

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Regular Meeting Immediately Following
Commission Chair Meeting @ 7:00 PM
Thursday, July 17, 2014
Colchester Town Hall
Meeting Room 1**

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the June 19, 2014 Regular Board of Selectmen Meeting
4. Approve Minutes of the June 24, 2014 Special Board of Selectmen Meeting
5. Approve Minutes of the July 2, 2014 Special Board of Selectmen Meeting
6. Citizen's Comments
7. Clean Energy Communities Presentation
8. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Conservation Commission –
Andy George, current Alternate Member, Possible Appointment to Regular member for a three year term to expire 10/1/2015

Rebecca Ann Meyer to be interview
 - b. Sewer and Water Commission – Ron Silberman Possible reappointment for a three year term to expire 6/30/2017
 - c. Charter Review Commission-
 1. Gary Siddell to be interviewed
 2. Ursula Tschinkel to be interviewed
9. Budget Transfer
10. Tax Refunds & Rebates
11. Discussion and Possible Action on Resignation of Town Clerk Nancy Bray
12. Discussion and Possible Action on Municipal Solid Waste Contract
13. Discussion and Possible Action on Mobile Food Pantry
14. Discussion and Possible Action on Youth Center Flooring
15. Discussion and Possible Action on Business Associate Agreement with McGladrey LLP

NANCY A. BRAY
TOWN CLERK

2014 JUL 14 AM 10:32

RECEIVED
COLCHESTER, CT

Pg 2 BOS Reg Mtg 07/17/14

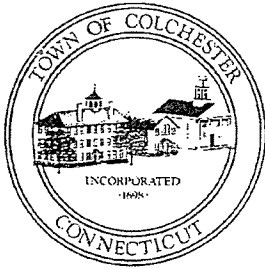
16. Discussion on Webster Bank Financial Advisory Services

17. Citizen's Comments

18. First Selectman's Report

19. Liaison Report

20. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, June 19, 2014
Colchester Town Hall – 7:00 PM
Meeting Room 1

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

MEMBERS ABSENT: none

OTHERS PRESENT: M Cosgrove, W Cox, D Lee, G Siddell, C Logan, E Wagner, Michael Hinchliffe, Monica Egan, T Dean and other citizens

RECEIVED
COLCHESTER, CT
2014 JUN 26 AM 9:04
ANCY A BRAY
TOWN CLERK
George A. Bray

1. **Call to Order**
First Selectman S Soby called the meeting to order at 7:00 p.m.
2. **Additions to the Agenda**
Item #12 move to #7, #17 Executive Session, #18 Discussion and Possible Action on cancelling July 3, 2014 Board of Selectmen meeting, #19 Adjourn

R. Coyle moved to add all items listed, seconded by D. Mizla. Unanimously approved. MOTION CARRIED.
3. **Approve Minutes of the June 4, 2014 Special Board of Selectmen Meeting**
D. Mizla moved to approve the Special Board of Selectmen Meeting minutes of June 4, 2014, seconded by K. Frantzen. Unanimously approved. MOTION CARRIED.
4. **Approve Minutes of the June 5, 2014 Regular Board of Selectmen Meeting**
K Frantzen stated on Item #15 "seconded by D Mizla" should be added after "Instructor beginning 6/2/14 and ending 12/29/14".
R Coyle moved to approve the Regular Board of Selectmen Meeting minutes of June 5, 2014 as amended, seconded by D Mizla. Unanimously approved. MOTION CARRIED
5. **Citizen's Comments-** none
6. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. Chatham Health District – Priya Tandon Possible Appointment for a three year term to expire 12/31/2016
D Mizla moved to appoint Priya Tandon as a member of the Chatham Board of Health for a three year term to expire 12/31/2016, seconded by B Curran. Unanimously approved. MOTION CARRIED.
 - b. Conservation Commission – Rebecca Ann Meyer to be interviewed
Rebecca Meyer not present for interview
 - c. Ethics Commission – Charles Logan to be interviewed
Charles Logan was interviewed
 - d. Charter Review Commission
 1. Elizabeth Wagner – was interviewed
 2. Michael Hinchliffe – was interviewed
 3. Monica Egan – was interviewed
7. **Presentation and Discussion on KX Dispatch Consolidation – Doug Knowlton, KX Project Manager**
Doug Knowlton and Sam Tito, President of KX Board, gave the background of the program and the potential consolidation. Projected target date for lock in of contract for all towns is Sept 2014.
8. **Budget Transfers -** none

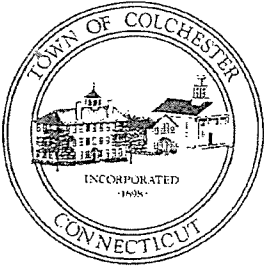
Page 2 Board of Selectmen Meeting 6/19/14

9. **Tax Refunds & Rebates**
D. Mizla moved to approve tax refunds in the amount of \$10.78 to Rossi Law Offices LTD, \$1134.00 to Ann M & Ann C Schugrue, seconded by Kurt Frantzen. Unanimously approved. MOTION CARRIED.
10. **Discussion and Possible Action on approving the 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 7/2/14 and ending 12/31/14, seconded by D. Mizla. Unanimously approved. MOTION CARRIED.
11. **Discussion and Possible Action on approving the Annual Support and License Agreement for Munis Crystal Reports Application**
B Curran moved to authorize the First Selectman to approve and sign the Annual Support and License Agreement for Munis Crystal Reports application for the period 7/1/14 through 6/30/15, seconded by D Mizla. Unanimously approved. MOTION CARRIED.
12. **Discussion and Possible Action to approve the Insurance Trust Joinder Agreements with National Insurance Services**
D. Mizla moved to authorize the First Selectman to sign the Insurance Trust Joinder Agreements with National Insurance Services, seconded by K Frantzen. Unanimously approved. MOTION CARRIED
13. **Discussion and Possible Action on Liaison Assignments**
R Coyle moved to approve the Board & Commission liaison assignments as presented, seconded by D Mizla. Unanimously approved. MOTION CARRIED.
14. **Citizen's Comments - none**
15. **First Selectman's Report**
S Soby attended the Historical Society meeting and Land Trust meeting; Youth Center Palooza was great, discussed safety issues of the building with the Department Head and they have been taken care of; Attended Flag Day ceremony last Saturday; Mon night is Boy Scouts Troop 72 75th anniversary; Dollar General very close to opening; Met with developers that are potentially interested in Colchester; Tim York services on Saturday, memorial was done on truck with bunting and flowers; Under the authority of the Town Charter §C-302, and General Statute 29-262, Reed Gustafson has been appointed as Temporary Building Official for a period not to exceed ninety days; Town Hall has been contacted by other building officials to offer their help in Tim's absence; Monday will be the category one hurricane drill, the focus will be people with functional needs and how to respond; Sat is C3's Family event at Zagray Farm.
16. **Liaison Report**
K Frantzen; Conservation – no problems arising in this area, development items going through, potential new member Sewer & Water – took care of leakage matter and joint facilities agreement
17. **Executive Session to Discuss Employee Issue**
D Mizla moved to go into Executive Session to discuss an employee issue, seconded by B Curran. Unanimously approved. MOTION CARRIED

The Board of Selectmen entered into executive session at 9:00 pm
The Board exited from executive session at 9:05 pm
18. **Discussion and Possible Action on cancelling Board of Selectmen Regular meeting on July 3, 2014**
D Mizla moved to cancel the Board of Selectmen Regular meeting on July 3, 2014, seconded by R Coyle. Unanimously approved. MOTION CARRIED.
19. **Adjourn**
R. Coyle moved to adjourn at 9:08 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 Motions
Regular Meeting Motions
Thursday, June 19, 2014
Colchester Town Hall – 7:00 PM
Meeting Room 1

RECEIVED
COLCHESTER, CT
2014 JUN 23 PM 4:05
JANICE A. BRAY
TOWN CLERK

MOTIONS

Additions to the Agenda

Item #12 move to #7, #17 Executive Session, #18 Discussion and Possible Action on cancelling July 3, 2014 Board of Selectmen meeting, #19 Adjourn

R. Coyle moved to add all items listed, seconded by D. Mizla. Unanimously approved. MOTION CARRIED.

Approve Minutes of the June 4, 2014 Special Board of Selectmen Meeting

D. Mizla moved to approve the Special Board of Selectmen Meeting minutes of June 4, 2014, seconded by K. Frantzen. Unanimously approved. MOTION CARRIED.

Approve Minutes of the June 5, 2014 Regular Board of Selectmen Meeting

K Frantzen stated on Item #15 "seconded by D Mizla" should be added after "Instructor beginning 6/2/14 and ending 12/29/14.

R Coyle moved to approve the Regular Board of Selectmen Meeting minutes of June 5, 2014 as amended, seconded by D Mizla. Unanimously approved. MOTION CARRIED

Chatham Health District – Priya Tandon Possible Appointment for a three year term to expire 12/31/2016

D Mizla moved to appoint Priya Tandon as a member of the Chatham Board of Health for a three year term to expire 12/31/2016, seconded by B Curran. Unanimously approved. MOTION CARRIED.

Tax Refunds & Rebates

D. Mizla moved to approve tax refunds in the amount of \$10.78 to Rossi Law Offices LTD, \$1134.00 to Ann M & Ann C Schugrue, seconded by Kurt Frantzen. Unanimously approved. MOTION CARRIED.

Discussion and Possible Action on approving the 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 7/2/14 and ending 12/31/14, seconded by D. Mizla. Unanimously approved. MOTION CARRIED.

Discussion and Possible Action on approving the Annual Support and License Agreement for Munis Crystal Reports Application

B Curran moved to authorize the First Selectman to approve and sign the Annual Support and License Agreement for Munis Crystal Reports application for the period 7/1/14 through 6/30/15, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Discussion and Possible Action to approve the Insurance Trust Joinder Agreements with National Insurance Services

D. Mizla moved to authorize the First Selectman to sign the Insurance Trust Joinder Agreements with National Insurance Services, seconded by K Frantzen. Unanimously approved. MOTION CARRIED

Discussion and Possible Action on Liaison Assignments

R Coyle moved to approve the Board & Commission liaison assignments as presented, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

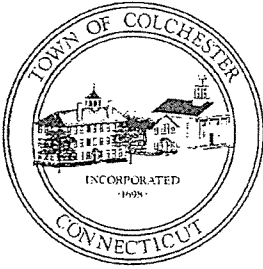
Executive Session to Discuss Employee Issue

D Mizla moved to go into Executive Session to discuss an employee issue, seconded by B Curran. Unanimously approved. MOTION CARRIED

Discussion and Possible Action on cancelling Board of Selectmen Regular meeting on July 3, 2014

D Mizla moved to cancel the Board of Selectmen Regular meeting on July 3, 2014, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Adjourn R. Coyle moved to adjourn at 9:08 p.m., seconded by D Mizla. Unanimously approved. MOTION CARRIED



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Special Meeting Minutes
Tuesday, June 24, 2014
Colchester Town Hall
Meeting Room 1

RECEIVED
COLCHESTER, CT
2014 JUN 25 AM 10:40
NANCY A. DRAY
TOWN CLERK

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

MEMBERS ABSENT: Selectman Rosemary Coyle

1. Call to Order

First Selectman Stan Soby called the meeting to order at 8:29 p.m.

2. Discussion and Possible Action on Budget

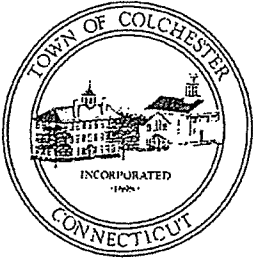
Bill Curran moved to acknowledge the Mill rate as set by the Board of Finance at 30.57 and to authorize the First Selectman to sign all necessary documents for the Tax Collector to be able to send out tax bills for processing, seconded by Denise Mizla. Unanimously approved. MOTION CARRIED.

3. Adjourn

Kurt Frantzen moved to adjourn at 8:30 p.m., seconded by Denise 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 Minutes
Wednesday, July 2, 2014 @ 6 PM
Colchester Town Hall
Meeting Room 1

MEMBERS PRESENT: First Selectman Stan Soby, Selectman Denise Mizla, Selectman Rosemary Coyle, and Selectman Bill Curran and Selectman Kurt Frantzen was present via teleconference.

MEMBERS ABSENT: none

1. **Call to Order**

First Selectman Stan Soby called the meeting to order at 6:00 p.m.

2. **Interviews for Acting Town Clerk**

- a. Gayle Furman – was interviewed
- b. Jean Stawicki – was interviewed

3. **Executive Session to Discuss Acting Town Clerk Appointment**

R. Coyle moved to go into Executive Session to discuss Acting Town Clerk appointment, seconded by D. Mizla. Unanimously approved. MOTION CARRIED

The Board of Selectmen entered into executive session at 6:55 pm
The Board exited from executive session at 7:14 pm

4. **Discussion and Possible Appointment of Acting Town Clerk**

D Mizla moved to appoint Gayle Furman as Acting Town Clerk effective upon Nancy Bray's resignation, seconded by B Curran. Unanimously approved. MOTION CARRIED

5. **Adjourn**

R. Coyle moved to adjourn at 7:16 p.m., seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean
Clerk

RECEIVED
COLCHESTER, CT
2014 JUL -3 PM 2:25
NANCY A. BRAY
TOWN CLERK



Empowering you to make
smart energy choices

Clean Energy Communities

Diana McCarthy-Bercury, CL&P/Yankee Gas
(860) 665-5061
mccard@nu.com

Natalia Sudyka, CL&P/Yankee Gas
(860) 665-5893
natalia.sudyka@nu.com

Becoming a Clean Energy Community is as easy as 1, 2, 3

1. Commit to “Clean Energy Communities Municipal Pledge”
2. Fulfill Clean Energy Communities Municipal Pledge
3. Earn energy efficiency and renewable energy rewards



Municipality Reduces Energy Consumption by 20% by 2018

Energy Reduction Schedule

- July 1, 2012, to June 30, 2013: 5% Reduction
- July 1, 2013, to June 30, 2014: 8% Reduction
- July 1, 2014, to June 30, 2015: 11% Reduction
- July 1, 2015, to June 30, 2016: 14% Reduction
- July 1, 2016, to June 30, 2017: 17% Reduction
- July 1, 2017, to June 30, 2018: 20% Reduction

*Municipality benchmarks to a baseline year (floating)

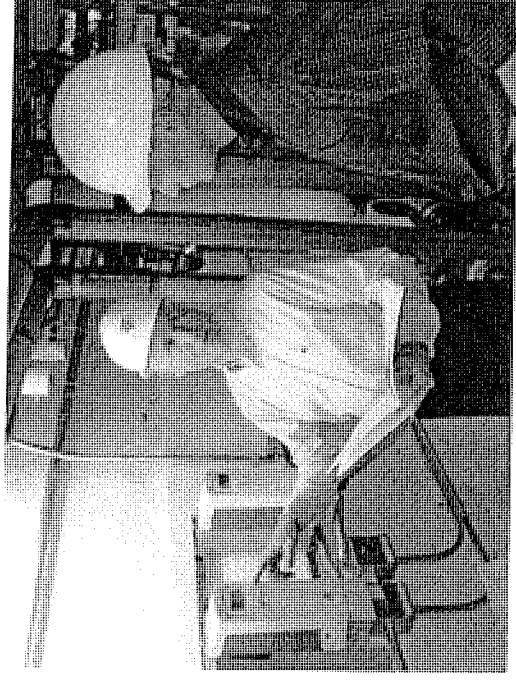
Municipality Purchases 20% of Electricity from Renewable Energy Sources

- **Voluntary Clean Energy Purchase Schedule**
 - July 1, 2012 to June 30, 2013: 15% Purchase
 - July 1, 2013 to June 30, 2014: 16% Purchase
 - July 1, 2014 to June 30, 2015: 17% Purchase
 - July 1, 2015 to June 30, 2016: 18% Purchase
 - July 1, 2016 to June 30, 2017: 19% Purchase
 - July 1, 2017 to June 30, 2018: 20% Purchase

