



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, February 19, 2015
Colchester Town Hall @ 7pm

RECEIVED
COLCHESTER CT
2015 FEB 24 AM 8:32

MEMBERS PRESENT: First Selectman Stan Soby, Selectman Denise Mizla, Selectman Rosemary Coyle, Selectman Bill Curran, and Selectman Kurt Frantzen via teleconference

MEMBERS ABSENT: none

OTHERS PRESENT: BOF Chair R. Tarlov, BOF A. Shilosky, Public Works Director J. Paggioli, Fire Chief Walter Cox, Deputy Fire Chief Don Lee, Senior Center Director Patty Watts, Library Director Kate Byroade, Town Planner Adam Turner, Wetland Officer Jay Gigliotti, Commission on Aging Chair Gary Siddell, T. Dean Clerk, and other citizens

1. **Call to Order**
First Selectman S. Soby called the meeting to order at 7:00 p.m.
2. **Additions to the Agenda**
S. Soby asked that the following items be added to the agenda as Item #22 Executive Session for Purpose of Discussing Contract Negotiations, Item #23 Discussion and Possible Action on Tentative Agreement, remaining items to be renumbered accordingly.

R Coyle moved to approve the addition to the agenda as presented, seconded by D Mizla. Unanimously approved.
MOTION CARRIED
3. **Approve Minutes of the February 5, 2015 Regular Board of Selectmen Meeting**
D Mizla moved to approve the Regular Board of Selectmen Meeting minutes of February 5, 2015, seconded by R Coyle. Unanimously approved. MOTION CARRIED
4. **Citizen's Comments –**
Mrs. Alderman spoke out against outdoor wood burning stoves. She stated that she has given a complaint map and other information for the board to review. Said the stoves have been detrimental to her and her husband's health and would like them banned in Colchester.
5. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Board of Selectmen – Bill Curran possible resignation**
R Coyle moved to accept, with regret, the resignation of Board of Selectman Bill Curran effective at the end of the Board of Selectmen meeting February 19, 2015, seconded by K Frantzen. Unanimously approved.
MOTION CARRIED
6. **Budget Transfers - none**
7. **Tax Refunds & Rebates**
R Coyle moved to approve tax refunds in the amount of \$452.54 to Carolyn Marvin or Justin Bingham, \$76.42 to Jeffrey Space, \$194.40 to Rossi Law Offices LTD, \$15.23 to WW Grainger Inc., \$84.13 to Julie Sultan, \$10 to Jessica Labbe-Trudeau, \$215.71 to Hyundai Lease Titling Trust, \$27.42 to John or Helen Zuverink, \$9 to Mario & Rose Diloreto, \$22.19 to Rossi Law Offices LTD, \$30.57 to Lynn Hast, \$349.11 to Toyota Motor Credit Corp, \$257.58 Rossi Law Offices LTD, seconded by B Curran. Unanimously approved. MOTION CARRIED
8. **Discussion and Possible Action on the Resignation of the Acting Tax Collector**
R Coyle moved to accept, with regret, the resignation of Acting Tax Collector Don Philips effective April 3, 2015, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

9. Discussion and Possible Action on Commission on Aging Bylaws

R Coyle moved to approve the Commission on Aging Bylaws as presented, seconded by K Frantzen. Unanimously approved. MOTION CARRIED.

10. Discussion and Possible Action on Outdoor Wood Furnaces

R. Coyle stated that she is not opposed but feels that there are outstanding questions that still need to be answered. She questioned if there is currently state statute language and would we need to add it to Colchester's. Also would the language need to be added, whole or in part, to our current zoning regulations. Asked D Lee, Fire Dept., if they are the ones that do anything with the permit process. D Lee answered no, that would possible fall under the burning official R Gustafson. R Coyle would like all these questions answered as well as questions from last meeting before she is comfortable weighing in her opinion. S Soby said discussions are for understanding and deliberation purposes. Anything implemented would be something beyond what state statute requires. Would also need to address any stoves in town that don't meet DEEP standards.

Tabled until next meeting

11. Discussion and Possible Action on Removal of Tires at Tony's Junkyard

A Turner, Town Planner, gave an update on the cleanup of Tony's Junkyard. Batteries, cars, etc. has been removed and the only thing left to deal with is the tires. Tony's is under no regulatory edict to remove the tires. The removal of the tires would be beneficial to the town for safety. Tony's inquired if the town would be willing to help with the removal as some of the tires were reported to be a diversion from the transfer station. A Turner proposed that Tony's remove approx. 22,000 tires and the town remove the remaining 1,800. The cost for the town's portion would be approximately \$5,000. A Turner advised the board that there is funding in his departments current budget that he could move to use for the tires and do some in-house work for what the line item was currently budgeted for. He feels that this is worth doing because the site abuts the Airline trail and the cleanup project would finally be complete.

R Coyle moved to authorize the Town Planner to use money from Professional Services for clean-up of tires at Tony's Junkyard, seconded by Kurt Frantzen. Unanimously approved. MOTION CARRIED.

12. Discussion and Possible Action on Library Job Description Revision

R Coyle and D Mizla stated that concerns from the last meeting were addressed.

R Coyle moved to approve the recommended changes to the position of Children's Librarian, including the job title change to "Children's and Young Adult Services Librarian", seconded by D Mizla. Unanimously approved. MOTION CARRIED.

13. Discussion and Possible Action on Senior Center Making Memories Program Coordinator Job Description Revision

P Watts, Senior Center Director, advised the board that the current employee has tendered his resignation and that the job description needs necessary updates from when it was last revised. The language in the grant that funds this position was also changed so this will now match.

R Coyle moved to approve the revised job description for Part time Making Memories Program Coordinator (formerly Part Time Recreational Therapy Coordinator), seconded by D Mizla. Unanimously approved. MOTION CARRIED.

