

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Agenda

Regular Meeting

Thursday, February 7, 2019

Colchester Town Hall

Immediately following Community Conversation at 7:30 PM

1. Call to Order
2. Additions to the Agenda
3. Citizen's Comments
4. Consent Agenda
 - a. Tax Abatements
 - b. Approve Minutes of the January 17, 2019 Board of Selectmen Meeting
 - c. Approve Minutes of the January 28, 2019 Special Board of Selectmen Meeting
 - d. Approve FFY 2018 State Homeland Security Grant Program Region 4 Memorandum of Agreement
5. Boards and Commissions – Interviews and/or Possible Appointments
 - a. Economic Development Commission – Bernard Dennler to be interviewed
 - b. Conservation Commission – Michelle Renee Kosmo to be interviewed
6. New Town Website Demonstration
7. Discussion and Possible Action on Purchasing Land Record Management System through Info Quick Solutions Inc.
8. Citizen's Comments
9. First Selectman's Report
10. Liaison Reports
11. Executive Session to Discuss Real Estate Transaction
12. Discussion and Possible Action on Real Estate Transaction
13. Adjourn

RECEIVED
COLCHESTER, CT
2019 FEB - 1 PM 12:42
John A. Scammor
TOWN CLERK

January 28, 2019

Entered as
Citizen's comments
2/7/2019

Colchester Board of Selectmen
127 Norwich Avenue
Colchester, Ct.06415

Dear Selectmen,

I write to remind you that the Town of Colchester purchased from me a parcel of land and buildings known as the Norton Paper Mill property on Westchester Road, Colchester, Ct. on March 3, 2016, with the understanding that it be used to create a park.

Demolition of buildings and clean up of the area started soon after, but was not completed. I was informed by First Selectman, Art Shilosky that grant money has been awarded to complete the clean up, but to date the site remains unkempt.

I would like to know what is causing the delay in completing the clean up, and moving on to design of the park. We have a number of qualified people eager to commence park design.

I do hope I will see action on this project very soon.

Sincerely,



Nan Wasniewski

cc: Representative Linda Orange



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, January 17, 2019
Colchester Town Hall @ 7pm**

MEMBERS PRESENT: First Selectman Art Shilosky, Selectman Rosemary Coyle, Selectman Denise Mizla, and Selectman Jim Ford, and Selectman Stan Soby via teleconference

MEMBERS ABSENT: none

OTHERS PRESENT: Town Clerk G Furman, Registrar D Mrowka, Library Director K Byroade, Recreation Director T Quinn, BOE R Besaw and M Bylone, and clerk T Dean

RECEIVED
COLCHESTER
2019 JAN 18 PM 1:12

1. Call to Order

A Shilosky called the meeting to order at 7:00 pm.

2. Additions to the Agenda

A Shilosky asked to add #8 Discussion and Possible Action on appointing two members to OpenColchester committee, add #6.b. Commission on Aging-Nan Wasnewski possible appointment from alternate member to regular member for a term to expire 12/31/2021, renumber remaining items accordingly.

R Coyle moved to approve the added agenda items as presented, seconded by J Ford. Unanimously approved. MOTION CARRIED.

3. Citizen's Comments – Steve Langelo regarding the airline trail spur parking lot off of Lebanon Ave. Light requested was not implemented and parking lot is in disrepair.

4. Consent Agenda

- a. Tax Abatements
- b. Approve Minutes of the January 3, 2019 Special Board of Selectmen Meeting
- c. Reappointment of Linda Grzeika to the Open Space Commission for a three year term to expire 3/31/2022
- d. Reappointment of Eleanor Phillips to the TVCCA Board of Trustees for a one year term to expire 3/2/2020
- e. Resignation of Eleanor Philips from the Commission of Aging

R Coyle moved to approve the consent agenda, seconded by D Mizla. Unanimously approved. MOTION CARRIED

5. Discussion and Possible Action on the Town Web Page Community Calendar Policy

K Byroade presented the revised draft of the policy and what changes/additions were made. R Coyle asked if we can have one general community calendar so that residents don't have to go between the town and BOE calendar. T Quinn stated that some BOE events are not open to the public and therefore they need their own calendar. However, the BOE can add any of their events open to the public to the town community calendar. S Soby stated that we have a framework, may need to tweak it along the way if needed. K Byroade stated that the goal of the committee is to have one central location for community events, which will also be helpful for organizations to plan their events not to conflict with others. R Coyle asked where the fee to promote the events will go. T Quinn stated it will go in the Program Fund. J Ford asked if the EDC will be able to promote their events on the calendar. K Byroade stated yes, all commission will be able to include their events open to the public on the calendar for no fee. However, no businesses will be allowed to promote.

R Coyle moved to approve the Colchester Community Calendar Policy for the town website as presented, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

6. Board and Commissions – Interviews and/or Possible Appointments

a. Youth Services Advisory Board– Elizabeth Allard to be interviewed – was interviewed

D Mizla moved to appoint Elizabeth Allard as a member of the Youth Services Advisory Board for a term to expire 12/1/2020, seconded by S Soby. Unanimously approved. MOTION CARRIED.

b. Commission on Aging – Nan Wasnewski possible appointment from alternate member to regular member for a term to expire 12/31/2021

R Coyle moved to appoint Nan Wasnewski as a regular member to the Commission on Aging for a term to expire 12/31/2021, seconded by J Ford. Unanimously approved. MOTION CARRIED

7. Presentation by Sustainable CT

Jessica LeClair from Sustainable CT presented an overview of the program. A Shilosky stated that two other towns he talked to participating in the program, New London and Windham, spoke highly of the program. D Mizla asked if there were resources to help achieve the targeted lists and if CCM is involved. J LeClair stated Sustainable CT matches up the community with the appropriate agency to help and that CCM is a partner. Discussion on the Board of who would lead up the Sustainability team if the town participated in the program. No person appointed as of yet. Discussion on what the 'Equity Took Kit' was. J LeClair confirmed that the town would get credit for past actions that are on the list. More discussion needed before a decision is made.

8. Discussion and Possible Action on Appointing Two Members to OpenColchester Committee

R Coyle offered to be on the committee since she has been involved in the process already. A Shilosky will follow up with S Soby (disconnected from the call at this agenda item) to see if he will also be on the committee.

9. Citizen's Comments – none

10. First Selectman's Report

A Shilosky reported that he is currently researching an ACO program that East Hampton is participating in. Town Clerk office has a program system for land records that is about to expire in May. She will be looking into other companies and will come back to the February meeting with recommendations Met with the Farmers Market and came up with a resolution. Finance Director is retiring, CFO and A Shilosky are working on the position and may change it to Assistant to the CFO position. Social Services Coordinator resigning. Looking at employment structure and working on potential changes. Fire Marshall will fill in temporarily on a position that will be vacant for up to 15 weeks in the Fire Dept on an as needed basis.

11. Liaison Reports

J Ford reported on Conservation Commission – two applications accepted, will act on it at next month's meeting. At the Jan meeting North Pond and Subdivision will be explained. Enforcement action on Red School House Road for a violation on wetlands. Stated he would like a discussion on North Pond to have unified coordination with all commission and the building dept. Grant application in progress has been a victim of the shutdown.

R Coyle reported on Commission on Aging – report attached.

Open Space – North Pond Subdivision discussed. Scott Hill and Reservoir Rd subdivision discussed.

Building Committee – approved invoices. Paving and sports field will be done in the spring. Project is under budget in all three areas, building, pupil services and contingency.

Fire Dept – met with BOF R Lepore regarding paramedic program. 2/6 a joint BOS/BOF meeting is planned, following the budget forum.

D Mizla reported on Park & Rec commission – need three new members. Rec Director is working on a 5 year plan with Public Works to replace the playground, still in the early stages. Concession stand contract is up, going out for bid again or may do in house. Reviewing new software companies and updating refund policy. Discussed fields at WJ and irrigation.

R Coyle believes they may do the irrigation. 2/25 there will be a fundraiser at Inishmor to benefit the camp scholarship fund, followed by trivia.

Board of Education – Principal Peel informed that Bacon has a growing relationship with a manufacturing firm. Program will connect graduating seniors with jobs.

17. Adjourn

J Ford moved to adjourn at 8:14 p.m., seconded by R Coyle. Unanimously approved. MOTION CARRIED.

