstock

Windham Region:

- Ashford
- Chaplin
- Columbia
- Coventry
- Hampton
- Lebanon
- Mansfield
- Scotland
- Willington
- Windham

Southeast Region:

- Bozrah
- Colchester
- East Lyme
- Franklin
- Griswold
- Groton
- Ledyard
- Lisbon
- Montville

- New London
- North Stonington
- Norwich
- Preston
- Salem
- Sprague
- Stonington
- Voluntown
- Waterford

6. PLAN TO REACH TARGET POPULATIONS. Title III grantees are required to implement a plan to reach out to prospective clients in the populations listed below.

Population	How will you attract new clients and maintain contact with current clients in each listed population group? How will you track and measure results?
Clients 60 years of age or older who:	
Are Rural	Marketing materials are distributed monthly through the senior center newsletter, quarterly publications in "Colchester Connections" distributed to over 3000 households throughout Colchester and informational pamphlets available at the senior center and Town Hall.
Are 100% of federal poverty level or below (low income consumers)	Town of Colchester Social Services and Senior Services Departments can market the Making Memories program, as appropriate, when there is an identified need with clients facing memory loss and/or dementia who come in for other benefits programs such as Energy Assistance, Renter's Rebate and/or SNP.
Are minority	same
Are low income minority	same

PLAN TO REACH TARGET POPULATIONS (CONTINUED)

Are 101% - 149% of federal poverty level (fpl)	same
Have limited English proficiency	We do not have an outreach development plan in this area, as we are not equipped to serve non-English speaking seniors. Town of Colchester indicates low service need for this demographic.
Have severe disabilities	Participants living in the Town of Colchester have access to Transportation Services, including buses with wheelchair lifts to transport individuals who are wheelchair-bound.
Are at-risk of institutionalization	We will coordinate with the local housing authority/ management to increase awareness of the program for any residents who may benefit.
Have dementia	Contact local Alzheimer's Association group and local physicians to market the program, as space permits, with development of wait list when program is operating at capacity.

7. VOLUNTARY CONTRIBUTION PLAN. Describe HOW you will meet the following Title III requirements: *Fees may not be charged to Title III clients but you are required to offer them an opportunity to donate to the program. Donations must be confidential and no person may be denied involvement if s/he chooses not to contribute. All contributions received are to be used to expand the services of the program being funded under the grant.*

During the initial assessment/orientation with the participant and/or family member, this policy is stated explicitly in the materials (1) on the pamphlet (2) on the Participant's Guidelines sheet, which is reviewed and signed and (3) on the Sliding Fee Scale worksheet. There is a locked box located in the classroom, where participants may make anonymous donations to help defray the cost of program costs or supplies. No client is denied service based on lack of ability to pay.

8. PROGRAM MANAGEMENT. If you received funding in fiscal year 2013, please respond to the following as they apply to the period October 1, 2012 to September 30, 2013:

- a. Explain the successes and failures of the program

Success: We provided an exceptionally successful program based upon participation rates (program was operating at full capacity) and excellent client feedback results through annual client satisfaction surveys. More importantly, Making Memories participants were able to remain at home throughout the program year, with most living independently. All participants benefit from the family-like, supportive atmosphere which is created through this program.

Failures: We need to improve upon the standardization of procedures for intake and discharge from the program.

- b. Explain the differences between the budget submitted and the actual budget

During the 2012-13 program year, total expenses of \$22,740.52 were offset by \$21,662.06 in combined revenue of AAA funds of \$9998.10 (100% of the award), client donations in the amount of \$1743.06 and organizational donations from the Lions Club of \$1000 and a \$1000 one-time gift from Liberty Bank. The remaining funds were derived from the Colchester Senior Center's operating budget. Client donations were anticipated to be \$4266, but we received less but our expenses were less than projected, as well, which is largely attributed to the vacancy of the director's position from 11/12-6/13.

9. ORGANIZATIONAL OVERVIEW.

a. Organization mission statement and capacity to implement proposed program.