Participation in EE Programs Earns Bright Idea Grants for Communities

- Grants used for energy-saving projects
 - Professional grade energy audits, leverage with existing EE incentives/rebates, fund co-pays for residential audits
- Range in size from \$5K, \$10K or \$15K

100 Points =
One Bright Idea Grant



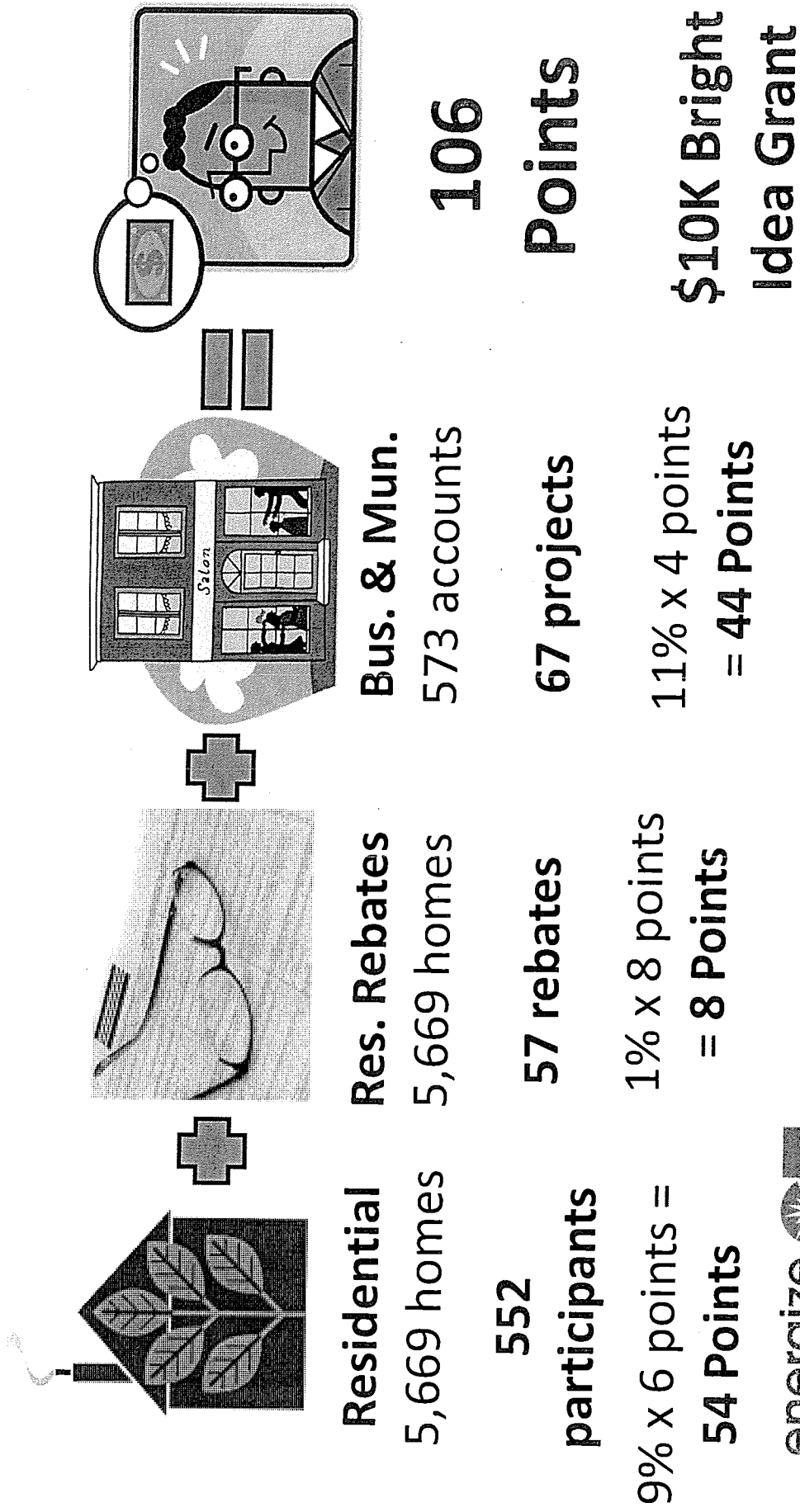
Points earned through participation in Energy Efficiency Fund programs

- 6 points = 1% households who participate in Residential programs (*Home Energy Solutions, HES-Income Eligible, Res. New Construction*)
- 8 points = 1% households who redeem Res. Rebates (*Insulation, Appliances, HVAC*)
- 4 points = 1% of businesses & municipalities who participate in programs (*Direct Install, Small Bus.*)
- 1-10 points = Special community projects

Participation retroactive back to January 1, 2010



Case Study: Town of Colchester



Points earned through participation in CEFIA programs

- 1 point: Awarded for each sign-up to CTCleanEnergyOptions program within your community, regardless of whether a customer signs up at the 50% or 100% level (includes signups for Community Energy, 3 Degrees and Sterling Planet)
- Changes coming next week (details to follow)
- For every 100 points, 1 kW solar photovoltaic array awarded to Town
 - 295 points for Colchester (totals through June 30, 2013)



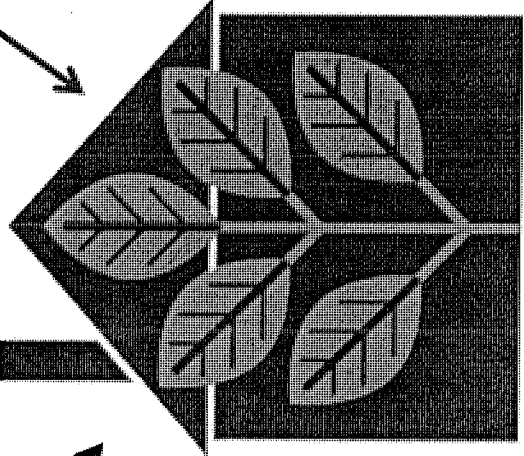
Successful CEC Promotion Components

THE MIDDLETOWN PRESS



Community Mailing

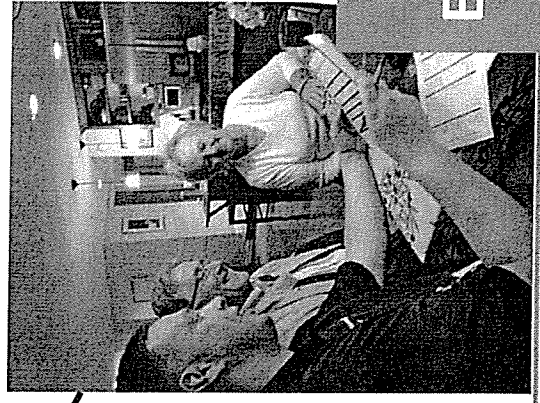
PR/Positive Media



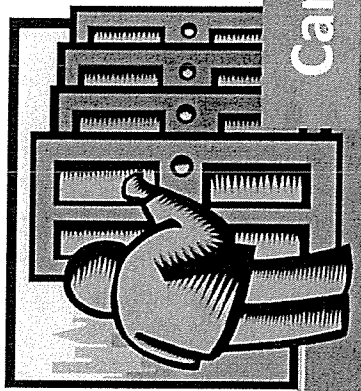
Expos/Tabling/
Forums



Strong Community
Groups



Lead by
Example
Events



Canvassing

Promotional Results

Madison	
Raised \$17,450 for Neighbor to Neighbor Fund	
Home Energy Solutions	250

through February 15, 2013

Cheshire	
Home Energy Solutions	650
Income Eligible	40
TOTAL	690

April-June 2010



Bloomfield	
Raised \$13,600 for Bloomfield Fuel Bank	
Home Energy Solutions	170
Income Eligible	31
TOTAL	201

through December 31, 2012

Sharon	
Pushed free ARRA funded audits	
Home Energy Solutions	250

July-August 20105, 2013



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

June 26, 2014

To: Colchester Board of Selectmen

From: A. Falk von Plachecki, Chairman, Colchester Conservation Commission

RE: Conservation Commission recommendation for appointment of Alternate member to Full-Time member to fill Vacancy

On May 23, 2014, The Colchester Conservation Commission received a resignation notice from Mr. Kurt Frantzen, the Commission's Vice-Chairman and a Full-Time, Regular Member. Mr. Frantzen's resignation left the Conservation Commission with four (4) Full-Time, Regular Members and two (2) Alternate Members.

As identified in the Code of the Town of Colchester, Chapter 39 and in the Colchester Conservation Commission By-Laws, The Conservation Commission shall be comprised of five (5) Full-Time, Regular Members and three (3) Alternate Members.

During the Conservation Commission's Regular Meeting of June 11, 2014, the Commission discussed filling the Full-Time, Regular Member vacancy, resulting from Mr. Frantzen's resignation. Based on previous practices, a current Alternate member of the Commission could be appointed as a Full-Time, Regular Member to fill a vacancy. As the Commission has done in previous similar situations, the Alternate Member who has been seated on the Commission for the greatest amount of time would be recommended to the Board of Selectmen to be appointed as a Full-Time, Regular Member.

At The June 11, 2014 regular Conservation Commission Meeting, the Commission made the recommendation to the Colchester Board of Selectmen, requesting that Alternate Andy George, be appointed to a Full-Time, Regular Member.

Additionally, The Conservation Commission will now have two (2) vacancies. Please be cognizant of these two (2) vacancies as Board and Commission applications are received.

Recommended Motion: The Board of Selectmen motion to appoint current Conservation Commission Alternate Andy George, to a Full-Time, Regular Member of the Conservation Commission

Attachments:

-Page 2, Colchester Conservation Commission Meeting Minutes of June 11, 2014

COLCHESTER CONSERVATION COMMISSION
Regular Meeting Wednesday, June 11, 2014
Town Hall, 127 Norwich Avenue, Room 1
Minutes of Meeting- Page 2

G. OLD BUSINESS –

A. Tony's Junkyard

J. Gigliotti updated the Commission on the progress being made for the clean-up of Tony's Junkyard. He presented before and after pictures of an area where the clean-up has been completed and other pictures of areas of the property where work is in progress. He said that he makes daily inspections of the site and he is pleased with the progress and the protection of the wetlands. He told the Commission that he will prepare a comprehensive summary report as the project progresses and will present it at a future meeting. Discussion followed.

H. NEW BUSINESS –

A. 2014/2015 Long-Term Town Drainage Maintenance Permit

Chairman von Plachecki said that the Commission receives a copy of the Drainage improvements associated with the Town's ongoing Long-term Road Maintenance Plan every year. It is before the Commission because in preparing for the road work, it is necessary to replace existing damaged or deteriorated storm drain pipes and catch basin structures or reconstruct existing draining ditches and install additional piping.

Motion by S. Bruening, seconded by M. Epstein to accept and approve the necessary drainage improvements/maintenance activity associated with the Town's Long-term Road Improvement Plan. **Motion carried unanimously**

B. Acceptance of Resignation Letter

Chairman von Plachecki said that a copy of the resignation letter from Kurt Frantzen, Vice Chairman was included in the Commissioner's packets. He said that K. Frantzen has been appointed to the Board of Selectmen. No action was necessary on this item.

C. Discussion of Full-time Membership Appointment

Chairman von Plachecki said that due to the resignation of K. Frantzen, there is a vacancy for a full member to the Commission. Based on past practices, an alternate member of the Commission could be appointed as a full member. In the past, the alternate member seated the longest on the Commission would be recommended to the Board of Selectmen to be appointed as a full member. Discussion followed and the Commission requested J. Gigliotti to send a letter to the Board of Selectmen requesting that A. George be made a full member.

D. Nominations for Vice-Chairman

Chairman von Plachecki asked the Commission members to consider taking the position for Vice Chairman left vacant by K. Frantzen's resignation. A vote for this position will be taken at the next meeting.

ENFORCEMENTS –

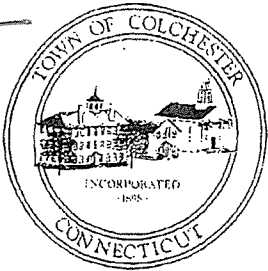
A. Lake Hayward Road

J. Gigliotti explained the location of this property. He said that Mr. McGovern had a permit for selective timber harvest in the Uplands Review Area but has clear cut the property and was in violation of the Wetlands Regulations and Zoning Regulations. He said that there are no direct impacts to the wetlands. Erosion and Sediment controls are now in place and a tracking pad has been installed at the access to the property. There is no further clearing is being done on the property and Mr. McGovern has been required to develop a hydraulic analysis and Erosion and Sediment Control plan.

B. Veccadola Drive

J. Gigliotti said that the property in violation was a lot located in the 612 Westchester subdivision. A building permit application was submitted for a single family residence on Lot #2 on Veccadola Drive. In order for the build out to occur, fill was needed. The fill brought in to the property was of unknown origin. And contained numerous hazardous materials. This fill has been removed and he has signed off on the application for the single family residence to be built.

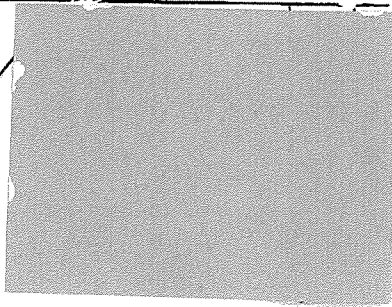
C. Tractor Supply



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 6/2/2014



BOARDS & COMMISSIONS APPLICATION

Name: REBECCA ANN MEYER

Address: 72 BROOKSTONE DRIVE Colchester, CT. 06415

Home Phone: 860-754-7838 Email rebecca.meyer33@gmail.com FAX: _____

Work Phone: _____ Email _____ Town Residency 4 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Conservation Commission

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

High School: MYERS PARK HIGH SCHOOL, ^{Graduated} JUNE 1995, Charlotte, North Carolina, Attended 3 years,

College: Bachelor of Arts, Political Science, North Carolina State University, Graduated May 1999

• Master of Arts, Environmental & Natural Resources Policy, The George Washington University, Graduated January 2005

• Project Management Certificate, Boston University, December 2008

Trade, Business Or Correspondence School _____

CONTINUED ON REVERSE SIDE

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

- Senior Program Administrator - Evaluator, Northeast Utilities, December 2004 - Present (9.5 years) Design, manage & implement energy education & community outreach programs, Berlin, CT
- Research Assistant, The Progress & Freedom Foundation, August 2001 - June 2001 Washington, DC (left to move to CT w/ family)
- Research Assistant; Smith, Anderson, Blunt, Dorsett, Mitchell & Jernigan, June 1999 - July 2001 (left for grad school) DC

Are you capable of making the commitment of time necessary to serve on this Board or Commission?

YES

Why are you interested in serving? ^{I am} Interested in helping conserve Colchester's natural resources and providing support to my community. I have a successful resume of working with Connecticut's towns and cities through the Clean Energy Communities program. I would like to apply my environmental policy education to help my community regarding other environmental issues/policies.

Do you have any experience or familiarity with this area? Developed version 2.0 of the Clean Energy Communities program in CT where 102 towns and cities have committed to reducing energy consumption 20% by 2018 and purchasing 20% of electricity from renewable sources by 2018. My focus in graduate school was on wetlands and my thesis was regarding the Dead Zone in the Gulf of Mexico (hypoxic area created by nitrogen/phosphorus runoff along the Mississippi River Basin).

If you are not appointed to this board or commission, would you be interested in other forms of public service?

