



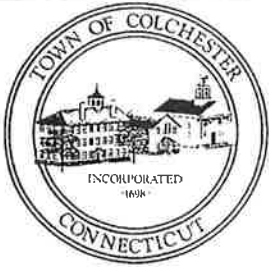
Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Regular Meeting @ 7PM
Thursday, November 19, 2015
Colchester Town Hall
Meeting Room 1**

RECEIVED
COLCHESTER, CT
2015 NOV 16 AM 9:43
Debra Plummer
DEBRA PLUMMER
TOWN CLERK

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the November 5, 2015 Regular Board of Selectmen Meeting
4. Citizen's Comments
5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. WJJMS Building Committee – Possible appointment to the WJJMS Building Committee
 - b. Youth Services Advisory Board – Rob Suchecki possible reappointment for a three year term to expire 12/1/2018
6. Budget Transfers
7. Tax Refunds & Rebates
8. Interview of Janell Mullen for Town Planner
9. Discussion and Possible Action on CHVFC Tax Exemption
10. Discussion and Possible Action on Ordinance Change as Presented by Planning & Zoning
11. Discussion and Possible Action on 2016 Small Cities Community Development Services
12. Discussion and Possible Action on 2016 Board of Selectmen Meeting Dates
13. Discussion and Possible Action on 2016 Chairmen Commission Meeting Dates
14. Discussion and Possible Action on Budget Subcommittee Members
15. Discussion and Possible Action on Commission Liaison Assignments
16. Discussion on Senior Center Building
17. Citizen's Comments
18. First Selectman's Report
19. Liaison Reports
20. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, November 5, 2015
Colchester Town Hall @ 7PM

RECEIVED
COLCHESTER, CT
2015 NOV -9 PM 2:45
TOWN CLERK
GAILLE J. JORDAN

MEMBERS PRESENT: Selectman Rosemary Coyle, Selectman Denise Mizla, Selectman Kurt Frantzen, and Selectman John Reever

MEMBERS ABSENT: First Selectman Stan Soby

OTHERS PRESENT: BOF A Shilosky and R Tarlov, BOE B Bernier, P& Z G Therian, P&R C Prescott, J Lefler, J Jones, D Martin, J Kelly, D Wasniewski, Clerk T. Dean, and other citizens.

1. Call to Order

Selectman R Coyle called the meeting to order at 7:00 p.m.

2. Additions to the Agenda

R Coyle asked that agenda #2 Dedication of Town Hall Rooms be removed in the absence of S Soby, renumber remaining items accordingly.

K Frantzen moved to approve the removal on the agenda as presented, seconded by D Mizla. Unanimously approved. MOTION CARRIED

3. Approve Minutes of the October 15, 2015 Regular Commission Chairmen Meeting

D Mizla moved to approve the Regular Commission Chairmen Meeting minutes of October 15, 2015, seconded by K Frantzen. Unanimously approved, one abstention made by R Coyle. MOTION CARRIED.

4. Approve Minutes of the October 15, 2015 Regular Board of Selectmen Meeting

K Frantzen moved to approve the Regular Board of Selectmen meeting minutes of October 15, 2015, seconded by D Mizla. Unanimously approved, one abstention made by R Coyle. MOTION CARRIED

5. Citizen's Comments –

Jim Kelly expressed his disagreement on agenda item #13 regarding the charter recommendation for the budget to be sent to the BOS for decision after 2 failed votes. Also stated that traffic at the intersection of Cabin Rd and Lakeview is dangerous. Commented on the poor condition of the recreation fields.

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

- a. **Agriculture Commission – Charles Csere possible reappointment for a three year term to expire 11/30/2018**

K Frantzen moved to reappoint Charles Csere to the Agriculture Commission for a three year term to expire 11/30/2018, seconded by J Reever. Unanimously approved. MOTION CARRIED

- b. **Parks & Recreation Commission – David O'Brien possible reappointment for a four year term to expire 11/30/2019**

D Mizla moved to reappoint David O'Brien to the Parks & Recreation Commission for a four year term to expire 11/30/2019, seconded by J Reever. Unanimously approved. MOTION CARRIED

- c. **Youth Services Advisory Board – Linda Bromley possible reappointment for a three year term to expire 12/1/2018**

D Mizla moved to reappoint Linda Bromley to the Youth Services Advisory Board for a three year term to expire 12/1/2018, seconded by K Frantzen. Unanimously approved. MOTION CARRIED.

- d. **Ethics Commission – Charles Logan possible reappointment for a three year term to expire 11/1/2018 – not present**

- e. **Economic Development Commission – Resignation of Beverly Carr**

D Mizla moved to accept, with regret, the resignation of Beverly Carr from the Economic Development Commission, seconded by J Reever. Unanimously approved. MOTION CARRIED.

- f. **WJMS Building Committee**

1. Lynn Goodwin to be interviewed – was interviewed
2. Lynn Stefanowicz to be interviewed – was interviewed

7. Budget Transfers - None

8. Tax Refunds & Rebates

D Mizla moved to approve tax refunds in the amount of \$62.04 to Tri Town Foods Inc., \$94.71 to Rossi Law Offices LTD, \$112.19 to Robert June, \$25.78 to Catherine Ferry, \$146.18 to Rossi Law Office, \$379.19 to Charles Toal, \$54.69 to Bonnie Scheibelein, \$30.53 to Rossi Law Offices LTD, \$21.49 to Alison Blasé, \$34.91 to Toyota Lease Trust, \$39.47 to Michael or Jennifer Caplet, seconded by K Frantzen. Unanimously approved. MOTION CARRIED

