

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Regular Meeting @ 7PM
Thursday, February 4, 2016
Colchester Town Hall
Meeting Room 1**

RECEIVED
COLCHESTER, CT
2016 FEB -1 AM 9:39
D. J. FURMAN
TOWN CLERK

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the January 21, 2016 Regular Commission Chairmen Meeting
4. Approve Minutes of the January 21, 2016 Regular Board of Selectmen Meeting
5. Citizen's Comments
6. Norton Mill Presentation
7. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Planning & Zoning Commission – Beverly Seeley possible appointment for a three-year term to expire on 12/1/2019
 - b. Open Space – Linda Grzeika possible appointment for a three-year term to expire on 3/31/2019
 - c. Charter Revision Commission possible appointments for a one-year term to expire on 2/4/2017
8. Budget Transfers
9. Tax Refunds & Rebates
10. Appointment of Town Planner
11. Discussion and Possible Action on Munis Financial Software Contract Renewal
12. Discussion and Possible Action on Contract with Dime Oil
13. Discussion and Possible Action on the Service Contract with Quinebaug Valley Emergency Communications, Inc. for Dispatching Services
14. Discussion on Ordinance Change presented by the Charter Review Commission
15. Discussion and Possible Action on Senior Center
16. Citizen's Comments
17. First Selectman's Report
18. Liaison Reports
19. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Commission Chairmen Regular Meeting Minutes
Thursday, January 21, 2016
Colchester Town Hall – 7:00PM
Meeting Room 1**

MEMBERS PRESENT: First Selectman Art Shilosky, Selectman Stan Soby, Selectman Rosemary Coyle, Selectman Denise Mizla, and Selectman John Jones

MEMBERS ABSENT: None

1. Call to Order

First Selectman A. Shilosky called the meeting to order at 7:00 p.m.

2. Commission Updates – Commission Chairs

Chris Bourque reported on the **Agriculture Commission** – The group is working on a couple of projects. Assessing recommendations for the farm building tax exemption proposed. The Assessor identified approximately 16 farms. Once recommendations are collected, it will then be presented to the Board of Selectmen. Rewriting regulations for town zoning regarding backyard raising of chickens with under certain acreage

Thomas Tyler reported on the **Building Committee** – Finalized the hiring of an architect for the design services of WJJMS. An RFQ was posted for a construction manager, interviews were conducted, then a recommendation will be made to hire O&G. Project Manager RFQ issued.

Merja Lehetinen reported on the **Cable Advisory Board** – Presented a 55 inch tv and smart computer to Cragin Library. Colchester is the third town to receive this in the district. Merja elected as the chair for the statewide advisory council for the next two years. Primary role and focus is on consumer advocacy.

Jean Stawicki reported on the **Commission on Aging** – Nov 30th the chairman resigned, assigned Jean as new chair and Ellie Phillips as Vice chair. Current alternate member will be recommended to the Board of Selectmen to move to a regular member. Submitted budget for the commission.

Daniel Henderson reported on the **Ethics Commission** – A rough draft of a project the commission has been working on was distributed. The draft shows a visual representation of a constituent complaint from start to finish. The process includes how to file an ethics complaint, procedures for commission members and constituents, and the hearing procedure. The group is benchmarking with other towns to review their process and procedures. Updated the yearly meeting schedule.

Nick Norton reported on the **Open Space Advisory Committee** – N Norton read the attached report.

Chris Ferrante reported on the **Parks & Recreation Commission** - C Ferrante read the attached report.

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2016 JAN 26 AM 9:28
TOWN CLERK

Stephen Coyle reported on the **Sewer & Water Commission** - S Coyle read the attached report.

Rob Suchecki reported on the **Youth Services Advisory Board** – Commission looking for new members. Goal this year is fundraising to raise money for a new van. Program Coordinator 1 is leaving, new hire to start next week. Resolution Run raised over \$2,000.

Laurie Robinson reported on the **Zoning Board of Appeals** – Elected officers at the last meeting. Discussed regulations around chickens and small animals in residential and small lot sizes. In favor of crafting regulations and help avoid people having to appeal decisions. Next month have a hearing request for variance. Looking for new members.

Denis Turner reported on the **Board of Assessment Appeals** – Haven't had to meet yet. Attending a training in March.

