

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Regular Meeting @ 7:00 PM
Thursday, January 15, 2015
Colchester Town Hall
Meeting Room 1**

RECEIVED
COLCHESTER, CT
2015 JAN 12 PM 2:08

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the December 18, 2014 Regular Board of Selectmen Meeting
4. Approve Minutes of the December 31, 2014 Special Board of Selectmen Meeting
5. Citizen's Comments
6. Discussion and Possible Action on Appointment of a Financial Advisor
7. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Police Retirement Board
 1. Brenden Healy possible reappointment for a three year term to expire 1/31/2018
 2. Greg Cordova possible reappointment for a three year term to expire 1/31/2018
 3. Stan Soby possible reappointment for a three year term to expire 1/31/2018
 - b. Planning and Zoning Commission – Jason Tinelle possible appointment from alternate member to regular member for a three year term to expire 12/31/2017
8. Budget Transfers
9. Tax Refunds & Rebates
10. Discussion and Possible Action on Reappointment of Don Lee as Deputy Chief of the Colchester-Hayward Fire Department
11. Discussion and Possible Action on Reappointment of Paul Guidice as Second Assistant Chief of the Colchester Hayward Fire Department
12. Discussion and Possible Action on CYSA/DCF Juvenile Review Board Support Grant
13. Discussion and Possible Action on Town Clerk Point & Pay Option
14. Discussion and Possible Action on Non-Union Employee and Elected Official Compensation Procedure
15. Discussion and Possible Action on a Donation from the Christian Life Chapel
16. Citizen's Comments

17. First Selectman's Report

18. Liaison Reports

19. Executive Session to Discuss Employee 457 Plan

20. Discussion and Possible Action on Employee 457 Plan Request

21. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, December 18, 2014
Colchester Town Hall – 7:00 PM
Meeting Room 1**

RECEIVED
COLCHESTER, CT
2014 DEC 21 AM 10:40
TOWN CLERK

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

MEMBERS ABSENT: none

OTHERS PRESENT: J Paggioli PW Director, Dot Mrowka Registrar, G Furman Town Clerk, Chris Ferrante P&R Commission, G Siddell Commission on Aging, Tricia Dean Clerk, and other citizens

1. Call to Order

First Selectman S. Soby called the meeting to order at 7:03 p.m.

2. Additions to the Agenda

S. Soby asked that the following items be added to the agenda as Item #11 Discussion and Possible Action on Joint Facilities PUA-Contract Authorization; Item #12 Setting Special Town Meeting for snow transfer of funds and supplemental appropriation FY 2013-2014, remaining agenda items to be renumbered accordingly.

S. Soby asked that Amendments be made to the following; 5e. Discussion and Possible Removal of Christopher Bakaj from the Planning & Zoning Commission.

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

3. Approve Minutes of the December 4, 2014 Regular Board of Selectmen Meeting

R Coyle stated that for Item #9 after Snow Transfer "and supplemental appropriation" should be added.

D Mizla moved to approve the Regular Board of Selectmen Meeting minutes of December 4, 2014, as amended, seconded by R Coyle. One abstention by Kurt Frantzen. Unanimously approved. MOTION CARRIED

4. Citizen's Comments – Paula McDowell, Chairman of Youth Football League, holds practices at Park & Rec Field R8 stated her support for action on the agenda item #8. McDowell shared instances of dog bites that involved children.

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

a. Parks & Recreation Commission

1. Eric Kundahl possible reappointment for a four year term to expire 12/31/2018

D Mizla moved to reappoint Eric Kundahl as a member on the Parks & Rec Commission for a four year term to expire 12/31/2018, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

2. Kristin Moody possible appointment from alternate member to regular member for a four year term to expire 11/30/2018

D Mizla moved to appoint Kristin Moody from alternate member to regular member for a four year term to expire 11/30/2018, seconded by B Curran. Unanimously approved. MOTION CARRIED.

b. Ethics Commission – Daniel Henderson possible reappointment for a three year term to expire 5/30/2017

R Coyle moved to reappoint Daniel Henderson as a member of the Ethics Commission for a three year term to expire 5/30/2017, seconded by K Frantzen. Unanimously approved. MOTION CARRIED.

c. Police Retirement Board – John Ringo possible reappointment for a three year term to expire 5/30/2017

R Coyle moved to reappoint John Ringo as a member on the Police Retirement Board for a three year term to expire 5/30/2017, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

d. **Fair Rent Commission – Christina Maher possible appointment for a two year term to expire 4/30/2016**
D Mizla moved to appoint Christina Maher as a member of the Fair Rent Commission for a two year term to expire 4/30/2016, seconded by B Curran. Unanimously approved. MOTION CARRIED.

e. **Possible Removal of Christopher Bakaj from the Planning & Zoning Commission for Cause**
S Soby advised the board that C Bakaj has not been available for a significant number of meetings and has not been responsive. Per the Charter we did notice C Bakaj with intent and also received recommendation by the P&Z commission chair.