9. Discussion and Possible Action on Ordinance Change as Presented by Planning & Zoning

The Board posed questions on the grace period and communication to the public. Included in the grace period would need to be mention that interest would still accrue. Also noted was that the proposed ordinance would not impact permit access for equipment designed to aid in mobility. The Board agreed that an effective date would need to be included in the ordinance. R Coyle stated that on page 3, paragraph 3, it is not clear who is providing the proof, a clarifying statement needs to be provided. Next step is to have town counsel review.
TABLED TO NEXT MEETING

10. Discussion and Possible Action on CHVFC Tax Exemption

CHVFC President, David Martin, explained the proposed tax exemption for inactive life members. Current plan only includes active life members. Discussion took place on payout amount, qualifications, and charter compliance. Next step would be to present to the Board of Finance on 11/18.
TABLED TO NEXT MEETING

11. Discussion and Possible Action on Recreation Specialist Position

Current position is part time at 29 hours, proposed is for full time 40 hours. Job description modified to include a bachelor's degree and added duties. Discussion on financial impact going from \$24,000/year to an additional \$21,700. The cost is paid out of the Program Fund and will need to be monitored by quality reports to ensure that it is sustainable.

K Frantzen moved to approve the increase in hours for the Recreation Specialist position from 29 hours to 40 hours per week and the revised job description and the position to be paid out of the program fund, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

12. Discussion and Possible Action on Ordinance Revision as recommended by Charter Review

The Board requested that Gregg LePage, chair of the Charter Review Commission, attend the next meeting to bring forth research that was requested.
TABLED TO NEXT MEETING

13. Discussion on Senior Center Building

TriBoard subcommittee meeting scheduled for 11/19

14. Citizen's Comments

D Wasniewski shared that what was presented in agenda item #10 is a modest version of what happens at a federal level and that bringing it to a local level is a positive step as an incentive program.
BOS, BOF, and Commission on Aging to secure the Senior Center building

15. First Selectman's Report

Not present

16. Liaison Reports

D Mizla reported on the Youth Services Advisory Board – \$640 was raised at the election day bake sale. Inishmor fundraiser on 11/5 to raise money for a new Youth Services van. The board is looking for new members. The last community conversation on vaping was well attended.

J Reever reported on Planning & Zoning – Approved a plan at the last meeting. A second stop sign is needed at the intersection of Auto Zone and Stop & Shop. The 17 lot facility at Hebron Road plan was approved. Pine Rd gravel pit was denied a modification.

R Coyle reported on the WJMS Building Committee – will be staying with Techiton as architect. The committee modified the construction management scope and will be working on the project management scope next.

R Coyle thanked J Reever and K Frantzen for all their conscientious work, perspective and sense of knowledge, as well as being heavily involved.

21. Adjourn

K Frantzen moved to adjourn at 8:27 p.m., seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 10/23/15

BOARDS & COMMISSIONS APPLICATION

Name: Lynn Stefanowicz

Address: 96 Pleasant St Colchester, CT. 06415

Home Phone: 860 334-4858 Email: Stefanlynn@comcast.net FAX: _____

Work Phone: _____ Email _____ Town Residency 27 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: WJMS Building Committee

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

High School: Milford High School graduated 1969

College: University of Conn graduated 1973 major - education
graduated 1978 master - education
Southern CT University graduated 1999 - six year - library Science

Trade, Business Or Correspondence School _____

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

1973-1976 1st grade teacher - maternity leave - Colchester

1982-1985 Christian Educator - Colchester Federated Church

1985-2011 Math teacher and librarian WJMS - Colchester -

2000 -> WJMS Teacher and student scheduler. ^{retired}

CONTINUED ON REVERSE SIDE



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 10/13/15

BOARDS & COMMISSIONS APPLICATION

Name: Lynn Goodwin

Address: 34 Harvest Lane Colchester, CT. 06415

Home Phone: 860-537-9588 Email lymagoo@comcast.net FAX:

Work Phone: 860-537-2313 Email lgoodwin@colchesterct.org Town Residency Colchester 14 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: WJJMS Building Committee

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

High School: Seekonk High School Seekonk, MA 02771, 4 years, graduated 1994

College: University of Connecticut, Storrs, CT 06269, 5 years, B.A. in Fine Arts, B.S. in Education, graduated 1999

Wesleyan University, Middletown, CT 06459, 5 years, M.A. in Liberal Arts and Studies, graduated 2006

Trade, Business

Or Correspondence

School

CONTINUED ON REVERSE SIDE

Janell Mullen

EDUCATION

University of Southern California, Los Angeles, CA
Master of Planning, May 2012, GPA 3.8
Focus on Social & Community Planning

University of Connecticut, Storrs, CT
Bachelor of Arts, May 2007, GPA 3.8
Economics, Minor French

PROFESSIONAL EXPERIENCE

Los Angeles Neighborhood Initiative, Los Angeles, CA
Project Manager Dec. 2011 - Sept. 2015

- Provide project oversight, which includes preliminary outreach and project planning, contracting with the project funder, design development, permitting, project bidding, project budget, contract negotiation, construction oversight, and project close-out.
- Communicate project objectives with city agencies and consultants, including but not limited to, Department of Building and Safety, Bureau of Street Services, the Department of Recreation and Parks, the Los Angeles Department of Transportation, the Office of the Mayor, various Council Districts within Los Angeles County, architect, engineers, and community members.
- Conduct outreach, attend public hearings, board meetings and neighborhood council meetings to ensure project's success in various neighborhoods.

Los Angeles Department of Planning, Los Angeles, CA
Deputy Planner, July 2010 - December 2011

- Attended planning meetings, Department of Zoning Committee meetings, and public hearings in order to develop policy measures and planning recommendations pertaining to urban development across the city of Los Angeles.
- Briefed council staff on hearings related to city planning, zoning, urban development, and policy.
- Prepared briefs, motions, project timelines, budget tracking methods, and other planning tools.