ATTACHMENT: Commission on Aging Report

Respectfully submitted,



Tricia Dean, Clerk

COA Meeting-January 11, 2018

I wanted to thank Ellie Phillips for her many contributions during her time serving on the CoA. I know she will continue to stay involved and have a voice during an important time in our history as we strive toward a new, modern facility for our senior center in the coming years.

Thank you to Joyce Sypher for her Administrative support while we had a vacancy on staff. Thank you to all my staff who helped out in many ways. Since June, I have either been personally filling a staff vacancy, hiring or training new staff. It's been an intense 6 months for me and I am grateful to be fully staffed, once again.

Maria Panagiotakakos (Panos) began as our new Program Coordinator on January 7th. We had a well-attended Welcome Party for her on January 11th. Her priorities will be getting to know our members and becoming familiar with all of our programs, instructors and community partners.

I want to thank Jack Jackter Intermediate School for their participation in the Annual Holiday Box Program. 25 seniors in the community were recipients of gift boxes for the holidays.

We had a terrific and busy holiday season with a lot of fun, seasonal activities including our annual Hanukkah Party with Rabbi Alter, our Holiday Homecoming Luncheon with entertainment by our Senior Moments Choral Group, a Tree Trim Party, New Year's Brunch 'n Bash with Patrick Tobin and our Bingo Holiday Luncheon.

Our Food Service License has been renewed for 2019 through Chatham Health District.

We have recently seen an increase in the meals we are serving at lunchtime. We sold out in November and December for our special events.

I will be compiling end of year statistics and begin preparations for budget FY 2020.

There is an Eagle Scout Project in town that is looking to create a list of seniors/disabled individuals in town to assist with snow removal from sidewalks, porches and walkways. He is not offering snow removal from driveways. If you know of anyone who needs assistance due to physical or economical needs, please send them to me.

Schedule changes: CSC will be closed on Monday, January 21st, in observance of MLK, Jr. Day

Attendance & Meals Served:

- Meals served in November: on site: 171 MOW: 377
- Monthly Transports in November: 717
- Monthly Attendance in November: 1930
- Monthly Attendance in December: 1760
- Total Membership: 1217



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Special Meeting Minutes
Monday, January 28, 2019
Colchester Town Hall @ 11am

MEMBERS PRESENT: First Selectman Art Shilosky, via teleconference Selectman Stan Soby, Selectman Rosemary Coyle, Selectman Denise Mizla, and Selectman Jim Ford

MEMBERS ABSENT: none

OTHERS PRESENT: Tax Collector M Wyatt and clerk T Dean

1. Call to Order

A Shilosky called the meeting to order at 11:00 am.

2. Citizen's Comments – none

3. Discussion and Possible Action on House Bill No. 5765, Special Act No. 19-1 – Tax Deferment for Federal Employees Affected by the Federal Shutdown

S Soby moved that the Town of Colchester adopt a deferment program, as defined and allowed by Special Act 19-1, which defers the due dates for an affected employee's real and personal property or motor vehicle taxes, water or sewer rates, and charges or assessment payments, subject to the requirements listed on the designated application form, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

4. Adjourn

J Ford moved to adjourn at 11:04 a.m., seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk

RECEIVED
2019 JAN 28 AM 11:46
TOWN OF COLCHESTER



**FFY 2018 STATE HOMELAND SECURITY GRANT
PROGRAM Region 4 MEMORANDUM OF AGREEMENT**



Data Sheet

Step 1- Fill out this datasheet form to auto populate MOA document in this PDF file.

THIS DATASHEET MUST BE COMPLETED ELECTRONICALLY

Step 2-After populating the document, print out entire MOA and obtain the correct signatures as outlined by the completion checklist on the following page.

Town Information:	
Person Completing Document:	Sean Shoemaker, Deputy EMD
Municipality Name:	TOWN OF COLCHESTER
Town CEO Name:	Art Shilosky
Town CEO Title (ie. Mayor):	First Selectman

***Municipality Name - Municipalities can enter the name as either the long or short name, for example: enter name as either "New Haven" or "City of New Haven"**

Point of Contact Information:	
POC Name & Title:	Art Shilosky First Selectman
Address:	127 Norwich Ave, Colchester, CT 06415
Email:	ashilosky@colchesterct.gov
Phone:	860-537-7200
Fax:	860-537-0547



FFY 2018 STATE HOMELAND SECURITY GRANT PROGRAM Region 4 MEMORANDUM OF AGREEMENT CHECKLIST



Please use this checklist to insure completion and accuracy of the following agreement.

1. Instructions for: TOWN OF COLCHESTER

Received by: Sean Shoemaker, Deputy EMD

For the MOA:

- A municipal point of contact been identified in Part III, Section L.
- The Chief Executive Officer has signed and dated the agreement.
- The Chief Executive Officer's name and title has been typed in the space provided.

Authorizing Resolution Attached

The Blanket Resolution Template includes the recommended language for the resolution. If you do not use this template, the resolution must reference the FFY 2018 Homeland Security Grant Program. No other resolutions will be accepted.

Please note: The Fiduciary and Municipality shall complete Appendix A Custodial Ownership and Memorandum of Agreement (Appendix A), for any municipality that takes ownership of equipment purchased with 2018 HSGP funds by the REPT. *(These documents are not attached to this MOA, but will be sent directly to the Fiduciary)*

Once complete, mail the complete MOA package to: James Butler, Executive Director, Southeastern CT Council of Governments, 5 Connecticut Avenue, Norwich, CT 06360

2. Instructions for the Southeastern CT Council of Governments

Received by: _____

Review and Signature

- The Chief Executive Officer has signed and dated the agreement.
- The Chief Executive Officer's name and title has been typed in the space provided.
- The Region 4 REPT Chair has signed and dated the agreement.
- The Region 4 REPT Chair's name has been typed in the space provided.
- All of the items listed on this checklist have been completed and are correct.

Once complete please contact your DESPP/DEMHS Program Manager to schedule a MOA review meeting.

Please note: The Fiduciary shall complete Appendix A, Custodial Ownership, for any Municipality that takes ownership of equipment purchased with 2018 HSGP funds by the REPT. *(These documents are not attached to this MOA, but will be sent directly to the Fiduciary)*

DUE DATE: Monday, January 7, 2019

MEMORANDUM OF AGREEMENT

REGARDING USE OF FEDERAL FISCAL YEAR 2018 STATE HOMELAND SECURITY GRANT FUNDING AND CUSTODIAL OWNERSHIP OF REGIONAL ASSETS IN DEMHS Region 4

I. AGREEMENT REGARDING THE USE OF FEDERAL HOMELAND SECURITY GRANT FUNDS TO SUPPORT REGIONAL SET-ASIDE PROJECTS

A. Introduction

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DEMHS), the municipality of TOWN OF COLCHESTER, the Southeastern CT Council of Governments (Fiduciary) and the Region 4 Regional Emergency Planning Team (Region 4 REPT).
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for Federal Fiscal Year 2018 State Homeland Security Grant Program (SHSGP), Award No. EMW-2018-SS-00107. DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. The DEMHS Advisory Council, through its Homeland Security Working Group, has approved the allocation formula for grant funds available under the SHSGP;
4. DESPP/DEMHS is retaining pass-through funds from 2018 SHSGP in the total amount of \$1,460,498 on behalf of local units of government, for the following seven regional set-aside projects designed to benefit the state's municipalities:
 - a. Regional Collaboration;
 - b. Connecticut Intelligence Center/Fusion Center;
 - c. CBRNE Detection and Response;
 - d. Metropolitan Medical Response System;
 - e. Citizen Corps. Program;
 - f. Medical Preparation and Response; and
 - g. Cyber Security
5. DEMHS – in coordination and cooperation with the municipalities located within DEMHS Region 4 including TOWN OF COLCHESTER – has created, and established bylaws for, the Region 4 REPT, a multi-disciplinary, multi-jurisdictional regional group to facilitate planning and resource coordination within DEMHS Region 4.
6. TOWN OF COLCHESTER is eligible to participate in those Federal Fiscal Year 2018 SHSGP regional allocations made through the Region 4 REPT and not included in the set-aside projects, in the amount of \$357,659 for Region 4 which will be made available to the jurisdictions in Region 4 in the manner recommended by the Region 4 REPT in accordance with its approved bylaws, upon execution of the grant application and as accepted by the SAA.