D Mizla moved to remove Christopher Bakaj from the Planning & Zoning Commission for cause pursuant to the Charter, seconded by B Curran. Unanimously approved. MOTION CARRIED.

6. **Budget Transfers**

R Coyle moved to approve the transfer for the Highway Department in the amount of \$5,500 from Other Purchased Supplies to Professional Services for removal of trees within the right of ways (roads) that require an outside contractor as approved by the Board of Finance contingent on Board of Selectmen approval, seconded by D Mizla. Unanimously approved. MOTION CARRIED

7. **Tax Refunds & Rebates**

R Coyle moved to approve tax refunds in the amount of \$3.66 to Rossi Law Offices LTD, \$76.30 to Susan Hood, \$110.31 to Rossi Law Offices LTD, and \$56.31 to Aaron Cheeseman, seconded by D Mizla. Unanimously approved. MOTION CARRIED

8. **Discussion and Possible Action on Park & Rec Complex Dog Policy**

Questions were posed by the Selectmen to the Commission regarding enforcement of such policy, location of signage and which field/fields would be included. The commission will discuss the proposed policy with Sgt. Mercer and the Animal control officer in regards to enforcement. The field that was determined to potentially be affected by the change was identified as R8. A suggested change to the motion by the Board of Selectmen would be "No pets are allowed at the Recreation Complex Field R8 during any organized youth/adult event. At all other times pets must be leashed". The Commission agreed to formalize the enforcement piece along with the change in policy and re-present to the Board of Selectmen for review. NO ACTION.

9. **Discussion and Possible Action on Commission on Aging Bylaws**

R Coyle moved to approve the Commission on Aging Bylaws as presented, seconded by D Mizla.

S Soby expressed concern on the Executive Board wording in the bylaws, that would constitute a quorum in section 1B, 2A, and 3A. The executive board title has specific meaning that becomes a power board and other commissions do not follow this process. S Soby stated that this is not a way to collectively describe the commission. G Siddell commission chair, explained that the commission saw this wording as an artifact and it's been there for a very long time. G Siddell will take the discussion back to the commission and revise. NO ACTION.

R Coyle moved to withdraw the motion to approve the Commission on Aging Bylaws, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

10. **Discussion and Possible Action on Homeland Security Grant Program MOA**

R Coyle moved to authorize the First Selectman to sign the 2014 State Homeland Security Grant Program Region 4 Memorandum of Agreement, seconded by K Frantzen. Unanimously approved. MOTION

11. **Discussion and Possible Action on Joint Facilities PUA Contract Authorization**

J Paggioli, Public Works Director, explained the process of hiring a replacement of Joint Facilities Public Utilities Administrator. An interview panel will consist of a representative from Colchester, East Hampton Public Works Admin and Town Manger. The contingency plan in place for continuity of operations is to approve a working agreement for an interim person until a replacement can be hired. There is no indicated termination date, the end of the agreement is any point that a replacement is hired. This agreement will be revenue neutral.

R Coyle moved to authorize the First Selectman to enter into a Post Retirement Working Agreement for Vincent F. Susco, Jr. Public Utilities Administrator – Contingency Plan, dated December 2, 2014 and sign said document, seconded by D Mizla. Unanimously approved. MOTION CARREID.

12. **Set Special Town Meeting for Snow Removal FY 2013-2014**

K Frantzen moved to set the Special Town Meeting date on Monday, December 29, 2014 at 7pm in Town Hall to discuss

and vote upon the transfer of funds in the amount of \$87,478 from various accounts within the budget to snow removal and a supplemental appropriation of \$90,503 from the unassigned general fund balance to snow removal, both as recommended by the Board of Finance and Board of Selectmen, seconded by D Mizla. Unanimously approved.
MOTION CARRIED.

13. Citizens Comments - none

14. First Selectman's Report

M Cosgrove CFO, J Ringo BOF and S Soby met to go over the RFP for Financial Advisor. Looked first individually at proposals separate from costs which resulted in all three selecting the same top 3. The cost was in the same general frame for all. Moving forward with interviews; KX continues, next step is the CEO meeting on Jan 8th; Dam Removal of Jeremy River going forward, met with the family, DEEP, Army Corps of Engineers, Fuss and O'Neill, and nature conservation. There is a possibility that Paper Mill Bridge project can be completed in coordination with the dam project as a cost saving measure overall. Approximate 2 year window of completion; Contract negotiations with two unions and mediation; Supervisors received sexual harassment training from CIRMA; CCM Legislative committee meeting last Tuesday and attended the MS 4 Storm Water Press Conference; Patricia Young from Salmon River Water Shed shared changes in response to municipalities; Represented the Town at the Governor's Holiday breakfast for municipal leaders; Received Federal Highway Safety program for DUI enforcement around the holidays and super bowl Sunday. Officer Labonte did the yeoman's work on putting the request together; all invited to the holiday gathering at 9am on Friday.