Don Kennedy reported on the **Board of Education** – Project Oceanology project is back with grant funding. Norwich and Board of Ed passed agreement with Norwich to accept students at Bacon Academy. Working on the budget presentation for 1/26.

Rob Esteve reported on the **Board of Finance** – Met with each dept. head to review goals and budget requests. Facilities manager and public works director to update plan for town for infrastructure and equipment reserve. Budget survey live online until 1/24. Appointed Andrea Migliaccio to fill the open vacancy.

WRITTEN REPORTS RECEIVED FROM THE FOLLOWING (attached):

Ron Silberman regarding **Blight Task Force**
Nick Norton regarding **Open Space Advisory Committee**
Chris Ferrante regarding **Parks & Recreation Commission**
Robert Parlee regarding **Police Commission**
Stephen Coyle regarding **Sewer & Water Commission**

NO REPORT RECEIVED FROM THE FOLLOWING:

Gregg LePage regarding **Charter Review Commission**
Faulk Von Plachecki regarding **Conservation Commission**
Mary Ellen Mahoney regarding **Cragin Board of Trustees**
James Ford regarding **Economic Development Commission**
Christina Maher regarding **Fair Rent Commission**
Ellen Sharon regarding **Historic District Commission**
Jan LaBella regarding **Housing Authority**
Joe Mathieu regarding **Planning & Zoning Commission**
Brenden Healy regarding **Police Retirement Board**

3. Adjourn

R. Coyle moved to adjourn the Commission Chair Meeting at 7:33 p.m., seconded by S Soby. Unanimously approved. MOTION CARRIED.

Attachments (5)

Respectfully submitted,

Tricia Dean
Clerk

BLIGHT TASK FORCE – Ron Silberman

We do not have much to report. Our next meeting is Jan 28th, our goal at the next meeting is to agree on a definition of blight and how to best identify it throughout Colchester.

Tricia Dean

From: Jay Gigliotti
Sent: Thursday, January 21, 2016 9:10 AM
To: Tricia Dean
Cc: Nick Norton (nnorton@yahoo.com)
Subject: 1/21/16 Open Space Advisory Committee Chairman's Report

Tricia,
Please see the below Chairman's Report from Mr. Norton, Chairman of the Open Space Advisory Committee:

Good Morning Tricia,

Unfortunately, I will be unable to attend this evenings Commission Chairman Meeting. The following is the Chairman's report for the Colchester Open Space Advisory Committee (OSAC).

Since the last Commission Chairman's Meeting on September 1, 2015:

In accordance with the OSAC's By-Laws, the Committee conducted their annual Election of Officers. The results of the elections are as follows:

Chairman- Nick Norton
Vice-Chairman- Will Hochholzer

The OSAC continues to work towards the goals and objectives identified in the Town's Open Space Plan and since the last commission chairman's meeting, the committee has begun to identify and prioritize parcels of land located within designated greenways, public water supply watersheds, environmentally sensitive areas and other natural, undeveloped corridors, which are currently unprotected and susceptible to development. A similar list was developed in 2005, and over time, this list had become obsolete.

Lastly, the committee is hopeful that a new member will be appointed to fill the one (1) current vacancy. This individual was in attendance at the regular January meeting and is scheduled to be interviewed by the Board of Selectmen at this evening's meeting.

Nicks Norton, Chairman
Colchester Open Space Advisory Committee

Jay Gigliotti
Town of Colchester
Planning & Zoning Department
(860) 537-7283
jgigliotti@colchesterct.gov

Parks & Recreation Commission quarterly summary – Q3/Q4 2015

- Working with Jim's office / your office to draft framework for the Park Improvement Fund.
- Reviewing options for maximizing available resources (people & \$) for maintaining the parks and recreation areas in Colchester in 2016.
- Facilitate the winter / spring sports field scheduling meeting.
- Establish initial framework for the Tri-Board to operate within
 - Identify members from each affiliated board.
 - Create a meeting schedule
 - Develop framework and anticipated areas of review and discussion for the board to undertake.
- Continue to serve as a sounding board for youth/adult sports and activities groups interested in providing feedback independent of the specific activity group/league
 - Serving as an independent 3rd party for any activity related issue requiring attention.
 - Investigate any issues or complaints forwarded to the BOS, PW or Recreation office involving any parks & rec supported program.
 - Provide opportunities for special interest groups (i.e. Boy Scouts, Veterans Associations, etc.) to propose ideas that would require recommendation or endorsement by the PR Commission.
- Continue to seek new membership to serve on the commission.
- Provide feedback and recommendations for Recreation Department operations (i.e. budget ideas, program offerings) as requested from the Rec Department.