14. Discussion and Possible Action on Anthem Administrative Services Agreement and Stop Loss Policy

D Mizla moved to authorize the First Selectman to sign the Administrative Services Agreement and Stop Loss Policy for the period July 1, 2014 through June 30, 2015 with Anthem Blue Cross and Blue Shield, seconded by B Curran. Unanimously Approved. MOTION CARRIED.

15. Discussion and Possible Action on Consultant for Fire Department Strategic Plan

S Soby discussed with the board that this is on hold while funding is determined. Process that was included was then removed from the budget for this fiscal year. Chief Cox communicated that he does not believe there will be funding available for the next fiscal year's budget. R Coyle stated that the Board of Finance wanted the fire dept. to do a strategic plan but then there was a budgetary issue, was there any discussion on funding part of it? R Tarlov, Board of Finance Chair, stated that there was a discussion that part could be done this year and another next year but was decided that it needed to be done at once. BOF felt the integrity of the budget process would be compromised if something was cut to be voted and approved on, to be then asked to request the funding for the item from another source in the same budget. The strategic plan at this point would need to be put in for the next fiscal year budget. He also stated that it was in the budget then taken out after much debate and that it was not in fact an urgency but an importance. Discussed with administration at the time that if it was taken out it would stay out until the next budget. S Soby stated that it is a different administration and a different board. It's an urgency for the fire department and the

town to plan and have things in place. Also with the new financial planner and for the future we need to stop pushing things off. R Tarlov reiterated that this is budget time and the time where it needs to be put in. The Board of Finance, at the last meeting, unanimously decided not to permit a special appropriation. If the town can come up with other ways to fund they would be open to discuss. R Coyle asked the Fire Chief if the person that he is recommending can wait until next budget time. Also if there is a way to pay in part now and some later. Chief Cox stated that he doesn't know as he hasn't had that discussion with them yet. D Lee expressed his disappointment and frustration. Stated they spent hundreds of hours at no pay, over 4 years, to work on gathering information for the strategic plan. Feels that every step the dept. makes forward that they are pushed back by the town. Chief also gave an update of how the dept. has found other ways to save the town and the dept. money by implementing programs that work, ex. Ambulance incentive, cut p/t program etc. Feels the money saved could be used towards the strategic plan cost. K Frantzen advised that we need to listen to the chief that the plan is important. B Curran stated that voters have told us in surveys that they would support an increase in EMS services. Also asked the board to support the work done by the Charter Revision group.
No action.

16. Discussion and Possible Action on Elected Officials and Non-Union Employees Compensation Plan

S Soby reported that based on action on the Board of Finance 2/18/15 meeting, amendments were made to what was presented and now have a new document for computing compensation. Added was some language and calculation information. R Coyle expressed her approval of making it clear and that employees are treated fairly with no subjectivity.

R Coyle moved to approve the compensation policy for non-union employees and elected officials as presented, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

17. Discussion and Possible Action on Appropriation for Rotary Drum Thickener Project

J Paggioli, PW Director, went out to bid with favorable response. Down to 175,000 for our portion of work. D Mizla asked if Lebanon will pay after we do. J Paggioli answered yes.

K Frantzen moved to resolve that the Board of Selectmen acting as the Colchester Water Pollution Control Authority having previously adopted the Colchester-East Hampton Joint Facilities financing plan for the replacement of sludge handling improvements at the wastewater treatment plant; the Board of Selectmen acting as the WPCA of the Town of Colchester, hereby appropriates \$175,000 from the Colchester Sewer Capital Fund for Town of Colchester's portion of the Sludge Thickener Improvements Project, Contract 11-69, at the Joint Facilities Wastewater Treatment Plant, and to transfer said allocated funds to the project account, seconded by B Curran. Unanimously approved. MOTION CARRIED.

18. Discussion and Possible Action on Ordinance Enforcement for Snow Removal

J Paggioli stated that based on the ordinance, enforcement can write a warning letter but cannot issue a citation that would follow the warning. There needs to be a designated municipal employee, there is not currently one appointed. S Soby requests to designate Jim Paggioli and Randy Benson, ZEO, to be empowered to issue citations. A hearing officer will also be needed but cannot be the designated persons for citations. B Curran asked if the owner does not comply can there be a lien. J Paggioli stated there would be an opportunity for a hearing, which the officer would have the final judgment on whether it was a valid citation. It then goes on to superior court.

D Mizla moved to authorize James Paggioli, Public Works Director and Randall Benson, ZEO, to issue citations and warnings for violations of town ordinance regarding sidewalks, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

19. Citizen Comments

G Siddell thanks B Curran for all his time volunteering for the town as a selectman. Also give his support for the fire dept and would encourage the board to follow up on R Coyle's suggestion to structure a contract to get started.

20. First Selectman's Report

Governor gave his budget with some good news and some not. Flat funding for ECS, TAR, and LOCIP items. One positive was a possible increase in payments to Colchester for DOT repair facility. Proposal of Resident Trooper to be paid 100% by the town – significant impact for the Town; Colchester KX continues to work on the consolidation process. There is a report that would provide fair funding mechanism for all dispatch centers. Report suggests that funding be based on population and call volume. Working with Board of Selectmen and Town Councils, as well as make contact with state legislators to make a commitment for a funding process that is fair. KX voted to expend money on a paid lobbyist but it has been put on hold; Chatham Health established budget and look to be in better shape going forward. Matched staffing and programs to the budget; winter in the last 30 days have kept the road crews out constantly and they have done an amazing job. Few concerns of where snow lands, but those have been investigated and crews have

responded phenomenally. S Soby commended J Paggioli and John Jones for all their hard work, dedication and leadership; Information to be posted on the web on Friday from R Gustafson, Fire Marshall, regarding loads on roofs and how to prevent danger; EOC will have a table top exercise that will focus on propane issues. Schools will be involved in the drill; Weekend of the 20th will be Freezin for a Reason to raise awareness for the fuel bank.

