



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

AMENDED

**Board of Selectmen Agenda
Regular Meeting @ 7 PM
Thursday, May 7, 2015
Colchester Town Hall
Meeting Room 1**

RECEIVED
COLCHESTER, CT
2015 MAY -4 PM 3:45

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the April 15, 2015 Tri-Board Meeting
4. Approve Minutes of the April 16, 2015 Regular Commission Chairmen Meeting
5. Approve Minutes of the April 16, 2015 Regular Board of Selectmen Meeting
6. Approve Minutes of the May 1, 2015 Regular Board of Selectmen Meeting
7. Citizen's Comments
8. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Sewer and Water Commission – Thomas Hochdorfer possible reappointment for a three year term to expire 6/1/2018
 - b. Commission on Aging
 1. Jennifer Rayburn DeHay to be interviewed
 2. Jean Hess-Walsh to be interviewed
 - c. Police Commission
 1. Cheryl Ely-DeCarlo to be interviewed
 2. Dale Thurstan to be interviewed
 - d. Board of Selectmen
 1. Steven Schuster
 2. John Reever
 3. Seth Breitmaier
9. Budget Transfers
10. Tax Refunds & Rebates
11. Discussion and Possible Action on Recommended Sewer and Water Budget FY 15-16
12. Discussion and Possible Action on William J Johnston Middle School Project Recommendation
13. Discussion and Possible Action on Application for Section 5310A Funding for Vehicle Replacement

14. Discussion and Possible Action on Senior Center Policies and Procedures Manual
15. Discussion and Possible Action on Town Purchase Policy Section B
16. Discussion and Possible Action on PPI Benefit Solutions
17. Discussion and Possible Action on Release of Funding Commitment – Investment Grade Audit with Honeywell
18. Citizen's Comments
19. First Selectman's Report
20. Liaison Reports
21. Adjourn

**Tri-Board Meeting Minutes
Wednesday, April 15, 2015
Town Hall Meeting
Meeting Room 1 – 6:00 p.m.**

Board of Selectmen Members Present: First Selectman Stan Soby, Denise Mizla, Rosemary Coyle, Kurt Frantzen by phone

Members Absent: None

Board of Education Members Present: Vice-Chairman Don Kennedy, Mike Egan Mary Tomasi, Brad Bernier

Members Absent: Mitch Koziol, Mike Voiland, Ron Goldstein

Board of Finance Members Present: Chairman Rob Tarlov, Art Shilosky, John Ringo, Tom Kane, Rob Esteve, James McNair

Members Absent: None

Others Present: CFO Maggie Cosgrove; Lockton representatives: Deb Testa and Jillian Daly, Superintendent Jeff Mathieu, PPI representative Joe Ciccarello

1. **CALL TO ORDER:** First Selectman Soby called the meeting to order at 6:01pm. Board of Finance Chairman R. Tarlov called the meeting to order at 6:01pm. Board of Education Vice-Chairman Don Kennedy called the meeting to order at 6:01pm.
2. **CITIZENS' COMMENTS:** None
3. **PRESENTATION BY PPI BENEFIT SOLUTIONS:** PPI gave an overview of what services they offer, some of which includes an auto-enroll administration portal, data reporting, enrollment tracking tools, self-enroll for employees, employee reference center, and employee communication. PPI works with every health carrier in the state and can transfer information from one carrier to another. The data they collect will assist in meeting the new ACA requirements. Employees being able to deal directly with PPI would result in a significant savings of man-hours the Finance Department spends handling employee benefits. M. Cosgrove said her department is not trained in health care benefits and she fears they will give employees misinformation. In the past she has proposed hiring a benefits administration person. There is an annual set-up fee and a per employee monthly fee to contract with PPI.

(BOE adjourned at 6:48 upon M. Egan leaving. Other members remained for discussion.)

4. **DISCUSSION AND POSSIBLE ACTION ON BENEFITS ADMINISTRATION:** Boards discussed the cost of contracting with PPI in comparison to the cost of having to hire and train a person in-house to handle the benefits as well as the cost of software to allow for the necessary data collection. In addition to the cost, if done in-house, only one person would be knowledgeable in the area resulting in potential problems if that person were to be on vacation or out sick. If contracting with PPI there would be multiple personnel available to provide assistance and a higher level of confidentiality. There was consensus for each of the boards to discuss further before making any decision.
5. **CITIZENS' COMMENTS:** None

RECEIVED
COLCHESTER, CT
2015 APR 20 PM 1:48
JAYLE FURNAN
TOWN CLERK

6. ADJOURNMENT:

A. Shilosky motioned to adjourn the Board of Finance meeting, seconded by J. McNair. Motion was unanimous. **MOTION CARRIED.** Chairman Tarlov adjourned at 7:00 pm.

R. Coyle motioned to adjourn the Board of Selectman meeting, seconded by D. Mizla. Motion was unanimous. **MOTION CARRIED.** First Selectman Soby adjourned at 7:00pm.

Submitted by,

A handwritten signature in cursive script that reads "Dawn LePage".

Dawn LePage, Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Commission Chairmen Regular Meeting Minutes
Thursday, April 16, 2015
Colchester Town Hall – 7:00PM
Meeting Room 1

MEMBERS PRESENT: First Selectman Stan Soby, Selectman Rosemary Coyle, Selectman Denise Mizla, and Selectman Kurt Frantzen

MEMBERS ABSENT: None

1. Call to Order

Selectman S. Soby called the meeting to order at 7:00 p.m.

2. Commission Updates – Commission Chairs

Ron Goldstein reported that the **Board of Education** Director of Pupil Services review process is underway. A report from the investigator will be in by the end of the school year if not sooner. First draft of the new strategic plan is almost complete with the hope to have it adopted in June.

Rob Tarlov reported that the **Board of Finance** is working on budget season. Public hearings have taken place, Monday night was the best attended. Town meeting is coming up on 4/22 to send the budget to referendum which should be 5/5. All voting will take place at Town Hall. Working with the financial advisor on the school project. Revising the capital plan on the equipment side. Health insurance is self-funded but was taking on risk. Have gotten the funding level to cover majority of exposure and built up reserves.

Ron Goldstein reported that the **Building Committee** is in a pivotal time. The plan has been adopted by the committee and approved by the Board of Selectmen and Board of Finance. It has also been reviewed by Planning & Zoning. The debt can be managed within our existing debt structure. Referendum has not yet been scheduled but will possibly be in June.

Gary Siddell reported that the **Charter Review Commission** is in the process of completing interviews. The next step is to consolidate their list of opportunities and re-evaluate the opportunities to improve by documenting the pros and cons of each. S Soby asked to meet with the commission.

Gary Siddell stated that the **Commission on Aging** has updated their bylaws. They are working on adopting a new policies and procedures document for the Senior Center. Ran recruitment ads in the Rivereast for new memberships on the commission. Currently have a full commission with one alternate available. On 4/29 there will be a nutrition program sponsored by the COA and space has sold out. Community outreach on the senior population being done by working with the subscriber channel and the town website. Speaking tours being held to different groups, the next is the housing authority. Working with the SC director on NCOA accreditation, assessment process is 18 months.

Kurt Frantzen reported that **Conservation Commission** has five permits they are working on and two to three enforcement issues.

RECEIVED
COLCHESTER, CT
2015 APR 20 PM 2:57
J. S. FURMAN
TOWN CLERK

Ron Goldstein reported that the **Cragin Board of Trustees** will have their annual Giving Circle event with reception next week at 7pm.

Andreas Bisbikos reported that the **Economic Development Commission** is looking to work on an agricultural hub in the town. Selected individuals are taking the lead. Potential scholarship may be available, looking to get the youth involved in the political process.

Daniel Henderson reported that the **Ethics Commission** hasn't had a need to convene, the next meeting will be in June. No issues to discuss at this time.

Stan Soby reported that the **Planning & Zoning Commission** has many projects ongoing and development opportunities for the town.

Merja Lehetinen reported that the **Cable Advisory** has invited the library to apply for a grant, which they did, and anticipate a positive response. Statewide they are working with Frontier to smooth out customer issues.

WRITTEN REPORTS RECEIVED FROM THE FOLLOWING (attached):

Christina Maher regarding **Fair Rent Commission**
Ellen Sharon regarding **Historic District Commission**
Nick Norton regarding **Open Space Advisory Committee**
Robert Parlee regarding **Police Commission**
Stephen Coyle regarding **Sewer & Water Commission**
Laurie Robinson regarding **Zoning Board of Appeals**

NO REPORT RECEIVED FROM THE FOLLOWING:

Christopher Bourque regarding **Agriculture Commission**
John Malsbenden regarding **Board of Assessment Appeals**
Jan LaBella regarding **Housing Authority**
Chris Ferrante regarding **Parks & Recreation Commission**
Brenden Healy regarding **Police Retirement Board**
Gina Ebbeling regarding **Youth Services Advisory Board**

3. Adjourn

R. Coyle moved to adjourn the Commission Chair Meeting at 7:30 p.m., seconded by Denise Mizla. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean
Clerk

Hi Tricia,

I cannot attend the meeting. I am new, so for my info, how often are these meetings held? When was the last one?

The Fair Rent Commission met in February (the 25th) to discuss one case; a recommendation was made to the inquirer and we closed our file. There has been no activity from the Fair Rent Commission since February.

Does this suffice?

Regards,
Christina

Commissioner's Report: Historic District Commission

Ellen Sharon <ellensharon@att.net>

Thu 4/16/2015 9:38 AM

Inbox

To: Tricia Dean <tdean@colchesterct.gov>;

The Historic District Commission has received one application for new construction, which was denied. We anticipate the applicant will return to the Commission with revised plans, and will continue to work with the applicant towards a plan which will meet the needs and requirements of the Historic District, the Applicant, and the Town.

The winter was hard on our School for Colored Children, and now, in addition to the lost roofing shingles I reported at our last meeting, we lost one of the two sign posts holding up the explanatory signage for the school.

Sincerely,
Ellen Sharon

Ellen Sharon
Chair
Historic District Commission

Re: Chairmen Meeting Agenda for 4/16/15 @7pm

Nicholas Norton <nnorton@yahoo.com>

Thu 4/16/2015 3:29 PM

Inbox

To: Tricia Dean <tdean@colchesterct.gov>;

Tricia

I'm sorry to be giving you a last minute report that I cannot attend tonight.

The Open Space Advisory Committee is processing several open space parcels and has worked at coordinating the existing Open Space Plan with the new Plan of Conservation and Development.

Nick Norton

Re: Chairmen Meeting Agenda for 4/16/15 @7pm

Robert Parlee <robertparlee@hotmail.com>

Wed 4/15/2015 5:13 PM

Inbox

To: Tricia Dean <tdean@colchesterct.gov>;

Police Commission

Hi Tricia

I will not be at the meeting I have a late work meeting.

Just some updates for the selectmen. We have a vin number for our new cruiser so we should be seeing the unit soon.

We had three officers recently attend EMR training. The drug drop box is up to 650lbs that have been dropped off.

Our face book page has been monitored closely for compliance by our residents state trooper and has led to numerous crime tips which have resulted in arrests and positive investigative leads. We are have taken the next step in the hiring process and should have a new officer in the vary near future. Thank you. Robert Parlee commission chairman.

Sent from my iPhone

On Apr 10, 2015, at 1:48 PM, Tricia Dean <tdean@colchesterct.gov> wrote:

Attached is the agenda and listing of comissions with chairmen.

If you cannot make the meeting, if you would kindly send me an update regarding your comission by email.

Thank you,

Tricia Dean

Executive Assistant to the First Selectman

Town of Colchester

127 Norwich Avenue

tdean@colchesterct.gov

P: (860) 537-7220

F: (860) 537-0547

<CharimenMeetingAgenda04_16_2015.pdf>

Thursday, April 16, 2015

Sewer and Water Commission report

Water Park leak

The design is set and the Public Works director is in the process of posting the RFP. At this point, the project has fallen under the Town Public Works department and is no longer a matter for the Sewer and Water commission.

Well Risk

Well 3 was redeveloped and the casing re-sleeved. The results were excellent and exceeded our expectations. It is back on line and functioning well.

However, the permanent solution, (a.k.a. drilling Well 3A) is continuing.

Sewer Activities

The Joint Facilities commission has chosen a replacement to the retiring Administrator to run the Sewage treatment plant.

The Rotary Drum Thickener contract was awarded to Kovacs and the work will be done this summer and fall.

Note: Our public hearing on the 2015-2016 is scheduled for April 16, 2015 at 7 PM. Following is a special meeting of the Sewer and Water Commission. It conflicts with the Chairmen Meeting.

Stephen Coyle, Chairman, Colchester Sewer, Water Commission

Re: ZBA Report for Commission Chairman Meeting

H & L Robinson <robinson@snet.net>

Thu 4/16/2015 3:43 PM

Inbox

To: Stan Soby <ssoby@colchesterct.gov>; Tricia Dean <tdean@colchesterct.gov>; Tricia Dean <tdean@colchesterct.gov>;

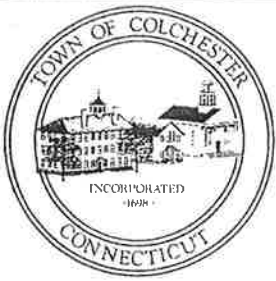
Cc: stan152@sbcglobal.net <stan152@sbcglobal.net>; Patrick Reading <pmreading@yahoo.com>; Laurie Robinson <robinson@snet.net>; Randall Benson <zoning@colchesterct.gov>; Gail Therian <gtherian@colchesterct.gov>;

Hello Stan and Tricia,

Please accept this summary for the past quarter of the Zoning Board of Appeals, for use in this evening's Commission Chairman meeting:

- The ZBA's last meeting on an application was held in January.
- There were no meetings held in February and March, due to lack of applications.
- The Board has five members and no alternates. This posed a little difficulty and required continuing a hearing on an application when one of our members could not attend.

Respectfully submitted,
Laurie R. Robinson
Chairman, ZBA



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, April 16, 2015**

Colchester Town Hall, Immediately following Commission Chair Meeting @ 7pm

RECEIVED
COLCHESTER, CT
2015 APR 21 AM 10:03

MEMBERS PRESENT: First Selectman Stan Soby, Selectman Denise Mizla, Selectman Rosemary Coyle, and Selectman Kurt Frantzen

MEMBERS ABSENT: none

OTHERS PRESENT: K Byroade Library Director, R Tarlov BOF Chair, G Siddell COA Chair, T. Dean Clerk, and other citizens

1. Call to Order

First Selectman S. Soby called the meeting to order at 7:30 p.m.

2. Additions to the Agenda

S. Soby asked that the following items be added to the agenda; Item #6.b.2 Police commission, Jeff Dunshee to be interviewed, Amend Item #10 to move to Item #6, Modification of Item #12 Amend to Executive Session and move to Item #16, remaining items to be renumbered accordingly.

R Coyle moved to approve the additions/amendments to the agenda as presented, seconded by D Mizla. Unanimously approved. MOTION CARRIED

3. Approve Minutes of the April 2, 2015 Special Board of Selectmen Meeting

R Coyle moved to approve the Special Board of Selectmen Meeting minutes of April 2, 2015, seconded by D Mizla. Unanimously approved. MOTION CARRIED

4. Approve Minutes of the April 9, 2015 Special Board of Selectmen Meeting

R Coyle moved to approve the Special Board of Selectmen Meeting minutes of April 9, 2015, seconded by K Frantzen. Unanimously approved. MOTION CARRIED

5. Citizen's Comments – Steve Schuster letter attached

6. Discussion and Possible Action on Cragin Library Adult Services Librarian Job Description

R Coyle moved to recommend the changes to the position of Adult Services Librarian, seconded by D Mizla. Unanimously approved. MOTION CARRIED

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

a. Police Commission

1. Susan Dubb to be interviewed – was interviewed
2. Jeff Dunshee to be interviewed – was interviewed

b. Commission on Aging

Jennifer Rayburn DeHay to be interviewed – not present

c. Board of Selectmen

Andreas Bisbikos to be interviewed – was interviewed

8. Budget Transfers - none

9. Tax Refunds & Rebates

D. Mizla moved to approve tax refunds in the amount of \$405.91 to Militza Allen, and \$288.43 to Honda Lease Trust, seconded by K Frantzen. Unanimously approved. MOTION CARRIED

- 10. Discussion and Possible Action on Policies and Procedures Manual for the Colchester Senior Center**
G Siddell, Commission on Aging chair informed the board that a sub-committee from the COA and the Senior Services Director worked on different town models to revise our own policies. Three areas of significance are; 1. Strengthen transportation policies, 2. Membership criteria on annual basis and fees for non-residents, and 3. Grievance process. K Frantzen stated it was exceptionally helpful to have the policies in written form, but need to review the hearings section component. S Soby stated that hearings would be more of a mediation role for the commission vs a hearing role. G Siddell stated they would re-work that section.

TABLED to next meeting

- 11. Discussion and Possible Action on Purchasing Policy Section B.3 Notification of Request for Proposal/Competitive Bid**
K Frantzen pointed out the areas in the current policies he would like to see more specifications added, predominantly section 5 to increase from 5% to 7.5% consideration for local vendors. D Mizla and R Coyle agreed on the percentage section. They stated that specifications to the other topics K Frantzen mentioned they would need additional information pointed out to make a decision. S Soby stated he would also like the BOE and BOF to weigh in as well. An action item will be put on the agenda for the next Tri-board meeting.