Legal and Economic Consulting Group, San Diego, CA
Economic Analyst, April 2007 - July 2010

- Compiled managing Directors' case intake and analyzed their potential timelines.
- Researched cases' context, specific policies, and analyzed pertinent data.
- Communicated with clients regarding case intake, data gathering, depositions, and legal hearings as well as reach out to new clients.

ADDITIONAL INFORMATION

Marketing - Founded fitness & wellness brand Sweat Talk. Trained in Visual Social Media Marketing, Web Development, and highly adept at public relations.

Awards - American Planning Association Award of Merit for West Adams Heights Park Project, West Council of Construction Consumers Award for Innovative Solutions and Significant Project Distinction Award

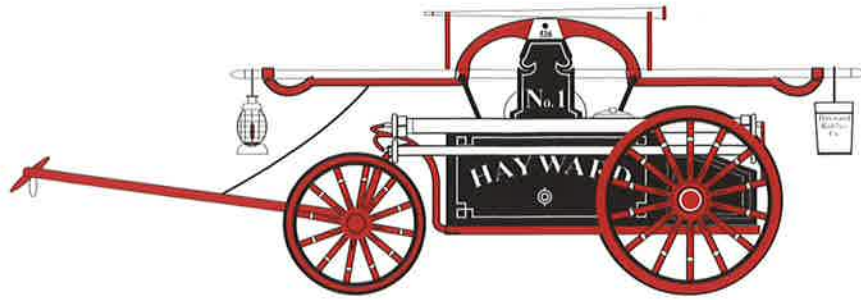
Memberships - Griffith Park Advisory Board Member, American Planning Association Member, Alliance Française of Los Angeles, Nike Running Club Los Angeles, Local Volunteer Neighborhood Outreach Committee Board Member for Department of Recreation and Parks

Languages - Fluent in French, Proficient in Spanish

Computer Skills - Microsoft Office, Adobe Suite, Asana, Salesforce, Visual Social Media, Wordpress, Web Development, NationBuilder, GIS Applications

CONTACT

100 Bowne Road Sharon, CT 06069
janell.mullen@gmail.com
860.970.1587



Colchester Hayward Vol. Fire Co.

October 22, 2015

Established in 1854

To: First Selectman, Stan Soby
Subject: November 5, BOS meeting

Please consider the following for an agenda item for the November 5, 2015 BOS meeting.

Change the existing tax exemption for qualifying members to include the attached language.

Currently there are thirteen (13) active Life Members on the rolls of emergency responders that may qualify for tax abatements. Their total years of service to date equates to three hundred, forty-seven (347) years of service to the citizens of Colchester.

In an effort to afford those members some lasting token of appreciation, we are proposing that when they elect to become inactive members of the organization, the Town of Colchester will continue their abatement as long as they are property owners in Colchester, as long as they have been qualified for the abatement within the past 5 years.

Currently, the cost to the Town will be zero (0) dollars, since these members earn the required points necessary to qualify. Worst possible scenario would occur if all thirteen (13) members decided to go inactive in the same year. That cost would amount to \$13,000.00.

The intent of the change is to give recognition to the many years of sacrifice to these individuals. Additionally it would serve as an incentive for members to stay on as emergency responders longer.

Thank you for your consideration.

Sincerely,

David E. Martin, President
Colchester Hayward Volunteer Fire Company

attachments

129-31. Exemption benefit schedule.

- F. Definition of active life member exemption. The “ active life member exemption “shall be defined as an exemption applicable to the assessed value of real or personal property up to an amount of the CHVFD members percentage of his/hers exemptions within the last five (5) years. Once the CHVFD member receives life member status and elects to become an Inactive Life Member, he or she shall receive his or her percentage exemption for life without having to receive any points as stated in paragraphs B&E in this section, as long as the CHVFD member has real or personal property within the town or becomes deceased.
- G. Qualification for active life member exemption. To qualify for life member exemption the CHVFD member must have received an exemption for a consecutive of five (5) years throughout the CHVFD member’s active duty years.