21. Liaison Reports

K Frantzen reported that for Sewer & Water and Planning & Zoning, items were already discussed previously.

R Coyle reported on Commission on Aging – reported on end of year statistics (attached). Community outreach will be 2/25. Senior lunch and learn will be in April. Commission has also implemented a nutrition program for single seniors.

D Mizla reported on Board of Education – CES principal reported success from the full day kindergarten, reading improved in first grade. WJJMS has a new Assistant Principal Carla Kennedy. Bacon Principal search is still going on and they have 2 candidates for the BOE interview. Board of Ed budget has passed for presentation to the Board of Finance on 3/3. Strategic Plan is going well. The steering committee met on 2/20 and will begin finalizing info from the focus groups.

S Soby reported on Economic Development – discussion from Jamie Noel regarding thoughts on the town center and gathering property owners to improve the center. Things are moving on the Norton Mill and dam issues.

22. Executive Session to Discuss Contract Negotiation

R. Coyle moved to enter into executive session to discuss contract negotiations, seconded by D. Mizla. Unanimously approved. MOTION CARRIED

Entered into executive session at 8:44 p.m.
Exited from executive session at 8:57 p.m.

23. Discussion and Possible Action on Tentative Agreement

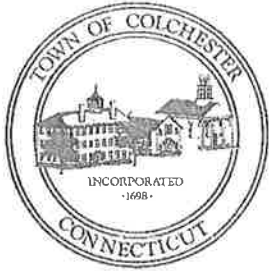
R Coyle moved to approve the tentative agreement for Local 1303-254 of Council 34, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

24. Adjourn

B Curran moved to adjourn at 8:58 p.m., seconded by K Frantzen. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk



TOWN OF COLCHESTER

Commission on Aging
95 Norwich Ave., Colchester, Connecticut 06415
(860) 537-3911

Where Tradition Meets Tomorrow

RECEIVED
COLCHESTER, CT

2015 FEB 17 AM 8:32

Gayle Furman
GAYLE FURMAN
TOWN CLERK

Colchester Commission on Aging Special Meeting Minutes

Wednesday, February 11, 2015 - Colchester Senior Center

Members Present: Chair Gary Siddell, Jean Stawicki, Rose Levine, Rob Gustafson, Goldie Liverant, Susan Choma

Members Absent: None

Others Present: Patty Watts, Rosemary Coyle, Laura Falt

- 1. Call Meeting to Order:** Chair G. Siddell called the meeting to order at 8:30 a.m.
- 2. Possible Seating of Alternate:** G. Siddell seated S. Choma as a voting member in lieu of the vacancy on the committee.
- 3. Minutes:** R. Gustafson motioned to accept the October 14, 2014 meeting minutes. J. Stawicki seconded. G. Liverant abstained. All other members present voted in favor. MOTION CARRIED. J. Stawicki motioned to accept the December 8, 2014 meeting minutes. R. Gustafson seconded. All members present voted in favor. MOTION CARRIED.
- 4. Financial Report:** P. Watts reported the Commission on Aging fundraising balance is \$142.00. Daily transportation collection in January was \$182.50 and out of town trips collection was \$192 for a monthly total of \$374.50, bringing the fiscal YTD total to \$2,319.50.
- 5. Chairman's Report:** G. Siddell reported that he presented the annual report to the Board of Selectmen and the Board of Finance. He will follow up again regarding the requested budget. He also went to the Board of Finance to support P. Watts for her budget presentation. There was discussion regarding how to help move the Commission on Aging budget forward. R. Coyle said the budget survey results were in and posted on the town website and encouraged members to read through.
- 6. Senior Center Director's Report:** P. Watts thanked G. Siddell for his support when presenting the budget. 2014 year end statistics were: 127 new member registrations with a total of 776 active members. There was 11% attendance/participation increase and 29% increase in program sessions. On-site meals served rose by 7%. Medical transportation increased 7% (49% in the last two years) and non-medical transportation increased 13%. They saw a 22% increase in info & referrals and 42% increase in Medicare counseling. And 5,070 volunteer hours were logged which is an 8% increase over last year. Patty reported that the new initiatives she presented to the Board of Finance include increasing labor hours by 8 hours for the increased transportation needs, the MySeniorCenter data tracking system, increasing the size of her office to accommodate a small meeting space and a lockable closet for secure storage. She also discussed the need to develop a Strategic Plan as the senior population in town is estimated to grow to 40% of the population in the next 15 years. Last Friday's programs included Go Red! For Women and a Healthy Hearts Lunch & Learn. AARP will offer tax aide by appointment through March 27th. Feb 13th is Valentine Bingo, the 17th offers a Mardi Gras Luncheon with Mr. Magic and the 19th is a Heart Healthy Cooking demo with Anthony Tran. TVCCA is holding a Hearty Meal Contest in February where you earn stamps for each meal and can enter a drawing when you reach 5 stamps. Patty shared a profit and loss

spreadsheet detailing the finances of the 2014 special events held at the center. The Coordinator of the Making Memories Program has resigned so Patty is in the process of finding a replacement. December statistics: Attendance: 1,184 with 1,033 transports. 120 Bistro and special meals served, 139 Community Café meals served and 408 Meals-on-Wheels delivered. 8 new members registered in December for a YTD total of 127 new members. January Statistics: Attendance: 820 with 706 Transports. 41 Bistro and special meals served, 105 Community Café meals served and 427 Meals-on-Wheels delivered. 3 new members registered in January for a YTD total of 3.

7. **Vote on Bylaw Revisions:** J. Stawicki motioned to accept the bylaw changes to eliminate the term Executive Board where it is used or change it to Officers and to add the ability to amend the bylaws at a regular meeting (see attached). R. Levine seconded. All members present voted in favor. MOTION CARRIED.