15. Liaison Reports

R Coyle reported on Open Space – Tony's Junkyard clean up complete aside from the approximate 20,000 tires. Town Planner and Wetlands officer have worked out a plan on how to resolve the issue of the tires. Up until this date the town has not spent any funds on this cleanup. Moroch property that abuts Cohen Woodlands received \$33,800 state grant and fee in lieu for a total of \$60,000. Land Acquisition grants are due in March.

R Coyle reported on Commission on Aging – At the last meeting discussed why current meetings take place in the morning and if it's a possibility to change the meeting time. Due to the existing members schedule and that they go out to Dublin Village for many meetings the morning time works best. Transportation spent \$1,813.

R Coyle reported on the Building Committee – Approved the invoice from Techtron for \$8,000. Architecture meeting with the Bureau of School Facilities regarding the three proposals. Nascac group have been invited to the 1/8 meeting. The school design is based on more than the number of students but rather the design of teams and programs to make it function able.

D Mizla reported on Board of Education – Strategic plan update, all focus group meetings are half way through, wrapping up the second week in January. Will provide all the info to the steering committee once received; Searching for interim middle school Assistant Principal, target date is late Feb to early March; Don Levine, elementary school gym teacher, was recognized by the Heart Association for 20 years of service and fundraising through jump rope for heart.

K Frantzen reported on Sewer & Water – J Paggioli, PWD, provided needed information for conservation. Small permit request and one enforcement issue.

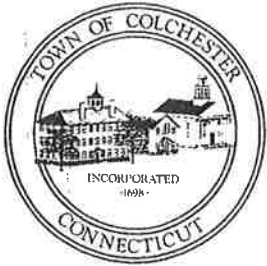
B Curran reported on Planning & Zoning – Continue to refine the new regulations; Colvest who owns 95 Linwood presented changes that they would like to make. Colvest received approval for the requests from Planning & Zoning; Loomis Rd development discussed special variations, currently it is split zoned; Sports Arena moving forward but not in original location.

16. Adjourn

R Coyle moved to adjourn at 8:32 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

**Board of Selectmen Minutes
Special Meeting @ Noon
Wednesday, December 31, 2014**

RECEIVED
COLCHESTER, CT
2015 JAN -2 AM 10:16
TOWN OF COLCHESTER
ADMINISTRATIVE
SERVICES DEPARTMENT

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

MEMBERS ABSENT: Selectman Rosemary Coyle

OTHERS PRESENT: J Paggioli PW Director and Tricia Dean Clerk

1. Call to Order

First Selectman S. Soby called the meeting to order at 12:01 p.m.

2. Discussion and Possible Action on Electricity Procurement

J. Paggioli updated the Selectmen on the updated contract. Rate is locked in at 7.925 cents per kw hr. K Frantzen asked if there was an option for the First Selectman to be able to negotiate or alter the contract after signed. J Paggioli indicated that the contract is a fixed rate negotiation and part in determining the price is market driven. The procurement window is short, as well as when the provider locks it in. There are favorable terms in the current contract such as second party billing and all the accounts will be in one lump billing.

D Mizla moved to approve entering into a contract with TransCanada Power Marketing, Ltd. To be the electrical supplier for the Town of Colchester and Colchester School District facilities for a 3 year term beginning in January of 2015 and continuing until January of 2018, incorporating the daily confidential price proposal into the contract with the associated conditions and that the First Selectman be authorized to sign any necessary documents as applicable, seconded by B Curran. Unanimously approved. MOTION CARRIED.

3. Adjourn

D Mizla moved to adjourn at 12:10 p.m., seconded by B Curran. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk

FINANCIAL ADVISORY AGREEMENT

THIS AGREEMENT, made and entered into on this ____ day of January 2015 (“Agreement”) by and between the Town of Colchester, Connecticut (the “Town”), 127 Norwich Avenue, Colchester, Connecticut 06415 and Phoenix Advisors, LLC (“Phoenix”), 53 River Street, Suite 1, Milford, Connecticut 06460.

WITNESSETH:

WHEREAS, the Town needs to engage the professional services of a financial advisory firm to advise the Town in connection with the issuance of bonds and notes and other matters relating to fiscal management as more specifically described in this Agreement; and

WHEREAS, Phoenix provides professional financial advisory services of the nature required by the Town; and

WHEREAS, the Town is willing to engage the financial advisory services of Phoenix subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration the parties hereby agree as follows:

Section 1. Scope of Services.

Phoenix will perform all services in connection with bond issues or other financings undertaken by the Town which shall include: an issuance schedule, the preliminary and final official statement, rating agency meetings and presentations, the bond or note sale and bid verification, the settlement of the transaction, and producing final debt schedules for the Town’s planning and accounting purposes.