Which ones? Planning & Zoning Commission;

Date: 6/2/14

Signature: [Handwritten Signature]

Conservation Commission-5 Members, 3 Alternates, 3 year terms

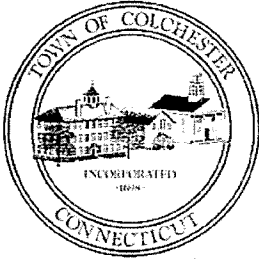
<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	Falk Von Plachecki	R	860-537-3167	afvp@sbcglobal.net	10/31/2016
Vice Chair					10/31/2016
Member	Susan Bruening	U	860-537-1162	brueningssus@reg8.k12.ct.us	10/31/2014
Member	Morris Epstein	D	860-537-1735	morrisepstein@yahoo.com	10/1/2015
Member	Darrell York	R	860-295-1090	dyork@msipump.com	10/1/2015
Alternate	Erika Fuery	U	860-367-5883	erika.fuery@cardnotec.com	10/1/2015
Alternate	Andrew George	D	860-537-5596	aageorge27@sbcglobal.net	10/31/2014
Alternate	VACANT				10/1/2014

Conservation Commission

Sewer and Water Commission-9 Members, 3 year terms

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	VACANT				11/30/2014
Vice Chair	Stephen Coyle	D	860-267-8515	stephencoyle@sbcglobal.com	6/1/2016
Member	Ron Silberman	U	860-537-1932	r.silberman@me.com	6/30/2014
Member	VACANT				6/30/2014
Member	Thomas Hochdorfer	U	860-537-6248	thochdorfer@lbgct.com	6/1/2015
Member	Robert Peter	R	860-537-3972	rpeter@sbcglobal.net	10/1/2015
Member	VACANT				10/1/2015
Member	VACANT				6/30/2016
Member	VACANT				6/1/2014

Sewer and Water Commission



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: June 23, 2013

BOARDS & COMMISSIONS APPLICATION

Name: Gary R. Siddell

Address: 29 Center Court Colchester, CT. 06415

Home Phone: 860-603-2156 Email siddellg66@comcast.net FAX: _____

Work Phone: _____ Email _____ Town Residency _____ Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Charter Review Commission

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

High School: Manchester High School, Graduated 1966

College: Eastern Ct. State University, BA 1995, Business

Trade, Business Project Management Institute, PMP Certification

Or Correspondence _____

School _____

CONTINUED ON REVERSE SIDE

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

March 2009 – Retired 2012 MassMutual - Enfield, Connecticut Program Manager, Retirement Income Systems

Nov 2008 – March 2009 OpenSolutions – Glastonbury, Connecticut Program Manager, International Business

Aug 2005 – November 2008 UnitedHealth – UHG – Hartford, Connecticut UT PROGRAM MANAGER, UNIPRISE (OCT 2007 - PRESENT)

Aug 2004 – Aug 2005 The Hartford Life – Windsor, Connecticut SENIOR PROJECT MANAGER III, GROUP BENEFITS SYSTEMS

Nov 2003 – July 2004 DST OUTPUT – South Windsor, Connecticut APPLICATION DEVELOPMENT MANAGER, CUSTOMER SYSTEMS

Are you capable of making the commitment of time necessary to serve on this Board or Commission? Yes

Why are you interested in serving? I am interested in making our government more efficient, effective, responsive, and better align the accountability with checks and balances. As a frequent observer of our town government in action, I would like to see if we can facilitate more responsive decision making.

Do you have any experience or familiarity with this area? I am currently serving on the Commission of Aging, and have had the opportunity to review and rewrite the charter ordinance for the Commission. I have also attended many Board of Selectman and Board of Finance meetings, gaining insight into the workings of our government. I have seen what works well, and what has been more problematic. As a certified Project Manager, I have both the formal training in delivering projects, as well as years of experience in writing detailed specifications and process documents.

If you are not appointed to this board or commission, would you be interested in other forms of public service?

Which ones? Current Chair Commission on Aging

Date: June 23, 2014

Signature: 

GARY R. SIDDELL

75 Stephanie's Way
Manchester, Connecticut 06040
(860) 646-3283 grsiddell@cox.net

PROFILE

Objective: Provide leadership in the Project Management, Technical Team Lead, and Vendor Management disciplines, aligned to deliver quality systems that meet the objectives of business partners and technical requirements of a forward thinking IT strategy. I expect to leverage my extensive Project Management, Certifications, and Vendor Management experience, relying on a solid technology foundation, excellent business judgment, superior interpersonal skills, and unequalled tenacity.

Technical Background: My technical background spans 18 years of data and systems experience, covering a wide range of technology. Project management tools include MS-Project, PlanView, Clarity, SharePoint, Visio, Excel, Power Point, MS-Access, Word, and Frameworks.

Relevant Experience: My Project Management experience spans Health Care, Life Insurance, Retirement Income, Telecom, Print Fulfillment, and Banking Domains. I have several years of experience in a Program Management role with specific experience at MassMutual, UnitedHealth, and Solect Technology. My Vendor Management experience is a key strength. I have had several years experience managing offshore resources, and have the distinct advantage of having worked on the vendor side at both Solect Technology and DST. This is further reinforced by my most recent experience to Project Manage the sourcing BPO strategy for MassMutual. My experience includes an exceptional history of client, vendor, and budget management expertise spanning a decade of successfully leading, managing, and delivering technical development initiatives. I am currently both a United Leadership Academy graduate, and Six Sigma Green-Belt. I possess both PMP Certification, and am a Certified Scrum Master in the Agile Project Management space.

EXPERIENCE

March 2009 – Retired 2012

MassMutual - Enfield, Connecticut

Program Manager, Retirement Income Systems

I Provided Project Management support for back office business applications including all aspects of the software development life cycle. Managed diverse and dispersed matrix teams to achieve and deliver business supporting projects as part of a broader technology modernization effort. Focus is on managing broad reaching projects related to launching new products for annuity. Assumed the Project Leadership role for our BPO and ITO sourcing strategy and initiatives working with all levels and supporting divisions of MassMutual.

Nov 2008 – March 2009

OpenSolutions – Glastonbury, Connecticut

Program Manager, International Business

Assume direct accountability for the PMO processes and outcomes of International client implementations. Manage and mentor Contract Project Managers, Technical Project Managers, Third Party integrators, and Client expectations. Act as the primary escalation avenue, and control point of scope, budget, schedules and resources. Modify existing PMO processes, and adapt them to the demands of the International book of business

Aug 2005 – November 2008

UnitedHealth – UHG – Hartford, Connecticut

UT PROGRAM MANAGER, UNIPRISE (OCT 2007 - PRESENT)

Provide Program Management and leadership for Medical Underwriting, Financial Underwriting, and Broker Commission systems. Responsible for primary customer relationships, coordinate business and technical roadmaps, overall planning and budget activity, and project metrics. . Manage Project Managers and their work delivering against program objectives. Develop and implement standard PMO processes across the programs through the Project Management Team. Maintain audit compliance, best practices, and developmental career paths for PM Team members.

- Program level relationship management, planning, and budget administration
- HR management for Project Managers
- Project Management Office liaison with peer Program Managers
- Develop an implement best practices focused on quality and efficiency
- Develop and maintain program level metrics

- Coordinate operation support implementations in conjunction with the development team
- Demand and resource planning

IS PROJECT MANAGER, UNIPRISE (AUG 2005 – OCT 2007)

Provide Project Management and leadership for the Automated Underwriting (AUP) program. Responsible for the Financial Underwriting Program suite of projects, including Small Group, Key Accounts, and Public Sector renewal processes. This is a \$20m commitment over two years to build out a green field WEB application suite of tools encompassing a combination of vendor products, and custom created components. My project resource span includes Cognizant onshore and offshore, Cypress CA, Green Bay, and Minnesota, in addition to the core team in Hartford. This phased effort has completed construction of a new database modeled to support Financial Underwriting, with interfaces with ACIS, PRIME, LCR, eCR, KARA, Rosetta, and Atlas as primary data partners. The national rollout will encompass 250 financial underwriters in Cypress, Edina, Hartford, and Trumbull.

- Project Planning, estimating, and forecasting
- Project Administration of budget, issues, risks, schedules, and change controls
- Project Coordination of cross-team efforts with several impacted systems
- Resource Coordination with Cognizant, Green Bay, Cypress, and internal support systems, such as Orbit, UHT, DMG
- Customer Relationship and Communication Management across the distinct market segments and regions
- Project Status and Issue Management within the project team, extended to both business and systems management weekly, and the Leadership Steering Committee bi-weekly
- Business Implementation planning and support of UAT, Training development and delivery, and pilot rollout strategies.

Aug 2004 – Aug 2005 The Hartford Life – Windsor, Connecticut

SENIOR PROJECT MANAGER III, GROUP BENEFITS SYSTEMS

Provide Project Management and leadership for high visibility Group Benefits system rescue of PRISM project. I planned external evaluation and contracted with Accenture to achieve performance, scalability, consistency, and application availability metrics. I established project, and ongoing performance metrics, along with measurement capability and reporting. Surpassed all performance goals, managed Accenture engagement to achieve all deliverables under budget by \$300k, and ahead of schedule. Contracted and coordinated transfer of offshore performance and load testing to Cognizant. I achieved all transition goals on plan and on budget, with excellent ongoing history of support.

- Vendor Contracts, SOW, Legal, Purchasing (Accenture and Cognizant)
- Project Planning and Management through several projects, incorporating offshore resources; Framework
- IT Leadership and guidance
- Implemented formal Project Gate Process
- Implemented formal Project Role Process
- Managed Forecast (BEN) and financial plans
- Managed high matrix project teams
- Conceived and implemented first PRISM IT Dashboard

Nov 2003 – July 2004 DST OUTPUT – South Windsor, Connecticut

APPLICATION DEVELOPMENT MANAGER, CUSTOMER SYSTEMS

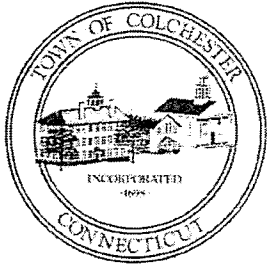
Manage development, operations, and systems support for customer print applications in a factory environment. Customer relationship management spans health care, telecom, and financial service industries.

- Estimated, planned, and delivered software solutions for external customers
- Customer engagement from pre-sales, through post implementation support
- Managed IT Projects as a vendor, and maintained ongoing operational Service Bureau Support
- Managed resource billing and budget against contract
- Developed strong external customer relationships

Jan 2000 – Feb 2003 SOLECT TECHNOLOGY – Toronto, Ontario Canada

GLOBAL MANAGING DIRECTOR OF PROFESSIONAL SERVICE DELIVERY

Directed and managed the IP Professional Services teams in a vendor role, delivering software integration



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: May 19, 2014

BOARDS & COMMISSIONS APPLICATION

Name: Ursula Tschinkel

Address: 171 Woodbine Road Colchester, CT. 06415

Home Phone: 860-537-8349 Email urst3@att.net FAX: _____

Work Phone: 860-702-3250 Email ursula.tschinkel@ct.gov Town Residency 14 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Charter Review Commission

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

High School: Tolland High

Graduated - yes

College: Endicott College

Graduated - yes

Trade, Business _____

Or Correspondence _____

School _____

CONTINUED ON REVERSE SIDE

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

State of Connecticut, Office of the Treasurer, Second Injury Fund

55 Elm Street - Hartford, CT

1991-Present

Proir work experience includes UCONN, various retail management positions, advertising

Are you capable of making the commitment of time necessary to serve on this Board or Commission? maybe


Why are you interested in serving? I am interested in learning the workings of local government, and feel this is a good starting point.

Do you have any experience or familiarity with this area? No

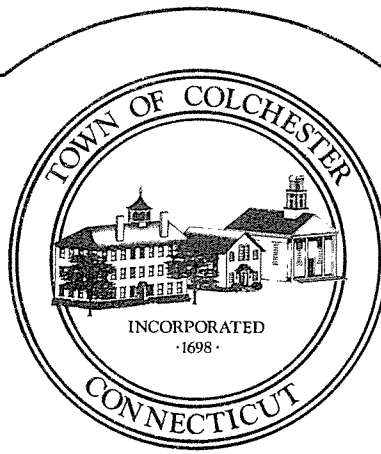
If you are not appointed to this board or commission, would you be interested in other forms of public service?

Which ones? Not at this time

Date: May 19, 2014

Signature: 

Nancy A. Bray



Town Clerk

July 7, 2014

Stan Soby, First Selectman
Board of Selectmen
Colchester, Connecticut

I hereby submit my official resignation as Town Clerk to become effective on August 4, 2014.

We have called Colchester our home for the past 29 years. It has been my pleasure to serve the people of Colchester as Town Clerk for the past 15 years and as Assistant for the previous 6 years. During my time in office I have met so many people, including my friends at Town Hall, their families and pets, which have become a part of my life as well. We have laughed, cried and solved the world's problems over the counter. This is what I will remember fondly as I move into the next phase of my life with my husband in South Carolina.

Thank you for the support you have shown me and I also wish to especially thank the citizens of Colchester for putting their faith and trust in me every four years at election time. The opportunity to preside over the preservation of Colchester's history and of helping to make our community a better place to live is an experience I will forever cherish.


Respectfully,

A handwritten signature in cursive script that reads "Nancy".

Nancy A. Bray
Town Clerk
Colchester, Connecticut

Town of Colchester Interoffice Memorandum

To: Stan Soby, First Selectman
From: James Paggioli, L.S., Director of Public Works
CC:
Date: 7/07/14
Re: MSW Contract Recommendation RFP 2014-11



Requests for Priced Proposals for Municipal Solid Waste Disposal (RFP 2014-11) were received for the disposal of MSW generated by the Town of Colchester, beginning July 1, 2014. The proposals are for MSW disposal and do not include transportation of the material to the disposal site. One response was received although there were several requests for the RFP documents. The respondent provided information in regard to the Town's desire to have a contract terms from 1 year, 3 years, and extending for a 5 year period. The only respondent is Covanta, which is the existing provider of the service and operates a the Trash to Energy plant in Preston, CT. Based upon the review of the proposal, I would recommend the 3 year time frame proposal.

Covanta: Year #1 - \$57.00/ ton; Year #2 - \$60.35 / ton; Year #3- \$65.00/ton;

Based upon the submittals and conversations with the present MSW Hauler, I recommend that the Town of Colchester contract with Covanta Southeastern Connecticut Company for the 3 year term based upon the following:

- 1) The 3 year contract locks in the price per ton over the term. Initial cost savings per ton is 5% compared with existing rates.
- 2) The material delivered is utilized for the SECONN energy-from-waste facility, thereby reducing reliance on fossil fuels for energy production.

Proposed Motion: That the Town of Colchester enters into a contract with Covanta for the receivership and disposal of MSW with Covanta Southeastern Connecticut Company in accordance with the terms as submitted in response to the Request for Price Proposals Municipal Solid Waste Disposal Town of Colchester, (RFP 2014-11), and that the First Selectman is authorized be to sign such agreement as necessary.

Town of Colchester
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT 06415-1260

StanSoby
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

**Request for Priced Proposals
Municipal Solid Waste Disposal
Town of Colchester
RFP 2014-11**

2 June 2014

Priced Proposals shall be addressed to and received by First Selectman, Stan Soby, 127 Norwich Avenue, Suite 201, Colchester, Connecticut. 06415 on or before 2:00P.M. Friday, 27 June 2014. Priced Proposals shall be submitted in a sealed envelope clearly marked, " RFP 2014-11 Municipal Solid Waste Disposal".

Bid opening shall take place at the Colchester Town Hall, Office of the First Selectman, 127 Norwich Avenue, Suite 201, Colchester, CT 06415 at 2:00P.M. Monday 30 June 2014.

Any questions concerning this bid may be answered by contacting James Paggioli, L.S. Public Works Director at (860) 537-7288.

No right shall accrue to any person submitting a bid until such bids have been accepted and contract awarded in writing by the duly authorized representative of the Colchester Board of Selectman. The Colchester Board of Selectmen reserves the right to reject any and all bids and to make such awards, including acceptance of other than the lowest bid, and to waive any informalities, omissions, excess verbiage, or technical defects in the Bidding, if, in the opinion of the Board of Selectmen, it would be in the best interest of the Town of Colchester to do so.

Town of Colchester
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT 06415-1260

StanSoby
First Selectman

(860) 537-7220
FAX: 537-0547

INSTRUCTIONS

1. GENERAL

The Town of Colchester is soliciting priced proposals for disposal of municipal solid waste (MSW) collected at the Town Transfer Station (averaged annual tonnage for past 3 years approximately 750 tons). Transportation of MSW from the Town Transfer Station to the approved disposal facility is not included in this request. Disposal proposals shall include unit price charges per ton of MSW disposed at the approved facility with contract term beginning on 1 July 2014 for periods of 1 year, 3 years, and 5 years, as well as extension options.