B. Purpose of Agreement

The SAA and TOWN OF COLCHESTER enter into Part I of this MOA authorizing the SAA to act as the agent of TOWN OF COLCHESTER and allowing the SAA to retain and administer grant funds provided under 2018 SHSGP for the seven regional set-aside projects listed above, and also for The Southeastern CT Council of Governments to provide the financial and programmatic oversight described below.

C. SAA and TOWN OF COLCHESTER Responsibilities.

The SAA agrees to administer the SHSGP grant funds of \$1,460,498 in furtherance of the seven regional set-aside projects listed above.

TOWN OF COLCHESTER agrees to allow the SAA to provide financial and programmatic oversight of the \$1,460,498 for the purpose of supporting the allocations and uses of funds under the

2018 SHSGP consistent with the 2018 State Homeland Security Grant Application that has been reviewed and approved by the federal Department of Homeland Security and supported by the Initial Strategy Implementation Spending Plan (ISIP) as part of the Biannual Strategy Implementation Report (BSIR) approved by the Emergency Management & Homeland Security Council, now known as the DEMHS Advisory Council. TOWN OF COLCHESTER agrees to allow the SAA to hold, manage, and disburse the grant funds that have been reserved for the seven regional set-aside projects listed above.

D. Southeastern CT Council of Governments & TOWN OF COLCHESTER Responsibilities.

TOWN OF COLCHESTER also agrees to allow the Southeastern CT Council of Governments to provide financial and programmatic oversight of the Federal Fiscal Year 2018 regional allocation not included in the seven regional set-aside projects in the amount of \$357,659 targeted to member municipalities in DEMHS Region 4 and recommended through the Region 4 REPT in accordance with its approved bylaws. Such funds will be applied to specific projects developed and approved by the Region 4 REPT and DEMHS.

II. AGREEMENT REGARDING CUSTODIAL OWNERSHIP OF REGIONAL ASSETS

A. Introduction

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DEMHS), the municipality of TOWN OF COLCHESTER, the Southeastern CT Council of Governments (Fiduciary), and the DEMHS Region 4 Regional Emergency Planning Team (Region 4 REPT).
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for grants awarded beginning in Federal Fiscal Year (FFY) 2004, up to the present time. DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. TOWN OF COLCHESTER has agreed to operate as the custodial owner of the asset(s) described in Appendix A, on behalf of TOWN OF COLCHESTER, the region, and if necessary, the State. (Please note: If a town takes ownership of assets, the Fiduciary will assist them in completing Appendix A. The Appendix will be added to this MOA).
4. The parties also agree that TOWN OF COLCHESTER may operate as the custodial owner of additional assets purchased on behalf of the Region from FFY 2018 grant funds, as approved by the Region 4 REPT, and DEMHS, which assets will be added to Appendix A by the Fiduciary within thirty (30) days of approval by the Region 4 REPT.
5. The Region 4 REPT has been established to foster regional collaboration and mutual aid through, among other things, collaborative plan development, resource sharing and coordination.
6. The Southeastern CT Council of Governments (Fiduciary) has agreed to operate as the fiscal agent for the federal SHSGP grants awarded to DEMHS Region 4 for Federal Fiscal Year 2018.

B. Purpose.

DESPP/DEMHS, the Region 4 REPT, Southeastern CT Council of Governments (Fiduciary), and TOWN OF COLCHESTER, enter into Part II of this MOA regarding asset(s) for which TOWN OF COLCHESTER agrees to be the custodial owner, and which are described in the approved 2018 Subgrant Application and will be added to this MOA as Appendix A.

C. Agreements and Responsibilities of the Parties.

1. Definitions.

As used in this MOA:

- The term "authorized training" means training that is authorized by DESPP/DEMHS.
- The term "custodial owner" means a political subdivision or tribe that has agreed to accept title and responsibility for the asset(s), subject to possible redeployment under the terms outlined in Paragraph C(4) below.

2. Responsibilities of DESPP/DEMHS and Southeastern CT Council of Governments (Fiduciary)

In its role as SAA, DESPP/DEMHS will subgrant funds to Southeastern CT Council of Governments which, as the Region 4 Fiscal Agent, will procure the asset(s) listed in their approved Subgrant Application (which will be added to Appendix A).

3. Appendix A.

The parties agree that decisions regarding the placement of regional assets in TOWN OF COLCHESTER may be made after the execution of this agreement and that Appendix A shall be completed accordingly. TOWN OF COLCHESTER agrees to be bound by the terms of this agreement for any asset added to Appendix A. The parties also agree that Appendix A must be signed by the DEMHS Deputy Commissioner, the chair of the Region 4 REPT, and the Chief Executive Officer, or his/her designee, of TOWN OF COLCHESTER.

4. Responsibilities of Custodial Owner

TOWN OF COLCHESTER understands that it is the Custodial Owner, on behalf of itself and the Region, of the asset(s) which will be added to Appendix A, as may be amended pursuant to Paragraph C(4) above. As Custodial Owner, TOWN OF COLCHESTER agrees:

- a. To safeguard the asset(s) in a secure location, including, for example, providing refrigeration or protection from the elements, if appropriate;
- b. To regularly test, use and maintain the asset(s) in working order. It is understood by the parties that trained personnel of TOWN OF COLCHESTER's municipal agencies may use the asset(s) for appropriate emergency response/emergency management purposes, including authorized training and exercise;
- c. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested: under the terms of this MOA; under a mutual aid agreement, including a civil preparedness mutual aid agreement approved by DESPP/DEMHS, as required by Conn. Gen. Stat. §28-7(d); under the terms of the intrastate mutual aid system, Connecticut General Statutes §28-22a; or at any time by the State of Connecticut, including DESPP/DEMHS;
- d. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested for authorized training and/or exercise;
- e. To maintain records of the use of the asset(s), including deployment for an actual incident or for authorized training, and to provide these records to DESPP/DEMHS as requested;
- f. To maintain an inventory of the asset(s), including a unique tagging system (including the DEMHS logo) so that the asset(s) can be easily identified as separate from the Custodial Owner's other property, and to provide that inventory to DESPP/DEMHS as requested.
- g. To maintain all necessary insurance regarding the asset(s) and their use;
- h. To cooperate with any state or federal audit of the asset(s) and/or their use;
- i. To abide by the bylaws and/or procedures established under any applicable State of Connecticut or regional plan;
- j. That the State, including DESPP/DEMHS, does not guarantee any further funding for, or provision of repairs to, the asset(s) beyond the terms of this MOA;
- k. That all maintenance and operations of the asset(s) by TOWN OF COLCHESTER shall conform to the manufacturer's recommendations. If appropriate, TOWN OF COLCHESTER shall maintain trained personnel available to transport and supervise the operation of the asset(s). All personnel or agents of TOWN OF COLCHESTER performing any maintenance or repair services in connection with these asset(s) shall be fully qualified and authorized or permitted under federal, state, and local laws to perform such services.

5. Responsibilities of the REPT.

The Region 4 REPT understands and acknowledges that, in accepting responsibility as the custodial owner of the asset(s), TOWN OF COLCHESTER is furthering regional collaboration and mutual aid on behalf of all of the members of Region 4.

6. Assignment of Asset(s).

If TOWN OF COLCHESTER does not comply with the requirements under this MOA, or terminates its involvement in this MOA, then DESPP/DEMHS, in consultation with the REPT Chair, may redirect the asset(s), preferably to a different town within the Region. Whenever possible, DESPP/DEMHS will provide 60 days' notice before re-assigning the asset.

III. GENERAL TERMS OF AGREEMENT APPLICABLE TO ALL PARTS OF THIS MEMORANDUM OF AGREEMENT**A. Effective Date.**

The terms of this agreement will become effective when all parties have executed it.

B. Authority to Enter Agreement.

DESPP/DEMHS is authorized to enter into this Agreement through the Deputy Commissioner of the DESPP/DEMHS pursuant to the authority provided under Connecticut General Statutes §4-8 and Titles 28 and 29. The Municipality of TOWN OF COLCHESTER is authorized to enter into this agreement through its Chief Executive Officer, authorized pursuant to the attached [original or certified copy of resolution, ordinance or charter provision]. The other persons executing this Memorandum of Agreement (MOA) on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this agreement on behalf of the entity for which they sign, as indicated by valid resolutions, if necessary.

