



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

## AMENDED

**Board of Selectmen Agenda  
Regular Meeting @ 7 PM  
Thursday, June 18, 2015  
Colchester Town Hall  
Meeting Room 1**

RECEIVED  
COLCHESTER, CT  
2015 JUN 16 AM 10:44

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the June 4, 2015 Regular Board of Selectmen Meeting
4. Citizen's Comments
5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
6. Budget Transfers
7. Tax Refunds & Rebates
8. Recognition of Colchester's designation as a HEARTSafe Community
9. Discussion and Possible Action on Moroch Property Open Space Purchase
10. Discussion and Possible Action on Planning and Zoning Grant Application
11. Discussion and Possible Action on Senior Center Zumba Gold Instructor Contract
12. Discussion and Possible Action on Senior Center Exercise Instructor Contract
13. Discussion and Possible Action on Senior Center Sittercize Instructor Contract
14. Discussion and Possible Action on Senior Center Zumba Gold Toning Instructor Contract
15. Discussion and Possible Action on Senior Center Yoga Instructor Contract
16. Discussion and Possible Action on My Senior Center Contract/Purchase Agreement
17. Discussion and Possible Action on Ice Cream Approval at Summer Concerts
18. Discussion and Possible Action on Food Concessions Approval at Summer Concerts
19. Discussion and Possible Action on Youth Service Bureau Grant Program

20. Discussion and Possible Action on Youth Services Bureau Enhancement Grant Program
21. Discussion and Possible Action on Blight Commission
22. Citizen's Comments
23. First Selectman's Report
24. Liaison Reports
25. Executive Session to Discuss a Security Matter
26. Discussion and Possible Action on a Security Matter
27. Adjourn



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes  
Regular Meeting Minutes  
Thursday, June 4, 2015**

**Colchester Town Hall immediately following Special Town Meeting at 7pm**

RECEIVED  
COLCHESTER, CT  
2015 JUN -9 AM 8:35

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

**MEMBERS ABSENT:** none

**OTHERS PRESENT:** BOF R. Tarlov and A. Shilosky, CFO M. Cosgrove, Town Clerk G. Furman, T. Dean Clerk, and other citizens

**1. Call to Order**

First Selectman S. Soby called the meeting to order at 7:12 p.m.

**2. Additions to the Agenda**

S Soby asked that the following be added to the agenda; #12 Discussion and Possible Action on the Resignation of the Town Planner, renumber accordingly. Also amend agenda item #17 & #18 make plural –Employment related matter(s).

K Frantzen moved to approve the addition/amendments to the agenda as presented, seconded by R Coyle. Unanimously approved. MOTION CARRIED

**3. Approve Minutes of the May 21, 2015 Regular Board of Selectmen Meeting**

R Coyle asked to change name for Item #13, second paragraph, first sentence, Frank Steward to Frank Stuart.

D Mizla moved to approve the Regular Board of Selectmen meeting minutes of May 21, 2015, as amended, seconded by R Coyle, with one abstention by J Reeve. Unanimously approved. MOTION CARRIED

**4. Citizen's Comments – none**

**5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations**

**a. Economic Development Commission – Jean Walsh possible appointment as an alternate for a five year term to expire 10/1/2019**

R Coyle moved to appoint Jean Walsh as an alternate to the Economic Development Commission for a five year term to expire 10/1/2019, seconded by K Frantzen. Unanimously approved. MOTION CARRIED.

**6. Budget Transfers - none**

**7. Tax Refunds & Rebates**

D Mizla moved to approve tax refunds in the amount of \$54.56 to Donna Lynch and \$23.59 to Nora Denis, seconded by R Coyle. Unanimously approved. MOTION CARRIED

**8. Discussion and Possible Action on Unemployment Tax Management Corporation Service Agreement**

D Mizla moved to approve the Service Agreement for the period 7/1/15 – 6/30/16 with the Town and authorize the First Selectman to sign all necessary documents, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

**9. Discussion and Possible Action on Board of Selectmen Liaison Assignments**

Discussion on open spots and discussion on tabling Blight Commission assignment until meeting dates for the commission has been determined.

R Coyle moved to appoint John Reeve as Liaison to the Charter Review Commission, Economic Development Commission, and Planning & Zoning Commission, seconded by K Frantzen. Unanimously approved. MOTION CARRIED.

- 10. Discussion and Possible Action on Building Committee Communication Flyer**  
S Soby stated that they will not be able to take action based on advice from Counsel.

**11. Discussion and Possible Action on FY 2015-2016 Budget**

The CFO M Cosgrove revised numbers based on action by Board of Finance on 6/3, with notation by M Cosgrove that the Town Budget is already approved. Absentee ballots are ready for the bond referendum.

D Mizla moved to set the Town Meeting date on Thursday, June 11, 2015 at 7pm at Town hall to send the Board of Education Budget in the amount of \$39,795,370 to Town Meeting, to be adjourned to Budget Referendum on Tuesday, June 23, 2015, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

**12. Discussion and Possible Action on the Resignation of the Town Planner**

R Coyle moved to accept Adam Turner's resignation as Town Planner, with much regret, effective July 31, 2015, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

R Coyle wishes A Turner well in his new endeavor. S Soby expressed that A Turner has done a tremendous amount of work and completed several projects including the new zoning code and POCD. D Mizla stated that the face of the department has changed into a much more positive place when A Turner came on, he will be missed.

The job posting draft and job description was reviewed for the Town Planner position.

K Franzten stated the discrepancy between the job posting requesting 5 years min and job description reflecting 2 years. Suggested to change 5 years preferred on both. Discussion ensued about the verbiage of job posting and what channels to utilize in posting. A panel will be assembled to interview candidates with the final decision on hiring by the Board of Selectmen.

R Coyle moved to revise the job description of Town Planner with suggested changes and suggested content topics to be added, seconded by J Reeve. Unanimously approved. MOTION CARRIED.

**13. Citizens Comments - none**

**14. First Selectman's Report**

State Budget from CCM was read aloud, there will be an increase in ESC of \$11,000, decrease in transportation of \$11,000, budgeted anticipation with trooper paid at 85% vs 100%, gives \$30,000 difference to the good; Recount of Town Budget resulted in one additional no vote, remains passed. The one vote was a result of the machine not reading the vote due to it being filled out with pencil; Town recent activity being looked at by the Police Commission and the Resident Trooper Sgt. due to the large burglary and disturbance incidents, as well as issues of areas with speeding for additional enforcement. The current Sgt. Luke is an interim until another Resident Trooper is appointed. Decision is made by the Lt. of the Troop; Sports Arena back on the front burner, because of change in location we have asked to sit with EDC to review the CTIP; Norton Dam project proceeds. RFP (Phase 2) responses have come in and K Frantzen will be involved in the panel review process; Working along in the KX consolidation in Montville, continue with dispatch union negotiations, next step is action by Montville Town council; Ambulance 528 has had a series of issues including mechanical and electrical. Will need to take a look at it with the Chief and a plan to keep it on the road.

**15. Liaison Reports**

R Coyle reported on the Building Committee – group discussed the mailer piece/flyer Chatham Health – Case on Lake Hayward between landlord and tenant re water issue. Discussed legislation regarding cottage food products and administering. Personnel Policy committee hiring bookkeeper position since they are doing it on their own payroll in-house. Priority goals for next year are a small grant on retail food regulations, and food protection program to adopt FDA food code. Update on food complaints.

D Mizla reported on Youth Services Advisory Board – Meeting moved to Thurs 6/4 at 5pm to follow with Community Conversation Program.

Park & Rec – Concert on the Green has 3 sponsors' vs 1 this year, S&S Worldwide, Toyota, and Family Physical Therapy. 57 Fest is Sat 9/26. 1 bid for food and ice cream concessions. Chose 2 members for the tri-board committee for the field, C Ferrante and E Kundhall.

**16. Executive Session to Discuss Negotiations on Successor Contract with Administrator Local 506 Union**

D Mizla moved to enter into executive session to discuss Negotiations on Successor Contract with Administrator Local 506 Union, inviting in R Tarlov, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Entered into executive session at 7:57 p.m.

Exited from executive session at 8:01 p.m.

17. **Discussion and Possible Action on Successor Contract of Agreement with Administrator Local 506 Union**  
K Frantzen moved to approve the Successor Contract of Agreement with Administrator Local 506 Union and authorize the First Selectman to sign successor contract, seconded by D Mizla. Unanimously Approved. MOTION CARRIED.
18. **Executive Session to Discuss Employment-Related Matters**  
R Coyle moved to enter into executive session to discuss Employment Related Matters, inviting R Tarlov, seconded by K Frantzen. Unanimously approved. MOTION CARRIED.

Entered into executive session at 8:02 pm  
Exited from executive session at 8:13 pm

19. **Discussion and Possible Action on Employment-Related Matters**  
D Mizla moved to authorize the First Selectman to sign documents regarding employment related matters, seconded by K Frantzen. Unanimously approved. MOTION CARRIED.
20. **Adjourn**  
J Reeve moved to adjourn at 8:20 p.m., seconded by R Coyle. Unanimously approved. MOTION CARRIED.

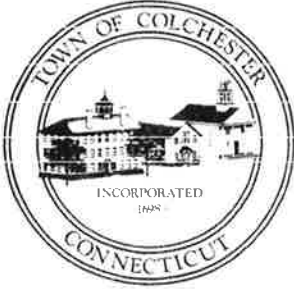
Respectfully submitted,

Tricia Dean, Clerk

# *Town of Colchester, Connecticut*

127 Norwich Avenue, Colchester, Connecticut 06415

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June 10, 2015

To: Colchester Board of Selectman

From: Colchester Planning and Zoning Department

**RE: 10.21 acres Open Space land acquisition, located on Dutton Road abutting Ruby and Elizabeth Cohen Woodlands Park**

On October 28, 2014, the Town of Colchester received notice from the CT DEEP that the Moroch Property OSWA Grant application had been awarded. The receipt of the grant award provided the Town of Colchester with \$31,183.00 in funds to be used towards the purchase of the Moroch Property.

The acquisition of "The Moroch Property" regards 10.21 acres of vacant land located on Dutton Road, abutting the Ruby and Elizabeth Cohen Woodlands Park to the South. In accordance with Colchester's Open Space Plan and the Plan of Conservation and Development, the Moroch Property would be combined with the Ruby Cohen Woodlands Park.

The property is located on Dutton Road, consisting of 10.21 acres ( 6.1ac dry land, 4.1ac of wetlands and 811 linear feet of watercourse), the property is located, approximately 6,400 feet to the Southeast of the Route 2 Eastbound entrance ramp, off of Parum Road (Route 354).

In accordance with Terms of the Grant application, the Town hired Buckley Appraisals to conduct a complete appraisal of the 10.21ac Moroch Property. The appraisal, dated March 29, 2014, valued the property at \$82,000. The Town entered into agreement with the Moroch Family to purchase the 10.21 ac for \$65,000. The grant portion of the purchase totals \$31,183 leaving a balance of \$33,817. We will utilize both the fee in lieu and the Towns open space purchase accounts to provide funding for the Towns portion

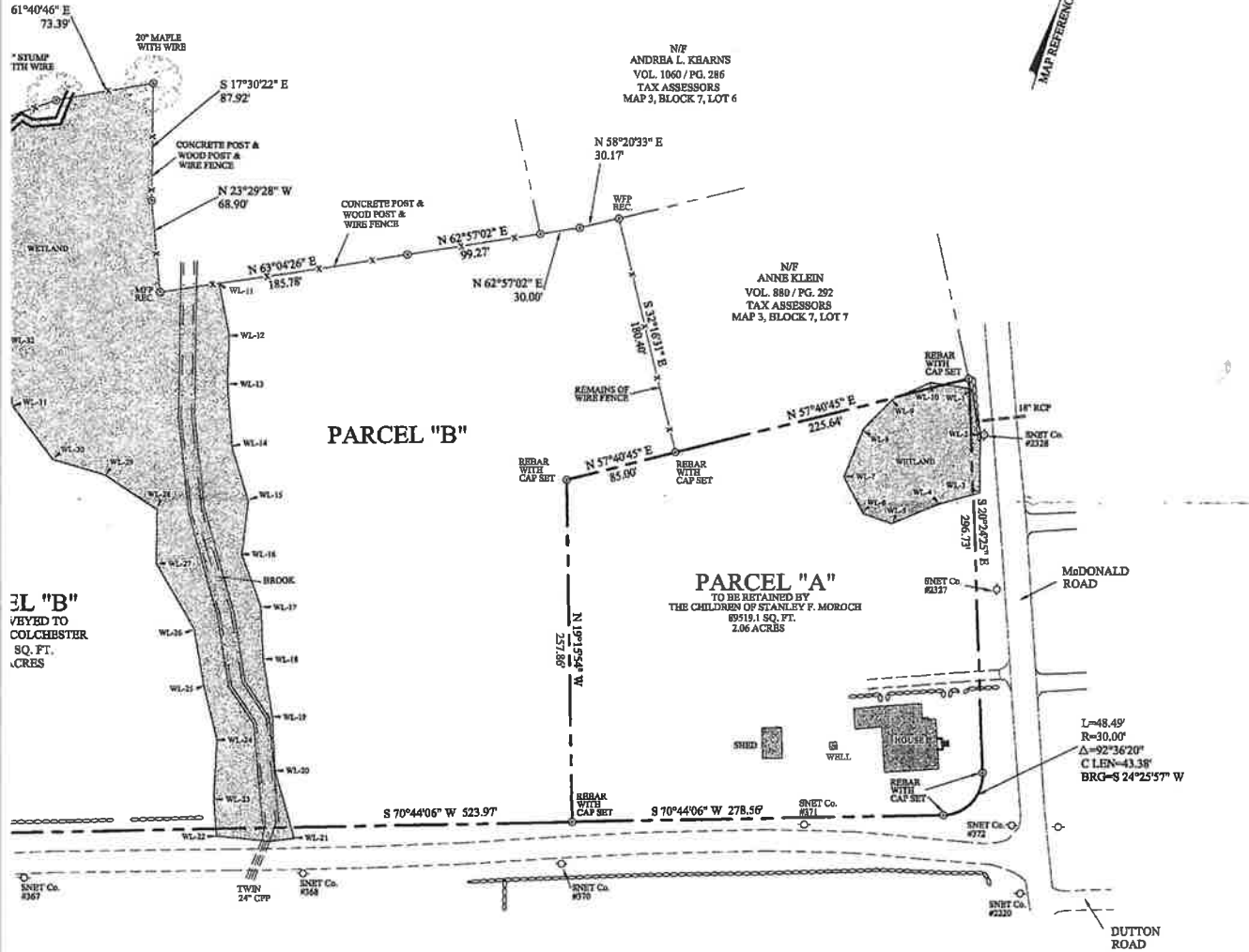
The Planning and Zoning Department staff spent 6 months conducting the required due diligence towards the Town's purchase. In addition to staff's review, Town counsel John Bradley, of Rome McGuire P.C., verified all of staff's findings, as well as several issues other identified during the due diligence period. He has indicated that we can proceed to closing. In accordance the terms of the CT DEEP Grant and per section C1001 of the Town Charter, the Board of Selectmen is required to review and call a Town Meeting for consideration of actions concerning real estate transactions with values exceeding \$10,000. This item is on the agenda of the Board of Finance for June 17 to seek concurrence with this proposed transaction.

Staff recommends the Town move forward with the Moroch Property Open Space Purchase.

**Recommended Motion: Motion to support the proposed Town of Colchester's Purchase of the Moroch Property for the Amount of \$65,000, utilizing an awarded CT DEEP Open Space Grant in the Amount of \$31, 183, in conjunction with \$33, 817 in Town Funds and to schedule a Town Meetings at the Boards choosing to consider this purchase.**

**NOTES**

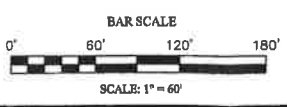
- THIS SURVEY AND MAP HAS BEEN PREPARED PURSUANT TO THE REGULATIONS OF CONNECTICUT STATE AGENCIES SECTION 20-300b-1 THROUGH 20-300b-20 AND THE "STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT" AS ADOPTED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC. ON SEPTEMBER 26, 1996.
  - THE TYPE OF SURVEY IS A PERIMETER BOUNDARY SURVEY.
  - THE BOUNDARY DETERMINATION CATEGORY IS A DEPENDENT RESURVEY.
  - THE HORIZONTAL ACCURACY CONFORMS TO CLASS A-2 STANDARDS.
 NO DECLARATION IS EXPRESSED OR IMPLIED BY THIS MAP OR COPIES THEREOF UNLESS THE PRINT BEARS THE IMPRESSION TYPE SEAL AND THE ORIGINAL LIVE SIGNATURE OF THE SURVEYOR WHOSE NAME AND REGISTRATION NUMBER APPEARS BELOW OR THEREON.
- REFERENCE DEED:
  - STANLEY F. MOROCH, L/U ETAL, C/O PHYLLIS MOROCH.
  - TOWN OF COLCHESTER LAND RECORDS VOLUME 616 ON PAGE 19.
  - TOWN OF COLCHESTER TAX ASSESSORS MAP 3, BLOCK 7, LOT 8.
- SUBJECT TO RIGHTS AS RECORD MAY APPEAR.
- THIS SURVEY AND MAP DOES NOT INCLUDE THE LOCATION OF UNDERGROUND UTILITIES AND / OR STRUCTURES.





2013 NOV 26 PM 1:13

MARK H. SULLIVAN  
L.S. #10064  
TOWN OF COLCHESTER  
OFFICE ADMINISTRATION

WETLANDS DELINEATED AS SHOWN HEREON



  
 11.23.2013 DATE  
 MARK H. SULLIVAN  
 SOIL SCIENTIST  
 TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT  
 AS NOTED HEREON  
  
 11.23.2013 DATE  
 MARK H. SULLIVAN, L.S. #10064  
 THIS MAP IS NOT VALID WITHOUT A LIVE SIGNATURE AND EMBOSSED SEAL.

DATE	REVISION

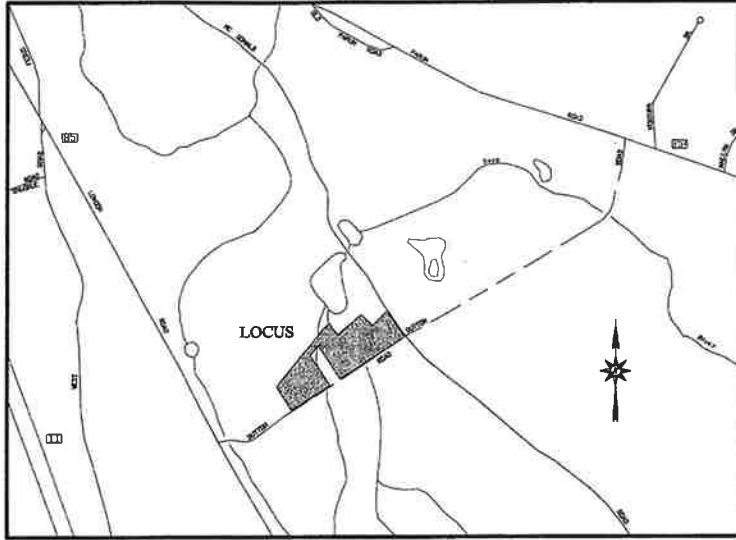
**PROPERTY / BOUNDARY SURVEY**

PREPARED FOR  
**THE CHILDREN OF STANLEY F. MOROCH**

#144 McDONALD ROAD AND DUTTON ROAD COLCHESTER, CONNECTICUT	DATE: 10-25-2013 SCALE: 1" = 60' DRAWN BY: MHS PROJ. No: 15-123 SHEET 1 OF 1
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PREPARED BY  
**MARK H. SULLIVAN, L.S., C.P.S.S.**  
 LAND SURVEYING AND ENVIRONMENTAL CONSULTING, LLC  
 30 PLEASANT VIEW COVE      TELEPHONE: (860) 336-4131  
 LISBON, CT 06031      FAX: (860) 336-3631



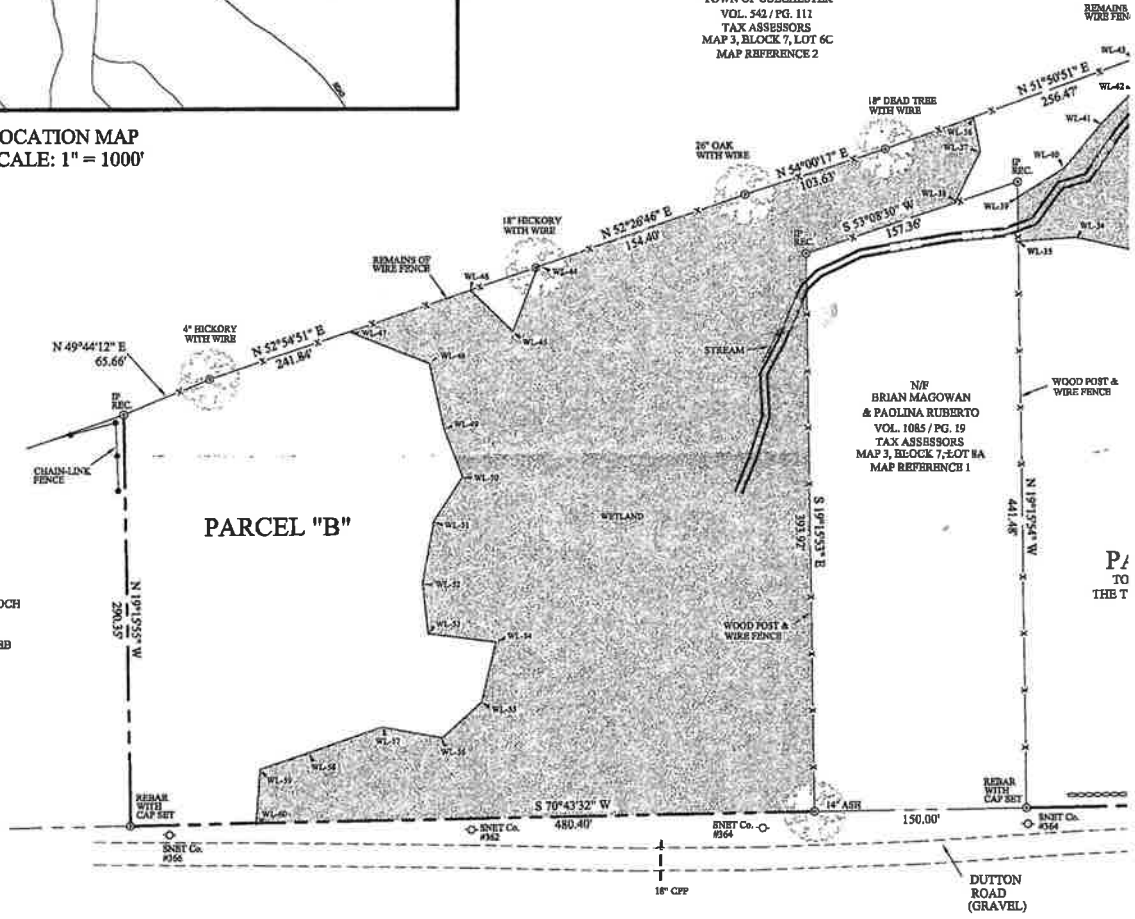


LOCATION MAP  
SCALE: 1" = 1000'