NO ACTION

- 12. Citizen's Comments - none**

- 13. First Selectman's Report**
KX CEO's continue to be engaged with the Board of Directors and consolidation. Committee issues have arisen and going forward they will ensure the interest of municipalities are addressed; Economic indicators from Eversource was helpful and interesting; Contract negotiations underway with Police and Fire; Conditional offer to certified officer to fill the vacancy has been made, they are now in the final steps; Spring cleanup drew a nice crowd on 4/11; Quality of life issues are being addressed. One we are working on by offering assistance the other has been transferred to the Health District. A third is a noise issue and the town is working with the property owner in order to come to an agreeable solution; Finalized the agreement with the owners of Norton Mill, and a level 2 environmental study for remediation has been done. Submitted an additional Brownfield grant application.

- 14. Liaison Reports**
R Coyle reported on the Building Committee – Public presentations will be on 4/23 at 6pm, 4/29 at 6pm and 5/2 at 10am at WJJMS. The committee has been invited to present at the 5/15 CBA meeting.
Commission on Aging – Statistics attached

D Mizla reported on Board of Education – The temporary Director of Pupil Services person has begun to interview affected parents. Reports from parents of good, productive sessions and will continue.

- 15. Executive Session to Discuss Tentative Agreement with Municipal Employees Union Local 506, SEIU, AFL-CIO, CLC**
R Coyle moved to enter into executive session to discuss the Tentative Agreement with Municipal Employees Union, inviting R Tarlov BOF chair, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Entered into executive session at 9:35 p.m.
Exited from executive session at 9:40 p.m.

- 16. Adjourn**
R Coyle moved to adjourn at 9:40 p.m., seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk

Attachments (1) S Schuster letter
(2) COA stats

COLCHESTER BOARD OF EDUCATION

April 7, 2015

Good evening; My name is Steven Schuster and I am a 70 year resident of the Town of Colchester.


Mr. Goldstein, members of the Colchester Board of Education, fellow citizens of the Town of Colchester and especially, parents of children with special needs in the school system of the Town of Colchester.

After reading articles in local newspapers and the letters from many parents of children with special needs in the Colchester School System, I was brought to embarrassment, and then anger when I read through those numerous letters describing what they have been going through to get their children the help that is needed.

I can remember so well the same set of circumstances that happened in Colchester around 25 years ago when the then superintendent of schools and the director of special education turned their backs on a group of special needs students that resulted in many law suits against the town and eventually the BOE was ordered to comply with the law and these students were helped. The problem as I remember it, was a very weak BOE at the time and most were blinded by what they thought they were being told by the professional administrators as being the truth. It was a very bad time for the educational community in Colchester. So bad in fact that the town was in such an uproar that they reduced the membership of the BOE from 11 members in the charter down to 7, and did a wholesale change in the makeup of BOE in the next election. It was then and only then that the newly seated board identified the problems at hand, and within 2 months, Colchester was looking for a new superintendent and director of special education for the school system. I truly believe that today we have a more educated and competent BOE that will get to the bottom of this current disaster and make the hard decisions they will be faced with. I certainly hope so.

You know, sometimes it does take a community to raise a child!
Thank you all.

Sincerely,



Steven A. Schuster

I formally request that this letter be made a part of the minutes of this meeting.

Programs:

- 4/13 Mindfulness for Seniors, 3 part series
- 4/14 Golf League Meeting
- 4/15 iPad 101 Workshop
- 4/20 Cold/Snow Party
- 4/22 Diabetes Self-Management Program, 6 week series
- 4/22 AARP Smart Driver Course
- 4/24 Volunteer Appreciation Luncheon, CSC will not be open
- 4/27 Bobbi's Blue Plate Special
- 4/29 At-Home Nutrition Lunch & Learn
- 4/30 WJMS Senior Prom

Making Memories Program:

- Hopeful to make an offer of employment to our new Making Memories Program Coordinator to begin by end of month

Strategic Planning:

- Met with Stan Soby & Gary Siddell to discuss pursuing a NCOA Self-Assessment process as a means towards a Strategic Plan and a way to increase our visibility within the community, he was very much in favor of pursuing this.
- In the coming months, we will be recruiting a Self-Assessment Team.

Policies & Procedures Manual:

- Submitted for review to BOS

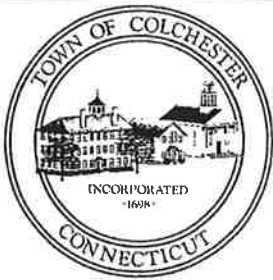
AARP Tax Aide Services-served a total of 159 Clients this tax season!

Grants:

- Submitted to Senior Resources AAA for renewal funding for the Making Memories Program
- Submitted to DOT for the Municipal Grant Program for Out of Town Transportation for Medical Appointments

Attendance & Meals Served:

- Monthly Attendance in March: 1373 in 22 days
- Monthly Transports in February: 849
- Monthly Transports in March: 1031
- Meals served in March: Bistro & Special Meals: 144 Community Café: 164 MOW: 465
- New members March : MTD: 10 YTD: 22



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Special Meeting Minutes
Special Meeting Minutes
Friday, May 1, 2015
Colchester Town Hall @ 10am**

RECEIVED
COLCHESTER, CT
2015 MAY -14 PM 3:22

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

MEMBERS ABSENT: none

OTHERS PRESENT: Rob Tarlov via teleconference

1. Call to Order

First Selectman Stan Soby called the meeting to order at 10:00 a.m.

2. Executive Session to Discuss Non-Union Employee Health Insurance

R Coyle moved to enter into executive session to discuss Non-Union Employee Health Insurance, inviting Board of Finance Chair Rob Tarlov, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Entered into executive session at 10:00 a.m.

Exited from executive session at 10:25 a.m.

3. Discussion and Possible Action on Non-Union Employee Health Insurance

K Frantzen moved that the Town of Colchester change its non-union employee and elected officials health insurance plan from its current plan to a high deductible plan with a Health Savings Plan comparable to that offered to other town employees beginning July 1, 2015, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

S Soby stated that starting July 1st would give time to make proper notification to Anthem. Arrangements will be made for Lockton to provide education session to employees. The change in the current plan to the new plan is consistent with Town Personnel Policy of notification to changes of health insurance.

4. Adjourn

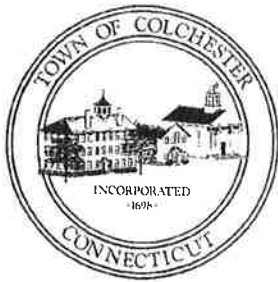
D Mizla moved to adjourn at 10:31 a.m., seconded by K Frantzen. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk

Sewer and Water Commission-9 Members, 3 year terms

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	Stephen Coyle	D			6/1/2016
Vice Chair	Robert Peter	R			10/1/2015
Member	Ron Silberman	U			6/30/2017
Member	Matthew Cross	D			6/30/2017
Member	Thomas Hochdorfer	U			6/1/2015
Member	VACANT				10/1/2015
Member	VACANT				10/1/2015
Member	VACANT				6/30/2016
Member	VACANT				6/1/2017



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 3/20/2015

BOARDS & COMMISSIONS APPLICATION

Name: Jennifer Raybun DeHay

Address: 31 Mill Ln W, PO Box 168 Colchester, CT. 06415

Home Phone: 860 5378765 Email jrdehay@sact.net FAX: 860 537 8765

Work Phone: — Email — Town Residency 16 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Advocate for the Aging
Commission on Aging!

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

High School: Beantford High, Beantford CT - Graduated
1975

College: Quinnipiac College, Hamden CT
Graduated B.S. 1979 BA Business,
Export Mktng.

Trade, Business Or Correspondence School Small farm in town - Agriculture
Quinnipiac College Pharmacy Tech '92
AH - Cert. in Phlebotomy
- AHIP Certified 2015
CT HEALTH LICENSE

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

20 years Abbott Labs, Abbott Park Ill.
Sr. Diabetes Specialist - lay off 2013

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

Why are you interested in serving? Both my husband and I are now seniors facing the challenges of the aging population to remain a viable member of the community.
My husband Rick DeHaag is 68, I'm 58

Do you have any experience or familiarity with this area? yes, we took care of my mother-in-law in our home until her death. Through work experience I'm familiar with the health and environmental challenges as we age.

If you are not appointed to this board or commission, would you be interested in other forms of public service?
Which ones? town commercial development. ie. another large grocery chain - good clothing store.
NO MORE PIZZA OR AUTO PARTS - doughnut shops!

Date: 3/20/2015

Signature: 



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 3/19/15

BOARDS & COMMISSIONS APPLICATION

Name: Jean Hess-Walsh

Address: 36 Gillette Ln Colchester, CT. 06415

Home Phone: 860-537-8988 Email: jean.0621@yahoo.com FAX: 860-531-9393

Work Phone: 860-537-8437 Email: _____ Town Residency 25 - 110 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Comm. on Aging + Economic Development

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

High School: Bacon Academy - 4 class 1974 yes

College: UConn - BA Communications

UConn + CCSU - credits toward MPA

Trade, Business _____
Or Correspondence _____
School _____

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

Colchester Fire Dept - Current 7 yrs admin
City of NYFD - 20 yrs - retired Prm Analyst
Charles Oak Stationers - Financial mgr 3yrs
Summit Corp - buyer - 4 yrs
G-Foy - buyer 10yrs

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

Why are you interested in serving? As I get older I realize there are programs that are missing in caring or providing for the aging. I also work for the Colchester Fire Dept and I am aware of many issues experienced by our aging community.

Do you have any experience or familiarity with this area?

I deal with Medicare & Medicaid issues on a daily basis so I am familiar with medical problems / concerns & regulations.

(CERT) I am a member of the Comm. Emerg. Response Team and have worked w/ the issues re: vulnerable communities during emergencies. I recognize gaps in our community service to our aging community.

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

Which ones? _____

Date: 3/19/15

Signature: Aga Nersisyan

- Economic Development - I grew up in town, have experience with finance / retail / municipal government etc - and I would love to be involved with the Town's growth.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: April 20, 2015

BOARDS & COMMISSIONS APPLICATION

Name: Cheryl A. Ely-DeCarlo

Address: 9 Oak Farm Drive Colchester, CT. 06415

Home Phone: 860-531-9411 Email Cherylelydecarlo@comcast.net FAX: N/A

Work Phone: N/A Email N/A Town Residency 1 1/2 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

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

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

High School: Valley Regional High School - Diploma

College: Gateway Community College - Certificate Postal Management

Trade, Business Or Correspondence School Extensive training in Leadership, Human Resources, etc.

CONTINUED ON REVERSE SIDE

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

United States Postal Service (USPS) 1980-2011 (Retired and relocated to Colchester, CT)

Positions held include: Postmaster East Haddam, CT, Postmaster Deep River, CT, and

Senior Manager at Postal Headquarters, Washington, DC.

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

Why are you interested in serving? After retiring from the USPS, I volunteered at the Manassas Park Police Department, Manassas, VA assisting with the accreditation program for the Virginia Law Enforcement Professional Standards Commission (VLEPSC) and performing other administrative as needed. I enjoyed working with the police department and feel I could support the community and police department for the Town of Colchester.

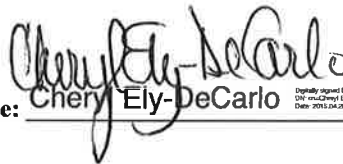
Do you have any experience or familiarity with this area? Please see information above. Additionally, I was entrusted with confidential information with both the Manassas Park Police Department and throughout my Postal career.

I have attended a few Police Commission meetings as well as Colchester Government 101.

If you are not appointed to this board or commission, would you be interested in other forms of public service?
Which ones? I would be willing to consider other options.

Date: 4/20/2015

Signature:


Cheryl Ely-DeCarlo

Digitally signed by Cheryl Ely-DeCarlo
DN: cn=Cheryl Ely-DeCarlo, o=, email=CherylElyDeCarlo@townofcolchester.net, c=US
Date: 2015.04.20 11:03:01 -0400



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: April 12, 2015

BOARDS & COMMISSIONS APPLICATION

Name: Dale S. Thurstan

Address: Apt 2, 13 Birch Circle Colchester, CT. 06415

Home Phone: 860-377-7774 Email simon179@comcast.net FAX: _____

Work Phone: same Email same Town Residency 5yrs Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

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

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

High School: Dartford West High School, Dartford, Kent. UK Graduated 1968

College: Royal Air Force College London, UK Graduated 1974 BSc Business Admin.

Trade, Business
Or Correspondence
School _____

CONTINUED ON REVERSE SIDE

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

Royal Air Force Regiment 1969 to 1974, SAC Gunner. End of contract.

Bermuda Police Service 1976 to 1978, Police Officer. Resigned to relocate to US. Job Offer.

Thurstan House, Westport, Ct. 1978 to 1985 Flower Shop w spouse. Sold business.

Salem Private Investigations, Hartford. 1986 to 1987. P.I.

State of Ct. Judicial Dept. Hartford. 1987 to 2008. Probation Officer. Retired

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 believe that my experience in the military, police and probation service, would be an asset on this commission. I dedicated myself to public service as a 17yr old in the regiment. 43 years later I not only feel the same way but can provide cool calm professional attitude to a position that demands that and more in a volatile, everchanging world.

Do you have any experience or familiarity with this area? My last posting was Middletown judicial district which includes Colchester. As a warrant officer with probation, my main task was tracking probation violation warrants. I have arrested quite a few clients in this area and booked them at troop K. At the time I lived in Hebron, my route from the office in Middletown brought me past troupe K so I would pick up and drop off any warrants or paperwork to the liaison officer.

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

Which ones? _____

Date: 4/13/2015

Signature: _____



DALE S. THURSTAN
Colchester, CT 06415
860-377-7774
srbks007@sbcglobal.net

Professional Profile

Career Objective

To pursue professional growth opportunities in areas such as retail, renovation, business, personal and corporate security, and community safety

Personal Profile

I have dedicated my working life to serving my community and my fellow citizens. Both in England, my country of birth, and in the United States of America, where I have been a citizen since 1980, I have worked to create thriving businesses, provide public safety, and further community education.

Skills Summary

- Ability to assess situations, problem solve and identify and implement appropriate response strategies.
- Ability to work with others from various disciplines, under high pressure circumstances

Professional Experience

PRIVATE INVESTIGATOR, GEORGE SABA INVESTIGATIONS, 2005-Present

- Perform all aspects of private investigation services including but not limited to surveillance, research in all available data base options, on ground investigations, preparation of all associated reports and documentation and providing expert testimony.

PROBATION OFFICER II, STATE OF CONNECTICUT, 1987-2008 (RETIRED)

- Administered warrants, supervised full case load of level III clients, monitoring all levels of probation, tracking fugitives, coordinate extradition, provide training and supervision to new officers. Coordinate efforts with all agencies involved.
- Specialized in training and curriculum development for education and training of new and experienced probation officers.
- Sex offender Specialist, from 1987 to 1999 provided intensive supervision to convicted sex offenders including assessment and risk management of travel, home and work settings, education and preparedness for local communities, worked closely with law enforcement and community agencies to ensure public safety.
- Pre-Sentence Investigation Specialist 1987-2005 – responsible to providing Court officials with complete investigation and recommendations related to offense, and related circumstances as pertains to sentencing.

PRIVATE INVESTIGATOR, Salem investigations, Inc. Hartford CT 1986-1987

- Investigated insurance and disability claims, provided surveillance of claimant activity, interviews collateral contacts, prepared all documentation in format for court presentation.

Dale S. Thurstan

STORE MANAGER, Lane Bryant, Inc. Waterford, CT 1985-1986

- Managed all aspects retail operations. Hired trained and supervised over twenty employees, maintained schedule and all corporate records and accounting.

OWNER/OPERATOR, Thurstan House, Inc. Westport, CT 1978-1985

Managed all aspects of retail floral shop and event planning. operations. Hired, trained and supervised ten employees, maintained schedule and all corporate records and accounting

Military and law Enforcement experience:

- **Bermuda Police Force 1976-1978-** Served as Bermuda Police Officer, providing diplomatic and community protection, gathered domestic and international intelligence on illegal activities, specialized in and trained other officers in riot and crowd control.
- **Royal Air force Regiment, England 1968-1974-** NCO Gunner, Team Leader for Special Forces Unit in Europe and Far East, Monitored and investigated terrorist activities. Established and maintained security for combat air bases for VTOL aircraft and helicopters, long range patrol and reconnaissance. Specialized training including HALO jumping, urban and jungle warfare, hostage resolution, riot response, evasion and escape techniques, survival and weapons training.

Education

ROYAL AIR FORCE COLLEGE – London, England
BSC Business Administration 1974

DARTFORD WEST PUBLIC SCHOOL – Kent, England
Graduated 1968

ACHIEVEMENTS AND SPECIALISED TRAINING

- Bronze Life Saving Medal 1977, Bermuda
- Police Commissioner Commendation 1977, Bermuda Police Force, Bermuda
- Campaign Medal with Bar 1973 British Royal Air force, SAS, England
- Sultan of Oman, Commendation 1972, British Royal Air force, England,
- Baton of Honor, 1969. British Royal Air force, England.
- Distinguished Pass Award 1969, British Royal Air force, England
- Marksman Award, 1969, 1970, 1971, 1973, 1974, British Royal Air force, England

Dale S. Thurstan

13 Birch Circle, Apt.2,

Colchester, Ct., 06415

860-377-7774

April 13, 2015

To whom it may concern,

Please find attached the Town of Colchester, boards and commissions application, with my resume, for the recent posting concerning the vacancy on the Police Commission..

Since retiring from the State of Connecticut, Judicial Department I have been managing my rare book business and occasional private investigations. I took on some seasonal work at Country Place in Colchester, which I did not include in the work history, but they would be happy to acknowledge. I can supply letters of recommendation, should they be needed.

I look forward to clarifying my employment history in law enforcement and duties involving liaison with local, State and Federal agencies in matters related to public safety, as they are strong reasons to be considered a candidate for this important position.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Thurstan", with a stylized flourish at the end.

Dale S. Thurstan



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: April 27, 2015

BOARDS & COMMISSIONS APPLICATION

Name: Steven A. Schuster

Address: 386 Westchester Road Colchester, CT. 06415

Home Phone: 860.267.4055 Email sas2628@aol.com FAX: 860.267.1410

Work Phone: N/A Email N/A Town Residency Seventy Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Board of Selectmen

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

High School: Norwich Free Academy, Norwich, CT. College Prep course. Graduated.

College: University of Hartford. One year.

Trade, Business The transportation industry.

Or Correspondence _____

School _____

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

Central CT Tank Fabrication & Truck Repair, LLC. Meriden, CT 7/2008-11/2009. Sales & service manager. Retired.

D & W Diesel, Inc. 731 Main Street, No. Oxford, MA. 7/1999-7/2008. Sales. Retired.

SuperValu Harvey Lane, Suffield, CT. 3/1996-7/1999. Regional Fleet Manager. Company re-located.

Schuster's Garage & Rentals, Colchester, CT. 3/1986-3/1996. Owner & Operator. Sold Co. & real estate.

Schuster Express, Inc. Colchester, CT. 6/1962-3/1986. VP Maintenance & Equipment. Sold Co.

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

Why are you interested in serving? To assist the current Board in their decision making process and bring fresh ideas before the current board and citizens of Colchester. To attempt to bring in new businesses and industry into Colchester to reduce the tax burden on home owners and seniors on a fixed income.

Do you have any experience or familiarity with this area? Yes I do.

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

Which ones? Not at this time.

Date: April 27, 2015

Signature: 



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: May 1, 2015

BOARDS & COMMISSIONS APPLICATION

Name: Seth Steven Breitmaier

Address: 32 Farm Gate Rd Colchester, CT. 06415

Home Phone: (860) 365-5697 Email SethSBreitmaier@gmail.com FAX: _____

Work Phone: (860) 682-1340 Email sbreitmaier@amnucins.com Town Residency 2 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Board of Selectman

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

High School: East Providence High School, East Providence, RI; 3 Years; Standard College Bound High School Curriculum;
I graduated high school in 2002.

College: Thomas Edison State College, Associate of Science - Machanics and Maintenance, Graduated 2011

Thomas Edison State College, Bachelor of Science - Nuclear Engineering Technology, Graduated 2011

Norwich University, Master of Business Adminstration - Project Management, Graduated 2014

Trade, Bussiness _____
Or Correspondence _____
School _____

CONTINUED ON REVERSE SIDE

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

Feb 2011 - Present (4 Years); American Nuclear Insureres, 95 Glastonbury Blvd, Suite 300, Glastonbury, CT 06033; Principal Engineer; I am still employeed with this company.

Jan 2005 - Jan 2011 (6 Years) - United States Navy - USS Providence, New London Submarine Base; (MM1) First Class Pettty Office - Nuclear Machinist Mate; I left the Navy at the end of my enlistment.

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

Why are you interested in serving? Simply, I want to serve and be connected to the community. I spent six years serving in the U.S. Navy. I served because I feel the community is stronger with the support of its people. I left the Navy because I wanted more time with my family; however, I still believe in the mission of serving others. My free time was limited over the past four years because I was attending graduate school. The successful completion of a graduate degree in 2014 has finally afforded me the extra time to be able to serve again. In advance, thank you for reviewing and considering my application.

Do you have any experience or familiarity with this area? I serve as a board member to the Global Engineering Sub Committee responsible for the governance and oversight of all engineering work performed for the worldwide nuclear liability and property insurance pooling system. Additionally, I serve as a prinicpal member to the NFPA Committee on the Fire Protection for Nuclear Facilities. This committte is responsible for the documents on the safeguarding of life and property from fires in which radiation or other effects of nuclear energy might be a factor.

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

Which ones? I would be happy to serve in any capacity that would improve the Colchester community.

Date:

5/1/2015

Signature:



FY 14/15

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

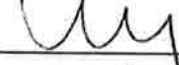
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
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	<input type="text"/>	<input type="text"/>	<input type="text"/>
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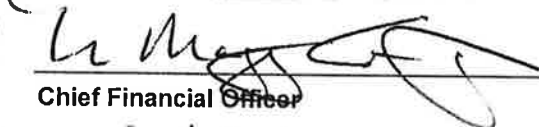
To:	Account Number	Account Name	Amount
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	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

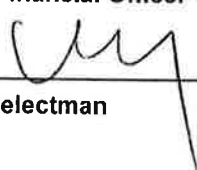

Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 14/15

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

Reason for Request: Several additional and longer meetings than anticipated

Reason for Available Funds: Not using an contractual, temporary or occasional help

From:	Account Number	Account Name	Amount
	11411-40105	Contr, Temp & Occasional	500
To:			
	11411-40103	Overtime	500

Apr 21, 2015
Date Requested

Ad Z

Department Director or Supervisor

4/28/15
Date Reviewed

[Signature]

Chief Financial Officer

4/24/15
Date Approved

[Signature]

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 14/15

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

Reason for Request: Additional printing of forms and business cards due to personnel changes

Reason for Available Funds: Fewer requests from personnel for membership fees

From:	Account Number	Account Name	Amount
	11411-43258	Professional Memberships	300
To:	11411- 44232	Printing and Publications	300

Apr 21, 2015
Date Requested

[Signature]
Department Director or Supervisor

4/28/15
Date Reviewed

[Signature]
Chief Financial Officer

4/29/15
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester

FY 14/15

General Fund

Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

Reason for Request: To cover the services of the Acting Fire Marshal Sean Shoemaker (non employee)

Reason for Available Funds: Vacancy of the position of Building Official

From:	Account Number	Account Name	Amount
	11411-40101	Regular Payroll	4,825
To:	11411- 44208	Professional Services	4,825

Apr 21, 2015
Date Requested

Ad 2
Department Director or Supervisor

4/28/15
Date Reviewed

[Signature]
Chief Financial Officer

4/21/15
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

FY 14/15

Department: Planning & Code Administration

Reason for Request: To cover reimbursement of Conference for A. Turner, Town Planner

Reason for Available Funds: Fewer requests from personnel for membership fees

From:	Account Number	Account Name	Amount
	11411-43258	Professional Memberships	300
To:	11411-43213	Mileage, Training & Meetings	300

Apr 21, 2015
 Date Requested

Ad 2
 Department Director or Supervisor

4/28/15
 Date Reviewed

[Signature]
 Chief Financial Officer

4/29/15
 Date Approved

[Signature]
 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

FY 14/15

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Finance

Reason for Request: Membership dues increase for CT Society of CPAs greater than anticipated

Reason for Available Funds: Funds budgeted for training resources used to cover dues increase (lower fees available for training seminars based upon membership in organization)

From:	Account Number	Account Name	Amount
	11301-43213	Mileage, Training & Meetings	3

To:	Account Number	Account Name	Amount
	11301-43258	Professional Memberships	3

Apr 24, 2015
Date Requested

N. Maggie Cosgrove
Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

Apr 24, 2015
Date Reviewed

N. Maggie Cosgrove
Chief Financial Officer

4/21/15
Date Approved

[Signature]
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester Interoffice Memorandum

To: Stan Soby, First Selectman
From: James Paggioli, L.S., Director of Public Works
CC:
Date: 4-22-15
Re: Recommended Sewer and Water Budget FY 15-16 for BOS adoption.

On April 16, 2015, The Sewer and Water Commission held a Public Hearing for comment on the Proposed Sewer and Water Budget for FY 15-16. Following the Public Hearing, at the Special Meeting of the Sewer and Water Commission, the Commission passed a motion for recommendation of adoption to the Board of Selectmen, for the proposed Sewer and Water Commission Fiscal Year 2015-2016 Operating Budget. Minutes of the Public Hearing and Special Meeting are attached.

The Budget reflects a 1.5 percent rate increase for water usage and a zero percent increase for sewer usage rates from the existing FY 14-15 budget. Additionally, service fees have remained the same as the previous budget also. The Operation Budget for The Water Department totals \$ 937,583 and the Sewer Operation budget totals \$ 887,487. The budget and fee schedules are attached herein also.

Proposed Motion: Where as the Town of Colchester Sewer and Water Commission forwarded and recommended the 2014-2015 Fiscal Year Sewer and Water Commission Operating Budget to the Board of Selectmen; The Board of Selectmen hereby adopt said Operating Budget as recommended and submitted by the Sewer and Water Commission Budget at their meeting on April 16, 2015.



Colchester Sewer and Water Commission

Minutes for the April 16, 2015 Special Monthly Meeting And FY 2015-2016 Sewer and Water Operating Budget Public Hearing

**Municipal Office Complex
Colchester, Connecticut**

Members Present: S. Coyle, R. Silberman, T. Hochdorfer, M. Cross
Members Absent: R. Peter
Others Present: J. Paggioli (Public Works)

PUBLIC HEARING PORTION

- 1. Chairman Coyle Opened the Public Hearing on the FY 15-16 Sewer and Water Operating Budgets – at 7:14 p.m.**
- 2. Comments from the public or commission members.** – No members from the public attended the public hearing nor spoke at the public hearing. No written correspondence was received by the staff of the Department or the Commission.
- 3. Motion was made by R. Silberman and seconded by T. Hochdorfer to close the Public Hearing at 7:15 p.m.** Motion passed 4-0. The Public Hearing was closed.

Special Meeting Portion

- 1. Call to Order-** Chairman Coyle called the special meeting to order at 7:16 p.m.
- 2. Approval of the Sewer and Water Commission February 12, 2015 Regular Monthly Meeting Minutes** – Motion to approve the minutes of the February 12, 2015 Regular Monthly Meeting Minutes as submitted, by T. Hochdorfer, second by M. Cross; Motion approved 4-0 (0 abstained).
- 3. Approval of the Sewer and Water Commission March 26, 2015 Special Monthly Meeting Minutes** – Motion to approve the minutes of the March 26, 2015 Regular Monthly Meeting Minutes as submitted, by R. Silberman, second by T. Hochdorfer; Motion approved 4-0 (0 abstained).

4. **Citizen's Comments** - None/
5. **FY 2015-2016 Water and Sewer Operational Budget** – Operational Budget Package was sent out in package. At the present time, Joint Facilities and final Revenue will include a 1.5% increase in water rates. Capital needs will include a vehicle replacement in addition to Well 3a work. The sewer rates will remain the same, however revenue will include a onetime transfer from the Sewer fund balance to offset the inclusion of the replacement of two RAS pumps at the Joint Facilities Plant, with the replacement cost being included within the annual operational Joint Facilities Budget. Following the Public Hearing with no public comment made, the Commission approved to forward the Budget forward for adoption to the Board of Selectmen. **Motion to recommend for adoption, to the Board of Selectmen the FY 2015-2016 Sewer and Water Operating Budget as presented at the Public Hearing dated 4-16-2015. Motion by R. Silberman, second by M. Cross, Motion passed 4-0.**

6. **Subcommittee Reports**

A. Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other

Transfers – None.

Monthly Financials – Monthly financials were distributed and discussed.

Quarterly Billing –As of 3/31/15 we have collected 74.92% of the projected budget and we have billed out 75.0% of the “projected” budget. April 1st quarter bills sent out, first class mail.

Disputes: None.

7. **Water Activities**

A. Water Activities Report – February and March

- 1) Service Work: Mark outs, Samples, Finals. Profiles, Service Calls, Shutoffs/Turn-ons.
- 2) New Developments. 2 Northwoods connections
- 3) Taintor Hill Treatment Plant alarm quote work.
- 4) Snow removal of system properties.
- 5) Begin Cross Connection surveys.
- 6) Staff implementation of budget, resource cost reduction.
- 7) Well 3A potential site at plant, relocate stock to O&M facility.
- 8) Main breaks: 2, Chestnut St., Westerly Terrace,
- 9) FY 2015-2016 Preparation.
- 10) Preparation of Annual Consumer Confidence Report
- 11) NOV discussions with DPH
- 12) Change and Training for new Point and Pay Credit Card processing system. This is for customers that wish to pay by credit card and have the funds transferred directly into our bank accounts. The former system was being provided by “Official Payments” with a service fee of \$5.95 per transaction. This allowed for telephone or web payments for the customers, but did not provide for over the counter credit/debit card payments. The new system is “Point and Pay”. This is the same system that is utilized by the Tax Collector, Town Clerk, Building-Land Use office. It allows for over the counter credit/debit card transactions as well as telephone and web based transactions. The minimum fee is \$2.00, or a 2.5% transaction fee for over a bill of \$80.00. The

“break even” point is a bill that is \$238.00 between the old service and new service fees, however the added over the counter acceptance of the cards is the added feature.

13) Assist Town crew with reopening of water services at Bacon Academy and Rec.Plex, &Town Green.

14) Road Salt research, our wells and general.

15) Coordinate audit result/bank accounts research. See attached Water Enterprise Fund Spreadsheet.

B. Water Projects Status –

1) Initial meeting was held with DPH in regard to needs survey to be included within the listing of Water projects to be included in DPH’s submission to the EPA in regard to funding the State Revolving Loan Fund. Well #3a was included within the discussion. Along with distribution replacements and upgrades to existing systems. Expansion of Service is not be included within the survey. Further requests from other “divisions” within DPH have been requested , ie service areas, critical facilities etc. **Update:** Service area mapping updated to 2015 and critical facilities list has been forwarded to DPH.

2) We have received correspondence from legal representative of Marcel Payeur in regards to extra payment withheld in regard to work at Elmwood Heights tank painting. Letter will be drafted to their new Attorney, again stating that the measurements required being eligible for a cost extra must be provided as detailed within the contract. (55% of wall depth must be pitted to be eligible for extra costs for pit filler material). We have requested the information before and received nothing from the contractor. **Update:** Letter sent to Attorney, no further response.

8. Sewer Activities

A. Joint Facilities Report –Job Description for the Administrator is advertised. 27 Applications received, See Executive session for discussion. RDT see 8C below. FY 15-16 Budget was presented. The final numbers were being obtained by Mr. Susco in regard with some line items. Final numbers at were presented at the Feb 24, 2015 meeting. In general the inclusion of the two RAS pump replacements within the operation budget (\$100,000). In regard to the town of Colchester’s budget, the increase would not result in a rate increase however a one time transfer to the sewer revenue from the fund balance is required.

B. Sewer Activities Report – Consultation with Joint Facilities Personnel regarding the refurbishment or replacement of the impellers for the Prospect Hill Pump Station pumps. Over the course of time (over ten years) Mr. Clayton has noticed at drop in output of the pump rate (approximately 200 to 300 gpm he estimates). The motors are new, and impellers are the originals. In consultation with Wesson & Sampson, an older proposal was discussed. Estimated cost to be \$18,000. An updated proposal will be obtained and brought before the commission. After discussion, the Commission concurred with the benefit of the project to proceed subject to the updated proposal with formal action to be made at a subsequent meeting. Vendor is willing to conduct the work for the original \$17,238 quote. Internal Wear rings are included with the quote with the impellers. Additionally at the pump station a new volute is in stock, so that if either volute

shows excessive wear, we have its replacement in hand. **UPDATE:** Awaiting parts delivery and scheduling of work after spring high flows.

C. Sewer Projects Status – RDT Project. Project awarded to Kovacs. Colchester Selectmen approved funding recommendation listed in February 2015 meeting of Sewer and Water Commission. Submittals have started, anticipated start of major work to occur during low flow periods in summer.

9. Old Business

A. Capital Planning Update.- In response to presented opportunity for long-term lease possibilities, evaluation of 3 locations were conducted. The most advantageous location is presently owned by the Town of Colchester. Further research investigation is being conducted in order to plan for required regulatory approvals. Existing mapping for location and potential Well 3A site at plant 100% complete. See Water Project Status above.

B. Spray Park Repair Request- Estimate has been conducted to repair the spray park leakage. Due to the design and layout of the piping, estimated cost for replacement piping and associated concrete repair is \$38,000. The park was not activated until the last day of the school year, (with much criticism from the public) and readings will be taken monthly while open to monitor use. Update: Spray Park closed 8/29/2014. Park Meter reading for the bathroom/shower/and spray park for the quarter was 1.870 million gallons. Approximately a 80% increase in the leak than last year. Estimated cost of water based upon the use of the facility is \$17,737 based upon current rates. Specifications for bidding the repair project are being prepared. The First Selectman has been made aware of the issue and has instructed to prepare an RFP for the repair and upon receipt of bids, going forward with an accurate funding request. **Update:** Design complete, awaiting posting of RFP.