FFID	LNAME	FNAME	MI	MBROF	TIS	JOINDATE	YRS_A_JR	NO_CR_YRS	ModTIS
1	111 Jones	John	H	FP OFF	51	3/14/1967	4	0	52
2	114 Standish	Bill		FIRE	48	4/14/1970	4	0	49
3	X 116 Rowland	Daniel	S	OFF FIRE	45	3/13/1969	0	0	46
4	125 Skut	Tony	P	FIRE	41	12/14/1976	4	0	42
5	132 Knapp	John	D	FP LTS	39	5/13/1976	0	0	39
6	137 Bristol III	Warren		FP	37	3/10/1977	0	0	38
7	140 Standish	Art	M	FP	36	12/8/1977	0	0	37
8	145 Warga	Beverly		EMS	18	8/9/1979	0	17	36
9	148 Russell	Robert		FP	30	12/11/1980	0	9	34
10	150 Ewings	Arnold	R	FP	31	6/10/1982	0	1	33
11	X 159 Lee	Donald	R	OFF FIRE	28	8/14/1986	0	0	29
12	166 Marvin	Bert	A	FIRE	29	4/15/1987	2	0	30
13	X 172 Dombroski	Robert	M	FIRE	27	10/8/1987	0	0	28
14	176 Gordon	Marty	W	FIRE OFF	26	3/10/1988	0	0	27
15	X 198 Knowles	Royce	D	FIRE	24	3/8/1990	0	0	25
16	217 Martin	David	E	FP OFF	22	4/8/1992	0	0	23
17	221 Cox Jr	Walter	J	OFF	22	7/9/1992	0	0	23
18	225 Marvin	Debra	P	EMS	23	11/12/1992	2	0	24
19	249 Smith	Gary	D	FP	33	11/11/1993	13	0	34
20	291 Tucker	Jeffery	L	FP LTS	15	10/12/1995	0	4	19
21	304 Didato	Judi	O	EMS	18	9/12/1996	0	0	19
22	306 McManus	Kevin	M	FIRE	18	9/12/1996	0	0	19
23	316 Palmes	Duane	I	FP	17	6/12/1997	0	0	18
24	326 Papp	Georg		FIRE OFF	16	2/12/1998	0	0	17
25	327 Berkman	Richard	L	FIRE LTS	16	3/11/1998	0	0	17
26	333 Knowles	Becky		FIRE	16	8/20/1998	0	0	17
27	334 Miraglia	Mary		EMS	16	9/10/1998	0	0	17
28	336 Langdon	David		FIRE LTS	20	10/8/1998	4	0	21
29	337 Giudice Jr.	Paul	E	FIRE OFF	19	8/12/1998	3	0	20
30	343 Babineau	Jason	D	FIRE LTS	15	12/10/1998	0	0	16
31	383 Barnes	David	Y	FIRE	17	2/8/2001	4	0	18
32	386 O'Connor	Matthew	C	FIRE LTS	17	6/14/2001	4	0	18

Ordinance Proposal

Gail Therian

Tue 11/10/2015 3:16 PM

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

 2 attachments (46 KB)

Ordinance.docx; Draft.doc;

Tricia, attached are the revised ordinance proposals.

If I remember correctly, Denise suggested that we ask Town Counsel about a "grace" period before the Ordinances go into effect. This will allow people to get permits, pay taxes, etc. We had suggested an effective date of 7/1/2016.

Thanks.

Gail N. Therian
Land Use Assistant
Town of Colchester
860-537-7278

Ordinance

Town of Colchester, CT.

Work Commencing without a permit.

Whereas, The State of Connecticut Building Code and the Connecticut General Statutes requires a permit be issued before the start of Construction in the State of Connecticut the Town of Colchester s the following hereby in acts the following ordinance.

Work commencing without a permit: Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing permit before obtaining the necessary permit required shall be subject to a penalty of double the permit fee for the work proposed. This provision shall not apply to emergency work that would clearly place life or property in imminent danger, but in all cases a valid permit shall be applied for within five (5) working days and any unreasonable delay in obtaining those permit(s) shall result in the doubling of the fees required. The payment of a double fee shall not preclude or be deemed a substitute for prosecution for commencing work without a permit. The building official may grant extensions of times or waivers of fees when justifiable cause has been demonstrated in writing.

REVISION TO NOVEMBER 9, 2015:

ARTICLE IV, Disposition of Building Applications Upon Delinquent Taxes

EXISTING:

§ 24 –9 Certification from Tax Collector required.

The Building Official shall require any applicant for any building application for undeveloped or vacant property (the “subject” property) to obtain written certification from the Tax Collector verifying that there are no delinquent taxes owed on the subject property.

PROPOSED:

Suggestion 1:

Definitions:

For the purposes of this article, the following definitions shall apply:

DELINQUENT AMOUNTS – Any delinquent real or personal property taxes, any delinquent sewer assessments or usage charges or any delinquent water assessments or usage charges, and any interest fees and charges thereon.

PERSON – Any individual, firm, company, partnership, association, society, corporation, group or other entity.

§

Issuance of permits restricted.

No official or agent of the Town of Colchester, or any member of any board, office, department, commission or agency thereof, shall issue a certificate of occupancy, zoning, building, sanitary sewer and/ or water, inland wetlands, driveway, street excavation, bonds or any other permit for the use of or improvements to real property to any owner thereof or other applicant from whom any delinquent amounts are owed to the Town of Colchester or for any real property for which any delinquent amounts are owed to the Town, except as provided in Section #_____.

The Tax Collector of the Town of Colchester shall, on a semi-annual basis, submit a list of delinquent taxpayers to the Building Inspector, Town Planner, First Selectmen, Zoning Enforcement Officer and Wetlands

Enforcement Agent, to be used in making a preliminary determination of whether any permit or certificate described above shall be issued.

At the time any such application for a certificate or permit is filed, the individual responsible for issuing said certificate or permit shall refer to the most recent list of delinquent taxpayers to determine whether the applicant is eligible for said certificate or permit. Any applicant whose name appears on the most recent list shall be denied the permit or certificate unless said applicant provides sufficient written evidence with signature from the Colchester Tax Collector that there are no delinquent amounts due to the Town from the owner of the real property for which said application is made and from the applicant if other than the owner.

This section shall not be deemed to apply to those application for permits which involve repair or construction work ordered by a public agency or for emergency work to be performed for public health and/or safety concerns, nor shall it apply to those applicants who are making improvements to their real property with loans or grants received under any state and/or federal rehabilitation programs. Nor shall this section apply in situations where a building permit is required for the purpose of the construction or installation of an access ramp or any other mechanism or equipment designed to aid or assist someone with access due to a disability where tax payment arrangements are in effect, current and scheduled to be completed within six months.

Exceptions may be granted by the Building Official, with the advice and consent of the First Selectman, if the Building Official determines that the work to be performed is necessary to protect the health and safety of the occupants or the public, or in cases of extreme hardship, as approved by the Board of Selectmen.