Tricia Dean

From: Robert Parlee <robertparlee@hotmail.com>
Sent: Wednesday, January 20, 2016 6:34 PM
To: Tricia Dean
Subject: Re: Commission Chairmen Meeting Agenda 1/21/16

Police Commission

Hi Tricia. I will not be able to make the meeting but we are working on the k-9 as you know we will be excepting the money on the 31st at 1pm at stop and shop. We are working on pricing for the body cameras. And We are also working on the 3 shift coverage by getting statistics together. We are working on language change for the charter revision. Thank you Robert Parlee.

Sent from my iPhone

On Jan 19, 2016, at 3:07 PM, Tricia Dean <tdean@colchesterct.gov> wrote:

Good afternoon,
Attached is the Commission Chairmen meeting agenda for this Thursday's, Jan 21st meeting at 7pm.
A reminder, if you are unable to make the meeting please send me an update report on your commission.
Thank you,

Tricia Dean

Executive Assistant to the First Selectman

Town of Colchester
127 Norwich Avenue
tdean@colchesterct.gov
P: (860) 537-7220
F: (860) 537-0547

From: Tricia Dean

Sent: Tuesday, January 12, 2016 10:53 AM

To: 'stawickilaw@snet.net' <stawickilaw@snet.net>; Chris Bourque <jcbourque57@msn.com>; 'r.silb@me.com' <r.silb@me.com>; Tyler, Thomas <jtyler2@sbcglobal.net>; 'lepage119@comcast.net' <lepage119@comcast.net>; 'afvp@sbcglobal.net' <afvp@sbcglobal.net>; 'dkmmahoney@att.net' <dkmmahoney@att.net>; 'ford_james_w@sbcglobal.net' <ford_james_w@sbcglobal.net>; 'g6iaso@gmail.com' <g6iaso@gmail.com>; 'christinamaher@live.com' <christinamaher@live.com>; 'esharon@ntplx.net' <esharon@ntplx.net>; 'janetlabella@sbcglobal.net' <janetlabella@sbcglobal.net>; 'nnorton@yahoo.com' <nnorton@yahoo.com>; 'cdferrante@yahoo.com' <cdferrante@yahoo.com>; 'jbmathieu@comcast.net' <jbmathieu@comcast.net>; 'Robert Parlee' <robertparlee@hotmail.com>; 'healyBrenden@sbcglobal.net' <healyBrenden@sbcglobal.net>; 'stephencoyle@sbcglobal.net' <stephencoyle@sbcglobal.net>; 'rsuhecki@colchesterct.org' <rsuhecki@colchesterct.org>; 'robinson@snet.net' <robinson@snet.net>; 'rgoldstein@colchesterct.org' <rgoldstein@colchesterct.org>; Rob Tarlov <ctparagon@comcast.net>; 'ctmlhr@yahoo.com' <ctmlhr@yahoo.com>

Cc: Jay Gigliotti <wetlands@colchesterct.gov>; Randall Benson <zoning@colchesterct.gov>; Cheryl Hancin <RecDirector@colchesterct.gov>; Resident Trooper Sergeant <SGT@colchesterct.gov>; Gina Santos <police@colchesterct.gov>; Gail Therian <gtherian@colchesterct.gov>; James Paggioli <JPaggioli@colchesterct.gov>; Valerie Geato <vgeato@colchesterct.gov>; Rochelle Lambert

Thursday, January 21, 2016

Sewer and Water Commission report

Water

A new development was approved off of Old Hebron Road. As part of the approval, a water line goes directly up to the Colchester Recreation complex and could be used to add sprinklers and/or drinking fountains to the ball fields on the west side of the property.

The meter reading system has a leak detection capability that we are looking into. We are studying how to make it more available to our customers.