At the start of each fiscal year Phoenix will create a detailed account of the Town’s outstanding debt with aggregate and individual schedules. In connection with this, Phoenix will include graphs which shall depict the Town’s debt service pattern and amortization progress.

Phoenix will monitor the Town’s outstanding debt and periodically model refunding scenarios of such debt to identify prospects.

Phoenix will compile and submit information to meet any continuing disclosure obligation under Rule 15c2-12 of the Securities and Exchange Commission. If this is part of the Town’s auditor service, Phoenix will work with them to electronically file the required information

Phoenix will monitor financial and demographic trends as they relate to the Town’s issuance of debt.

Phoenix will provide periodic graphs of tax-exempt and taxable interest rates showing current and past rate levels as well as changes in the yield curves. Phoenix will include key economic indicator data coupled with useful analysis.

Phoenix will compile annual bond debt service and lease payment requirements.

Section 2. Compensation.

The Town will compensate Phoenix for the Scope of Services as follows:

\$15,000 per bond issue

\$7,000 for each note issuance with disclosure.

\$2,500 for each note issuance without disclosure.

Payment of the above compensation is contingent upon the satisfactory closing of each bond and/or note issuance. Payment of compensation shall be made within thirty (30) days of the receipt of an invoice for the services rendered in connection with the issuance. Projects outside of specific debt issuances may be negotiated with the Town on an ongoing basis, as requested.

Section 3. Term.

The term of this Agreement shall commence upon execution by each party and shall continue until terminated pursuant to Section 5.

Section 4. Indemnification.

Phoenix and the Town shall each indemnify and hold harmless the other from and against any and all losses, claims, damages, expenses, including legal fees for defense, or liabilities, collectively, damages, to which either may be subjected by reason of the other's acts, errors or omissions, except however, neither will indemnify the other from or against damages by reason of changed events and conditions beyond the control of either or errors of judgment reasonably made.

Section 5. Termination.

This Agreement may be terminated by the Town or Phoenix, upon giving thirty (30) days prior written notice.

Section 6. Governing Law.

This Agreement shall be construed in accordance with and governed by the laws of the State of Connecticut.

IN WITNESS WHEREOF, the Town and Phoenix have caused this Agreement to be duly executed as of the day and year first above written.

TOWN OF COLCHESTER, CONNECTICUT

By: _____
Maggie Cosgrove, Chief Financial Officer

PHOENIX ADVISORS, LLC

Barry J. Bernabe

By: _____
Barry J. Bernabe, Managing Director

Police Retirement Board, 3 year terms

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	Brenden Healy	R	[REDACTED] cell	[REDACTED]	1/31/2015
Member	Daniel P Eberle	U	[REDACTED]	[REDACTED]	1/31/2017
Member/Treasurer	Greg Cordova	R	[REDACTED]	[REDACTED]	1/31/2015
Member/BOS	Stan Soby	R	[REDACTED]	[REDACTED]	1/31/2015
Member/BOF	John Ringo	D			1/31/2015

Police Retirement Board

Planning and Zoning Commission-7 Members, 2 Alternates, 3 year terms

Position	Name	Party	Phone	E-mail	Expiration Date
Chair	Joseph Mathieu	R	[REDACTED]	[REDACTED]	11/30/2016
Vice Chair	John R. Novak	R	[REDACTED]	[REDACTED]	12/1/2015
Secretary	Mark Noniewicz	R	[REDACTED]	[REDACTED]	12/31/2017
Member	John Rosenthal	U	[REDACTED]	[REDACTED]	12/31/2016
Member	David Gesiak	U	[REDACTED]	[REDACTED]	12/1/2016
Member	Stacey Brown	R	[REDACTED]	[REDACTED]	12/1/2015
Member	VACANT				12/31/2014
Alternate	Jason Tinelle	R	[REDACTED]	[REDACTED]	12/31/2017
Alternate	VACANT				12/31/2017



Colchester Youth & Social Services

127 Norwich Avenue, Suite 205, Colchester, Connecticut 06415

P: 860-537-7255 F: 860-537-1731 E: youthservices@colchesterct.gov



Memo

To: Board of Selectman

From: Valerie Geato

Date: January 6, 2015

Re: CYSA/DCF Juvenile Review Board Support Grant

Recommended Motion

Approve the application for the CYSA JRB Support and Enhancement grant and authorize the First Selectman to sign all necessary documents.

The goal of the program is to effectively impact outcomes for youth served by Juvenile Review Boards. The Support and Enhancements program will provide funding to enhance Juvenile Review Board services; better assist families to access services (e.g. positive youth development, tutoring and transportation), and increase Juvenile Review Board capacity and success rates.

I. BASIC INFORMATION:

Name of JRB: Colchester Youth Services

Address of JRB: 127 Norwich Ave Colchester, CT 06415

Name of Fiduciary Agency: same

Address of Fiduciary (if different than JRB address):

Name AND Title of JRB Administrator: Valerie Geato, YSB Director

EMAIL address and Phone number of JRB Administrator: vgeato@colchesterct.gov 860 537-7255

List all towns served by your JRB: Colchester

Current Population of the town(s) your JRB serves (or most recent census info): 15,929

II. JRB SPECIFIC INFORMATION:

1. What is the average number of cases served per year over the past 3 years? (If you have not been in existence for 3 years, please report for years JRB has been active). List the numbers of cases each year, followed by the average of the years listed.

2011-12: 10

2012-13: 6

2013-14: 9

Average: 8

2. What is the average number of case management hours currently used for JRB administration and case management on a WEEKLY basis? Please select from below:

X 1-5 hours 6-10 hours 11-15 hours 16-20 hours 21-35 hours 35+ hours

3. How many years has your JRB been in existence? 15 years

4. What sectors are represented on your JRB? Please mark all that apply:

X Police X YSB X School X DCF X CSSD (probation) X Mental Health Agency

X Community member/Consumer Faith Based Org Business sector

Other (please define):

5. How many members of your JRB have had at least some training in the Balanced and Restorative Justice model (BARJ)? 2; What percentage of the total Board does this account for? 20%; Do you have anyone on your JRB who is a BARJ trainer? NO

6. What types of referrals does your JRB accept? (check all that apply)

Criminal referrals from Police Criminal referrals directly sent from Juvenile Court

FWSN referrals from police FWSN Referrals from Schools FWSN Referrals from parents

Other School Referrals Other (please define):

7. Do you accept 2nd time offenders? Yes (if yes, please explain further): On a case by case basis. Will consider time between arrests, nature of crime, if youth were referred on two separate occasions as a criminal referral and then FWSN issue.

8. Do you currently track re-arrest rates? NO; If yes, what time frame are you using and how are you getting the required information?

9. What information do you currently track for each JRB "client"? Check all that apply

Basic demographic information School attendance School discipline

Academic information Mental Health services as a part of case plan

Other services referred to as a part of case plan Other data (Please define):

10. When preparing for case hearings, does your JRB: Check all that apply and indicate who performs the task.

Meet with youth/family prior to hearing: YSB Dir. Criminal Cases/ School Admin FWSN case

Meet with school regarding youth

Meet with other pertinent stakeholders

No meetings prior to hearing

Case review by case manager only

Pre meeting with Board to discuss case YSB Director

Conduct a formal Assessment (if yes, also state which assessment tool is used):

Other (please describe):

11. Do the youth and parent/guardian meet with the JRB for the hearing or does the JRB just review documents? Meet with family

12. Do you have a hearing at the end of each case, whether successfully completed or not? If yes, are the youth and parent/guardian present?

Yes- for successful cases family is present for unsuccessful cases family is usually not present. It is often the lack of child/parent attendance at a hearing that deems a case unsuccessful. If the case is unsuccessful due to incomplete or insufficient completion of diversion, then the family is usually present.

13. Do you provide the youth with an exit survey at the completion of the case?

yes ; Do you provide the parent/guardian with an exit survey? No If so, approximately what percentage of the surveys are returned/collected? 20%

14. How do you currently collect data?

X KidTrax SDE Excel format other data system (please define/describe):

III. NARRATIVE QUESTIONS:

1. Please describe the types of services you currently refer your JRB clients to and include if they are no cost, low cost, or high cost AND what funds are currently used to pay for referred services that have fees associated with them.

Services	Cost	Payment
Counseling	no cost/low cost/high cost	family
Community Service	no cost/low cost	Family
Restitution	High cost	Family
Journaling/Writing assignments	no cost/low cost	Youth Services
Pro-social (YSB Programs)	No cost/low-cost	Family/YSB scholarship

2. Please describe what services exist that would be appropriate for referral that you are *unable to refer to or have difficulty using as a referral*. Please list the primary reason(s) you are unable to/find it difficult to refer cases to these services (i.e. cost of program, lack of transportation/difficult location, other restrictions, etc.).

Services	Barrier to referral
Expanded Pro social opportunities	Cost and transportation
Tutoring	Cost
Transportation	Cost
Youth Employment	Cost and transportation
Expanded Counseling/therapeutic opportunities	Cost and transportation

3. Please describe the relationship your agency and JRB have with providers in your community and the extent of your access to programs in and around your community.

Our agency has a strong working relationship with our community providers. Through these relationships, we are able to access a variety of mental health services that families otherwise may not have access to including home based counseling.

4. Please describe how your JRB uses the Balanced and Restorative Justice model (BARJ) in your JRB work. Use specific examples when possible.

Our JRB tries to involve the victim in all criminal cases. For example, a group of girls did nearly \$1,000 worth of damage to another girl's car. I spoke to the victim's father, who owns the car, to determine how he would like the case handled. He agreed that he would accept restitution divided evenly from the 4 girls. Additionally, each offender participated in services or activities aimed at increasing juvenile offenders' skills and abilities. These services included youth employment, community services, group counseling and life skills groups.

5. Step by step, please explain the process a case goes through from initial point of contact (from

- 1. Case is referred to YSB by police or school**
- 2. YSB contacts family to set up intake (Police referral) or school staff for school referrals**
- 3. Family participates in initial intake process at YSB office**
- 4. Cases will be presented by the Resident State Trooper or case manager followed by the hearing with youth and parents**
- 5. Review Board will decide upon a recommended diversion**
- 6. The family will have follow up meetings with the JRB to evaluate success and the completion of diversion, including a final meeting which includes completion of the survey.**

IV. FUNDING:

1. Explain how you would best use funding to enhance and support your JRB and how you plan to be cost effective with the funds you receive?

We will use the funding to expand opportunities for pro-social activities, mental health services and positive youth development . We will be cost effective by negotiating fees and ensuring participation of funded activities (not paying for services families did not show up for) by following up with families and removing barriers such as transportation.

2. How will you be accountable to the requirements of these funds?

Funds will be managed through our Finance office as all other grant funding is.

3. Specifically, how will this funding be used to increase your capacity (number of cases accepted and served) or otherwise enhance the services provided by your JRB? Please explain.

Funding will be used to enhance services by providing opportunities for youths pursue hobbies and interests through classes or programs, participate in curriculum based programs for life skill development, and offering employment/vocational opportunities.

4. What kind of technical assistance would be helpful for your JRB?

Police training on the value of the JRB and making referrals and BARJ training for JRB members

5. Would you be willing to share a case manager with another JRB in close proximity to you? What would that look like?

Currently not requesting case management hours.

6. How many total weekly case management hours (on average) would your JRB administrator/case manager need to fulfill the needs of your JRB and to expand the number of accepted cases and/or expand services for current level of cases?

V. BUDGET:

Total amount requested:

Amount for Case Management hours:

Amount for Pro Social activities: \$600

Total amount for Direct Services (which includes the areas below): \$2,170

Transportation total: \$200

Youth Employment Services: \$1000

Treatment Services: \$250

Tutoring: \$720

***If there are other ways you would like to use the funding that do not fit into the above DCF specified Direct Service categories, please list the type of activity and amount requested:**

VI. BUDGET NARRATIVE:

Explain, in detail, how the budget amounts were developed and how the funds will be spent.

1. Case Management Hours:

2. Pro Social activities (including memberships, clubs, leagues, PYD activities, etc.):

\$200 x 3 youths for months Jan-June 2015 = \$600

These program could include supporting hobbies or interests such as martial arts or theatre. Funds can be used for after school programs and membership fees.

3. Direct Services: (provide detail for each of the Direct Service categories listed above in the Budget)

Transportation total: \$10 gas cards for participation in therapeutic and pro-social programs

20 cards x \$10 = \$200

Youth Employment Services: 2 youths working/paid internship x \$500 stipend = \$1,000

Treatment Services: co-pays for therapy visits 10 visits x\$25 per visit = \$250

Tutoring: 3 students x 8 hrs x \$30/hour = \$720

SUBCONTRACT TERMS OF AGREEMENT/SCOPE OF SERVICES

The Colchester Youth Service Bureau agrees to the following terms and conditions presented below and agrees to comply with all requirements of this funding. Failure to comply may result in the termination of the contract, return of any unspent funds previously distributed, and loss of future funding. This document will become effective and enforceable upon the successful completion and acceptance of the enclosed application. The amount of the grant will be determined by the review committee and may be different than the amount requested in your application.

SCOPE OF SERVICES:

- Agree to serve a target population of children and youth, ages 7-17 from the town(s) your JRB serves. Target population is either first-time offenders who have committed a misdemeanor or who qualify under the Family With Service Needs (FWSN) statute. Youth who are second time offenders may also be included on a case by case basis.
- Operate your JRB based on a service delivery model that is community based.
- Demonstrate meeting on a regular basis and servicing youth
- Require that the youth and family acknowledge responsibility
- Require that the youth/parent enter into a contract with the JRB to make reparations for their referred behavior
- Make recommendations for the youth that may include but are not limited to: community service, positive youth development activities, mental health or substance abuse assessment and/or treatment, restitution, apology letter, mediation.
- JRB will help the youth develop competencies in the areas of education, social skills, problem solving, employment/vocational opportunities, and life skills.
- JRB members will become trained in and will utilize the Balanced and Restorative Justice model and principles whenever appropriate.
- Ensure that contract completion will be monitored by the JRB case manager and/or Board members.
- JRB will have police departments refer cases to the JRB as well as participate as members of the Board.
- JRB will encourage elementary, middle and high schools to refer cases (if capacity at the JRB exists to accommodate this) as well as to participate as members of the Board.
- JRB will use the funds to expand case management services to increase capacity and/or enhance current services.
- JRB will coordinate interventions with other service providers whenever possible to minimize costs and to make sure services are not already available "in kind" or "at no cost".

FUNDING MAY BE USED FOR:

- Case management hours for the JRB to increase referral capacity and success rates by providing a qualified Case Manager to the JRB for an agreed amount of time or to increase hours devoted to JRB duties by an existing JRB Case Manager.
- Memberships or scholarships for Pro Social activities that foster positive development such as youth development programs, clubs, leagues, gyms, etc. These should be organized to provide structure and opportunity for social skills building, for sustained benefit.

- Direct Service Funding in the following categories:
 - *Transportation* for youth and family to participate in the JRB or Board recommended activities and services.
 - *Youth Employment Services*, stipends or funded worksite, or other subsidized employment opportunities not otherwise available in the community. Existing, federally or locally funded programs should be exhausted first.
 - *Treatment Services* which may include evaluation, counseling services, mentoring and mediation services not otherwise available in the community.
 - *Tutoring*

DATA REQUIREMENTS:

- JRB will collect and report on required data as required by DCF in a format provided by CYSA. Data collection may include, but will not be limited to the following:
 - Fiscal accounting for support and enhancements;
 - Educational data for youth receiving supports or enhancements including attendance, grades, etc. (for the time period that youth has an open case);
 - Client outcomes such as recidivism, attendance, academic success (for the time period that youth has an open case);
 - Demographic information
 - Other required data to be determined
 - Performance measures for the above mentioned data points to include:
 - Percentage of youth who had no further involvement with the Juvenile Justice System (during the time period youth had an open JRB case)
 - Percentage of youth who had an increase in school attendance (during the time period youth had an open JRB case)
 - Percentage of youth who had a reduction in school suspensions or negative behavior in school (during the time period youth had an open JRB case)
 - Percentage of caretakers reporting improved functioning of the youth (during the time period youth had an open JRB case)

OTHER REQUIREMENTS:

- All JRB cases must remain open for a **MINIMUM of 6 months** in order to more appropriately measure success.
- Parent and youth must sign a contract requiring them to be present at a case closing hearing and to complete all necessary paperwork before case is officially closed.
- JRB must conduct a “case closing” hearing with youth and parent/guardian in attendance (case manager can conduct the case closing if full board cannot meet).
- Parent and youth must be “strongly encouraged” to complete the provided exit survey at case closing as a part of the case completion requirements.

By signing this document, I, _____ *or* certify that I have read, understand and agree with all of the requirements of this contract. I also certify that I am authorized to sign this contract on behalf of the *Colchester Youth Services JRB*).

Applicant agency signature:

Name and Title

Date

Signature

CYSA signature:

Name and Title

Date

Signature



Gayle Furman

Town Clerk

MEMO

TO: Board of Selectman
From: Gayle Furman/Town Clerk
Subject: Point & Pay – Debit/Credit Option
Date: January 6, 2015

I respectfully request that the Board of Selectman make a motion to allow the customers of the Town Clerk's Office to make payments via Debit or Credit.

We already have a contract existing through our Tax Office with this vendor and the additional equipment would be of no cost to the Town. I have also researched other towns who currently use this system and they are very pleased with the ease of use as well as the benefit to their customers. The nominal service fees will be incurred by the customer.

Proposed Motion:

Motion to authorize the First Selectman to sign any ancillary documents with Point & Pay (vendor) to enable the Town Clerk's Office to accept payments in the form of Debit or Credit.

The vendor's boarding documents are attached.

Thank you.



Client Application

(Internal Use Only)

Partner Code:

Partner Hierarchy:

This is a Super Partner

This is a Sub-Partner. SP Name and Code are:

Account Representative: Mark Ruis

Submission Date: [Click here to enter a date.](#)

Card Readers: Quantity: 2

Target Live Date: [Click here to enter a date.](#)

Price per Reader:\$ 0

Contract terms: 3 years

Client Profile

Client Legal Name as filed with the IRS:
Town of Colchester

Federal Tax ID:

DBA: Town Clerk

Address: 127 Norwich Avenue

City: Colchester

State: CT

Zip: 06415

Phone # to display in
Customer Receipts: 860-537-7215

Website Address: <http://www.colchesterct.gov>

Contacts

Primary Contact Name:

Primary Phone #:

Primary Email:

Gayle Furman

860-537-7215

townclerk@colchesterct.gov

Technical Contact:

Technical Phone #:

Technical Email:

Accounting Contact:

Accounting Phone #:

Accounting Email:

Customer Service Contact:

Customer Service Phone:

Customer Service Email:

Notes

Signatures

The undersigned agrees to abide by the Terms and Conditions of the Global Merchant Services Agreement, viewable at www.pointandpay.com/agreement

Signature

First Selectman

Title

Stan Soby

[Click here to enter a date.](#)

Name (Print)

Date



New Product Worksheet

Client Name
Town of Colchester

Client Code (if available):

Name of Product/Payment Type: Miscellaneous

Total Collections for Payment Type: \$ _____

Average Payment Amount: \$ _____

Highest Payment Amount: \$ _____

Classification:

- | | | |
|--|--|---|
| <input type="checkbox"/> Tax (MCC 9311) | <input type="checkbox"/> Ambulance (MCC 4119) | <input type="checkbox"/> Colleges (MCC 8220) |
| <input type="checkbox"/> Utility (MCC 4900) | <input type="checkbox"/> Insurance (MCC 6300) | <input type="checkbox"/> Other – Please Describe: _____ |
| <input checked="" type="checkbox"/> Gov. Services (MCC 9399) | <input type="checkbox"/> Membership Club (7997) | |

Payment Types:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Visa, MasterCard, Discover | <input type="checkbox"/> Electronic Check |
| <input checked="" type="checkbox"/> AMEX | <input type="checkbox"/> Visa Debit Tax Program |

Channels:

- | | | |
|---|--|---|
| <input type="checkbox"/> Web (E-Commerce) | <input checked="" type="checkbox"/> Counter PNP (Retail) | <input type="checkbox"/> Other – Please Describe: _____ |
| <input type="checkbox"/> IVR (Direct Marketing) | <input type="checkbox"/> Counter Other (3rd Party) | |

Technical Integration and Data Transfer:

- | | | |
|---|--|--|
| <input type="checkbox"/> Parameter Passing | <input type="checkbox"/> File Exchange/Lookup BDIT | <input type="checkbox"/> Post Back |
| <input type="checkbox"/> API | <input type="checkbox"/> Real Time Lookup (RTL) | <input type="checkbox"/> Revenue File (RFG) (Email or FTP) |
| <input type="checkbox"/> Duplicate Payment Prevention | | <input type="checkbox"/> Daily Transaction File |

Unique Consumer Identifier (If multiple, use attachment): Manual

Software Vendor / Contact Info: COTT Systems

Transaction Fees:

<input type="checkbox"/> Fees Absorbed by Client		<input checked="" type="checkbox"/> Fee Paid by Customer		<input type="checkbox"/> Other (See Notes)	
<input type="checkbox"/> Credit Card – Flat Fee	\$ _____	<input type="checkbox"/> E-check – Flat Fee	\$0	<input type="checkbox"/> Credit Card - Tiered Fees: Describe: 0-50 = \$ 50.01-100= \$ Each Additional \$100.00 = \$ Each Additional \$50.00 = \$	
<input type="checkbox"/> Credit Card - Percentage Fee	2.5%	<input type="checkbox"/> Echeck – Returned Item Fee	\$0		
<input type="checkbox"/> Credit Card - Minimum Fee	\$2.00	<input type="checkbox"/> Visa Tax Program –Debit	\$0		
<input type="checkbox"/> Credit Card - Chargeback Fee	\$0				

Setup Fees:

- Setup Fee: 0 Integration Fee: 0 IVR Fee: 0 Other Fee: 0

Notes:

Client Initial:



Client Banking Info

Client Name:
Town of Colchester

Client Code (if available):

Deposits

Funds will be deposited into the bank account specified below per the terms of your agreement with Point & Pay. Use more sheets if necessary or attach a file with details. If all products use the same info please enter "All" under Product Name. Please provide a **VOIDED Check** for each bank account

#	Product(s) Name	Bank Name	Routing #	Account #	Account Type	Bank Full Address. If same use ""
1	ALL				<input type="checkbox"/> Check. <input type="checkbox"/> Savings	
2					<input type="checkbox"/> Check. <input type="checkbox"/> Savings	
3					<input type="checkbox"/> Check. <input type="checkbox"/> Savings	
4					<input type="checkbox"/> Check. <input type="checkbox"/> Savings	
5					<input type="checkbox"/> Check. <input type="checkbox"/> Savings	

TOTAL NUMBER OF DEPOSITS EXPECTED

1

Debit Details. Select ONE of the options below.

- Net Settlement:
- Debit. Note: Point and Pay only can debit one bank account.

Debits: Funds will be debited from the specified bank account for returned items per the terms of your agreement with Point & Pay. Partners must contact their banks and provide the PNP originator ID 3333308324 to allow debits.

Bank Name	Routing #	Account #	Account Type	Bank Full Address
<input checked="" type="checkbox"/> Same as Above	221172186	1547000051	<input checked="" type="checkbox"/> Check. <input type="checkbox"/> Savings	99 Linwood Avenue, Colchester, CT 06415

Signatures

Stan Soby
Name (Print)

Signature