

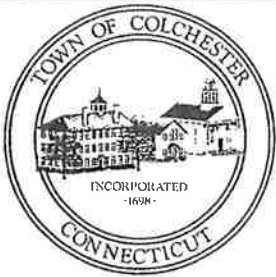
# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda  
Regular Meeting Immediately following  
Special Town Meeting @ 7 PM  
Thursday, July 2, 2015  
Colchester Town Hall  
Meeting Room 1**

RECEIVED  
COLCHESTER, CT  
2015 JUN 26 PM 12:19

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the June 18, 2015 Regular Board of Selectmen Meeting
4. Citizen's Comments
5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
  - a. Commission on Aging– Resignation of Susan Choma
6. Budget Transfers
7. Tax Refunds & Rebates
8. Discussion and Possible Action on My Senior Center Contract/Purchase Agreement
9. Discussion and Possible Action on Munis Crystal Reports Financial Software Contract Renewal
10. Discussion and Possible Action on CYSA/DCF Juvenile Review Board Support Grant
11. Discussion and Possible Action on a Senior Center Building Committee
12. Discussion and Possible Action on Blight Task Force meeting dates and charge
13. Citizen's Comments
14. First Selectman's Report
15. Liaison Reports
16. Executive Session to Discuss a Security Matter
17. Discussion and Possible Action on a Security Matter
18. Adjourn



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

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

RECEIVED  
COLCHESTER  
2015 JUN 23 PM 15:00

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

**MEMBERS ABSENT:** none

**OTHERS PRESENT:** BOF A. Shilosky, Town Planner A Turner, Wetlands Enforcement Officer J Gigliotti, Fire Chief W Cox, Recreation Supervisor A Pizzutiello, Registrar D Mrowka, COA G Siddell, T. Dean Clerk, and other citizens

1. **Call to Order**  
First Selectman S. Soby called the meeting to order at 7:00 p.m.
2. **Additions to the Agenda - none**
3. **Approve Minutes of the June 4, 2015 Regular Board of Selectmen Meeting**  
R Coyle moved to approve the Regular Board of Selectmen meeting minutes of June 4, 2015, seconded by D Mizla. Unanimously approved. MOTION CARRIED
4. **Citizen's Comments - none**
5. **Boards and Commissions - Interviews and/or Possible Appointments and Resignations - none**
6. **Budget Transfers**  
R Coyle moved to approve the Budget Transfers block as presented, seconded by J Reever. Unanimously approved. MOTION CARRIED
7. **Tax Refunds & Rebates**  
R Coyle moved to approve tax refunds in the amount of \$10.57 to Clint Williams, \$23.14 to Christopher Davis, \$43.23 to Rossi Law Offices LTD, and \$85 to Rossi Law Offices LTD, seconded by J Reever. Unanimously approved. MOTION CARRIED
8. **Recognition of Colchester's designation as a HEARTSafe Community**  
S Soby presented the award to Chief Cox and A Pizzutiello who were present to receive it on behalf of the Fire Department and Health & Safety committee. S Soby stated that much effort goes into satisfying all requirements needed to receive such a recognition. Chief Cox thanked all those involved with the effort and indicated that this took a community effort in combination with the Fire Dept. and P&R. He also indicated that meeting this requirement, as well as doing CPR will help in a chain of survival.
9. **Discussion and Possible Action on Moroch Property Open Space Purchase**  
Town Planner, A Turner stated that J Gigliotti has developed and secured this grant. Some background to this property is that the property owner was the town historian and lived on this land. This is the second land acquisition for the Ruby Cohen area. Town awarded the grant dollars, with a town match. Plan to use the Town Open Space Acquisition fund and Fee in Lieu of Open Space Fund. Attorney has vetted the title and amounts have been approved and authorized by the Board of Finance, Open Space Commission and the Economic Development Commission.