C. Joint Facilities Public Utility Administrator replacement process. Job Description for the Administrator is advertised. From the previous job posting, only one candidate/application was submitted. It was determined by the Joint Facilities Committee to repost/extend the closing date for application. In lieu of a suitable replacement, The Joint Facilities Committee supported an extension/retainment of service to Mr. Susco's work duties. The proposal was a budget neutral – non benefit position (independent contractor) for Mr. Susco to continue the required job duties until a replacement can be found. Applications have been obtained to be discussed in Executive Session.

D. Charter Review Commission Request- Chairman Coyle review the items submitted to the Commission. At this point the item has been completed and the issue will be removed from the future agendas.

10. Executive Session – discussion of PUA candidates and actions of Joint facilities Committee. Motion to Enter Executive Session by M. Cross, Seconded by R.

Silberman. Motion passed 4-0. The Commission entered Executive Session at 8:20 p.m. The Commission exited Executive Session at 8:33 p.m.

- 11. Adjourn** - Motion to adjourn, by T. Hochdorfer , second by M. Cross ; Motion approved 4-0. Chairman Coyle adjourned the meeting at 8:40 p.m.

Respectfully submitted,
James Paggioli, L.S.



Colchester Sewer and Water Commission

Fiscal Year 2015 – 2016

Operating Budgets

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The Colchester Sewer and Water Commission will hold a Public Hearing to present and gather public comment on the proposed budget for the 2015/2016 Fiscal Year including proposed rate schedules on Thursday, April 16 at 7:00 p.m. at the Colchester Town Hall

2015-2016 Fiscal Year Sewer and Water Comm. Operating Budget 1.5% Increase on water only user fees

EXPENSE	13/14 ACTUAL	14/15 APPROVED BUDGET	15/16 PROPOSED BUDGET	DIFFERENCE
WATER OPERATING				
4003210 40101 Regular Payroll	\$ 313,361.60	\$ 302,612	\$ 239,785	\$ (62,827)
4003210 40103 Overtime	\$ 23,667.81	\$ 29,286	\$ 30,815	\$ 1,529
4003210 40105 Contr Temp Occas				\$ -
4003210 40106 Misc Payroll	\$ 6,125.00	\$ 9,100	\$ 9,100	\$ -
4003210 41210 Employee Related Insurance 4	\$ 66,359.80	\$ 64,667	\$ 51,190	\$ (13,477)
4003210 41230 FICA & Pension	\$ 43,094.89	\$ 43,602	\$ 33,888	\$ (9,714)
4003210 42301 Office Supplies	\$ 1,718.06	\$ 2,200	\$ 2,200	\$ -
4003210 42323 Prot Clothing & Safety Equipment	\$ 1,887.56	\$ 1,619	\$ 1,638	\$ 19
4003210 42340 Operating Supplies	\$ 66,910.75	\$ 60,830	\$ 64,390	\$ 3,560
4003210 43213 Travel Training & Meetings	\$ 2,485.48	\$ 2,100	\$ 2,500	\$ 400
4003210 43258 Dues & Subscriptions	\$ 2,315.00	\$ 2,405	\$ 2,701	\$ 296
4003210 44203 Legal		\$ 1,000	\$ 1,000	\$ -
4003210 44206 Municipal Insurance	\$ 13,285.48	\$ 13,868	\$ 14,760	\$ 892
4003210 44208 Professional Services	\$ 13,682.09	\$ 17,050	\$ 16,850	\$ (200)
4003210 44217 Postage	\$ 2,621.75	\$ 3,500	\$ 3,800	\$ 300
4003210 44223 Service Contracts	\$ 11,168.74	\$ 12,565	\$ 13,365	\$ 800
4003210 44231 Advertising	\$ 365.10	\$ 600	\$ 600	\$ -
4003210 44238 Uniform Rentals	\$ 927.57	\$ 1,394	\$ 1,464	\$ 70
4003210 44244 Refunds for Overpayments		\$ 50	\$ 50	\$ -
4003210 44255 Refunds for Tax or Liens	\$ 215.00	\$ 300	\$ 300	\$ -
4003210 44262 Audit	\$ 5,500.00	\$ 5,500	\$ 5,500	\$ -
4003210 44285 Lab Fees	\$ 5,953.00	\$ 10,357	\$ 10,775	\$ 418
4003210 45216 Telephone	\$ 7,838.39	\$ 7,464	\$ 6,744	\$ (720)
4003210 45221 Fuel/Heating	\$ 20,946.27	\$ 21,300	\$ 15,000	\$ (6,300)
4003210 45622 Electric	\$ 99,518.19	\$ 98,000	\$ 98,000	\$ -
4003210 46224 Equipment Repairs	\$ 25,117.32	\$ 13,000	\$ 13,000	\$ -
4003210 46226 Building Repairs	\$ 5,532.52	\$ 6,000	\$ 6,000	\$ -
4003210 46390 Vehicle Maintenance	\$ 4,187.17	\$ 4,000	\$ 4,000	\$ -
4003210 48404 Machinery & Equipment		\$ 1,000	\$ 1,000	\$ -
4003210 48416 Office Equipment		\$ 1,000	\$ 600	\$ (400)
4003210 49245 Bond Principal	\$ 111,354.25	\$ 111,354	\$ 111,354	\$ -
4003210 49246 Bond Interest	\$ 40,432.19	\$ 40,432	\$ 40,432	\$ -
4003210 49247 Bond Issuance Costs				\$ -
4003210 50413 Transfers Out to General Fund				\$ -
4003210 50474 Transfers Out to Capital Reserve	\$ -	\$ -	\$ 39,782	\$ 39,782
4003210 50500 Transfers to Capital Projects		\$ 20,000	\$ 70,000	\$ 50,000
4003210 50900 Contingency		\$ 26,649	\$ 25,000	\$ (1,649)
4003210 90800 Depreciation - Buidings				\$ -
4003210 91800 Depreciation - Machinery & Equipment				\$ -
4003210 92800 Depreciation - Infrastructure				\$ -
4003210 93800 Depreciation - Improvements				\$ -
4003210 99999 GAAP Audit Adjustment				\$ -
TOTAL	\$ 896,570.98	\$ 934,804	\$ 937,583	\$ 2,779

2015/2016 Water Budget Justification

- 40101 Regular Payroll - \$239,785
Public Works Director salary (50 percent of Water/Sewer portion) - \$26,394
Chief Operator Step 7 - 1 man @ $(\$31.75 \times 8\text{hrs.} \times 262\text{ days}) - (\text{Sewer Portion } \$4,160) = \$62,388$
Chief Operator Step 5- 1 man @ $(\$29.51 \times 8\text{hrs.} \times 262\text{ days}) - (\text{Sewer Portion } \$4,160) = \$57,693$
Chief Operator Step 1 - 1 man @ $(\$27.43 \times 8\text{ hrs.} \times 262\text{ days}) - (\text{Sewer Portion } \$4,160) = \$53,333$
Financial Manager salary (50 percent) - $\$25.81 \times 8 \times 262 \times 0.5 = \$27,049$
Admin. Asst. (50 percent of Water/Sewer portion) - $\$21.81 \times 8 \times 262 \times 0.25 = \$11,428$
longevity pay - \$1500
- 40103 Overtime - \$30,814
scheduled OT-4 hrs/day x 104 weekend days x \$45.95= \$19,113
scheduled OT-4 hrs/day x 13 holidays x \$45.95 = \$2,389
repair/emergency related OT - 70 hrs. x \$133.04= \$9,312
- 40106 Misc. Payroll - \$9,100
On-Call pay
- 41210 Employee Related Insurance - \$51,190
Health, LTD, Life, AD&D, W/C
- 41230 FICA - \$33,888
0.0765 of payroll, OT, and 401a
401a contribution
- 42301 Office Supplies - \$2,200
1/2 of office supply needs - \$3,600/2
1/2 of office equipment under \$100 - \$800/2
- 42323 Protective Clothing & Safety Equipment - \$ 1,638
boots, gloves, eye, ear protection, respirator cartridges, Rain Gear etc.
- 42340 Other Purchase & Supplies - \$64,390
Plant operation chemicals - \$40,000
Plant/Field testing and operating equipment and supplies - \$1,320
Other misc. materials - \$4,000
Fire Alarm/Security System- \$7,270
Hydrant replacement program - \$5,000
Custodial Supplies - \$1200
Hand Tools - \$2,400
Chem. Feed Pump and replacement parts - \$3,200
- 43213 Travel, Training, & Meetings - \$2,500
Training and Continuing Education, public information notices, water week, etc.
- 43258 Dues and Subscriptions - \$2,701
Professional Affiliation (AWWA, ABPA, and CWWA)
Diversion Permit
- 44203 Legal - \$1,000
- 44206 Municipal Insurance - \$14,760

- 44208 Other Professional Services - \$16,850
 Diversion Permit Stream Flow Monitoring - \$4,800
 Contractor Repairs on Water Lines and other services - \$10,500
 Contracted Calibration work - \$800
 Physicals & Testing - Pulmonary for plant staff, D&A monitor - \$750
- 44217 Postage - \$3,800
 \$7,600/2 budgets – bills, notices, correspondence, etc.
- 44223 Service Contracts - \$13,365
 Computer software support/network support - \$1,800/yr (split with sewer)
 Fire extinguisher annual maintenance - \$420
 Plant and Booster Station generator maintenance agreement - \$2,000
 Furnace maintenance agreement – WTP 1 and 2 - \$1,000
 Meter reading eq. and software maintenance agreement - \$1,690/yr. (split with sewer)
 Grounds Maintenance - \$500
 Weekly garbage collection - \$320
 Copier - no lease – split with sewer - \$780
 SCADA Control maintenance agreement - \$2,100
 Alarm services - \$1000
 VFD –Service Contract - \$1,200
 Vibration Analysis – Tower - \$1,400
- 44231 Advertising - \$600
 advertising of legal notices, etc.
- 44238 Uniform Rentals - \$1,464
 Union Contract provision for 3 bargaining unit employees
- 44244 Refunds for Overpayment - \$50
- 44255 Refunds - Tax or Liens - \$300
- 44262 Audit - \$5,500
 year end audit plus fixed asset consultation
- 44285 Lab Fees - \$10,775
 various weekly, monthly, quarterly, semi-annual, and annual water testing
- 45216 Telephone - \$6,744
 emergency answering service, pagers, phones, cell phones
- 45221 Fuel-Heating - \$15,000
 Appx. 10,000 gals \$1.50/gallon
- 45622 Electric - \$98,000
 avg. \$8,167/mo. x 12 mo.
- 46224 Equipment Repairs - \$13,000
 Scheduled and unscheduled repairs to plant and well equipment including main breaks
- 46226 Building Repairs - \$6,000
 Scheduled and unscheduled building repairs and minor (non-capital) improvements, including

repairs at O&M building

- 46390 Vehicle Maintenance - \$4,000
scheduled and unscheduled repairs on three trucks
- 48404 Machinery & Equipment - \$1,000
New Equipment (Pumps, Gauges, etc) unforeseen, where required.
- 48416 Office Equipment - \$600
Computer upgrades (split with sewer)
Capital equipment over \$100 (split with sewer)
- 49245 Bond Retirement - \$111,354
Annual Payment \$111,354
- 49246 Bond Interest - \$40,432
Annual Payment \$40,432
- 50474 Transfers to Capital Reserve (Vehicle) - \$39,782
- 50500 Transfers To Capital Project - \$70,000
- 50900 Contingency - \$25,000

<u>EXPENSE</u>	13/14 ACTUAL	14/15 APPROVED BUDGET	15/16 PROPOSED BUDGET	DIFFERENCE
SEWER OPERATING				
2403207 40101 Regular Payroll	\$ 65,993.35	\$ 70,923	\$ 77,601	\$ 6,678
2403207 40102 Other Regular & Part Time Payroll				\$ -
2403207 40105 Contr, Temp, Occas				\$ -
2403207 41210 Employee Related Insurance	\$ 17,383.89	\$ 6,641	\$ 8,283	\$ 1,642
2403207 41230 FICA & Pension	\$ 8,356.64	\$ 9,681	\$ 10,328	\$ 647
2403207 42301 Office Supplies	\$ 685.31	\$ 2,200	\$ 2,200	\$ -
2403207 42323 Prot Clothing & Safety Equipment	\$ -	\$ 405	\$ 410	\$ 5
2403207 42340 Operating Supplies	\$ 24.00	\$ 10,520	\$ 7,030	\$ (3,490)
2403207 43213 Travel, Training & Meetings	\$ 60.48	\$ 250	\$ 100	\$ (150)
2403207 44203 Legal		\$ 500	\$ 500	\$ -
2403207 44206 Municipal Insurance	\$ 13,285.48	\$ 13,868	\$ 14,760	\$ 892
2403207 44217 Postage	\$ 2,520.59	\$ 3,500	\$ 3,800	\$ 300
2403207 44223 Service Contracts	\$ 3,445.64	\$ 5,745	\$ 5,745	\$ (1)
2403207 44231 Advertising	\$ 280.00	\$ 500	\$ 500	\$ -
2403207 44238 Uniform Rentals		\$ 105	\$ 110	\$ 5
2403207 44244 Refunds for Overpayment			\$ -	\$ -
2403207 44255 Refunds for Tax or Liens	\$ 245.00	\$ 300	\$ 300	\$ -
2403207 44262 Audit	\$ 5,500.00	\$ 5,500	\$ 5,500	\$ -
2403207 44268 Joint Sewer Facility Personnel	\$ 104,740.00	\$ 104,479	\$ 105,834	\$ 1,355
2403207 45216 Telephone	\$ 5,518.37	\$ 2,800	\$ 2,800	\$ -
2403207 45221 Fuel/Heating	\$ 3,484.54	\$ 3,400	\$ 2,465	\$ (935)
2403207 45622 Electric	\$ 82,477.14	\$ 81,600	\$ 81,600	\$ -
2403207 46224 Equipment Repairs	\$ 8,158.00	\$ 10,000	\$ 10,000	\$ -
2403207 46269 Joint Sewer Facility Maintenance	\$ 494,964.00	\$ 435,817	\$ 531,816	\$ 95,999
2403207 48404 Machinery & Equipment	\$ 14,215.00	\$ 15,000	\$ 15,000	\$ -
2403207 48416 Office Equipment		\$ 750	\$ 750	\$ -
2403207 50413 Transfers Out to General Fund				\$ -
2403207 50474 Transfers Out to Capital Reserve				\$ -
2403207 50500 Transfers to Capital Project		\$ 20,000	\$ -	\$ (20,000)
2403207 50900 Contingency	\$ -	\$ 45,879	\$ 56	\$ (45,823)
				\$ -
TOTAL	\$ 831,337.43	\$850,363	\$ 887,487	\$ 37,124

2015/2016 Sewer Budget Justification

- 40101 Regular Payroll - \$77,601
Public Works Director salary (50 percent of Water/Sewer portion) - \$26,394
Financial Manager salary (50 percent) - $\$25.81 \times 8 \times 262 \times 0.5 = \$26,946$
Admin. Asst. (50 percent of Water/Sewer portion) - $\$21.81 \times 8 \times 262 \times 0.25 = \$11,385$
Sewer Portion of Chief Operators - $\$2.00 \times 80 \times 26 \times 3 = \$12,480$
- 41210 Employee Related Insurance - \$8,283
- 41230 FICA - \$10,328
0.0765 of P/R and 401a
401a - contribution
- 42301 Office Supplies - \$2,200
1/2 of office supply needs - $\$3,600/2$
1/2 of office equipment under \$100 - $\$800/2$
- 42323 Protective Clothing & Safety Equipment - \$410
- 42340 Other Purchased Supplies - \$7,030
Pump Replacement Parts (non-Capital)- \$800
Plant/Field testing and operating equipment and supplies - \$330
Other misc. materials - \$4,000
Fire Alarm -Security - \$1,000
Custodial Supplies - \$300
Hand Tools - \$600
- 43213 Travel, Training & Meetings - \$100
- 44203 Legal - \$500
- 44206 Municipal Insurance - \$14,760
- 44217 Postage - \$3,800
 $\$7,600/2$ bills and notices, etc.
- 44223 Service Contracts - \$5,745
Copier - no lease - split with water - \$780
Computer software/network support - \$1,800 (1/2 of \$3600 -split with water)
Fire extinguisher annual maintenance - \$200
PHPS generator maintenance contract - \$620
Furnace annual maintenance PHPS- \$300
Meter reading eq. and software maintenance agreement - \$845 (split with water)
Pump Station Alarm System - \$1,200
- 44231 Advertising - \$500
advertising of rates for budget public meeting, etc.
- 44238 Uniform Rental - \$110
- 44244 Refunds for Overpayment - \$0
- 44255 Refunds - Tax or Liens - \$300

- 44262 Audit - \$5,500
year end audit plus fixed asset consultation
- 44268 Joint Facilities Personnel - \$105,834
- 45216 Telephone - \$2,800
avg. of \$234/mo x 12 mo.
- 45221 Fuel-Heating - \$2,465
850 gallons at \$2.90 per gallon
- 45622 Electric - \$81,600
Flatbrook, 584 Norwich, Prospect Hill Pump Station
approx. \$6,800/month
- 46224 Equipment Repairs - \$10,000
repairs to sewer mains, pump station, manholes, etc.
- 46269 Joint Facilities Maintenance - \$531,816
- 48404 Machinery and Equipment - \$15,000
- 48416 Office Equipment - \$750
Computer upgrades, etc. (split with water)
- 50474 Transfers to Capital Reserve - \$0
- 50900 Contingency - \$34

SEWER and WATER COMMISSION
REVENUE PROJECTIONS FY 2015-2016

WATER REVENUE 2015-2016 Estimates

4003210 34800 User Fees	\$	868,199
4003210 34801 Late User Fees	\$	8,000
4003210 34803 X-Connect Survey Fees	\$	6,350
4003210 34809 Fire Protection	\$	33,838
4003210 35610 Lien Fees	\$	300
4003210 35611 Investment Earnings	\$	800
4003210 35618 Miscellaneous	\$	20,000
4003210 36370 Other Sources/Bond Proceeds	\$	-
TOTAL=	\$	937,488

SEWER REVENUE 2015-2016 Estimates

2403207 34800 User Fees	\$	691,562
2403207 34801 Late User Fees	\$	6,000
2403207 34802 Hebron Fees	\$	145,000
2403207 35610 Lien Fees	\$	300
2403207 35611 Investment Earnings	\$	3,000
2403207 35616 Elderly Housing	\$	9,500
2403207 35618 Miscellaneous	\$	2,000
2403207-36500 Use of Fund Balance	\$	30,125
TOTAL=	\$	887,487

PROPOSED USAGE RATES
COLCHESTER SEWER AND WATER COMMISSION
2015- 2016 FISCAL YEAR

(thousands of gallons)	Existing		1.50%		0.00%	
	<u>Water</u>	<u>Sewer</u>	<u>New Water</u>		<u>New Sewer</u>	
Serv Charge	\$ 11.47	\$ -	\$ 11.64	\$ -		
0 to 10	\$ 7.22	\$ 6.85	\$ 7.93	\$ 6.85		
10 to 20	\$ 7.50	\$ 6.93	\$ 7.61	\$ 6.93		
20 plus	\$ 9.60	\$ 7.16	\$ 9.74	\$ 7.16		

Commercial-Use Rates

3/4 in. or larger meters.