(CGS § 12-146 (a)) The Town of Colchester may withhold or revoke any license or permit to operate a business enterprise if any taxes levied against personal property used in such enterprise are delinquent, and have been so delinquent for a period or not less than one year, and the municipality wishes to prohibit the granting of licenses or take action to revoke any license or permit while such personal property taxes are delinquent.

Before approving or renewing any license or permit to operate a business enterprise for property which appears on the Tax Collector's last filed delinquency list, the Health Department shall require the applicant to obtain written certification from the Tax Collector that delinquent personal property taxes have been paid in full, including the statutory interest.

No payment shall be made by the Treasurer of the Town of Colchester or by any other town official, department head, employee, board, commission, or agency to any person who has sold goods or provided services to the town or to any board, office, department, commission or agency thereof, if, at the time said payment is due, it is determined that said person owes delinquent amounts to the Town, provided that no such payment to be withheld shall exceed the delinquent amounts owed at the time of the withholding. Any such sums withheld pursuant to this section shall be paid to the Tax Collector and applied against the outstanding delinquent amounts owed by such person, first to any outstanding interest, fees and charges and then to the outstanding principal balance. This section shall not apply to the payment of wages to employees of the Town of Colchester or any board, office, department, commission or agency thereof

Agreement for payment of delinquent taxes

Notwithstanding anything provided herein before to the contrary, no certificate or permit under _____ shall be withheld if the person owing said delinquent amounts has entered into an agreement with the Town of Colchester, by and through the Colchester Tax Collector or the Sewer/Water Department, which shall provide for an immediate payment to the Town of all outstanding interest, fees and charges included in said delinquent amounts to be paid in equal monthly installments over a period of no greater than 24 months from the date of said agreement. In the event any person owing delinquent amounts is unable to enter into such agreement with the Tax Collector as a result of severe financial hardship, such person may propose to said Tax Collector an alternate method of paying said delinquent amounts which, if acceptable to the Tax Collector, shall be subject to the approval of the Board of Selectmen. In either event, interest shall continue to accrue on said delinquent amounts at the rate allowed by law. Any such payment agreement shall be in addition to, and not in lieu of, any and all other collection methods and remedies available to the Tax Collector as allowed by law.

In the event any person enters into an agreement with the Tax Collector as provide herein, or proposes an alternate method of paying said delinquent amounts, which proposal is acceptable to the Tax Collector and approved by the Board of Selectmen, said person shall provide proof of any such agreement or approval shall be delivered to the appropriate town official having authority to issue such certificate or permit prior to the issuance of such certificate or permit.

The exception provided above and any agreement entered into pursuant thereof shall be for the sole purpose of allowing a person owing delinquent amounts to obtain a certificate or permit and shall not in any way constitute, or to be construed to constitute, an agreement by the Town of

Colchester, or the Tax Collector, or any of its Departments, to forebear the collection of said delinquent amounts during the period of the approved monthly payment plan. The Tax Collector shall continue to have the right to exercise all powers allowed by law to collect said delinquent amounts sooner than set forth in said agreement, and at no time shall the town be required to stay or forestall any other collection methods or remedies during such period.

■ **Coordination between Treasurer and Tax Collector**

The Treasurer and Tax Collector of Colchester shall coordinate their activities so that the purpose and intent of this article may be carried out. All other officials, department heads and employees of the town shall coordinate their activities with those of the Tax Collector and Treasurer in a like manner.

Any person entering into any contract with the Town of Colchester or doing business with the town shall be deemed to have expressly consented and agreed to the terms of Section # of this article, which terms shall become an integral part of the contract or agreement between such person and the town, even if not specifically set forth in said contract or agreement.

Section # Invitation to bid

All invitations to bid extended to prospective bidders in the award of principal contracts shall include a reference to this article and a proof of payment; provided, however, that the failure of any invitation to bid to include such reference shall in no way affect the validity of the invitation or applicability of this article.

Town of Colchester Interoffice Memorandum

To: Art Shilosky, First Selectman
From: James Paggioli, L.S., Director of Public Works
CC:
Date: November 19, 2015
Re: Award Recommendation RFP 2016 Professional & Technical Services Small Cities CDBG Application Assistance

I have reviewed the submitted responses for the Professional & Technical Services Small Cities CDBG Application Assistance RFP #2015-15. There was 1 response to the request. The sole response was from L. Wagner and Associates. The proposal included a lump sum per accepted project application and per diem charge for additional services if required by the Town for project administration and paperwork processing requirements. The lump sum price proposal is \$3,000 per accepted application.

Due to the specific nature of the grant application process, and the significant successful application funding grant history that L. Wagner & Associates has accomplished, I recommend that the Professional & Technical Services Small Cities CDBG Application Assistance RFP #2015-15 be awarded to L. Wagner and Associates.

Proposed Motion: That the Board of Selectmen; due to the specific nature of the grant application process, and the significant successful application funding grant history that L. Wagner & Associates has accomplished, enter into a contract with L. Wagner & Associates for the Professional & Technical Services Small Cities CDBG Application Assistance as outlined in RFP #2015-15 and to hereby authorize the First Selectman deliver said agreement and necessary documents required.