R Coyle moved to support the Town of Colchester's purchase of the Moroch Property for the amount of \$65,000, utilizing \$31,183 in CT DEEP Awarded Grant Funds and \$33,817 from the combination of the town's Open Space Acquisition Fund and the Fee in Lieu of Open Space Fund, and to schedule a town meeting to approve this purchase on July 2, 2015 at 7pm in Town Hall, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

**10. Discussion and Possible Action on Planning and Zoning Grant Application**

A Turner discussed this Recreational Trails Program grant, if awarded, would allow a large scale amount of trails to be connected that do not involve land purchase. If awarded they would conduct an outreach program with Chatham to inform the public of locations, process, and right of way areas. The piece of the trail is all town owned property. Public Works will maintain the completed connecting trails. Time frame once awarded the grant and completion of project is estimated to be, per J Gigliotti, a 6-8 month window. Grant application is due 7/8.

D Mizla moved to approve an application to the Connecticut Department of Energy and Environmental Protection Recreational Trails Program, for the design of pedestrian trail that connects the Richard Goodwin Trail and the Airline Trail System as described in the Planning & Zoning memo of 6/15/15, seconded by J Reever. Unanimously approved. MOTION CARRIED.

**11. Discussion and Possible Action on Senior Center Zumba Gold Instructor Contract**

R Coyle moved to authorize the First Selectman to sign the contract with Donna Chalmers, Zumba Gold Instructor, beginning 7/1/2015 and ending 6/30/2016, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

**12. Discussion and Possible Action on Senior Center Exercise Instructor Contract**

R Coyle moved to authorize the First Selectman to sign the contract with Anne Beauregard, Exercise instructor beginning 7/1/15 and ending 6/30/16, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

**13. Discussion and Possible Action on Senior Center Sittercize Instructor Contract**

R Coyle moved to authorize the First Selectman to sign the contract with Anne Beauregard, Sittercize Instructor beginning 7/1/15 and ending 6/30/16, seconded by J Reever. Unanimously approved. MOTION CARRIED.

**14. Discussion and Possible Action on Senior Center Zumba Gold Toning Instructor Contract**

J Reever moved to authorize the First Selectman to sign the contract with Donna Chalmers, Zumba Gold Toning Instructor, beginning 7/1/15 and ending 6/30/16, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

**15. Discussion and Possible Action on Senior Center Yoga Instructor Contract**

J Reever moved to authorize the First Selectman to sign the contract with Susan McCaffrey, Yoga Instructor, beginning 7/1/15 and ending 6/30/16, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

**16. Discussion and Possible Action on My Senior Center Contract/Purchase Agreement**

S Soby stated that there are questions regarding timing and appropriation, postpone action until next meeting.

**17. Discussion and Possible Action on Ice Cream Approval at Summer Concerts**

R Coyle moved to accept the bid from New England Soft Serve of \$151/concert to be the sole ice cream vendor for 4 of the 5 concerts (except July 23 which doubles as the Food Fest where Mr. Dander is already vending) and authorize the First Selectman to sign all necessary documents, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

**18. Discussion and Possible Action on Food Concessions Approval at Summer Concerts**

D Mizla moved to accept the bid by EZStrEats, LLC and authorize the First Selectman to sign all necessary documents, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

**19. Discussion and Possible Action on Youth Services Bureau Grant Program**

R Coyle moved to approve the application for the Youth Services Bureau Grant Program and authorize the First Selectman to sign all necessary documents, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

**20. Discussion and Possible Action on Youth Services Bureau Enhancement Grant Program**

R Coyle moved to approve the application for the Youth Services Bureau Enhancement Grant Program and authorize the First Selectman to sign all necessary documents, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

**21. Discussion and Possible Action on Blight Commission**

S Soby notified the Board that the state did not end up providing a model to follow. The blight group will review other towns that have a blight ordinance as a reference, as well as review state statutes. The focus will be on health and safety and something that will be enforceable. S Soby asked the Board to give input as to what they feel would be beneficial to include in the charge.

**22. Citizens Comments**

Dave Dander, recipient of the Ice Cream bid award, agenda item #17, asked the Board if they were aware they approved a partial award of what the bid was for. He also suggested some revisions going forward on having the concerts in conjunction with the Food Fest. Discussion took place between Mr. Dander and the Board. S Soby stated that he would bring back the suggestions on contract language and coordination to the Park & Rec Dept. Head for next year's planning.