	Existing		New	
	<u>Water Rate</u>	<u>Sewer Rate</u>	<u>Water Rate</u>	<u>Sewer Rate</u>
Service charge, per quarter (Includes up to 20,000 Gal. use)				
3/4 in. meter	\$ 165.51	\$138.24	\$ 167.99	\$138.24
1 in. meter	\$ 166.62	\$138.24	\$ 169.12	\$138.24
1-1/2 in. meter	\$ 168.11	\$138.24	\$ 170.63	\$138.24
2 in. meter	\$ 172.23	\$138.24	\$ 174.81	\$138.24
3 in. meter	\$ 202.48	\$138.24	\$ 205.52	\$138.24
4 in. meter	\$ 213.69	\$138.24	\$ 216.90	\$138.24
6 in. meter	\$ 239.83	\$138.24	\$ 243.43	\$138.24
8 in. meter	\$ 269.72	\$138.24	\$ 273.77	\$138.24
Over 20,000 Gal. use	\$7.46 per 1,000 gals	\$6.91per 1,000 gals	\$7.57 per 1,000 gals	\$6.91per 1,000 gals

Private Fire Service:

	Existing	New
	<u>Water Rate</u>	<u>Water Rate</u>
Up to 4 in.	\$20.75 per quarter	\$21.76 per quarter
4 in.	\$129.13 per quarter	\$131.07 per quarter
6 in.	\$375.43 per quarter	\$381.06 per quarter
8 in.	\$799.76 per quarter	\$811.76 per quarter
10 in.	\$1,438.35 per quarter	\$1,459.93 per quarter

Town of Colchester
Sewer and Water Commission

Water and Sewer Connection Fees

(approved Colchester Sewer and Water Commission on 2-11-1999, revised and approved 5-12-04)
(approved Colchester Board of Selectmen on 3-11-1999, revised and approved 5-20-04)
(Updated to reflect approved Fire Sprinkler charges and material cost increases – 7-1-09)

The listed connection fees will be charged in accordance with the Colchester Sewer and Water Commission "Sewer and Water Service Connection Policy". In accordance with the policy, sewer and water connection fees shall be assessed based on the size of the customer's meter or service size (whichever is less), as shown below:

Water and Sewer Service

<u>Water Meter Size (in.)</u>	<u>Water Branch Size (in.)</u>	<u>Water Fee</u>	<u>Sewer Fee</u>
¾ or less	1	\$ 3,650	\$ 1,500
1	1-1/2	\$ 8,750	\$ 3,750
1-1/2	2	\$16,000	\$ 7,100
2	3	\$31,970	\$14,200

Meters in excess of two (2) inches and/or connections, services, or branches, in excess of three (3) inches shall be reviewed and assessed individually based on demand capacity at the rate of \$11.45 per 1,000 gpd water and/or \$5.06 per 1,000 gpd sewer. However, in no case will the charges be less than those for a two (2) inch meter or three (3 inch) service.

Fire Sprinkler Connections

Customers with separate fire service or fire service connections shall pay a separate quarterly fee for such service at the rates shown below:

<u>Fire Service Size (in.)</u>	<u>Quarterly Fee</u>
Less than 4 in.	\$ 19.85
4 in.	\$ 123.47
6 in.	\$ 358.97
8 in.	\$ 764.69
10 in.	\$1,375.28
12 in. or greater	to be reviewed and assessed individually

Existing Laterals

Laterals already in place and paid for by the Town (Commission), shall be charged to the property owner at the rate of \$1,000 for each water or sewer lateral.

Separation of Service

Active services existing at the time of adoption of this fee schedule, which are subsequently separated into multiple metered units, shall be charged a "Separation of Service" fee of \$100 per service (water or sewer) plus the cost of all Town-supplied labor and materials. Services which are constructed and separated subsequent to adoption of this fee schedule shall pay the applicable rate per meter (Section 4D of Sewer and Water Service Connection Policy) less any connection fees previously paid.

Proposed rates to be effective 7-1-10

TOWN of COLCHESTER SUMMARY OF FEES FOR SERVICES

DESCRIPTION	Fee	COMMENTS
Commercial Building	\$5.00	Per additional unit on a single meter added to the base rate.
Late payment Charge	1.50 percent	Per month
Return Check Charge	\$25.00	
Lien Fee	\$35.00	
Water service Reactivation Charge	\$120.00	Fee includes a service call to shut off and one to turn back or
Service Termination Avoidance Charge	\$60.00	
Service Call	\$60.00	
Sewer Assessment Payoff Lien Release	\$160.00	Up to 2hrs; \$80 for each hour or portion of thereafter.
Cross Connection Inspection	\$10.00	
RPD Testing Fee	\$80.00	
Frozen Meter Charge	\$55.00	
Water Audit	\$230.00	Per site min charge. Additional time onsite charged at hrvy service call rate
Account Activation	\$315.00	Per device if performed while onsite doing survey. Otherwise 1 hr Service Call Rate is added
New meter Installation	no charge	Includes cost of replacement meter. If meter reusable then substitute parts for new meter charge
Sale of pool water - 6,000 gallons	\$55.00	includes cost of replacement meter. If meter reusable then substitute parts for new meter charge
	\$550.00	
	\$87.00	
Construction and Special Services		
Flow Test	\$100.00	Includes office and field time to read a meter for initial reading and set up account record.
Sewer and Water Application Fees (1)	\$70.00	Includes price of meter and meter yoke
Construction Inspection	\$60.00	Price per each additional 1,000 gallons per irrigation rate
New Main Flushing (2)	\$60.00	
Pressure /Leak Test (2)	\$180.00	each
Chlorination (2)	\$120.00	Per unit. Conditions of payment remain the same
Temporary Hydrant Meter	\$120.00	Minimum per visit up to 1 hour..Service Call Rate for each hour or portion of thereafter
		Minimum per test. up to 3 hours..Service Call Rate for each hour or portion of thereafter
		Minimum per test. up to 2 hours..Service Call Rate for each hour or portion of thereafter
		Includes 2 hours service to set and remove meter. Water used is charged at the appropriate rate
Construction-		
Cut in Tees		These services be performed based on labor and equipment time, materials, and administrative overhead.
Tapping		Estimate prepared and Fee paid in advance.
1 inch	\$ 750.00	
1.5 inch	\$ 975.00	
2.0 inch	\$ 1,300.00	
Hydrant Raise		

NOTES

1 For complex plan review, charge at an hourly rate of \$70 times estimated hours to review the documents. Recommendations above, as well as, this suggestion are subject to the existing requirements for pre-payment

2 These Fees are for observation only. Should the Town start performing the actual service then the fee will be recalculated on a time charge basis

Sewer and Water Service Connection Policy

Town of Colchester
Sewer and Water Commission

Sewer and Water Service Connection Policy

(approved Colchester Sewer and Water Commission on 2-11-1999)
(approved Colchester Board of Selectmen on 3-11-1999)
(Revised and approved by Colchester Sewer and Water Commission on 3-12-03)
(Revised and approved by Colchester Board of Selectmen on 3-20-03)

Purpose: The purpose of this policy is to define the process to be followed and the applicable charges to be paid when connecting to, or modifying an existing connection to, the Town of Colchester public water system or the Town of Colchester sanitary sewer system. The sewer portion of these connection policies do not apply to sewer users who have properties that have a specified benefit assessment applied or who have connected through the benefit assessment process. Properties that were assessed as a minimum lot size, frontage, value, and use that are further subdivided shall be subject to connection fees in accordance with this policy.

Section 1 - Definitions

As used in this policy, terms shall have the following meaning:

- A. **Building Permit** means the development permit issued by the Town of Colchester Code Enforcement Department before any building or construction activity can be started on a parcel of land in the Town of Colchester.
- B. **Commission** means the Colchester Sewer and Water Commission or it's designated representative.
- C. **Core Facilities** in the case of the water system means the water supply, pumping, treatment, storage, and transmission facilities that generally provide water to the local distribution networks. In the case of the sewer system it means the wastewater treatment, pumping, and intercepting sewers that collect, transmit, and treat sewage from local street sewers. As local street sewers can also intercept and transmit sewage, they may also be included as part of the core facilities.
- D. **Director** means the Director of the Colchester Public Works Department.
- E. **Sewer Connection Fee** means the fee collected to pay for the cost of capacity in Colchester's core sewer interception, pumping, and treatment system.
- F. **Water Connection Fee** means the fee collected to pay for the cost of capacity in Colchester's core water supply, treatment, pumping, and transmission system. It does not include payment for the cost of capacity in local water distribution pipes that may be required to receive water from the core system.

SECTION 2 - PAYMENT OF CONNECTION FEE REQUIRED

- A. From the date of approval of this policy, no newly developed property shall be allowed service from the water or sewer system until payment in full of the applicable permit and connection fee(s) has been received by the Town.
- B. Any property that disconnects (including but not limited to meter removed, service turned off, customer dropped from billing list) from the water or sewer system for a period of nine (9) months or more, pays no water or sewer bill for that period, and has not previously paid a connection fee to the Town (in accordance with the November 1991 or a subsequent Connection Policy) shall be considered abandoned and all rights to connect to the water or sewer system shall be forfeited. Should the owner of the property petition to make a new connection to the water or sewer system, they shall be considered a new connection and shall follow the procedures outlined in this Section.
- C. Capacity rights shall not continue indefinitely for any property that disconnects from the water or sewer system and has ceased payment of water or sewer bills for that period, regardless of any previous payment of a connection fee to the Town. Any such owner that requests reconnection of such property more than three (3) years after disconnection shall be subject to payment of a new connection fee under this Section.
- D. For properties proposing to connect to the water or sewer system, the owner must obtain the applicable water and/or sewer connection permit prior to being issued a building permit. The applicant must provide estimates of average and peak daily uses to the Town when applying for a water or sewer connection permit.
- E. Applicants requesting new water or sewer service shall be required to pay a connection fee to the Town of Colchester for a property proposed for connection to the Town's water and/or sewer system. In the case of new construction, the applicable connection fee(s) shall be paid in full prior to the issuance of a Certificate of Occupancy. If no Certificate of Occupancy is required, payment of the connection fee(s) in full is required prior to the initiation of service.
- F. Any property requesting an enlarged sewer or water connection or an increase in water meter size shall be subject to a water and/or sewer connection fee equal to the difference in the charge for a new service or meter size and the current size. Properties that request a reduction in water or sewer service or meter size shall not be eligible for a refund or rebate. However, said property shall have the right to increase the water or sewer service size or meter size to the original (larger) size with no further charge. In all cases, the size of the water meter needed to accurately measure use shall be determined by the Director.

SECTION 3. AVAILABILITY OF SERVICE

- 4/11/2010
- A. Provisions of this Policy do not entitle any property to receive water or sewer service. Service will only be provided as approved by the Commission. If approved, service will be provide at a location and under the conditions approved by the Commission.
 - B. If sewer collection or water distribution pipes are not, in the opinion of the Director, available to serve the property, do not have sufficient capacity for the intended use, or are not in a public right-of-way abutting the property, the property owner may request the right to extend the water or sewer systems to the property. The Commission is under no obligation to approve such extensions.
 - C. Any property that applies for a Change of Use through the Town Zoning Department shall be reviewed by the Commission for consistency with this policy and applicable standards. If sewer or water service lines (and/or water meter) are not, in the opinion of the Director, sufficient to suitably service the property for the intended use, the Director may reject the application. The property owner shall request the right to enlarge the sewer or water service line, add an additional water or sewer service line, and/or increase the water meter size. The Commission is under no obligation to approve such enlargements or additional services. If such enlargements or additional services are approved, the applicable connection fee(s) as identified in Section 2 shall apply.
 - D. The property owner, not the Town of Colchester, shall be responsible for extending water distribution and/or sewer collection pipes to serve the property of an applicant for service. All such extensions shall be done in accordance with directions of the Commission.
 - E. The water and/or sewer extension shall be deeded to the Town of Colchester (at no cost to the Town) upon acceptance by the Town and in accordance with any testing and maintenance requirements. The Town, at its sole discretion, may allow subsequent connections to such extensions without any reimbursement to any party.
 - F. Any party that receives permission for water and/or sewer service shall assume all costs of the connection from the Town's right-of-way to the structure(s) to be served. Tapping, curb stops, and shut-off valves shall be provided and installed as required by the Director and the cost of such installations shall be the responsibility of the property owner. Water meters shall be provided and installed by the Town, with the size of the meter to be determined by the Director based on the service requirements information provided in the connection permit. The cost of the meter installation, including materials, labor, and overhead shall be separate from the connection fee and shall be paid in full prior to service being initiated. The cost of any change in meter size whether directed by the Town or at the property owner's request, shall also be paid in full before reinitiating service. The determination of costs under this section shall be by the Director.

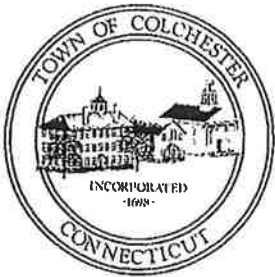
SECTION 4. CONNECTION FEE SCHEDULE

- A. Sewer and Water Connection Fees shall be established by the Board of Selectmen upon recommendation of the Sewer and Water Commission in accordance with Town Charter and Connecticut General Statutes. The fees may be revised from time to time as determined by the Board of Selectmen.
- B. Sewer and Water Connection Fees shall be assessed based on the size of the customer's meter or service size, whichever is less, based on the most recent schedule of charges adopted by the Board of Selectmen.
- C. Properties with individual premises shall be individually metered with individual accessible shut-offs.
- D. Properties with multiple meters shall be assessed water and /or sewer connection fees for each water meter. Services in excess of two (2) in. shall be reviewed and assessed individually in accordance with the most recent schedule of charges adopted by the Board of Selectmen.
- E. The Commission shall review the permit and connection fees at least every three years. If the Commission believes adjustments in the water and/or sewer connection fees are warranted, they shall make recommendations to the Board of Selectmen for such adjustments.

SECTION 5. REFUNDS

- A. At the sole option of the Town, the connection permit and fee may be canceled and refunded, or subject to change, if the service connection is not completed within nine months from the date of application for the water and/or sewer service.
- B. If the service connection permit has been canceled and refunded for any reason, the applicant shall pay new connection fees according to the applicable schedule in effect at the time of the new application.

***** end *****



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: 04/28/15

Re: Application for Section 5310A Funding for Vehicle Replacement

Section 5310A funding is used to fund the replacement of vehicles which have exhausted their useful life. Our 14 passenger 2007 Ford mini-bus is slated for retirement. This grant application for CTDOT is requesting Section 5310A funding, which if granted, would be utilized for the procurement of a new 14 passenger mini-bus. This vehicle would accommodate up to 12 passengers and an additional 2 passengers in wheelchairs. It will be used to provide transportation services for seniors and disabled individuals ages 18 and older through the operations of the Colchester Senior Center in the Department of Senior Services. The cost of the bus will be approximately \$65,000, with \$52,000 (80%) of the funding provided through the DOT and \$13,000 (20%) provided through the Town budget.

Recommended Motion

Motion to approve the submission of the Section 5310A Application to secure grant funding and authorize the First Selectman to sign all necessary documents.

Respectfully Submitted,

Patricia A. Watts

FEDERAL TRANSIT ADMINISTRATION
SECTION 5310 PROGRAM

ENHANCED MOBILITY OF SENIORS AND
INDIVIDUALS WITH DISABILITIES

Federal Fiscal Year 2014 Grant Cycle

SECTION 5310 A - GRANT APPLICATION

State of Connecticut
Department of Transportation



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Section 5310 A Application

I. General Information

Project Name: 14 Passenger Bus for Senior and Disabled Transportation (Ex: "Weeknight Service", "8 Passenger Van", "12 Passenger Bus", or "Kiosk Request")
Legal Name of Applicant Organization: Town of Colchester

Primary Street Address: 127 Norwich Avenue	
P.O. Box #:	
City:	
Town: Colchester	Zip code: 06415
County: New London	

Organization Website: www.colchesterct.gov
--

Name of Program Contact: Patricia A. Watts
Title of Program Contact: Director of Senior Services
Email Address of Program Contact: pwatts@colchesterct.gov

Telephone Number: 860-537-3911
Fax Number: 860-537-5574

Federal Employer Identification Number: 06-6001974
--

Type of Agency/Organization:

- Private non-profit
 State or local governmental
 Operator of public transportation services (including public or private operators)
 Other: _____

Is your organization incorporated?* Yes No

*If yes, a copy of your organization's Articles of Incorporation MUST be attached.

(All applicants, except municipalities, must attach Articles of Incorporation to this application if their organization is incorporated, even if the organization is a prior recipient of Section 5310 funding. Municipalities are exempt from this requirement.)

II. Proposal

1. Describe your organization and the general services (non-transportation), programs and activities currently provided.

The Colchester Senior Center is a social, educational, recreational and wellness resource center for older adults, serving senior citizens, aged 55 and over. We provide an array of programs, classes and special events to meet the needs, abilities and interests of those we serve; information and referrals for local and State resources; local and out-of-town transportation services; meaningful volunteer opportunities and a nutritionally-balanced hot lunch program served daily.

2. Explain in detail the type of transportation service your organization currently provides and whether it is fixed route, dial-a-ride, etc.

We currently operate two wheelchair accessible buses between the hours of 8:00 a.m. and 3:30 p.m. for Dial-A-Ride transportation services within the borders of the Town of Colchester. Transportation services are provided to seniors over the age of 60 and/or individuals over the age of 18 with disabilities with priorities given to transport to/from the senior center and home, medical appointments within town limits, transportation to/from work, necessary errands such as grocery shopping, pharmacy and banking errands and recreational outings and/or trips as scheduled through the senior center calendar.

Additionally, we provide out-of-town transportation services either in a mini-van or 10 passenger wheel chair accessible bus. This is primarily for medical transportation, for seniors over the age of 60 and/or individuals over the age of 18 with disabilities. We will transport individuals to medical appointments within a 45 mile radius of the Town of Colchester which includes Norwich, Middletown, Manchester, Glastonbury, Hartford, Farmington and others. This is critically important when living in a rural Town, such as Colchester. Medical practices tend to be located in larger towns and cities.

3. List the towns to which your organization currently operates transportation.

In-Town Transportation: Colchester only, out-of-town for special excursions/events i.e. shopping trips, lunch bunch (restaurant) trips, travel destinations in-state.

Out-of Town Medical Transportation: Norwich, Middletown, Manchester, Glastonbury, Hartford, Farmington (up to a 45 mile radius from the Town of Colchester)

4. Fill in the hours of each day that your organization currently operates transportation. Provide the number of one-way trips by day of the week. (See Appendix A - Definitions, Passenger Trip in Application Instructions packet).

	Begin (AM/PM)	End (AM/PM)	# of Trips
Sunday	for special events		
Monday	8:00 a.m.	3:30 p.m.	*53
Tuesday	8:00 a.m.	3:30 p.m.	*53
Wednesday	8:00 a.m.	3:30 p.m.	*53
Thursday	8:00 a.m.	3:30 p.m.	*53
Friday	8:00 a.m.	3:30 p.m.	*53
Saturday	for special events		*2014 average

Section 5310 A Application

5. What kinds of trips does your organization currently provide? Select all trip purposes that apply.

Medical

Nutrition

Education

Work

Recreation

Other (explain): Senior Center Outings

6. Does your organization currently request a donation for transportation services? Yes No

- a. If yes, please note that Section 5310 recipients must not refuse a senior or individual with disability a ride on the Section 5310 vehicle if a passenger does not make a donation. A fare box cannot be present on Section 5310 vehicles.

7. Indicate the number of vehicles your organization is applying for: 1

8. Why is your organization requesting a vehicle? Please describe your proposal in detail and how it will serve seniors and individuals with disabilities.

This funding, if granted, would be utilized to replace the oldest bus in our fleet, which is a 2007 Ford 14 passenger bus. This vehicle is utilized for Dial-A-Ride transportation services for seniors over the age of 60 and/or individuals over the age of 18 who are disabled. The Colchester Senior Center provides transportation services in the Town of Colchester during the senior center's hours of operation (8:00 a.m. to 4:00 p.m) on Monday through Friday, with occasional weekend excursions, as scheduled in the monthly activities. The priorities for this transportation service includes to/from the senior center and residents' homes, to local medical appointments, transportation to/from work, for necessary errands such as grocery shopping, banking, salon appointments and other activities of daily living, as well as special trips and outings. In the last year (2014) our Dial-A-Ride service grew by 13 percent. More individuals are being served by the Colchester Senior Center transportation services. We anticipate these numbers to continue to increase with the growing senior demographic in the Town of Colchester over the next 10-15 years.

Section 5310 A Application

9. List the proposed service area (all towns) to be served by the vehicle (s) and/or project (s). Indicate the primary service location(s).

This vehicle will serve primarily for in-town transportation services within the borders of the Town of Colchester. On occasion this vehicle may also be used for out-of-town transportation services throughout the state, for special trips and outings sponsored by the Colchester Senior Center. Some examples include shopping trips, Lunch Bunch outings to area restaurants and trips to area attractions for recreational and educational purposes.

10. Specify the hours the vehicle(s) would operate and the expected number of one-way trips per day.

	Vehicle 1			Vehicle 2		
	Begin (AM/PM)	End (AM/PM)	# of Trips	Begin (AM/PM)	End (AM/PM)	# of Trips
Sunday	occasional			occasional		
Monday	8:00 a.m.	3:30 p.m.	*29	8:00 a.m.	2:30 p.m.	*20
Tuesday	8:00 a.m.	3:30 p.m.	*29	8:00 a.m.	2:30 p.m.	*20
Wednesday	8:00 a.m.	3:30 p.m.	*29	8:00 a.m.	2:30 p.m.	*20
Thursday	8:00 a.m.	3:30 p.m.	*29	8:00 a.m.	2:30 p.m.	*20
Friday	8:00 a.m.	3:30 p.m.	*29	8:00 a.m.	2:30 p.m.	*20
Saturday	occasional			occasional		

11. Describe the transportation services provided by *other* municipalities and nonprofit organizations in your proposed service area that are available to seniors and/or persons with disabilities.

This should include the services provided by public transportation operators and private operators (taxi). Itemize the days and hours of operation of these services, as well as fares and any restrictions on trip purpose.

Curtin Transportation Group: livery service for fares; ECTC, Inc.: Eastern CT Travel Voucher Program for those with disabilities (application required prior to service) for fare; ECTC, Inc. Rides for Jobs Program for work related transportation (application required prior to service); MED-X Transportation LLC for Medicaid eligible riders for medical appointments, shopping/personal, work, nutrition and/or recreation; Reliance House for mental health, employment or education services (age, residency, disability requirements with prior application).

12. Why are the existing transportation resources listed above insufficient in serving the needs of seniors and individuals with disabilities?

The Colchester Senior Center is the only organization which offers wheel-chair accessible transportation services to seniors/disabled persons solely for donations. No individuals are refused service based on ability to pay. Although our members are generous, there are many individuals (especially low income individuals) who would not be able to afford transportation services that are fee-based, even when offered at a discounted rate.

13. What gap or strategy identified in the *Locally Coordinated Public Transit Human Service Transportation Plan* (LOCHSTP) does your organization's proposal address?

The transportation services which are coordinated through the Town of Colchester's Department of Senior Services (Colchester Senior Center) addresses several LOCHSTP strategies and/or gaps:

Weekday Off-Peak Timeframes: We coordinate basic mobility needs for seniors (age 60 and over)

Section 5310 A Application

and disabled individuals (age 18 and over) in the community during the Colchester Senior Center's hours of operation between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Weekends: We offer occasional transportation services on weekends, as scheduled in the senior center's calendar of activities i.e. special trips, shows, programs held on weekends.

On-Demand Service: Our transportation service allows our clients to access opportunities throughout the community for employment, recreational/leisure activities, medical appointments, grocery and personal shopping, banking, pharmacy errands and much more. We require reservations be made through the Colchester Senior Center by 12:00 noon the previous day.

Service for persons who are not eligible for ADA services or for trips that are not ADA eligible: All three of our mini-buses are equipped with mechanical lifts/wheelchair ramps, allowing us to serve those with mobility impairments. This allows them access to many opportunities through the Colchester Senior Center for classes, recreational activities, fitness/wellness program, on-going education, special trips, access to the senior/congregate meal served at the center and many other life-enhancing opportunities which enhance their quality of life and reduce their risk for social isolation.

Door-to-Door/Door-through-Door Service: Our out-of-town transportation services for medical appointments assists individuals into the doctor's offices and back home, if needed.

Qualified Drivers: 2 of our drivers are CDL licensed and our out-of-town driver has her PSL. All of our drivers are attentive to the needs of their riders and provide exceptional customer-service.

14. Does your organization currently coordinate with a non-profit agency to provide transportation services? If yes, please describe and attach a copy of the interagency agreement.

No, transportation services are coordinated through the Town of Colchester's Department of Senior Services located at the Colchester Senior Center.

15. Does your organization currently utilize a private operator - such as a taxi/livery company - for all or part of your transportation services? Yes No

- a. If yes, please describe and attach a copy of the service agreement with the application.

N/A

- b. If no, please describe methods for periodically reviewing your transportation services to determine whether they can be provided more efficiently by the private sector¹.

In Colchester, we are the only transportation services that are affordable for many of the people whom we serve who are on fixed incomes. Because the transportation through the Colchester Senior Center is based upon donations (not fares) and because no one is turned away based on ability to pay, we are the only option available for many of our riders who would not be able to pay a traditional fare.

As we become aware of alternate methods of transportation we educate our riders of their options. ECTC comes to provide public education at our senior center about transportation options in Eastern CT at least annually.

Our transportation is provided on a first-come-first-served basis until we meet our maximum capacity. On occasion, we are unable to accommodate a transportation request, at these times, we also offer a resource list to our members so that they may find alternate means of transportation.

¹ Local public bodies and nonprofit organizations are expected to maintain public records that document procedures and efforts made to obtain private sector participation and the rationale used in making public/private service decisions.

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16. Does your organization plan to coordinate and/or combine your proposed service with the existing transportation services in your proposed service area? Yes No

a. If yes please elaborate and indicate any efforts made toward regional coordination of service.
N/A

b. If no, please indicate why.

Because the operational budget for our senior/disabled transportation is supported by the municipal budget, our services are limited to residents of Colchester who meet the criteria to receive services.

17. Will your organization operate transportation service or contract the service out?

We operate the transportation through the Senior Services Department of the Town of Colchester, located at the Colchester Senior Center. Our office staff receive the calls to schedule rides and the drivers are employees of the Town of Colchester, in the Department of Senior Services.

18. Describe any unresolved complaints received from passengers and/or private operators and the way in which your organization resolved them.

N/A: no complaints have been received

19. How does this proposal make the most of available local, state and federal public transportation resources?

The Town of Colchester, as a rural community, does not have access to as much public transportation as other towns/cities in the area. This proposal allows the rapidly growing demographic of seniors in Colchester the ability to have their basic transportation needs met in an affordable manner. We are seeing the demand for senior/disabled transportations services grow. In the year 2014, we increased the amount of one-way rides provided by 13% from the previous year for in-town transportation; and we saw an increase in demand for out-of-town transportation services grow by 48% over the past 2 years. We do anticipate that as the segment of population comprised of seniors continues to grow, that the need for transportation services within the Town of Colchester will also grow. The Town of Colchester projects that by the year 2030, 40% of the town's population will be comprised of people ages 55 and over. This proposal addresses the need for increased transportation services.

20. How will your organization let seniors and individuals with disabilities know about the availability of service and promote public awareness?

Our transportation services are listed on the Town of Colchester website, the Colchester Senior Center website and facebook page and our senior center newsletter which is distributed to approximately 450 seniors throughout the town monthly. Additionally, the Department of Senior Services, disseminates information about senior center programs and services through local press releases and email blasts through the office of the First Selectman. The Department of Youth and Social Services gives referrals to their clients about transportation services available through the Colchester Senior Center, as well.

21. Estimate the number of individuals in the following groups to be served by the vehicle:

<u>39</u>	Black	<u>7</u>	Pacific Islander	<u>664</u>	White
<u>4</u>	Hispanic	<u>14</u>	American Indian	<u>6</u>	Other

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7 Asian 0 Alaskan Native

Explain how these figures were determined:

I referenced the Section 5310 Quarterly Operating Reports over the past year to determine the actual numbers of the people groups served through our transportation services.

22. How would your organization inform people with Limited English Proficiency about the service?
At this time, we are not aware of any needs, as there are very few non-English speaking residents in the Town of Colchester. If this became a problem, I would coordinate with the First Selectman's office to determine our best course of action.
23. Attach evidence of efforts made to notify other public and private transit and paratransit providers of your proposed service. This **MUST** include:
- a. A copy of the Public Notice must be placed in a major newspaper with the greatest appropriate readership in the proposed service area. A copy of the tear sheet (paid invoice from the newspaper) showing the date published and cost.
 - b. A copy of each letter sent to transit operators and agencies in the proposed service area.
 - c. Written comments from interested parties, if any.
24. Identify the location where the vehicle(s) will be housed: The Town of Colchester Garage
25. For each vehicle your organization is applying for, list below the seating capacity (number of ambulatory & wheelchair passengers) as well as the type of vehicle. Please check only one vehicle type for each vehicle. See Appendix K in the Application Instructions packet for vehicle specifications and note that a Commercial Driver's License (CDL) is required to transport 16 or more people, including the driver.

	Passenger Capacity		Vehicle Type	
	Ambulatory	Wheelchair	Mini-Bus (11-20 Passengers)	Van (10 or Less Passengers)
Example	8	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vehicle 1	12	2	X	<input type="checkbox"/>
Vehicle 2			<input type="checkbox"/>	<input type="checkbox"/>

26. Indicate below whether the vehicle(s) will be used to replace an existing vehicle, expand service or start a new service. Check one per vehicle being applied for.

	Replace Existing Vehicle	Expand Service	Start New Service
Veh 1	X	<input type="checkbox"/>	<input type="checkbox"/>
Veh 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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27. List your current vehicle inventory on the next page and fill in all boxes for each vehicle listed, up to 20. Please use the Vehicle Type Abbreviation Legend below when filling out Vehicle Type.

Vehicle Type Abbreviation	
Sedan/Station Wagon	S
Mini-van	MV
Low Floor Mini-van	LFMV
Standard Van	V
High Top Van	HTV
Service Bus	SB
Other*: _____	O

*If Other, please explain

Section 5310 A Application

Current Vehicle Inventory

	Year/Model	Vehicle Type	Vehicle ID # (VIN)	Vehicle License Plate #	Passenger/Wheelchair Capacity	Current Mileage	Special Equipment	Original Funding Source	Replacing vehicle w/ this application?
	2009/Example	SB	2FDEE1234U5675890	SB14392	10/2	125,000	Lift-ramp	Section 5310/DSS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 1	2007/Ford	SB	1FDWE35557DB36954	40896	14/1	77,000	Lift-Ramp	Section 5310 & Town of Colchester	X Yes <input type="checkbox"/> No
Vehicle 2	2010/Ford	SB	1FDFF4FSXADA76097	41489	18/2	61,000	Lift-Ramp	Section 5310 & Town of Colchester	<input type="checkbox"/> Yes X No
Vehicle 3	2012/Ford	SB	1FDEE3FL3CDA94524	40984	10/1	22,000	Lift-Ramp	Section 5310 & Town of Colchester	<input type="checkbox"/> Yes X No
Vehicle 4	2006/Dodge Caravan	MV	1D4GP25B46B662275	79-CO	7	146,000	N/A	Town of Colchester	<input type="checkbox"/> Yes X No
Vehicle 5	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 6	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 7	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 8	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 9	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 10	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 11	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 12	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 13	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 14	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 15	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 16	/								<input type="checkbox"/> Yes <input type="checkbox"/> No

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	Year/Model	Vehicle Type	Vehicle ID # (VIN)	Vehicle License Plate #	Passenger/Wheelchair Capacity	Current Mileage	Special Equipment	Original Funding Source	Replacing vehicle w/ this application?
Vehicle 17	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 18	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 19	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 20	/								<input type="checkbox"/> Yes <input type="checkbox"/> No

Current Vehicle Inventory – Continued

	Year/Model	Vehicle Type	Vehicle ID # (VIN)	Vehicle License Plate #	Passenger/Wheelchair Capacity	Current Mileage	Special Equipment	Original Funding Source	Replacing vehicle w/ this application?
	2009/Example	SB	2FDEE1234U567S890	SB14392	10/2	125,000	Lift-ramp	Section 5310/DSS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 21	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 22	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 23	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 24	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 25	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 26	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 27	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 28	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 29	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 30	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 31	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 32	/								<input type="checkbox"/> Yes <input type="checkbox"/> No

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	Year/Model	Vehicle Type	Vehicle ID # (VIN)	Vehicle License Plate #	Passenger/Wheelchair Capacity	Current Mileage	Special Equipment	Original Funding Source	Replacing vehicle w/ this application?
Vehicle 33	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 34	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 35	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 36	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 37	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 38	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 39	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 40	/								<input type="checkbox"/> Yes <input type="checkbox"/> No

Current Vehicle Inventory – Continued

	Year/Model	Vehicle Type	Vehicle ID # (VIN)	Vehicle License Plate #	Passenger/Wheelchair Capacity	Current Mileage	Special Equipment	Original Funding Source	Replacing vehicle w/ this application?
Vehicle 41	2009/Example	SB	2FDEE1234U567S890	SB14392	10/2	125,000	Lift-ramp	Section 5310/DSS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 42	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 43	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 44	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 45	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 46	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 47	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 48	/								<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 5310 A Application

	Year/Model	Vehicle Type	Vehicle ID # (VIN)	Vehicle License Plate #	Passenger/Wheelchair Capacity	Current Mileage	Special Equipment	Original Funding Source	Replacing vehicle w/ this application?
Vehicle 49	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 50	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 51	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 52	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 53	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 54	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 55	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 56	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 57	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 58	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 59	/								<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle 60	/								<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 5310 A Application

28. Maintenance of vehicles/project equipment is a priority of CTDOT. Who would perform the maintenance for your vehicle?

The Town of Colchester will perform all routine maintenance.

29. Describe in detail your organization's vehicle maintenance plan or the maintenance required by your service contract agreement. Include the schedule for maintenance.

It is the policy of the Town of Colchester to follow the manufacturer's recommended maintenance schedule for all of the vehicles in their fleet. Monthly bus maintenance is as follows: safety inspection, visual inspection of undercarriage, application of rust preventative, as needed, visual inspection of bus interior, check interior/exterior lights, check all fluid levels, check air filter, check ball joints and steering components, test battery/clean terminals, lube chassis, bus doors, emergency exits and lift, check tire pressure and tread depth, check lift operation, clean and test a/c or heaters, operate emergency exits, inspect body mounts, visual inspection of brakes, test parking brake, anti-lock skid test, test back-up alarm, test electric horn, check wiper blades, check fan belt, road test, wash exterior, undercarriage wash (winter months), change oil as needed using high quality synthetic oil. Annually pull wheels for full brake inspection.

30. If your organization has a vehicle that does not meet minimum useful life requirements to be eligible for replacement but needs to be replaced due to excessive maintenance, please complete the question below. See Appendix A - Definitions, Useful Life in Application Instructions packet.

You may skip to the Transportation Budget section if your vehicle has reached its minimum useful life.

Describe the major component problems. These may include repeated engine replacement, excessive brake and transmission replacement, excessive repairs during warrantee period due to design flaw, or repair costs that amount to more than the vehicle replacement cost. Please attach copies of the repair bills or letters that have been submitted to the vendor and/or original equipment manufacturer with this application.

This vehicle meets minimum useful life requirements due to the age of the vehicle (2007), indicating that it was eligible for replacement after 2011. Additionally, this vehicle has substantial under-carriage corrosion, according to the Town Garage.

Section 5310 A Application

III. Transportation Budget

<u>Estimated Operating Expenses²</u>	
a. Wages, Salaries & Benefits	\$82,155.00
b. Maintenance & Repair	\$4,500.00
c. Fuel	\$12,390.00
d. Insurance	\$1,545.00
e. Administrative Overhead & General Expenses	\$0.00
f. Contract Services (specify): <u>physicals/licenses/random testing for drivers</u>	\$575.00
g. Other Expenses (specify): _____	\$0.00
TOTAL OPERATING EXPENSES	\$101,165.00
<u>Estimated Operating Income³</u>	
a. Passenger Revenue	\$0.00
b. Other Funding Sources (Ex. Fundraisers, Donations, Budget, Grants)	
Funding Source 1 – <u>Town of Colchester (operational budget)</u>	\$76,512.00
Funding Source 2 – <u>Municipal Grant Program (DOT)</u>	\$33,320.00
Funding Source 3 – <u>Rider Donations</u>	\$4,661.00
Funding Source 4 - _____	\$
Funding Source 5 - _____	\$
Funding Source 6 - _____	\$
TOTAL OPERATING INCOME	\$114,493.00
<u>Federal Subsidy Requested⁴</u>	
a. Vehicle 1 Cost ⁵	\$65,000.00
b. Vehicle 2 Cost	\$
TOTAL FEDERAL VEHICLE SUBSIDY REQUESTED	\$52,000.00
<u>Source of Match</u>	
a. Source of Match - Vehicle 1 (specify): <u>Town of Colchester (20% match)</u>	\$13,000.00
b. Source of Match - Vehicle 2 (specify): _____	\$
TOTAL MATCH	\$13,000.00

² Estimate all of the expenses associated with operating the requested vehicle(s).

³ Indicate how your organization will pay for the expenses associated with operating the requested vehicle.

⁴ The FTA will pay 80% of the cost of an accessible vehicle, not to exceed the amount estimated in the application or 80% of the actual vehicle cost, whichever is lower. The awarded recipient must fund the remaining cost (Match).

⁵ See Appendix K in Application Instructions for vehicle pricing.

Section 5310 A Application

IV. Applicant Signature

Signature Required: By signing or typing my name on the signature line below, I confirm that I have completed this application to the best of my knowledge on behalf of my organization, and that I have read and understand the application instructions associated with this Section 5310 application. I have made a copy of the completed application packet for my records.

Grant Applicant Signature⁶:

Patricia A. Watts

Date: 5/4/15

⁶ Name of person who completed the grant application. May differ from the program contact.

Section 5310 A Application

V. Certification for Private Nonprofit Organizations and Eligible Public Bodies

Federal Transit Administration Section 5310 Program
Federal Fiscal Year 2014

Title 49 U.S.C. 5310(a)(1) authorizes funding for public transportation capital projects planned, designed and carried out to meet the special needs of elderly individuals and individuals with disabilities.

Title 49 U.S.C. 5310(a)(2) provides that a State may allocate the funds apportioned to it to a governmental authority that certifies that there are not any non-profit organizations readily available in the area to provide the special transportation services.

I Stan Soby, First Selectman certify that there are no non-profit
(Name of Authorized Official)

organizations serving Town of Colchester
(Name of Organization)

which meet the special transportation needs of elderly individuals and individuals with disabilities.

Signature of Authorized Official⁷

Date

⁷ Authorized official may be an Executive Director, Mayor or First Selectman.

COLCHESTER SENIOR CENTER

POLICIES & PROCEDURES



2015

C.S.C. POLICIES & PROCEDURES

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C.S.C. POLICIES & PROCEDURES

HOURS OF OPERATION

The Colchester Senior Center is open during the following hours:

Monday	8:00 a.m.-4:00 p.m.
Tuesday	8:00 a.m.-4:00 p.m.
Wednesday	8:00 a.m.-6:00 p.m.
Thursday	8:00 a.m.-4:00 p.m.
Friday	8:00 a.m.-4:00 p.m.

Occasional programs may be scheduled during evening and/or weekend hours and will be advertised in the monthly newsletter, Colchester Senior Center News.

HOLIDAYS

The Town of Colchester observes the following recognized holidays. On these days, the Colchester Senior Center will be closed:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
Presidents' Day	Veterans Day
Good Friday	Thanksgiving
Memorial Day	Day after Thanksgiving
Independence Day	Christmas

Town offices will close at **12:00 Noon** on the following days:

Christmas Eve	New Year's Eve
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INCLEMENT WEATHER

At the Colchester Senior Center, it is our policy to follow the Town schedule. This means if Town Hall is closed by the First Selectman, the Senior Center will also be closed for the day. If Town offices are open, the Colchester Senior Center will remain open. Programs, activities, meals and/or transportation services may be delayed, postponed or cancelled, even if the Senior Center is open. To see if the Colchester Senior Center has been impacted by weather-related closures, check for announcements on WFSB Channel 3 (TV) and WICH, WCTY, WNLC and WKNL (Radio).

PRIVACY POLICY

The Colchester Senior Center is compliant with all Federal and State laws, Town of Colchester policies and best practices regarding confidentiality. As such, the Colchester Senior Center and its staff have very strict procedures to protect members' privacy. All records are confidential and are maintained accordingly. Information of any nature is never released to anyone without prior written consent and/or verbal authorization.

C.S.C. POLICIES & PROCEDURES

ELIGIBILITY

1. The Colchester Senior Center is designed for the independently functioning older adult, aged 55+, and includes accessibility for those with physical limitations. The Director of Senior Services reserves the right to assess participants as to their ability to safely and appropriately use the Senior Center, to insure the well being of all attendees.
2. Participants must be independent and oriented. Participants who are not independent or oriented may be required, at the discretion of the Director of Senior Services, to have a home-health aide, companion, escort or family member accompany them while they participate in activities or utilization of services, including transportation. Staff members are not allowed to provide hands-on assistance.
3. Participants who require an aide/companion must be accompanied by them at all times while visiting the center or using Senior Center services. In the event the aide/companion does not provide adequate assistance or leaves the participant unassisted; staff members will immediately contact the emergency contact person on file. On-going failure to provide necessary caregiver assistance may result in the cancellation of participant's privileges.
4. Individuals with assistance needs that cannot be managed by their aide/companion will be excluded from participation. These include but are not limited to:

Wandering	Unmanageable incontinence, ongoing
Prescription drug monitoring	Contagious disease
Drug/Alcohol abuse	Abusive/harmful behavior
Regularly occurring seizures	Cognitive impairment
Poor personal hygiene	Behavioral health problems
Inability to feed oneself	Inability to toilet independently
5. Prior to exclusion for any of the above reasons, the Director of Senior Services shall meet with the individual and/or their family to identify the assistance need and offer potential solutions. A plan of action will be established by the Director of Senior Services. Failure to comply with the recommended action plan will result in the member's exclusion from participation and cancellation of participation privileges.

MEMBERSHIP

1. Membership is open to men and women aged 55 and over. Members' spouses/committed partners under age 55 may participate in activities as guests.
2. Resident membership is available to anyone living in the Town of Colchester, who meets the age criteria. There is no fee for in-town residents.

C.S.C. POLICIES & PROCEDURES

3. Non-Resident membership is available for those who live in towns other than Colchester and meet the age criteria, for an annual fee of \$10.00.
4. Membership registration is available on an on-going basis through our office, during normal business hours. Members will receive a **My Senior Center** key card with their registration. The first card is free-of-charge; any additional key cards required will be assessed a replacement fee of \$2.00 per occurrence.
5. Membership must be renewed annually during the month of the original member registration. Members will be notified with a courtesy call during the month, as a reminder.

ATTENDANCE

1. Activities, classes and services are available for adults, aged 55 and over, who have registered for membership.
2. Guests of registered members are welcome to visit the center as long as it does not interfere with member use of the facility. Children may accompany a member to the senior center on an occasional basis, but minors must be adequately supervised at all times.
3. All participants (members and guests) are required to sign-in using the **My Senior Center** system to document attendance.

HEALTH & SAFETY

1. Participants utilizing Senior Center facilities must wear proper attire, including safe footwear, while on premises.
2. Colchester Senior Center is a NO SMOKING facility. Smoking is permitted in the designated area outside of the building, by the back ramp. Cigarette and/or cigar butts must be properly disposed of in designated containers.
3. Alcoholic beverages are not permitted in the building or on the grounds.
4. Pets are not permitted inside of the facility except during approved programs, with the prior consent of the Director of Senior Services. Service pets are allowed.
5. Colchester Senior Center is licensed as a food service establishment. For the safety of all and to comply with federal and local health codes, only staff members and registered food service volunteers are allowed in the kitchen. A staff member with QFO (Qualified Food Operator) licensure oversees all food service operations and enforcement of regulations.

C.S.C. POLICIES & PROCEDURES

6. Members must have current emergency contact information in the office. In the event of an emergency, it is the policy of the Town of Colchester to have a staff member contact 911. The members' emergency contact on file will be notified. Members who are fully conscious may refuse medical assistance only after the emergency medical responders have arrived and evaluated their medical condition. If further medical treatment is recommended by the emergency medical responders and the member refuses to comply, they will be asked to sign a waiver. Members who refuse medical attention must vacate the premises but cannot be transported by the senior center bus, car or any member of the staff.
7. Fire drills are conducted on a quarterly basis. All occupants (members, guests and staff) are required to participate. In the event of an emergency, all occupants may be required to vacate the building, until it is deemed safe to return by appropriate personnel.

PERSONAL CONDUCT

1. Persons creating a serious disruption may be asked to leave the Senior Center for the remainder of the day by a member of the staff. If the person does not leave voluntarily, a staff member shall take appropriate measures to have the person removed, which may include contacting the police.
2. The Director of Senior Services may permanently exclude any person who does not follow the policies established for the well-being of all participants and staff of the Colchester Senior Center. Actions which may lead to exclusion are as follows:
 - Repeatedly and intentionally disobeying the rules and regulations, as outlined in these policies.
 - Intentionally causing or attempting to cause physical injury to another person.
 - Using obscene/profane language or gestures, or engaging in bullying, verbal abuse or harassment of others.
 - Carrying a dangerous object, firearm, knife or other weapon.
 - Possession of, use of or evidence of impairment caused by illegal drugs and/or alcoholic beverages, while visiting the Senior Center or taking part in Senior Center activities.
 - Vandalism, intentional destruction or theft of Town of Colchester, staff and/or members' property.
 - Sexual harassment of a verbal, written or physical nature.

RIGHT OF APPEAL FOLLOWING EXCLUSION FROM THE SENIOR CENTER

1. A person who has received notification of their exclusion from Colchester Senior Center programs and/or services has the right to request a hearing with the First Selectman of the Town of Colchester to review the exclusion. The request must be forwarded within 10 working days of the exclusion. The First Selectman will

C.S.C. POLICIES & PROCEDURES

have no more than 30 days after receiving the appeal to schedule a date for the hearing.

2. A written notice of the hearing date, time and place shall be sent to the petitioner at least five working days prior to the hearing.
3. The Director of Senior Services shall notify the First Selectman of the circumstances and rule violations which resulted in the exclusion. Details will be reported in a written narrative of the events which lead to exclusion, the names of any witnesses and copies of any statements or affidavits made by the witnesses.
4. The excluded person will have the right to testify and produce witnesses and other evidence in his/her defense at the hearing.
5. The excluded person may be represented by any third party of his/her choice, including an attorney. The Town may choose to have an attorney present, at their discretion.
6. Any witnesses may be asked to appear in person to testify at the hearing.
7. The First Selectman will notify the excluded person of the decision by certified mail, return receipt requested, within five working days of the hearing. The notification will detail the reasons by which the decision was made. The decision of the First Selectman will be final.

COMPLAINT PROCESS

1. Member's input is welcomed by all staff members.
2. Members who have concerns about programming, policies or who have a dispute at the Senior Center are encouraged to first discuss the issue in private with the Director of Senior Services or a staff member who will bring it to the attention of the Director.
3. If a member's concern has not been satisfactorily addressed by the Director of Senior Services, the complainant has the right to contact the Commission on Aging. The COA meets monthly at the Colchester Senior Center, with meeting dates and times listed on the Town of Colchester website as well as in the monthly newsletter.
4. If the member's concern is not satisfactorily addresses by the COA, the complainant has the right to schedule a meeting with the First Selectman of the Town of Colchester.
5. All personnel matters are handled by the Director of Senior Services in cooperation with the Human Resources Department and the First Selectman of the Town of Colchester.

C.S.C. POLICIES & PROCEDURES

TRANSPORTATION SERVICES

ELIGIBILITY

1. Transportation services are available to residents of the Town of Colchester who are aged 60 or over, or residents of the Town of Colchester who are aged 18 or over who have been determined to be disabled through the Social Security Administration. For disabled individuals under the age of 60, proof of disability (SSA documentation) must be provided to the Director of Senior Services before approval is granted to utilize transportation services.
2. All passengers must be registered as members, with current emergency contact information on file.
3. Passengers must be able to safely enter and exit the vehicle. Passengers may use assistive devices, such as canes or walkers when entering or exiting the vehicle. The Director of Senior Services reserves the right to assess the ability of members to safely and appropriately use transportation services.
4. Passengers in need of wheelchair transportation may be accommodated. In such cases, the bus driver will assist the passenger with the wheelchair lift and secure the wheelchair in the bus. Electric wheelchairs/scooters will be evaluated by the bus driver to determine whether or not it can be secured for transport.
5. All transportation services are curb-to-curb, with the exception of some senior/congregate housing communities which have a designated pick-up/drop-off area. Passengers must be able to safely and independently get themselves to/from the bus to their destinations. Drivers are not permitted to provide hands-on assistance or bring passengers into their homes, stores, appointments, Senior Center, etc.
6. Passengers who are not able to independently ride the bus may ride with a caregiver/aide who can manage their individualized needs.
7. Shoppers are limited to five bags each. Drivers can assist in carrying bags and do have the right to refuse to carry heavy packages, at their discretion. Drivers will load bags on/off the vehicle. Drivers are not allowed to carry items into an individual's home.

DESTINATIONS

1. The Colchester Senior Center busses/vehicles provide transportation to/from "essential services" in the following order of priority:
 - The Colchester Senior Center for daily activities, trips and special events
 - Medical appointments

C.S.C. POLICIES & PROCEDURES

- Necessary errands including grocery shopping, pharmacy or banking errands and hairdresser/barber appointments
 - Other requested destinations are granted at the discretion of the Director of Senior Services, as resources and scheduling permit.
2. In-town bus services provide transport to destinations within Colchester only.
 3. Out-of-town bus services provide medical transportation to destinations within a 45 mile radius of the Colchester Senior Center.

RESERVATIONS

1. Transportation services can be scheduled Monday through Friday, 8:30 a.m. to 3:30 p.m. by calling 860-537-3911. All appointments should be scheduled between 10:30 a.m. and 2:00 p.m.
2. All reservations must be made by 12:00 p.m. (Noon) the previous day. Any reservations made after that time may not be scheduled for the following day without the approval of the Director of Senior Services.
3. Reservations may be made for a maximum of three designated stops, per person per day. All stops must be noted at the time of reservation, so the drivers can arrange their routes appropriately.
4. Reservation requests for out-of-town medical transportation should be made as early as an appointment time is known. Every effort will be made to accommodate an individual's medical appointment; however, there is limited capacity for medical transportation. Service may be denied if the schedule is filled, the appointment is not within our operating hours or service area or if the individual requires hands-on assistance.
5. Transportation requests are granted on a first-come-first-served basis.
6. To maintain our daily schedule, it is very important that passengers be on time. Please be ready for pickup at least 10 minutes before your scheduled ride. The ride will be forfeited if an individual is not ready at their designated time. Drivers will sound the horn upon arrival and wait for no more than 3 minutes before leaving for the next pick-up. They will not be permitted to return again that day, if pick-up was attempted for a passenger who was not ready.
7. If it becomes necessary to cancel a reservation, please call as soon as possible. After our hours of operation, the Colchester Senior Center has a voicemail system to leave a message, which will be retrieved when staff arrives the following business day.

C.S.C. POLICIES & PROCEDURES

8. The Director of Senior Services reserves the right to suspend a member's transportation privileges for up to three months for the following reasons, including but not limited to:
 - Failure to show up on time for a scheduled ride for a total of three offenses.
 - Failure to give timely notice of at least 30 minutes for cancelled appointments for a total of three offenses.
 - Non-compliance with Colchester Senior Center policies, as outlined in this manual.
9. Notification of transportation privilege suspension will be mailed to an individual's home address, with additional copies sent to the Chairperson of the Commission on Aging and the First Selectman of the Town of Colchester.
10. Members returning after a period of suspension from transportation services will be subject to a probationary period. If additional occurrences are experienced, a member may be permanently suspended from transportation services, at the discretion of the Director of Senior Services.

SAFETY

1. All passengers are required to wear seat belts while riding in vehicles. The driver will assist passengers with their seatbelts, as needed.
2. The Colchester Senior Center cannot provide emergency medical transportation. In the event of a medical emergency, please call 911.
3. The driver may refuse to transport a passenger, after contacting the Director of Senior Services, for the following situations:
 - The individual appears too ill/weak to be safely transported.
 - The individual is exhibiting loud, disruptive and/or distracting behaviors.
 - Sidewalks or driveways are unsafe for walking due to ice and/or snow accumulation.
 - The individual requires hands-on assistance.
 - The individual refuses to wear a seat belt.

SERVICE CHARGES

1. The Colchester Senior Center does not charge a fee for transportation services.
2. Donations are gratefully accepted and are used to help defray the cost of gasoline and vehicle maintenance. Donations are accepted in the office of the Colchester Senior Center. They may be placed in the designated drop box or mailed to: Colchester Senior Center, 95 Norwich Ave., Colchester, CT 06415.
3. Drivers are not permitted to accept gratuities.

C.S.C. POLICIES & PROCEDURES

SENIOR NUTRITION PROGRAMS

- The Colchester Senior Center is a Senior Nutrition Site for TVCCA, (Thames Valley Council for Community Action) which prepares and provides the meals.
- Lunch is served daily at 12:00 Noon in the Dining Room of the Colchester Senior Center. Meals include Bistro Meals served on Monday; Community Café Meals served Tuesday-Friday; and occasional Special Meals as advertised in the Senior Center newsletter. Additionally, Meals on Wheels home-delivered meals are available for eligible recipients who have registered to receive meals.
- Any food-related allergies should be made known to the TVCCA Site Server.
- Cancellation of the meal program due to storms or emergency will be announced on WFSB under "Colchester Senior Center." Weather closures for meals are determined by TVCCA.
- Any meals scheduled to be served on a snow/storm day will be served on the following day.

BISTRO MEALS

1. Lunches are available to members and guests at a cost of \$5.00 on most Mondays.
2. Menus change and are published monthly in the Senior Center newsletter.
3. Reservation with payment is required by the previous Monday for Bistro Meals, which will be accepted on a first-come-first-served basis.
4. There are no age restrictions for these meals.

COMMUNITY CAFÉ MEALS

1. Community Café Meals are available Tuesday through Friday.
2. Menus change and are published monthly in the Senior Center newsletter.
3. The Community Café lunch is available to members and guests aged 60 and over.
4. Persons under the age of 60 may reserve a Community Café meal, but will be required to pay the full cost of the meal, at the rate posted in the Dining Room.
5. A once-per-year registration form must be filled out by any members or guests wanting to receive Community Café meals.

C.S.C. POLICIES & PROCEDURES

6. Reservations are taken on a first-come-first-served basis. Reservations may be made in person or by calling the Senior Center at 860-537-3911 by 10:00 a.m. the day before the meal is served.
7. Cancellation of a reservation must be made as soon as possible by calling 860-537-3911.
8. Members who want to receive a meal without a reservation will be placed on a waiting list and will be accommodated if a cancellation should occur.
9. A suggested donation of \$3.00 is requested. Each participant may deposit his/her donation anonymously in a lockbox located in the Dining Room. No person will be refused a meal based on their ability to pay.
10. There is no reserved seating available. Participants should be seated by 11:45 a.m. The lunch meal is served promptly at 12:00 noon.
11. Food from the Community Café lunch is not allowed to be removed from the Senior Center, per TVCCA guidelines. No exceptions will be allowed.

SPECIAL MEALS

1. Occasionally throughout the month, there are special events where a meal is served. This generally includes a lunch with entertainment and/or special activities.
2. Menus for these events are advertised in the Senior Center newsletter.
3. Tickets are pre-sold in the office at the published price, until they are sold out.
4. Members who want to purchase a ticket to an event which has sold out will be placed on a wait list and will be notified in the event of a cancellation.
5. Tickets are non-refundable once purchased.

MEALS ON WHEELS (HOME DELIVERED MEALS)

1. In order to be eligible to receive Meals on Wheels, a person must be age 60 or over and determined to be home-bound.
2. A suggested donation of \$3.00 is requested per delivered meal.
3. Any eligible person wishing to receive home delivered meals should register with TVCCA by calling 860-886-1720 ext.11.

C.S.C. POLICIES & PROCEDURES

COMPUTER LAB POLICIES

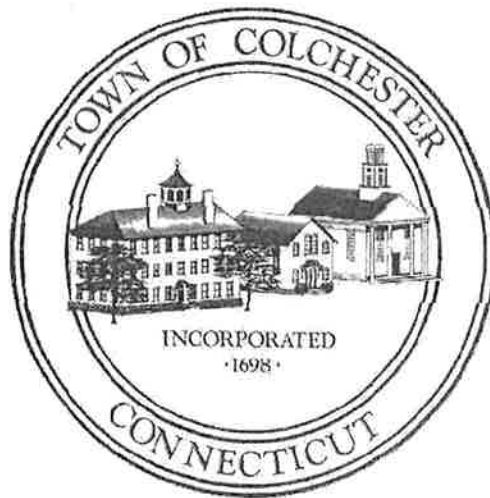
1. The Computer Lab offers a variety of computer classes and computer workshops to members aged 55 and over.
2. Volunteers support the Computer Lab by planning and teaching classes and workshops on a variety of topics. Computer classes are available to teach beginners through advanced participants. Class prerequisites will be listed in the Senior Center newsletter, as applicable.
3. Computers are available for members' use in 30 minute increments, at times when classes are not scheduled. Availability may be limited based on demand, and will be honored in the order of preregistration, in the office. Priority for Computer Lab use is given to scheduled classes.
4. Violation of any Federal or State law, including copyright laws, is prohibited.
5. Vandalism or hacking of any hardware, software, computer or communications system is prohibited.
6. Private information should not be saved to the computer hard drives, including photos, written work and/or other communications. Flash drives or disks provided by the user are suggested for use in storing information. All messages sent over the Town computer/communication systems are the property of the Town of Colchester.
7. No software shall be installed on the computer by anyone other than members of the Town of Colchester's IT Department personnel.
8. Viewing offensive or pornographic material, photos or websites is prohibited.
9. Food/beverages are not allowed at the Computer Lab workstations.
10. Violation of Computer Lab policies may result in loss of privileges. At the discretion of the Director of Senior Services, a first offense may result in a 30 day suspension from Computer Lab use or in the permanent exclusion from use. Depending on the severity of the situation, violations may lead to legal action.

FAX & COPY SERVICES

1. Copies and/or prints from the Computer Lab may be made for members in the Colchester Senior office at a charge of 15 cents per black and white copy and 50 cents per color copy.
2. Faxes can be sent for members at a charge of \$2.00 for the first page and 50 cents per page, thereafter.
3. Payment for copies or faxes is required at the time of service.
4. Receiving faxes on behalf of a member is not permitted.

**TOWN OF COLCHESTER
COLCHESTER BOARD OF EDUCATION**

**PURCHASING
POLICY**



Effective: Date of Approval Below

Approved by Board of Selectmen: 07/16/09

Approved by Board of Education: 11/19/09

Approved by Board of Finance: 08/05/09

Supersedes: All Previous Versions

SECTION B PROCEDURES FOR REQUEST FOR PROPOSAL/COMPETITIVE BID

1. PREPARATION

Whenever a Request for Proposal/Competitive Bid is required in accordance with the requirements in "Section A: Definitions & General Requirements," the department/school shall request a bid number from the Purchasing Agent prior to preparing the specifications. The date of the bid opening will be determined in coordination with the Purchasing Agent's office. A bid folder, labeled with the bid number and goods, will be prepared by the Purchasing Agent.

2. SPECIFICATIONS

The department/school will prepare the bid specifications in a format approved by the Purchasing Agent, incorporating the bid number and date of bid opening in the specifications. The completed specifications should be returned to the Purchasing Agent at least ten business days prior to the anticipated date of legal notice publication.

Bid specifications must include:

- Detailed description of goods/services to be purchased.
- Requirements regarding quality of goods/services to be purchased.
- Vendor or contractor qualification requirements.
- Requirement that all communications be in writing.
- A draft contract if the purchase requires entering into a contract.
- Format of submission.
- Number of copies of bid to be submitted.
- Deadline and address for submission.
- Insurance requirements.
- Bid security requirements, if applicable.
- Name, phone number, and email address of contact person responsible for all communications with prospective bidders.
- Criteria for selection.
- Sworn statement of identity of all owners and officers
- Information on pre-submission meeting(s), if any.
- Certification of bidder compliance with terms, conditions, requirements and other directives as contained in any applicable local, state or federal regulation, law, statute, policy or other directive, including but not limited to those pertaining to affirmative action and prevailing wages, as applicable.
- Any additional information needed for submission.

No bid shall be prepared to one vendor's exact specifications to exclude another comparable or preferred vendor.

3. NOTIFICATION OF REQUEST FOR PROPOSAL/COMPETITIVE BID

A legal notice inviting sealed bids shall be published by the Purchasing Agent in a newspaper of general area circulation or any type of media deemed to be applicable at least twenty-one days prior to the bid opening. The notice shall contain a general description of the goods or services being bid; the contact person; the day, hour, and place of the bid opening; where and when bid packages may be obtained; bid security, if required; and other information relating to the bid. An affidavit of publication will be provided when required by the Purchasing Agent.

No earlier than the date of legal notice publication, the Purchasing Agent will send the invitation to bid to all firms and persons as requested by the user department/school, the Preferred Vendor List for services required, and any additional firms and persons the Purchasing Agent determines are qualified. A list of the firms to which the bid was sent will be included in the file for this bid.

Additional copies of the complete specifications will be prepared for firms to pick up in response to the bid advertisement.

4. BID OPENING & AWARD

All bids, and bid security if applicable, must be submitted to the Purchasing Agent in sealed envelopes and show on the face of the envelope the bid number, the title of the bid, and the bidder's name. All envelopes will be date and time stamped as received.

At the date and time stated in the legal notice, all bids will be opened in public, read aloud (vendor name and bid amount only) and recorded. No bids shall be accepted or opened that were not submitted in compliance with the procedures set forth in the notice advertising the bid.

The award shall be made to the bidder whose bid meets the requirements, terms and conditions contained in the bid specifications, and is the lowest among those bidders possessing the skill, ability, and integrity necessary for faithful performance of the work based on objective criteria considering past performance and financial responsibility (the "Lowest Responsible Qualified Bidder"). Bid award is not based solely on the lowest fee proposal submitted, but includes all other considerations listed below in "Lowest Responsible Qualified Bidder."

Within a reasonable time following the bid opening, the bids will be reviewed in detail by the department head/school administrators and Purchasing Agent to ensure the apparent low bidder meets all specifications of the "Lowest Responsible Qualified Bidder." If this bidder does not meet the specifications, or is not judged responsible, the next lowest bidder's bid will be reviewed for compliance with the specifications. The foregoing process will be followed until the Lowest Responsible Qualified Bidder is found.

In determining the Lowest Responsible Qualified Bidder, the following criteria will be considered, as applicable:

- The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation, and experience of the bidder. Consideration shall be given to previous work performed by the bidder for the Town or the Board of Education or for other agencies, including the quality and degree of satisfaction with the work performed.
- The financial resources of the bidder and the bidder's ability to secure any required bonds and/or insurance.
- Compliance by the bidder with all applicable federal, state, and local laws, including any licensing requirements.
- Delivery or completion time.
- Cost.
- Involvement in litigation.

5. CONSIDERATION FOR LOCAL VENDORS

Any Local Vendor who has submitted a bid not more than 5% higher than the lowest qualified responsible bidder may be awarded the bid if such local vendor agrees to accept the award at the amount and specifications of the lowest qualified responsible bidder, and meets all other conditions and requirements. Such Local Vendor shall be required to submit confirmation of its acceptance of the lower bid amount no later than 5 days after notification from the Purchasing Agent.

The provisions of this section shall not apply when the Lowest Qualified Responsible Bidder is a Local

Vendor.

6. PROCEDURES IN THE EVENT OF A TIE BID

If there is a tie bid between or among vendors, the Purchasing Agent shall award the bid in one of the following manners:

- shared equally by the tied vendors, or
- award the bid on a rotating basis, or
- by draw in the presence of three or more witnesses.

7. BID AWARD

Once the Lowest Qualified Responsible Bidder is determined and an award of the bid is authorized, the Purchasing Agent shall prepare or cause to be prepared: (i) a purchase order to confirm the bid award and; (ii) when required, a contract. If required, the Purchasing Agent will bring the recommendation forward to the Board of Selectmen or Board of Education for approval as required by the Town Charter, State statutes, Board of Education policy, and this policy.

8. POST BID NEGOTIATION

Modifications in the proposed scope of the bid may be made after bid openings provided that the basic bid is still in its essential form and that all bidders have the same opportunity to submit new prices in writing for those changes being considered. Should all bids be in excess of funds available, the Purchasing Agent may work with the Lowest Responsible Qualified Bidder to negotiate reductions in scope until costs are within the amount of funds available.

9. BID FILE

The completed bid file for each Request for Proposal/Competitive Bid specific bid will contain:

- Completed record of bids
- Copy of the bid specification.
- Affidavit of publication or clipping of the bid.
- List of all firms invited to participate in the bid.
- List of all firms actually participating in the bid.
- All bids submitted.
- All correspondence related to the bid.
- Award notification
- Notice to proceed



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

Date: April 28, 2015

To: Board of Finance
Board of Selectmen

From: N. Maggie Cosgrove, CFO

Subject: Release of Funding Commitment –Investment Grade Audit with Honeywell

Background

At a joint Board meeting on November 17, 2011, the BOF, BOS and BOE agreed conceptually to move forward with an energy services investment grade audit of all Town/BOE facilities to be performed by Honeywell.

If the Town did not enter into an energy performance contract with Honeywell, then the Town would have been obligated to pay a sum of \$32,000 for the investment grade audit. Since the Town did enter into a contract with Honeywell, the Town has no separate payment obligation for the investment grade audit, as the fee was incorporated into the Energy Savings Performance Contract and paid through the contract's funding mechanisms.

In fiscal 2011-2012, the BOS and BOF approved a commitment of General Fund fund balance in the amount of \$32,000 for this specific purpose in lieu of approving an appropriation of funds at that time.

Recommendation

Since the Town has no further obligation to make a separate payment for the Investment Grade Audit, it is recommended that both the BOS and BOF cancel the commitment of General Fund fund balance in the amount of \$32,000 for that purpose, and return the funds to Unassigned Fund Balance of the General Fund.

In accordance with Governmental Accounting Standards Board Statement #54 Fund Balance Reporting and Governmental Fund Type Definitions, *Committed fund balance* includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority, and may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.