Well

An engineering contract was awarded a contractor to design and supervise well 3A.

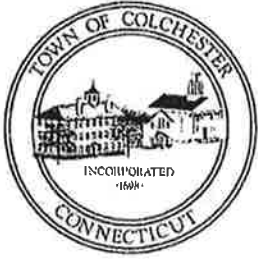
Sewer

A proposal from St Clemens to connect into the Joint Facilities had been received. A 75-100 million dollar hotel is under consideration. Question is whether Portland would interface with EH WPCA or the Joint Facility. Joint would require a new Town agreement.

The Rotary Drum Thickener contract work has still not begun. No reason for the delay.

We will start our new budget process at our next meeting.

Stephen Coyle, Chairman, Colchester Sewer, Water Commission



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes
Regular Meeting Minutes
Immediately following Commission Chairmen Meeting
Thursday, January 21, 2016
Colchester Town Hall @ 7PM**

RECEIVED
COLCHESTER, CT
2016 JAN 22 PM 1:4

MEMBERS PRESENT: First Selectman Art Shilosky, Selectman Stan Soby, Selectman Denise Mizla, Selectman John Jones, and Selectman Rosemary Coyle

MEMBERS ABSENT: none

OTHERS PRESENT: Public Works Director J Paggioli, BOF R Esteve, Engineer S Tassone, R Benson, Registrar D Mrowka, D Wasniewski, K Nielson, C Borque, D Henderson, Clerk T. Dean, and other citizens.

1. **Call to Order**
First Selectman A Shilosky called the meeting to order at 7:37 p.m.
2. **Additions to the Agenda**
A Shilosky asked that the following be deleted on the agenda #9 Discussion and Possible Action on the Recreation Park Improvement Fund and add #9 Discussion and Possible Action on Board of Finance Facebook page. S Soby asked that the following be added to the agenda #6.e. Discussion and Possible Action on appointment of Karen Godbout to Planning & Zoning Commission.

S Soby moved to approve the deletion and additions as presented, seconded by R Coyle. Unanimously approved.
MOTION CARRIED
3. **Approve Minutes of the January 7, 2016 Regular Board of Selectmen Meeting**
D Mizla moved to approve the Regular Board of Selectmen meeting minutes of January 7, 2016, seconded by R Coyle. Unanimously approved. MOTION CARRIED
4. **Citizen's Comments**
D Wasniewski announced that the coordinator of Farm to School program will conduct a community input event for the project. Also asked about public questions being posed to Town Planner position applicants.
5. **Town Planner Interviews**
 1. Kerry Nielson was interviewed
 2. Randall Benson was interviewed
6. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Cable Advisory Board – Merja Lehtinen possible reappointment for a five-year term to expire 1/21/2021**
D Mizla moved to reappoint Merja Lehtinen to the Cable Advisory Board for a five-year term to expire 1/21/2021, seconded by S Soby. Unanimously approved. MOTION CARRIED.
 - b. **Planning & Zoning Commission – Beverly Seeley to be interviewed – was interviewed**
 - c. **Open Space Commission – Linda Grzeika to be interviewed – was interviewed**
 - d. **Charter Revision Commission**
 1. **Betty Wagner to be interviewed – was interviewed**
 2. **Daniel Henderson to be interviewed – was interviewed**
 3. **Don Phillips to be interviewed – was interviewed**
 - e. **Discussion and Possible Action on appointment of Karen Godbout to Planning & Zoning Commission**
S Soby moved to appoint Karen Godbout as an alternate member to the Planning & Zoning Commission for a three-year term to expire 12/31/2017, seconded by J Jones. Unanimously approved. MOTION CARRIED.
7. **Budget Transfers - none**
8. **Tax Refunds & Rebates**
S Soby moved to approve tax refunds in the amount of \$66.88 to Jacob Kniska, \$630.27 to ARI Fleet LT, \$4257.19 to John Bochain & Veronica Ballass, and \$960.18 to Core Plus Federal Credit Union, seconded by R Coyle. Unanimously approved. MOTION CARRIED

9. Discussion and Possible Action on Board of Finance Facebook Page

BOF R Esteve explained that the Budget Season Subcommittee discussed how to communicate the budget and let residents get engaged into the process. Looking for a main venue on social media to consolidate budget information and questions. R Coyle asked who will administer the page? R Esteve said a member of the Board of Finance and they will follow the Town Social Media Policy. Most of the information disseminated will link back to the town website. S Soby stated the policy states one member from the BOE, BOF and the Selectman will be administrators of the page.