It is the mission of the Colchester Senior Services Department to support older adults in their desire to age optimally by providing programs and services designed to promote their independence, health, wellness and overall quality of life. The Making Memories Program has been operating, with great success, growing annually in clients served, since 2009. Fiscal year 2012-2013, we were operating at full capacity, with up to 18 participants registered. Currently, we have only 3 openings in the program. This is because 3 of our participants passed away in the last few months.

b. Describe your organization's financial position, including trends, challenges, or unusual developments over the last three years.

The Town of Colchester's financial position is excellent with the General Fund Balance showing steady growth. Trends are positive with no significant challenges which cannot be met. State funding has remained relatively flat.

c. List other funding sources pursued or being pursued for this program in order to sustain the program. Include whether pending, approved or denied.

Every year the Colchester Senior Center asks the local Lions Club for a \$1,000 gift for costs associated with the Making Memories Program. It has always been awarded, so far. Awards are announced in May, annually. The funding request letter has gone out.

We also have a relationship with S&S Crafts Worldwide, located in Colchester. They have been generous donors of craft supplies, in the past. We inquired whether they would consider being a financial donor, as well, during the past fiscal year. They declined. They did, however, agree to continue to donate craft supplies, as requested.

10. NAME AND ADDRESS OF PERSON TO WHOM CHECKS SHOULD BE MAILED:

ORGANIZATION NAME: Colchester Senior Center

NAME: Patricia A. Watts, Director of Senior Services

ADDRESS: 95 Norwich Ave. Colchester, CT 06415



BUDGET - FY 2015 Title III Funding

Organization's Name: Colchester Senior Center

Service Name: Making Memories Program

Organization's Annual Operating Budget: \$293,016.00

Total Program Cost is 10.64% of the Organization's Annual Operating Budget

Budget Summary:

A	Total Program Cost	<u>\$31,191</u>	
	Less:		
B	Client Donations	<u>\$1,000</u>	
C	Other Cash	<u>\$1,000</u>	
D	Net Cost	<u>\$29,191</u>	<u>100%</u>
	Less Match:		
E	Non-Federal Cash	<u>\$6,501</u>	<u>22.27%</u> OF NET COST
F	Non-Federal In-Kind	<u>\$1,782</u>	<u>6.10%</u> OF NET COST
G	Total Title III Request	<u>\$20,908</u>	<u>71.62%</u> OF NET COST

DOCUMENTATION OF FUNDING SOURCES

OTHER CASH

SOURCE (itemize)

DOLLAR AMOUNT -
should equal C above

Lion's Club Gift

\$1,000

NON-FEDERAL CASH MATCH

SOURCE (itemize)

DOLLAR AMOUNT -
should equal E above

Colchester Senior Center operational budget

\$6,501

NON-FEDERAL IN-KIND MATCH

SOURCE (itemize)

DOLLAR AMOUNT -
should equal F above

2 Volunteer @ CT minimum wage of \$8.25/hr.
total of 4.5 hrs/wk-48 weeks/yr.

\$1,782

17. Personnel Page

Program Year FY '15

Positions	Total Annual Salary for Position	Number of Hours Per Week Working on this Program	Title III	Non-Federal Cash	Other Cash	Client Donations	TOTAL
Dir. of Senior Services	\$54,366	2		\$718	\$1,000	\$1,000	\$2,718
Rec. Therapy Coord.	\$19,422	18	\$19,422				\$19,422
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
TOTALS			\$19,422	\$718	\$1,000	\$1,000	\$22,140

In-Kind Personnel (Volunteers working in the program - not paid staff)

Positions	Number of Hours Per Week Working on this Program	Number of Weeks Per Year	Value of In-Kind Salary
Volunteer DC	3	48	\$1,188
Volunteer JHB	1.5	48	\$594
TOTALS			\$1,782