R. Gustafson left the meeting.

8. **Community Outreach Sub-Committee Discussion:** The group discussed finding ways to foster community support for the senior population which includes promoting what the needs are, what is happening now and what their aspirations are. They decided to hold a special meeting and invite guests to brainstorm how best to begin this process.
9. **Discussion and Vote on CoA Sponsored Senior Nutrition Lunch & Learn:** The group discussed sponsoring a lunch & learn centering on the social aspects of nutrition as it relates to seniors. Laura Falt from Marlborough Health & Rehabilitation Center is working on scheduling registered dietitian, Jen Fetterley as the speaker. She also offered to help support the luncheon. R. Levine motioned to allocate funds from the Commission on Aging fundraising account as necessary to fund the luncheon. G. Liverant seconded. All members present voted in favor. MOTION CARRIED.
10. **Adjournment:** G. Liverant motioned to adjourn the meeting at 10:06 a.m. J. Stawicki seconded the motion. All members present voted in favor. MOTION CARRIED.

Respectfully submitted,


Michelle Komoroski

To Whom It May Concern:

As of February 26, 2015, I am resigning my position on the Colchester Fair Rent Commission.

Thank you for the opportunity to volunteer with the Commission and I wish you the best of luck.

Sincerely,



Kimberley Russo

RECEIVED
COLCHESTER, CT
2015 FEB 26 PM 2:07
Kimberly Russo
1000 GLENVIEW
COLCHESTER, CT

Colchester Fair Rent Commission

February 25, 2015

Meeting Minutes

In attendance: Kim Russo, Chair; Steven Schuster, Christina Maher

Not in attendance: Valerie McGriff, Samantha Van Zilen

I. Welcome

Kim Russo welcomed everyone.

II. Discussion of Request for Assistance

Kim Russo explained that the Commission received a call for assistance. The Commission discussed the details of the request. The following motion was presented by Steven Schuster, seconded by Christina Maher and passed unanimously: The Commission deems that the rent increase is not unfair but agrees to provide support in negotiating a potentially less aggressive phase in of the rent increase and/or negotiating the total of the rent increase in light of the individual's fixed income situation.

III. Election of new Chair

Kim Russo explained that she would be resigning from the Commission and thus is resigning her Chairwomanship position. The following motion was presented by Steven Schuster, seconded by Kim Russo and passed unanimously: Recommendation to approve Christina Maher as temporary Chair of the Fair Rent Commission until such time as a permanent Chair can be identified.

IV. Other Business

There was no other business.

Colchester Senior Center
BOS Request for Approval

TO: Board of Selectmen

FROM: Patricia Watts, Director

RE: Exercise & Sittercize Instructor Contract

DATE: 2/19/2015

This is a renewal contract with our existing Exercise & Sittercize Instructor at the same hourly rates-

Exercise \$30 per hour.

Sittercize \$25 per hour

Action Recommended:

That the Colchester Board of Selectmen authorize Stan Soby, First Selectman, to sign the attached contract with Anne Beauregard, Exercise and Sittercize Instructor beginning 3/6/15 and ending 6/30/15.

insurance, workers compensation, pension, and retirement benefits. The Contractor shall be responsible for the filing of federal and 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 and current CPR and First Aid Certificates 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 assistant 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 program assistant 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.

Stan Soby, First Selectman

Date

Anne Beauregard, Independent Contractor

Date

Colchester Senior Center
BOS Request for Approval

TO: Board of Selectmen

FROM: Patricia Watts, Director

RE: Zumba Gold Instructor Contract

DATE: 2/19/2015

This is a renewal 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 Stan Soby, First Selectman to sign the attached contract with Donna Chalmers, Zumba Gold Instructor, beginning 3/6/2015 and ending 6/30/2015.

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.

Stan Soby, First Selectman

Date

Donna Chalmers, Independent Contractor

Date

Colchester Senior Center
BOS Request for Approval

TO: Board of Selectmen

FROM: Patricia Watts, Director

RE: Yoga Instructor Contract

DATE: 2/19/2015

This is a renewal contract with Susan McCaffrey, Yoga Instructor.
Yoga \$25 per session (requires a five person minimum per class).

Action Recommended:

That the Board of Selectmen authorize Stan Soby, First Selectman to sign the attached contract with Susan McCaffrey, Yoga Instructor, beginning 3/6/2015 and ending 6/30/2015.

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.

Stan Soby, First Selectman

Date

Susan McCaffrey, Independent Contractor

Date



Gayle Furman

Town Clerk

MEMO

TO: Board of Selectman
From: Gayle Furman/Town Clerk
Subject: Historic Preservation Grant
Date: February 26, 2015

I respectfully request that the Board of Selectman make a motion to allow the First Selectman to designate myself to act as the agent for the application for the Targeted Grant FY 2016 for the Historic Documents Preservation Program.

Proposed Motion:

Motion to authorize the First Selectman to designate Gayle Furman, Town Clerk as the agent for making the application for the Targeted Grant FY 2016 for the Historic Documents Preservation Program.

Thank you.

APPLICATION
TARGETED GRANT FY 2016
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 12/14)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATOR
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at <http://www.ctstatelibrary.org/organizational-unit/public-records>

Name of Municipality: Town of Colchester

Name of Municipal CEO: Stan Soby **Title:** First Selectman

Phone with Area Code: 860-537-7220

Email: selectman@colchesterct.gov

Name of Town Clerk: Gayle Furman **Title:** Town Clerk

Phone with Area Code: 860-537-7215

Email: townclerk@colchesterct.gov **Check if Designated Applicant:**

TC Mailing Address: 127 Norwich Avenue, Colchester, CT 06415

MCEO Address if Different:

Grant Application Deadline: Cycle 1: April 30, 2015 Cycle 2: September 30, 2015

Grant Contract Period: The contract period begins after July 1, 2015 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2016.