N/F  
TOWN OF COLCHESTER  
VOL. 542 / PG. 111  
TAX ASSESSORS  
MAP 3, BLOCK 7, LOT 6C  
MAP REFERENCE 2

N/F  
STANLEY & GINA MOROCH  
VOL. 129 / PG. 54  
TAX ASSESSORS  
MAP 3, BLOCK 7, LOT 8B  
MAP REFERENCE 1

N/F  
BRIAN MAGOWAN  
& PAOLINA RUBERTO  
VOL. 1085 / PG. 19  
TAX ASSESSORS  
MAP 3, BLOCK 7, LOT 8A  
MAP REFERENCE 1



PARCEL "B"

LEGEND

---	PROPERTY LINE
— — — — —	STONEWALL
o	ANGLE POINT
◇	UTILITY POLE
VOL.	VOLUME
PG.	PAGE
N/F	NOW OR FORMERLY
SQ. FT.	SQUARE FEET
IR	IRON ROD
IP	IRON PIPE
CPP	CORRUGATED PLASTIC PIPE
RCP	REINFORCED CONCRETE PIPE
REC.	RECOVERED
CL&P	CONNECTICUT LIGHT & POWER
WFP	WOOD FENCE POST
MFP	METAL FENCE POST
SNET CO.	SOUTHERN NEW ENGLAND TELEPHONE COMPANY
- WL-18	WETLAND FLAG LOCATION & NUMBER

MAP REFERENCES

- MAP ENTITLED "MOROCH SUBDIVISION, PROP. OF STANLEY AND BESSIE MOROCH, DUTTON RD, COLCHESTER, CT., PARCEL "C" SCALE: 1" = 50', DATED: 11-10-1980, PREPARED BY: BERNARD F. STONE ASSOCIATES, INC., SALEM, CT.
- MAP ENTITLED "DIVISION PLAN FOR MUNICIPAL PURPOSES, THE ESTATE OF RUHIN COHEN, McDONALD RD., COLCHESTER, CT., WEST SIDE" SCALE: 1" = 100', DATED: 6-1-1999, REVISED THROUGH 6-13-2000, SHEETS 1 AND 2 OF 2, PREPARED BY: JOSEPH KIRKUP, LAND SURVEYOR.

S 1747



MEET GOVERNOR MALLOY INVITE GOVERNOR MALLOY PRESS ROOM PRIORITIES FOR RESIDENTS LIEUTENANT GOVERNOR WYMAN

Press Releases  
In The News  
Speeches  
Proclamations  
Executive Orders  
Official Portraits



STATE OF CONNECTICUT  
GOVERNOR DANIEL P. MALLOY

October 28, 2014

**GOV. MALLOY ANNOUNCES FUNDING TO PRESERVE NEARLY 2,250 ACRES OF OPEN SPACE IN 25 COMMUNITIES STATEWIDE**

*New Haven and Norwalk Also Receive Funds for Community Gardens*

(HARTFORD, CT) – Governor Dannel P. Malloy today announced that nearly \$7.8 million in state grants will assist 25 communities in purchasing 2,237 acres to be preserved as open space. In addition, \$96,250 was awarded to establish community gardens in New Haven and Norwalk.

“Conserving land is an important investment in our future, and today’s grants move us closer to meeting our goal of protecting 21 percent of Connecticut’s land as permanently protected open space,” said Governor Malloy. “Preservation projects such as these are fundamental to maintaining our high-quality of life, protecting the immense natural beauty of our state, and making Connecticut a great place to live, work and raise a family.”

The Governor continued, “Our residents and visitors will soon have many new open space areas in which to enjoy family time together outdoors and all that nature has to offer. It is also important to note that these lands will provide very convenient access to the outdoors, as more than 685,000 Connecticut residents – or about 20% of our population – are within a 10-minute drive of one of these properties.”

The grants come through the Open Space and Watershed Land Acquisition program, which is administered by the state Department of Energy and Environmental Protection (DEEP). This program provides financial support to local governments and land trusts in purchasing open space, using state bonds and funding from the 2005 Community Investment Act.

The open space grant program requires the local party to grant the state a conservation and public recreation easement, which ensures that the property is permanently protected for public use and benefit. DEEP prioritizes funding for projects that meet the multiple goals of open space, such as protecting vital habitats, creating and enhancing recreational resources, and protecting our valuable water resources.

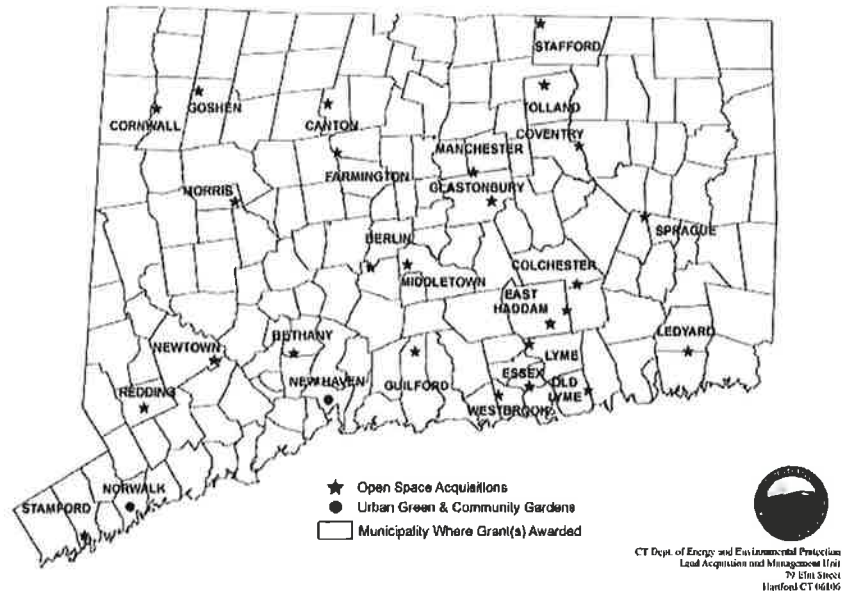
These open space grants will help the State of Connecticut achieve its goal of protecting 673,210 acres of land by 2023. Connecticut now has 496,948 acres designated as state or local open space lands, 73.8% of the goal. Since the program was launched in 1998, more than \$117 million in state funding has been awarded to municipalities, nonprofit land conservation organizations, and water companies to assist in the purchase of 29,181 acres of land in 135 cities and towns.

One of the grants being announced today helps secure “The Preserve” – a 1,000 acre coastal-forest area that the state is seeking to purchase along with the Town of Old Saybrook and surrounding towns. The \$471,250 award to the Essex Land Trust supports that organization’s plans to purchase a 70.6-acre section of “The Preserve” that is within the borders of that town.

The grants for Community Gardens in New Haven and Norwalk are the result of a more recent component of the open space grant program. These grants are designed to create green spaces in city neighborhoods, open up urban lands for outdoor recreation, and help improve community health by encouraging the growing of local fruits and vegetables.

“The community gardens initiative was added to the open space program in 2007 to address multiple open space needs in urban areas,” said DEEP Commissioner Robert Klee. “This portion of the grant program acknowledges that preserving places people care about is as important in our cities and inner suburbs as it is in more rural areas.”

**Open Space and Watershed Land Acquisition Grant Program  
2013-2014 Awards**



**Grant Award Summaries**

**LAND ACQUISITION/EASEMENTS**

**Town:** Bethany  
**Project Title:** Carrington Preserve  
**Sponsor:** Town of Bethany  
**Grant Award:** \$232,500  
**Total Acres:** 73.75  
**Description:** This undeveloped property is wooded with oaks, hickories, birches and maples, and has 937 feet of frontage on an unimproved road know as Atwater Road. With a varied topography ranging from 500 to 600 feet in elevation, about 45% of the property is steep or influenced by wetland. There is an unnamed stream that runs from this property into Pine Brook and then Bladens River (Naugatuck River Watershed).

**Town:** Berlin  
**Project Title:** Rogoz Property  
**Sponsor:** City of Meriden  
**Grant Award:** \$60,450  
**Total Acres:** 30  
**Description:** This property is heavily forested with substantial ground cover. It has a sloping terrain from both Chamberlain Highway and Park Drive. The central portion of the property is rolling to partially level terrain. This acquisition is being proposed because the property is classified as Class II watershed land and would be managed as a preserve protecting and enhancing the drinking water supply of Elmere and Merimere Reservoirs.

**Town:** Canton  
**Project Title:** Humphrey Property  
**Sponsor:** Canton Land Trust  
**Grant Award:** \$17,500  
**Total Acres:** 12.5  
**Description:** This property abuts land owned by the Canton Land Conservation Trust on three sides. Acquisition of this property would be added to the adjacent Canton Land Conservation Trust area, totaling 300 acres. Located in Canton's northwest quadrant, this undeveloped wooded parcel with beech, birch, maple, hemlock, oak, and pines is part of a larger mixed deciduous forest typical of Ratlum Mountain. This property provides habitat for nesting interior forest bird species and other wildlife.

**Town:** Colchester  
**Project Title:** Moroch Property  
**Sponsor:** Town of Colchester  
**Grant Award:** \$33,183  
**Total Acres:** 10.21  
**Description:** This parcel expands an existing property the Town purchased in 2001 under the grant program, the Ruby Choen project. The undeveloped, forested property contains two streams and a 4.1-acre wetland and

will become part the "Cohen Woods Focus Area," a designated Connecticut Greenway. The Sponsor aims to

combine this greenway with the local Judd Brook Greenway.

**Town:** Cornwall

**Project Title:** Trinity Camp Project

**Sponsor:** Cornwall Conservation Trust

**Grant Award:** \$464,750

**Total Acres:** 317

**Description:** Located just south of the Cornwall Bridge, this unfragmented forested property rises from the Housatonic River and will now create an unbroken greenway of over 3 miles in length. Abutting Housatonic State Forest, the property contains two significant upland wetlands and almost two miles of stream corridors. Habitats include steep cliffs, riparian forest, and a beaver pond. A rough trail network exists and provides ready access to the public to this large track and abutting open space area.

**Town:** Coventry

**Project Title:** Williams Property

**Sponsor:** Town of Coventry

**Grant Award:** \$262,600

**Total Acres:** 61.76

**Description:** Among this property's major assets are undeveloped forest that abuts existing protected open space land owned by Joshua's Trust and 430 feet of frontage on the Willimantic River (Eagleville Pond). With a total 570 feet of frontage and modest slopes from Cooper Lane to the Willimantic River, acquisition of this property adds to the insightful planning of a green corridor along the Willimantic River and provides public access to aquatic resources.

**Town:** East Haddam

**Project Title:** Lena Property

**Sponsor:** Town of East Haddam

**Grant Award:** \$487,500

**Total Acres:** 207

**Description:** This undeveloped, moderately wooded, recently logged property is located within the federally designated Eightmile River Wild & Scenic Watershed. The property has 1,200 feet of frontage on Tater Hill Road and 2,200 feet on Babcock Road. The topography is varied, as expected for its size, gradually rolling with some steep slopes and areas with little slope that have been used for pasturing. The parcel has a mix of upland forest, intermittent streams, vernal pools, and woodland wetlands that support a variety of woodland wildlife species. Along Babcock Road there is an active agricultural field, and the potential for reclaiming two additional fields for agricultural use.

**Town:** East Haddam

**Project Title:** Zeleznicky Property

**Sponsor:** Town of East Haddam & The Nature Conservancy

**Grant Award:** \$78,000

**Total Acres:** 19.26

**Description:** The Town of East Haddam and The Nature Conservancy (TNC) cooperatively protected this property. The property is surrounded on three sides by TNC's Burnham Brook Preserve and contains 1,000 feet of Burnham Brook, an important tributary to the Eightmile River. This forested, undeveloped lot with its associated habitats adds to a large network of conserved properties in the surrounding area.

**Town:** Essex

**Project Title:** The Preserve

**Sponsor:** Essex Land Trust

**Grant Award:** \$471,250

**Total Acres:** 70.6

**Description:** With about 70 acres located in the Town of Essex, "The Preserve" is a 1,000-acre coastal forest that has a nearly 15-year history towards its preservation. The property is an undeveloped, dense canopied forest. This vast area is an important refueling stopover site for migratory birds. Along with The Preserve's varied wildlife habitats, the Pequot Swamp, and 38 vernal pools, it is also the headwaters of three watersheds which eventually flow into Long Island Sound.

**Town:** Farmington

**Project Title:** Lot 8 Collinsville Road

**Sponsor:** Town of Farmington

**Grant Award:** \$69,875

**Total Acres:** 10.75

**Description:** Located in the extreme northwest corner of Farmington, this undeveloped wooded parcel has almost 1,700 feet of frontage on the Farmington River. The parcel abuts Lot 7 Collinsville Road, a 29.2 acre property along the Farmington River which also received a grant under the OSWA program, thus contributing to the development of the greenway along the River. The property has an existing trail system for public recreation.

**Town:** Franklin/Sprague

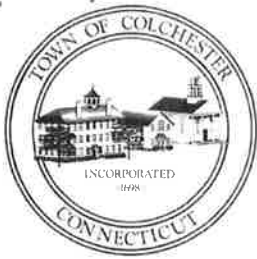
**Project Title:** Robinson Property

**Sponsor:** Town of Sprague

**Grant Award:** \$180,000

**Total Acres:** 111

**Description:** The Town of Sprague requested the grant funds for the acquisition of this property. Located



# *Town of Colchester, Connecticut*

127 Norwich Avenue, Colchester, Connecticut 06415

## **MEMORANDUM**

June 15, 2015

**To:** Colchester Board of Selectmen

**From:** Jay Gigliotti, Colchester Planning & Zoning Department

**Re:** Town of Colchester potential Application to the Connecticut Department of Energy and Environmental Protection for consideration of Recreational Trails Program Grant Application, Pedestrian/Bicycle Trail Connection

### **Background**

The Planning and Zoning Department has identified a grant opportunity to provide a connection between the Airline Trail and the 26 mile Richard Goodwin Trail that originates in East Lyme (Attachment A). Completion of this project would connect East Lyme to the Portland to the west and Thompson to the north east at the Connecticut/Massachusetts border.

Currently the Goodwin trail ends in in close proximity to the Salmon River State Park (SRSP) in west central Colchester. The project would not involve land acquisition.

### **CT DEEP Grant**

The Connecticut Department of Energy and Environmental Protection (CT DEEP) Recreational Trails Program (RTP) was announced on May 25, 2015, with all applications to be submitted by July 1, 2015. Awarded RTP funds may be used for trail design, construction, expansion, restoration, improvements (including ADA compliant access) or linkage of trail corridors; acquisition or lease of land, easements, R.O.W.s or maintenance equipment and lastly, operation of educational programs for recreational trails, which promote safety and environmental protection. RTP applications may request up to 80% of the Estimated Project Cost, with a 20% contribution from the RTP applicant.

### **Project Cost Estimate**

Working with the support from the Salmon River Watershed Partnership (SRWP) as well as 8 Mile River Watershed Partnership (8MRWP) and the Chatham Health District, the Colchester Planning and Zoning Department proposes to submit a grant application to the CT DEEP Recreational Trails Program. The application shall be made for the design of a pedestrian trail that shall link the existing two trail systems located in the Day Pond State Park and the Salmon River State Forest, including the Airline Trail. (See Attachment B.) The proposed trail shall make a final connection of existing trail systems, providing a contiguous corridor of pedestrian/ bicycling trails beginning in East Lyme, CT and terminating in Thompson, CT. (See Attachment C.) The trail shall utilize right way along existing road and pathways already in public ownership

The following is an estimate of the total Project Cost, associated with the design of the trail described above and shall be basis for funds requested the Town of Colchester's CT DEEP RTP Grant Application.

- CT Licensed Landscape Architect, Land Surveyor and Civil Engineer, design a trail, in accordance with the ADA and any other applicable standards **\$50,000**
- Based on the Design, Complete and File all Local, State and Federal Permits **\$2,000**
- Collaborate with SRWP and 8MRP and the Chatham Health District to develop methods and materials to improve recreational, Educational and physical activity opportunities **\$1,000**
- Staff Oversight and Coordination **\$1,000**

Total Project Cost:	<b>\$54,000</b>
Total Funds Requested (80% of Total Project Cost)	<b>\$43,200</b>
Total Town of Colchester Funds/ In Kind Services (20% Match of Total Project Cost)	<b>\$10,800</b>

**RTP Application Justification and Resulting Benefits**

A pedestrian trail which connects the existing two (2) trail systems described above shall result in a contiguous regional pedestrian trail, passing through sixteen (16) Towns and Three (3) Counties. The Colchester Plan of Conservation and Development (POCD) recommends Colchester should pursue opportunities to create trail linkages/connections, as does the Southeastern Connecticut Council of Governments POCD, the Connecticut POCD, and CT DEEP Recreational Trails Plan. Additionally, The Colchester Open Space Plan recommends Colchester should pursue connections of protected areas and other greenways to develop natural, undeveloped corridors. A Completed Linkage of the two (2) above described trails shall result in a contiguous network/ system of pedestrian/ Bicyclist trails which spans from East Lyme all the way to Putnam.

A linkage of these trail systems shall provide additional Educational, Recreational and Physical Activity opportunities for not only Colchester Residents, but residents in all the towns the system runs through, the two (2) counties and the State as a whole.

A successful linkage of these trails may most likely result in additional funding and/or grant opportunities due to the regional scale of the project.

**Recommended Motion:**

Motion for the Colchester Board of Selectmen, to Endorse and Support an application to the Connecticut Department of Energy and Environmental Protection’s Recreational Trails Program, for the design of a pedestrian trail, to connect the trail system beginning in East Lyme, then terminating at the northern property line of the Babcock Pond Wildlife Management Area with the Airline Trail System, where it meets the trails within the Salmon River State Forest and the Day Pond State Park. The CT DEEP RTP grant application request shall not to exceed 80% of the Total Project Cost (\$43,200) with a contribution by the Town of Colchester in the amount 20% of the total project cost (\$10,200) through in-kind services.