Total Program Budget

Organization Name Colchester Senior Center

Organization's Annual Operating Budget \$293,016.00

Program Year: FY '15

Expenses	NET COST						F	G	H	
	A	B		C	D					E
	Title III	Non-Federal Cash	Non-Federal In Kind	OTHER RESOURCES		Client Donations				TOTAL
Personnel	\$19,422	\$718	\$1,782	\$1,000	\$1,000	\$1,000	\$23,922	\$2,718	\$21,213	
Fringe	\$1,486	\$815					\$2,301	\$815	\$1,486	
Travel		\$35					\$35		\$35	
Rent		\$371					\$371		\$371	
Telephone		\$330					\$330		\$330	
Utilities		\$1,788					\$1,788		\$1,788	
Vehicle Operations		\$1,748					\$1,748		\$1,748	
Equipment		\$0					\$0		\$0	
Repairs/Maintenance		\$150					\$150		\$150	
Conferences/Training		\$40					\$40		\$40	
Contractual Services		\$0					\$0		\$0	
Insurance		\$85					\$85	\$85	\$0	
Postage		\$30					\$30		\$30	
Supplies/Printing		\$261					\$261		\$261	
Dues/Subscriptions		\$30					\$30		\$30	
Audit		\$100					\$100	\$100	\$0	
Other		\$0					\$0		\$0	
TOTALS	\$20,908	\$6,501	\$1,782	\$1,000	\$1,000	\$1,000	\$31,191	\$3,718	\$27,482	

Percentage of Total Cost	Title III		Non-Federal Cash		Non-Federal In Kind		OTHER RESOURCES		TOTAL	
	67%	67%	21%	21%	6%	6%	3%	3%	100%	88%
Admin Costs										12%
Direct Service Costs										

BUDGET NARRATIVE

FRINGE \$2,301 How did you arrive at this figure?
7.65% of Coordinator's salary ($\$19,431 \times 7.65\% = \$1,486$) and 30% of Director of Senior Services' salary to the program ($\$2,718 \times 30\% = \815)

TRAVEL \$35 How did you arrive at this figure?
10% of budgeted amount of \$350 for travel. We use IRS reimbursal rate for mileage-\$0.56 per mile. At \$35, this allows for 62.5 miles per year.

RENT \$371 How did you arrive at this figure?
10% of annual Lease Agreement of Building, 100% = \$3705. At 5,500 sq. ft, the cost per sq.ft. per year is \$0.6736

TELEPHONE \$330 How did you arrive at this figure?
10% of projected expenses of \$3,300 annually or \$275 per month.

UTILITIES \$1,788 How did you arrive at this figure?
10% of projected expenses of \$11,375 Heating Fuel + 10% of projected expenses of \$6,500 of electric

BUDGET NARRATIVE (continued)

VEHICLE OPERATIONS \$1,748 How did you arrive at this figure?
10% of vehicle operations costs of \$17,478

EQUIPMENT \$0 How did you arrive at this figure?
N/A

REPAIRS/MAINTENANCE \$150 How did you arrive at this figure?
10% of projected cost of for routine building maintenance and repairs of \$1,500 annually

CONFERENCES/TRAINING \$40 How did you arrive at this figure?
10% of projected annual cost of \$400

CONTRACTUAL SERVICES \$0 How did you arrive at this figure?
N/A

Name of subcontractor: _____
Activity to be subcontracted: _____
Cost: _____

INSURANCE \$85 How did you arrive at this figure?
Projected cost share of insurance

BUDGET NARRATIVE (continued)

POSTAGE \$30 How did you arrive at this figure?
10% of projected annual costs of \$300 for mailings, etc.

SUPPLIES/PRINTING \$261 How did you arrive at this figure?
Total of 10% of annual printing and publications \$624 +10% of annual copier lease at \$1476
+ 10% of annual office supply projected cost at \$500

DUES/SUBSCRIPTIONS \$30 How did you arrive at this figure?
10% of annual costs of professional memberships of \$300, (NCOA membership, CASCP
membership for 2 staff and CAMAE membership)

AUDIT \$100 How did you arrive at this figure?
Projected cost share of annual audit

OTHER \$0 How did you arrive at this figure?