**23. First Selectman's Report**

WJMS Building Project Referendum passed, it was a testament to the level of civic engagement. S Soby thanked the Building Committee after a defeat the first time they brought back a solid project. He also stated that the BOE, BOF and BOS all did a great job of working together to move the project along; BOE budget referendum Tues 6/23; Fire Dept/EMS responded to 14 calls on 6/16 starting at 12:45am throughout the day, including overlapping calls. Ambulance 628 is back in service after mechanical issues; Norton Mill project is on time in alignment with the scope of work, a meeting will take place on Fri 6/19; Moving along with posting the position of Town Planner, received one application to date. Closing date of posting is 6/25. There will be an internal and external panel to screen applicants; Michael Brown, Police Officer, will be sworn in on 6/26; New Resident Trooper Supervisor Martinez will be starting 7/1; Process of permitting a gravel operation in Westchester is in the works, some neighbor concerns were brought forward and S Soby has scheduled a meeting with the group; CCM meeting was today, new Executive Director is taking a more assertive approach on the state budget; T Dimitri who works for the state arts commission met with the Norwich Community Development Operations to work collaboratively with all arts media. Will set up a meeting to explore those options here in Colchester; EDC did meet with Colchester Sports Arena to review current status of project since they have secured a new location. EDC determined it's virtually the same project and will go forward with the CTIP as planned.

**24. Liaison Reports**

J Reever reported on the Charter Review Commission – the group is heavy into the ordinance section. Next step is to decide things to put forth to revision. G Siddell is documenting what is behind what the board is thinking for next time around to better understand the reasoning.

EDC – Rte 149 excavation company there was a consensus to limit traffic to 4 trucks a day on Pine Rd because of noise, etc. Goldilocks Storage concerns by neighbors who had cracking from blasting. Suggestion was to cut down on the footprint and might not have to blast. Also concerns from Loomis Rd residents regarding 149 Westchester zoning issues.

D Mizla reported on Board of Ed – special meeting on 6/8 regarding Director of Pupil Services. Stuart gave a report on the investigation. Board moved not to negotiate post retirement. Working on Stuart's recommendations to put in place. 6/15 special board meeting with executive session to authorize the board to work with counsel of Director of Pupil Services to leave the district 7/1/2015. 6/9 meeting celebrated some school successes, went over the 2015 updated strategic plan approved by the board, approved the purchase policy increase for local vendor bidders from 5% to 7.5%, and discussed the budget reduction of \$50,000. Administrators agreed to concessions for cell phone reimbursement of \$14,280.

R Coyle reported on the Fire Dept Officer meeting – discussed repairs and what needed to be repaired at the fire house. Paved the driveway by way of a donation that was received. D Lee received a notice from the National Safety Board about hybrid vehicles catching on fire days after an accident due to the battery. Vehicle repair line exceeded due to ambulance and tanker repairs and being out of service. Thanked the participants who volunteered in the Memorial Day parade, as well as EMS who covered the parade and tag sale.

Chatham Health District – P/T public health nurse to go to full time, working on responsibilities and changing job description. Re-writing agreement with Middlesex regarding home care and flu shots. Discussed blood pressure clinics contract with Middlesex.

Commission on Aging – statistics given: May 121 bistro meals, 502 meals on wheels, 12 new members, 50 members YTD. Golf tournament scheduled for 8/7 & 8/8.

**25. Executive Session to Discuss a Security Matter**

D Mizla moved to enter into executive session to discuss a security matter, seconded by J Reever. Unanimously approved. MOTION CARRIED.

Entered into executive session at 8:15 p.m.

Exited from executive session at 8:33 p.m.

**26. Discussion and Possible Action on a Security Matter**

R Coyle moved to approve the action on a security matter, seconded by D Mizla. Unanimously Approved. MOTION CARRIED.

**27. Adjourn**

R Coyle moved to adjourn at 8:34 p.m., seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk

6.23.15

Dear Selectman Soby,

Please accept my resignation from the Commission on Aging, as I am moving out of the area.

Thank you for your consideration in this matter.

Sincerely,

Susan F. Choma  
27 Granite Court  
860.531.9132



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

Date: June 25, 2015

To: Board of Selectmen

From: N. Maggie Cosgrove, CFO

Subject: Munis Crystal Reports Financial Software Contract Renewal

Background

The Board of Selectmen previously approved the renewal of the Munis Financial Software - Application Service Provider (ASP) contract for an additional three-year term through June 30, 2016. In addition to the ASP contract, there is a separate annual support and license agreement for the Crystal Reports application. The attached agreement is for the period July 1, 2015 through June 30, 2016 in the amount of \$2,326.66. This cost is shared by the Town and Board of Education and is included in the FY 2015-2016 adopted budget.