2. INTERPRETATIONS OR ADDENDA

No oral interpretation will be made to any bidder as to the meaning of the Contract Documents or any part thereof. Every request for such an interpretation shall be made in writing to the Town of Colchester. Any inquiry received seven or more days prior to the date fixed for opening of bids will be given consideration. Every interpretation made to a bidder will be in the form of an Addendum to the Contract Documents, and when issued will be on file in the office of the First Selectman at least five days before Bids are opened. In addition, all Addenda will be transmitted (either by mail, fax, or e-mail) to each person to whom Contract Documents have been issued, but it shall be the Bidder's responsibility to make inquiry as to, and to obtain, the Addenda issued, if any. All such Addenda shall become part of Contract and each Bidder shall be bound by such Addenda, whether or not received by the Bidder.

3. REQUIREMENTS

Each priced proposal shall include the following:

- A. A sample contract/agreement;
- B. Unit price disposal charges submitted on the enclosed bid sheet;
- C. The physical location of the facility to which the solid waste shall be delivered; such facility shall be licensed and certified to operate within the state by the State of Connecticut DEEP;
- D. The location of final disposal of the Town-generated MSW if the proposal comes from a registered transfer station;
- E. All blank spaces must be filled in as noted in ink. Bids must give the prices proposed both in words and figures and no changes shall be made in the forms or in the items mentioned therein. Erasure and other changes in the bid must be explained or noted over the initials of the bidder. In the event of any discrepancy between the written amounts and the figures, the written amounts shall govern.

Town of Colchester

127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT. 06415-1260

StanSoby
First Selectman

(860) 537-7220
FAX: 537-0547

- F. The bidder shall sign his/her priced proposal in the blank space provided for this purpose. If the priced proposal is made by a partnership, or corporation, the name and address of the partnership or corporation shall be indicated, together with the names and addresses of the partners or officers. If the bid is made by a partnership, it must be acknowledged by one of the partners; if made by a corporation, by one of the officers.
- G. The Town of Colchester may consider informal any bid not prepared and submitted in accordance with the provisions hereof, and may at its option waive any informalities, or accept or reject any and all bids. Any bid received after the time, date and place specified shall not be considered.

4. TIME FOR RECEIVING BIDS

Bids received prior to the advertised hour of opening will be kept securely sealed. No bid received thereafter will be considered.

5. OPENING OF BIDS

At the time and place fixed for the opening of bids, the Town of Colchester will cause to be opened and publicly read aloud every bid received within the time set for receiving bids, irrespective of any irregularities therein. Bidders and other persons properly interested may be present, in person or by representative.

6. WITHDRAWAL OF BIDS

Bids may be withdrawn on written request dispatched by the bidder and received by the Town of Colchester in time for the bid opening. The bid guaranty of any bidder withdrawing his/her bid in accordance with the foregoing conditions will be returned promptly.

7. STATEMENT OF BIDDER'S QUALIFICATIONS

Each bidder shall, as noted in the Form of Bid, submit on the form furnished for that purpose (a copy of which is included in the Contract Documents), a statement of the bidder's qualifications, his/her experience record in performing the type of services embraced in the Contract, and, when specifically requested by the Town of Colchester shall also submit a detailed financial statement. The Town of Colchester shall have the right to take such steps as it deems necessary to determine the ability of the bidder to perform his/her obligations under the contract and the bidder shall furnish the Town of Colchester all such reference and other information and data for this purpose as it may request. The right is reserved to reject any bid where an investigation of the available

Town of Colchester
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT 06415-1260

evidence or information does not satisfy the Town of Colchester that the bidder is qualified to carry out properly the terms of the Contract.

8. AWARD OF CONTRACT; REJECTION OF BIDS

- A. The contract will be awarded within ninety (90) days after the date of the bid opening, to the lowest qualified responsible bidder complying with the conditions of the Invitation for Bids. Transportation expenses incurred by the Town will be considered when determining lowest cost. The bidder to whom the award is made will be notified at the earliest possible date. The Town of Colchester, however, reserves the right to reject any and all bids or to waive any informality in submitted bid documents whenever such rejection or waiver is in its interest.
- B. The Town of Colchester will not award the Contract to any contractor who, at the time of the award, is ineligible for such contract under the provisions of any applicable regulations issued by the Secretary of Labor, United States Department of Labor, or is not qualified under applicable State and local laws and regulations.
- C. If the contract is awarded, it will be awarded by the Town of Colchester to the lowest qualified responsible bidder(s). The contract will require the completion of work in accordance with the Contract Documents.

9. TAXES

Bids should not include federal excise or state sales taxes, as Town of Colchester is exempt from payment of any such taxes.

Town of Colchester
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT 06415-1260

Stan Soby
First Selectman

(860) 537- 7220
FAX: 537 - 0547

BID FORM

TO: Town of Colchester

The undersigned hereby declares they have carefully examined the requirement of the specifications contained herein, and propose to properly and legally dispose of all solid waste delivered to the proposed facility.

Unit Price per ton of delivered municipal solid waste-contract term 1 year beginning 1 July 2014 through 30 June 2015.

In numbers: \$57.00 per ton

In in words: Fifty-seven dollars per ton

Unit Price per ton of delivered municipal solid waste-contract term 3 years beginning 1 July 2014 through 30 June 2017

In numbers: Year 1 \$57.00 per ton, Year 2 \$60.35 per ton, Year 3 \$65.00 per ton.

In words: Year one Fifty-seven dollars per ton, Year two Sixty dollars and thirty-five cents per ton, Year three Sixty-five dollars per ton.

Town of Colchester

127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT 06415-1260

Unit Price per ton of delivered municipal solid waste-contract term 5 years beginning 1 July 2014 through 30 June 2019

In numbers: Year 1 \$57.00 per ton, Year 2 \$60.35 per ton, Year 3 \$65.00 per ton, Year 4 \$66.50 per ton, Year 5 \$68.00 per ton.

In words: Year one Fifty-seven dollars per ton, Year two Sixty dollars and thirty-five cents per ton, Year three Sixty-five dollars per ton, Year four Sixty-six dollars and fifty cents per ton, Year five Sixty-eight dollars per ton.

Extension Options (describe conditions – e.g., extend for up to 3 years at final year price, extend up to 3 years with annual escalation of 1 percent).

Extension beyond initial term accepted would be on a mutual basis for one year option at a time to be escalated by agreed upon CPI Index

Town of Colchester
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT 06415-1260

Stan Soby
First Selectman

(860) 537- 7220
FAX: 537 - 0547

Physical Location for delivery of MSW by Town contractor:

Facility Name: Covanta Southeastern Connecticut Company
Street Address: 132 Military Highway
City/State: Preston, CT

Ultimate Disposal location:

132 Military Highway

Preston, CT

EXCEPTIONS AND DEVIATIONS

Bidder shall fully describe any variance, exception and/or deviation. Use additional sheets if required.

N/A

Town of Colchester
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT 06415-1260

THE UNDERSIGNED FURTHER DECLARES that the signer of this Proposal is:

A. An INDIVIDUAL doing business as:

B. A PARTNERSHIP doing business as:

C. A CORPORATION entitled:

Covanta Southeastern Connecticut Co.

Organized under the laws of the State of:

And having its principal offices at:

The names of all partners of a partnership or the principal officers of a corporation must be submitted upon request.

MAILING ADDRESS OF BIDDER:

132 Military Highway
Preston, CT 06365

860-889-4900

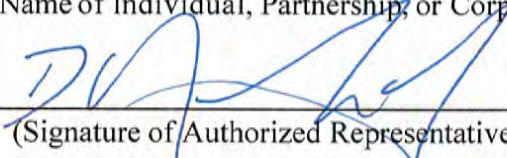
jvitale@covanta.com

SIGNATURE OF BIDDER:

Covanta Southeastern Connecticut Company 6/25/14

(Name of Individual, Partnership, or Corporation) (Date)

BY:



(Signature of Authorized Representative)

Derek Veenhof, Executive Vice President

Town of Colchester
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT 06415-1260

StanSoby
First Selectman

(860) 537- 7220
FAX: 537 - 0547

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of Connecticut)
County of Hartford)SS

Derek W. Veenhof being first duly sworn, deposes and says that:

1. He/she is (owner, partner, officer, representative, or agent) of Covanta Southeastern Connecticut Company. The bidder that has submitted the attached bid.
2. He/she is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representative, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached Bid or of any other bidder, or to fix any overhead, profit or cost element of the bid prices or the Bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Colchester or any person interested in the proposed Contract;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant; and
6. That no Town Official or employee or person whose salary is payable in whole or in part from the Town Treasury is directly or indirectly interested in the Bid, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

(Signed) _____

(Title) _____

Executive Vice President

Subscribed and sworn to before me this 25th day of June, 2014.

Dolores Hroncich

DOLORES HRONCICH
(Notary Public)
New Jersey

My commission expires _____, 2014.

8 My Commission Expires 8-28-16

Town of Colchester
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT 06415-1260

STATEMENT OF BIDDER'S QUALIFICATIONS

(To be submitted by the Bidder with the Bid)

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information he/she desires.

1. Name of Bidder: Covanta Southeastern Connecticut Company
2. Bidder's Tax Identification Number: 76-0171922
3. Permanent Main Office Address: 132 Military Highway, Preston, CT
4. When Organized: 12/02/1985
5. If a Corporation, Where Incorporated: Connecticut
6. How many years have you been engaged in performing the subject services under your present firm or trade name?
24 years
7. Contracts on hand: (identify any contract or quantity obligations that could affect your ability to perform the services requested, including DEP authorizations).
There are no contracts that would affect our ability to perform services to the Town of Colchester under the terms of this procurement.
8. General character of work performed by you:
Energy From Waste Facility
9. Have you ever failed to complete any work awarded to you? If so, where and why:
No

Town of Colchester
127 NORWICH AVENUE, SUITE 201& 202
COLCHESTER, CT., 06415-1260

StanSoby
First Seleccion

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FAX: 537 - 0547

10. Have you ever defaulted on a contract? If so, where, when, and why.

No

The undersigned hereby authorizes and requests any persons, firm, or corporation to furnish any information requested by the Town of Colchester in verification of the recitals comprising this statement of the Bidder's qualifications.

Dated at _____ this 25th day of June 2014.

Covanta Southeastern Connecticut Company

(Name of Bidder)

By: _____

Title: Executive Vice President

State of Connecticut

)SS

County of Hartford

Derek W. Veenhof being duly sworn, deposes and says that he/she is the Executive Vice President of Covanta and that he/she answers to the foregoing questions and all statements therein are true and correct.

Subscribed and sworn to before me this 25th day of June 2014

Dolores Hroncich

(Notary Public)

DOLORES HRONCICH

Notary Public

New Jersey

My Commission Expires 8-28-16




Colchester Youth & Social Services

127 Norwich Avenue, Suite 205, Colchester, Connecticut 06415

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



MEMORANDUM

TO: BOARDS OF SELECTMEN
FROM: VALERIE GEATO 
SUBJECT: MOBILE FOOD PANTRY
DATE: JULY 9, 2014

Recommended Motion: Approve the agreement between Colchester Youth & Social Services and the Gemma E. Moran United Way/Labor Food to participate in the Mobile Food Pantry program.

We have recently been informed that our application to become a partner in the Mobile Food Pantry program was accepted. We are all excited about this opportunity to bring more fresh and healthy food to the families in our community. The truck arrives with approximately 5,000 pounds of food for a distribution serving 100-150 households. The load consists of between eight and ten different products with an emphasis on perishable products such as fresh produce and bakery items, though it may also contain snack foods, condiments or any other items that are in abundance at the warehouse.

The program is offered to residents of Colchester and surrounding towns and is provided at no cost to the Town. If approved, the truck will be in Colchester on the 4th Friday of each month from 9:00-10:00 AM and will be parked in the side lot of Town Hall. The site Coordinators will be Amy McClafferty, Social Services Coordinator and Amber Albee, Admin/Program Assistant.

The Informational Handbook, Mobile Pantry Agreement, and approval email are attached.

MOBILE PANTRY AGREEMENT

Name of Sponsoring Agency: TOWN OF COLCHESTER YOUTH & SOCIAL SERVICES
Name and Address of Location for Distribution: 127 NORWICH AVE COLCHESTER CT 06415
TOWN HALL

Agreement between **GEMMA E. MORAN UNITED WAY/LABOR FOOD CENTER** and the agencies named above regarding the operation of a Mobile Pantry program at the location mentioned above.

General Overview of Program:

Mobile Pantry is a "farmers market" style distribution. **GEMMA E. MORAN UNITED WAY/LABOR FOOD CENTER Mobile pantry's** truck arrives with approximately 5,000 pounds of food for a distribution serving 100-150 households. The load consists of between eight and ten different products with an emphasis on perishable products such as fresh produce and bakery items, though it may also contain snack foods, condiments or any other items that are in abundance at **GEMMA E. MORAN UNITED WAY/LABOR FOOD CENTER's** warehouse.

Responsibilities of the distribution location:

- Approval for Mobile Pantry distributions to take place at the site
- Maintain parking lot to allow for distribution, including snow removal
- Sign a written agreement with **GEMMA E. MORAN UNITED WAY/LABOR FOOD CENTER.**
- If weather conditions create a safety risk to attendees on the property, the Site Property Owner will contact the Sponsoring agency site operator before 7 am to discuss cancellation of distribution.

Responsibilities of the sponsoring agency:

- Identify two site coordinators who will oversee the distribution, supervise the volunteers and serve as the primary contacts with **GEMMA E. MORAN UNITED WAY/LABOR FOOD CENTER's** Feeding Site Specialist.
- Identify 8-10 on site volunteers to assist with the distribution who do not intend to receive product
- Follow the Policies and Procedures Manual that is attached
- Complete signature sheets during distribution.
- Provide additional bags for distribution.
- Distribute flyers (provided by **GEMMA E. MORAN UNITED WAY/LABOR FOOD CENTER**) to residents in order to promote the distributions
- Sign a written agreement with **GEMMA E. MORAN UNITED WAY/LABOR FOOD CENTER**

Responsibilities of **GEMMA E. MORAN UNITED WAY/LABOR FOOD CENTER:**

- Provide a truck and driver that remain on site throughout the distribution
- Provide folding tables, traffic cones and signs
- Provide a selection of products in quantities that will allow each resident to get a share
- Remove all excess product, trash, cardboard, etc. at the end of the distribution
- Work with the on-site coordinator and volunteers to train them for the distribution
- Provide a written agreement to be signed by the distribution and sponsor agency

Use of Food Provided by **GEMMA E. MORAN UNITED WAY/LABOR FOOD CENTER:**

- Food will be distributed free of charge
- Food will be provided without discrimination on the basis of race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, and political affiliation, sexual orientation including gender identity or unfavorable discharge from the military or status as a protected veteran.

Sponsoring Agency Site Operator Information:

Agency: Colchester Youth & Social Services
Agency Contact: Valerie Geato Phone # 860 537-7255
Cell Phone # 860 550 5585 Fax: 860 537-1731 Email: Vgeato@colchesterct.gov
Address 127 Norwich Ave City Colchester Zip Code 06415
Site Coordinator: Amy McClafferty Phone # 537-7255 Email: amcclafferty@colchesterct.gov
Site Coordinator: Amber Albee Phone # 537-7255 Email: aalbee@colchesterct.gov

Distribution Site Sponsor Information: (if distribution site is different from the Agency Site Operator)

Site Property Owner: Town of Colchester
Agency Contact: _____ Phone # _____
Cell Phone: _____ Fax: _____ Email: _____
Location Address: _____
Site Coordinator: _____ Phone # _____ Email: _____
Site Coordinator: _____ Phone # _____ Email: _____

Gemma E. Moran United Way/Labor Food Center Information:

Name of Agency: United Way of Southeastern Connecticut
Agency Contact: Jennifer Blanco Phone # 860-464-3327
Email: jennifer.blanco@uwsect.org
Alternative Contact: Nancy Rossi Phone # 860-444-8050
Email: nancy.rossi@uwsect.org

- Food will not be transferred for money, property or services
- Food will be distributed on a first-come, first-served basis
- Reasonable precautions will be taken to assure that each individual receives an appropriate supply of food and is taking the food only for that person's use
- Volunteers in need will receive the same product and volume of product all other clients receive. Client volunteers will be allowed to receive their product at the end of distribution if product is available as will any other client expressing need.
- Food left over at the end of distribution will be reloaded onto the truck and returned to **GEMMA E. MORAN UNITED WAY/LABOR FOOD CENTER.**

Product Liability:

This Mobile Pantry program is operated under the 501(c) (3) exemption of **UNITED WAY OF SOUTHEASTERN CONNECTICUT** and in collaboration with the undersigned agents.

The undersigned agents of the program named above hereby warrant that the agency will receive surplus food from the Gemma E. Moran United Way/Labor Food Center. Said agent further warrants the following:

- The above-described food will be inspected upon receipt and found to be fit for human consumption.
- The agency releases the original donor and Gemma E. Moran United Way Food Labor Center from any liability arising from the conditions and/or collection of the donated food from the distribution site.

Conditions and Stipulations:

- All parties enter into this agreement voluntarily.
- Either party may terminate the agreement by simply notifying the other party.
- Any attachments are a part of this agreement.
- **GEMMA E. MORAN UNITED WAY/LABOR FOOD CENTER** reserves the right to make site visits to any distribution site to assure compliance with this agreement and to terminate the agreement without notice if the program is found to be out of compliance.
- **GEMMA E. MORAN UNITED WAY/LABOR FOOD CENTER** reserves the right to limit the types and quantity of food given to the site.

For the Sponsoring Agency:

Va [Signature] Title: Director Youth + Social Serv. Date: 7/9/14
 (Director / Staff signature)
 Contact Number: 860537-7255 Email: vgeato@colchesterct.gov

For the Individual Distribution Site:

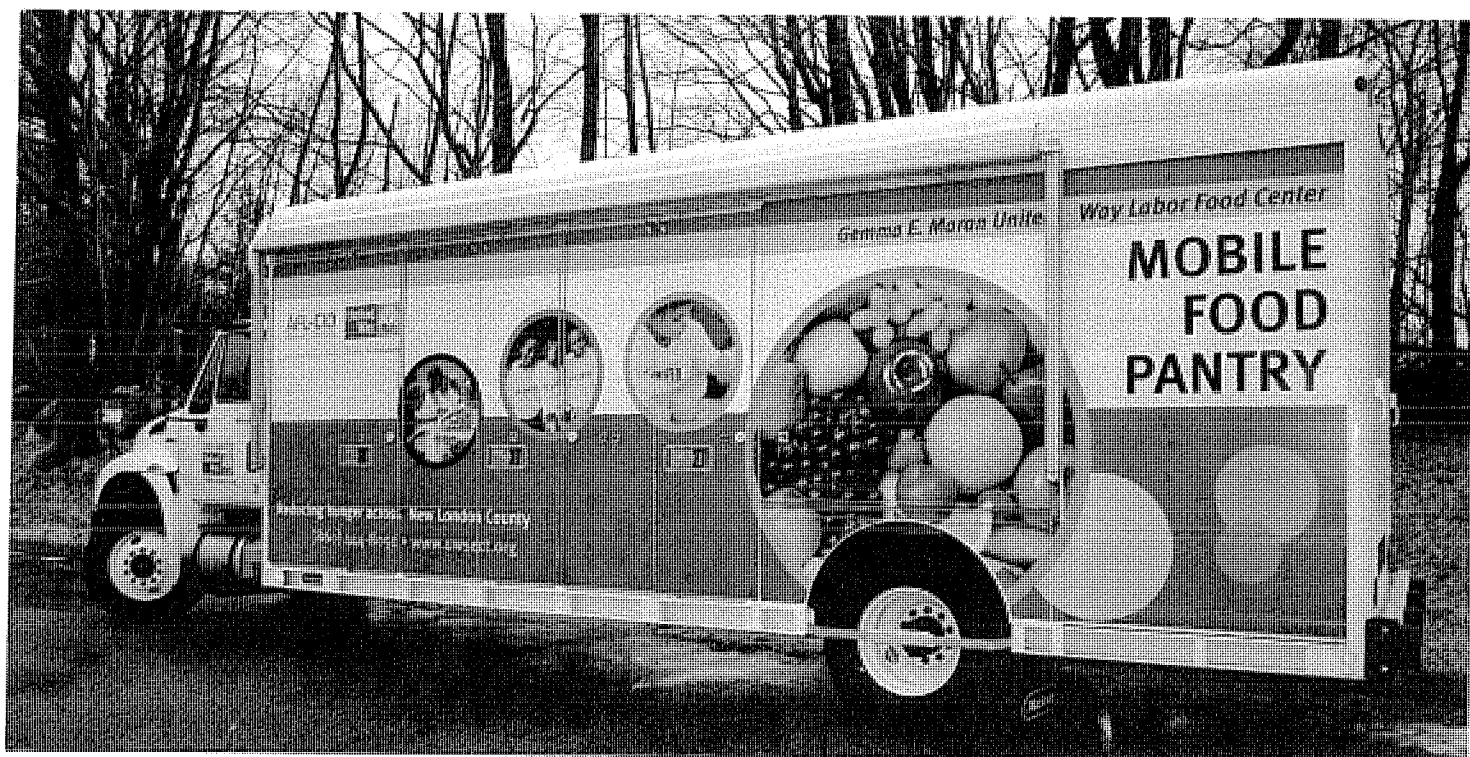
_____ Title: First Selectman Date: _____
 (Director / Staff signature)
 Contact Number: _____ Email: _____

For GEMMA E. MORAN UNITED WAY/LABOR FOOD CENTER:

_____ Title: _____ Date: _____
 (Director / Staff signature)
 Contact Number: _____ Email: _____

Mobile Food Pantry

Informational Handbook & Application Packet



The mobile food pantry program ensures that all low-income and food insecure families living in high-need neighborhoods in New London County have access to a pantry with the capacity to distribute fresh produce and healthy foods.

**374 Broad Street
New London, CT 06320**

www.uwsect.org/food-center

**Gemma E. Moran
United Way/Labor Food Center**

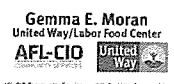
AFL-CIO
COMMUNITY SERVICES



AFL-CIO Community Services and United Way Partnership

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GENERAL OVERVIEW OF THE PROGRAM

The Gemma E. Moran United Way/Labor Food Center Mobile Food Pantry is a program under the 501©3 exemption of United Way of Southeastern Connecticut, and is a collaboration with the Agency Site Operator. This mobile food pantry truck is made possible by the generosity of CL&P and the Connecticut Food Bank.

The mobile food pantry program consists of a custom-made refrigerated truck delivering perishable food items for direct distribution to people in need. The program is a way to help people, some of which live in remote locations, to acquire items they may not find in a traditional pantry including fresh fruits and vegetables. The program’s “no questions asked” philosophy and farmer’s market feel will allow clients a level of comfort while utilizing it.

The truck arrives with approximately 5,000 pounds of food for a distribution serving an average of 100-150 households every month. The load consists of between eight and ten different products with an emphasis on perishable products such as fresh produce and bakery items, though it may also contain snack foods, condiments or any other items in abundance at the Gemma E. Moran United Way/Labor Food Center’s warehouse. In rural areas and where pockets of great poverty influence limited access to food, a mobile food pantry is a good solution.

BENEFITS OF THE MOBILE FOOD PANTRY PROGRAM

Besides offering flexibility of delivery, an effective and expeditious way of distributing food and maintaining an atmosphere of dignity, a mobile pantry serves some very specific needs, such as:

- Targets underserved areas, removing barriers to access and therefore expands capacity, builds the community and creates access
- Takes food directly to clients in a timely manner allowing farmer’s market style distribution and encouraging greater interaction between volunteers and clients, allowing them to share recipes, family traditions, and life stories. Clients “shop” with dignity and self-worth.
- Provides the opportunity for religious and charitable organizations to partner with local government, businesses, and universities to manage the distribution. A one-time distribution can develop long-term partnerships of providing necessary services for the needy in the community.

MOBILE FOOD PANTRY DISTRIBUTION SITE REQUIREMENTS

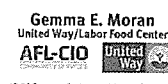
It is necessary to have the appropriate distribution location accommodate the large truckloads of product and clients we are serving. Therefore member agencies must meet the following guidelines:

- The site must be at least 60 feet long by 55 feet wide
- The entrance needs to be at least 10 feet wide, with a minimum of 8 additional feet on one side that is free of obstructions (fences, fire hydrants, parked cars, signs, etc.)
- Distribution may not take place on the street or in a commercial parking lot
- A minimum of 10 volunteers at each distribution with the ability to lift at least 10 pounds
- A commitment to providing this service a minimum of once a month year round.

ELIGIBILITY REQUIREMENTS

SPONSORING AGENCY REQUIREMENTS

- The food center’s mobile food pantry program is a program of United Way of Southeastern Connecticut, and it’s covered under the 501©3 status that covers the delivery of the product. Therefore a non-501©3 can partner in the mobile food pantry program by providing a parking lot, a monetary donation to cover the cost of a mobile pantry, and/or volunteers to manage the event. Any interested member agency can schedule a mobile pantry distribution. Organizations not currently partnered with the Food Center



must complete an application packet. The Food Center may refuse membership to any organization, or terminate membership.

- The Food Center will determine eligible sites based on :
 - Food desert information
 - Percentage of people in need for all mobile sites using the most current census data.
 - Distribution time accommodates best with other feeding sites in the area (they aren't already serving during another feeding site within a 1 mile radius). These will be reviewed by the Food Center staff before approval.
- Closed sites that are located in public housing complexes that are intended for low income families or individuals are automatically eligible.
- Site must have ready access and space so that attendees are able to walk safely on either side of the truck, and have sufficient parking on site.

CLIENT ELIGIBILITY REQUIREMENTS

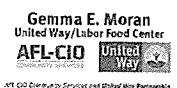
- Clients must be over the age of 18 to receive food.
- This program was established to serve the food insecure and low income communities of New London County. Therefore, at least 50% of the attendees must have a household income below 235% of the federal poverty line. Partnership in the GMUW Mobile food pantry program is contingent on annual verification that at least 50% of the attendees are low income as defined by the federal poverty line.
- If the site is located in a census tract where the majority of people are low income, then no additional screening is required.
- If a distribution location is not a closed public housing sites, and data does not indicate that the majority of people are low income, the coordinator must conduct the following once-yearly, income eligibility screening:
 - Income eligibility TEFAP form (available in English/ Spanish/Creole/Polish/Portuguese) provided by the Food Center
 - On a given distribution date, all attendees will be asked to complete and sign the form (it is recommended that these be given 4-6 months after initiation of the program.)
 - The site coordinator will keep the signed eligibility forms until the next yearly screening.
- A coordinator may choose some alternative method of screening or establish some mechanism of assuring that the majority of attendees are in need, provided that the Food Center is advised and approves such methods.

ROLES AND RESPONSIBILITIES

The success of the mobile food pantry program is contingent on the involvement of the member agency. In order to have the best mobile pantry, the member agency, food center and volunteers are responsible for several duties before, during and after distribution. These duties are highlighted below:

AGENCY SITE OPERATOR RESPONSIBILITIES

- Must provide a primary and secondary coordinator to oversee the distribution, supervise volunteers and serve as the Food Center's primary and secondary contacts. Inform the Food Center of changes in contact information.
- Must provide a minimum of 8 volunteers at each distribution. Volunteers should be able to repeatedly lift at least 10 pounds of product. Coordinators that are on site are not included in the volunteer count.
- Ensure that the on-site coordinators and volunteers arrive at least 30 minutes before, and remain 15 minutes after the publicized distribution time.
- Inform attendees and the local community of distribution times.



- Ensure that the mobile truck has ready access to the distribution site, that attendees are able to walk safely on either side of the truck and that the site is free of snow and ice.
- Keep a record of all TEFAP self-declaratory forms for the annual compliance visitation.
- Keep a record of the number of volunteers, households and individuals served at each distribution on the provided “Delivery Statistics Sheet”.
- Provide additional bags or boxes for distribution.
- Abide by the cancellation policy outlined on pg. 8

SITE COORDINATOR RESPONSIBILITIES

- Oversee the distribution, coordinate/supervise volunteers and serve as the Food Center’s primary and secondary contacts.
- Arrive at least 30 minutes before and stay 15 minutes after publicized distribution time.
- Assist in informing the volunteers, attendees, and local community of distribution times.
- Solve any issues prior to and during distribution pertaining to mobile truck site accessibility, arguments, etc. Food Center drivers may not intercede in arguments.
- Coordinate and train volunteers onsite (and new incoming volunteers) based on the mobile food pantry distribution procedures outlined in pg. 5
- Attend all coordinator trainings.
- Provide the GMUW mobile food pantry driver with the number of volunteers, households and individuals served after each distribution on the provided “Delivery Statistics Sheet”. Must also sign the sheet to confirm statistics.
- Must ensure that all participating volunteers sign in, and sign the Volunteer Waiver provided by the GMUW driver.

GEMMA E. MORAN UNITED WAY/LABOR FOOD CENTER RESPONSIBILITIES

- Provide a truck, driver and tables during publicized times of distribution. The truck will arrive 30 minutes before distribution times.
- Provide needed items for distribution such as gloves, box cutters, sign in sheets, cones, recipes, guidelines, TEFAP forms, etc.
- Remove all excess product and trash at the end of distribution.
- Abide by the product Quantity, Variety & Quality guidelines as outlined on pg. 7
- Abide by the cancellation policy as outlined in pg. 8
- Assist with unloading and loading the product, as needed.
- Food Center reserves the right to cancel a distribution due to inadequate number of volunteers or inclement weather conditions.
- Provide a yearly monitoring compliance visit.

SITE SET-UP/FOOD DISTRIBUTION PROCEDURES

VOLUNTEER ROLES

- Registration/Greeters at all times (Recommended 2): Sign in mobile food pantry attendees, and direct participants based on sites distributions procedures.
- Distributors (6 volunteers recommended): About 3 volunteers on each side of the truck to help in the set up and loading of tables. Assist in the distribution of recipes or additional information provided by site coordinator in case a client doesn’t know what to do with the product. Assist in the restocking of food (at least 1 volunteer per truck side should be assigned to also assist in the breakdown of boxes)
- Client Assistant Distributors (2): Assist clients through the lines which whom due to a disability might need help obtaining their food.

SET-UP PROCESS

Registration (approximately ½ hour before truck arrives):

Each site may choose their own client registration process, must be pre-approved by the Food Center. However the following guidelines have been pulled from best practices.

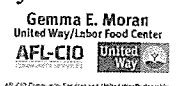
- Clients can either pre-register with the agency site operator or register onsite in the check in counter. If a client walks into the distribution site, they must register onsite to get food.
- At least one person needs to be the greeter during distribution to sign-in attendees and direct them where and when to get started. If there are a lot of people, giving out numbers may help with this process so people don't have to remain in line waiting for the start time. Please review some additional crowd control client registration processes below:
 - Crowd control client registration processes practices:
 - Cones are a helpful tool to assist clients in knowing where the waiting line begins. With pre-registration, after the client gets their food, there is a table at the end of the distribution line for check out. Client statistics are collected at this point.
 - Disabled/Seniors will go first golden rule.
 - Numbers process: Clients waiting in line before food pantry distribution check in and obtain a number. Only one number per household. Site coordinator calls number blocks (0-10, 10-20, etc) to get food. Numbers are collected at the end of the line.
 - Lottery process: Numbers are distributed randomly among the clients waiting in line. Site coordinators will call number blocks to distribute food.

Set up: When the truck arrives:

- Site coordinators will check with driver for any new instructions, handouts to be distributed, or other materials needed.
- Cones will be set up to ensure no cars are allowed to drive near the tables. (Cones can also be utilized to set where line will begin for clients).
- If it's raining, snowing or if it's over 75° volunteers will assist the driver with opening the awnings/tents over the tables and food pallets. Driver will instruct volunteers on how to open and close the truck awning/tents. Site coordinators may choose to have an indoor waiting area for seniors and disabled clients.
- Tables:
 - There will be a minimum of 6 tables provided in the truck.
 - Volunteers will assist in setting up the tables for distribution.
 - Product on tables:
 - The front ½ of the table will be kept open for people to scoot their boxes/bags across.
 - Items will be placed on tables for distribution and re-loaded as needed throughout. No food should be placed on the ground, included boxes of produce.
- Extra empty boxes can be taken to the front of the line for clients to use.

During Distribution Procedures:

- The site coordinator and driver will determine the quantities of each item allowed per household. Volunteers will distribute accordingly. **It is vital that each household is offered the same amount throughout the distribution.** Don't start to double up towards the end; any excess food will be used in another location.
- **Client Choice:** The mobile food pantry has been set up to allow for clients to select among the foods available and choose the foods that meet their cultural, religious, and dietary needs and family



preferences. If a participant doesn't want an item, don't try to force them to take it, but that doesn't mean they get more of something else.

- When needed, a volunteer can assist with "Shopping" and/or helping clients to their transportation.
- There should be one volunteer per table to assist recipients in replenishing tables as needed.
- The driver is responsible for the vehicle and may not be used to give out food in place of a volunteer. The driver may assist in unloading the product from the truck bays.
- Volunteers shouldn't expect to receive food. However, if volunteer is determined eligible through the client screening process, they may be eligible for the food; however they would need to comply with the same rules and policies as the recipients. In other words, they can't go first, get extra or take food for others.
- Extra empty boxes can be taken to the front of the line for clients to use.
- Volunteers should begin to break down boxes that are not suitable for carrying food, and this garbage should be collected for disposal.

Clean-up/Closing:

- Volunteers will assist in:
 - Clean up and breakdown of all tables for the next mobile food pantry site and place them in their Bay.
 - Breaking down of boxes and placing them in a separate bay as directed by the driver.
 - Collecting trash and placing it in the dumpster if available or in a separate bay.
 - Place food like items together and returned to their bays.
- Coordinator will inform driver of final count and sign statistics sheet.

POLICIES

ORDERING PROCEDURES

Inventory of the Gemma E. Moran United Way/Labor Food Center constantly rotates as product donations come to the food center on an ongoing basis. Items are distributed on a "first come first serve" basis. Therefore, the Food Center will select the items for the mobile food pantry. The load consists of between eight and ten different products with an emphasis on perishable products such as fresh product and bakery items, though it may also contain snack foods, condiments or any other items in abundance at the Gemma E. Moran United Way/Labor Food Center's warehouse. Orders for the mobile food pantry will be determined by the food center. Member agencies will provide the Food Center with the expectant number of households/people served.

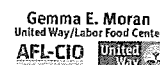
FOOD QUANTITY, VARIETY & QUALITY

- The Food Center will make every effort to provide a variety of products in quantities that allow each attendee to get an equitable share.
- The Food Center has determined that the products are safe to consume, but some of them may be distressed, past code date or enclosed in damaged packaging, the primary coordinator has the authority to ask the Food Center's driver to withhold from distribution of any item whose quality they feel is unacceptable.

DISTRIBUTION OF PRODUCT POLICY

All items donated to the Food Center are donated with the understanding that they will be utilized for the intended purpose of feeding the community in need. Therefore, we expect member agencies to adhere to the following guidelines:

- Attendees **must be** over the age of



18 to receive food.

- Attendees cannot pick up product for other individuals. However, those who cannot attend are encouraged to send someone to pick up food on their behalf, so as long as that “proxy” person does not also need food for themselves.
- One allotment of food will be given per household (household size does not determine quantity)
- Food will be distributed free of charge.
- Food will not be transferred for money, property or services.
- Food will be distributed on a first-come, first-served basis.
- Food left over at the end of distribution will be reloaded onto the truck and returned to the Food Center.
- Food will be provided without discrimination on the basis of race, color, religious creed, age, marital status, familial status, national origin, ancestry, sex, mental retardation, mental disability, learning disability, and lawful source of income, sexual orientation, physical disability, included but not limited to blindness or deafness, or any other characteristic protected by state or federal law.
- Eligible volunteers in need of food will be given the same amount of product as any other attendee. Volunteers **are not** allowed to reserve any product from the mobile pantry for themselves before client distribution. Volunteers will be permitted to get their food only after all site clients have been distributed food.

CANCELLATION POLICY

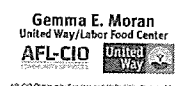
- The Food Center will contact the primary coordinator of a cancellation with as much notice as possible. The Food Center may cancel a mobile distribution if:
 - The Food Center is closed due to bad weather or other circumstances.
 - The Food Center’s Director of Operations determines that driving conditions are unsafe.
 - Schools are closed in the town of the mobile pantry site.
- Site coordinators may cancel a distribution if weather conditions endanger the safety of attendees:
 - If a coordinator decides to cancel the distribution, the coordinator must call the Food Center at (860)444-8050 before 7:30 a.m. on the day of the distribution. The coordinator should dial the programs coordinator during any pre-recorded message and leave a voicemail for the Programs Coordinator.
- The coordinator must notify attendees and volunteers of cancellations by- at minimum- posting signage at the site; it is also recommended that the site sponsor register with local television or radio cancellation service.
- Cancelled distributions cannot be re-scheduled for a later date, but the delivery schedule will resume the next month.
- The Food Center reserves the right to cancel or suspend a distribution due to inadequate number of volunteers or for non-compliance of the mobile food pantry agreement.

REPORTING

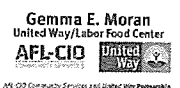
A monthly report is to be submitted after each mobile pantry distribution to the driver in the statistics sheet after every distribution. Failure to submit a report will cause further disciplinary action that may include account holds/suspensions. If a member has been placed on “hold” deliveries will stop until the report has been submitted.

SITE VISITS

Member agencies must permit, with or without appointment, a yearly site visit to their food distribution site by a Food Center staff. Such visits will be to verify proper food usage, handling and distribution as stated by these policies and procedures.



-End of Handbook-



Original Date: March 15, 2013

Revision date: 05/01/2013

AFL-CIO Community Services and United Way Partnership

Thank you for your interest in partnering with the Gemma E. Moran United Way/Labor Food Center Mobile Food Pantry Program! The purpose of this application is to provide information to United Way/Labor Food Center in order to determine your eligibility to host this program in your town. All religious organizations must fill out a separate Religious Group Qualifier form (attached). Additional financial and programmatic documentation may be required to determine the agency's eligibility.

Attached is the Gemma E. Moran United Way/Labor Food Center mobile food pantry application. In addition to completing a membership application, a site visit to the member agency hosting site will be conducted by a Food Center representative. A 30-day follow up will be conducted after your initial review. The Food Center and the member agency will work in partnership to ensure quality service and equitable distribution.

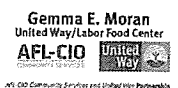
At the discretion of the President/CEO or his/her designee, the Food Center may decline membership to any organization, or terminate existing membership.

Instructions: Please type or clearly print all information and be sure to fully complete all sections. ONLY COMPLETED APPLICATIONS WILL BE CONSIDERED. Enter N/A for questions that do not apply to your program. Completed documents should be mailed to:

**Gemma E. Moran United Way/Labor Food Center
Agency Relations & Programs
374 Broad Street
New London, CT 06320**

Questions may be directed to jennifer.blanco@uwsect.org

Or please call us at (860)464-3327.



Gemma E. Moran United Way/Labor Food Center Mobile Food Pantry Application

General Information

Agency Name: _____
 Food Program Name, if different: _____
 Affiliate Organization: _____
 Agency Physical Address: _____
 City: _____ State: _____ Zip: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Fax: _____ Email: _____
 Date Food Program was established: _____ or start-up date _____
 Are you a current food center member agency? YES NO

Do you have **FEDERAL** tax-exempt status under SECTION 501(c) 3? YES or NO
Please Note: Federal tax exempt status is not the same as a TAX ID Number. A copy of the letter must be submitted with this application.

Is there an Advance Ruling Ending date on your 501(c) 3 Determination Letter? Y or N Ending Date: _____ Tax ID Number _____

Major Sources of Funding: grants donations budget other: _____

MOBILE PANTRY DISTRIBUTION INFORMATION

Tentative or Scheduled date (s) of Distribution: _____
 Time (s) of Distribution: _____
 Number of people expected during distribution: _____
 Physical Address of Distribution Site : _____

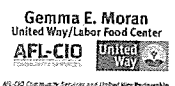
Please note: Clients must be “qualified” and notified at least two days prior to distribution.

Targeted towns/neighborhoods: _____

Partnering Agencies: _____

Contact information for distribution organizer/coordinator: A **minimum of 2 must be listed.**

1) Name _____ Telephone _____
 Email _____ Additional Phone _____
 Mailing Address _____



2) Name _____ Telephone: _____
 Email _____ Additional Phone _____
 Mailing Address _____

I HAVE READ, UNDERSTOOD AND AGREE TO ACCEPT THE CONDITIONS OUTLINED IN THIS MOBILE FOOD PANTRY MANUAL:

SIGNATURE OF EXEC. DIRECTOR/ HEAD CLERGY/ AGENCY SITE OPERATOR	DATE
PRINT NAME	PHONE
TITLE	EMAIL ADDRESS
ADMINISTRATIVE MAILING ADDRESS	CITY
	STATE
	ZIP CODE

GEMMA E. MORAN UNITED WAY/LABOR FOOD CENTER ONLY:

Date application received: _____
 Received by: _____ Date of Site Visit: _____ Proof of 501 ©3 on files? _____

Attendee Demographics:

Open to the general public Census tract of distribution: _____
 Open to town residents only % Population living below 235% FPL: _____
 Seniors/ Disabled Town residents only **ANNUAL SNAPSHOT SCREENING NEEDED?** YES NO
 Low income residents only Located in an identified as a food desert area? YES NO
 School community only Located in an identified food insecure community? YES NO
 Resident ethnicities: _____ # of units: _____
 Number of residents: _____ Resident age range: _____
 Site Visit notes: _____

Does site meet requirements? Yes No /Concerns: _____

Application: Approved Denied On Hold

 (Director / Staff signature) Title: _____ Date: _____



Gemma E. Moran United Way/Labor Food Center

374 Broad Street
 New London, CT 06320
 (860)444-8050
 Fax: (860)444-8053

Religious Group Qualifier Form

Agency Name: _____ Director: _____

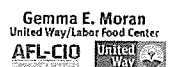
- Tax exempt status. Please check one of the following and include the proper documentation.
 - We are a church and have a federal tax-exempt status as a 501 © 3 organization. A copy of our 501 ©3 determination letter is enclosed. (Go to next page).
 - We are a church and have never applied for nor been granted 501©3 status. A letter on church stationary from the church’s chief executive officer stating this is enclosed.

Churches that have not received federal 501 ©3 exempt status must provide that they actually are a church. The following is a list used by the Internal Revenue Service employees to determine that an organization is actually a church and not a tax-avoidance scheme. Some of the characteristics will not apply to every church. Please check all characteristics that apply to your church and note what documentation you have enclosed which shows that characteristic.

Check <input checked="" type="checkbox"/>	Characteristics	Documentation
<input type="checkbox"/>	A distinct legal existence	
<input type="checkbox"/>	A recognized creed and form of worship	
<input type="checkbox"/>	A definite and distinct ecclesiastical government	
<input type="checkbox"/>	A formal code of doctrine and discipline	
<input type="checkbox"/>	A distinct religious history	
<input type="checkbox"/>	A membership not associated with any other church or denomination	
<input type="checkbox"/>	A complete organization of ordained ministers ministering to their congregations	
<input type="checkbox"/>	Ordained ministers elected after completing prescribed courses of study	
<input type="checkbox"/>	A literature of its own	
<input type="checkbox"/>	Established place of worship	
<input type="checkbox"/>	Regular congregations	
<input type="checkbox"/>	Regular religious services	
<input type="checkbox"/>	Sunday schools for religious instruction of the young	
<input type="checkbox"/>	Schools for the preparation on ministers	



New London County Food Policy Council



2. Religious proselytizing. Please check one of the following:

No religious proselytizing (services, education prayer, etc) is included in any aspect of our food distribution programs.

Religious proselytizing is included in our food distribution program. Please describe: _____

3. Non-discrimination policy. Please check all that apply:

Participation in our food program is not confined to the members of our congregation nor to those who participate in our religious programs and services.

Our food programs are advertised throughout the broader community, including:

Infoline

Newspaper Community Calendars News paper: _____

Other: _____

Our food programs are scheduled completely separately from our religious programming and steps are taken to ensure that no preference is given by our food programs to those who attend our religious programming.

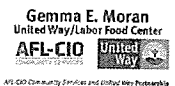
4. Please describe any other routines you have in place to ensure participation in your food program by people from outside your congregation.

Date

Signature for agency

Date

Signature for United Way/Labor Food Center



Valerie Geato

From: Amy McClafferty
Sent: Thursday, June 12, 2014 10:46 AM
To: Valerie Geato
Subject: FW: Mobile Food Pantry Results

From: Jennifer Blanco [<mailto:jennifer.blanco@uwsect.org>]
Sent: Thursday, June 12, 2014 9:45 AM
To: Amy McClafferty
Cc: Nancy Rossi
Subject: Mobile Food Pantry Results

Good morning Amy,

Thank you for applying for the mobile food pantry program. We enjoyed meeting with you to discuss the possibilities of partnering through the mobile food pantry program to bring these fresh healthy foods to the Colchester community and surrounding towns. It is with our utmost pleasure to inform you that your application has been approved, and we look forwards to working with you in the programs mission to increase access to healthy foods.

I am looking forwards to our meeting next week to brainstorm the launch, site set up, and to sign the official contracts. We will also set up an official training for your site coordinators and/or possible strong leader volunteers on the procedures of the mobile food pantry program. I will be looking forwards to brainstorming with you some possible dates.

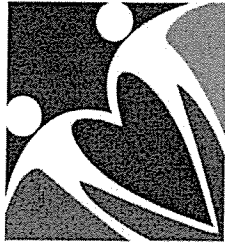
Thank you and please do not hesitate to call if you have any questions.

Sincerely,

Jennifer Blanco

Feeding Site Specialist/ Mobile Food Pantry Coordinator
Gemma E. Moran United Way Labor Food Center
374 Broad St. New London CT 06320
Phone: (860)464-3327
Fax: (860)444-8053
jennifer.blanco@uwsect.org

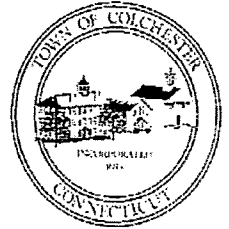
United Way of Southeastern Connecticut thanks Charter Oak Federal Credit Union, our 2013-14 Gold Benefactor, for Living United!



Colchester Youth & Social Services

127 Norwich Avenue, Suite 205, Colchester, Connecticut 06415

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



MEMORANDUM

TO: BOARDS OF FINANCE AND SELECTMEN
FROM: VALERIE GEATO
SUBJECT: YOUTH CENTER
DATE: JUNE 18, 2014
CC: JAMES PAGGIOLI, MAGGIE COSGROVE

The wood floors on the first floor of the Youth Center have gone beyond repair and present a potential safety issue for our program participants. The floors have many years of wear and tear as well as holes and broken boards in some areas. Replacing the flooring was part of my original budget request but was cut in the first round of reductions.

In an effort to provide the safest conditions for our kids and to preserve our investment in the building, I am requesting that we replace the flooring. After discussing options with Public Works Director Jim Paggioli, it was determined that covering the floor with Vinyl Composite Tile is the most cost effective option and will prevent further damage and other potential problems, such as water damage and dry rot.

Due to a gap in staffing, there are enough funds remaining in the current Youth Services salary line item. The estimate for the project is approximately. \$6,800 and is attached.

I am requesting that the funds be allocated for this project after the surplus is returned to the fund balance at the close of the fiscal year. Per discussion with CFO Maggie Cosgrove, if approved by the Boards, an appropriation from fund balance would be requested in the 2014-15 fiscal year to the Buildings and Grounds Reserve account.

I would be happy to answer any additional questions or provide any information needed.

INSTALLATION #1

REF # 103

MERCHANDISE TO BE INSTALLED:

REF #	SKU	QTY	UM	DESCRIPTION	QTY	UM	TAX	PRICE EACH	EXTENSION
R02	0000-566-637	2.00	EA	2057 PREMIUM VCT ADHESIVE 4GAL					
R05	0000-171-292	33.00	CA	1/8" CIVIC SQ STONETAN VCT 54004-45SF					
R06	0000-419-011	225.00	LF	3/4 X3/4 PRPIN WM105 QTR RND					

BASIC INSTALLATION LABOR:

SKU	DESCRIPTION	QTY	UM	TAX	PRICE EACH	EXTENSION
0000-164-134	VINYL TILE-NAT/0053 BSC VINYL TILE GLUE DOWN	1298.00	SF	N	\$1.30	\$1,687.40

OPTIONAL LABOR SELECTED INCLUDES:

OPTION	DESCRIPTION	QTY	UM	TAX	PRICE EACH	EXTENSION
27	0148 SHOE OR QUARTER ROUND INSTALL (NEW OR EXISTING - WOOD, PLASTIC OR FLEXIBLE - CUSTOMER PROVIDES)	225.00	LF	N	\$1.50	\$337.50

CUSTOM LABOR SELECTED INCLUDES:

OPTION	DESCRIPTION	QTY	UM	TAX	PRICE EACH	EXTENSION
1	THIS IS FOR 2 LARGE ROOMS, BACK STORAGE ROOM, SMALL OFFICE	1.00	EA	N	\$0.00	\$0.00
2	**CUSTOMER NEEDS TO EMPTY ROOMS OF FURNITURE	1.00	EA	N	\$0.00	\$0.00
3	**OLD BUILDING, FLOORS ARE WAVY AND WILL REMAIN WAVY AFTER INSTALL**WE ARE NOT RESPONSIBLE FOR FUTURE ISSUES WITH SUBFLOOR/NEW FLOOR	1.00	EA	N	\$0.00	\$0.00
4	FURNISH AND INSTALL TRANSITION EDGING	1.00	EA	N	\$95.00	\$95.00
5	FURNISH AND INSTALL UNDERLAYMENT SUBFLOOR	1.00	EA	N	\$3,265.00	\$3,265.00
6	SCREW AND REINFORCE SUBFLOOR	1.00	EA	N	\$275.00	\$275.00
7	**CUSTOMER NEEDS TO PURCHASE 1298 SF OF VCT TILE AND 225 LF OF QUARTER ROUND MOLDING	1.00	EA	N	\$0.00	\$0.00

INSTALLATION SITE NAME: GALLICCHIO BUILDERS

ADDRESS: 34 NORWICH RD

CITY: COLCHESTER STATE: CT

COUNTY: MIDDLESEX SALES TAX RATE: 6.350

TAX: Merchandise - N LABOR - N

ZIP: 06415

INSTALL LABOR CHARGE: \$5,659.90

TRIP CHARGE: \$0.00

CREDIT FOR DEPOSIT/MEASURE: (\$35.00)

INSTALL TOTAL DUE \$5,624.90

*** CONTINUED ON NEXT PAGE ***

INSTALLATION #1

(Continued)

REF #103

PHONE: (860) 319-7772

ALTERNATE PHONE: (860) 537-1836

MEASURE

BASIC INSTALLATION LABOR INCLUDES:

- * INSTALLER TRAVEL WITHIN 30 MILES OF STORE
- * LIGHT FLOOR PREPARATION (INSTALLER PROVIDES UP TO ONE 25 LB BAG OF LEVELER)
- * REMOVE EXISTING QUARTER ROUND (REMOVAL PROCESS MAY CAUSE DAMAGE TO MOLDINGS)
- * UNDERCUT DOOR JAMBS
- * PRIME FLOOR, IF APPLICABLE (CUSTOMER PROVIDES PRIMER)
- * STRAIGHT LAY (CUSTOMER PROVIDES PRODUCT AND ADHESIVE)

UNLESS STATED ABOVE THIS INSTALLATION DOES NOT INCLUDE:

- WORK ON SUNDAYS OR HOLIDAYS
- MOVE BREAKABLES AND/OR VALUABLE OBJECTS INCLUDING PIANOS, GRANDFATHER CLOCKS, AQUARIUMS OR ANTIQUES
- WATER EXTRACTION
- REMOVE OR HAUL AWAY HEAVILY ANIMAL SOILED OR FLEA INFESTED CARPET
- REMOVE EXISTING BASEBOARDS
- REMOVE OR REPLACE EXTERIOR THRESHOLDS
- ALTER EXISTING STRUCTURE OR OPENING
- ELECTRICAL OR PLUMBING DISCONNECT AND RECONNECT - SEE MKT FOR DETAILS

- INSTALL GLUE DOWN WOOD, NAIL DOWN WOOD OR TILE FLOORING OVER PARTICLE BOARD
- TRIMMING EXTERIOR DOORS
- TRIMMING INTERIOR POCKET DOORS
- FLOOR GRINDING
- COMMERCIAL SEAM WELDING
- SHOWER PANS
- INSTALL OVER EXISTING PAD

SPECIAL NOTES:

- * AN ADULT OVER 18 YEARS OF AGE WITH THE AUTHORITY TO MAKE DECISIONS ABOUT YOUR INSTALLATION MUST BE PRESENT DURING THE INSPECTION (WHEN APPLICABLE), DELIVERY AND INSTALLATION
- * CANCELLING APPOINTMENTS WITH INSTALLERS OR MISSING SCHEDULED APPOINTMENTS MAY LEAD TO ADDITIONAL CHARGES
- * THE BUILDING MUST BE COMPLETELY CLOSED IN, WITH OUTSIDE

- * INSTALLATIONS REQUIRING ADHESIVE TO CURE MAY NOT BE ACCESSIBLE FOR 24 HOURS AFTER INSTALLATION.
- * IF THE NEW FLOOR IS SUBSTANTIALLY THICKER THAN THE OLD FLOOR, SEVERAL ITEMS MAY NEED TO BE ADJUSTED SUCH AS DOOR AND MOLDING HEIGHT, TOILET FLANGES, PLUMBING CONNECTIONS ETC. SOME SERVICES MAY NOT BE AVAILABLE THROUGH HOME DEPOT.

*** CONTINUED ON NEXT PAGE ***

INSTALLATION #1

(Continued)

REF #103

- * WINDOWS, DOORS, AND THRESHOLDS IN PLACE
- * ELECTRICITY AND PLUMBING MUST BE ACCESSIBLE TO WORK AREA
- * AIR CONDITIONING, HEATING AND VENTILATION SYSTEMS MUST BE OPERABLE
- * THE WORK AREA TEMPERATURE MUST BE WITHIN 60-80 DEGREES
- * EMPTY ALL CABINETS, ENTERTAINMENT CENTERS, BOOKCASES, CLOSETS, ETC.
- * DISCONNECT AND REMOVE ALL ELECTRONIC EQUIPMENT SUCH AS TELEVISIONS, STEREOS AND COMPUTERS
- * ALL BREAKABLES AND/OR VALUABLE OBJECTS MUST BE REMOVED FROM THE WORK AREA PRIOR TO INSTALLATION
- * ALL WET TRADES (DRYWALL, PLASTERS, PAINTING, STAINING ETC.) SHOULD BE FINISHED BEFORE INSTALLATION. TOUCH UP MAY BE REQUIRED AFTER INSTALLATION.
- * CARPET INSTALLS ONLY - IF CUSTOMER CHOOSES TO RIP UP AND HAUL AWAY EXISTING CARPET, DO NOT REMOVE EXISTING TACK STRIP
- * ALL PRODUCTS REQUIRING ACCLIMATION MUST BE PLACED IN WORK AREA AT LEAST 3 DAYS PRIOR TO INSTALLATION
- * INSTALLATION TIMES VARY DEPENDING ON THE SIZE AND SCOPE OF THE PROJECT
- * INSTALLATION MAY BE NOISY AND CAUSE INCONVENIENCE TO LIVING AREAS
- * ADHESIVES USED FOR INSTALLATION CAN PRODUCE STRONG ODORS
- * FLOORING AND SUBFLOOR PREPARATION CAN CREATE DUST THAT CAN INFILTRATE OTHER PARTS OF YOUR HOUSE. BE SURE TO CHANGE AIR FILTERS AFTER INSTALLATION.
- * CHILDREN AND PETS MUST BE KEPT AWAY FROM THE WORK AREA
- * IF UNFORESEEN LABOR IS NEEDED TO REPAIR DAMAGE FROM WATER, TERMITES, ELECTRICAL OR PLUMBING PROBLEMS, THERE IS AN ADDED CHARGE WHICH MAY NOT BE AVAILABLE FROM HOME DEPOT SO THE CUSTOMER MUST HIRE THEIR OWN CONTRACTOR TO MAKE THE REPAIRS.

- * REFER TO PRODUCT MANUAL FOR SPECIFIC WARRANTY AND MAINTENANCE INFORMATION.
- * NATURAL PRODUCTS MAY CONTAIN COLOR, VEIN OR GRAIN VARIATIONS.
- * PERMIT FEES VARY BY JURISDICTION AND SCOPE OF WORK. IF A PERMIT IS REQUIRED, THE INSTALLER WILL REVIEW THE FINAL COST OF THE PERMIT AND ADMINISTRATIVE FEES WITH THE CUSTOMER PRIOR TO THE FINAL INSTALLATION.
- * FOR ALL FLOORING INSTALLATIONS CUSTOMER ACKNOWLEDGES THAT THE AMOUNT OF PRODUCT PURCHASED WILL BE THE BASIS FOR INSTALLATION LABOR CHARGES, INCLUDING REMOVAL AND HAUL AWAY. THIS AMOUNT MAY VARY FROM ACTUAL SIZE OF CUSTOMER'S ROOM(S).
- * FOR CARPET INSTALLATION, THE CARPET ESTIMATE IS USED TO DETERMINE THE AMOUNT OF PADDING PURCHASED. ANY EXCESS MATERIALS WILL BE LEFT WITH CUSTOMER UNLESS CUSTOMER REQUESTS OTHERWISE.
- * ADDITIONAL CHARGES AT THE JOBSITE MAY BE NECESSARY TO COMPLETE THE JOB AND/OR BRING THE INSTALL INTO COMPLIANCE WITH LOCAL AND/OR STATE CODES
- * THE INSTALLER MAY DECLINE TO INSTALL THE JOB IF IN THEIR PROFESSIONAL OPINION IT SEEMS UNSAFE, IN VIOLATION OF STATE OR LOCAL CODES OR CANNOT BE PERFORMED TO INDUSTRY STANDARDS
- * REFER TO MANUFACTURER GUIDELINES ON MAINTAINING PROPER ENVIRONMENTAL CONDITIONS TO UPHOLD PRODUCT WARRANTY INCLUDING TEMPERATURE AND RELATIVE HUMIDITY REQUIREMENTS.
- * USE OF HVAC & HUMIDIFIER/HUMIDIFIER SYSTEMS MAY BE NEEDED.
- * WATER DAMAGE INCLUDING (BUT NOT LIMITED TO) THAT CAUSED BY FOUNDATION/WALL CRACKS/LEAKS, OR CHANGES IN CONCRETE SLAB MOISTURE CONTENT OR VAPOR EMISSIONS IS NOT COVERED UNDER WARRANTY.

*** CONTINUED ON NEXT PAGE ***

INSTALLATION #1

(Continued)

REF #103

END OF INSTALL #1

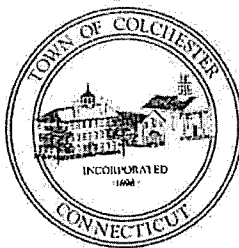
TOTAL CHARGES OF ALL MERCHANDISE & SERVICES

Policy Id (PI):
A: 90 DAYS DEFAULT POLICY.....;

The Home Depot reserves the right to limit / deny returns. Please see the return policy sign in stores for details.

ORDER TOTAL	\$6,842.14
SALES TAX	\$0.00
TOTAL	\$6,842.14
BALANCE DUE	\$6,842.14

END OF ORDER No. 6220-277328



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

Date: July 1, 2014

To: Board of Selectmen

From: N. Maggie Cosgrove, CFO

Subject: McGladrey LLP - Business Associate Agreement – Protected Health Information

Background

McGladrey LLP is the independent auditing firm for the Town of Colchester for the fiscal year ended June 30, 2014. The audit services to be provided may involve the use or disclosure of information which meets the statutory definition of Protected Health Information. Under the Standards for Privacy of Individually Identifiable Health Information, as amended by Subtitle D of the Health Information Technology for Economic and Clinical Health Act, the Town and the auditing firm must enter into a written business associate agreement with respect to the use and disclosure of Protected Health Information.

Recommendation

Authorize First Selectman to sign the Business Associate Agreement with McGladrey LLP related to auditing services provided for the fiscal year ended June 30, 2014.

June 2, 2014

Ms. N. Maggie Cosgrove
Chief Financial Officer
Town of Colchester
127 Norwich Avenue, Suite 203
Colchester, CT 06415

THE AGREEMENT This Business Associate Agreement (the "Agreement") is effective as of June 2, 2014 (hereinafter "Effective Date") by and between the Town of Colchester, Connecticut (hereinafter "Covered Entity"), and McGladrey LLP (hereinafter "Business Associate").

WHEREAS, the purpose of this Agreement is to assure the privacy and security of Protected Health Information and Electronic Protected Health Information in accordance with the regulations (the "Privacy Rule" and the "Security Rule") issued by the Department of Health and Human Services ("HHS") under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the American Recovery and Reinvestment Act ("ARRA");

WHEREAS, the Privacy and Security Rules provide, among other things, that a covered entity is permitted to use and disclose Protected Health Information and Electronic Protected Health Information (each as defined below) to a business associate and allow the business associate to obtain and receive Protected Health Information, if the covered entity obtains satisfactory assurances in the form of a written contract that the business associate will comply with all applicable Privacy and Security Rules;

WHEREAS, ARRA provides that certain provisions of the Privacy and Security Rules shall apply to business associates and Business Associate is a "business associate" within the meaning of 45 C.F.R. Section 160.103;

WHEREAS, Business Associate will have access to, create and/or receive certain Protected Health Information and Electronic Protected Health Information in conjunction with the services being provided by Business Associate to Covered Entity.

NOW THEREFORE, Covered Entity and Business Associate agree as follows:

1. **Definitions.** The following terms shall have the meaning set forth below:
 - (a) **ARRA.** "ARRA" means the American Recovery and Reinvestment Act of 2009, and its implementing regulations.
 - (b) **Breach.** "Breach" shall have the meaning set forth in 45 C.F.R. Section 164.402
 - (c) **C.F.R.** "C.F.R." means the Code of Federal Regulations.
 - (d) **Data Aggregation.** "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 C.F.R. Section 164.501.
 - (e) **Designated Record Set.** "Designated Record Set" has the meaning assigned to such term in 45 C.F.R. Section 164.501.
 - (f) **Electronic Protected Health Information.** "Electronic Protected Health Information" or "Electronic PHI" has the meaning assigned to such term in 45 C.F.R. Section 160.103.