R Coyle moved to approve the creation of a Board of Finance Facebook page, seconded by J Jones. Unanimously approved. MOTION CARRIED.

10. Discussion and Possible Action on Senior Center

R Coyle stated that the CCSU students were on break and didn't come to the meeting. Next meeting moved to Feb 3rd and they will look at the other property that abuts Town Hall.

11. Citizen's Comments – B Seeley asked if the information on the BOF FB page will be the same info as on the town website. S Soby stated that the info in terms of budget documents, mill rate, and budget dates will have a link back to the town website.

12. First Selectman's Report

Last year's Police contract is at counsel for review; Construction Manager contract for WJJMS project is at counsel for review; Developer looking at land across from Goldilocks is being discussed; Family Pizza, Gannos, and Reliable Oil donated \$4,000 to the Food Bank and Fuel Bank; Largest fee collection this past December since many years ago; Construction will be busy this year; Board of Finance had the Fire Dept. do a presentation at their last meeting. Also discussed taking any snow budget surplus and putting it in reserve.

13. Liaison Reports

J Jones reported on Friends of Cragin – moved future meetings to 5:30pm to accommodate J Jones. Conservation – Final report on Tony's Junkyard, tires cleaned up. Discussed putting a new drainage pipe in a farming part of a business.

R Coyle reported on Open Space - \$35,000 from Park Place sub division. Applying for Open Space grant. Goal is to connect the Greenways.
Commission on Aging – report attached.

S Soby reported on Zoning Board of Appeals – last meeting they had a good, thorough discussion of all issues with chickens and acreage limitations.
Planning & Zoning – anticipating a significant amount of activity in the pipeline. ZEO activities – some changes in court, not getting as much assistance. Trying to move process along to get assistance.

14. Executive Session to Discuss a Personnel Issue

S Soby moved to enter into executive session to discuss a Personnel Issue, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Entered into executive session at 9:52 p.m.
Exited from executive session at 10:12 p.m.

17. Adjourn

S Soby moved to adjourn at 10:13 p.m., seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Attachment: Commission on Aging Report

Respectfully submitted,

Tricia Dean, Clerk

COA Meeting-January 11, 2016

Total for fundraising efforts for 2015=\$13,871.90 *(More than double from previous year)*

Inclement Weather Policy reviewed

"Training Wheels are off.." MSC only data tracking. No more paper copies of attendance.
Cost savings

Schedule: will be close 1/18 in observance of MLK Jr. Day

Great reviews for Rob Zappulla for New Year's Brunch & Bash (Sinatra Music)

New CSC Intern, Rachel Girouard will be starting tomorrow, working approximately 16 hours per week for a total of 180 hour internship for Goodwin College

Energy Assistance Programs continue-Donna now working with clients who heat with electricity

Working on FY 2017 budget *(Req. asking part-time Transportation Coordinator 20 hrs/wk + back-up driver)*

Programs:

- 1/6-Understanding Your Tablet
- 1/7-Make 'em Laugh Luncheon
- 1/11-Explore Plant-Based Eating in the New Year
- 1/13-Preparing Your Estate Plan with rep from Edward Jones
- 1/15-SHARE Bereavement Group (Support, Healing, Acceptance, Resources & Energy) *(1x/mo)*
- 1/15-AARP Smart Driver Course
- 1/21-"Colchester Comedy Club" with David Shikes
- 1/22-Protect Yourself from Invisible Dangers in Your Home (radon/CO) Chatham Health
- 2/3-Sex after 75
- 2/8-Chinese New Year Celebration

Upcoming Trips:

- Maple Sugar Madness 3/22
- One Slight Hitch at Newport Playhouse 4/11
- Will & Anthony from Broadway to Italy at the Aquaturf 5/24
- Ogunquit, ME overnight trip 6/1-3
- No-Fly Cruise to Bermuda 5/29-6/5
- Treasures of Northern California 9/5-13
- Tropical Costa Rica 11/5-11/13

Attendance & Meals Served:

- Monthly Transports in December: 1006
- Monthly Attendance in December: 1051 in 22 days
- Meals served in December: Bistro & Special Meals: 143 Community Café: 127 MOW: 624
- Active membership- 894



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

Date: January 26, 2016

To: Board of Selectmen

From: N. Maggie Cosgrove, CFO

Subject: Munis Financial Software Contract Renewal

Background

Our current three-year contract with Tyler Technologies – Munis Division for our financial software expires June 30, 2016. Attached is an amendment to that contract for an Application Service Provider (ASP) renewal for an additional three-year term through June 30, 2019. The total fee for all three years is \$221,370 with quarterly payments of \$18,447.50 – this contract is funded by both the Town and Board of Education budgets and is included in the proposed budgets for FY 2016-2017. This three-year proposal reflects an increase in cost of \$2,915 per year over the current three-year agreement.

Recommendation

Approval of the amendment to the contract with Tyler Technologies – Munis Division for an additional three-year term through June 30, 2019 for a total fee of \$221,370 and authorization for the First Selectman to sign all documents related to the amendment to the agreement.

AMENDMENT TO APPLICATION SERVICE PROVIDER AGREEMENT

This amendment ("Amendment") is made the _____ day of _____, 2016 between Tyler Technologies, Inc., with offices at 1 Tyler Drive, Yarmouth, Maine 04096 ("Tyler") and the Town and Board of Education of Colchester, with offices at 127 Norwich Avenue, Colchester, Connecticut 06415 ("Client").

WHEREAS, Tyler and the Client are parties to the Application Service Provider Agreement dated May 29, 2001 ("Agreement"); and

WHEREAS, the Term of the Agreement, as amended, expires June 30, 2016;

THEREFORE, in consideration of the mutual covenants contained herein, Tyler and the Client agree as follows.

1. SaaS Term. The term of the Agreement is hereby renewed for a three (3) year term commencing on July 1, 2016 and expiring on June 30, 2019 ("Term"). After June 30, 2019, the Term will renew automatically for additional one (1) year terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current term. We will provide you notice of any increase in SaaS Fees no less than ninety (90) days prior to the commencement of the renewal term.
2. SaaS Fees. SaaS Fees, as detailed in the attached Sales Quotation, for year one (\$73,790) are invoiced annually in advance, beginning on the Term commencement date. Subsequent annual SaaS Fees are invoiced annually in advance, beginning on the anniversary of the initial invoice date.
3. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement.
4. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, persons having been duly authorized and empowered to enter into this Amendment hereunto executed this Amendment effective as of the date last set forth below.

Tyler Technologies, Inc.

Town and Board of Education of Colchester

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Quoted By: CJ Vose
 Date: 1/5/2016
 Quote Expiration: 7/3/2016
 Quote Name: Colchester - ERP - ASP Renewal Quote
 Quote Number: 2016-17198
 Quote Description: Tyler Hosting Renewal Quote

Sales Quotation For
 Town of Colchester
 127 Norwich Avenue
 Colchester, Connecticut 06415
 Phone (860) 537-7220

Description	Annual Fee Net	# Years	Total SaaS Fee	Impl. Days
Financials:				
Accounting/GL/BG/AP	\$39,690.00	3.0	\$119,070.00	0
BMI Asset Track Interface	\$0.00	3.0	\$0.00	0
Fixed Assets	\$7,497.00	3.0	\$22,491.00	0
Purchase Orders	\$0.00	3.0	\$0.00	0
Requisitions	\$4,631.00	3.0	\$13,893.00	0
Payroll/HR:				
HR Management	\$5,513.00	3.0	\$16,539.00	0
Payroll	\$12,600.00	3.0	\$37,800.00	0
Productivity:				
Munis Office	\$2,205.00	3.0	\$6,615.00	0
Tyler Forms Processing	\$1,654.00	3.0	\$4,962.00	0
TOTAL:	\$73,790.00		\$221,370.00	0

	One Time Fees	Recurring Fees
Summary		
Total SaaS	\$0.00	\$73,790.00
Total Tyler Software	\$0.00	\$0.00
Total Tyler Services	\$0.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$0.00	\$73,790.00
Contract Total	\$221,370.00	

Unless otherwise indicated in the contract or Amendment thereto, pricing for optional items will be held for Six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____
 Print Name: _____ P.O. #: _____

All primary values quoted in US Dollars

Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Tyler's form library prices are based on the actual form quantities listed, and assume the forms will be provided according to the standard Munis form template. Any forms in addition to the quoted amounts and types, including custom forms or forms that otherwise require custom programming, are subject to an additional fee. Please also note that use of the Tyler Forms functionality requires the use of approved printers as well. You may contact Tyler's support team for the most current list of approved printers.

Tyler's cost is based on all of the proposed products and services being obtained from Tyler. Should significant portions of the products or services be deleted, Tyler reserves the right to adjust prices accordingly.

The SaaS fees are based on 32 concurrent users. Should the number of concurrent users be exceeded, Tyler reserves the right to re-negotiate the SaaS fees based upon any resulting changes in the pricing categories.

The Tyler Software Product Tyler Forms Processing must be used in conjunction with a Hewlett Packard printer supported by Tyler for printing checks.



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

Date: January 26, 2016

To: Board of Selectmen

From: N. Maggie Cosgrove, CFO

Subject: Contract with Dime Oil – FY 2016-2017 Unleaded Gasoline, Diesel
Fuel and Heating Oil

Description

Heating oil, unleaded gasoline and diesel fuel are purchased on the commodities market based on daily pricing. The Finance & Facilities Departments obtained quotes on January 7, 2016.

The attached contract allows the Town to purchase unleaded gasoline at a fixed price per gallon of \$1.4481 per gallon (excluding taxes), diesel fuel at a fixed price of \$1.4750 (excluding taxes) and heating oil at \$1.4721 (excluding taxes) for the 2016-17 Fiscal Year. These prices represent a significant reduction from the 2015-16 contracted prices of \$2.7108, \$2.9370, and \$2.8995 for unleaded gasoline, diesel fuel and heating oil respectively.

Recommendation

Authorize First Selectman to sign the attached contract with Dime Oil for the purchase of unleaded gasoline, diesel fuel and heating oil for the contract period of July 1, 2016 through June 30, 2017.

Contract Terms & Conditions

Buyer: Town and BOE of Colchester
127 Norwich Ave, Suite 202
Norwich, CT 06415

Seller: Dime Oil Co LLC
93 Industry Lane
Waterbury, CT 06704

This agreement dated January 7, 2016, by and between Dime Oil Co LLC ("seller") and the Town and BOE of Colchester ("buyer") is subject to the Terms and Conditions listed herein, and Seller agrees to sell to Buyer, and Buyer agrees to purchase and receive from Seller, the following quantities of the following Product(s), under the Payment Terms, during the Delivery Period of July 1, 2016 to June 30, 2017, and at the Price(s), and Delivery Location(s) with their respective Individual allocations specified below.

Location	Address	Product	Price	Allocation
Bacon Academy	611 Norwich Ave	Heating Oil	\$1.4721	182,100
Colchester Elementary School	315 Hall Hill Road	Heating Oil	\$1.4721	
Jack Jackter Intermediate	215 Hall Hill Road	Heating Oil	\$1.4721	
Facilities Shop	367 Hall Hill Road	Heating Oil	\$1.4721	
WJJ Middle School- Building A	380 Norwich Ave	Heating Oil	\$1.4721	
WJJ Middle School- Building B	380 Norwich Ave	Heating Oil	\$1.4721	
Senior Center	95 Norwich Ave	Heating Oil	\$1.4721	
Youth Center	40 Norwich Ave	Heating Oil	\$1.4721	
Colchester Fire Co #1	52 Old Hartford Rd	Heating Oil	\$1.4721	
Colchester Fire Co #2	424 Westchester Rd	Heating Oil	\$1.4721	
Cragin Memorial Library	8 Linwood Ave	Heating Oil	\$1.4721	
Parsonage/ Museum	8 Linwood Ave	Heating Oil	\$1.4721	
Town Hall	127 Norwich Ave	Heating Oil	\$1.4721	
Sewer Department	55 Elmwood Heights	Heating Oil	\$1.4721	
Highway Department	300 Old Hartford Rd	Diesel Fuel	\$1.4750	76,000
Sewer Department	55 Elmwood Heights	Diesel Fuel	\$1.4750	
Water Tower	140 Taintor Hill Rd	Diesel Fuel	\$1.4750	
M&J Bus Company	355 New London Rd	Diesel Fuel	\$1.4750	
Highway Department	300 Old Hartford Rd	87 Oct Gas	\$1.4481	35,920
Total #2 Heating Oil Purchased:				182,100
Total Ultra Low Sulfur Diesel Purchased:				76,000
Total 87 Octane Gasoline Purchased:				35,920