Recommendation

Approve Annual Support and License Agreement for Munis Crystal Reports application for the period July 1, 2015 through June 30, 2016 and authorize First Selectman to sign the agreement.



One Tyler Drive  
Yarmouth, ME 04096

P: 800.772.2260  
F: 207.781.2459

© 2014 Tyler Technologies, Inc.

Greetings:

Enclosed is your Annual Support Agreement and License Agreement for Munis® Software for the upcoming renewal period.

You will note that this renewal form is different from the forms you may have received in the past. The biggest change we have made is to align you with our current, Tyler-wide practice of setting the term for maintenance and support as automatically renewable, in one-year increments. That means that, after you sign this renewal form, in subsequent years you will only receive an invoice from us reflecting our then-current maintenance and support fees.

We are taking this step to simplify the administration of your contract – a change we believe benefits us both. This change does not mean, though, that you are forever bound to a maintenance and support agreement with Tyler. If you choose to, you may terminate the agreement, effective as of the last date of the then-current term, by providing us at least fifteen days' notice of your intent to do so.

Please do not hesitate to contact Nicole Beaudette, Revenue Specialist, at (800) 772-2260 extension 4692 or [nicole.beaudette@tylertech.com](mailto:nicole.beaudette@tylertech.com) with any questions or concerns.

Sincerely,

Abigail Diaz  
Associate General Counsel

A handwritten signature in black ink, appearing to read "Abigail Diaz", written over a light blue horizontal line.

Enclosure



Annual Support Agreement and License Agreement for Munis® Software

This Annual Support Agreement and License Agreement for Munis® Software ("Support Agreement") is made by and between Tyler Technologies, Inc. with offices at One Tyler Drive, Yarmouth, Maine 04096 ("Tyler") and the client named in the attached invoice ("Client").

WHEREAS, Tyler and Client are parties to an original agreement ("Agreement"); and

WHEREAS, Tyler and Client desire to renew the maintenance services term under the Agreement;

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Tyler and Client agree as follows:

1. Tyler shall provide maintenance services to Client, as specified in the Agreement and Tyler's then-current support call process, during the period set forth in the attached invoice.
2. Client shall remit to Tyler maintenance fees in the amount set forth in the attached invoice. Tyler reserves the right to suspend Client access to maintenance services in the event the Client fails to pay undisputed maintenance fees within thirty (30) days of the payment due date.
3. Maintenance services will renew automatically for additional one (1) year terms at Tyler's then-current maintenance fees unless terminated in writing by either party at least fifteen (15) days prior to the end of the then-current term.
4. This Support Agreement shall be governed by and construed in accordance with the terms and conditions of the Agreement.
5. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Support Agreement as of the dates set forth below.

Tyler Technologies, Inc.  
ERP and School Division

Client: \_\_\_\_\_

By: 

By: \_\_\_\_\_

Name: Christopher P. Hepburn

Name: \_\_\_\_\_

Title: Senior Vice President

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

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



**Remittance:**  
 Tyler Technologies, Inc.  
 (FEIN 75-2303920)  
 P.O. Box 203556  
 Dallas, TX 75320-3556

# Invoice

Invoice No	Date	Page
045-134820	06/01/2015	1 of 1

**Empowering people who serve the public®**

**Questions:**

Tyler Technologies - ERP & Schools  
 Phone: 1-800-772-2260 Press 2, then 1  
 Fax: 1-866-673-3274  
 Email: ar@tylertech.com



Bill To: TOWN AND BOE OF COLCHESTER  
 ATTN: ACCOUNTING DEPARTMENT  
 127 NORWICH AVENUE  
 COLCHESTER, CT 06415

Ship To: TOWN AND BOE OF COLCHESTER  
 ATTN: ACCOUNTING DEPARTMENT  
 127 NORWICH AVENUE  
 COLCHESTER, CT 06415

Customer No.	Ord No	PO Number	Currency	Terms	Due Date
1106	65451		USD	NET30	07/01/2015

Date	Description	Units	Rate	Extended Price
Contract No.: COLCHESTER, CT (TOWN/BOE)				
	SUPPORT & UPDATE LICENSING - CRYSTAL REPORTS	1	2,326.66	2,326.66

Maintenance: Start: 01/Jul/2015, End: 30/Jun/2016

**\*\*ATTENTION\*\***  
 Order your checks and forms from  
 Tyler Business Forms at 877-749-2090 or  
 tylerbusinessforms.com to guarantee  
 100% compliance with your software.