C. Duration of Agreement.

Part I of this MOA, as modified with the consent of the parties, remains in full force and effect until the end of the grant period, or any extension thereof, covered by this MOA, unless cancelled by the SAA, giving TOWN OF COLCHESTER written notice of such intention at least thirty (30) days in advance. Any party may terminate its involvement with Part II of this agreement upon sixty days' written notice to the other parties. DESPP/DEMHS reserves the right to cancel any funding under this MOA without prior written notice when the funding is no longer available.

D. Amendment of the Agreement.

This agreement may be modified upon the mutual written consent of the parties.

E. Litigation.

The Parties agree to good faith consultation with one another to resolve disagreements that may arise under or relating to this MOA before referring the matter to any other person or entity for settlement. The Parties agree that any disputes under Part II, Paragraph C.6 shall be resolved by DEMHS. The Parties also agree that the sole and exclusive means for the presentation of any claim against the State, including the SAA, arising from this agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Parties further agree not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.

F. State Liability.

The Parties agree to indemnify and hold harmless the State of Connecticut with regard to the activities described within this MOA, and recognize that the State does not waive its right to sovereign immunity with regard to any provision of this MOA. The State of Connecticut assumes no liability for funding under the terms of this MOA until TOWN OF COLCHESTER, through the Region 4 REPT, is notified by the SAA that this MOA has been approved and executed by DEMHS and by any other applicable state agency.

G. Confidential Information

Any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that DESPP/DEMHS classifies as "confidential" or "restricted." Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.

H. Audit Compliance.

If TOWN OF COLCHESTER through the Region 4 REPT, agrees to serve as a host or custodial owner of equipment purchased with the grant funds referenced in this MOA, then TOWN OF COLCHESTER must comply with the Federal Single Audit Act of 1984, P.L. 98-502 and the Amendments of 1996, P.L. 104-156 and with the Connecticut Statutes §7-396a and 396b, and the State Single Audit Act § 4-230 through 236 inclusive, and the regulations promulgated thereunder.

TOWN OF COLCHESTER agrees that all fiscal records, if any, pertaining to the projects shall be maintained for a period of not less than three (3) years from the date of the signing of this MOA. Such records will be made available to state and/or federal auditors upon request.

I. Lobbying, Debarment, and Suspension.

TOWN OF COLCHESTER commits to compliance with the requirements under 28 CFR Part 66 (Uniform Administrative Requirements for Grants to States); 28 CFR Part 69, New Restrictions on Lobbying; 28 CFR Part 67, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug Free Workplace (Grants); Office of Management and Budget (OMB) Circular A-87, addressing cost principles for grants to state and local governments; 28 CFR Part 70 (Common Rules for Administrative Requirements for Grants to Non-Profits); OMB Circulars A-122 and A-21 addressing Cost Principles for Grants to Non-Profit Entities and requirements included in the Department of Homeland Security Office of Grants and Training Financial Guides.

J. Executive Orders.

This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be cancelled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any State or federal law concerning non-discrimination, notwithstanding that the Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree and abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to non-discrimination, until the contract is completed or terminated prior to completion. TOWN OF COLCHESTER agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that it will not discriminate in its employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner. This contract is also subject to the provision of Executive Order No. 16 of Governor John G. Rowland promulgated August 4, 1999 adopting a zero tolerance policy for workplace violence, and as such, this contract may be cancelled terminated or suspended by the State for violation of or noncompliance with said Executive Order No. Sixteen. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Sixteen is incorporated herein by reference and made a part thereof. The parties agree to abide by such Executive Order. The contract is also subject to provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such this contract may be cancelled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or non-compliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by such Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service. This contract may also be subject to Executive Order No. 14 and Executive Order No. 49. Executive Order of Governor M. Jodi Rell, promulgated April 17, 2016, concerning procurement of cleaning products and services. Executive Order No. 49 of Governor Dannel P. Malloy, promulgated May 22, 2015, mandating disclosure of certain gifts to public employees and contributions to certain candidates for office in accordance with their respective terms and conditions.

K. Non-Discrimination Clause.

In accordance with Public Act 88-351, the Town agrees and warrants that, (a) For the purposes of this section, "minority business enterprise" means any small grantee or supplier of materials fifty-one percent or more of the capital stock, if any, or asset(s) of which is owned by person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Stat. Sect. 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For purposes of the section, "Commission" means the Commission on Human Rights and Opportunities. For purposes of this section, "Public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway, or other changes or improvements in real property, or which is financed in whole or in part by the State, including but not limited to, matching expenditures, grants, loans, insurance or guarantees.

The Town agrees and warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group or persons on the grounds of race, color, religious creed, age, marital status, national origin, sex, mental retardation or physical disability, including but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut.

The Town further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved: the Town agrees, in all solicitations or advertisements for employees placed by or on behalf of the Town, to state that it is an "affirmative action – equal opportunity employer" in accordance with the regulations adopted by the Commission; the Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract of understanding and each vendor with which Town has a contract of understanding, a notice to be provided by the Commission advising the labor union of workers' representative of the Town's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; the Town agrees to comply with each provision of this section and Conn. Gen. Stat. Sect. 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. Sect. 46a-56, as amended by Section 5 of Public Act 89-253, 46a-68e and 46a-68f; the Town agrees to provide the Commission of Human Rights and Opportunities with such information requested by the Commission, permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and section 46a-56. If the contract is a public works contract, the Town agrees and warrants that he will make good faith efforts to employ minority business enterprises as subgrantees and suppliers of materials on such public works project.

Determination of the Town's good faith efforts shall include but shall not be limited to the following factors: The Town's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

The Town shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

The Town shall include the provisions of subsection (b) of this section in every subcontract or purchase order entered into in order to fulfill any obligation or a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer, unless exempted by regulations or orders of the Commission. The Town shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Conn. Gen. Stat. Sect. 47a-56, as amended by Section 5 of Public Act 89-253; provided, if such Town becomes involved in, or is threatened with litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation prior thereto to protect the interest of the State and the State may so enter.

The Town agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

Pursuant to Public Act 89-227, as amended, as of January 1, 1991, no agency of the State of Connecticut may purchase new products packaged in or composed in whole or part of polystyrene foam if such foam is manufactured using chlorofluorocarbons (CFC). Manufacturers are required by the Act to provide information regarding the CFC content of polystyrene foam used in such products or packaging to any person selling the product who requests such information. By submitting an offer to sell to or accepting an order from the State of Connecticut the vendor certifies that no CFC are used in the manufacture of polystyrene foam contained in such products or packaging.

L. Non-discrimination on the Grounds of Sexual Orientation.

1. The Town agrees/warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation.
2. The Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract or understanding and each vendor with which such Town has a contract or understanding and each vendor with which such Town or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Town's commitments under this section, and to post

copies of the of the notice in conspicuous places available to employees and applicants for employment;

3. The Town agrees to comply with each provision of this Section and Sections 46a-68f of the General Statutes and with each regulation or relevant order issued by said Commission pursuant to Sections 46a-56, 46a-68e and 46a-68f of the General Statutes;
4. The Town agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and Section 46a-56 of the General Statutes.
5. The Town shall include the provisions of paragraph (1) of this addendum in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Town shall take such actions with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Section 46a-56 of the General Statutes; provided, if such Town becomes involved in, or is threatened with, litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

M. Points of Contact.

1. The Point of Contact for the SAA	
Name & Title: Deputy Commissioner William J. Hackett	
Address: 1111 Country Club Road, Middletown, CT 06457	
Emails: william.j.hackett@ct.gov and rita.stewart@ct.gov	Phone: 860-685-8531
	Fax: 860-685-8902
2. The Point of Contact for TOWN OF COLCHESTER (Please fill in the following fields)	
Name & Title: Art Shilosky First Selectman	
Address: 127 Norwich Ave, Colchester, CT 06415	
Email Address: ashilosky@colchesterct.gov	Phone: 860-537-7200
	Fax: 860-537-0547

M. Other provisions.

Nothing in this agreement is intended to conflict with current laws or regulations of the State of Connecticut or TOWN OF COLCHESTER. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the dates written below:

THE TOWN OF COLCHESTER _____

By: _____ Date: _____
 Its Chief Executive Officer
 Duly Authorized
 Typed Name &
 Title: Art Shilosky First Selectman

THE CITY OF STAMFORD

By: _____ Date: _____
 Its Chief Executed
 Officer Duly
 Authorized
 Typed Name _____

MOA THE Region 4 REGIONAL EMERGENCY PLANNING TEAM

By:

Date:

Its Chair
Duly Authorized
Typed Name: _____

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION/
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY**

Date:

By: _____

William J. Hackett
Duly Authorized

AUTHORIZING RESOLUTION OF THE

Town of Colchester, Board of Selectmen:

I, Gayle Furman of Town of Colchester, do hereby certify that the following is a true and correct copy of a resolution adopted by Town of Colchester at its duly called and held meeting on February 7, 2019, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Town of Colchester may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

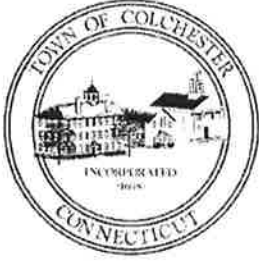
FURTHER RESOLVED, that Arthur Shilosky, as First Selectman of Town of Colchester, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Colchester and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Arthur Shilosky now holds the office of First Selectman and that he/she has held that office since November 6, 2015.

IN WITNESS WHEREOF: The undersigned has executed this certificate this day of
_____Month _____Year.

Gayle Furman, Town Clerk





Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 1/23/2019

BOARDS & COMMISSIONS APPLICATION

Name: Bernard Dennler III

Address: 111 Brainard Road Colchester, CT. 06415

Home Phone: 8605370442 Email berniedennler@gmail.com FAX: _____

Cell Phone: 8609978798 Town Residency 23 Years

Party Affiliation: Democrat Republican Unaffiliated (check one)

Commission or Board you are interested in serving on: Economic Development Commission

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

High School: Bacon Academy, Graduated 2013

College: Hofstra University, Journalism and Political Science (double major), Graduated 2017

Trade, Business
Or Correspondence
School _____

CONTINUED ON REVERSE SIDE

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

Administrative Assistant to First Selectman's Office (Town of Lebanon) 579 Exter Road, Lebanon, CT 06249

Hired: May 2018, Currently employed there

Station Manager, WRHU, 1000 Hempstead Turnpike, Hempstead, NY 11549, June 2015-December 2016

Left at end of term due to impending graduation from university

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

Why are you interested in serving? Having spent the last 8 months working in municipal government as the Admin. Assistant to the First Selectman in Lebanon, I see the need for people to get involved in their communities. I have lived in Colchester my whole life and want to participate in making our community stronger for years to come. After attending the January EDC meeting, I think I would be a good fit for a vacancy on this commission.

Do you have any experience or familiarity with this area? In school, I majored in journalism and political science which also included public relations courses. I also served as station manager of the top college radio station in the country, which included organizing events and representing the university in media coverage for the 2016 presidential debate. My writing, public relations, and research skills would be an asset to the commissions goals as described in their latest meeting. As admin. assistant in Lebanon, I manage the town website and social media accounts for the First Selectman's Office and Farmer's Market and interact with the public on a daily basis. I participate in Board of Selectmen meetings and take all minutes for the Board.

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

Which ones? I am willing to consider any options available

Date:

1/23/19

Signature:

Bruce W. Dink III

Economic Development Commission- 7 Members, 2 Alternates, 5 year terms

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	Jean Walsh	U	860-537-8988	jean.0621@yahoo.com	12/15/2022
Vice-Chair					10/1/2023
Member	Heide Perham	D	860-993-5867	h.e.perham@gmail.com	10/31/2021
Member	John Dion	U	860-884-2069	jpdion@att.net	10/31/2019
Member	Bruce Goldstein	R	860-334-7722 c 860-537-7044 h	bruceg@paradiseagency.com	10/1/2019
Member					10/1/2019
Member	Michael Hinchliffe	R	860-537-2497	mwhinchlif@aol.com	10/31/2020
Alternate					10/1/2019
Alternate					10/31/2019



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 15JAN2019

BOARDS & COMMISSIONS APPLICATION

Name: Michelle Renee Kosmo

Address: 92 Christy Lane Colchester, CT. 06415

Home Phone: N/A Email mikosmo@gmail.com FAX: N/A

Cell Phone: 540-226-6832 Town Residency 7 Years

Party Affiliation: Democrat Republican Unaffiliated (check 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: North Stafford High School, Stafford, VA, June 1997

College: University of Connecticut, Storrs, CT, M.S. Natural Resources, August 2016

Oregon State University, Corvallis, OR, B.S. Natural Resources, Urban Forest Landscapes concentration, June 2018

Virginia Tech, Blacksburg, VA, B.S. Horticulture, August 2004

Trade, Business Or Correspondence School: University of Connecticut, Graduate Certificate, Sustainable Environmental Planning & Management, August 2016

School

CONTINUED ON REVERSE SIDE

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

July 2014 - Current, U.S. Coast Guard Reserves, Sector Boston, 427 Commercial St., Boston, MA, Marine Science Technician

Sept. 2010 - July 2014, USCG Marine Safety Lab, 1 Chelsea St., New London CT, Marine Science Technician, transferred to Reserves

May 2008 - Aug. 2010, USCG National Honor Guard, 7323 Telegraph Rd, Alexandria, VA, Honor Guardsman, transferred to CG MSL

Jan. 2007 - May 2008, Kingstowne Lawn & Landscape, 6461 Stephenson Way, Alexandria, VA, Maintenance Account Manager, Joined USCG

Feb. 2006 - Dec. 2006, Kiawah Development Partners, Kiawah Island, SC, Horticulturist, Moved to Virginia

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 have a passion to serve and strong desire to help my community. As a graduate of Virginia Tech, I strive to adhere to its motto Ut Prosim, Latin for "That I May Serve". I have adhered to this motto by serving my country in the U.S. Coast Guard for over ten years. As a proud resident of the Town of Colchester, I would also like to give back to my community by serving on a board or commission. My strong desire to serve, coupled with my educational and professional background in natural resources and environmental protection, make me a good candidate for the Conservation Commission.

Do you have any experience or familiarity with this area? As a Marine Science Technician in the Coast Guard, the primary mission I support is marine environmental protection. My duties mainly consist of pollution prevention and response in the marine environment, most often for oil spills. Response efforts for oil spills often require that I assess sensitive areas, such as wetlands and marshes, and act accordingly to protect these areas. In addition to my work in the Coast Guard, my studies in Natural Resources have given me a strong foundation in the areas of land use, conservation, and environmental planning, including the application of these fields to Geographic Information Systems (GIS).

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

Which ones? If I am not appointed to the Conservation Commission, I would be interested in serving on the Open Space Advisory Committee or the Planning & Zoning Commission.

Date: 1/16/2019

Signature: Michelle R. Kosmo

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	10/31/2019
Member	Seth Travis	U	860-861-9119	seth.travis@uconn.edu	10/31/2019
Member	Susan Bruening	U	860-537-1162		10/31/2020
Member	Rebecca Ann Meyer	D	860-754-7838	rebecca.meyer33@gmail.com	10/1/2021
Member	Darrell York	R	860-295-1090	dyork@msipump.com	10/1/2021
Member	Michael Rogers	D	475-414-7058	mrogir2@gmail.com	10/1/2021
Alternate					10/1/2021
Alternate					10/31/2020
Alternate					10/1/2020

Conservation Commission

MEMO

TO: Art Shilosky, First Selectman

From: Gayle Furman/Town Clerk

Subject: Land Record System

Date: January 28, 2019

I respectfully request that the following motion be addressed at the February 7, 2019 Board of Selectmen meeting. This Land Record system will replace the current system on June 3, 2019.

Proposed Motion:

Motion to authorize the First Selectman to sign a contract from Info Quick Solutions Inc. to allow the Town Clerk's office to purchase their Land Record Management System for the Town's Land Record Recordings.

Thank you.