**Attachments:**

- A. 8-Mile River Watershed Trail Map
- B. Connecting Trail Map
- C. Connecting CT Towns



# PROPOSED HIKING TRAIL

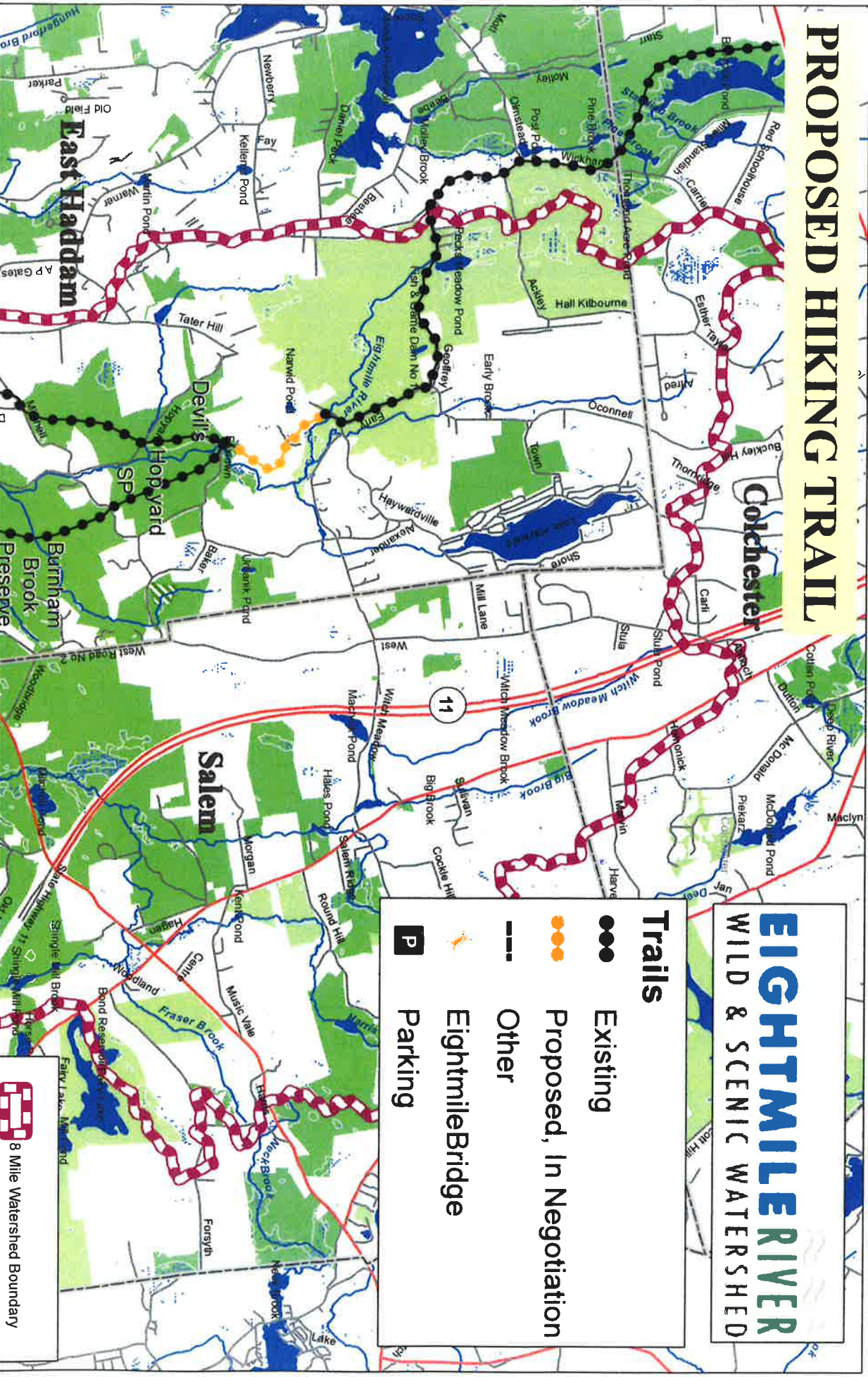
## EIGHTMILE RIVER WILD & SCENIC WATERSHED

**Trails**

- Existing
- Proposed, In Negotiation
- Other

**Eightmile Bridge**

**Parking**

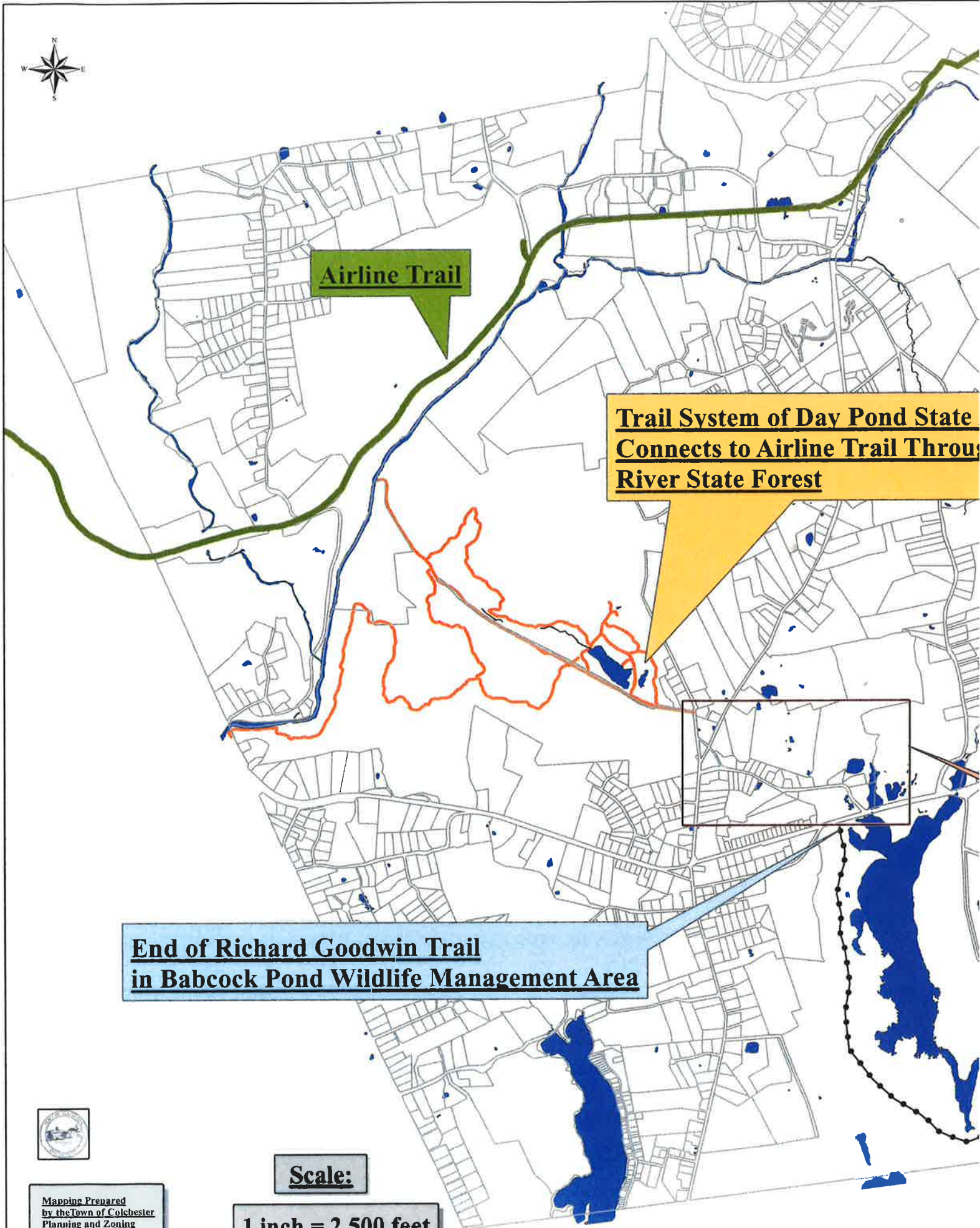


 8 Mile Watershed Boundary









**Airline Trail**

**Trail System of Day Pond State  
Connects to Airline Trail Through  
River State Forest**

**End of Richard Goodwin Trail  
in Babcock Pond Wildlife Management Area**



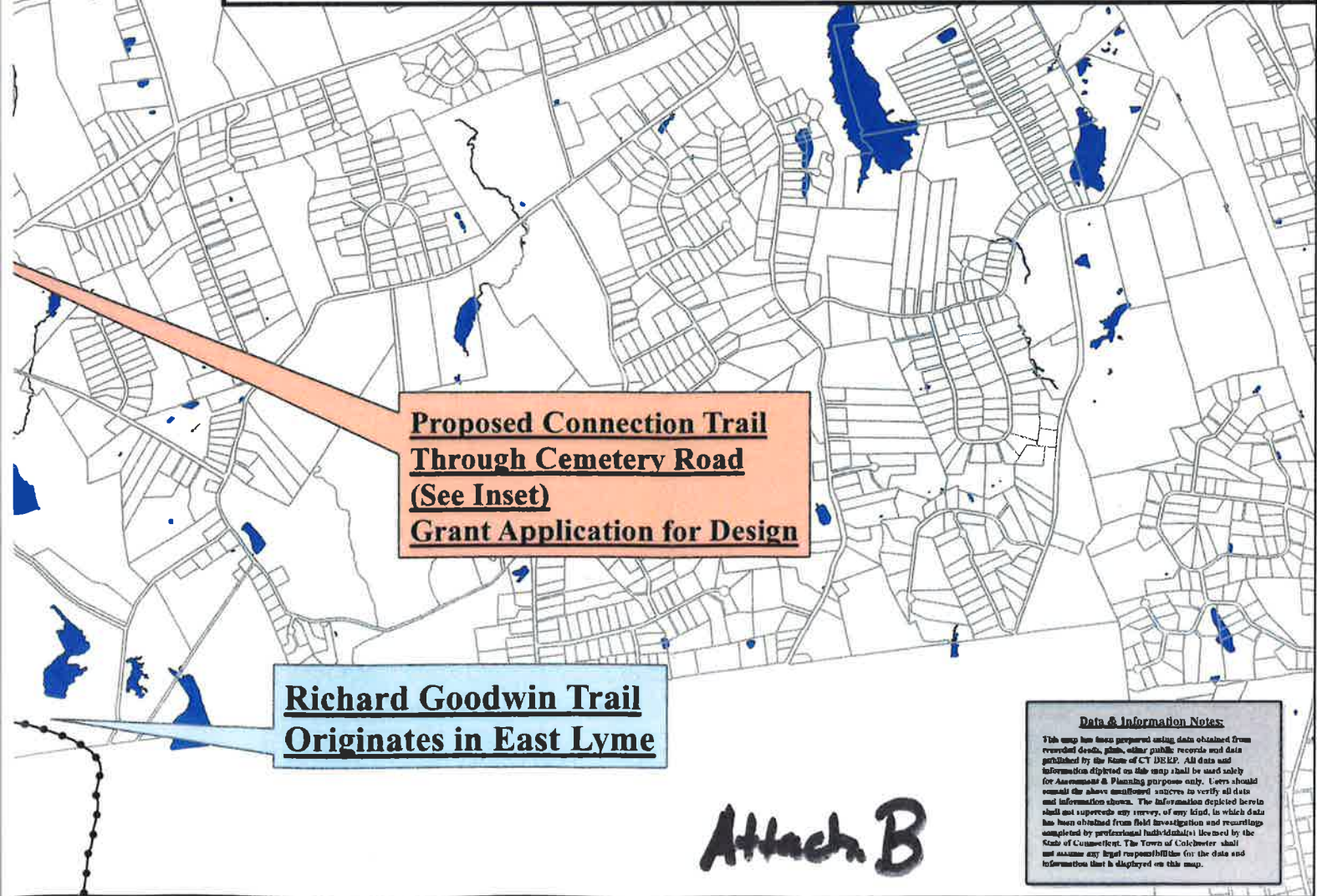
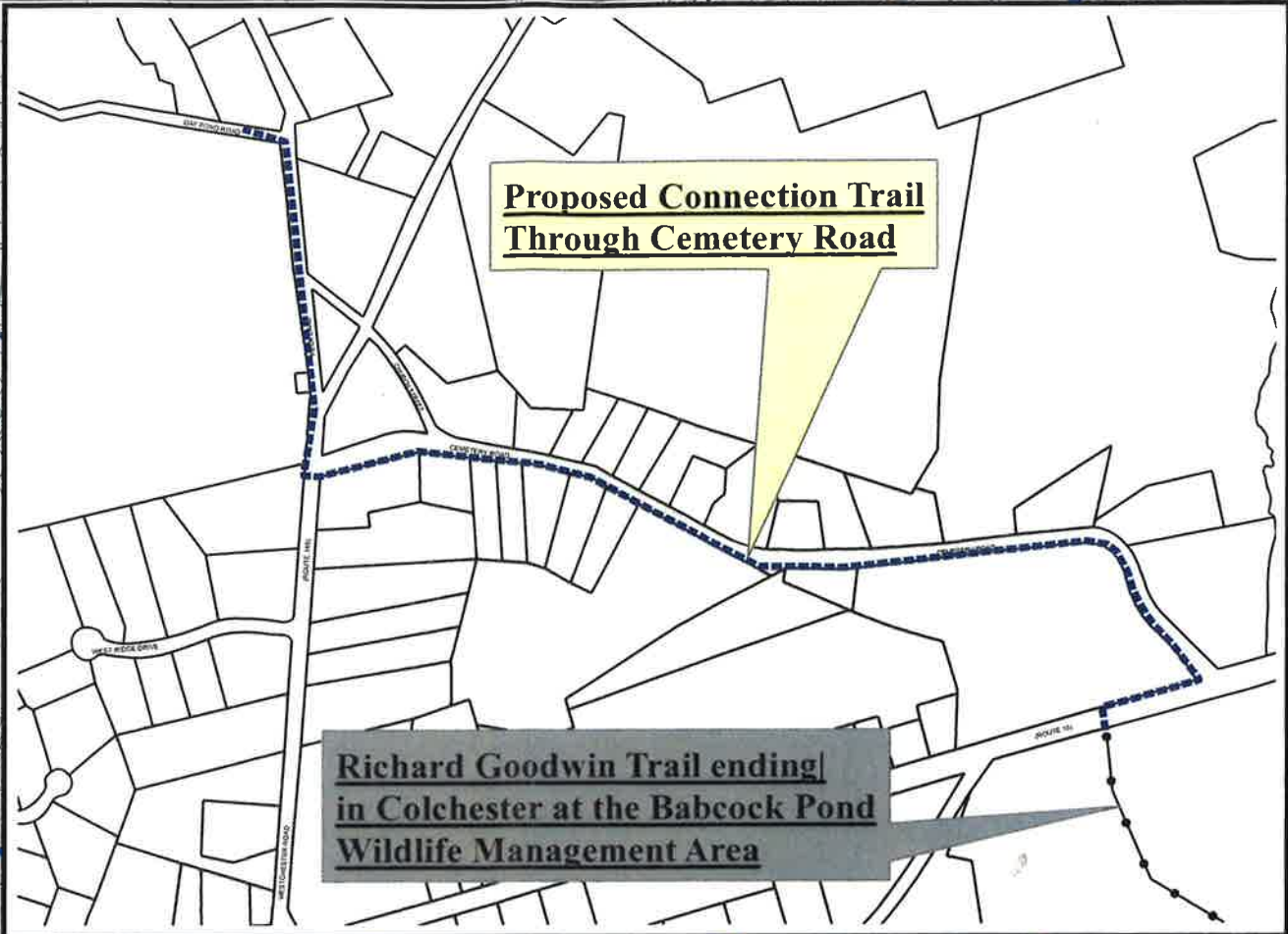
Mapping Prepared  
by the Town of Colchester  
Planning and Zoning  
Department

**Scale:**

**1 inch = 2,500 feet**



**Black Salmon**











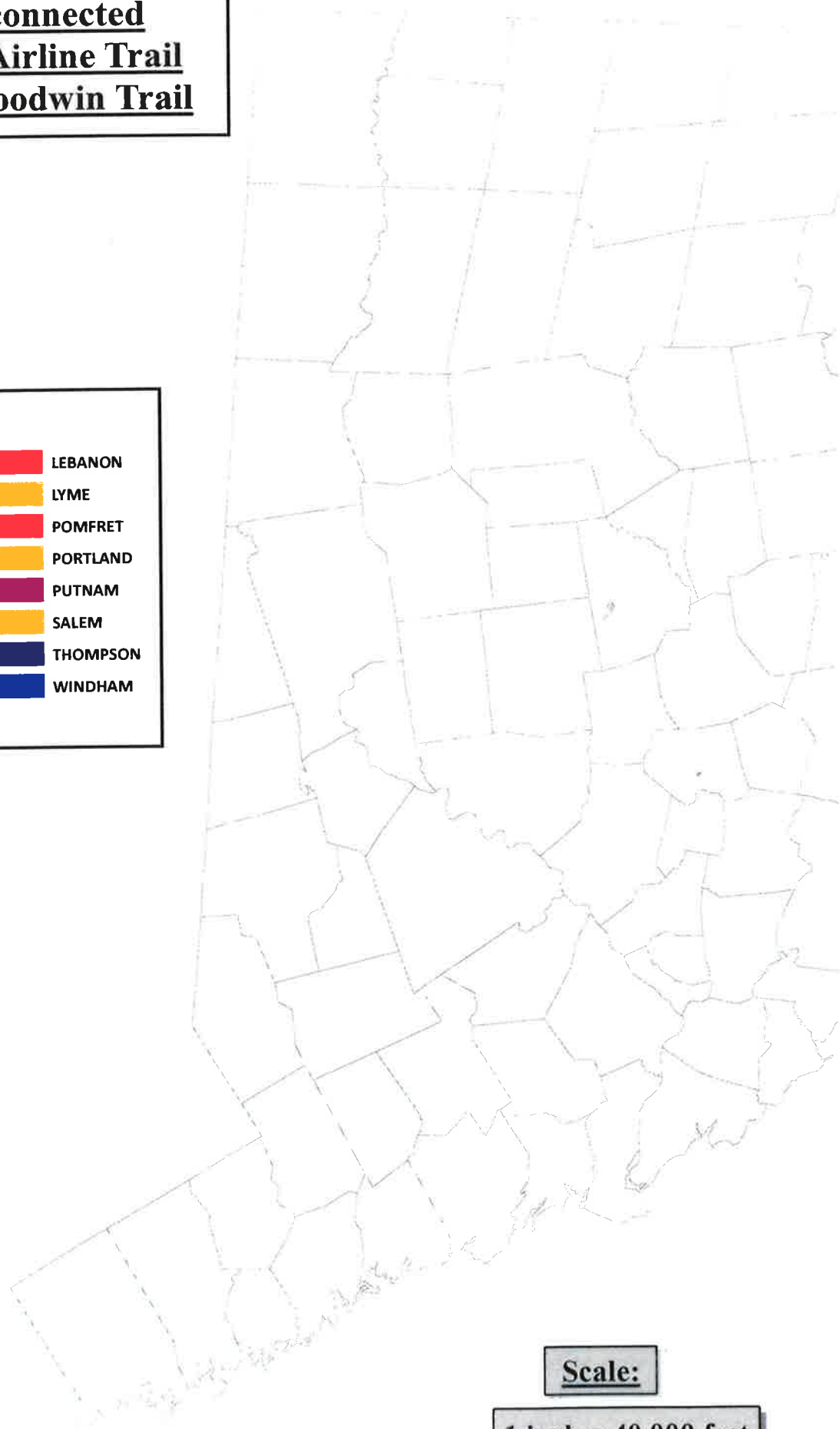
**Data & Information Notes:**  
This map has been prepared using data obtained from recorded deeds, plans, other public records and data furnished by the State of CT DEEP. All data and information depicted on this map shall be used solely for Assessment & Planning purposes only. Users should consult the above mentioned sources to verify all data and information shown. The information depicted herein shall not supersede any survey, of any kind, in which data has been obtained from field investigation and recordings completed by professional individuals licensed by the State of Connecticut. The Town of Colchester shall not assume any legal responsibility for the data and information that is displayed on this map.

**Attach B**

# Towns Potentially connected by the Link of the Airline Trail and the Richard Goodwin Trail

## Legend

Airline Trail	Airline Trail Towns		
· - · -	CHAPLIN		LEBANON
	COLCHESTER		LYME
	COLUMBIA		POMFRET
	EAST HADDAM		PORTLAND
	EAST HAMPTON		PUTNAM
	EAST LYME		SALEM
	HAMPTON		THOMPSON
	HEBRON		WINDHAM



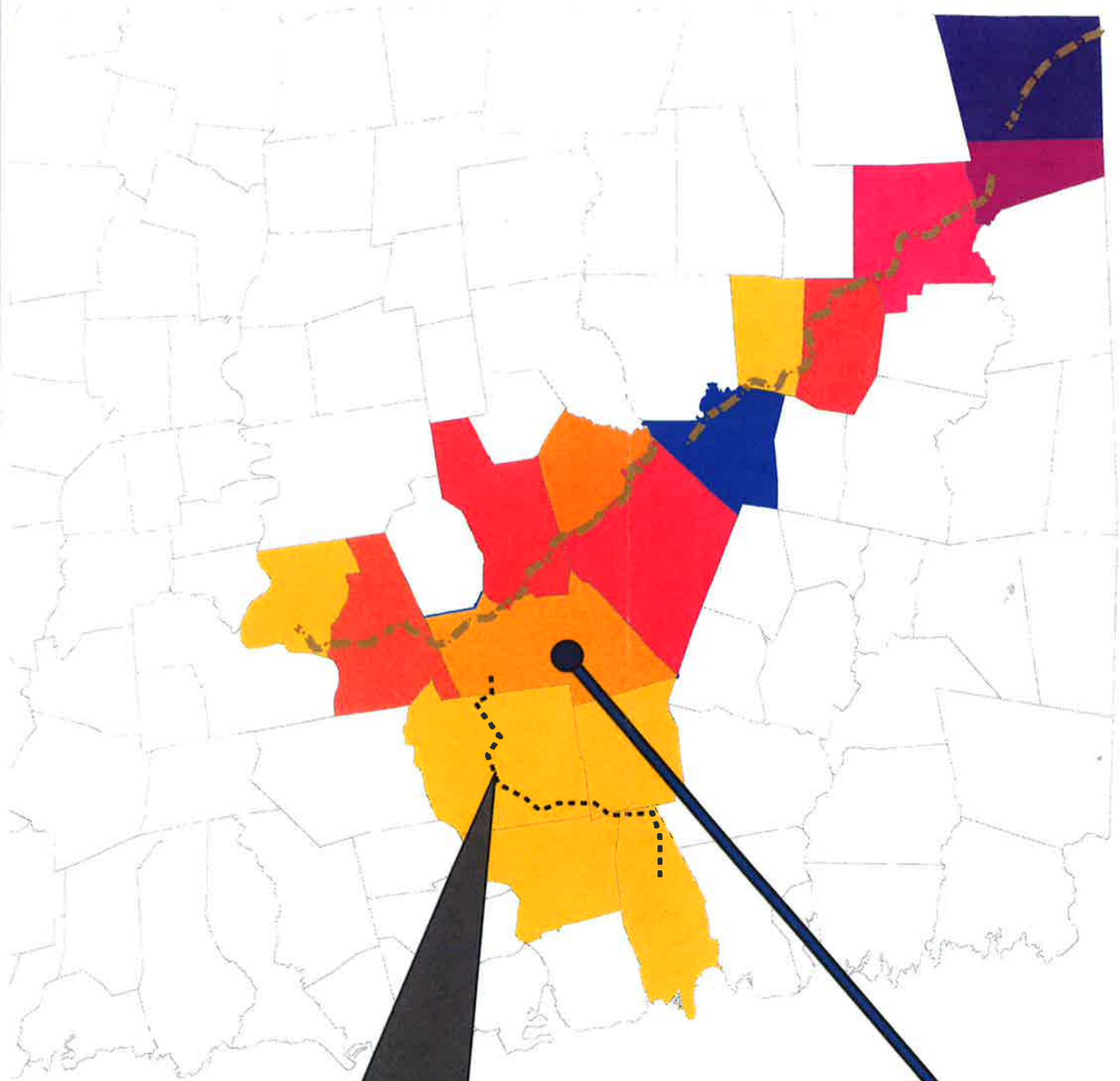
Mapping Prepared  
by the Town of Colchester  
Planning and Zoning  
Department

### Data & Information Notes:

This map has been prepared using data obtained from recorded deeds, plans, other public records and data published by the State of CT DEP. All data and information depicted on this map shall be used solely for Assessment & Planning purposes only. Users should consult the above mentioned sources to verify all data and information shown. The information depicted herein shall not supersede any survey of any kind in which data has been obtained from field investigation and recording completed by professional individuals licensed by the State of Connecticut. The Town of Colchester shall not assume any legal responsibility for the data and information that is displayed on this map.

**Scale:**

**1 inch = 40,000 feet**



**Richard Goodwin Trail**

**Town of Colchester**

**Attach C.**



**Colchester Senior Center**  
**BOS Request for Approval**

**TO: Board of Selectmen**

**FROM: Patricia Watts, Director**

**RE: Zumba Gold Instructor Contract**

**DATE: 6/10/2015**

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

**Action Recommended:**

That the Board of Selectmen authorize Stan Soby, First Selectman to sign the attached contract with Donna Chalmers, Zumba Gold Instructor, beginning 7/1/2015 and ending 6/30/2016.

## Town of Colchester/Senior Center

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

### LETTER OF AGREEMENT

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

Name/Location	Time Period	Instructor	Pay Rate
Senior Center	7/1/15-6/30/16	Donna Chalmers	\$25 Per Session

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

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

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

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

---

Stan Soby, First Selectman

Date

---

Donna Chalmers, Independent Contractor

Date

**Colchester Senior Center**  
**BOS Request for Approval**

**TO: Board of Selectmen**

**FROM: Patricia Watts, Director**

**RE: Exercise Instructor Contract**

**DATE: 6/10/2015**

This is a renewal contract with Anne Beauregard Exercise Instructor.  
Exercise \$25 per session (requires a five person minimum per class).

**Action Recommended:**

That the Colchester Board of Selectmen authorize Stan Soby, First Selectman, to sign the attached contract with Anne Beauregard, Exercise Instructor beginning 7/1/15 and ending 6/30/16.



# Town of Colchester/Senior Center

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

## LETTER OF AGREEMENT

### CONTRACT FOR PROFESSIONAL SERVICES BY & BETWEEN THE TOWN OF COLCHESTER SENIOR CENTER AND Anne Beauregard, Exercise Instructor

Name/Location	Time Period	Instructor	Hourly Rate
Senior Center	7/1/15-6/30/16	Anne Beauregard	\$25 Exercise

1. The contractor agrees to provide professional exercise instruction with the specifications contained in the "Scope of Services" listed below.
2. Compensation to the contractor shall be at the rate of \$25 per session for exercise with a five person minimum per class. The contractor shall be paid at the conclusion of each 2 week period, and shall be responsible for submitting invoices on a bi-weekly basis. Checks will be issued after invoices are received and approved. Invoices will be processed for payment no earlier than 2 weeks after the program has started. Please allow 3 weeks for initial processing.
3. It is the philosophy of the Town of Colchester that a contractor's appearance and attitudes be reflected in his/her daily work practices. Contractors shall be expected to maintain a neat and clean appearance while under contract with the town.
4. If it is deemed necessary, the senior center director/acting director reserves the right to add or cancel programs and to adjust work schedules as required, for the benefit of the program. The senior center director/acting director also reserves the right to revoke all contracts where inability to work established schedules is not in the best interest of the program.
5. It is mutually agreed that this is a contract for services and not a contract for employment. The Contractor shall not be entitled to any employment benefits from the Town of Colchester such as but not limited to: vacation, sick leave,

insurance, workers compensation, pension, and retirement benefits. The Contractor shall be responsible for the filing of federal and state income tax information, as well as quarterly Social Security payments as a self-employed individual.

6. The Contractor shall at all times enter its appearance for, defend, indemnify, protect and save harmless the Town of Colchester from any and all claims for demands for damages, either in law, or in equity, arising out of or by virtue of the execution of this agreement.
7. An updated liability insurance certificate with coverage of \$1,000,000.00 evidence of Workers Compensation Insurance and current CPR and First Aid Certificates for the instructor will be provided upon acceptance of this contract. If your program is being held in a Colchester School Building you and any employees must submit fingerprint cards along with processing fee to the BOE office prior to your first class.
8. A scheduled meeting with the program assistant prior to the start of the program is required. Rosters and attendance sheets will be given to the instructor prior to the first class. Please return accurate attendance sheets to the senior center program assistant at the conclusion of your program.

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

---

Stan Soby, First Selectman

Date

---

Anne Beauregard, Independent Contractor

Date

**Colchester Senior Center**  
**BOS Request for Approval**

**TO: Board of Selectmen**

**FROM: Patricia Watts, Director**

**RE: Sittercize Instructor Contract**

**DATE: 6/10/2015**

This is a renewal contract with Anne Beauregard Sittercize Instructor. Exercise \$25 per session (requires a five person minimum per class).

**Action Recommended:**

That the Colchester Board of Selectmen authorize Stan Soby, First Selectman, to sign the attached contract with Anne Beauregard, Sittercize Instructor beginning 7/1/15 and ending 6/30/16.

# Town of Colchester/Senior Center

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

## LETTER OF AGREEMENT

### CONTRACT FOR PROFESSIONAL SERVICES BY & BETWEEN THE TOWN OF COLCHESTER SENIOR CENTER AND Anne Beauregard, Sittercize Instructor

Name/Location	Time Period	Instructor	Hourly Rate
Senior Center Sittercize	7/1/15-6/30/16	Anne Beauregard	\$25

1. The contractor agrees to provide professional exercise instruction with the specifications contained in the "Scope of Services" listed below.
2. Compensation to the contractor shall be at the rate of \$25 per session for sittercize with a five person minimum per class. The contractor shall be paid at the conclusion of each 2 week period, and shall be responsible for submitting invoices on a bi-weekly basis. Checks will be issued after invoices are received and approved. Invoices will be processed for payment no earlier than 2 weeks after the program has started. Please allow 3 weeks for initial processing.
3. It is the philosophy of the Town of Colchester that a contractor's appearance and attitudes be reflected in his/her daily work practices. Contractors shall be expected to maintain a neat and clean appearance while under contract with the town.
4. If it is deemed necessary, the senior center director/acting director reserves the right to add or cancel programs and to adjust work schedules as required, for the benefit of the program. The senior center director/acting director also reserves the right to revoke all contracts where inability to work established schedules is not in the best interest of the program.
5. It is mutually agreed that this is a contract for services and not a contract for employment. The Contractor shall not be entitled to any employment benefits from the Town of Colchester such as but not limited to: vacation, sick leave,

insurance, workers compensation, pension, and retirement benefits. The Contractor shall be responsible for the filing of federal and state income tax information, as well as quarterly Social Security payments as a self-employed individual.

6. The Contractor shall at all times enter its appearance for, defend, indemnify, protect and save harmless the Town of Colchester from any and all claims for demands for damages, either in law, or in equity, arising out of or by virtue of the execution of this agreement.
7. An updated liability insurance certificate with coverage of \$1,000,000.00 evidence of Workers Compensation Insurance and current CPR and First Aid Certificates for the instructor will be provided upon acceptance of this contract. If your program is being held in a Colchester School Building you and any employees must submit fingerprint cards along with processing fee to the BOE office prior to your first class.
8. A scheduled meeting with the program assistant prior to the start of the program is required. Rosters and attendance sheets will be given to the instructor prior to the first class. Please return accurate attendance sheets to the senior center program assistant at the conclusion of your program.

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

---

Stan Soby, First Selectman

Date

---

Anne Beauregard, Independent Contractor

Date

**Colchester Senior Center**  
**BOS Request for Approval**

**TO: Board of Selectmen**

**FROM: Patricia Watts, Director**

**RE: Zumba Gold Toning Instructor Contract**

**DATE: 6/10/2015**

This is a renewal contract with Donna Chalmers, Zumba Gold Toning Instructor.

Zumba Gold Toning \$25 per session (requires a five person minimum per class).

**Action Recommended:**

That the Board of Selectmen authorize Stan Soby, First Selectman to sign the attached contract with Donna Chalmers, Zumba Gold Toning Instructor, beginning 7/1/2015 and ending 6/30/2016.

## Town of Colchester/Senior Center

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

### LETTER OF AGREEMENT

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

Name/Location	Time Period	Instructor	Pay Rate
Senior Center	7/1/15-6/30/16	Donna Chalmers	\$25 Per Session

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

6. The Contractor shall at all times enter its appearance for, defend, indemnify, protect and save harmless the Town of Colchester from any and all claims for demands for damages, either in law, or in equity, arising out of or by virtue of the execution of this agreement.
7. An updated liability insurance certificate with coverage of \$1,000,000.00 evidence of Workers Compensation Insurance for the instructor will be provided upon acceptance of this contract. If your program is being held in a Colchester School Building you and any employees must submit fingerprint cards along with processing fee to the BOE office prior to your first class.
8. A scheduled meeting with the program coordinator prior to the start of the program is required. Rosters and attendance sheets will be given to the instructor prior to the first class. Please return accurate attendance sheets to the senior center office at the conclusion of your program.

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

---

Stan Soby, First Selectman

Date

---

Donna Chalmers, Independent Contractor

Date



**Colchester Senior Center**  
**BOS Request for Approval**

**TO: Board of Selectmen**

**FROM: Patricia Watts, Director**

**RE: Yoga Instructor Contract**

**DATE: 6/10/2015**

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

**Action Recommended:**

That the Board of Selectmen authorize Stan Soby, First Selectman to sign the attached contract with Susan McCaffrey, Yoga Instructor, beginning 7/1/2015 and ending 6/30/2016.

## Town of Colchester/Senior Center

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

### LETTER OF AGREEMENT

#### CONTRACT FOR PROFESSIONAL SERVICES BY & BETWEEN THE TOWN OF COLCHESTER SENIOR CENTER AND Susan McCaffrey, Yoga Instructor

Name/Location	Time Period	Instructor	Pay Rate
Senior Center	7/1/15-6/30/16	Susan McCaffrey	\$25 Per Session

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

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

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

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

---

Stan Soby, First Selectman

Date

---

Susan McCaffrey, Independent Contractor

Date



# *Town of Colchester, Connecticut*

95 Norwich Avenue, Colchester, Connecticut 06415

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

## **MEMORANDUM**

**To:** Board of Selectmen

**From:** Patricia A. Watts, Director of Senior Services

**Date:** 06/10/2015

**Re:** My Senior Center Contract/Purchase Agreement

---

With the FY 2016 Town budget passing, the Colchester Senior Center is proceeding with the purchase and installation of "My Senior Center" technology. Attached is the contract with a purchase quote of \$4,500.00. \$1,200.00 is in senior center line item #15401-44223 with the \$3,300.00 balance from IT line item #30018370-68682. After the signed contract and quote are received, "My Senior Center" will send an invoice to be billed after July 1, 2015.

### **Recommended Motion**

Motion to approve the purchase of "My Senior Center" system for the Colchester Senior Center and authorize the First Selectman to sign all necessary documents.

Respectfully Submitted,

Patricia A. Watts

**MySeniorCenter**

PO Box 55071 #30713  
Boston, MA 02205-5071  
(508)613-2289x103  
tina@myseniorcenter.com



# QUOTE

**ADDRESS**

Patty Watts  
Colchester Senior Center  
95 Norwich Ave  
Colchester, CT 06415

**SHIP TO**

Patty Watts  
Colchester Senior Center  
95 Norwich Ave  
Colchester, CT 06415

QUOTE # s-090917-2474

DATE 06/09/2015

**ACTIVITY**

MySeniorCenter System Configuration with All in One Computer/Touchscreen and MySeniorCenter Management System and MySeniorCenter Touchscreen application. Includes one omni-directional scanner, one webcam, and 900 standard MySeniorCenter keytags. Also includes web-based training and shipping

QTY	RATE	AMOUNT
1	3,300.00	3,300.00

**'SPONSOR-BASED MODEL**

First Year of Annual Maintenance

1	1,200.00	1,200.00
1	0.00	0.00

Annual maintenance fee in subsequent years for the configuration listed above and the sponsor-based model is \$1200 beginning in year 2. Any changes to the configuration listed above may increase the annual maintenance fee. Maintenance includes updates to the software, access to technical support, nightly database backups and periodic web-based refresher training.

Please sign and fax back to 508-834-4125 (or scan/email to tina@myseniorcenter.com).

**TOTAL**

**\$4,500.00**

Accepted By

Accepted Date

## Xavus Solutions LLC PURCHASE and LICENSE TERMS

The following are Xavus Solutions LLC's, terms and conditions of sale and license for hardware and software products: (Products):

**GOVERNING TERMS** The purchase is subject solely to these Terms and those on the Quote or Estimate that accompanies this contract. No other terms and conditions in addition to, or in conflict with these Terms not separately and specifically executed by both parties as an amendment to these terms shall apply.

**ORDERS** All orders must be in the form of a valid, unexpired Xavus Solutions LLC Purchase Agreement or Quote signed by Customer and must; a) state the Xavus Solutions LLC part numbers, descriptions and quantities of products purchased b) state the Xavus Solutions LLC quotation number, quotation date and expiration date and that the order is placed pursuant to the terms and conditions of the Xavus Solutions LLC Purchase Agreement, or words of similar effect. (Orders for software customization or Xavus Solutions LLC installation services, must also reference the Xavus Solutions LLC's Statement of Work or Quote for such services) c) be signed by an authorized representative of Customer d) include an initialed or signed Xavus Solutions LLC Purchase and License Terms (this document); Xavus Solutions LLC may reject any non-conforming Order. If Customer organization requires issuance of a Purchase Order in order to process an invoice for payment, then for an Order to be valid it must also include a completed Purchase Order signed by an authorized representative of Customer, stating the terms shown on the Xavus Solutions LLC Purchase Agreement, or words of similar effect.

**PRICES** All prices are in United States Dollars.

**TAXES, FEES, AND OTHER** Prices do not include any export fees, duties, OST, Sales, ISO, excise, ad valorem, property, withholding from source income or other taxes of any nature, or other taxes or fees applicable to the sale, use, license, or delivery of the equipment, software or services supplied, all of which are the responsibility of Customer. Incidental IT professional services incurred by the Customer in preparing for the installation of the MySeniorCenter system are outside the scope of this contract and are the responsibility of the Customer.

**DELIVERY** Equipment sold and software licensed are delivered from Xavus Solutions LLC's manufacturing facility. Shipping fees are listed as a separate line item on the estimate and invoice.

**ACCEPTANCE** of products delivered and services performed shall be upon delivery unless otherwise agreed. Customer shall provide Xavus Solutions LLC written notice of delivery and acceptance.

**MAINTENANCE AND SUPPORT** beyond the initial 12 month period shall be available at customer's option. Maintenance and Support fee is \$1,200.00 per year beginning 12 months from the initial purchase date and due annually on the anniversary of the purchase date. Maintenance and Support for the first 12 months is included unless otherwise specified. Changes to the configuration described on the accompanying estimate may increase the cost of the annual maintenance. Any increases will be clearly specified on future quotes.

Current Maintenance entitles Customer to: technical support (via telephone, email, and web); generally available product updates; database back-up services; and periodic web-based refresher training (open to customers only).

Hardware components are not covered as part of the Xavus Maintenance and Support. Hardware is covered by the manufacturer of the components for the duration of the manufacturer's warranty period.

Xavus Solutions requires a 45 day notice of the customer's intent to cancel Maintenance and Support. Customers that cancel maintenance retain ownership of any hardware components but no longer have access to hosted software. All data will be returned at the conclusion of the final Maintenance period. Customers electing to renew after their expiration date may be subject to a reactivation fee.

### SPONSORS

Xavus, with its Partners, reserves the right to solicit local, national and global businesses and philanthropic organizations on behalf of CUSTOMER as potential sponsors for CUSTOMER's MySeniorCenter system. In exchange for a sponsorship fee from those organizations, Xavus will place the sponsor's logo on the MySeniorCenter touchscreen at CUSTOMER location. Proceeds from the sponsorship fees will go to Xavus in exchange for the discounted purchase price of the system shown on the accompanying quote. Sponsorships will not be solicited from vice-based, religious or political organizations unless otherwise directed by CUSTOMER.

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**ARBITRATION** Any dispute arising in respect of those terms shall be referred to arbitration conducted in Boston, MA under the rules of the American Arbitration Association. The award rendered in such arbitration will be final and binding and may be enforced in any court of competent jurisdiction. Each party shall bear its own costs incurred in the arbitration action. Notwithstanding the provisions of this section, any party may seek injunctive relief in any court of competent jurisdiction in order to protect its proprietary and confidential information and to enforce or obtain compliance with the scope of rights and licenses granted under these terms without first submitting, such claim to arbitration.

Quote #: s-090917-2474

Colchester Senior Center  
Patty Watts  
95 Norwich Ave  
Colchester, CT 06415  
USA

Customer Signature: \_\_\_\_\_

Customer Title: \_\_\_\_\_

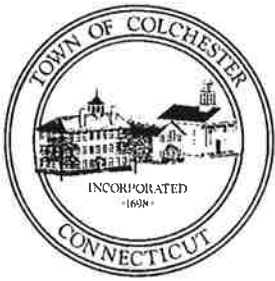
Date: \_\_\_\_\_

Sales Tax Exempt # \_\_\_\_\_

(required if applicable)

Please also attach or mail a copy of Sales Tax Exempt Certificate





# *Town of Colchester, Connecticut*

127 Norwich Avenue, Colchester, Connecticut 06415

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## MEMO

To: Board of Selectman

From: Cheryl Hancin

Date: June 11, 2015

Re: Ice Cream Approval at Summer Concerts

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On June 1, the Recreation Commission reviewed the only ice cream bid of \$151/concert by New England Soft Serve owned by Dave Dander to serve Ice Cream at the Summer Concert Series yet there appeared to be confusion in my absence regarding the number of concerts, our needs and the July 23 Food Festival

There are 5 scheduled concerts this season and 2 rain dates (this also was the case in 2014). The July 23 concert runs in conjunction with the Food Festival and there is a separate application to vend for this event that goes out in January. Mr. Dander had previously submitted an application that has been accepted by the Recreation Department to vend for the night for \$90. One goal of the Food Festival is to bring in a variety of vendors and no exclusivity is given to vendors at this event.

The Recreation Commission recommended New England Soft Serve win the bid and vend at all concerts for the 2015 season at \$151/ yet in which New England Soft Serve was previously awarded to sell ice cream at \$90 for the event. See Clarification letter to Dave if more details are needed.

### Recommended Motion

Motion for BOS to accept the bid from New England Soft Serve of \$151/concert to be the sole ice cream vendor for 4 of the 5 concerts(except July 23 which doubles as the Food Fest where Mr. Dander is already vending) and authorize the First Selectman to sign all necessary documents.



# Colchester and Parks Recreation

“Creating Community Through People, Parks and Programs”

127 Norwich Avenue, Colchester, CT 06415

(860) 537-7297 | Fax: (860) 537-0547 | parksandrec@colchesterct.gov | www.colchesterct.net

June 11, 2015

New England Soft Serve  
C/o Dave Dander  
PO Box 689  
Colchester, CT 06415-0689

Dear Dave,

There appears to be some confusion regarding the Summer Concert Series on the Green award in my absence from the Parks and Recreation staff and the Recreation Commission. This letter serves to clarify that confusion which was requested by the Recreation Commission.

The Parks and Recreation Dept. would like New England Soft Serve to be awarded the sole seller of ice cream at the Summer 2015 Concert Series for 4 of 5 scheduled concerts (except July 23) and two rain dates regardless of previous letters, discussions and awards.

On July 23, The Food Festival runs in conjunction with Summer Concert Series. Applications to vend at this event go out in January in order to solicit a variety of food and dessert vendors yet the RFP to bid on Ice Cream at the Concerts is posted in April and a company is not informed until May or June therefore we may have some vendors apply for both and be awarded both.

New England Soft Serve's application was received in February with a payment of \$90 for the Food Festival. The Parks and Recreation Dept. accepted your application not knowing you would win the bid to serve ice cream at the Summer Concert Series. One of the goals of the Food Festival is to bring a variety of different tastes to Colchester therefore we do not grant exclusivity to vendors on this day and cannot grant it to you. We would like you to bring only one truck to this event as a vendor for the Food Festival at the discounted rate.

To conclude, a payment of \$604.00 (\$151 for 4 concerts) is due by June 24, 2015 along with all other paperwork to vend at the Summer Concert Series. We also require a current Certificate of Liability as well as our signed Indemnification form from you.

We look forward to working with you again. Please do not hesitate to contact me with any questions or concerns.

Sincerely,

*Cheryl Hancin*

Cheryl Hancin, CPRP  
Recreation Manager  
Colchester Parks & Recreation  
(860) 537-7295  
(860) 537-0547 (fax)  
chancin@colchesterct.gov

TOWN OF COLCHESTER  
SUMMER CONCERT ICE CREAM CONCESSIONS  
Bid #2015-10

Company Name: New England Soft Serve  
Contact: Dave Dander  
Address: Box 689  
City, State, Zip: Colchester, CT 06415  
Phone: (860) 334-2294 Fax: \_\_\_\_\_  
Email: ddander@sbcglobal.net

Per Concert Bid Amount (at least \$125): \$ 151

The following items are included with this application:

- Proof of Insurance (or ability to obtain insurance if awarded the contract)
- Worker's Comp Certificate (or appropriate waiver)
- Food service permit (or ability to obtain if awarded the contract)
- Three (3) references

*will provide  
upon  
award  
of  
contract*

I attest that I am available to provide ice cream concessions on the following Thursday dates  
(please check):

July 2     July 9     July 16     July 23     July 30  
Rain Dates:  Aug. 6     Aug. 13

Authorized by (please print): David E Dander

Authorized Signature: Dave E Dander

Date: 5/22/15

*see  
letter  
+  
email*

*I'm already  
said to  
be there  
for Int.  
Food Fest*



Creating Community Through People, Parks and Programs™  
127 Norwich Avenue, Colchester, CT 06415  
(860) 537-7297 | Fax: (888) 468-6093 | parksandrec@colchesterct.gov | [www.colchesterct.gov](http://www.colchesterct.gov)

## **Request for Proposals for Ice Cream Concessions Summer Concerts on the Green Bid #2015-10**

**Event:** Summer Concerts on the Green

**Event Type:** Free Family Concerts

**Dates:** Thursdays, 6:00p.m., July 2-July 30, 2015 (Rain dates: August 6 & 13)

(On July 23- The International Food Festival will occur in conjunction with the concert, therefore other food vendors and 1 other ice cream vendor will be allowed to vend on the green at this event.)

**Location:** Town Green, Colchester, CT

**Expected Participation:** 700-1,000 per concert

### **Contact Information:**

Cheryl Hancin, Recreation Manager

Colchester Parks & Recreation

(860) 537-7295

(888) 468-6093 (fax)

[RecManager@colchesterct.gov](mailto:RecManager@colchesterct.gov)

[www.colchesterct.gov](http://www.colchesterct.gov)

### **Requirements of Awarded Concessionaire**

- Concessionaire must be present and operational at each concert from 5:30pm-8:00pm
- Concessionaire must provide
  - certificate of liability insurance, listing the Town as additional insured
  - signed liability waiver indemnifying the Town
  - proof of worker's compensation insurance
  - food service permit
  - three (3) references for previous similar work
- The selected concessionaire will remit at least \$125/concert to the Town
- Access to electricity will be provided by the Town

### **Award**

Criteria for selection will include, but is not necessarily limited to:

- Availability for concert dates and rain dates
- Proposed Bid Amount per concert

- References
- Experience of the concessionaire

The Board of Selectmen (BOS) is the awarding authority and may make an award in the best interests of the Town of Colchester. The BOS reserves the right to award individual dates to different concessionaires.

**Instructions to Bidder**

Submit all required documentation, along with the attached form, in a sealed envelope marked **“Proposal for Ice Cream Concessions – Bid #2015-10”**, to: First Selectman, Town of Colchester, 127 Norwich Avenue, Colchester, CT 06415. Bids must be received by **Friday May 22, 2015 at 2:00pm**, at which point the bids will be opened in Suite 201 of Colchester Town Hall. Questions should be directed to Cheryl Hancin, Recreation Manager of Parks & Recreation, at (860) 537-7295 or RecManager@colchesterct.gov

**Insurance Requirements**

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

**A. Comprehensive General Liability**

Limits of Liability:

Each Occurrence - \$1,000,000

General Aggregate - \$1,000,000

- includes coverage for:

- Products/Completed Operations.
- Contractual Insurance.
- Broad Form Property Damage.
- Independent Contractors.
- Personal Injury.
- Premises-Operations.

**B. Worker's Compensation and Employer's Liability**

Worker's compensation - Statutory

Employer's Liability - \$500,000.

The Town of Colchester shall be listed as additional insured on Comprehensive General Liability policies. The contract of insurance shall provide for notice to the Town of cancellation of insurance policies thirty (30) days before such cancellation is to take effect.

The contractor shall defend, save harmless and indemnify the Town of Colchester, its officers, agents, employees and assigns from any damages resulting from any challenge to the legality of the bid process or any of the documents used here, including, but not limited to, the Request for Proposals or Contract Agreements. In addition, the contractor agrees to indemnify and hold harmless the Town of Colchester and each of their respective members, employees, officers and agents from and against any claims, demands, losses, costs or liabilities for personal injury or

property damage or any other loss which may result from the contractor's performance or lack of performance of the Contract. Such "losses" shall include all reasonable attorney's fees and costs incurred in the representation of the Town, or any of their respective members, officers, employees, sub-committees of the Town or agents in any suit or claim arising from the contractor's performance or lack of performance of the Contract or arising from the enforcement of this provision.

**Alternative Proposals**

Bidders may submit alternate proposals giving details of all variations from terms of proposal. Consideration may be given to such differences provided such action is considered to be in the best interest of the Town.

**Right of Rejection**

The Town of Colchester reserves the right to reject any or all bids, waive any irregularities, and accept the bid deemed to be in the Town's best interest.

MEETING MINUTES  
Colchester Parks & Recreation Commission  
June 1, 2015, 7:00 p.m.  
Colchester Town Hall, Room 3

Members Present: C. Ferrante, N. Kaplan, L. Dimock, K. Moody, E. Kundahl and T. Loskant (arrived at 7:16)

Others Present: J. Paggioli, D. Mizla, M. Voilland, A. Pizzutiello (arrived at 7:26), P. McDowell, D. Dander, S. Cuadro, T. Glemkowski, Bacon Academy Civics Students, various community members

1. Call to Order

Chairman Ferrante called the June 1, 2015 meeting to order at 7:00 p.m.

2. Citizen's Comments

None

3. Acceptance of Minutes: May 4, 2015

N. Kaplan MOTIONED to approve the minutes of the May 4, 2015 meeting. SECONDED by E. Kundahl. All members present voted in favor. MOTION CARRIED.

4. Reading of Correspondence

None

5. Committee Reports

- Facilities – C. Ferrante reported that the Board of Selectmen responded to the Parks & Recreation Commission's request to combine the Tri-Board Committee with the Sustainability Task Force. The BOS has requested they remain separate committees.
- Finance/Administration – none
- Programs – none
- BOS Liaison – D. Mizla reported that the town budget passed, the Board of Education did not. June 28<sup>th</sup> is a potential date for the next vote. There will be recount of the town vote per the Charter.
- BOF Liaison – none
- BOE Liaison – M. Voilland reported that he spoke to Kevin Burke, Athletic Director at Bacon Academy concerning the possibility of the usage of Bacon Academy becoming more available and flexible for outside groups and teams. Based on the nature of the scheduling at Bacon, Burke is reluctant to make any changes at this time. Clarification was requested about this issue. C. Ferrante explained the request was based on the desire to make the scheduling procedure better.

RECEIVED  
COLCHESTER  
2015 JUN - PM 3:45

6. Discussion and Possible Action on the Concession and Ice Cream Bids for the Concerts

K. Moody motioned to table the discussion since the bids were not available for review. Seconded by E. Kundahl. All members present voted in favor. MOTION CARRIED.

7. Discussion and Possible Action on the update from Jim Paggioli

J. Paggiolo reported seeding and fertilizer has been applied based on the specifications provided by Jason Henderson from UConn. Dry weather has been a problem. The town will potentially hire 10 youth this summer funded through a program outside of the town budget. J. Paggioli determined per the Town Charter, the Recreation Supervisor has the ability to determine how the fields can be used. The impacts to the budget due to the initial referendum failure will be that there isn't any extra money for any large repairs.

8. Discussion and Possible Action on the Facilities updates that PW oversees

J. Paggioli reported the spray park design is complete, the RFP is next, with work to begin the last day the park is in use at the end of August. There are also necessary building repairs needed to the roof and skylights that will cost \$5-6,000.00.

9. Tri-board Update

C. Ferrante reported the Tri-board will consist of 2 members each from the Board of Selectmen, the Board of Finance and the Parks and Recreation Commission. E. Kundahl and C. Ferrante will serve from the commission. E. Kundahl is also co-chair of the Sustainability Task Force which will provide a common link between the two.

10. Recreation Supervisor's Report

A. Pizzutiello presented a written report for review. She also added that there are three title sponsors for the concert series, Toyota of Colchester, S&S, and Family Physical Therapy. Camp planning is well under way and going great. Camper-ship donations are coming in, bake sales and Sweet Frog fundraisers have raised over \$1200. Camp office lock broken at the RecPlex, police report filed. E. Kundahl MOTIONED to accept the Recreation Supervisor's Report. SECONDED by T. Loskant. All members present voted in favor. MOTION CARRIED.

At this time, N. Kaplan MOTIONED to revisit Agenda Item 6. Discussion and Possible Action on the Concession and Ice Cream Bids for the Concerts because the bids were made available for review. SECONDED by K. Moody. All members present voted in favor. MOTION CARRIED.

After review of the bids, E. Kundahl MOTIONED to forward a recommendation to the Board of Selectmen to accept the concession bid from EZ Streets for \$125.00 per concert for all the concert dates bid on. The vendor is not available for July 9<sup>th</sup> and July 30<sup>th</sup>. SECONDED by T. Loskant. All members present voted in favor. MOTION CARRIED.

E. Kundahl MOTIONED to forward a recommendation to the Board of Selectmen to accept the ice cream bid from New England Soft Serve for \$151.00 per concert for all six concert dates. SECONDED by K. Moody. All members present voted in favor. MOTION CARRIED.

11. General Comments

P. McDowell from Colchester Youth Football requested to discuss the issue of dogs at R8 during football games at the next meeting. C. Ferrante will have it added to the agenda for the August meeting.

D. Dander of New England Soft Serve asked for clarification on the motion concerning the ice cream bid. He is a vendor for the International Food Festival which is the same day as one of the concerts. C. Ferrante clarified that motion for the concert ice cream vendor is for all 6 concerts. D. Dander said then he should be a vendor for all six concerts and a vendor for the food festival so he can bring two trucks, but would like clarification on that. C. Ferrante will contact the Recreation Director for clarification.

S. Cuadro asked about the item in the minutes from the last meeting concerning the moving of the lacrosse nets. She wanted to make sure that lacrosse was in compliance with the expectations of the town. J. Paggioli reported that he has seen some compliance. There was a discussion concerning donations for field maintenance and whether funds can be designated for specific uses. J. Paggioli reported that should be one of the items the Tri-Board works on to determine the function of a field maintenance fund. S. Cuadro asked for clarification on field closure for repairs. The process was discussed and time frame of not less than a year's planning required.

T. Glembowski asked about the drainage problems on the Town Green and whether they had been addressed. J. Paggioli reported that the under drain system was likely plugged with silt and the system does not have infinite life span. Based on the use of the area and lack of funds it is not a project the town will be moving forward with at this time.

12. Adjournment

E. Kundahl MOTIONED to adjourn the meeting at 8:15 pm. SECONDED by T. Loskant. All members present voted in favor. MOTION CARRIED.

Respectfully Submitted,  
Lynette Dimock  
Parks & Recreation Commission Secretary



Colchester Board of Selectmen  
27 Norwich Avenue  
Colchester, CT 06415

June 6, 2015

Dear Board of Selectman members,

I am writing, subsequent to my phone conversation on June 5<sup>th</sup> with Jennifer Waterman.

It is anticipated that the agenda for your meeting of June 18<sup>th</sup> will include discussion and possible action on the actual awarding of my contract to sell ice cream on the Town Green for the concerts this summer. I spoke with Jennifer Waterman from the Recreation Department yesterday and what follows are pertinent points from our conversation.

- The recommendation from the Parks and Recreation Commission is not consistent with the award letter I received from Cheryl on May 27<sup>th</sup>.
- The Parks and Recreation Commission recommendation to you references six concerts, although this year there are only five concerts. Historically there have been six concerts a summer but this year it was reduced to just five concerts.
- New England Soft Serve bid for all five concerts with a notation on the bid, citing uncertainty regarding the July 23<sup>rd</sup> concert. The uncertainty regarded the fact that New England Soft Serve is already paid to participate that same night on the green, as an International Food Festival vendor.

Though I could bring a second ice cream trailer on the night of July 23<sup>rd</sup>, thus fulfilling the commitment dates of my bid, I have agreed with the Recreation Department to not participate as the "Concert on the Green" ice cream concessionaire that night, based on Jennifer Waterman's indicated that I am the sole ice cream vendor participating during the International Food Festival.

Based on that agreement, it is further agreed that as the sole bidder for the Concerts on the Green, the Board of Selectman only award New England Soft Serve four of the five concert dates bid on, all but the July 23<sup>rd</sup> concert, as New England Soft Serve will be present on July 23<sup>rd</sup> as the sole International Food Festival ice cream vendor.

If any parties have questions or concerns, please do not hesitate to contact me.

Sincerely,



Dave Dander  
New England Soft Serve  
(860) 537-5459

Colchester Parks and Recreation Commission  
27 Norwich Avenue  
Colchester, CT 06415

June 4, 2015

Dear Chris, Park and Recreation Commission members and Cheryl,

I am writing pursuant to the Commissions' action on Monday, June 1<sup>st</sup>, recommending to the Board of Selectman acceptance of my bid proposal for the six Concerts on the Green this summer. I read the minutes from that meeting and the following chronology is an attempt to clarify my expressed concern from Monday night.

- On 2-16-2015 I mailed check # 5869 for \$90 with my application for the International Food Festival.  
The application for the International Food Festival states: *(Registrants will be notified of their status within 2 weeks of receipt of their form.)*
- On 2-24-2015 my check was posted to my checking account.
- On 3-19-2015 I received an email from Jennifer Waterman of the Recreation Department with an attached Request for Proposal for an Ice Cream Concessions Vendor for the Concerts on the Green.  
The RFP for the concerts states: - *At The International Food Festival on July 23<sup>rd</sup>, one other ice cream vendor will be allowed to vend on the green.*
- On 5-21-2015 I emailed Cheryl regarding my application status for the International Food Festival.  
I hadn't received notice of my status for the International Food Festival and didn't know how that might affect my concert bid proposal for the July 23<sup>rd</sup> concert. I received an automatic email response indicating that Cheryl would be out of the office until the end of May.
- At 5:49 A.M on the morning of 5-22-15 I followed the instructions from Cheryl's' automatic reply and resent my email to [parksandrec@colchesterct.gov](mailto:parksandrec@colchesterct.gov).  
The ice cream bids were due and opened at 2:00 P. M. that day. At 4:10 that same day I received an email from Jennifer Waterman of the Recreation Department stating that she too was out of the office, but that she would get back to me the next Tuesday.
- On Wednesday, 5-27-15 I received an email from Jennifer Waterman with the attached letter from Cheryl stating that I had been awarded the contract to sell ice cream at the Summer 2015 Concert series (*except July 23*), in accordance with my proposal.

The bid for the concerts were solicited, after the town had secured my services to vend ice cream at the International Food Festival. As such, and as stipulated by the bid document for the concerts, New England Soft Serve would be the "one other ice cream vendor", beyond the ice cream concessionaire who ultimately is awarded the Concerts on the Green. Availability is a criterion for selection, per the bid document for the Concerts on the Green. I do have the ability to vend in both capacities, (*as the ice cream vendor for the International Food Festival and also as the ice cream concessionaire for the Concerts on the Green*), so I checked off that I could do all 6 concerts on the bid document. That said, my preference is to only bring one ice cream trailer on July 23<sup>rd</sup> as the business at the concerts does not necessitate two ice cream vendors.

There is now conflicting information. Cheryl's letter states that I have been awarded 5 concerts, (*bringing an ice cream trailer on July 23<sup>rd</sup> as an International Food Festival vendor only*). The Parks and Recreation Commission has recommended to the Board of Selectmen that I be awarded all 6 concerts. This ambiguity was why I expressed curiosity at Monday's meeting, wondering if perhaps the Recreation Department booked a 2<sup>nd</sup> ice cream vendor (*other than New England Soft Serve*) for the International food Festival. This is why I said; I would rather compete against myself. Any clarification you can provide is greatly appreciated.

Sincerely,



Dave Dander

New England Soft Serve



# Colchester and Parks and Recreation

“Creating Community Through People, Parks and Programs”

127 Norwich Avenue, Colchester, CT 06415

(860) 537-7297 | Fax: (860) 537-0547 | [parksandrec@colchesterct.gov](mailto:parksandrec@colchesterct.gov) | [www.colchesterct.net](http://www.colchesterct.net)

May 26, 2015

New England Soft Serve  
C/o Dave Dander  
PO Box 689  
Colchester, CT 06415-0689

Dear Dave,

It is my pleasure to inform you that you have been awarded the contract to sell ice cream at the Summer 2015 Concert series (except July 23), in accordance with your proposal.

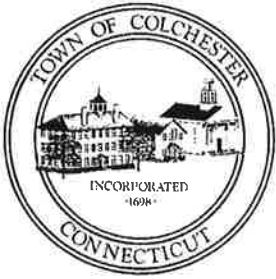
The payment of \$604.00 (\$151 for 4 concerts) is due by June 24, 2015. The \$90 payment for the Food Festival has been received and processed. We also require a current Certificate of Liability as well as our signed Indemnification form.

We look forward to working with you again. Please do not hesitate to contact me with any questions or concerns.

Sincerely,

*Cheryl Hancin*

Cheryl Hancin, CPRP  
Recreation Manager  
Colchester Parks & Recreation  
(860) 537-7295  
(860) 537-0547 (fax)  
[chancin@colchesterct.gov](mailto:chancin@colchesterct.gov)



# *Town of Colchester, Connecticut*

127 Norwich Avenue, Colchester, Connecticut 06415

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MEMO

To: Board of Selectman

From: Cheryl Hancin

Date: June 9, 2015

Re: Food Concessions Approval at Summer Concerts

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On June 1, the Recreation Commission reviewed 1 food bid.

The Recreation Commission recommended EZStrEats, LLC owned by Les Harris to serve food at the Summer Concerts at \$125.00 per concert for all dates except July 9 and July 30.

EZStrEats, LLC has been providing mobile food in CT since 2014. He would like to serve hot dogs, hamburgers, tacos, salads, and cold drinks. All paperwork was complete and he is able to vend at all dates except July 9 and July 30 .

## Recommended Motion

Motion for BOS to accept the bid by EZStrEats, LLC and authorize the First Selectman to sign all necessary documents.

TOWN OF COLCHESTER  
SUMMER CONCERT FOOD CONCESSIONS  
Bid #2015-08

Company Name: EZ TREATS LLC  
Contact: Les Harris  
Address: 18 GARLAND DR.  
City, State, Zip: Glastonbury CT. 06033  
Phone: 860-266-4620 Fax: 762 920 8695  
Email: EZstreats@gmail.com

Per Concert Bid Amount (at least \$125): \$ 125<sup>00</sup>

The following items are included with this application:

- Proof of Insurance (or ability to obtain insurance if awarded the contract)
- Worker's Comp Certificate (or appropriate waiver)
- Food service permit (or ability to obtain if awarded the contract) - *submitted to Health Dept*
- Three (3) references

I attest that I am available to provide food concessions on the following Thursday dates (please check):

July 2     July 9     July 16     July 23     July 30  
Rain Dates:  Aug. 6     Aug. 13

*I ALREADY will be  
AT FOOD FESTIVAL*

Authorized by (please print): Les Harris

Authorized Signature: [Signature]

Date: 3/19/15

*IF TO USE ELECTRICITY VIA TOWN. WE WOULD  
NEED 220V/50 AMP CONNECTION.  
WE HAVE A 25 FT CORD FOR HOOKUP.  
= WE HAVE A GENERATOR IF NEEDED.*



Creating Community Through People, Parks and Programs™  
127 Norwich Avenue, Colchester, CT 06415  
(860) 537-7297 | Fax: (888) 468-6093 | parksandrec@colchesterct.gov | [www.colchesterct.gov](http://www.colchesterct.gov)

## Request for Proposals for Food Concessions Summer Concerts on the Green Bid #2015-08

**Event:** Summer Concerts on the Green

**Event Type:** Free Family Concerts

**Dates:** Thursdays, 6:00p.m., July 2-July 30 (Rain dates: August 6 & 13)

(On July 23- The International Food Festival will occur in conjunction with the concert, therefore other food vendors will be allowed to vend on the green at this event.)

**Location:** Town Green, Colchester, CT

**Expected Participation:** 700-1,000 per concert

### Contact Information:

Cheryl Hancin, Recreation Manager

Colchester Parks & Recreation

(860) 537-7295

(888) 468-6093 (fax)

[RecManager@colchesterct.gov](mailto:RecManager@colchesterct.gov)

[www.colchesterct.gov](http://www.colchesterct.gov)

### Requirements of Awarded Concessionaire

- Concessionaire must be present and operational at each concert from 5:00pm-8:00pm
- Concessionaire must provide
  - certificate of liability insurance, listing the Town as additional insured
  - signed liability waiver indemnifying the Town
  - proof of worker's compensation insurance
  - food service permit
  - three (3) references for previous similar work
- The selected concessionaire will remit at least \$125/concert to the Town
- Access to electricity will be provided by the Town

### Award

Criteria for selection will include, but is not necessarily limited to:

- Availability for concert dates and rain dates
- Proposed Bid Amount per concert
- References

- Experience of the concessionaire

The Board of Selectmen (BOS) is the awarding authority and may make an award in the best interests of the Town of Colchester. The BOS reserves the right to award individual dates to different concessionaires.

#### **Instructions to Bidder**

Submit all required documentation, along with the attached form, in a sealed envelope marked "Proposal for Food Concessions – Bid #2015-08", to: First Selectman, Town of Colchester, 127 Norwich Avenue, Colchester, CT 06415. Bids must be received by Friday May 22, 2015 at 2:00pm at which point the bids will be opened publicly in Suite 201 of Colchester Town Hall. Questions should be directed to Cheryl Hancin, Recreation Manager of Parks & Recreation, at (860) 537-7295 or RecManager@colchesterct.gov

#### **Insurance Requirements**

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

##### **A. Comprehensive General Liability**

Limits of Liability:

Each Occurrence - \$1,000,000

General Aggregate - \$1,000,000

- includes coverage for:

- Products/Completed Operations.
- Contractual Insurance.
- Broad Form Property Damage.
- Independent Contractors.
- Personal Injury.
- Premises-Operations.

##### **B. Worker's Compensation and Employer's Liability**

Worker's compensation - Statutory

Employer's Liability - \$500,000.

The Town of Colchester shall be listed as additional insured on Comprehensive General Liability policies. The contract of insurance shall provide for notice to the Town of cancellation of insurance policies thirty (30) days before such cancellation is to take effect.

The contractor shall defend, save harmless and indemnify the Town of Colchester, its officers, agents, employees and assigns from any damages resulting from any challenge to the legality of the bid process or any of the documents used here, including, but not limited to, the Request for Proposals or Contract Agreements. In addition, the contractor agrees to indemnify and hold harmless the Town of Colchester and each of their respective members, employees, officers and agents from and against any claims, demands, losses, costs or liabilities for personal injury or

property damage or any other loss which may result from the contractor's performance or lack of performance of the Contract. Such "losses" shall include all reasonable attorney's fees and costs incurred in the representation of the Town, or any of their respective members, officers, employees, sub-committees of the Town or agents in any suit or claim arising from the contractor's performance or lack of performance of the Contract or arising from the enforcement of this provision.

**Alternative Proposals**

Bidders may submit alternate proposals giving details of all variations from terms of proposal. Consideration may be given to such differences provided such action is considered to be in the best interest of the Town.

**Right of Rejection**

The Town of Colchester reserves the right to reject any or all bids, waive any irregularities, and accept the bid deemed to be in the Town's best interest.





## Colchester Youth & Social Services

127 Norwich Avenue, Suite 205, Colchester, Connecticut 06415

P: 860-537-7255 F: 860-537-1731 E: [youthservices@colchesterct.gov](mailto:youthservices@colchesterct.gov)

[www.colchesterct.gov](http://www.colchesterct.gov)



# Memo

**To:** Board of Selectman

**From:** Valerie Geato 

**Date:** June 12, 2015

**Re:** YSB Grant

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### Recommended Motion

Approve the application for the YSB Grant Program and the YSB Enhancement Grant Program and authorize the First Selectman to sign all necessary documents.

1) The purpose of the YSB Grant Program and the YSB Enhancement Grant program is to assist municipalities and private youth-serving organizations designated to act as agents for municipalities in establishing, maintaining or expanding such youth service bureaus. See Connecticut General Statutes, Section 10-19n. Services that may be provided include:

- recreational activities;
- individual and group counseling;
- parent training and family therapy;
- work placement and employment counseling;
- alternative and special educational opportunities;
- outreach programs;
- teen pregnancy services;
- suspension/expulsion services;
- diversion from juvenile justice services;
- prevention programs including youth pregnancy, suicide, violence, alcohol and drug
- programs that develop positive youth involvement.

**CONNECTICUT STATE DEPARTMENT OF EDUCATION**

**BUREAU OF HEALTH/NUTRITION, FAMILY SERVICES AND  
ADULT EDUCATION**

*Application for Funds*

**YOUTH SERVICE BUREAU GRANT PROGRAM  
July 1, 2015 – June 30, 2017**

**Purpose:** To assist municipalities or private agencies serving youth, which are designated to act as agents for such municipalities, in establishing, maintaining or expanding such Youth Service Bureaus.

Pursuant to Sections 10-19m through 10-19o of the Connecticut General Statutes.

Applications Due: June 15, 2015

Published: May 8, 2015  
RFP #120



# Connecticut State Department of Education



CONNECTICUT STATE  
DEPARTMENT OF EDUCATION

Dianna Wentzell  
Commissioner of Education

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director  
Connecticut State Department of Education  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2101  
[Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov)

**THE CONNECTICUT STATE DEPARTMENT OF EDUCATION IS AN  
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.**

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## **Purpose and General Information**

The purpose of the Youth Service Bureaus (YSBs) Grant Program is to assist municipalities and private youth-serving organizations designated to act as agents for municipalities in establishing, maintaining or expanding such YSBs. See Connecticut General Statutes (C.G.S.), Section 10-19n.

## **Overview**

Local communities began to develop YSBs in the 1960's as a response to a growing number of issues affecting youth. The role of the YSBs has been expanded to include both advocacy and coordination of a comprehensive service delivery system for youth. YSBs are organized to provide:

1. Administrative services, including an assessment of youth needs and the coordination of services for youth.
2. Direct services for youth that may include:
  - recreational activities;
  - individual and group counseling;
  - parent training and family therapy;
  - work placement and employment counseling;
  - alternative and special educational opportunities;
  - outreach programs;
  - teen pregnancy services;
  - suspension/expulsion services;
  - diversion from juvenile justice services;
  - preventive programs including youth pregnancy, youth suicide, violence, alcohol and drug prevention; and
  - programs that develop positive youth involvement.
3. Administrative core unit functions which include:
  - general administration;
  - research;
  - resource development;
  - community involvement; and
  - youth advocacy.

Additionally, each YSB is required to have an advisory board responsible for making recommendations on overall policy and program direction of the YSB.

The number of YSBs participating in the grant program has increased from 56 YSBs serving 71 towns in 1979-80 to 101 bureaus serving 145 towns in 2014-15. State funding for the grant program has increased from \$900,000 in 1979-80 to a high of \$3.3 million in 1994-95. The program was funded at \$2,929,483 in 2014-15.

### **Who May Apply?**

Connecticut General Statutes (C.G.S.) Section 10-19o, (formerly Sec. 17a-40a) provides that:

“Only Youth Service Bureaus which were eligible to receive grants pursuant to this Section for the fiscal year ending June 30, 2007, or which applied for a grant by June 30, 2012, with prior approval of the town’s contribution pursuant to subsection (b) of this Section, shall be eligible for a grant pursuant to this Section for any fiscal year commencing on or after July 1, 2012.”

There are 106 eligible YSBs. The list of eligible towns and designated private youth-serving agencies is included in Appendix B.

### **Grant Award Period**

The grant award is for the two-year period July 1, 2015 through June 30, 2017. Each grantee must submit an annual budget for approval by CSDE. Funding is contingent on the amount of YSB funds available in the state budget each year.

### **Available Funds and Local Match Requirements**

The Connecticut General Assembly appropriated \$2,929,483 for the YSBs Grant Program for fiscal years 2014 and 2015. Ninety-eight percent of these funds were distributed to the eligible YSBs and towns. Each YSB is eligible for a minimum grant of \$14,000. YSBs that received a grant in excess of \$15,000 in 1994-95 are eligible for a proportionate share of the remaining appropriation. Additionally, each town must contribute an amount equal to the amount of the state grant, of which *no less* than 50 percent of the contribution shall be from funds appropriated by the town. The remaining amount may be matched with other funds or in-kind services. Grant funding will be awarded after the state budget is finalized.

### **Required Program Evaluation, Data Collection and Professional Development Activities**

Grantees must:

1. Participate in the monitoring process, which is a requirement for all new YSB directors. Participants are required to attend all the training sessions.
2. Participate in quarterly meetings, during which the CSDE will facilitate a review of the progress on the new reporting system and performance measures, to ensure the new system and measures are meeting the needs of the grantees, and that children and youth are better off as a result of these accountability efforts.
3. Report annually in a format and submitting by the due date determined by the Commissioner of Education regarding the referral or diversion of children and youth from the juvenile justice system, as well as the provision of opportunities for all youth to function as responsible members of their communities.

Pursuant to Section 10-19m-2 of the Regulations of Connecticut State Agencies, a YSB is required to assess the needs of youth, the availability of services and resources, and development and maintenance of data, in a manner satisfactory to the CSDE, that is necessary to determine and evaluate the impact of its administrative and services delivery programs. When a YSB collects student data, a consent form executed by the parent or guardian is required. The consent form must contain a statement addressing confidentiality of the information collected.

Certain student data collected by a YSB shall be forwarded to the CSDE. Any student information received by the CSDE, an educational agency under the Family Educational Rights Privacy Act (FERPA), becomes an educational record maintained pursuant to FERPA, which restricts disclosure of educational records. The information forwarded by a YSB to the CSDE shall include student name, date of birth, school district and school attending.

### **Deadline and Use of Application Form**

The application, IRRESPECTIVE OF POSTMARK DATE AND MEANS OF TRANSMITTAL, must be received by **4:30 p.m. on June 15, 2015**. **EXTENSIONS SHALL NOT BE GIVEN.** Applications received past the deadline will be returned. Applications may be mailed or hand delivered to:

**Mail/Deliver:** Agnes Quiñones, Ed. D., Program Manager  
Connecticut State Department of Education  
Bureau of Health/Nutrition, Family Services and Adult Education  
25 Industrial Park Road  
Middletown, CT 06457

Potential grantees will be required to submit a completed application. The enclosed application form shall be used. Modifications will not be accepted.

### **Affirmative Action Assurances**

In accordance with the regulations established by the Connecticut Commission on Human Rights and Opportunities (CCHRO), each applicant is required to have a completed/current Affirmative Action Packet on file with the CSDE, or must complete the Affirmative Action Packet by accessing the link (<http://www.ct.gov/chro/lib/chro/pdf/notificationtobidders.pdf>) and submit it with this document (Appendix E).

### **Additional Obligations of Grantee**

All grantees are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in C.G.S. Sections 4a-60 and 4a-60a and Sections 4a-68j et seq. of the Regulations of Connecticut State Agencies (RCSA). Furthermore, the grantee must submit periodic reports of its employment and subcontracting practices in such form, in such manner and in such time as may be prescribed by the CCHRO.

### **Due Dates and Ongoing Reporting**

It is the responsibility of all grantees to complete all requirements in the timeframe determined by the CSDE. YSBs are required to submit a final report of the data collection by September 8, 2016, for fiscal year 2015-16 and by September 6, 2017, for fiscal year 2016-17 for each fiscal year. **Reports submitted after the established deadline will not be accepted** and could affect funds disbursement. Please note that the data collected in the reports due to the CSDE will be used to update a Results Based Accountability (RBA) report for the Connecticut General Assembly.

### **Freedom of Information Act**

All of the information provided in a proposal submitted in response to this application for funds is subject to the provisions of the Freedom of Information Act Sections 1-200 et seq., (FOIA). The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such records and receive a copy of such records.

### **Management Control of the Program and Grant Consultation Role of CSDE Personnel**

The grantee must have complete management control of this grant. While CSDE staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds.

### **Annie E. Casey Foundation**

Applicants that are part of a collaborative effort funded in whole, or in part, by the Annie E. Casey Foundation must submit documentation to that effect (Section I of the Application Requirements).

### **Facsimile (Faxed) Copies**

Facsimile (faxed) copies of proposals/applications will not be accepted.

### **Technical Assistance**

The program manager will be available at 860-807-2126 to answer questions regarding the Request for Proposal application procedures or format.

### **Application Requirements and Format**

The application must contain the following components as described below: (NOTE: Appendix A provides the application form for program description and budget information.)

- A. Title Page
- B. Youth Service Bureau (YSB) Profile (with signature)
- C. Administrative Core Unit (ACU) Strategies and Activities
- D. Direct Services Unit (DSU) Strategies and Activities
- E. Advisory Board Composition Report
- F. Impact of Services: Work Plans
- G. Budget Forms



H. Budget Narrative

I. Annie E. Casey Foundation

J. Statutory Requirement of Administrative Core Unit Functions

**Directions for Completing Application Form**

This Section provides directions for completing Appendix A, Application Form for the YSB Grant.

**A. Title Page**

Line 1. Legal Name of Organization

For town-based YSBs, report the name of the town that is fiscally responsible for the YSB. For private youth-serving organizations designated to act as agents for one or more towns, report the legal name of the organization. The CSDE codes can be found in Appendix C.

Line 2. Federal Identification Number

Town-based YSBs may leave this line blank. Private youth-serving organizations should report their federal identification number in this line.

Line 3. Town(s) to be Served

Town-based YSBs serving a single town should repeat the town name reported on Line 1. YSBs serving more than one town should report all of the towns they serve here.

Line 4. Program Name

Report the formal or legal name of the YSB.

Line 5. Executive Director

Report the name, phone and fax numbers of the chief executive officer of the YSB.

Line 6. Contact Persons

Report the name(s), phone and fax number(s) of the person(s) we should contact with questions and concerns about the YSB program, grant application and annual reports.

Line 7. Program Mailing Address

Report the mailing address for all correspondence concerning the YSB grant.

Line 8. Program Location Address

Report the location of the main business office of the YSB.

Line 9. YSB Director's Signature

The grant application should be signed by the director of the YSB, or if there is no director, by the chief municipal official of the town. Report the date the grant application is signed.

Line 10. Typed Name

Report the full name and title of the person signing on Line 9.

**B. Youth Service Bureau Profile**

Line 11. Demographic Information

- A. Enter the name of the YSB.
- B. Indicate whether the YSB is a municipal department or a nonprofit organization (check one).
- C. If the YSB is municipality-based, indicate whether the YSB operates as an independent department or grouped under a larger umbrella structure (check one). If part of a larger structure, enter the name of the department.
- D. Enter the town(s) served by the YSB.
- E. Enter the total population of the town and the percent of population under age 18. You can find the information from the town census.

Line 12. Funding

- A. Enter the amount of money received from the CSDE for the YSB Grant.
- B. Enter the total amount of funds received from the municipality. If part of a larger department, enter the amount earmarked for YSB functions.
- C. Enter the total amount of funds received from additional state and federal grants.
- D. Enter the total amount of funds received from private grants and foundations.
- E. Enter the total amount of funds received from donations in FY 2015.
- F. Enter the total amount of funds received from fundraising.
  - i. Total lines A through F for total YSB funding.
  - ii. Provide an estimate of the value of any in-kind services received.

Line 13. Staffing

- A. Provide information on the director of the YSB. Indicate whether the position is full-time or part-time and union or non-union.
- B. Provide information on all additional YSB Bureau staff.

Line 14. Programming

- A. Place a check next to any of the programs listed that are offered by your YSB. Requests have been received for data about the following programs. This is not intended to be a comprehensive list.

**C. Administrative Core Unit Strategies and Activities**

Summarize the proposed strategies and activities of your Administrative Core Unit. Group your strategies and activities under the following headings (only one strategy per core unit). Examples include:

**Management and Administration** – staff recruitment; staff supervision; staff evaluation and development; staff morale and burn-out prevention; filing and implementation regulations; monitoring of subcontractors; maintenance of organizational structure; financial management; casework and clinical supervision; management and information services; board management; marketing; facility management; policy development; strategic planning and development; program development; and decision making.

**Youth Advocacy** – voice for youth and youth issues; media relations; speaking at public hearings; contacts with local and state officials; state funding; letter writing; endorsing/creating legislation; networking; proactive trend awareness of youth issues;

increasing community awareness of youth needs; and Youth Advisory Board mobilization for advocacy and participation in local, regional and state meetings.

**Resource Development** – networking; providing information; fundraising; program development; knowledge of and working with foundations; providing technical assistance; providing consulting to other groups; state funding; professional development; and state and national awareness.

**Community Involvement** – volunteer recruitment; running meetings; statewide networking; regional networking; gaining entry into systems; community organization and outreach; board and task force involvement; empowering community organizations; and Youth Advisory Board and promoting youth involvement.

**Research and Evaluation** – needs identification and assessment; program evaluation; grant writing; program selection; library/resource file; statistical analysis; college/university interface; program development; and asset identification/mapping and investigating research models.

#### **D. Direct Services Unit Strategies and Activities**

Summarize the proposed strategies, programs and tasks of the direct services unit. If subcontractors are used, denote that the services are to be provided by a subcontractor. Group strategies and programs under the following headings. Note: There may not be strategies and programs for some of these headings. Indicate in the narrative and the tables on pages 19 and 20 if there is no programming in certain areas.

##### **Juvenile Justice**

Services that respond to youth who are, or could potentially be, in contact with the juvenile justice system.

Examples include: juvenile review boards; alternative sanction programs; detention/suspension/expulsion programs; court advocacy; court-ordered community-service programs; truancy programs; and diversion programs.

##### **Mental Health Services**

Services that respond to youth and families who are experiencing emotional distress.

- A. Sessions for youth up to age 18
- B. Parent/Guardian Sessions

NOTE:

1. Services noted under *A. Children and Youth Sessions* reported on both the Individual Service Report and the Group Service Report.
2. Services noted under *B. Parent/Family Sessions* reported only on the Group Services Report.

Examples include: mental health counseling for individuals, families, or groups; crisis intervention; host homes; information and referral services; and case management.

### **Teen Pregnancy Prevention**

Programs that promote pregnancy prevention among young people.

### **Teen Parent Education**

Services that promote positive parenting skills and support families in their efforts to raise healthy children:

- A. Teens
- B. Adults

NOTE:

1. services noted under *A. Teens* are reported on both the Individual Service report and the Group Service Report; and
2. Services noted under *B. Adults* are reported only on the Group Services Report.

Examples include; parent-child interactive playgroups, parent education and parent support groups.

### **Positive Youth Development**

Programs and services that promote the personal well-being of youth for the purposes of:

- A. meeting basic needs;
- B. building skills and competencies that allow youth to function and contribute in their daily lives; and
- C. connecting youth with their families, peers, schools and communities.

Examples include: peer-to-peer programs; employment training; mentoring; after-school programming; teen centers; dances; adventure based activities; youth adult partnership programs; information dissemination; and prevention programs that address issues such as truancy, violence and substance abuse and drug free alternative activities.

### **Community Outreach**

Services and activities that support children and youth and strengthen families by reconnecting people of all generations and backgrounds to the community in which they live. This leads to the building of a sense of connectedness and empowerment to bring about positive social change. These are usually one-time events.

Examples include: intergenerational activities; family events; annual events/holiday festivals; sports; dances; family day celebrations; trips; theatrical productions; and cultural activities.

NOTE: Due to the nature of these activities, it may be extremely difficult to collect data for the Individual Service Reports. If this is the case, participants should be recorded as a potentially duplicated number on the Annual Group Services Report under Category B: Collaborations.

For example:

- a family day celebration with 5,000 participants is reported as a Community Outreach Collaboration on the Group Service Report;

- an intergenerational dinner including 20 youth and 100 senior citizens:
  - report the 100 seniors on the Group Services Report;
  - report the 20 youth on the Individual Service Report, if the structure of the activity promotes positive youth development; or
  - if the youth are only involved in the event for recreational/social purposes, then include them with the 100 seniors listed on the Annual Group Services Report.

NOTE: You are not likely to have program information that fits the Community Outreach Direct Service category.

#### **E. Advisory Board Composition Report**

A separate section on the Advisory Board must be submitted with the application. Please refer to page 21 for the Board Composition Criteria. This separate section must address the following components:

##### **1. Board Composition**

- a. board members need to be identified by category;
- b. vacant positions on the Board should be identified and described (Item 3 below); and
- c. YSBs serving multiple municipalities need to further identify which town each member represents.

##### **2. Board Type**

Board types are described as follows:

- a. **Advisory Board:** Refers to a Board specifically set up or structured in conjunction with YSB whose sole mission is to serve in an advisory capacity to the YSB;
- b. **Youth Commission:** Refers to a Commission established by municipal charter which may or may not have been set up in conjunction with YSB but which serves as an Advisory Board to the YSB; and
- c. **Other:** Refers to any group other than an Advisory Board or Youth Commission serving as an Advisory Board to the YSB (Example: A Board of Directors).

##### **3. Vacancies and Waivers**

If the Advisory Board has vacancies among its members or if the Board is unable to appoint certain representatives, the Board does not meet the required size or composition criteria defined in the regulations. A waiver of the requirement(s) may be requested, as well as requesting an extension of time to fill vacancies, but in all cases, the Board's circumstances are to be described in Item 3.

###### **a. Full Waiver**

A full waiver of the Advisory Board requirements may be granted only where: (1) a YSB has a commission established by municipal charter, or (2) a YSB has a board of directors established by the by-laws of a private organization acting under contract with a municipality, provided that comparable citizen representation is present. *A separate written request for a full waiver must be made by the chief municipal official.*

b. Partial Waiver

A partial waiver may be granted for a Board's size and composition only when the required agencies enumerated in the regulations do not exist in the town or when the regulatory requirements violate a municipal charter (example; town does not maintain a police department). *A separate written request for a partial waiver must be made by the executive director of the YSB.*

c. Extension of Time

An extension of time may be granted for an Advisory Board to recruit and fill temporary vacancies among its members. Specific vacancies need to be identified along with a request for a reasonable length of time in Item 3 of this page of the grant application.

4. Board Meetings

Please complete Items 4a and 4b.

**F. Impact of Services: Professional Development Work Plans**

A separate section of the Work Plan must be submitted with the application addressing the following components:

1. Goal: Indicate general intention for your program. Your goal should coincide with your Administrative Core Unit activities and Direct Service narrative.
2. Objective(s): Indicate what you hope to accomplish with the activity or activities.
3. Activities: Indicate the planned activities that support your Goals and Objectives.
4. Timetable: Indicate the month(s) the activities will take place.
5. Measure of Success: (a) Indicate the measure or tool you will use; and (b) based on that measure, indicate the benchmark by which you will determine whether you have successfully achieved the objective.
6. Population to be served: Indicate how many children you expect to serve, the age range and whether you are targeting a particular group of children.
7. Staff Assigned: Indicate the number of staff involved and their positions (example; outreach workers, tutors and counselors). Do not give names, just positions/job titles.

**G. Grant and Local Match Budget**

This is the budget specifically for this state grant. **Report only the YSB grant funds and required matching funds.** The match requirements are provided in Connecticut General Statutes Section 10-19o (b) and related Administrative Core Unit (ACU) and Direct Services Unit (DSU) budgets. Specific instructions for the Grant and Local Match Budget are as follows:

1. Enter YSB name and CSDE code.
2. Enter budget amounts in the appropriate expense line and column. Include expenses that apply to both the ACU and DSU (example; salaries and employee benefits. Only employee benefits that apply to positions funded by the grant or local match may be included). *(indirect costs are NOT allowed)*
  - a. CSDE Grant Award Column: enter the grant amounts on appropriate line items.

- b. Cash Match Column: Enter the amount of cash match on appropriate line items. Sources of the cash match may be municipal appropriation or other local funds such as service fees, fundraising, United Way funds, etc. State and federal grants may not be used.
- c. In-Kind Match Column: Enter the amount of in-kind services on appropriate line items.
3. Total all columns and rows. Check that the total of the rows equals the total of the columns.
4. Complete the Grant/Match Summary (this summary provides totals for each column listed).
5. The certification statement shall be signed by either the executive director of the YSB, or, if there is no executive director, the chief municipal official of the town.

## **H. Budget Narrative**

### **Budget Narrative: Income**

Enter YSB name and CSDE code. Provide a detailed description of the sources, amounts of funds and in-kind services to be used for the local match. Each item should agree with the corresponding income item in the Grant/Match Summary section of the "Grant and Local Match Budget."

### **Income**

The following income accounts are applicable to YSBs. These are similar to those used in previous years.

### **Youth Service Bureau Grant**

Funds from the CSDE YSB Grant program.

### **Other State Funds**

Grants or other funds from the State of Connecticut, not including the YSB Grant.

### **Federal Funds**

Grants or other funds from the federal government.

### **Municipal Appropriation**

The amount appropriated to the YSB by some other organization or agency at no cost to the YSB. This appropriation should appear as a line item or functional description in the town budget(s).

### **In-Kind Services**

In-kind services are supplied to the YSB by some other organization or agency at no cost to the YSB. The YSB may report the value of these services as income and expense. In-kind services include allocation of the projected actual costs of office space or other necessary space, utilities, heat, telephone, copying, consumable supplies, equipment maintenance, travel, and governmental administrative personnel or central office private agency personnel staff, who spend 50 percent or more of their time performing the administrative functions of the YSB. If these expenditures are not line items in the YSB's budget, the value of volunteer services shall not be included as an in-kind service.



**Other Income**

Other income sources, such as service fees, fundraising, United Way funds, etc.

**Budget Narrative: Expenses**

Enter YSB name and CSDE code. Provide a detailed description of the expenses to be funded by the YSB grant funds and required local match for each expense account. Use additional copies of the expense sheet as necessary. Total each line item; each total should agree with the corresponding total expense on the Grant and Local Match Summary. Include details of all calculations and allocations.

**I. Annie E. Casey Foundation**

Applicants that are part of a collaborative effort funded in whole or in part by the Annie E. Casey Foundation must submit documentation under the following headings:

1. Collaborative Oversight  
The collaborative oversight entity has been provided the opportunity to review and comment on the grant application or proposal prior to submission to the CSDE.
2. Activities  
The proposal or application submitted provides information detailing the activities, which assure priority access to services to children, youth and families referred by the collaborative oversight entity.
3. Liaison  
The applicant shall designate someone to act as liaison for the referral process.

**J. Statutory Requirement of Administrative Core Unit Functions**

Complete the Statement of Statutory Requirement of ACU Functions (Appendix G).

## **Appendices**

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Appendix A: Application

Appendix B: List of Youth Service Bureaus Eligible for State Grants

Appendix C: List of Towns/Youth Serving Agencies and CSDE Codes

Appendix D: Youth Service Bureau Laws and Regulations

Appendix E: Certification that a Current Affirmative Action Packet is on File

Appendix F: Youth Service Bureau RBA Sample Strategies and Activities

Appendix G: Statutory Requirement of Administrative Core Unit Functions

Appendix H: Statement of Assurances

**APPENDIX A  
Application**

Youth Service Bureau  
Grant Application #120  
Revised May 2015  
Statutory Ref.: C.G.S. 10-19m through 10-19o

Connecticut State  
Department of Education

**TITLE PAGE**

1. Legal Name of Organization Applying for Funds:

Town of Colchester Youth Service Bureau CSDE Code: 028

2. Federal Identification No.: \_\_\_\_\_

3. Town(s) to be Served: COLCHESTER

4. Program Name: Colchester Youth Services

5. Executive Director: Valerie Geato Phone: (860)537-7255 Fax: (860)537-1731

Executive Director E-mail address: vgeato@colchesterct.gov

6. Contact Persons:

Program: same Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Program Director E-mail address: \_\_\_\_\_

Fiscal: same Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Fiscal Director E-mail address: \_\_\_\_\_

7. Program Mailing Address: 127 Norwich Ave, Suite 205, Colchester, CT 06415

8. Program Location Address: same

I certify that the information submitted is in conformance with the instructions and is an accurate representation of the YSBs planned programs and services for the period July 1, 2015 through June 30, 2017. A new form will be submitted if changes occurred.

9. Authorized Signature:  \_\_\_\_\_

Date: June 12, 2015

10. Typed Name: Valerie Geato

Title: Director

**YOUTH SERVICE BUREAU PROFILE**

**11. Demographic Information:**

- A. Name of YSB: Colchester
- B. Is the YSB a department of the municipality  or a nonprofit organization
- C. If municipal-based, is the YSB an independent department  or a department within a larger department, such as social services or human services   
 Name or Department: Colchester Youth & Social Services
- D. Towns Served by YSB: Colchester
- E. Town Population: 16,068 Percent of population under age 18: 26%

**12. Funding:**

- A. YSB Grant (CSDE): 18,833
- B. Municipal Funds: 345,876
- C. Other State/Federal Grants: \$8,100
- D. Private grants and foundations: -
- E. Donations: 2,000
- F. Fundraising: 1,500
  - Total YSB Cash Annual Budget (A+B+C+D+E+F): 376,309
  - Estimated Value of In-Kind Services: 50,000

**13. Staffing:**

- A. YSB Director: Valerie Geato Phone: 860 537-7255  
 Email address: vgeato@colchesterct.gov  
 Is the Director: Full-time  or part-time   
 Union  or nonunion   
 List the salary range for the Executive Director position: 55,000-75,000
- B. Additional Staff:  
 Number of additional **full-time** staff: 3
  - Number that are union: 3
  - Number that are nonunion: 0
 Number of additional **part-time** staff: 6
  - Number that are union: 1
  - Number that are nonunion: 5
 Number of contracted personnel: 0

14. Programming:

A. Please place a **checkmark** next to each of the following programs offered by your YSB.

- after-school programming:
  - for elementary-age youth
  - for middle school-age youth
  - for high school-age youth
- Birth-Five parent/child programming (playgroups/support groups)
  
- Counseling Services: Are clinicians: hired  or contracted 
  - hourly rate  or daily rate
  - Individual Counseling  Group Counseling
  - Parent Training  Family Therapy
  
- Work Placement and Employment Counseling
- Alternative and Special Educational Opportunities
- Recreational and Youth Enrichment Programs
- Outreach Programs
- Preventive Programs (including youth pregnancy, youth suicide, violence, and alcohol and drug prevention)
- Positive Youth Development Programs
- Court Ordered Community Service
- Detention/Suspension/Expulsion Programs
- Juvenile Review Board
- Teen Center/Drop-In Center: after school  evenings  weekends
- Other Juvenile Justice Programs (please list): \_\_\_\_\_

**ADMINISTRATIVE CORE UNIT STRATEGIES AND PROGRAMS**

The YSBs of Connecticut adopted and implemented a RBA framework, designed to guide the programs administered and the strategies used to ensure success.

Summarize the proposed strategies and activities of the administrative core unit using the following format:

- a. Management and Administration – list one strategy and the activities necessary to enhance your operations. List measures you will use to determine how well you have done the activities and whether you have been successful. Group your strategies, activities and measures under the following headings (see sample in Appendix F).

Strategy	Activities	Measures
Recruit and retain a committed and qualified staff who reach their full potential in their positions	Provide opportunities for staff training Have weekly staff meetings Provide on-going feedback	Evaluations completed timely Implement employee development plans where needed Each staff member will participate in at least 3 trainings annually

- b. Youth Advocacy – list one strategy and the activities necessary to increase your youth advocacy. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Increase awareness among elected officials and the community regarding needs of youth & services available	Maintain relationships and on-going contact with Legislators and local official on issues impacting youth and families	At least 4 youth will meet with legislators at the YSB Day at the LOB. Legislators will be invited to large community events

- c. Resource Development – list one strategy and the activities necessary to increase resources for your agency. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Provide access to all programs for kids who receive free/reduced lunch through financial aid program	Leverage enough funding to cover the cost of all scholarships through fundraising initiatives and donations.	All kids who qualify will receive financial assistance.

- d. Community Involvement – list one strategy and the activities necessary to increase community involvement. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Coordinate with local service providers to enhance the delivery of services	Participate in local system of care Host annual meeting of all local mental health service providers and school counselors	Attend all meetings of local system of care At least 70% of school counselors will attend providers meeting

- e. Research and Evaluation – list one strategy and the activities necessary to contribute to research. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Evaluate programs and outcomes	Utilize the nFocus Outcome Measure tool to survey youth and track participation	At least 75% of program participants will be asked to answer questions measuring how well/better off measures



**DIRECT SERVICES UNIT STRATEGIES AND ACTIVITIES NARRATIVE**

Summarize the proposed strategies and activities of your direct service unit. If you have subcontracted, note services provided by the subcontractor. Group your strategies, activities and measures under the following headings (see sample in Appendix F).

1. Juvenile Justice – list one strategy and the activities necessary to address the juvenile justice area. List measures you will use to determine how well you have done and whether you have been successful.

Strategy	Activities	Measures
To offer a range of meaningful alternatives to the Criminal Justice System and to assist the school district in enforcing their discipline policies through intervention strategies that are responsible and community based.	The Review Board will design and offer alternatives that are aimed at: 1) promoting responsible behavior by offenders and 2) solving problems that may be at the root of the delinquent behavior, 3) and where possible, take into consideration the needs of the victim.	90% of cases will successfully fulfill requirements and have cases dismissed.

2. Mental Health Services – list one strategy and the activities necessary to provide mental health Services. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Ensure that Colchester families are aware of mental health services available.	To provide referrals to youth and families to counseling agencies and mental health professionals.	Maintain a comprehensive directory of mental health providers
	Educate the community to reduce; 1) the stigma surrounding mental illness and 2) youth suicide	Provide opportunities for education through written information dissemination

3. Child Welfare – list one strategy and the activities necessary to promote child welfare. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Provide School Supplies and school clothes to low income children	Collect clothing and supplies Recruit families to participate through food bank	All families who request assistance will receive school supplies and clothing

4. a. Teen Pregnancy Prevention – list one strategy and the activities necessary to prevent teen pregnancy. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Develop programs to help adolescents develop the skills necessary to delay sexual activity thereby reducing the frequency of teen pregnancy	Offer gender specific programming to aid in the development of self-esteem and life skills, including long-term goal setting & vision for the future.	At least 8 girls will participate in Girls Circle program and use better off measures to evaluate

2015-17 Youth Service Bureau Grant Application

- b. Teen Parent Education – list one strategy and the activities necessary to educate teen parents. List the measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Parents will have opportunities to gain knowledge and skills that will help them help their children develop into healthy, responsible and productive members of the community	Provide parent workshops and educational materials	Attendance Surveys

5. Positive Youth Development – list one strategy and the activities necessary to promote positive youth development. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Youth will develop strong bonds to their peers, families, schools and communities while contributing to the well being of each of these groups and building skill and competencies	Provide curricular-based on going programs that are focused on character development, life skills and social skills.	Attendance Participants questionnaires Staff reports

6. Community Outreach – list one strategy and the activities necessary to improve community outreach. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Colchester youth and families will develop a sense of connectedness in the community and the desire to create positive social change	Participate in annual community wide activities including family day, early childhood expo, etc.	Participation

**Advisory Board Composition Report**

**Composition Criteria**

- At least seven members.
- At least one member under 21-years-of-age (nonvoting member).
- Representatives from the school system, police department and a private youth-serving agency.
- At least one-third of the total membership from individuals who receive less than 50 percent of their income from delivering services to youth.
- At least one member on the Board from each municipality served by the YSB.

**1. Board Composition**

Attach a current membership list of your Advisory Board or Youth Commission to the grant application. The list should include at least the following information for each Board member:

Name *plus* Member Type:

- Youth
- School System representative
- Police Department representative
- Private youth serving agency representative
- Service consumer

Where a YSB serves more than one municipality, the membership list should also indicate that the Board includes a duly appointed representative from each municipality served.

**2. Board Type**

Check the appropriate board type for your Advisory Board.

Advisory    Youth Commission    Other – please specify

**3. Vacancies and Waivers**

If your Advisory Board does not meet the composition criteria (see box above), please describe the circumstances below and refer to the instructions for information on requests for waivers and extensions:

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Anticipated date for meeting composition criteria: \_\_\_\_\_

**4. Board Meetings**

- (a) The number of times the YSB Advisory Board meets each fiscal year? 10
- (b) Are minutes of all meetings on file in your office and available for inspection? Yes
- Yes / No

**Impact of Services: Professional Development Work Plan**

List a minimum of three professional development activities in which you will participate in 2015-17. (Please refer to page 10, letter F for guidelines.)

Required Professional Development Activities	Impacted Administrative Core Unit (ACU) Function
<p>1. Results Based Accountability</p> <p>Attend Conference/Training</p>	<p>Management &amp; Administration                      Youth Advocacy                      Resource Development                      Research and Evaluation</p>
<p>2. Proposed Professional Development</p> <p>CYSA Annual conference and Quarterly Trainings</p>	<p>Management &amp; Administration                      Youth Advocacy                      Community Involvement                      Research and Evaluation</p>
<p>3. Proposed Professional Development</p> <p>Speakers at monthly CYSA regional meetings</p>	<p>Management &amp; Administration                      Youth Advocacy                      Research and Evaluation</p>

2015-17 Youth Service Bureau Grant Application

ED114 FISCAL YEAR 2016

YOUTH SERVICE BUREAU BUDGET FORM

GRANT TITLE: YOUTH SERVICE BUREAU  
 PROJECT TITLE:  
 CORE-CT CLASSIFICATION: FUND: 11000 SPID: 17052 PROGRAM: 82079  
 BUDGET REFERENCE: 2016  
 CHARTFIELD1: 170002  
 CHARTFIELD2:  
 GRANT PERIOD: 07/01/15- 06/30/16 AUTHORIZED AMOUNT: \$18,833

AUTHORIZED AMOUNT by SOURCE: CURRENT DUE:\$  
 LOCAL BALANCE:\$ CARRY-OVER DUE:\$

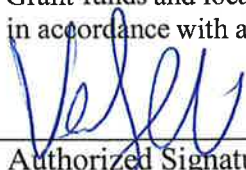
CODES	DESCRIPTIONS	BUDGET AMOUNT	CASH MATCH	IN-KIND
111A	NON-INSTRUCTIONAL	18,833	18,833	
200	PERSONAL SERVICES/EMPLOYEE BENEFITS			
300	PURCHASES PROFESSIONAL/TECHNICAL SVCS			
400	PURCHASED PROPERTY SERVICES			
500	OTHER PURCHASED SERVICES			
600	SUPPLIES			
700	PROPERTY			
800	DEBT SERVICE AND MISCELLANEOUS			
	TOTAL	18,833	18,833	

ORIGINAL REQUEST DATE \_\_\_\_\_ CT STATE DEPARTMENT OF EDUCATION DATE OF  
 REVISED REQUEST DATE \_\_\_\_\_ PROGRAM MANAGER AUTHORIZATION APPROVAL

**Grant/Match Summary**

CSDE Grant Award	18,833
Local Match:	
Municipal Appropriation	18,833
Other Funds	
In-Kind	
Total Local Match	18,833

I certify that the budget provided herein represents the planned income and expenditures of the YSB Grant funds and local match of the above grantee for the grant period July 1, 2015 through June 30, 2016, in accordance with all applicable instructions and statutory requirements.

  
 \_\_\_\_\_  
 Authorized Signature

June 12, 2015  
 \_\_\_\_\_  
 Date

Valerie Geato  
 \_\_\_\_\_  
 Typed Signature

June 12, 2015  
 \_\_\_\_\_  
 Date

Budget Object Codes

Include all budget account descriptions for the following categories:

**111A Non-Instructional**

Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.

**200 Personal Services - Employee Benefits**

Amounts paid by the grantee on behalf of employees; these amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services.

**300 Purchased Professional and Technical Services**

Services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.

**400 Purchased Property Services**

Services purchased to operate, repair, maintain, and rent property owned or used by the grantee. These services are performed by persons other than grantee employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

**500 Other Purchased Services**

Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

**600 Supplies**

Amounts paid for items that are consumed, worn out or deteriorated through use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

**700 Property**

Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment. In accordance with the Connecticut State Comptroller's definition equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value of over \$1,000.00 and the useful life of more than one year and data processing equipment that has unit price under \$1,000.00 and a useful life of not less than five years.

**800 Debt Service and Miscellaneous**

Amounts paid for goods and services not otherwise classified above.

**Budget Narrative – Income**

Provide a detailed description of the sources and amounts of funds and in-kind services to be used for the local match. Line item totals should agree with line items on the Grant and Local Match Summary form.

Account Name	Description	Line Item Total
Funds from the CSDE YSB Grant Program	YSB Grant Program	18,833
Other Funds (State and Federal)	List source and amounts for other funds that will be used as matching funds for this grant.	
Municipal Appropriation	The portion of the amount appropriated to the YSB by the town(s) to be served that will be used as matching funds for this grant. List town(s):  COLCHESTER	18,833
In-Kind	List source and amounts for in-kind contributions that will be used as match for this grant.	

**Budget Narrative – Expenses**

Provide a detailed description of the expenses to be funded by the YSB grant funds and required local match for each expense account. Copy this form as necessary. Line item totals should agree with line items on the “Grant and Local Match Budget” form.

Account Code/Name	Description	Line Item Total
<p><b>111A Non- Instructional</b></p>		<p>18,833</p>



**APPENDIX B**  
**List of Youth Service Bureaus Eligible for State Grants**

ANSONIA	MILFORD	WESTPORT
ASHFORD	MONTVILLE	WETHERSFIELD
AVON	NAUGATUCK	WILLINGTON
BERLIN	NEW BRITAIN	WILTON
BLOOMFIELD	NEW CANAAN	WINCHESTER
BRANFORD	NEW HAVEN	WINDHAM
BRIDGEPORT	NEWINGTON	WINDSOR
BRISTOL	NEW LONDON	WINDSOR LOCKS
CANAAN	NEW MILFORD	WOODBIDGE
CANTON	NEWTOWN	WATERBURY YOUTH
CHESHIRE	NORTH BRANFORD	SERVICE SYSTEM, INC.
CLINTON	NORTH HAVEN	SOUTHBURY/
COLCHESTER	NORWALK	MIDDLEBURY
COLUMBIA	NORWICH	NOROTON HEIGHTS
COVENTRY	OLD LYME	DEPOT
CROMWELL	OLD SAYBROOK	
DANBURY	ORANGE	
DERBY	PLAINFIELD	
DURHAM	PLAINVILLE	
EAST GRANBY	PORTLAND	
EAST HADDAM	PRESTON	
EAST HAMPTON	PROSPECT	
EAST HARTFORD	RIDGEFIELD	
EAST HAVEN	ROCKY HILL	
EAST LYME	SHELTON	
ELLINGTON	SIMSBURY	
ENFIELD	SOUTHINGTON	
ESSEX	SOUTH WINDSOR	
FAIRFIELD	STAFFORD	
FARMINGTON	STAMFORD	
GLASTONBURY	STONINGTON	
GRANBY	STRATFORD	
GREENWICH	SUFFIELD	
GRISWOLD	THOMASTON	
GROTON	TOLLAND	
GUILFORD	TORRINGTON	
HAMDEN	TRUMBULL	
HARTFORD	VERNON	
HEBRON	VOLUNTOWN	
KILLINGWORTH	WALLINGFORD	
LEDYARD	WATERFORD	
MADISON	WATERTOWN	
MANCHESTER	WESTBROOK	
MANSFIELD	WEST HARTFORD	
MERIDEN	WEST HAVEN	
MIDDLETOWN	WESTON	

2015-17 Youth Service Bureau Grant Application

**APPENDIX C**  
**List of Towns/Youth-Servicing Agencies and CSDE Codes**

<b>CODE</b>	<b>Town</b>	<b>CODE</b>	<b>Town</b>
1	ANDOVER	51	FAIRFIELD
2	ANSONIA	52	FARMINGTON
3	ASHFORD	53	FRANKLIN
4	AVON	54	GLASTONBURY
5	BARKHAMSTED	55	GOSHEN
6	BEACON FALLS	56	GRANBY
7	BERLIN	57	GREENWICH
8	BETHANY	58	GRISWOLD
9	BETHEL	59	GROTON
10	BETHLEHEM	60	GUILFORD
11	BLOOMFIELD	61	HADDAM
12	BOLTON	62	HAMDEN
13	BOZRAH	63	HAMPTON
14	BRANFORD	64	HARTFORD
15	BRIDGEPORT	65	HARTLAND
16	BRIDGEWATER	66	HARWINTON
17	BRISTOL	67	HEBRON
18	BROOKFIELD	68	KENT
19	BROOKLYN	69	KILLINGLY
20	BURLINGTON	70	KILLINGWORTH
21	CANAAN	71	LEBANON
22	CANTERBURY	72	LEDYARD
23	CANTON	73	LISBON
24	CHAPLIN	74	LITCHFIELD
25	CHESHIRE	75	LYME
26	CHESTER	76	MADISON
27	CLINTON	77	MANCHESTER
28	COLCHESTER	78	MANSFIELD
29	COLEBROOK	79	MARLBOROUGH
30	COLUMBIA	80	MERIDEN
31	CORNWALL	81	MIDDLEBURY
32	COVENTRY	82	MIDDLEFIELD
33	CROMWELL	83	MIDDLETOWN
34	DANBURY	84	MILFORD
35	DARIEN	85	MONROE
36	DEEP RIVER	86	MONTVILLE
37	DERBY	87	MORRIS
38	DURHAM	88	NAUGATUCK
39	EASTFORD	89	NEW BRITAIN
40	EAST GRANBY	90	NEW CANAAN
41	EAST HADDAM	91	NEW FAIRFIELD
42	EAST HAMPTON	92	NEW HARTFORD
43	EAST HARTFORD	93	NEW HAVEN
44	EAST HAVEN	94	NEWINGTON
45	EAST LYME	95	NEW LONDON
46	EASTON	96	NEW MILFORD
47	EAST WINDSOR	97	NEWTOWN
48	ELLINGTON	98	NORFOLK
49	ENFIELD	99	NORTH BRANFORD
50	ESSEX	100	NORTH CANAAN

2015-17 Youth Service Bureau Grant Application

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WATERFORD

**APPENDIX C (cont.)**

<b>CODE</b>	<b>Town</b>	<b>CODE</b>	<b>Town</b>
101	NORTH HAVEN	153	WATERTOWN
102	NORTH STONINGTON	154	WESTBROOK
103	NORWALK	155	WEST HARTFORD
104	NORWICH	156	WEST HAVEN
105	OLD LYME	157	WESTON
106	OLD SAYBROOK	158	WESTPORT
107	ORANGE	159	WETHERSFIELD
108	OXFORD	160	WILLINGTON
109	PLAINFIELD	161	WILTON
110	PLAINVILLE	162	WINCHESTER
111	PLYMOUTH	163	WINDHAM
112	POMFRET	164	WINDSOR
113	PORTLAND	165	WINDSOR LOCKS
114	PRESTON	166	WOLCOTT
115	PROSPECT	167	WOODBIDGE
116	PUTNAM	168	WOODBURY
117	REDDING	169	WOODSTOCK
118	RIDGEFIELD	630	UNITED WAY OF GREENWICH
119	ROCKY HILL	631	WATERBURY YOUTH SERVICE SYSTEM INC.
120	ROXBURY		
121	SALEM	632	SOUTHBURY/MIDDLEBURY
122	SALISBURY	633	NOROTON HEIGHTS DEPOT
123	SCOTLAND		
124	SEYMOUR		
125	SHARON		
126	SHELTON		
127	SHERMAN		
128	SIMSBURY		
129	SOMERS		
130	SOUTHBURY		
131	SOUTHINGTON		
132	SOUTH WINDSOR		
133	SPRAGUE		
134	STAFFORD		
135	STAMFORD		
136	STERLING		
137	STONINGTON		
138	STRATFORD		
139	SUFFIELD		
140	THOMASTON		
141	THOMPSON		
142	TOLLAND		
143	TORRINGTON		
144	TRUMBULL		
145	UNION		
146	VERNON		
147	VOLUNTOWN		
148	WALLINGFORD		
149	WARREN		
150	WASHINGTON		
151	WATERBURY		

**APPENDIX D**  
**Youth Service Bureau Laws and Regulations**

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**Sec. 10-19m. (Formerly Sec. 17a-39). Youth service bureaus. Annual report. Regulations.**

(a) For the purposes of this section, "youth" shall mean a person from birth to eighteen years of age. Any one or more municipalities or any one or more private youth serving organizations, designated to act as agents of one or more municipalities, may establish a multipurpose youth service bureau for the purposes of evaluation, planning, coordination and implementation of services, including prevention and intervention programs for delinquent, pre-delinquent, pregnant, parenting and troubled youth referred to such bureau by schools, police, juvenile courts, adult courts, local youth-serving agencies, parents and self-referrals. A youth service bureau shall be the coordinating unit of community-based services to provide comprehensive delivery of prevention, intervention, treatment and follow-up services.

(b) A youth service bureau established pursuant to subsection (a) of this section may provide, but shall not be limited to, the delivery of the following services: (1) individual and group counseling; (2) parent training and family therapy; (3) work placement and employment counseling; (4) alternative and special educational opportunities; (5) recreational and youth enrichment programs; (6) outreach programs to insure participation and planning by the entire community for the development of regional and community-based youth services; (7) preventive programs, including youth pregnancy, youth suicide, violence, alcohol and drug prevention; and (8) programs that develop positive youth involvement. Such services shall be designed to meet the needs of youth by the diversion of troubled youth from the justice system as well as by the provision of opportunities for all youth to function as responsible members of their communities.

(c) The Commissioner of Education shall adopt regulations, in accordance with the provisions of chapter 54, establishing minimum standards for such youth service bureaus and the criteria for qualifying for state cost-sharing grants, including, but not limited to, allowable sources of funds covering the local share of the costs of operating such bureaus, acceptable in-kind contributions and application procedures. Said commissioner shall, on December 1, 1979, and annually thereafter, report to the General Assembly on the referral or diversion of children under the age of eighteen years from the juvenile justice system and the court system. Such report shall include, but not limited to, the number of times any child is so diverted, the number of children diverted, the ages of the children diverted and such other information and statistics as the General Assembly may request from time to time. Any such report shall contain no identifying information about any particular child.

\*Please note that Section 78 of Public Act 07-04 of the June Special Session amended Subsection (c) of this so that effective January 1, 2010, Subsection (c) will read as follows:

**Sec. 10-19n. (Formerly Sec. 17a-40). State aid for establishment and expansion of youth service bureaus.** To assist municipalities and private youth-serving organizations designated to act as agents for such municipalities in establishing, maintaining or expanding such youth service bureaus, the state, acting through the Commissioner of Education, shall provide cost-sharing

grants, subject to the provisions of this section for (1) the cost of an administrative core unit and (2) the cost of the direct services unit provided by such youth service bureau. No state grant shall be made for capital expenditures of such bureaus. All youth service bureaus shall submit a request for a grant, pursuant to this section and sections 10-19m and 10-19o, on or before May fifteenth of the fiscal year prior to the fiscal year for which such grant is requested.

**Sec. 10-19o. (Formerly Sec. 17a-40a). Youth service bureau grant program.** (a) The Commissioner of Education shall establish a program to provide grants to youth service bureaus in accordance with this section. Only youth service bureaus which were eligible to receive grants pursuant to this section for the fiscal year ending June 30, 2007, or which applied for a grant by June 30, 2012, with prior approval of the town's contribution pursuant to subsection (b) of this section, shall be eligible for a grant pursuant to this section for any fiscal year commencing on or after July 1, 2012. Each such youth service bureau shall receive a grant of fourteen thousand dollars. The Department of Education may expend an amount not to exceed two percent of the amount appropriated for purposes of this section for administrative expenses. If there are any remaining funds, each such youth service bureau that was awarded a grant in excess of fifteen thousand dollars in the fiscal year ending June 30, 1995, shall receive a percentage of such funds. The percentage shall be determined as follows: For each such grant in excess of fifteen thousand dollars, the difference between the amount of the grant awarded to the youth service bureau for the fiscal year ending June 30, 1995, and fifteen thousand dollars shall be divided by the difference between the total amount of the grants awarded to all youth service bureaus that were awarded grants in excess of fifteen thousand dollars for said fiscal year and the product of fifteen thousand dollars and the number of such grants for said fiscal year.

(b) In order for a youth service bureau to receive the full amount of the state grant determined pursuant to subsection (a) of this section, a town shall contribute an amount equal to the amount of the state grant. A town shall provide not less than fifty per cent of its contribution from funds appropriated by the town for that purpose, and the remaining amount in other funds or in-kind contributions in accordance with regulations adopted by the State Board of Education in accordance with Chapter 54.

(c) Any funds remaining due to a town's failure to match funds as provided in subsection (b) of this section, shall be redistributed in accordance with the provisions of this section. The State Board of Education shall adopt regulations in accordance with the provisions of Chapter 54 to coordinate the youth service bureau program and to administer the grant system established pursuant to this section and sections 10-19m and 10-19n.

**Sec. 10-19p. (Formerly Sec. 17a-41). Assistance to youth service bureaus.** The Department of Education shall provide grant management services, program monitoring, program evaluation and technical assistance to such state-aided youth service bureaus, and the Commissioner may assign or appoint necessary personnel to perform such duties, subject to the provisions of Chapter 67.

**APPENDIX E**

**Certification that a Current Affirmative Action Packet is on File**

I, the undersigned authorized official, hereby certify that the applying organization/ agency has a current affirmative action packet on file with the Connecticut State Department of Education. The Affirmative Action Packet is, by reference, part of this application.

Signature of Authorized Official: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title: Stan Soby, First Selectman

**APPENDIX F  
Youth Service Bureau Results Based Accountability (RBA) Sample Strategies and Activities**

**Administrative Core Unit Strategies and Activities**

Sample Strategies	Sample Activities
Improve the administration of YSB programs and services.	To evaluate administrative procedures. To streamline fiscal and data management procedures. To provide staff training and improve skills.
Identify the needs of youth and current service gaps.	To develop youth forum concerning their needs and solutions. To survey the community regarding needs and services. To develop centralized data bank.
Increase the resources and services available to youth.	To research available funding services. To write grant applications.
Inform the community of programs and services.	To compile information on all community youth programs into a database. To develop and regularly update a resource guide.
Coordinate with local providers to eliminate service gaps and enhance the delivery of services.	To convene relevant community groups to plan activities. To write joint grant application with other providers. To initiate and maintain ongoing planning process with other community groups.
Advocate for the needs of all youth to improve policies and procedures.	To advocate for local policies and procedures that benefit youth. To keep community leaders aware of YSB functions. To advocate for individual youth.

**Administrative Core Unit Strategies and Activities (APPENDIX F cont.)**

<b>Sample Strategies</b>	<b>Sample Activities</b>
Improve the administration of YSB programs and services.	Evaluate administrative procedures. Streamline fiscal and data management procedures. Provide staff training to improve skills.
Identify the needs of youth and current service gaps.	To develop youth forum concerning their needs and solutions. To survey the community regarding needs and services. To develop centralized data bank.
Increase the resources and services available to youth.	Research available funding services. Write grant applications.
Inform the community of programs and services.	Compile information on all community youth programs into a database. Develop and plan for the regular updating of a resource guide.
Coordinate with local providers to eliminate service gaps and enhance the delivery of services.	Convene relevant community groups to produce an activity plan. Write joint grant application with other providers. Initiate and maintain ongoing planning process with other community groups.
Advocate for the needs of all youth to improve policies and procedures.	Advocate for local policies and procedures that benefit youth. Keep community leaders aware of YSB functions. Advocate for individual youth.



**Direct Services Unit Strategies and Activities (APPENDIX F cont.)**

Sample Strategies	Sample Activities
<p>Youth will have the special supports and services they need in times of personal or family crises and in times of difficult personal transition.</p>	<p>To divert youth from the juvenile justice system. To provide intervention service to identified ‘at-risk’ populations. To provide support services to ‘at-risk’ youth and their families.</p>
<p>Youth and families will understand their own needs, the needs of their family members and will understand how to generate a mutually supportive family environment.</p>	<p>To provide counseling / therapy to youth and their families. To provide sexual abuse counseling and support. To provide truancy prevention services to community youth.</p>
<p>Youth will have attitudes, work values and skills to obtain and hold jobs.</p>	<p>To maintain a job bank for youth. To provide career exploration support services to youth.</p>
<p>Youth will have strong bonds to their families, peers, schools and communities. Youth will contribute to the well-being and strength of their families, schools and communities.</p>	<p>To provide youth leadership training. To host discussion groups for youth to discuss issues of importance to them.</p>
<p>Educate on issues of importance to youth.</p>	<p>To train youth as peer mentors. To provide education on sexual abuse. To provide education on well childcare. To provide substance abuse education.</p>
<p>Youth will participate in positive social, cultural and athletic activities in their leisure time.</p>	<p>To provide an alcohol and drug-free social environment for youth. To provide opportunities to participate in drama and sports.</p>
<p>Parents will have the knowledge and skills to guide their children so that they become responsible productive citizens.</p>	<p>To provide parent workshops. To provide educational materials related to children.</p>

**APPENDIX G**  
**Statutory Requirement of Administrative Core Unit Functions**

In my official capacity as signatory for the Colchester Youth Service Bureau, I, the undersigned authorized official\*, hereby recognize and support the statutory requirements and regulations of the Youth Service Bureau (C.G.S. Sections 10-19m through 10-19o) to provide the five Administrative Core Unit (ACU) functions of:

1. Management and Administration.
2. Research that provides for the continued assessment of community needs and assets.
3. Resource development.
4. Community involvement.
5. Advocacy on behalf of issues related to youth and families.

\_\_\_\_\_, First Selectman \_\_\_\_\_  
Name Date

\*Authorized official may be:

- Department Head
- Town Manager
- First Selectman
- Mayor

**APPENDIX H**  
**Statement of Assurances**  
**STATEMENT OF ASSURANCES**

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
STANDARD STATEMENT OF ASSURANCES  
GRANT PROGRAMS

**PROJECT TITLE:**     **Youth Service Bureau Grant Program**      
\_\_\_\_\_

**THE APPLICANT:** \_\_\_\_\_ **HEREBY ASSURES THAT:**  
\_\_\_\_\_  
(insert Agency/School/CBO Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;

2015-17 Youth Service Bureau Grant Application

- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

**L. REQUIRED LANGUAGE (NON-DISCRIMINATION)**

References in this section to "contract" shall mean this grant agreement and to "contractor" shall mean the Grantee.

(a) For purposes of this Section, the following terms are defined as follows:

- i. "Commission" means the Commission on Human Rights and Opportunities;
- ii. "Contract" and "contract" include any extension or modification of the Contract or contract;
- iii. "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
- v. "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- vii. "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and

## 2015-17 Youth Service Bureau Grant Application

- x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

2015-17 Youth Service Bureau Grant Application

- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.
- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such

2015-17 Youth Service Bureau Grant Application

action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

- M. The grant award is subject to approval of the Connecticut State Department of Education and availability of state or federal funds.
- N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

40

I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Signature:

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Name: *(typed)*

Stan Soby

Title: *(typed)*

First Selectman

Date:

June 12, 2015







CONNECTICUT STATE DEPARTMENT OF EDUCATION  
Division of Family and Student Support Services  
Bureau of Health/Nutrition, Family Services and Adult Education

**TO:** Youth Service Bureau Directors  
**FROM:** Agnes Quinones, Ed. D., Program Manager  
**DATE:** May 19, 2015

**SUBJECT:** Youth Service Bureaus' Enhancement Grant Program Funding FY 2015-16

State Funds have been proposed in FY 2015-16, to be appropriated to continue to support the Enhancement Grant Program for youth service bureaus. Funds will be distributed once the FY 2015-16 grant calculations are processed and approved. The purpose of the funds is to enhance existing services that provide direct services to youth in the areas of:

- Individual and group counseling
- Parent training and family therapy
- Work placement and employment counseling
- Alternative and special education programs
- Recreational and youth enrichment programs
- Outreach programs
- Prevention programs, including youth pregnancy, youth suicide, violence, alcohol and drug prevention
- Positive youth development programs

Funds can also be used for the purchase of a maintenance fee for a web based data collection tool. As per Connecticut General Statute Section 10-19q, funds will be distributed based on the municipality population size.

Grant funds may be utilized to offer youth any or all of the program areas, as outlined in Connecticut General Statutes Section 10-19m.

Grant funds may not supplant already existing funding for the same program offerings. In order to facilitate funds for distribution, please **submit** the following:

1. One (1) page *Abstract* indicating which direct service option will be supported by the funds, or if funds will be used to purchase a web based data collection tool (sample attached). **DUE DATE: June 15, 2015.**
2. **ED 114 Budget and Budget Narrative** for the use of funds in FY 2015-16 (forms attached).
3. **End of Year Summary Report** (sample attached). **DUE DATE: September 14, 2015 (Fiscal Year 2014-15).**

Please return to:  
Marie Aligata  
Connecticut State Department of Education  
Youth Service Bureau Programs – Enhancement  
25 Industrial Park Road  
Middletown, CT 06457

Youth Service Bureau Directors  
May 19, 2015  
Page 2

If you have any questions, please contact Dr. Agnes Quinones, Program Manager, Bureau of Health/Nutrition, Family Services and Adult Education at (860) 807-2126 or via e-mail at [agnes.quinones@ct.gov](mailto:agnes.quinones@ct.gov).

The Department believes that youth should have opportunities to participate in safe, enriching, quality programs that support their success and enhance their social, physical and emotional development. We are pleased to be able to partner with you towards achieving this goal.

**YOUTH SERVICE BUREAU ENHANCEMENT GRANT PROGRAM**  
**Fiscal Year 2015–16**  
**(July 1, 2015 through June 30, 2016)**

**ABSTRACT**

**Due June 15, 2015**

**Abstract Format**

**Direct Service Option:** Prevention Programs/ Expand Program Assistant/ Annual Maintenance fee for web based data collection tool

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**Project Director:** Valerie Geato

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**Applicant Organization:** Colchester Youth Services

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**Total Project Funds Requested:** 4,937

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**Funding Source:** Enhancement grant

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**Beginning Date:** July 1, 2015      **Ending Date:** June 30, 2016

**ACTIVITIES:**

- 1) Friendship Skills is a 5 session program facilitated by Safe Futures CT and is taught to all students in grade 7. This program introduces students to appropriate interpersonal skills and includes lessons on: the importance of learning to set boundaries, qualities of friends, conflict resolution and Sexual Harassment.
- 2) Annual Fee for KidTrax Data tracking tool
- 3) Program Assistance – increase hours of a part-time Youth Center Supervisor to provide transportation to youths who are participating in our pro-social and juvenile justice programs.

**OUTCOME MEASURES:**

- 1) 75% of Students who participate in the Friendship Skills program will report increase in knowledge, satisfaction with program and instructors and will report being better off as a result of participating.
- 2) Annual reports will be produced through kid trax system
- 3) At least 15 youth will be able to access positive youth development programs, community service, truancy prevention services, and mental health appointments.

**ANTICIPATED NUMBER OF YOUTH  
TO BE SERVED:**

**Ages 16-18      5\_\_**

**16 and Under      250**

GRANT TITLE: YOUTH SERVICE BUREAU ENHANCEMENT		
PROJECT TITLE:		
CORE-CT CLASSIFICATION:	FUND: 11000	SPID: 16201
BUDGET REFERENCE: 2016		PROGRAM: 82079
		CHARTFIELD1: 170002
		CHARTFIELD2:
GRANT PERIOD: 07/01/15- 06/30/16		AUTHORIZED AMOUNT:\$4,937
AUTHORIZED AMOUNT by SOURCE: CURRENT DUE:\$		
LOCAL BALANCE:\$ CARRY-OVER DUE:\$		
CODES	DESCRIPTIONS	BUDGET AMOUNT
100	PERSONAL SERVICES/SALARIES	1538
200	PERSONAL SERVICES/EMPLOYEE BENEFITS	
300	PURCHASES PROFESSIONAL/TECHNICAL SVCS	3399
400	PURCHASED PROPERTY SERVICES	
500	OTHER PURCHASED SERVICES	
600	SUPPLIES	
700	PROPERTY	
800	DEBT SERVICE AND MISCELLANEOUS	
	TOTAL	

\_\_\_\_\_ ORIGINAL REQUEST DATE \_\_\_\_\_  
 \_\_\_\_\_ REVISED REQUEST DATE \_\_\_\_\_

CT STATE DEPARTMENT OF EDUCATION  
 PROGRAM MANAGER AUTHORIZATION

\_\_\_\_\_ DATE OF APPROVAL

### **Budget Narrative:**

100 Personal Services = \$1,538

**\$1,538** = \$15.38/hr x 100 hours = Increase hours of Youth Center Supervisor to provide transportation/supervision to youths who are participating in our pro-social and juvenile justice programs.

300 Purchased Professional and Technical Services = \$3,399

**\$849** = Annual Maintenance and Support Agreement with nFocus for KidTrax web based data program.

**\$2,550** = \$45.00/ hr. per educator x 5hrs/day x 5 days x 2 educators = \$2,250  
 \$300/ program expenses including copies/handouts for students

## Budget Object Codes

Include all budget account descriptions for the following categories:

### **100 Personal Services – Salaries**

Amounts paid to both permanent and temporary grantee employees, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the grantees.

### **200 Personal Services - Employee Benefits**

Amounts paid by the grantee on behalf of employees; these amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services.

### **300 Purchased Professional and Technical Services**

Services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.

### **400 Purchased Property Services**

Services purchased to operate, repair, maintain, and rent property owned or used by the grantee. These services are performed by persons other than grantee employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

### **500 Other Purchased Services**

Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

### **600 Supplies**

Amounts paid for items that are consumed, worn out or deteriorated through use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

### **700 Property**

Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment.

In accordance with the Connecticut State Comptroller's definition equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value of over \$1,000.00 and the useful life of more than one year and data processing equipment that has unit price under \$1,000.00 and a useful life of not less than five years.

### **800 Debt Service and Miscellaneous**

Amounts paid for goods and services not otherwise classified above.