Payment Terms: Net 30 Days.

- Taxes:** All prices are exclusive of taxes. Currently, the following taxes are applicable to fuel oil purchases by municipalities. The NORA (National Oilheat Research Alliance) Assessment of \$0.0020 cents per gallon applies to purchases of fuel oil used for heating. The LUST tax (Leaking Underground Storage Tank) at \$0.0010 cents per gallon and the Spill Recovery fee of \$0.0019 both apply to #2 Heating Oil, Diesel Fuel and Gasoline. The CT Gross Receipts tax, currently only applicable on gasoline, is at an effective rate of 8.814% of the total sale. Any tax, or governmental charge or increase thereof now due or hereafter imposed and assessed to Dime Oil thereof due to purchasing, selling, or delivering the product such as, but not limited to Sales Tax, Use Tax, Excise Tax, Gross Receipts Tax, and Superfund Tax, may at Dime Oil Companies option, be added to the purchase price. The Town and BOE of Colchester shall provide federal and state tax identification numbers and shall complete exemption certificates before the commencement of this contract.

fees. Demurrage charges may also be assessed should a driver be delayed or unable to make a delivery due to snow, ice, parked vehicles or debris near or covering the fill area.

9. End of Year Deliveries: By Initiating below the Town and BOE of Colchester must specify if they will require their fuel oil tanks topped off to approximately 90% of capacity during the month(s) of May and or June. This information is necessary so that we may secure sufficient quantities of heating oil and or diesel fuel for May and or June 2017 at the contract price per gallon. If no response is indicated below regarding this matter prior to purchases for this contract it will be assumed that May and June fuel will be purchased according to either a degree day heat curve for #2 heating oil or for diesel and gas it would be your average monthly allotment. Degree day heat curve is defined as 4% of your total allotment for May and 2% of your total allotment for June. Average Monthly allotment is defined as 10% of your total allotment for May and 6% of your total allotment for June.
10. Fixed price contracts reflect market conditions at time of order. These prices are based on the New York Mercantile Exchange or NYMEX. Prices on the NYMEX are extremely volatile. Price will remain firm for allocated contract gallons once both the seller and the buyer have signed a copy of this contract.
11. No delay or omission on the part of the Seller in exercising any right hereunder shall operate as a waiver of such right or of any other right of the Seller, nor shall any delay, omission or waiver on any one occasion(s) be deemed a bar to or waiver of the same or any other right on any future occasion(s) of any portion of this agreement. Other conditions may apply.
12. Buyer acknowledges that they have had a reasonable opportunity to read and have read and understood the terms and conditions of this Agreement.

Acceptance of Contract Terms and Conditions

Buyer: Town and BOE of Colchester

Signature: *Arthur Shulsky*
Title: First Selectman
Name: Arthur Shulsky
Date: 1-11-2016

Seller: Dime Oil Co LLC

Signature: *Tracy Cyr*
Title: Manager
Name: Tracy Cyr
Date: January 11, 2016

In regards to section 9, End of Year Deliveries: Please indicate if your municipality would like to have contract rate oil placed in reserve for tank top off's at the end of the contract period during the months of May and June.

For #2 Heating Oil please indicate YES / NO if the Buyer wishes to have all tanks topped off at the contract rate during May and or June of 2017. AS Initial

For Ultra Low Sulfur Diesel fuel please indicate YES / NO if the Buyer wishes to have all tanks topped off at the contract rate during June of 2017. AS Initial

Please note that any municipality that elects to not top off at the contract rate could still fill their tanks next May / June 2017, only the price may be at a differential rate per gallon over the New Haven Harbor Low.