Maximum Grant Allowed:

\$3,000	Small Municipality	Population less than 25,000
\$4,000	Medium Municipality	Population between 25,000 and 99,999
\$6,500	Large Municipality	Population of 100,000 or greater

Amount Requested: \$ 3,000

Grant Category(ies):

<input type="checkbox"/> Inventory and Planning	<input type="checkbox"/> Organization and Indexing
<input type="checkbox"/> Program Development	<input type="checkbox"/> Storage and Facilities
<input checked="" type="checkbox"/> Preservation/Conservation	

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 3,000.00	\$ 88.00	\$ 3,088.00
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$	\$	\$
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet)	\$	\$	\$
6. TOTAL	\$	\$	\$

¹ Base pay only for personnel hired directly by the municipality. Personnel costs for vendors should be listed under Consultants/Vendors.

² Personnel taxes, benefits and any overtime must be paid by the municipality if grant funds used for base pay.

Narrative Page and Supporting Documentation

- Answer the narrative questions on a separate page, numbering the answers.
- If applying for more than one project, questions 1 through 3 must address each project separately and distinctly, for example, by numbering the answers 1a and 1b, 2a and 2b, and so on.
- Answers must be provided in the applicant's own words, not by referencing the vendor's proposal.

- 1. Describe the project.** Describe what will be done and why; specify the records involved, including volume numbers and dates.
- 2. Identify the vendors and/or town personnel.** Include assigned duties and the timeframe for completing the work.
- 3. Describe what the municipality hopes to accomplish with the grant.** Describe how the project will impact the records, the office and the municipality.
- 4. Provide a detailed budget.** List the detailed expenses that make up each Budget Summary line item (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs). Specify how expenses will be split between grant and local funds, if applicable. For any Town Personnel Costs, include the job title, hourly rate, and total number of hours for each individual; also see page 12 of the Guidelines.
Note: If applying for only **one project** and using only **one vendor**, you may **omit** the detailed budget provided that the expenses are clearly indicated on the attached vendor proposal
- 5. Attach supporting documentation.** For consultants/vendors, provide a copy of the proposal or quote. For direct purchases of equipment or supplies, provide a copy of the product information/pricing.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, Gayle Furman, the Town Clerk, as the agent for making the above application.

Signature of MCEO

Stan Soby

Name and Title of MCEO

Date

Certification of Application

This section must be signed by the applicant.

If the Town Clerk has been designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2016 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

Gayle Furman, Town Clerk

Name and Title of Applicant

Date (must be same as or later than above date)

For State Library Use Only

Grant Disposition: Approved Denied

Grant Award: \$ _____

Grant Number: _____

Signature of Public Records Administrator

Date

TOWN OF COLCHESTER
Historic Documents Preservation
Targeted Grant Application Second Page

Narrative Description:

1. The grant money will be used for paper preservation/conservation. We have several early land record volumes that need repairing, binding replacement from about 1843-1850; we plan on starting with our Warrantee Deed Book Vol. 24 that has sepia ink that is bleeding as well as frayed and worn edges in need of repair.

2. The vendor is KOFILE Preservation, 1 Allen Martin Drive, Essex, VT 05452. Joe Degan has assisted us in many previous preservation projects and we have been very happy with the end product. This project should be completed in approximately four months.

3. This project will preserve our hand-written land records dating back to the 1800's. The pages are being destroyed over time by regular handling. These volumes are of historical value to the Town.

TOWN OF COLCHESTER
Historic Documents Pres. Targeted Grant
Detailed Budget Page

Warrantee Deed Book Vol. 24	\$3,088.00
Consultant/Vendor – Grant Funds	\$3,000.00
Town Preservation Fund	\$88.00

\$3,088.00

KOFILE PRESERVATION

February 20, 2015

Town of Colchester
Gayle Furman, Town Clerk
Town Hall
127 Norwich Ave.
Colchester, CT 06415-0146

Dear Gayle:

Kofile is pleased to offer the following proposal for the preservation of the town's permanent records.

Scope of Work

1. **Maintain an INFORMATION LOG for each volume noting the following:**

- Condition of document upon receipt
- # pages and proper pagination, blank pages
- Presence of pressure sensitive material
- Presence of previous repairs
- Presence of staples, paper clips, brads, etc.
- Presence of acidic glues
- Identity of certificates/records (manuscript, Photostat, originally typed, etc.)
- Notation of original lettering on spine and covers
- Loose pages or attachments
- Special characteristics
- Any other information pertinent to the identification of the volume

This is the standard log used for all books and documents treated at Kofile Preservation. On it are recorded original condition, pagination, pressure sensitive repairs and other previous repairs, presence of staples, paper clips, etc, acidic glues, identity of certificates, original lettering on spine, loose pages or attachments and any other special characteristics and pertinent information. This log follows the book through the treatment process and is used in the final quality check. It is held as a permanent record of treatment.

2. **DISMANTLE BINDINGS completely, following accepted archival restoration guidelines.**

Extreme care must be taken not to cut the spine and folds of the section off the backs of the documents; therefore, cutting or chopping is not acceptable. The text block must be well cleaned and carefully disassembled.

- Remove all original binding materials and adhesive residues.
- Remove staples, paper clips, brads, etc.
- Remove pressure sensitive tape and old glue.
- Remove any sheets that are blank on both sides

For books to be Archival Grade Polyester encapsulated, manually separate folios into single sheets.

3. **SURFACE DRY CLEAN all paper as necessary and prudent by accepted archival methods.**

4. **REPAIR/RESTORE**

Mend/Reinforce

- Mend and guard paper tears. Mending tissue to be lightweight, closely matched in color and flexibility, eliminating formation of a breaking point in the sheet (Gampi or proven equal for tear repairs, Koso, Sekishu or proven equal for guarding). Adhesive for all tear repairs and guarding of folios to be ethyl cellulose paste or proven equal.
- Sufficient press time to be allowed after mending to insure paper will not cockle and that text block lies flat with no external pressure.
- Reinforce weak or tattered sheets to maintain mechanical integrity of document.
- Repair or replace index tabs as necessary.