Subtotal	2,326.66
Sales Tax	0.00
Invoice Total	2,326.66



## Colchester Youth & Social Services

127 Norwich Avenue, Suite 205, Colchester, Connecticut 06415

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

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



# Memo

**To:** Board of Selectman  
**From:** Valerie Geato  
**Date:** June 24, 2015  
**Re:** CYSA/DCF Juvenile Review Board Support Grant

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Colchester Youth & Social Services is applying for a grant to support our Juvenile Review Board programs. The request is for \$8,813.00 to be expended July 1, 2015-July 30, 2016.

### Recommended Motion

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

CYSA grant application- JRB Support and Enhancement  
YEAR 2 FUNDING – CURRENTLY FUNDED JRBs

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. Please list the number of cases seen each year listed below (leave blank if your JRB was not active in that year).

2011-12: 10

2012-13: 6

2013-14: 9

2014-15: 10

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:

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

a. Did the number of hours increase starting Jan 1 due to DCF enhancement and support funding (2014-15)? Yes  No

3. How many members of your JRB have had at least some training in the Balanced and Restorative Justice model (BARJ)? 4; What percentage of the total Board does this account for? 40%;

4. 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):

a. Did this change since receiving DCF funds?  Yes     No

b. If so, what kinds of new cases are you accepting? \_\_\_\_\_

CYSA grant application- JRB Support and Enhancement  
YEAR 2 FUNDING – CURRENTLY FUNDED JRBs

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

a. Is this new this year? \_\_\_ Yes X No

8. When preparing for case hearings, what **NEW** things does your case manager do that was not being done prior to receiving funding (i.e. in person intake, meeting with school, etc).

Rather than having the school provide the intake and scheduling for FWSN referrals, all intakes are now being done by the case manager, a YSB staff person.

9. Are you conducting a case closing hearing? X yes \_\_\_ no

a. Is this new since receiving DCF funding? \_\_\_ yes X no

III. NARRATIVE QUESTIONS:

1. Please describe the ADDITIONAL types of services you currently refer your JRB clients to using the DCF JRB funding.

- Pro-social activities that have fees associated
- Academic Tutoring
- Transportation to counseling appointments, community service, and pro-social activities
- Employment opportunities

2. Please describe the ADDITIONAL duties of the case manager being done with the DCF funds received.

We did not request funding for case mgmt.

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

This funding significantly enhanced the services we are able to offer our JRB kids and families. We are now providing more wrap around types of services and keeping cases open for a minimum of 6 months. This allows us to provide on-going case management and support services to our youth. Specifically, our JRB kids have benefited from pro-social activities, creative therapies, transportation when family can't provide, tutoring for those at risk of failing school, and opportunities to develop skills and self worth through youth employment opportunities.

4. 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.)

The wait list for FFT is quite long at this point, so when we make that referral to a family – it could be 2-3 months before the process begins.

5. Has the new/enhanced services and case management model been successful? Please explain.

The enhanced services has been successful in Colchester and we look forward to expanding the opportunities this year. By reducing the barriers to access, we are ensuring that our kids participate in at least some of the recommended services. Parents of FWSN kids also feel supported and report that they are pleased that their child is offered some many opportunities that they otherwise could not afford.

6. Describe what you will do differently with the funds next year.

I would like to purchase the Youth Assessment and Screening Instrument (YASI) and train our current case manager and Program Coordinators on the program. After learning about the benefits of this program, I believe that a consistent and reliable screening process will yield even better results as all needs will be identified. Currently, our intake is probably the weakest piece of our JRB process and is inconsistent between Criminal and FWSN cases.

7. Please describe how your JRB has enhanced its understanding of and/or use of the Balanced and Restorative Justice Practice model since January.