Service Targets

SERVICE NAME (Refer to Reference Material for Service Name)	Service Name	Service Name	Service Name	Service Name	Service Name	Service Name	Service Name
	Therapeutic Activity						
Units of Service							
2014 Target	3,200						
2015 Target	3,500						
Unduplicated Clients							
2014 Target	16						
2015 Target	16						
Unduplicated Low Income Clients (100% of Federal Poverty Limits)							
2014 Target	3						
2015 Target	2						
Unduplicated Minority Clients							
2014 Target	0						
2015 Target	0						
Unduplicated Low Income Minority Clients							
2014 Target	1						
2015 Target	2						
Unduplicated Near Poor Clients (101% - 149% of Federal Poverty Limits)							
2014 Target	8						
2015 Target	8						
Unduplicated Rural Clients							
2014 Target	16						
2015 Target	16						
Unduplicated Limited English Proficiency Clients							
2014 Target	1						
2015 Target	1						
Unduplicated Severly Disabled Clients							
2014 Target	0						
2015 Target	0						
Unduplicated Clients At Risk of Institutionalization							
2014 Target	3						
2015 Target	1						
Unduplicated Clients with Dementia							
2014 Target	14						
2015 Target	10						

Unit Cost

A	B	C	D	E	F	G	H
Service Name	Unit of Measure	Total Units	Net Cost Assigned	Net Cost Per Unit	Title III Cost Assigned	Title III Cost Per Unit	Percentage of Title III Request
Therapeutic Activity	one hour	3,500	\$29,191	\$8.34	\$20,908	\$5.97	100%
0		0		#DIV/0!		#DIV/0!	0%
0		0		#DIV/0!		#DIV/0!	0%
0		0		#DIV/0!		#DIV/0!	0%
0		0		#DIV/0!		#DIV/0!	0%
0		0		#DIV/0!		#DIV/0!	0%
0		0		#DIV/0!		#DIV/0!	0%
0		0		#DIV/0!		#DIV/0!	0%
TOTALS			\$29,191		\$20,908		

What is the current private and state rate for this service?

	State	Private
Therapeutic Activity	no data	\$20- \$50
0		
0		
0		
0		
0		
0		

Colchester Senior Center
BOS Request for Approval

TO: Board of Selectmen

FROM: Patricia Watts, Director

RE: Zumba Gold Instructor Contract

DATE: 3/18/2014

This is a new contract with Donna Chalmers, Zumba Gold Instructor.
Zumba Gold \$25 per session (requires a five person minimum per class).

Action Recommended:

That the Board of Selectmen authorize Gregg Schuster, First Selectman to sign the attached contract with Donna Chalmers, Zumba Gold Instructor, beginning 4/9/2014 and ending 6/25/2014.

Town of Colchester/Senior Center

95 Norwich Ave.
Colchester, CT 06415
(860) 537-3911

LETTER OF AGREEMENT

CONTRACT FOR PROFESSIONAL SERVICES BY & BETWEEN THE TOWN OF COLCHESTER SENIOR CENTER AND Donna Chalmers Zumba Gold Instructor

Name/Location	Time Period	Instructor	Pay Rate
Senior Center	4/9-6/25/14	Donna Chalmers	\$25 Per Session

1. The contractor agrees to provide professional Zumba Gold instruction with the specifications contained in the "Scope of Services" listed below.
2. Compensation to the contractor shall be at the rate of \$25 per session for Zumba Gold instruction with a requirement of a five person minimum per class. The contractor shall be paid at the conclusion of each two week period, and shall be responsible for submitting invoices on a bi-weekly basis. Checks will be issued after invoices are received and approved. Invoices will be processed for payment no earlier than two weeks after the program has started. Please allow three weeks for initial processing.
3. It is the philosophy of the Town of Colchester that a contractor's appearance and attitude be reflected in his/her daily work practices. Contractors shall be expected to maintain a neat and clean appearance while under contract with the town.
4. If it is deemed necessary, the director of senior services/acting director reserves the right to add or cancel programs and to adjust work schedules as required, for the benefit of the program. The director of senior services also reserves the right to revoke all contracts where inability to work established schedules is not in the best interest of the program.
5. It is mutually agreed that this is a contract for services and not a contract for employment. The Contractor shall not be entitled to any employment benefits from the Town of Colchester such as but not limited to: vacation, sick leave, insurance, workers compensation, pension, and retirement benefits. The Contractor shall be responsible for the filing of federal state income tax information, as well as quarterly Social Security payments as a self-employed individual.
6. The Contractor shall at all times enter its appearance for, defend, indemnify, protect and save harmless the Town of Colchester from any and all claims for

demands for damages, either in law, or in equity, arising out of or by virtue of the execution of this agreement.