Town of Colchester
127 Norwich Avenue, Suite 201
Colchester, CT., 06415-1260

Stan Soby
First Selectman

(860) 537-7220
FAX: 537-0547

RFP #2015-15

Request for Proposals
2016 Small Cities Community Development Program Application

Three copies of the proposal shall be addressed to First Selectman, Stan Soby, 127 Norwich Avenue, Suite 201, Colchester, CT 06415 Attn. Tricia Dean, on or before **2:00 P.M. October 16, 2015.**

Proposals shall be submitted in a sealed envelope clearly marked, "2015-15 Small Cities Community Development Program" Bid opening shall take place at the Colchester Town Hall, 127 Norwich Avenue, Colchester CT. 06415 at **2:00 P.M. October 16, 2015.**

Any questions concerning this RFP may be answered by contacting Maggie Wasicki, Town of Colchester Finance Director, at (860) 537-7225. Email mwasicki@colchesterct.gov

No right shall accrue to any person submitting a bid until such proposals have been accepted and contract awarded in writing by the duly authorized representative of the Colchester Board of Selectmen. The Colchester Board of Selectmen reserves the right to reject any and all proposals and to accept the lowest responsible bidder, and to waive any informalities, omissions, excess verbiage, or technical defects in the Bidding, if, in the opinion of the Board of Selectmen, it would be in their best interest to do so.

Town of Colchester
127 Norwich Avenue, Suite 201
Colchester, CT., 06415-1260

Stan Soby
First Selectman

(860) 537-7220
FAX: 537-0547

RFP #2015-15

General Specifications

The Town of Colchester requests proposals from qualified firms or individuals for professional and technical services required to prepare a 2016 Small Cities Community Development Program Application and provide administrative and technical support to implement activities including program income during the contract period, if approved. This RFP also includes selection for other Federal/State funding programs such as STEAP, Section 108, USDA, etc....that may be used to meet local community development and housing needs.

The selected contractor will be responsible for all phases of general program administration and compliance, under the Town's direct supervision for approved projects, excluding funds disbursement, which will include such specific project administrative activities as Section 3, Fair Housing and Equal Opportunity, Davis-Bacon compliance, housing rehabilitation design and delivery if approved, etc.

All Application development and submission and Citizen Participation activities necessary for the specific project submission must be included in the proposal.

Selection will be based on amount of Small Cities projects awarded and completed, experience of staff assigned, cost, and any other factors deemed in the Town's best interest.

Specific architectural and engineering services required for project activities are not being requested as part of this proposal.

Proposals should include the following information:

- a. proposed scope of work and project approach;
- b. detailed information of the firm's background and experience in Federal/State funding, specific Small Cities CDBG Program experience is required.
- c. key staff assigned with resumes;
- d. proposed fee approach including a list of per diem rates by job category;
- e. each proposer must provide certification of insurance in the types and amounts specified by DECD Bulletin #94-003 within ten days of selection by the Town.

L. WAGNER & ASSOCIATES, INC.

“Matching Resources with Community Needs since 1978”.

PROPOSAL:

Professional and Technical Services

2016 Small Cities CDBG and related Program Services

Town of Colchester

SUBMITTED TO:

Mr. Stan Soby
First Selectman

SUBMITTED ON:

October 14, 2015

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L. Wagner & Associates, Inc.

“Matching Resources with your Community Needs since 1978”.

The firm of L. Wagner & Associates, Inc., was established in 1978 to provide administrative support and technical assistance to both the public and private sectors for projects and programs in the areas of; housing, community development, as well as economic planning and development. The firm has a long and successful history with the Small Cities program in Connecticut in particular and has been responsible for obtaining and managing more than \$300 million in CDBG funding. We also have significant experience with State STEAP funding and have been responsible for over 23 projects totaling over \$7.6 million. We have also obtained approval for over \$16 million in Section 108 HUD funding for Waterbury, Middletown and Danbury. Our project summary list attached outlines a variety of our funding experience and the programs we have experience with USDA, DEP, EPA, DSS and others.

With a staff of ten associates, the firm has provided expert advice and assistance to more than 100 communities throughout the State for a variety of public and private funding programs. Our services can provide a complete start to finish approach for your project. We can provide staff level services or supplement existing staff as you require. Our firm will help analyze community needs identify eligible projects and provide general administration compliance and coordination to carryout out activities.

Our areas of expertise are; economic development, public facility improvements, ADA upgrades, industrial park development, senior and community centers, housing rehabilitation and program design, neighborhood planning, preparation and analysis of grant applications, comprehensive needs assessments, feasibility studies, relocation planning and claim review, revolving loan fund administration, small business loan packaging and reviews, and contract compliance; including Section 3, Davis-Bacon, Prevailing Wages, Fair Housing and Equal Opportunity.

OUR TEAM

Laurence E. Wagner, President, With over forty years of professional experience in both the public and private sectors. He provides expert advice and assistance to municipalities and non-profits in the areas of financing and funding sources, grant application and project management and implementation.

Since 1978, as President of L. Wagner & Associates, Mr. Wagner has been directly responsible for obtaining and coordinating more than \$300 million of Federal and/or State funding, resulting in total project costs exceeding \$500 million from both the public and private sectors. His experience with DECD, HUD, EPA and EDA programs as well as having a significant expertise in housing rehabilitation program design and private financing leverage techniques has enabled many communities to receive the benefits of projects which they might not normally be able to undertake on their own.

Mr. Wagner is a graduate of Springfield College and holds a B.A. in Community Development. In addition to many professional affiliations, Mr. Wagner is also past Chair of the National Community Development Association Region I – New England and sits on the NCDA National Board.

Peter J. Testa, Jr., Director of Rehabilitation Services, Mr. Testa has been employed with L. Wagner & Associates for over twenty years. He provides direct oversight and management of the housing rehabilitation revolving fund programs in addition to managing numerous Housing Authority Renovation and Rehabilitation Projects. Mr. Testa is a former self-employed general contractor specializing in residential construction and remodeling. Mr. Testa has expert knowledge in quality construction rehabilitation practices and related building, electrical, plumbing codes, as well as, State and Federal labor standards. His technical training consists of; EPA Lead Certified Renovator, certified by NCDA as a Community Development Program Practitioner, and is OSHA certified in Construction Safety and Health.