Since January, 2 additional Board members have participated in some BARJ training. This has changed the way we will handle cases, particularly in the area of victim input.

8. What did you learn this past year in terms of your needs, gaps in services, case management needs, etc.?

Needs: We need a consistent, more improved system for intakes so that our families are ensured the best opportunity for success throughout the JRB process.

Gaps in services: We were the only JRB I knew of that did accept marijuana possession cases and we just recently resolved that issue with a new Resident Trooper.

Case management needs: Our case management needs are expanding and if funding is available next year, I expect we would request funding for case management services, especially the FWSN cases that often have very complex issues and require significant follow up and support, to both the child and the parents.

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

Creative ideas for community service and restitution.

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

Not currently requesting funds for case management

**IV. FUNDING:**

1. Explain how you will use funding to enhance and support your JRB in year two of the funding cycle. Please describe how this is the same or different than what you used the funds for this year.

We will continue to provide the enhanced services that we offered in the last funding cycle including: tutoring, pro-social activities, and employment opportunities. We offered some limited transportation opportunities but see definitely had a need for more. We will utilize funding this time to improve transportation services and expand the role of one of our program supervisors to offer the transportation. We also anticipate an increase in truancy/school defiance referrals from our school administrators, as they were please that we were able to offer

**V. BUDGET:**

Total amount requested: \$8,813

Amount for Case Management hours: 0

Amount for Pro Social activities: \$1,750

Total amount for Direct Services (which includes the areas below): \$6,163

Transportation total: 1,350

Youth Employment Services: 1,500

Treatment Services: 800

Tutoring: 2,513

\*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:

Youth Assessment & Screening Instrument (YASI): \$900

**VI. BUDGET NARRATIVE:**

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

1. Case Management: (# of hours per week, hourly rate, number of weeks, etc. plus any benefits)-

NONE

2. Pro Social activities (including memberships, clubs, leagues, PYD activities, etc.). Please break down by cost per youth or per service: \$1,750

Martial Arts programs: \$650

Youth Services PYD programs: 4 youth x \$150 = \$600

CYSA grant application- JRB Support and Enhancement  
**YEAR 2 FUNDING – CURRENTLY FUNDED JRBs**

**Other memberships/activities: 4 youth x \$125 = \$500**

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

**Transportation total: \$1,350**

Program supervisor to provide transportation to mental health services, community service activities and other services that the JRB recommends (only in cases where parent/guardian cannot provide transportation) \$15/hr x 2-hour shift x 45 days = \$1,350

**Youth Employment Services: \$1,500**

Provide Stipends to youths to complete projects/jobs within the Town Departments or School. Stipends will be based on minimum wage. Projects/jobs could include: maintain the high school garden throughout the summer, data entry at youth services, assisting I social services with special projects, etc.

**Treatment Services: \$800**

Provide funding for therapies that may not be covered by insurance such as art therapy or/ use for substance abuse assessment as needed, will depend on cases received.

**Tutoring: \$2,513**

\$25.13/hour (certified staff) x 25 hours x 4 kids = \$2,513

**Youth Assessment & Screening Instrument (YASI): \$900**

One user account (\$500) and training (\$400) in YASI assessment and case planning software.

The Youth Assessment and Screening Instrument (YASI™) is an innovative model that assesses risk, needs and protective factors in youth populations. YASI™:

- Measures both risk and strengths in juvenile populations as well as other high risk youth.
- Measures protective factors to help case workers build on the strengths of youth to buffer the negative impact of risk.
- Provides pre-screening functionality, critical for settings where triage based on risk principles is required.
- Includes a case planning component designed to help case workers identify and monitor the priority targets for behavior change.
- Produces results quickly and efficiently through web-based software that also guides the user through case plan development.



## **SUBCONTRACT TERMS OF AGREEMENT/SCOPE OF SERVICES**

The Colchester YSB 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.

CYSA grant application- JRB Support and Enhancement  
YEAR 2 FUNDING – CURRENTLY FUNDED JRBs

- **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.

CYSA grant application- JRB Support and Enhancement  
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By signing this document, I, Stan Soby, First Selectman, 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 Service's JRB*.

**Applicant agency signature:**

**Stan Soby, First Selectman** \_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**CYSA signature:**

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature