

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

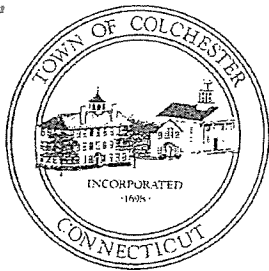
**Board of Selectmen Agenda
Regular Meeting @ 7:00 PM
Thursday, September 4, 2014
Colchester Town Hall
Meeting Room 1**

HANCOCK A. BRAY
TOWN OF COLCHESTER

2014 SEP -2 AM 9:03

RECEIVED
COLCHESTER, CT

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the August 21, 2014 Board of Selectmen Regular Meeting
4. Citizen's Comments
5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
6. Budget Transfers
7. Tax Refunds & Rebates
8. Discussion and Possible Action on Youth Services substance abuse counseling services
9. Discussion and Possible Action on Colchester Tax Incentive Program Application
10. Discussion and Possible Action on Clean Energy Communities Pledge
11. Discussion and Possible Action on Commission on Aging Ordinance and By-Laws
12. Citizen's Comments
13. First Selectman's Report
14. Liaison Report
15. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, August 21, 2014
Colchester Town Hall – 7:00 PM
Meeting Room 1

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

MEMBERS ABSENT: Selectman Rosemary Coyle and Selectman Bill Curran

OTHERS PRESENT: BOF Chair Rob Tarlov, Chief Walter Cox, Deputy Chief Don Lee, Economic Development Chair Jim Ford, Captain Dan Rowland, Matthew Cross, Bruce Fox, Tricia Dean Clerk and other citizens.

RECEIVED
COLCHESTER, CT
2014 AUG 26 AM 9:32
NANCY A. BAY
TOWN CLERK

1. **Call to Order**
First Selectman S. Soby called the meeting to order at 7:00 p.m.
2. **Additions to the Agenda - None**
3. **Approve Minutes of the August 7, 2014 Board of Selectmen Meeting**
D. Mizla moved to approve the Minutes of the August 7, 2014 Board of Selectmen regular meeting, seconded by Kurt Frantzen . Unanimously approved MOTION CARRIED.
4. **Citizen's Comments - Neighbor of the New Britain Gun Club on Davidson Road complaint on noise level of gunfire from club.** S. Soby will follow up with Town Planner, Adam Turner, for a regulation stand point and State Resident Trooper Sgt. Mercer for an enforcement standpoint and how to best respond.
5. **Commendation: Fire Captain Dan Rowland**
S. Soby presented Dan Rowland with a commendation letter (attached).
Dan Rowland made reference to the patient's mother and her son who were doing CPR when he arrived at the scene. He advised those in attendance of the importance of more laymen knowing CPR.
6. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Sewer and Water Commission – Matthew Cross Possible Appointment for a Three Year Term to expire on 6/30/2017**
K Frantzen moved to appoint Matthew Cross as a member of the Sewer and Water Commission for a three year term to expire 6/30/2017, seconded by D Mizla. Unanimously approved. MOTION CARRIED
7. **Budget Transfers - None**
8. **Tax Refunds & Rebates**
D Mizla moved to approve tax refunds in the amount of \$51.29 to Michelle Bouffard, \$209.10 to Jeannette Langdon, \$21.92 to Kendall Tarlov, \$304.83 to Elizabeth Manafort, \$70.00 to Adam Griffin or Morgan Willard, \$198.10 to US Bank, \$884.15 to Honda Lease Trust, \$8.93 to Eugene McGrath, \$217.44 to Motorlease Corp, and \$497.41 to Wheels LT, seconded by K Frantzen. Unanimously approved. MOTION CARRIED
9. **Discussion and Possible Action on Colchester Tax Incentive Program Application**
Thomas Harper, President of Colchester Sports Arena, made a brief presentation. Presented were components of services the building will offer; approximate cost for the building and land; and benefits to the town regarding services, jobs and revenue. Discussion followed regarding cost savings for the residents of Colchester and the town, as well as safety, security and traffic of the location. S Soby would like to give the full board an opportunity to digest all the information and move to the next BOS meeting for full Board decision.

No action taken.

10. Discussion and Possible Action on Police Department Equipment Purchase Request

Purchase request has been approved by the Board of Finance contingent on the Board of Selectmen approval. Discussion followed regarding what was included in the purchase aside from the weapons; on board trauma kits, plates for vests, scopes and lights. S. Soby made note that these purchases would be in line with and an added way to be prepared with the current security upgrades at the schools, Town Hall, Senior Center and Library. R Tarlov, BOF Chair commented that after discussion at the BOF meeting on 8/20 that it was hard to find fault in the proposal.

D Mizla moved to approve the appropriation of \$20,486 for the purchase of new equipment as requested by the Police Department from the equipment reserve account and \$5,000 for drug awareness and prevention program for schools, seconded by K Frantzen. Unanimously approved. MOTION CARRIED.

11. Discussion and Possible Action on Clean Energy Communities Pledge

Discussion was held regarding if this would complement our current Honeywell program. More information to be gathered on cost savings of the program.

No Action

12. Citizen's Comments – Charlie Csere had questions as to the impact on police and fire in regards to the Colchester Sports Arena proposal. Thomas Harper, President of the Arena responded.

13. First Selectman's Report

S Soby reported on the Community Open house sponsored by the Historical Society on 8/20 which also included the Fire Museum, Old Bacon Academy, School for colored children, and in conjunction with the car show on the green. The Police department has been awarded the High Risk Rural Roads Enforcement grant for \$17,900. The funding will be used for two new radar units, and reimbursement for additional paroling for speed enforcement. KX consolidation continues to move along, Working on managing allocating costs, rate structure and operational increases. Contract negotiations continues for clerical union and following will be contract negotiations for the administrative union. Building security is in progress. Activity will begin on road paving in a week or so. Line painting is currently in progress.

14. Liaison Reports - none

15. Adjourn

K Frantzen moved to adjourn at 8:05 p.m., seconded by D Mizla . Unanimously approved MOTION CARRIED.

Respectfully submitted,



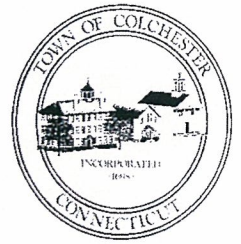
Tricia Dean, Clerk



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: BOARD OF SELECTMEN
FROM: VALERIE GEATO
SUBJECT: SUBSTANCE ABUSE PREVENTION COUNSELING SERVICES
DATE: AUGUST 29, 2014

Recommended Motion: Authorize the Youth and Social Services department to enter into a contract with Rushford Center Inc. for substance abuse prevention counseling services and allow for selectman to sign all necessary documents.

The Consultant Agreement is attached.

Consultant Agreement

This continuation of a consulting agreement ("Agreement") by and between Colchester Youth & Social Services and Rushford Center Inc. ("the Consultant"), of 883 Paddock Avenue, Meriden, Connecticut 06450.

1. Description of Services

Beginning on October 1, 2014 through June 12, 2015 the Consultant will provide the following services (collectively, "the services"):

Provide an appropriately trained and experienced substance abuse educator to be assigned to perform services within the community and Colchester public schools for 10 hours each week, excluding school holidays and vacations.

Short term individual substance abuse education for children identified by the schools, Youth Services and/or the consultant, who are in need of such services.

2. Performance of Services

The consultant will provide services consistent with the above referenced description of services.

3. Payment to the Consultant

The Consultant shall receive \$32.00 hour.

Contract period is October 1, 2014 – June 12, 2015.

4. Relationship of Parties

It is understood by the parties that the Consultant is a full time employee of Rushford Center, Inc. and that as such is entitled to the rights and benefits of such. The fee includes recognition that the Company will adhere to holidays and vacation/sick benefits of the Consultant without expectation of providing additional coverage during this time. The Consultant will receive ongoing supervision from a licensed clinician based at Rushford.

5. Injuries to the Consultant

The Consultant acknowledges the Consultant's obligation to obtain appropriate insurance coverage for the benefit of the Consultant (and the Consultant's employees, if any). The Consultant waives any rights to recovery from the Company for any injuries that the Consultant (and/or the Consultant's employees) may sustain while performing

services under this Agreement and that are the result of the negligence of the Consultant or the Consultant's employees.

6. Assignment

The Consultant's obligations under this Agreement may not be assigned or transferred to any other person, firm or corporation without the prior written consent of the Company.

7. Confidentiality

(a) Unauthorized Disclosure of Information

If it appears that the Consultant or their employees have disclosed (or has threatened to disclose) Information in violation of this Agreement, the Company shall be entitled to an injunction to restrain the Consultant from disclosing, in whole or in part, such Information, or from providing any services to any party to whom such Information has been disclosed or may be disclosed. The Company shall not be prohibited by this provision from pursuing other remedies, including a claim for losses and damages.

(b) Confidentiality After Termination of Employment

The confidentiality provisions of this Agreement shall remain in full force and effect after the termination of this Agreement.

8. Return of Records

Upon termination of this Agreement, the consultant shall deliver all records, notes, data, memorandum, models and equipment of any nature that are in the Consultant's possession or under the Consultant's control and that are the Company's property or relate to the Company business.

9. Entire Agreement

This agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This agreement supersedes any prior written or oral agreements between the parties.

10. Amendment

This Agreement may be modified or amended, if the amendment is made in writing and is signed by both parties.

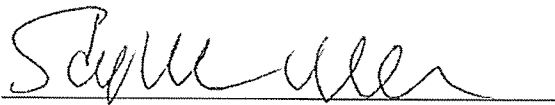
11. Termination

This agreement may be terminated through the written request of either party providing a 60 day notice to terminate.

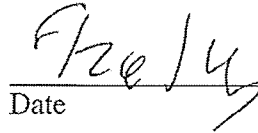
The Company,

By:

Date



Stephen Larcen, PhD
Chief Executive Officer and President
Rushford Center, Inc.


Date

To: Board of Selectman

From: Adam Turner

Re: Community Tax Incentive Program Application (CTIP)

Date: 7/30/14

Pursuant to Ct Statute Sec. 12-65(b) and local ordinance, the Economic Development Commission has received an application for Tax Abatement. The proposed project includes a sports complex on old Hartford Road that contains several soccer fields, a full indoor track and field facility and other accessory uses such as a restaurant/concession stands and pro- shop. The staff report on this project is included as well as the project application.

Motion: - Move to accept the recommendation of the Economic Development Commission regarding the Colchester Sports Complex and set a Town meeting date of ---- to consider this proposal.

Report – CTIP Application – Colchester Sports Arena

Introduction

The Community Tax Incentive Program (CTIP) has been used in Colchester for many years. The program authorized under State Statute 12-65(b) permits agreements between municipalities and owners of property to fix the assessment of property for a specified period. The program is applicable to any individual, group or entity that pays or will pay real estate taxes in Town, provided that the applicant is not delinquent in the payment of any taxes or service charges to the Town and the applicant plans to invest at least \$25,000 for either the construction of a new facility or the expansion of a current operation. In determining whether to award and/or apply this program, leader must determine whether the applicant evidences a solid financial base and potential for growth.

Process

Qualified applicants for tax incentives are required to present their application initially to the Economic Development Commission. The members of the Commission review each application and make a determination as to whether incentives are appropriate, based on criteria and findings established by the Commission. If they determine that incentives are appropriate, Commission members will further determine the appropriate amount and duration for the incentive.

From this review by the Economic Development Commission, the application and recommended incentive package is sent to the Board of Selectmen. The Selectmen consider the recommendation and may adjust the package, as they deem appropriate. After the Selectmen's review, the package is brought before the legislative body of the Town, (the Town Meeting), for approval. The Town Meeting is the sole decision maker regarding the approval of the incentive package. The members of the Economic Development Commission and the Board of Selectmen simply develop recommendations for the package.

Standards

The Economic Development Commission recommends tax incentives after considering the following criteria:

- Need for incentives
- Potential for new job creation
- Providing a product, need or service to the local community
- Appropriateness of the business to its proposed location
- Possibility for the business to spawn other new businesses

- Planned use by the business of other Colchester vendors
- Compatibility of the project with the environment and town resources
- Contribution to the Town's infrastructure, including roads and utilities
- Net gain provided to the Town tax base
- Improvement or renovation to historic structures

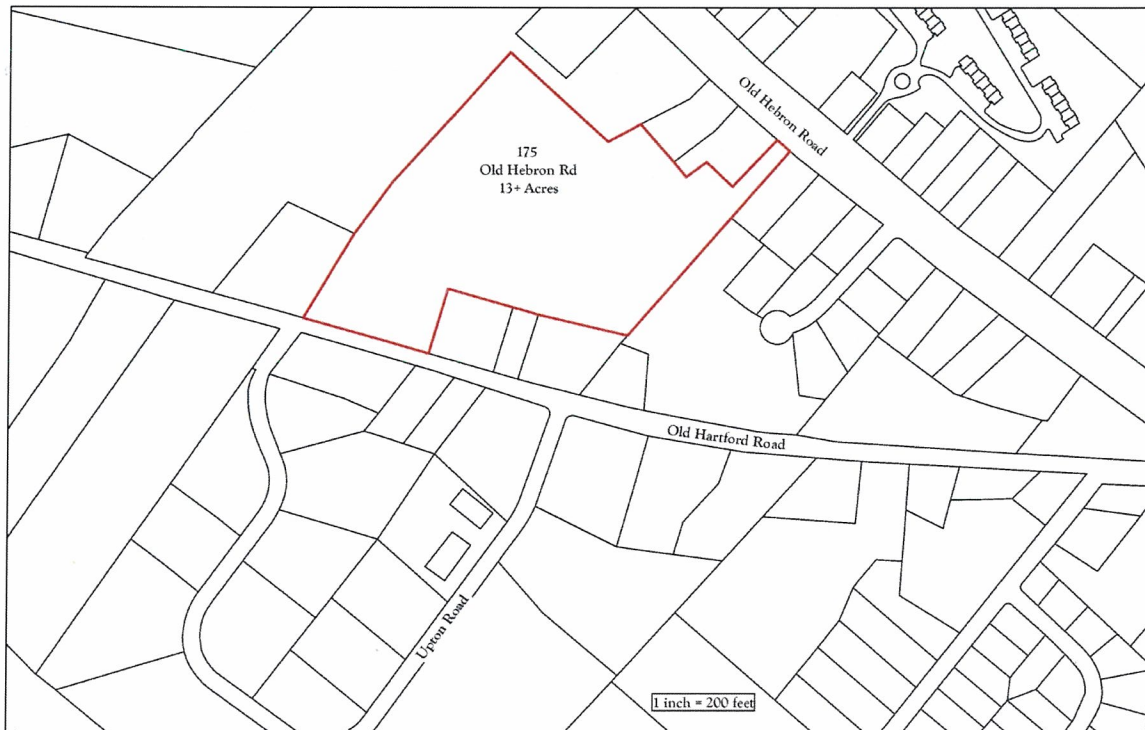
The members of the Commission may award tax incentives to a commercial real estate developer, provided the developer covenants to pass through to tenants, on a prorated basis, the benefit of the incentive award.

Background

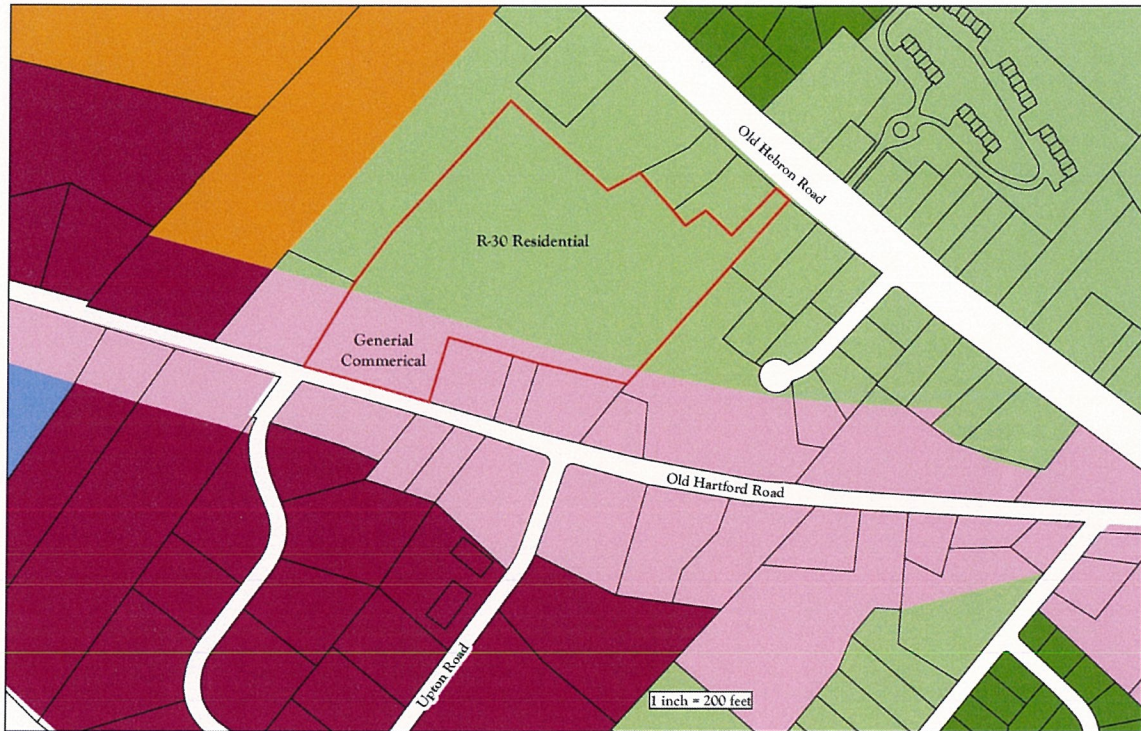
The Colchester Sports Complex (CSC) is proposed to be a 152,000 square foot indoor sports facility that will include 4 indoor turf fields, a full Olympic style track and field facility and accessory concession, restaurant and sports equipment retail/service operations. The property is projected cost in excess of \$10,000,000 to complete.

The facility is projected to generate 15 full time positions and 33 part time positions. The facility is projected to attract 750,000 patrons annually and is projected to generate approximately \$3,000,000 annually in total sales by the fifth year of operation.

The project is to be located at 175 Old Hebron Road although the entrance is projected to be on Old Hartford Road. The property is 13.67 acres in size and is currently vacant. The property is currently appraised at \$110,400.



The property is situated between two arterial roadways. The property is zoned commercial on the Old Hartford Road side (south) and residential on the Old Hebron Road frontage (north). The project will require zoning approval as well as agreement on service from the Water and Sewer Department. The property also will utilize frontage that requires approval from the State Department of Transportation.



Findings

- The CSC is projected to cost in excess of \$10 million to complete.
- The project meets the intent of the CTIP program as it provides economic activity, jobs and also direct and indirect benefit to both residents and businesses in the Town.
- The project addresses a local and regional need for more athletic facilities. On the local side, the need for additional soccer fields has been raised for many years. There are only a two indoor track and field facilities in the region and are not readily accessible and require significant travel expense. On a regional scale, the trend toward travel squad tournaments has resulted in a need for large indoor facilities that have multiple fields and warmup/training areas.

- Need for incentives – the project involves a large financial commitment that will require significant financing. In addition the project’s fiscal projection identifies a net loss for three years following the projects opening. The incentives proposed for the this project provides a cash flow relief needed during the initial three year period to off-set some of the expected losses. In addition the ability to attract project financing will be improved if the incentives are provided.
- Potential for new job creation – the project application identifies that the sports center will directly create 48 jobs. In addition the project has the potential to create jobs in the food service, retail and other sectors of the local economy.
- Providing a product, need or service to the local community. As discussed the project will provide additional ball field capacity in areas of identified need. The town has long been unable to full provide service to all reach
- Appropriateness of the business to its proposed location – the property is slated to be located with direct access on an arterial roadway close to the town center and close to access points of Rte. 2, a limited access roadway. The project is also in direct proximity to the Towns recreational complex.
- Possibility for the business to spawn other new businesses – As noted the facility will provide significant and broad opportunities for other businesses to spawn ranging from retail to service industries. If these projections prove accurate it is also not out of the range of possibilities for larger projects to be marketable that are currently not. For example this facility intends to attract teams from throughout the region and through-out New England. If that occurs it is not out of the question that lodging might be required and a hotel developed to address that need.
- Planned use by the business of other Colchester vendors – as noted above the project will spawn significant opportunities for off-site vendors and businesses. Colchester businesses in the food service, retail and miscellaneous service sectors will see immediate impacts in their businesses once the project is completed
- Compatibility of the project with the environment and town resources – the property will have no impact on natural resources. The property will not impact wetlands or other natural resources

- Contribution to the Town's infrastructure, including roads and utilities – The project will require municipal water and sewer service and as such contributes significant user fees to the town. The project will derive access entirely from State maintained roadways.
- Net gain provided to the Town tax base – the Town's tax base will see significant improvement from this project. The applicant has identified that the Town might receive an additional \$840,000 over the initial 10 year period from this project but the return might be greater given all of the indirect benefits accruing to other businesses should the sports center attract the number of clients projected. In addition the project will provide relief to the school board as travel to utilize track and field facilities will be eliminated.
- Improvement or renovation to historic structures – not applicable

The members of the Commission may award tax incentives to a commercial real estate developer, provided the developer covenants to pass through to tenants, on a prorated basis, the benefit of the incentive award.

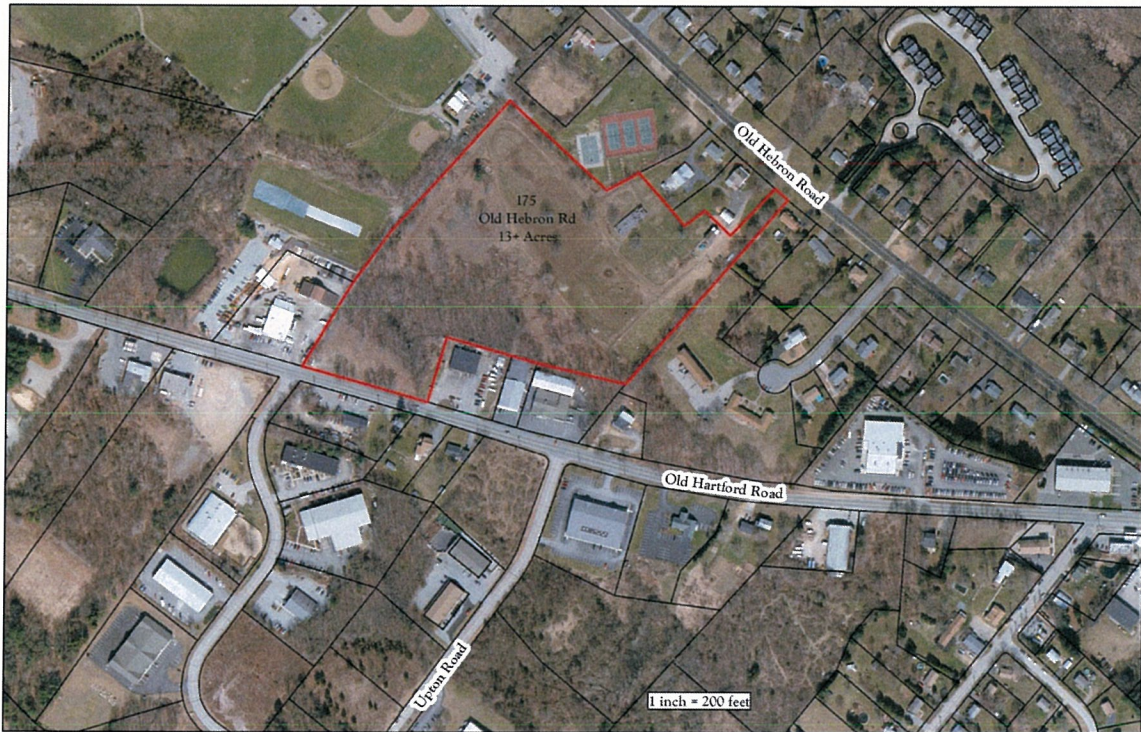
Recommendation:

We recommend that the Board of Selectman favorably view the Colchester Sports Complex and promptly schedule a Town Meeting for its consideration by residents. We recommend that the CTIP abatement be as follows:

100% of tax over the current base for a period of four years from the time certificate of occupancy is given. This is projected to provide approximately \$210,000 annually in tax relief and \$840,000 abatement in total. Following the initial four year period, we recommend a 75% abatement for years 5 and 6. This is projected to provide approximately \$157,500 annually in tax relief and \$315,000 abatement in total during year 5 and 6. Finally we recommend a 50% abatement for year 7. This is projected to provide approximately \$52,000 in tax relief. Total abatement proposed under the scenario presented is \$1,260,000. Total taxes to be paid on the initial seven year period is approximately \$210,000. Specific amounts are identified in the following table.

Year	Taxable Value	Abatement	Tax Abated	Tax Paid (\$)	Total Abated(\$)	Total Paid (\$)
1	7,000,000	100%	210,000	0	210,000	0
2	7,000,000	100%	210,000	0	420,000	0
3	7,000,000	100%	210,000	0	630,000	0
4	7,000,000	100%	210,000	0	840,000	0
5	7,000,000	75%	157,500	52,500	997,500	52,500
6	7,000,000	75%	157,500	52,500	1,155,000	105,000
7	7,000,000	50%	105,000	105,000	1,260,000	210,000

- The project is assumed to have an assessed value of \$10,000,000 and an assessed value of \$7,000,000. The mil rate is assumed to be constant at 30.



CLEAN ENERGY COMMUNITIES MUNICIPAL PLEDGE

The Clean Energy Communities program is an initiative funded by both the Clean Energy Finance and Investment Authority (CEFIA-formerly known as the Connecticut Clean Energy Fund) and the Connecticut Energy Efficiency Fund. CEFIA and the Energy Efficiency Fund develop programs which collectively seek to have Connecticut cities and towns both reduce energy use and increase support for clean, renewable energy for municipal facilities. Energy Efficiency Fund programs are administered by The Connecticut Light and Power Company, The United Illuminating Company, Yankee Gas Services Company, The Southern Connecticut Gas Company, and/or Connecticut Natural Gas Corporation (collectively, "the Companies")

By applying currently available energy efficiency and clean, renewable energy technologies the Town of Colchester can save money, create a healthier environment and strengthen local economies; and **accordingly, the Town of Colchester makes the following Clean Energy Communities Municipal Pledge:**

1. The Town of Colchester pledges to reduce its municipal building energy consumption by 20% by 2018. Building energy consumption shall be determined by benchmarking municipal building energy consumption to a baseline fiscal year. The Town of Colchester can elect from the following fiscal years to determine its energy baseline year: 2009-2010, 2010-2011, 2011-2012, or 2012-2013.
 - a. The Town of Colchester will seek to reduce its municipal building energy consumption for municipal facilities by at least 20% by 2018. The schedule follows:
 - i. Fiscal Year 2013-2014: 8% Reduction
 - ii. Fiscal Year 2014-2015: 11% Reduction
 - iii. Fiscal Year 2015-2016: 14% Reduction
 - iv. Fiscal Year 2016-2017: 17% Reduction
 - v. Fiscal Year 2017-2018: 20% Reduction
 - b. The Town of Colchester will work with the Companies, contractors or other entities to benchmark its municipal buildings (including board of education buildings) to determine the municipal buildings' energy usage.
 - c. Beginning July 1, 2015, the Town of Colchester agrees to provide documentation of its municipal building energy consumption on an annual basis by the end of the first quarter of the following fiscal year.
 - d. The Town of Colchester pledges to create its own Municipal Action Plan (MAP) to determine its path in reducing its energy consumption. The Town of Colchester may satisfy this requirement by submitting a pre-existing municipal energy plan, sustainability plan, climate change action plan or similar document.
 - e. There is no penalty if the Town of Colchester fails to meet the reduction amounts set forth in the schedule above. However if these reduction targets are not met starting July 1, 2015, the Town of Colchester will not be eligible to receive Bright Idea Grants from the Connecticut Energy Efficiency Fund and Companies under the Clean Energy Communities program.
2. The Town of Colchester pledges to purchase 20% of its municipal building electricity from clean, renewable energy sources by 2018.

- a. The Town of Colchester will seek to make a voluntary purchase of at least 20% of the electricity for municipal facilities from clean, renewable energy sources by annual CEC program requirements. The schedule follows:
 - i. Fiscal Year 2013-2014: 16% Purchase
 - ii. Fiscal Year 2014-2015: 17% Purchase
 - iii. Fiscal Year 2015-2016: 18% Purchase
 - iv. Fiscal Year 2016-2017: 19% Purchase
 - v. Fiscal Year 2017-2018: 20% Purchase
- b. The Town of Colchester may satisfy this requirement by taking municipal action steps to support clean energy such as opting into Commercial-Property Assessed Clean Energy (C-PACE) or adopting streamlined permitting practices for solar PV systems; purchasing Green-e® Energy certified Renewable Energy Credits (RECs); enrolling one or more municipal facilities in the CTCleanEnergyOptionsSM program; installing Class I renewable energy systems; or any combination thereof.
- c. The Town of Colchester agrees to provide CEFIA documentation of its municipal clean energy purchases on an annual basis.
- d. There is no penalty if the Town of Colchester fails to meet the items set forth in the schedule above; however, the Town of Colchester will not be eligible to receive incentive rewards from CEFIA under the Clean Energy Communities program.

3. The Town of Colchester agrees to promote energy efficiency and clean, renewable technologies in its community. The Town of Colchester is encouraged to establish a Clean Energy Task Force, or comparable body. This entity will assist the municipality in meeting the Clean Energy Communities Municipal Pledge and to perform education and outreach among residents, businesses and institutions within the community concerning energy efficiency and clean, renewable energy programs.

By taking the pledge and meeting the Clean Energy Communities Program requirements outlined by CEFIA and the Connecticut Energy Efficiency Fund, the Town of Colchester may qualify, subject to the terms of separate memorandums of understanding, for the following grants:

- a. CEFIA. For every 100 points, the Town of Colchester will earn a 1 kilowatt (or equivalent) clean energy system.
- b. Energy Efficiency Fund. For every 100 points, the Town of Colchester will earn a Bright Idea Grant that can be used for energy-saving projects. The Town of Colchester is eligible for two Bright Idea Grants per fiscal year.

Stan Soby*

First Selectman

Town of Colchester

Date

* The Town of Colchester understands that the Clean Energy Communities Municipal Pledge is not a contract, and that CEFIA, the Energy Efficiency Fund, and the Companies have not contracted, committed, agreed or promised, to perform or incur any obligations, in any manner, hereunder.

5/12/2014

Commission on Aging Changes to Ordinance/Code

The following changes to the Ordinance/Code **Article V §§18-15 to 18-20**, which affects the Commission on Aging, were approved by the Commission on Aging at its June 10, 2013 meeting. Previously, changes to the By-Laws of the Commission were made effective and filed March 12, 2012. The By-Laws are on the Commission on Aging's web site. The changes presented here to the Code are intended to reflect the changes already made to the By-Laws. Highlighted represents suggested changes based on 4/14 CoA meeting. Underlined represents new language. ~~Strike Out~~ represents language removed.

Article V, Commission on Aging [Adopted 8-18-1977; amended 6-30-1994]

CODE OF THE TOWN OF COLCHESTER, CONNECTICUT, v16 Updated 04-01-2013 / THE CODE / Chapter 18, BOARDS, COMMITTEES AND COMMISSIONS / ARTICLE V, Commission on Aging [Adopted 8-18-1977; amended 6-30-1994] / §18-15 Organization.

§18-15 Organization.

- A. There shall be a Commission on Aging in the Town of Colchester, consisting of seven members and two alternate members, which shall be called the "Colchester Commission on Aging." [Amended 6-16-2005]
- B. Members and alternate members shall be appointed by the Board of Selectmen and shall be chosen from the electors of the Town of Colchester. All members so appointed shall be persons interested in and committed to the consideration and solution of the problems of the elderly and aging.
 - ~~(1) One member shall be a representative of an elderly organization.~~
 - ~~(2) One member shall be a representative of the Colchester Chapter 4019 of the A.A.R.P. [Amended 12-18-2003]~~
 - ~~(3) Three members shall be members of the public. [Amended 6-16-2005]~~
 - ~~(4) Two members shall be members of the public 60 years of age or older, one male and one female.~~
- C. ~~The two alternate members shall be members of the public 60 years of age or older. [Amended 6-16-2005] {Removed}~~
- ~~D. }} {Removed}~~
~~_____ from the electors of the Town of Colchester. All members so appointed shall be persons interested in and committed to the consideration and solution of the problems of the elderly and aging.~~
- E. A Chairperson shall be elected by the members of the Commission from among the members.
- F. Alternate members shall attend all meetings and shall take the place of a regular member when a regular member is absent from a meeting. When taking the place of an absent regular member, such alternate member shall be counted toward a quorum and shall have all the voting rights of the absent member. The Chairperson shall rotate alternates to serve in this capacity as needed.

G. The First Selectman ~~{{, the Director of Health of the Town of Colchester and the Chairperson of the Colchester Clergy Association (or their designees)}}~~ and the Board of Selectmen's Liason, ~~and the Senior Center Director~~ shall be nonvoting ex-officio members.

CODE OF THE TOWN OF COLCHESTER, CONNECTICUT, v16 Updated 04-01-2013 / THE CODE / Chapter 18, BOARDS, COMMITTEES AND COMMISSIONS / ARTICLE V, Commission on Aging [Adopted 8-18-1977; amended 6-30-1994] / §18-16 Membership and terms of appointment; compensation.

§18-16 Membership and terms of appointment; compensation.

In ~~{{January}}~~ December of each year the Board of Selectmen shall appoint members and alternate members to replace those whose terms are then expiring. All members and alternate members shall be appointed to hold office for a period of three years. ~~{{, three for two years and three for one year}}~~. Vacancies shall be filled for the unexpired portion of the term, and the Commission may recommend a candidate to the Board of Selectmen to fill said vacancy. Members of the Commission shall serve without compensation.

CODE OF THE TOWN OF COLCHESTER, CONNECTICUT, v16 Updated 04-01-2013 / THE CODE / Chapter 18, BOARDS, COMMITTEES AND COMMISSIONS / ARTICLE V, Commission on Aging [Adopted 8-18-1977; amended 6-30-1994] / §18-17 Purpose.

The purpose of the Commission shall be to review and analyze the needs and conditions of the elderly and aging in relation to housing, nutrition, employment, economic welfare, health, recreation, social services, transportation and other matters and problems of concern to the elderly. The Commission shall also plan, coordinate, develop and implement programs to meet the needs and to improve the conditions of the elderly and aging within the Town of Colchester and shall provide coordination and linkage of such plans and programs among existing services. The Commission shall act as an advocate for the elderly and aging and shall make recommendations from time to time to the Board of Selectmen and at the Annual Town Meeting regarding services for elderly and aging persons.

CODE OF THE TOWN OF COLCHESTER, CONNECTICUT, v16 Updated 04-01-2013 / THE CODE / Chapter 18, BOARDS, COMMITTEES AND COMMISSIONS / ARTICLE V, Commission on Aging [Adopted 8-18-1977; amended 6-30-1994] / §18-18 Duties.

§18-18 Duties.

The Commission shall initiate, plan and coordinate services and programs for the elderly and aging within the Town of Colchester in accordance with its purpose. ~~{{It shall review, initiate and recommend approval or disapproval of applications for federal, state, local and private funds for programs for the elderly and aging to the Board of Finance and the Board of Selectmen.}}~~ The Commission may seek and review and maintain funding for programs for the elderly and aging. The Commission shall assist in interpreting and developing policies and guidelines for services and programs for the elderly and aging. The Commission shall generally meet at least once every month on a date which shall be determined by the members and shall call special

meetings from time to time as necessary. The Commission shall be authorized to establish and promulgate bylaws to enable it to function in fulfilling its duties. ~~It is not intended that the Commission shall operate programs.~~ It is not intended that the Commission shall operate Senior Center programs, but may operate programs or events that support the greater Colchester elderly and aging population.

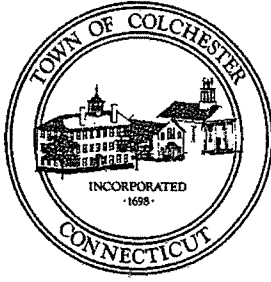
**CODE OF THE TOWN OF COLCHESTER, CONNECTICUT, v16 Updated 04-01-2013 /
THE CODE / Chapter 18, BOARDS, COMMITTEES AND COMMISSIONS / ARTICLE
V, Commission on Aging [Adopted 8-18-1977; amended 6-30-1994] /
§18-19 (Reserved) EN**

§18-19 (Reserved) EN(7)

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§18-20 Budget.**

§18-20 Budget.

The Commission shall prepare an annual budget in support of Commission on Aging programs. Said budget shall be submitted to the Board of Selectmen to be included in the next fiscal year budget for submission to the Board of Finance and the Annual Town Meeting by ~~February 1~~ December 1st of each year.



TOWN OF COLCHESTER

Commission on Aging
95 Norwich Ave., Colchester, Connecticut 06415
(860) 537-3911

Where Tradition Meets Tomorrow

Commission On Aging By-laws

March 12, 2012

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Nancy A. Bray
NANCY A. BRAY
TOWN CLERK

Article I - Commission Meetings

- A. Regular meetings of the commission shall be held each month. The time and place for regular meetings shall be set by the Commission each November.
- B. The annual election meeting shall be held in June. The place and time will be determined by the Executive Board. Nominations for officers shall be presented by the Nominating Committee one month prior to the annual election meeting.
- C. Special meetings may be scheduled as required by notification of each member by the Chairperson.
- D. At all regular meetings, an attendance of at least four (4) members shall constitute a quorum. Annual election and special meetings shall have at least five (5) members in attendance for transaction of business.
- E. Alternate members shall attend all meetings and take the place of a regular member when a regular member is absent from a meeting. When taking the place of a regular member, such alternate member shall be counted toward a quorum and shall have all voting rights of the absent member. The Chairperson shall rotate alternates to serve in this capacity as needed.

Article II - Officers

- A. The officers of the Commission shall be: Chairperson, Vice Chairperson, Corresponding Secretary, and Treasurer. The Officers of the Commission shall be the Executive Board.
- B. Chairperson: The chairperson shall preside at all meetings of the Commission, appoint committees, and shall have the duties normally conferred by parliamentary usage on such officer.
- C. Vice-Chairperson: In the absence of the Chairperson, or in the event of that person's inability or refusal to act, the Vice-Chairperson shall assume the duties of the Chairperson, and when so acting, shall have all the powers and be subject to all the restrictions imposed upon the Chairperson. The Vice-Chairperson shall perform such other duties as may be assigned by the Chairperson.
- D. Corresponding Secretary: The Corresponding Secretary shall be responsible for any correspondence, and shall perform all other duties incidental to the office of Corresponding Secretary.
- E. All minutes of Commission business will be recorded by the clerk selected by the Town.

- F. Treasurer: The Treasurer will report to the Commission on a monthly basis the revenues received from Senior Center bus usage: recreational, appointment, and errand usage. The Treasurer will also keep track of any monies and expenditures for Commission events.
- G. Tenure of Officers: Officers will be elected for a term of one year. No person shall serve in the same office for more than three consecutive terms.

Article III - Committees

- A. Nominating Committee: The nominating committee shall consist of three (3) Members of the Commission other than the Executive Board. The Chairperson of the Commission shall appoint the members of the nominating committee and its chairperson.
- B. Other Committees: Any other committees of the Commission can be established as need arises. Such committees may include Program Committee, Legislative Committee, By-Laws Committee, or Project Committees. Commission members may volunteer to serve on such committees, shall elect a Chairperson, and shall report to the Commission at regular or special meetings.

Article IV - Rules of Order

Robert's Rules of Order shall apply at all meetings.

Article V - Amendments

- A. Except as otherwise required by law, these By-Laws may be amended at any special meeting called for that purpose, provided that written notice of the proposed amendment(s) shall be given to each member of the Commission at least 30 days prior to such meeting. Such amendment(s) shall require affirmative vote of at least (5) members of the Commission.