Robert Caliolo, Senior Rehabilitation Specialist, Mr. Caliolo has over twenty years of private residential and commercial construction experience. He has provided direct oversight of DECD funded housing rehabilitation programs for over fifteen communities throughout the State. Mr. Caliolo reviews loan applications, explains program requirements, determines eligibility, and establishes working relationships between contractors and property owners. He is also responsible for monitoring rehabilitation work through regular inspections during construction, and ensures compliance with codes, regulations, and specifications. Mr. Caliolo is a Certified EPA Lead Renovator, certified by NCDA as a Community Development Program Practitioner, and is OSHA certified in Construction Safety and Health.

David Sgro, Senior Rehabilitation Specialist, Mr. Sgro is a former self-employed contractor specializing in residential construction and remodeling and has significant knowledge of all facets relating to residential construction. He provides direct oversight of housing rehabilitation programs to six communities. Mr. Sgro reviews loan applications, explains program requirements, determines eligibility, and establishes working relationships between contractors and property owners. He monitors rehabilitation work through regular inspections during the construction phase and insures compliance with codes, regulations and specifications.

Nancy M. Wagner, Senior Contract Specialist, Ms. Wagner has been employed by L. Wagner & Associates for over fifteen years. Ms. Wagner is responsible for all labor compliance requirements for both Federal and State funded project. She handles all Davis-Bacon, prevailing wage rates, and Section 3 compliance issues. She is also responsible for reviewing budgets and authorizing contractor's payments. Ms. Wagner also provides project compliance oversight for numerous senior center, sidewalks, and ADA improvement projects. Ms. Wagner is a certified NCTA Community Development Program Practitioner

Lauriann M. Wilcox, Finance Administrator, Ms. Wilcox is responsible for processing and coordinating all Federal and State financial processing. Her key responsibilities are; processing drawdown requests, payment requisitions, executing contract documents between the State and local municipalities. She reviews and processes all budget related requests including; contract amendments and extensions. Ms. Wilcox also provides direct assistance to Mr. Wagner. Ms. Wilcox is a Cum Laude graduate of Albertus Magnus College, New Haven, Connecticut and holds a B.S. in Business Management.

Christine DellaVecchia, Rehabilitation Assistant, Ms. DellaVecchia provides direct support in regards to the Housing Rehabilitation Program; she records loan applications, and waiting lists, reviews eligibility; processes loan documents, maintains files, maintains databases and distributes marketing material related to the program. She also provides general administrative support for Housing Authority related projects. She is also responsible for fielding daily phone calls and refers to appropriate staff.

Administrative Assistant, Our Administrative Assistant's main responsibilities are: typing, copying and organizing information related to the grant applications. The Administrative Assistant is also responsible for several general office functions: maintaining office inventory, filing, and processing correspondence. The Administrative Assistant also shares the responsibility of answering daily phone calls.

PROPOSED PROJECT APPROACH

If retained by the Town for this Project, we propose providing the full range of services necessary to submit a Small Cities CDBG Application to DOH and to carryout administrative tasks related to project coordination and compliance upon grant award. We can also provide any other general technical services necessary to supplement the approved project with other grant funding or program income during the contract period.

Although specific 2016 Program requirements have not yet been published by DOH, we do not expect any major changes from prior years.

If major revisions are made, we will revise our scope and costs to reflect those requirements.

Our work can typically be broken down into three major components:

I. Project Scoping and Application Development

1. Review and prepare a Citizen Participation Plan according to current DOH criteria.
2. If necessary, assist the Town in advising its residents of program availability and the potential types of project opportunities eligible.
3. Provide support as may be reasonably required to interested parties to assist in the preparation of preliminary project proposals and evaluate all proposals received for conformance with DOH criteria.
4. Assist the Town in reviewing and identifying specific projects/programs eligible for CDBG funding.
5. Identifying other funding sources as appropriate to supplement CDBG funding.
6. Coordinate the review of project feasibility including material prepared by others such as; schematic plans, costs estimates, program design.
7. Identify eligibility under CDBG regulations and DOH ConPLAN criteria.
8. Coordinate and attend a Community Needs Public Hearing.

II. Application Preparation and Submission

1. We will review mapping, cost estimates, schematic plans, supporting data or other information submitted to us or as is reasonably available.
2. Prepare and coordinate the Environmental Review as well as publish results for public comment if required.
3. Submit findings of review and request release of funds for Environmental Review Record (ERR) from DOH.
4. Prepare the Application subsequent to the specific DOH requirements which include but are not limited to; compiling appropriate exhibits, preparing project narratives; coordinating outreach for letters of support from the public including key state agencies and officials, attend public hearings and address public comments, compiling all required information such as; public hearing meeting minutes, resolution, and coordinating Application signatures with the Town for submission to DOH.
5. Prepare and distribute copies of the Application to DOH (3) and Town (2).

6. Be available to assist the Town in responding to inquiries during State review.
7. If approved, we will assist the Town with the completion and submission of the Assistance Agreement documentation for final contract execution.