**AGREEMENT FOR TOWN CLERK
RECORDS MANAGEMENT SYSTEM AND SERVICES**

This Agreement (Agreement) is entered into by and between Info Quick Solutions, Inc., a New York State Corporation (IQS), with offices located at 7460 Morgan Road, Liverpool, NY 13090, and Town of Colchester, CT, a government entity (Town), with offices located at 127 Norwich Ave., Colchester, CT 06415. IQS and Town (each individually a "party" and collectively the "parties") agree as follows:

1. TERM

This Agreement will become effective 6/1/19 (the "Effective Date") and shall continue for a period of five (5) calendar years.

SERVICES

During the Term of the Agreement, and consistent with the terms and conditions set forth herein, IQS will provide the Town with the products, software and services described in the proposal dated 12/12/18, annexed hereto as Schedule A.

2. PAYMENT

Town agrees to pay IQS in accordance with the payment provisions set forth below. IQS shall submit an invoice to Town for each payment due, and Town agrees to pay each invoice within thirty (30) calendar days after receipt.

Solution ERMS: \$1,400 per month

Public Internet Search:

Internet hosting services for land and maps are included at no charge so long as the Town allows IQS to charge a minimum of \$2.00 per page to print document images and all revenue is split 50% Town of Colchester, CT and 50% IQS.

Archival Microfilm \$0.06 per image

3. DELIVERY AND ACCEPTANCE

IQS will arrange for delivery of the appropriate System components to the Town installation site, as set forth in Schedule A. All requirements for acceptance and testing of the System or any System components shall be set forth in Schedule A.

5. SYSTEM OWNERSHIP AND USE RIGHTS

The System provided under this Agreement includes technical information, software programs, equipment, designs, specifications, drawings, documentation, reports, and other materials (individually and collectively "IQS Intellectual Property"). Town understands and agrees that all IQS Intellectual Property (including all software upgrades, modifications, and customizations) provided under this Agreement shall remain the property of IQS.

6. OWNERSHIP, USE, AND RETURN OF DATA

All information, records, documents, files, data, and other items relating to the business of Town (including indexes, film, and other data created or acquired by use of the System), whether prepared by Town or IQS or otherwise coming into the possession of IQS in connection with performing the Services or otherwise during the term of this Agreement shall remain the exclusive property of Town.

7. RESPONSIBILITY FOR DATA BACKUP

Backup services shall be provided by IQS. Such services are contingent on the Town maintaining consistent internet access.

8. PERFORMANCE AND SYSTEM WARRANTIES

IQS warrants that: (a) the Services will be performed in a professional manner in accordance with generally applicable industry standards; (b) during the Term, any component of the System furnished to Town under this Agreement will be free from material defects and errors that would prevent the documented operational features of the System from functioning when used properly under normal conditions and in accordance with the documentation and instructions for use provided by IQS; and (c) the System delivered by IQS will not infringe on any copyright, patent, trade secret, or other intellectual property rights or proprietary rights of any third party.

Neither party shall be responsible for delays or failures in performance because of limitations or problems inherent in the use of the Internet and electronic communications; force majeure events, including but not limited to Acts of God, war, terrorism, civil disturbance, labor dispute, weather, or climate change; or other cause beyond the reasonable control of a party.

9. INSURANCE

If IQS performs any of the Services on Town premises, IQS agrees to maintain standard insurance coverage in accordance with its corporate policy. Upon request, IQS will provide evidence of coverage on a standard ACORD form certificate of insurance.

10. LIMITATIONS OF LIABILITY

EXCEPT FOR SERVICE FEES AND AMOUNTS EXPRESSLY DUE AND PAYABLE TO IQS HEREUNDER, IN NO EVENT SHALL EITHER PARTY TO THIS AGREEMENT BE LIABLE TO THE OTHER PARTY HEREUNDER FOR ANY CLAIMS, PENALTIES OR DAMAGES, WHETHER IN CONTRACT, TORT, OR BY WAY OF INDEMNIFICATION, IN AN AMOUNT EXCEEDING THE FEES OR OTHER CHARGES PAID BY TOWN TO IQS DURING THE TWELVE (12) MONTHS PRECEDING THE CLAIM. UNDER NO CIRCUMSTANCES WILL EITHER PARTY TO THIS AGREEMENT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT, PUNITIVE OR SPECIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, HOWEVER CAUSED AND BASED ON ANY THEORY OF LIABILITY.

11. TERMINATION OF THE AGREEMENT

If IQS materially breaches any of the terms and conditions set forth in this Agreement or fails to perform the obligations set forth in this Agreement and fails to cure the breach or failure within thirty (30) calendar days (or other reasonable period stated in the notice) after receipt of written notice specifying the basis for the breach or failure to perform, Town may terminate this Agreement.

12. SEVERABILITY

If all or part of any term or condition of this Agreement, or the application of any term or condition of this Agreement, is determined by any court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of the terms and conditions of this Agreement (other than those portions determined to be invalid or unenforceable) shall not be affected, and the remaining terms and conditions (or portions of terms or conditions) shall be valid and enforceable to the fullest extent permitted by law. If a judicial determination prevents the accomplishment of the purpose of this Agreement, the invalid term or condition (or portions of terms or conditions) shall be restated to conform to applicable law and to reflect as nearly as possible the original intention of the parties.

13. GOVERNING LAW

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

14. ENTIRE AGREEMENT

The contents of this Agreement (including the Statement of Work and any other schedules or attachments to this Agreement that are referred to and incorporated in this Agreement by reference) constitute the entire understanding and agreement between the parties and supersede any prior agreements, written or oral, that are not specifically referenced and incorporated in this Agreement. The terms and conditions of this Agreement shall not be changed or modified except by written agreement signed by both parties.

IN WITNESS WHEREOF, the undersigned authorized representatives of IQS and the Town have executed this Agreement.

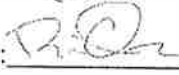
TOWN OF COLCHESTER

Date _____

By: _____
Name:
Title:

INFO QUICK SOLUTIONS, INC.

Date 1/22/19

By: 
Name: Brian J. Owens
Title: Vice President Sales

Appendix A

Statement of Work



1. Executive Summary

System Overview

The proposed system, **Solution**, is a multi-tier application designed using Microsoft .Net technologies. The application logic resides in modules that are independent of both the database and the user interface. This architecture allows functionality to be delivered to both Windows desktop clients and intranet/internet Web clients.

The application security model uses a familiar users and groups structure. User access to screens and/or specific functions on a screen is easily controlled within the system. Sealed documents require users to have additional security credentials.

The system requires login ID and password for access. Security levels are controlled by the system administrator through the Administrative interface within the program. Passwords may be set with a variety of controls such as password expiration, lockout after unsuccessful logins, etc. Various access levels are granted for processing rights such as scanning, indexing, cashiering, reporting, and searching. Additional access levels are granted for supervisory functions such as voiding, revising/editing transactions, rescanning, deleting records, etc. The system maintains extensive audit logs which record all modifications made to transactions and the administrative tables. Desktop items, keyboard shortcuts, and applications can be disabled, preventing public users from the unauthorized use of programs on the public terminals.

Workflow

The system features a flexible workflow which may be adjusted as the situation demands. Administrators may easily identify the status of all documents via a real time "Work Status" console which facilitates ad hoc adjustments to workflows.

Scanning of documents can be performed at any time during the workflow, including prior to recording.

Data Entry

Data entry screens are optimized for efficiency and accuracy. Where appropriate, data fields have auto-fill or select lists to minimize keystrokes. Repeated data may be carried over from one screen to the next, from one document to the next, or held in a clipboard ring. Validation and auto-cleanup rules may be applied to fields to ensure consistency of data. Document screens automatically reconfigure to show fields specific to the current document.



Index Verification

Solution contains a blind key, sight key, or combination verification modules whereby users retrieve previously indexed documents and key them from the document images. Once completed, the program guides the user through a series of steps whereby the 2 indexed datasets are compared for accuracy. Discrepancies are flagged and the user may select one of the entries or enter another entry altogether.

Reporting

The application uses Crystal Reports as the main report engine. Reports may be printed or exported in several formats including Microsoft Word, Excel, ASCII and PDF. The Report Explorer module categorizes and displays the authorized reports for each user. Any number of reports may be defined. Reports may be added or removed at any time.

Fees

Fee formulas may be configured for document groups or for an individual document type. Fee line items may be exempted or overridden. Pricing for fees (i.e. cost per page, per name, etc) is easily changed by an authorized user. Receipts print any desired level of detail.

Public Printing

Escrow or billing accounts may be setup for frequent customers. This allows charges to be deducted and print copies to be directed to public printers. Printing for non-account holders is directed to a printer queue behind the counter. Copies are then released when fees are collected.

Microfilm Archive

Additions or changes to document images are logged by the system. Images may be categorized, sorted and exported for microfilm processing by IQS or any other service bureau.

Web Access

The system includes an internet access component. Images and data from the Town's in-house production server are replicated and stored on a separate server housed and maintained at our Liverpool, NY facility. IQS provides all customer support, web maintenance, and collections. Additionally, the facility contains an automatic natural gas generator in the event of a power failure.



E-Recording

The proposed system supports E-Recording and can interface with any of the Town's chosen E-Recording providers. IQS is currently E-Recording in Connecticut utilizing Simplifile, CSC, E-Recording Partners, and Indecomm.

Training/Support/Licensing

Unlimited training, support, and licensing will be provided throughout the contract period at no additional cost to the Town.

Hardware

IQS uses name brand, high quality equipment such as HP and Fujitsu. The proposed system does not use proprietary hardware.



2. Company Synopsis

Philosophy Statement

Info Quick Solutions (IQS) is a provider of innovative records management solutions for a wide variety of municipal customers. IQS assists recording offices by streamlining document recording processes through the provision of expert consultation, state-of-the-art indexing and imaging software, disaster recovery services, and backfile conversion solutions.

Company Description

Info Quick Solutions, Inc. (IQS) is a privately held, debt free New York State Corporation specializing in records management services. IQS was incorporated in 1999. Its founder, Bernie Owens, has many years of experience in the records management field. Before starting IQS, Mr. Owens was the president of the largest land records services provider in the United States. He has spearheaded numerous industry innovations throughout his career.

IQS currently provides a wide range of records management solutions to municipalities of all sizes in New York, Pennsylvania, Connecticut, Rhode Island, Maine, and New Jersey. IQS has successfully managed numerous projects, using micrographics, imaging, and indexing to develop the most cost effective, creative, and practical records management solutions for our customers.

In 2006, IQS launched its Land Records Management System, Solution. Since then, we have successfully completed over 70 installations, including 28 in Connecticut, making us one of the fastest growing land records companies in the nation.

To accommodate growth, IQS purchased a new facility in 2006, doubling its space. Facility operations include a state of the art microfilming and imaging lab, indexing department, support center, computer programming staff, and data center. IQS continues to grow and increase both the depth and breadth of services in response to customers' needs and the desire to develop new and innovative approaches. IQS currently employs approximately 50 individuals, representing many years of experience in the records management field.

Controlled Growth

To maintain our high levels of service and innovation, we have developed a "controlled growth" strategy. We will not pursue opportunities which are out of our operational range.



3. Proposed Application Software and Computing Environment

Software Program/Database

Program: Microsoft .NET

Database: Oracle 12c

Server: Windows Server 2012 or higher.

Workstation: Windows 7 Professional or higher.

Cashiering w/tax calculations

The system contains a fully integrated cashiering module. All tax calculation methods are supported.

Main features include:

- Ability to optionally fully index a document at the counter
- Ability to optionally scan at the counter
- Easily rearrange documents on a receipt prior to recording
- Ability to quickly enter multiple documents of the same type (i.e. Tax liens)
- Ability to suspend a transaction

Indexing

Indexing may be performed at either the cashiering stage or later. The indexing module features a queue whereby the user either predefines attributes of the documents to be indexed (i.e. deeds only) or can simply request the next document in the queue.

Main features include:

- Optimized screen layout for indexing from the scanned image
- Dual monitor support
- Multiple devices to facilitate more efficient indexing (lookup tables, repeat keys, etc.)
- User defined filters for record selection
- One click access to view document receipt from the screen

Verification

The verification module provides ultimate flexibility for the user. The system supports sight, key, and combination verification options. Selection criteria may be also be defined by the user in the same manner as the indexing module.



Main features include:

- Optimized screen layout for verifying from the scanned image
- Dual monitor support
- User defined filters for record selection
- One click access to view document receipt from the screen

Imaging

The system supports scanning during any point in the workflow. The system supports both single and batch scanning. The scanning module contains numerous auto and manual cleanup functions as well as blank page skip and auto page length detection.

The system also features the ability to categorize helper documents whereby these documents can be scanned along with the document but hidden from the public.

Reporting

The application uses Crystal Reports as the main report engine. Reports may be printed or exported in several formats including Microsoft Word, Excel, ASCII and PDF. The Report Explorer module categorizes and displays the authorized reports for each user. Reports may be archived for future reference.

Any number of reports may be defined. IQS will develop custom reports as needed at no extra cost to the Town.

Public Inquiry

The public search module is simple enough for the average user, yet powerful enough for the professional.

Main features include:

- Ability to view results in index or document mode
- Ability to simultaneously search multiple names, document types, municipalities
- Ability to search names on both sides of a document (i.e. Deed where John Smith is the Grantor and Mary Jones is the Grantee)
- Document cart for easy printing of entire documents or specific pages
- Supports escrow or drawdown accounts for document printing



Dog Registry System

The dog registry system allows for easy retrieval of information, fast processing of new and renewal transactions and the printing of dog licenses.

Main features Include:

- Issuing original licenses, renewals, replacement tags, or transfers
- Full reporting suite to fulfill local and state requirements
- Rabies tracking and reporting
- Secure internet lookup for animal control or law enforcement

Vital Records

The vital records program allows users to index and scan birth, death, and marriage records.

Main features include:

- Monthly reporting, including billing reports
- Ability to print and certify copies of records
- Efficient records search

E-Recording

The proposed system supports the seamless integration of E-Recording. IQS has agreements with all approved Connecticut E-Recording vendors.

Website

IQS provides web access to documents via a revenue sharing arrangement with the Town. IQS provides hosting, support, training, enrollment, and billing of all users.

4. Hardware Synopsis

The proposed solution operates in a client server environment. The system may be setup on an independent network or as part of the Town network.



5. Implementation of Support and Training

To ensure the successful implementation, installation, and customization of the proposed system, IQS will assign a Project Manager upon the award of this contract. The role of the Project Manager is to take lead responsibility for systems assurance, project planning, development of training schedules, and the coordination of all efforts for each phase of the project. The Project Manager will serve as the lead contact person throughout the project. The Project Manager leads a team of experts assigned to the project consisting of networking/security specialists, programmers, and training personnel. Typically, installations can be achieved in 90 days or less.

Although a more detailed plan will evolve after more in depth evaluation and discussion with Town Clerk, IT staff, and any other identified stakeholders, the project may be divided into the following components.

- Site Preparation
- Data and Image Conversion
- Installation
- Training
- Implementation
- Ongoing Support

Site Preparation

The main objectives during this phase are to gather detailed information regarding the Town Clerk's business processes, analyze the networking environment that the system will interact with, and determine system hardware placement. During this phase, IQS system staff will be meeting with the Town Clerk's office to gather information necessary to prepare the system's reference tables for the Town Clerk's office. This information will be used to build fee schedules, document codes, reports, etc.

We will also be meeting with Town IT to determine the level of involvement needed. Typically, the involvement of Town IT required is the provision of data from the legacy system, any network settings, and system access if applicable.

Data and Image Conversion

IQS has successfully performed many successful data and image conversions from the Town's current vendor. Furthermore, we have developed numerous auditing and validation procedures to ensure an accurate and complete data conversion process. During this period, IQS will write, test, and debug any necessary conversion/upload programs. IQS will meet on a regular basis with Town Clerk's staff to review the results of the data conversion process prior to uploading to the new system.



Please refer to the data conversion process below:

1. Receipt of data and images from Town
2. IQS review of data and image files
3. Field Mapping
4. Load conversion data into IQS shell; Town review on training workstations
5. Share/discuss any data discrepancies with Town to develop resolution plan
6. Town acceptance
7. Receive and convert gap data after last day of legacy system operation
8. Final conversion

Installation and Implementation

During this phase, all necessary hardware is placed and/or configured, where applicable. Accordingly, software is installed and configured for each workstation and server. All hardware and software is also tested during this phase. User passwords, logons, permissions, and other accessibility measures are finalized. Any remaining unconverted data, usually covering the last 2-6 months, is also uploaded to the system during this time. This generally occurs the weekend before going live with the new system.

Training

A Lead Trainer will be assigned to the project. A custom training program will be developed based upon the results of the site assessment.

As part of its agreement, IQS provides unlimited on-site support and training. Extensive training will be provided, utilizing the test database, in all areas of system use, maintenance, and hardware. IQS will provide on-site training to Town Clerk staff, IT, and other personnel whom the Town Clerk designates. Sessions will also be conducted for abstractors and public users. Learning will be reinforced by hands-on use of the test database which is populated with converted data.

IQS recognizes that no two offices are alike, therefore, we constantly monitor training progress and adjust the duration and number of sessions depending upon users' progress. Our training supervisor will communicate frequently with the Town Clerk to discuss progress and assess future training needs, especially during the first month of system implementation.

Furthermore, IQS training staff will be on-site during the first week of system launch to assist staff as needed. Training will continue as the situation warrants. It is our practice to conduct training for as long as it is needed rather than by simply providing an arbitrary number of training hours.



Implementation

This phase is also referred to as the “go-live” phase. This phase is scheduled once all aspects of the system hardware and software have been tested, the converted data is uploaded to the system, and staff has successfully completed training. IQS programming, training, and networking staff will be available on-site minimally for the first week to provide technical and training support as needed. Toward the end of the first week, the IQS Project Manager will meet with the Town Clerk to discuss any system implementation issues that arise and determine which IQS personnel are required to remain on site. A plan will also be developed to address any outstanding system or staff issues.

IQS estimates that this project can be implemented 90 days from receipt of data from the Town.



6. Maintenance Program

IQS provides unlimited training and support for the duration of the contract. This includes both on and off site methods depending upon the situation.

IQS also provides toll free support from 8AM to 5:00 PM EST Monday through Friday. IQS responds to support calls in relation to problem severity. For example, mission critical failures such as the system being down will receive immediate action. IQS will respond to less severe issues within 1 hour. As part of our agreement, we directly support all software and hardware that we install as part of the system.

IQS utilizes many methods to keep customers current with any system changes or updates. Through user group meetings, our web site, and e-mail, we provide information regarding such changes. When updates become available, IQS will contact the Town Clerk to determine the best method to deliver the update or change. Updates could be delivered either remotely or on-site.

All system enhancements and updates will be provided throughout the contract period as well as any mandated legislative changes.

Backup Procedures

Images

Images as scanned are immediately backed up to a USB backup drive on the server; they are also simultaneously pushed across the internet to our FTP site. Once a day those images are then backed up from our storage server over to our NAS. At the end of each month IQS verifies that the files balance.

Database

IQS runs scripts that dumps the database out to a file, and then FTP back to servers at IQS. There is also a copy of the dump file that gets transferred over to an external hard drive.

A copy is maintained on the Town server, as well as the external in the office, and copies on multiple IQS servers.

Customers are not dependent upon IQS to run on a day to day basis. All processing is done at the client site. IQS maintains redundant FIOS lines as well as a gas fired backup generator.



7. List of Connecticut Solution Customers

City of New Haven, CT

Michael Smart, City Clerk
200 Orange Street
New Haven, CT 06510
E-mail: msmart@newhavenct.gov
Ph: 203.946.8346
Solution Install: July 2013

City of Torrington, CT

Carol Anderson, City Clerk
140 Main St, Torrington, CT 06790
E-Mail: Carol_Anderson@torringtonct.org
Ph: 860.489.2236
Solution Install: April 2008

City of Waterbury, CT

Antoinette Spinelli, Town Clerk
235 Grand St, Waterbury, CT 06702
E-Mail: aspinelli@waterburyct.org
Ph: 203.574.6806
Solution Install: September 2011

City of West Haven, CT

Deborah Collins, City Clerk
355 Main Street, New Haven, CT 06516
E-Mail: dcollins@westhaven-ct.gov
Ph: 203.937.3535
Solution Install: October 2013



Canterbury, CT

Natalie Ellston, Town Clerk
PO Box 27, Canterbury, CT 06331
E-Mail: Nellston@canterburyct.org
Ph: 860.546.9377
Solution Install: June 2010

Colebrook, CT

Debra L McKeon, Town Clerk
558 Colebrook Rd., Colebrook, CT 06021
E-Mail: dmckeon@colebrooktownhall.org
Ph: 860.379.3359
Solution Install: April 2012

Cornwall, CT

Vera Dinneen, Town Clerk
26 Pine Street, Cornwall, CT 06753
E-Mail: cwltownclerk@optonline.net
Ph: 860 672-2709
Solution Install: July 2014

Coventry, CT

Lori Tollmann, Town Clerk
1712 Main Street, Coventry, CT 06238
E-Mail: ltollmann@coventryct.org
Ph: 860.742.8911
Solution Install: October 2011



Fairfield, CT

Betsy Browne, Town Clerk
611 Old Post Road, Fairfield, CT 06824
E-Mail: BBrowne@fairfieldct.org
Ph: 203.256.3090
Solution Install: January 2016

Kent, CT

Darlene Brady, Town Clerk
PO Box 843, Kent CT 06757
E-Mail: townclerk@townofkentct.org
Ph: 860.927.3433
Solution Install: December 2015

Killingly, CT

Liz Wilson, Town Clerk
172 Main St, Danielson, CT 06241
E-Mail: lwilson@killinglyct.org
Ph: 860.779.5308
Solution Install: April 2012

Norfolk, CT

Linda Perkins, Town Clerk
19 Maple Ave, Norfolk, CT
E-Mail: nfkclerk@snet.net
Ph: 860.542.5679
Solution Install: September 2015



Plainfield, CT

Louisa Trakas, Town Clerk
8 Community Ave, Plainfield, CT 06374
E-Mail: ltrakas@plainfieldct.org
Ph: 860.230.3033
Solution Install: January 2011

Salisbury, CT

Patricia Williams, Town Clerk
27 Main Street, Salisbury, CT 06068
E-Mail: pwilliams@salisburyct.us
Ph: 860.435.5182
Solution Install: June 2012

Sharon, CT

Linda R. Amerighi, Town Clerk
63 Main St, Sharon, CT 06069
E-Mail: sharontownclerk@yahoo.com
Ph: 860.364.5224
Solution Install: June 2012

Warren, CT

Joanne Tiedmann, Town Clerk
50 Cemetery Road, Warren, CT 06754
E-mail: townclerk@warrenct.org
Ph: 860.868.7881
Solution Install: September 2014



Westbrook, CT

Joan Angelini, Town Clerk
866 Boston Post Road, Westbrook, CT 06498
E-Mail: jangelini@westbrookct.us
Ph: 860.399.3044
Solution Install: July 2016

Windham, CT

Patricia P. Spruance, Town Clerk
979 Main Street, Willimantic, CT 06226
E-Mail: pspruance@windhamct.com
Ph: 860.465.3012
Solution Install: January 2008

Windsor, CT

Anna Posniak, Town Clerk
275 Broad Street, Windsor, CT 06095
E-Mail: posniak@townofwindsorct.com
Ph: 860.285.1902
Solution Install: November 2011

Woodstock, CT

Judy Walberg, Town Clerk
415 Route 169, Woodstock, CT 06281-3039
E-Mail: townclerk@woodstockct.gov
Ph: 860.928.6595
Solution Install: November 2011



8. Fee Proposal

**All items below are included in the pricing grid unless otherwise noted by asterisk.*

Description

1. **Solution Application Software and Licenses (Up to 6 licenses)**

- Solution recording software and departmental licenses to include land, plans, dog licensing, vitals
- Solution enhancements and upgrades
- Software or reporting changes required by State or Federal legislation
- Custom report writing
- All software licenses including database, server, workstation.
- Public Web access (revenue sharing agreement)*

2. **Professional Services**

- Data conversion
- Site preparation visits
- Staging, installation, and configuration of all software
- Unlimited software training and support
- Offsite backup/disaster recovery
- Hardware integration and configuration
- Consultation integration with MUNIS

3. **Hardware**

- Hardware provided by the town

4. **Supplies**

- Compact books w/fly sheets for land records included (no paper)

5. **Optional Services***

- Create archival microfilm \$0.06/image*

Pricing

\$1,400.00/month