Trim/Flatten

- Any sheets needing trimming must be neatly hand-trimmed to consistent size for uniformity and appearance.
- Flatten sheets as necessary.

DEACIDIFICATION

Deacidification and buffering are performed with a custom-built spray exhaust booth using Bookkeeper® (magnesium oxide spray). Bookkeeper® spray is far more benign in its effects on the environment and worker safety than other deacidification products that have been available. The minimal acceptable application of this material is to one side of the sheet of paper. In all cases, it is the practice of Kofile Preservation to spray both sides of the sheet to insure complete buffering of the paper. The final pH of paper treated with magnesium oxide is in the range of 8 with an alkaline reserve of 2-4%. Images will be tested prior to treatment to determine compatibility of image media with the process.

5. **RE-SEW/REBIND**

Encapsulated Records

- Encapsulate sheets where necessary utilizing Archival Grade polyester envelopes 3 mil (or other appropriate mil thickness).
- Envelopes to be of uniform size with welded seals.
- Envelopes to be placed in Public Record binders: Tenacity Champ, to match previous work, hard back covered type with piano hinge.
- Loose leaf volumes to be in binders as follows:
 - Cover material of customer's choice
 - Metals of .035 gauge polished nickel plated cold-rolled steel
 - Upright post diameter as necessary – 5/16 or as original
 - Tooling to be performed with 23 karat gold foil.

Rebound Records

- Binding style can be “case construction” with reinforcement in the end papers, cover to text attachment and cover construction. Any re-sewing should follow existing sewing stations and

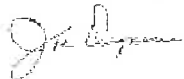


include sewn-in end papers.

- Sewing to be done by hand or Smythe-sewn, with sewing thread thickness evaluated and selected for each volume. Sewing thread to be chosen from unbleached linen stock or proven equal. Tapes to be linen or cotton.
 - Backing material to be linen of 50-75 threads/square inch weight.
 - End sheets to be chosen from a stock of strong, durable alkaline machine-made paper such as 80 lb. text Mohawk Super Fine Ivory or 100 lb. text weight Mohawk Super Fine Soft White or proven equal.
 - Hinge to be of Library Buckram or proven equal and must open with no strain on text block.
 - Boards to be of acid-free binders board of the best quality available and must be of sufficient thickness to preclude sagging or warping due to moisture or use.
 - Cover material to be leather, imitation leather, buckram or canvas.
 - Tooling to be performed with 23-karat gold foil.
6. **TITLE STAMPING** will generally follow the same format/style of originals and/or previous restored volumes.
 7. **TREATMENT REPORT**, referenced to information log, to be provided for each completed volume.
 8. **All restoration WILL BE COMPLETED WITHIN A PERIOD OF APPROXIMATELY 12-14 WEEKS**, beginning on the date of receipt of each item.
 9. **All procedures to be performed are in accordance with generally accepted standards of conservation and restoration practice.** Alterations, changes or insertions of any new material in any record is strictly forbidden.

Please contact us at 800-639-3027 with any questions or comments or to arrange transportation of your documents.

Best regards,



Joe Degnan

KOFILE PRESERVATION

One Allen Martin Drive, Essex, VT 05452 800-639-3027 802-878-3335 Fax: 802-878-0932 www.kofile.us

Conservation Proposal
Colchester, CT
February 20, 2015

Warrantee Deed Book Vol. 24	\$3,088.00
Military Subjects and Exempts	1,200.00
Deeds Vol. 30	2,512.00
Mortgage Deeds 28	3,356.00
Mortgage Deeds 25	1,612.00
Deeds 26	2,416.00
Deeds 27	2,392.00
Deeds 28	1,880.00
Deeds 19	2,144.00
Births, Marriages, Deaths 1947-1949	1,785.00
Births, Marriages, Deaths 1950-1951	1,383.00
Births, Marriages, Deaths 1952-1953	1,470.00
Births, Marriages, Deaths 1954-1955	1,400.00






Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

MEMORANDUM

To: Board of Selectmen

cc:

From: Tricia Dean, Executive Assistant to the First Selectman 

Date: 2/27/15

Re: First Selectman - Pitney Bowes Mailing Machine

Background

The town currently has 11 months left to our current lease. Due to requirement changes from the Postal service our current machine is not compliant. Pitney Bowes is our current machine provider and will pay off our current 11 month remaining lease, refund any supplies remaining from the current machine, and provide us with a start-up of supplies for the new, fully compliant machine.

The proposed lease is \$259.00 per month for 60 months, for a fully automatic mailing system with automatic mail feeder. The lease agreement includes a non-appropriation clause.

Added features aside from being compliant:

This model will perform a shape based rating weight automatically vs the manual system currently in place. The manual system could result in postage error which would in turn cause return mail and delay of delivery.

Another added feature is electronic return receipt ability which will save the town \$1.35 per certified piece. Currently each piece costs \$6.50; the savings based on usage for the year would be \$230.50.

Recommendation

Move to approve the lease of a new Pitney Bowes mailing machine for the period May 1, 2015 through May 1, 2020 and authorize the First Selectman to sign all necessary documents.



Engineering the flow of communication

Mailing System Proposal

Town of Colchester

Pitney Bowes DM475C Mailing System

- Fully Automatic Mailing System with automatic mail feeder
- Shape Based Rating Weight on the Way (WOW)
- 150lb scale
- Electronic Return Receipt ability. Can save \$1.35 per certified.
- 150 Departmental Accounting
- Free PBSmartpostage for remote user (Online postage)
- All service, installation, delivery and training are included.

60 Month lease:

\$ 259.00 per month

Lease includes all equipment, all service, meter, delivery, installation, and training. Excludes only supplies.