7. An updated liability insurance certificate with coverage of \$1,000,000.00 evidence of Workers Compensation Insurance for the instructor will be provided upon acceptance of this contract. If your program is being held in a Colchester School Building you and any employees must submit fingerprint cards along with processing fee to the BOE office prior to your first class.
8. A scheduled meeting with the program coordinator prior to the start of the program is required. Rosters and attendance sheets will be given to the instructor prior to the first class. Please return accurate attendance sheets to the senior center office at the conclusion of your program.

If you agree with the terms and conditions stated above, please sign and return one copy of this contract.

Gregg Schuster, First Selectman

Date

Donna J Chalmers

Donna Chalmers, Independent Contractor

My Account

Current Policy

INSURED

Donna Chalmers
35 Evergreen Road
Cromwell CT 06416

Policy Number: 27376

Master Policy Number: PHPK1129642

Renewal: No

Program: FT

Certificate Number: None

Group Name: Personal Training Certificate

Effective Dates: 03/11/2014 to 12:01AM 03/11/2015

Additional Insured: None | [Click here](#) to add additional insured.
([Manage](#))

LIMITS OF LIABILITY

Type of coverage afforded: Commercial General Liability / Professional Liability

Limits of Coverage:

Each Occurrence Limit:	\$1,000,000
Professional Liability Limit:	Included
Personal and Advertising Injury Limit:	\$1,000,000
General Aggregate Limit*:	\$3,000,000
Products / Completed Operations Aggregate Limit:	\$3,000,000
Damage To Premises Rented To You Limit:	\$100,000
Medical Expense Limit (Any One Person):	\$1,000
Abuse / Molestation Occurrence Limit:	\$100,000
Abuse / Molestation Aggregate Limit:	\$300,000

Policy Coverage includes Online Training

View Your Certificate | View Your Certificate (Acord)

Please note: A copy of the Acord certificate will be produced for the policy holder along with additional copies for any additional insured.

CERTIFICATE OF INSURANCE

Underwritten by Philadelphia Indemnity Insurance Company

PRODUCER

Hoffman Insurance Services, Inc.
141 Linden Street
PO Box 9002
Wellesley, MA 02482-9002
Phone: 781-235-0087
Fax: 781-235-6665

INSURED

Donna Chalmers
35 Evergreen Road
Cromwell CT 06416

Policy Number: 27376
Master Policy Number: PHPK1129642
Renewal: No
Program: FT
Certificate Number: None
Group Name: Personal Training Certificate
Effective Dates: 03/11/2014 to 12:01AM 03/11/2015
Additional Insured: There are currently no additional insured.

LIMITS OF LIABILITY

Type of coverage afforded: Commercial General Liability / Professional Liability

Limits of Coverage:

Each Occurrence Limit:	\$1,000,000
Professional Liability Limit:	Included
Personal and Advertising Injury Limit:	\$1,000,000
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Products / Completed Operations Aggregate Limit:	\$3,000,000
Damage To Premises Rented To You Limit:	\$100,000
Medical Expense Limit (Any One Person):	\$1,000
Abuse / Molestation Occurrence Limit:	\$100,000
Abuse / Molestation Aggregate Limit:	\$300,000

*Other than Products – Completed Ops

COVERAGE FORMS

For a complete listing of forms, please go to www.insurepersonaltrainers.com/resources.

Policy Coverage includes Online Training

NOTE: All premium is fully earned at inception of policy

Authorized By: Robert Kuchefski