III. *Project Implementation*

1. Overall grant coordination carrying out the day-to-day compliance requirements of the project.
2. Act as a liaison between the Town and/or the Town subrecipient and DOH.
3. Process required financial paperwork on behalf of the Town for review and submission to DOH such as; Payment Requisitions, State Drawdown Requests, Quarterly Progress Reports, and Monitoring Response Letters.
4. Advertise RFP's for Architects/Engineers for work related to the project.
5. Advertise Invitation to Bids Ads with project bid specifications.
6. Coordinate and conduct pre-bid meetings.
7. Instruct/aid the Town with the bid opening process.
8. Contract compliance including; Davis-Bacon, Fair Housing & Equal Opportunity, Section 3, Procurement Guidelines etc...
9. Housing Rehabilitation program design and delivery services such as; design of the initial application and program outreach material; review applications, determine eligibility, request title searches, request lead paint assessments and remediation work as necessary, coordination of SHPO review, initial site inspections, specification writing, bid advertising, contractor selection, prepare contracts and mortgage documents, prepare homeowner/contractor correspondence, site inspections during construction, review contractor payment applications and authorize payments through payment requisitions, prepare quarterly progress reports, closeout projects and maintain files in addition to attending State monitorings.
10. Pursuant with HUD requirements we can provide our expertise to prepare and implement other State/Federal programs to meet community development and housing needs in addition to CDBG funding to implement and compliment community needs. Specific tasks and costs can be determined by task award for such programs as STEAP, DOE, EPA and other HUD Programs.

FEE PROPOSAL

Our firm will prepare a Small Cities Application for the Town per DOH's current requirements for a lump sum fee of \$3,000. Such fee shall be contingent only upon approval of the Application by DOH. If the Application is not approved by DOH, no compensation will be required.

For services during project implementation, we propose either a per-hour approach for each project approved based on the fees per staff category as outlined in Attachment "I" attached or a not to exceed lump sum payment for project components that can be clearly identified. Fees for activities associated with program income implementation will follow DOH's limits and requirements as set in the most recent Program Income Resolution.

Fees shall not exceed the funds available and approved pursuant to the most recent approved budget without the prior consent of the Town.

L. Wagner & Associates meets and exceeds the insurance requirements of DOH Bulletin #94-003 regarding insurance and will provide appropriate certification within ten days after the firm is selected.

For any other projects identified and authorized by the Town, we would provide a Task Order for approval by the Town detailing the proposed scope of work, cost, fee method, and timing.

The Town will be responsible for costs of public hearing notices and environmental publication if needed. Additional information may also be required from others such as Phase I ESA, plans and specifications, etc. related to specific project activities. Each project is unique and as the State's Application process has now become more complex, the amount and detail of required data becomes critical to funding success.

MEMORANDUM

To: Board of Selectmen

Cc:

From: Art Shilosky, First Selectman

Date: 11/19/2015

Re: 2016 Board of Selectmen Regular Meeting Schedule

The following meeting schedule is recommended for the regular monthly meetings of the Board of Selectmen for 2016.

Unless otherwise noted, meetings are held on the 1st and 3rd Thursday of each month at 7:00 PM, at the Town Hall, located at 127 Norwich Ave, Colchester, CT.

January 7	July 21
January 21	August 4
February 4	August 18
February 18	September 1
March 3	September 15
March 17	October 6
April 7	October 20
April 21	November 3
May 5	November 17
May 19	December 1
June 2	December 15
June 16	
July 7	

Recommended Motion – “Move to adopt the Board of Selectmen 2016 meeting schedule as recommended by the First Selectman.

MEMORANDUM

To: Board of Selectmen
Cc:
From: Art Shilosky, First Selectman
Date: 11/19/2015
Re: 2016 Commission Chairmen Meeting Schedule

The following regular meeting schedule is recommended for 2016. All meetings will take place prior to the regular Board of Selectmen meeting for that evening, at 7pm.

**January 21
April 21
July 21
October 20**

Recommended Motion – “Move to adopt the Commission Chairmen 2016 meeting schedule as recommended by the First Selectman.

BOARD & COMMISSION LIAISON ASSIGNMENTS

BOARD & COMMISSION	LIAISON AS OF MAY 29, 2014	MEETING DATE
Agriculture Commission	Stan Soby	3rd Mon @ 6:30p
Blight Ordinance Task Force		on hold
Building Committee	Rosemary Coyle	2nd & 4th Thurs @ 7p
Board of Assessment Appeals	Denise Mizla	As needed
Board of Education	Denise Mizla	2nd Tues @ 7p
Board of Finance	Stan Soby	1st & 3rd Wed @ 7p
Charter Review Commission	John Reever	2nd & 4th Wed @ 7p
Chatham Board of Health	Stan Soby/Rosemary Coyle	last tues each mo @ 1p
Commission on Aging	Rosemary Coyle	2nd Mon @ 8:30a
Conservation Commission	Kurt Frantzen	2nd Wed @ 7p
Craigin Board of Trustees	Stan Soby	3/4, 6/3, 8/2, 12/2 @ 9a
Ethics Commission	Kurt Frantzen	1st Tues of even numb month @ 6p
Economic Development Commission	John Reever	3rd Mon @ 7p
Fair Rent Commission	Denise Mizla	as needed
Friends of Craigin Library	Kurt Frantzen	2nd Thurs @ 6:30
Colchester Hayward Fire Dept	Rosemary Coyle	1st Mon @ 7p
Historic District Commission	Kurt Frantzen	2nd Mon @ 7p
Housing Authority	Rosemary Coyle	as needed
Open Space Advisory Committee	Rosemary Coyle	2nd Tues @ 6p
Parks & Recreation Commission	Denise Mizla	1st Mon @ 7p
Planning & Zoning Commission	John Reever	1st & 3rd Wed @ 7p
Police Commission	Stan Soby	4th Mon @ 6:30p
Police Retirement Board	Stan Soby	Quarterly @ 7:30p
Senior Center Negotiating Committee	Stan Soby / Rosemary Coyle	on hold
Sewer & Water Commission	Kurt Frantzen	2nd Thurs @ 7p
Youth Services Advisory Board	Denise Mizla	1st Wed @ 5p
Zoning Board of Appeals	Stan Soby	3rd Tues @ 7p