- The upgraded PB INVIEW accounting will provide for tracking of postage spend for up to 150 departments.
- PBSmartpostage will provide for (1) free online postage license for a single remote user.
- Pitney Bowes will pay off the existing lease # 0448886-404 with effective start of the new lease on 5-1-15.

Information Return for Small Tax-Exempt Governmental Bond Issues, Leases, and Installment Sales

(Rev. January 2012) Department of the Treasury Internal Revenue Service

Under Internal Revenue Code section 149(e)

Caution: If the issue price of the issue is \$100,000 or more, use Form 8038-G.

Part I Reporting Authority Check Box If Amended Return
1. Issuer's name: TOWN OF COLCHESTER SELECTMANS OFFICE
2. Issuer's employer identification number (EIN)
3. Number and street (or P.O. box) if mail is not delivered to street address: 127 NORWICH AVE
4. City, town, or post office, state, and ZIP code: COLCHESTER CT 06415-1230
5. Report number (For IRS Use Only)
6. Name and title of officer or other employee of issuer or designated contact person whom the IRS may call for more information
7. Telephone number of officer or legal representative

Part II Description of Obligations Check one: a single issue [X] or a consolidated return []
8a Issue price of obligation(s)
b Issue date (single issue) or calendar date (consolidated) Enter date in mm/dd/yyyy format
9 Amount of the reported obligation(s) on line 8a that is:
a For leases for Vehicles
b For leases for office equipment
c For leases for real property
d For leases for other (see instructions)
e For bank loans for vehicles
f For bank loans for office equipment
g For bank loans for real property
h For Bank loans for other (see Instructions)
i Used to refund prior issue(s)
j Representing a loan from the proceeds of another tax-exempt obligation (for example, bond bank)
k Other
10 If the issuer has designated any issue under section 265(b)(3)(B)(i)(III), (small issuer exceptions), check this box
11 If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check this box
12 Vendor's or bank's name: PITNEY BOWES INC
13 Vendor's or bank's employer identification number: 0610495050

Signature and Consent Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person(s) that I have authorized above.
Signature of issuer's authorized representative Date Type of print name and title

Paid Preparer's Use Only Print preparer's name Preparer's signature Date Check if self-employed PTIN
Firm's name Firm's EIN
Firm's address Phone no.

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

What's New

The IRS has created a page on IRS.gov for information about the Form 8038 series and its instructions, at www.irs.gov/form8038. Information about any future developments affecting the Form 8038 series (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

Form 8038-GC is used by the issuers of tax-exempt governmental obligations to provide the IRS with the information required by section 149(e) and to monitor the requirements of sections 141 through 150.

Who Must File

Issuers of tax-exempt governmental obligations with issue prices of less than \$100,000 must file Form 8038-GC.

Issuers of a tax-exempt governmental obligation with an issue price of \$100,000 or more must file Form 8038-G, Information Return for Tax-Exempt Governmental Obligations.

Filing a separate return for a single issue. Issuers have the option to file a separate Form 8038-GC for any tax-exempt governmental obligation with an issue price of less than \$100,000.

An issuer of a tax-exempt bond used to finance construction expenditures must file a separate Form 8038-GC for each issue to give notice to the IRS that an election was made to

pay a penalty in lieu of arbitrage rebate (see the line 11 instructions).

Filing a consolidated return for multiple issues. For all tax-exempt governmental obligations with issue prices of less than \$100,000 that are not reported on a separate Form 8038-GC, an issuer must file a consolidated information return including all such issues issued within the calendar year.

Thus, an issuer may file a separate Form 8038-GC for each of a number of small issues and report the remainder of small issues issued during the calendar year on one consolidated Form 8038-GC. However, if the issue is a construction issue, a separate Form 8038-GC must be filed to give the IRS notice of the election to pay a penalty in lieu of arbitrage rebate.

5" x H 12.3"
clude stacking tray)

0/50 Hz, 65-2A

3 per minute
3 per minute - WQW[®] speed

(in WQW[®] model)

53 Tapes

b. 15 lb., 30 lb. or 70 lb.

-CC-compliant;
-compliant

ection -
email connection
ation kit includes 14" LAN
lect

g modern connectivity available

Standard Operating Features

- Auto Dating
- Multiple Tapes (1-50)
- Low Postage Alert
- High Value Protection
- Original Value Resetting
- Sealant Level Indicator
- Seal Only And No Seal Modes
- Low Ink Alert
- Password Security
- Standard Envelope Advertisements (10)
- Standard Postal Inscriptions (12)
- Dual Language Support - English/Spanish
- Time/Date Stamp
- Custom Text Messaging
- Weight-On-The-Way[®] (WOW);
- Shape Based Rating

Options

- Enhanced Accounting
- PC Interface
- Report Printer
- Differential Weighing
- Barcode Scanner
- Weighing Platforms (2 lb., 5 lb., 10 lb., 15 lb., 30 lb., 70 lb.)
- INVIEW[™] Total Meter Reporting
- Total Postage Management
- Delivery Confirmation Services

NOTE: Some optional features above are included as standard features in DM475 Pro Package

Help protect the environment

The DM475[™] system advances your "green" initiatives. Not only is it ENERGY STAR[®]-compliant, it also uses water-based inks - not acetone - or alcohol-based inks - and is therefore environmentally responsible.

For more information call
1 800 322 8000 or visit us online:
www.pb.com/mail_solutions

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World Headquarters
1 Elmcrest Road
Stamford, CT 06924-0700



Pitney Bowes

Advanced power

Digital Mailing System
with IntelliLink[®] Technology
DM475[™] Series



never
day. Getting
its destination
d be an
Integrated
Keeping
the space,
It should have
that is easy
abilities you can

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you to help
with your
giling dead-
ngs capabilities
gh-On-The-
full range of
ered by Pitney

What's Now!