- (g) **Genetic Information.** "Genetic information" has the meaning assigned to such term in 45 C.F.R. Section 160.103.
- (h) **Individual.** "Individual" shall have the same meaning as the term "individual" in 45 C.F.R. Section 160.103 and shall include a person who qualifies as the Individual's personal representative in accordance with 45 C.F.R. Section 164.502(g).
- (i) **Limited Data Set.** "Limited Data Set" shall have the meaning assigned to such term in 45 C.F.R. Section 164.514(e)(2).
- (j) **Protected Health Information.** "Protected Health Information" or "PHI" shall have the same meaning as the term "protected health information" in 45 C.F.R. Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity. Genetic Information shall be considered PHI.
- (k) **Required By Law.** "Required By Law" shall have the same meaning as the term "required by law" in 45 C.F.R. Section 164.103.
- (l) **Secretary.** "Secretary" shall mean the Secretary of HHS or his or her designee.
- (m) **Security Incident.** "Security Incident" shall have the same meaning as the term "security incident" in 45 C.F.R. Section 164.304.
- (n) **Standard Transactions.** "Standard Transactions" have the same meaning as the term "standard transactions" in 45 C.F.R. Section 162.103.
- (o) **Subcontractor.** "Subcontractor" shall mean a person to whom a business associate delegates a function, activity, or service, other than in the capacity of a member of the workforce of such business associate.
- (p) **Unsecured Protected Health Information or Unsecured PHI.** "Unsecured Protected Health Information" or "Unsecured PHI" shall mean PHI that is not rendered unusable, unreadable, or indecipherable to unauthorized persons through the use of the technology or methodology specified in regulations or other guidance issued by HHS under Section 13402 of ARRA.

2. **Obligations and Activities of Business Associate**

- (a) **General.** Business Associate agrees to abide by applicable provisions of the Privacy Rule and the Security Rule, in addition to all federal and applicable state laws concerning the confidentiality, privacy, and security of Protected Health Information and Electronic Protected Health Information, and to not use or further disclose Protected Health Information or Electronic Protected Health Information other than as permitted or required by this Agreement or the Privacy and Security Rules, or as Required By Law.
- (b) **Privacy Safeguards.** Business Associate shall maintain appropriate administrative, physical and technical safeguards to protect the privacy of Protected Health Information and to limit incidental uses or disclosures made pursuant to an otherwise permitted or required use or disclosure.
- (c) **Safeguarding Electronic PHI.** Business Associate shall implement administrative, physical and technical safeguards that prevent use or disclosure of the Electronic Protected Health Information other than as permitted by the Security Rules. Specifically, Business Associate agrees to implement policies and procedures that:
 - (i) Prevent, detect, contain and correct security violations in accordance with the administrative safeguards set forth in 45 C.F.R. Section 164.308;
 - (ii) Limit physical access to electronic information systems and the facility or facilities in which they are housed, while ensuring that properly authorized access is allowed in accordance with the physical safeguards set forth in 45 C.F.R. Section 164.310; and

- (iii) Allow access to electronic information systems that maintain Electronic PHI to only those persons or software programs that have been granted access rights in accordance with the technical safeguards set forth in 45 C.F.R. Section 164.312.
- (d) **Duty to Mitigate.** Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Protected Health Information or Electronic Protected Health Information by Business Associate in violation of the requirements of this Agreement, the Privacy or Security Rules, or other applicable law.
- (e) **Subcontractors.** Business Associate agrees to ensure that a Subcontractor to whom it provides Protected Health Information or Electronic Protected Health Information received from, or created or received by Business Associate on behalf of Covered Entity, agrees in writing to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information in accordance with 45 C.F.R. Sections 164.308(b)(2), 164.502(e)(1)(ii) and 164.504(e)(5).
- (f) **Access to PHI.** Business Associate agrees to provide access to Protected Health Information in a Designated Record Set, in the manner required by law, in order to meet the requirements under 45 C.F.R. Section 164.524. Business Associate shall provide a copy to Covered Entity or, alternatively, to the Individual directly, if such alternative choice is clearly, conspicuously and specifically made by the Individual or Covered Entity.
- (g) **Amendment of PHI.** Business Associate agrees to make any amendment(s) to Protected Health Information in a Designated Record Set pursuant to 45 C.F.R. Section 164.526 that the Covered Entity directs or agrees to pursuant to the Privacy Rules, in the manner required by law.
- (h) **Audits.** For purposes of determining compliance with the Privacy Rules and the Security Rules, Business Associate agrees to make internal practices, books, and records relating to the use and disclosure of PHI and Electronic PHI received from, or created or received by Business Associate on behalf of Covered Entity, available to the Secretary, in the time and manner determined by the Secretary. Business Associate shall retain books and records relating to its use and disclosure of Protected Health Information on Covered Entity's behalf for six (6) years from the date the information is last used or relied upon.
- (i) **Documenting Disclosures.** Business Associate agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. Section 164.528.
- (j) **Accounting.** Business Associate agrees to provide to Covered Entity, upon request and in the time and manner required by law, an accounting of disclosures of an individual's Protected Health Information, collected in accordance with Section 2(i) of this Agreement, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. Section 164.528. Business Associate may impose a reasonable fee for such accounting in accordance with 45 C.F.R. Section 164.528(c).
- (k) **Standard Transactions.** If Business Associate conducts any Standard Transactions on behalf of Covered Entity, Business Associate shall comply with the applicable requirements of 45 C.F.R. Part 162.
- (l) **Reporting Privacy Breaches.** Business Associate agrees to report to Covered Entity in writing any use or disclosure of PHI not permitted by this Agreement of which Business Associate becomes aware as soon as practicable of its becoming aware and will take reasonable action necessary to prevent and minimize damage to any Individual and to prevent any future such occurrences. If the unauthorized use or disclosure qualifies as a Breach, Business Associate agrees to comply with the notification provisions in Section 2(o).

- (m) **Reporting Security Incidents.** Business Associate agrees to report any Security Incident as soon as practicable of becoming aware of such incident. However, certain low risk attempts to breach network security, such as the incidents listed below, shall not constitute a Security Incident under this Agreement, provided they do not penetrate the perimeter, do not result in an actual Breach of security and remain within the normal incident level:
- Pings on the firewall;
 - Port scans;
 - Attempts to log onto a system or enter a database with an invalid password or username;
 - Denial-of-service attacks that do not result in a server being taken off-line; and
 - Malware, such as worms or viruses.
- (n) **Notification of Breach** Following the discovery of a Breach of Unsecured PHI, Business Associate shall notify the Covered Entity within 60 calendar days after discovery of the Breach in accordance with 45 C.F.R. Section 164.410, as amended. The notification shall include the identification of each Individual whose Unsecured PHI has been or is reasonably believed by the Business Associate to have been accessed, acquired, used or disclosed during the Breach. The Business Associate shall provide the Covered Entity with any other available information that the Covered Entity requires to notify affected Individuals under HHS regulations.
- (o) **Prohibition on Sale of Records.** Business Associate shall not directly or indirectly receive remuneration in exchange for any PHI or Electronic PHI of any Individual unless the Business Associate or Covered Entity obtains from the Individual, in accordance with 45 C.F.R. Section 164.508, a valid authorization that includes a specification of whether the PHI or Electronic PHI can be further exchanged for remuneration by the entity receiving PHI or Electronic PHI of that Individual, except as otherwise allowed under ARRA.
- (p) **Training.** Business Associate shall provide training as to the applicable Privacy and Security Rules to all of its employees who will handle or be responsible for handling PHI or Electronic PHI on behalf of the Covered Entity.

3. Permitted Uses and Disclosures by Business Associate

3.1 General Use and Disclosure

Except as otherwise limited in this Agreement, Business Associate may use or disclose Protected Health Information to perform its obligations and services to Covered Entity, provided that such use or disclosure would not violate the Privacy Rules or the Security Rules if done by Covered Entity.

3.2 Specific Use and Disclosure Provisions

- (a) Except as otherwise limited in this Agreement, Business Associate may use Protected Health Information for the proper management and administration of the business associate or to carry out the legal responsibilities of the Business Associate.
- (b) Except as otherwise limited in this Agreement, Business Associate may disclose Protected Health Information and Electronic Protected Health Information for the proper management and administration of the Business Associate or to carry out the legal responsibilities of Business Associate, provided that disclosures are Required By Law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidential and used or further disclosed only as Required By Law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

- (c) Business associate agrees to make uses and disclosures and requests for Protected Health Information consistent with Covered Entity's minimum necessary policies and procedures.
- (d) Except as otherwise limited in this Agreement, Business Associate may use PHI and Electronic PHI to provide data aggregation services relating to the health care operations of Covered Entity, as permitted by 42 C.F.R. 164.504(e)(2)(i)(B).
- (e) the business associate is authorized to use protected health information to de-identify the information in accordance with 45 CFR 164.514(a)-(c). Business Associate may use PHI: (i) to de-identify the information or create a limited data set in accordance with 45 CFR §164.514; (ii) pursuant to an individual authorization in accordance with 45 CFR §164.508; (iii) to report violations of law to appropriate federal and state authorities, consistent with 45 CFR §164.502(j)(1); and (iv) as otherwise authorized in writing by Covered Entity.

4. Obligations of Covered Entity

4.1 Provisions for Covered Entity to Inform Business Associate of Privacy Practices and Restrictions

- (a) Covered Entity shall notify Business Associate of any limitation(s) in the notice of privacy practices of covered entity under 45 CFR Section 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI and shall provide Business Associate with a copy of the notice of privacy practices that Covered Entity maintains, as well as any changes to that notice.
- (b) Covered Entity shall provide Business Associate with notice of any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, if such changes affect Business Associate's permitted or required uses and disclosures.
- (c) Covered Entity shall notify Business Associate, in writing, of any restriction to the use or disclosure of Protected Health Information that Covered Entity has agreed to in accordance with 45 C.F.R. Section 164.522. Business Associate agrees to conform to any such restriction.
- (d) Covered Entity acknowledges that it shall provide to, or request from, the Business Associate only the minimum Protected Health Information necessary for Business Associate to perform or fulfill a specific function required or permitted hereunder.

4.2 Permissible Requests by Covered Entity

Covered Entity represents and warrants that it has the right and authority to disclose Protected Health Information to Business Associate for Business Associate to perform its obligations and provide services to Covered Entity, and Business Associate's use of the Protected Health Information to perform its obligations and provide services to Covered Entity requested by Covered Entity does not, to the extent Business Associate acts within the scope of any such request(s) and this Agreement, violate the Privacy Rules, Covered Entity's privacy notice, or any applicable law. Covered Entity shall not request Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rules if done by Covered Entity.

5. Termination

- (a) **Term.** This Agreement shall be effective beginning on the Effective Date and shall terminate when all of the Protected Health Information, in any form, received from, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity; provided, however, that, if it is not feasible to destroy the Protected Health Information or to return the Protected Health Information to Covered Entity, protections shall be extended to such information, in accordance with the provisions of subsection (c).

- (b) **Termination for Cause.** Notwithstanding any other provision of this Agreement, if either party discovers or obtains knowledge of a failure by the other party to perform its duties under this Agreement or other material breach of the provisions of this Agreement (hereinafter collectively referred to as a "Material Breach"), the discovering party shall provide a period of 30 business days for the breaching party to cure the Material Breach; provided, however, that, if the breaching party does not cure the Material Breach within such 30-day period, the discovering party shall terminate this Agreement at the end of such 30-day period; and provided, further, that, if cure of such Material Breach is not possible, the discovering party shall terminate this Agreement immediately upon its receipt of knowledge of such Material Breach. Notwithstanding the foregoing, if neither termination nor cure are feasible, the discovering party shall report the violation to the Secretary.
- (c) **Effect of Termination.**
- (1) Except as provided in paragraph (2) of this section, upon termination of this Agreement for any reason, Business Associate shall return or destroy all Protected Health Information and Electronic Protected Health Information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity, at the direction of Covered Entity. Business Associate shall retain no copies of the Protected Health Information and Electronic Protected Health Information.
- (2) In the event Business Associate determines that returning or destroying the Protected Health Information or Electronic Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible and shall extend the protections of this Agreement to such Protected Health Information or Electronic Protected Health Information for so long as Business Associate maintains such Protected Health Information or Electronic Protected Health Information. Following the termination of this Agreement, Business Associate shall not disclose Protected Health Information or Electronic Protected Health Information except to Covered Entity or as Required By Law.

6. Miscellaneous

- (a) **Regulatory References.** A reference in this Agreement to a section in the Privacy Rules or Security Rules means the section as in effect or as amended, and for which compliance is required.
- (b) **Amendment.** This Agreement may be amended upon the mutual written agreement of the parties. Upon the enactment of any law or regulation affecting the use or disclosure of Protected Health Information or Electronic Protected Health Information, or the publication of any decision of a court of the United States or any state relating to any such law or the publication of any interpretive policy or opinion of any governmental agency charged with the enforcement of any such law or regulation, either party may, by written notice to the other party, and by mutual agreement, amend the Agreement in such manner as such party determines necessary to comply with such law or regulation. If the other party disagrees with such amendment, it shall so notify the first party in writing within thirty (30) days of the notice. If the parties are unable to agree on an amendment within thirty (30) days thereafter, then either of the parties may terminate the Agreement on thirty (30) days written notice to the other party.
- (c) **Survival.** The terms of this Agreement which by their nature are to survive this Agreement will survive its expiration or termination.
- (d) **Interpretation.** Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits both parties to comply with the Privacy Rules and the Security Rules. In the event of any inconsistency or conflict between this Agreement and any other agreement between the parties, the terms, provisions and conditions of this Agreement shall govern and control.

- (e) **No Third Party Beneficiary.** Nothing express or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than the parties and the respective successors or assigns of the parties, any rights, remedies, obligations, or liabilities whatsoever.
- (f) **Indemnification.** Each party shall indemnify and hold harmless the other party and its partners, principals, directors, officers, employees and subcontractors from and against any claim, cause of action, liability, damage, penalty, fine, cost or expense (including court costs and reasonable attorneys' fees) arising out of or relating to any act, omission or breach by such party in connection with this Agreement. Business Associate is entitled to rely on all instructions, communications, and other directions from Covered Entity concerning disclosure of Protected Health Information or Electronic Protected Health Information.
- (g) **Limitation of Liability.** Business Associate's total liability relating to this Agreement and the underlying services agreement shall be limited as set forth in the underlying services agreement.
- (h) **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut to the extent not preempted by federal law.
- (i) **Compliance with Laws and Policies.** Business Associate shall comply with all applicable Federal and State laws and regulations during the term of this Agreement and, to the extent provided in section 6 of this Agreement after the termination thereof, including without limitation: (1) the Privacy Rule, the Security Standards, and the Breach Notification Standards; and (2) State privacy or security laws, rules and regulations that apply to Protected Health Information and that are not preempted by the Privacy Rule, the Security Standards, or ERISA.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

Please sign both copies keeping one for your files and returning one copy to:

McGladrey LLP
One Church Street, 8th Floor
New Haven, CT 06510-3332

McGladrey LLP

Town of Colchester

By: Scott A. Bassett
Name: Scott A. Bassett
Title: Partner

By: _____
Name: _____
Title: _____

From: Khamsyvoravong, Xaykham
To: Maggie Cosgrove
Cc: Stan Soby; Tricia Dean; Mitchell, Matthew
Subject: Important Announcement Regarding Webster Bank Financial Advisory Services
Date: Wednesday, July 02, 2014 2:27:31 PM

Dear Mrs. Cosgrove:

Webster's focus is, and has always been, providing our clients with comprehensive solutions to their financial needs. In order to continue providing you with top-tier banking services in the evolving regulatory environment, Webster Bank has decided to discontinue providing Financial Advisory Services effective immediately.

Our decision is a result of a new Federal securities law mandated by the Dodd-Frank Act which requires a person who provides advice to a municipal entity with respect to municipal securities to register with the SEC as a "municipal advisor." The SEC has adopted regulations, effective July 1, 2014, implementing this law. Because of the significant impact imposed by these new regulations and the uncertainty of additional impact that may be imposed by anticipated regulations, Webster Bank will cease being a registered municipal advisor. Therefore, effective immediately we will no longer provide the services relating to the public sale or distribution of municipal securities

The impact of this change is limited to the discontinuation of our Financial Advisory Services. We will continue to provide you with a broad range of products and services and continue to invest in our technology. We fared well through the financial crisis, never skipping a beat in serving our clients, and we will continue to do so throughout this new regulatory environment.

I will remain a core member of Webster's Government Banking team and will continue to be available to help our Financial Advisory clients transition to registered municipal advisors as they consider the issuance of municipal securities.

Thank you for continuing to entrust us with your financial needs. We remain steadfastly committed to providing cash management and financing solutions to meet your needs.

Sincerely,

Xay
Vice President
Government and Institutional Banking
Webster Bank
xay@websterbank.com