- **Weight-On-The-Way® (WOW)** - Eliminate sorting mailpieces by weight and size with in-line weighing. Process up to 90 letters per minute in WOW mode. Shape Based Rating accurately determines the rate for each piece of mail based on its length, width, thickness and weight - all in compliance with USPS® regulations.
- **Color graphics display** - A user friendly, crisp, clear color display makes for quick and easy selections - giving you step-by-step instructions.
- **Our unique IntelliLink™ technology** - Lets you update your system with the latest software and postage rates through the touch of a button. The Control Center is user friendly, and helps guide you through as you process your mail.
- **Built in savings** - The DM475™ gives you access to USPS® Commercial Base Prices for Express and Priority Mail® for savings up to 5% off retail rates.
- **Accountability** - Expanded accounting capabilities to increase your productivity with the option of Budget Manager, Business Manager, or INVIEW™ Accounting. Print reports or export data to a PC or to the web.

Unrivaled efficiency

- Get electronic access to a full range of USPS® Special Services including Confirmation Services and electronic Return Receipt at reduced rates. (compared to retail)
- Preset up to 10 jobs for quick access to routine tasks
- QWERTY keyboard for fast and easy operation with full color display
- Download postal updates, software upgrades, postal inscriptions and graphics

My Account

- Through Pitney Bowes online, get access to your account info when you need it:
- Choose how to pay for postage, get a postage advance, or earn interest on the balance in your Reserve Account
- Get online access to your account information at My Account and track payment history, monitor meter activity, pay bills, order supplies and request service

Constant connection

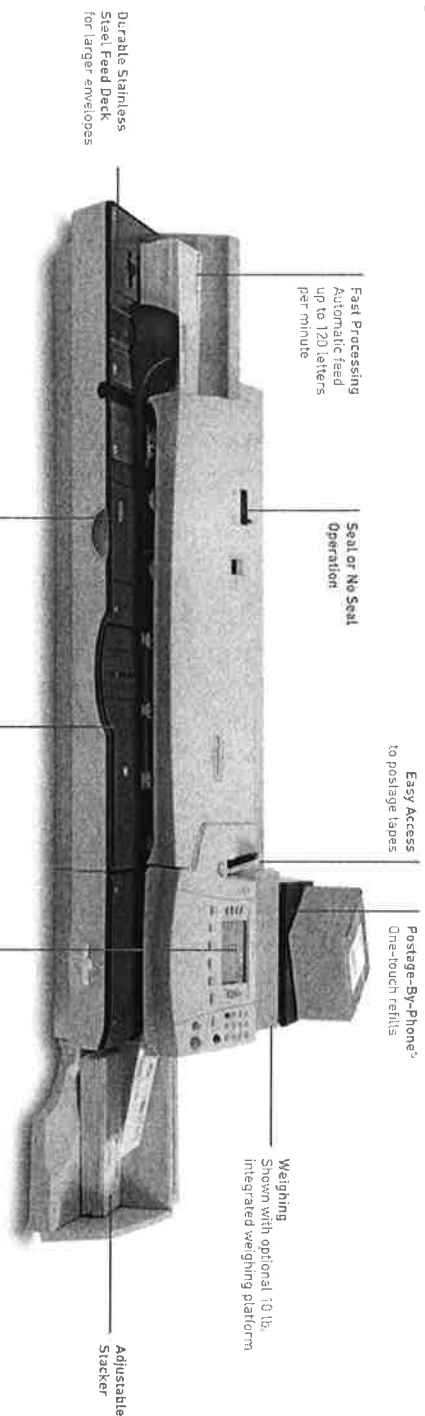
- To access postage and software downloads, there's no need to move the mailing system or to install a phone line. Simply connect to a local LAN connection and you'll get:
- 24/7 access to download software upgrades and postage
- The ability to upload Confirmation Services™ transactions for convenient mail piece tracking
- Seamless access to USPS® rate updates

Promoting business

Use your mail to advertise. The DM475™ Digital Mailing System comes with 10 standard envelope ads and 12 postal inscriptions. You can download additional ads and inscriptions directly into the IntelliLink® Control Center.

Big results

- Increase productivity in your office with the capabilities you would expect from a bigger mailing system.
- **Integrated weighing** - Easily process individual, oversize pieces by determining the precise postage with an integrated scale.
- **Automatic processing** - Automatic feeding, sealing and imprinting postage at speeds up to 120 letters per minute helps to effectively manage large mailings.
- **Flexible feeding** - Handles material up to 5/16" thick and sizes ranging from postcards up to 13" x 15" flats.
- **Convenient updates** - Obtain postage 24/7 and handle rate changes more easily with automatic updates.
- **Online service access** - USPS® Special Services, including Delivery Confirmation™, Signature Confirmation™ and Electronic Return Receipt for Mail™.
- **Rate selection** - Select the most effective and economical USPS® domestic and international postage rates.
- **Reduce return mail** - Operators can advance the date to get a jump on processing the next day's mail. Mail is not returned due to misdating.
- **Track incoming mail** - Mail date stamp provides dual functionality to track incoming mail efficiently.
- **Postage accounting** - Tracks up to 50 accounts, data can also be printed or exported to a PC.
- **Expanded accounting options** - Increase your tracking and reporting capabilities up to 1,500 accounts with the Pitney Bowes Budget Manager.



Durable Stainless Steel Feed Deck for larger envelopes

Fast Processing Automatic Feed up to 120 letters per minute

Seal or No Seal Operation

Easy Access to postage tapes

Postage-By-Phone™ One-touch refills

Tip-to-Tip Sealing protects envelope contents. Pressure and transport rollers work together to provide a positive seal

Weight-on-the-Way® Allows you to process mixed weight, mixed size mail and apply Shape Based Rating rules

Crisp Clear color display

Weighing Shown with optional 10 lb. integrated weighing platform

Adjustable Stacker