



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Regular Meeting
Thursday, August 16, 2018
Colchester Town Hall, 7PM**

RECEIVED
COLCHESTER, CT
2018 AUG 13 AM 11:49
TOWN OF COLCHESTER
BOARD OF SELECTMEN

1. Call to Order
2. Additions to the Agenda
3. Citizen's Comments
4. Consent Agenda
 - a. Reappointment of Rebecca Ann Meyer to the Conservation Commission for a three year term to expire 10/1/2021
 - b. Reappointment of Darrell York to the Conservation Commission for a three year term to expire 10/1/2021
 - c. Reappointment of Robert Peter to the Sewer & Water Commission for a three year term to expire 10/1/2021
 - d. Reappointment of Michael Hayes to the Sewer & Water Commission for a three year term to expire 10/1/2021
5. Boards and Commissions – Interviews and/or Possible Appointments
 - a. Youth Services Advisory Board – Jacquelyn Rose possible appointment as a member to expire 12/1/2021
 - b. Possible appointments to the Ethics Commission
6. Approve Minutes of the August 2, 2018 Regular Board of Selectmen Meeting
7. Discussion and Possible Action on Lexis Nexis Contract for Assessors Office
8. Discussion and Possible Action on RFP 2018-05 Professional Services of State of CT DEEP Diversion Permit Renewal
9. Discussion on Transfer Station Credit Card Provider - Cost Structure
10. Discussion on Open Colchester Policy Draft
11. Citizen's Comments
12. First Selectman's Report
13. Liaison Reports
14. Adjourn

Ethics Commission-5 Members, 3 year terms

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Expiration Date</i>
Member	Ursula Tschinkel	R	11/1/2020
Member	Betty Wagner	R	10/13/2019
Member	Dean Dest	U	5/30/2020
Member	VACANT		11/1/2018
Member	VACANT		11/1/2018

Ethics Commission



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 7.9.2018

BOARDS & COMMISSIONS APPLICATION

Name: Teresa A. Pineau

Address: 234 Waterhole Rd. Colchester, CT. 06415

Home Phone: 860-365-5401 Email tcssrn1@gmail.com FAX: _____

Cell Phone: 203-232-8850 ^{cell phone /st} Town Residency 4 Years

Party Affiliation: Democrat Republican Unaffiliated (check one)

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

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

High School: Sacred Heart HS, Waterbury
4 years - college prep courses
graduated in 1986

College: Norwalk Community College
2 years - Nursing (Associates Degree)
graduated in 2009

Trade, Business _____
Or Correspondence _____
School _____



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: June 28, 2018

BOARDS & COMMISSIONS APPLICATION

Name: Taras Rudko

Address: 7 Farm Gate Rd Colchester, CT. 06415

Home Phone: (860) 267-8570 Email trudko@rudko.com FAX: N/A

Cell Phone: (860) 705-3070 Town Residency 30 Years

Party Affiliation: Democrat Republican Unaffiliated (check one)

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

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

High School: St. Bernard's, Uncasville CT, 4 Years, Graduate

College: Northeastern University, Boston MA, 3 Years - International Business, Did Not Graduate

Harvard University, Cambridge MA, Summer Program - Eastern European History/PolySci

UCONN, Storrs CT, 3 Years - Human Interaction Through Emerging Technologies, Graduate

Trade, Business N/A

Or Correspondence

School N/A

CONTINUED ON REVERSE SIDE



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: July 5, 2018

BOARDS & COMMISSIONS APPLICATION

Name: John F. Malsbenden

Address: 156 Christy Lane Colchester, CT. 06415

Home Phone: (860) 537-4032 Email malsbenden@stcglobal.net FAX: _____

Cell Phone: _____ Town Residency _____ Years

Party Affiliation: Democrat Republican Unaffiliated (check one)

Commission or Board you are interested in serving on: Ethics Comm

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

High School: Portsmouth, NH. High School 1957

College: Keene State College - B. Ed 1961

" " " M. Ed 1964

Wentworth University C. AS 1970

Trade, Business _____
Or Correspondence _____
School _____



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: June 29. 2018

BOARDS & COMMISSIONS APPLICATION

Name: Steven A. Schuster

Address: 386 Westchester Road Colchester, CT. 06415

Home Phone: 860.267.4055 Email sas2628@aol.com FAX: 860.267.1410

Cell Phone: 860.680.4055 Town Residency 73 Years

Party Affiliation: Democrat Republican Unaffiliated (check one)

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

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

High School: Norwich Free Academy (62). College Preparatory classes. Yes, Graduated.

College: University of Hartford. No, Did not Graduate, volunteered and served in the CTANG. No active duty.

Trade, Business Transportation Industry.

Or Correspondence _____

School _____



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, August 2, 2018
Colchester Town Hall @ 7pm

MEMBERS PRESENT: First Selectman Art Shilosky, Selectman Stan Soby, Selectman Rosemary Coyle, and Selectman Jim Ford

MEMBERS ABSENT: Selectman Denise Mizla

OTHERS PRESENT: Registrar D Mrowka, BOE M Bylone, J Malsbenden, Town Clerk G Furman, M Hayes, S Schuster, T Rudko, and Clerk T Dean.

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 #7 Discussion and Possible Action on NECCOG Animal Contract, remove #5.b.2. Possible appointments to the Ethics Commission, and move item #4b Approve minutes of the July 19, 2018 Regular Board of Selectmen meeting from the consent agenda to regular agenda item #3.a, renumber remaining items.

R Coyle moved the additions/deletions/move as presented, seconded by J Ford. Unanimously approved. MOTION CARRIED.

3. Citizen's Comments – Steven Schuster inquired about the status of the removal of the no right turn on red by the Town Green. A Shilosky stated there is a construction meeting regarding this coming up.

a. Approve Minutes of the July 19, 2018 Regular Board of Selectmen Meeting

R Coyle corrected item #2 – should state R Coyle moved, S Soby seconded

R Coyle moved to approve the minutes of the July 19, 2018 Regular Board of Selectmen meeting, as amended, seconded by S Soby. Unanimously approved. MOTION CARRIED.

4. Consent Agenda

a. Approve revisions of ordinance 24, and to go to Public Hearing

b. Approve RSM US LLP Business Associate Agreement – Protected Health Information

c. Tax Abatement

S Soby moved to approve the consent agenda, seconded by J Ford. Unanimously approved. MOTION CARRIED

5. Boards and Commissions – Interviews and/or Possible Appointments

a. Youth Services Advisory Board – Jacquelyn Rose to be interviewed – was interviewed

b. Ethics Commission

1. Steven Schuster to be interviewed – was interviewed

6. Discussion and Possible Action on Ageless Grace Instructor Contract for the Senior Center

S Soby moved to approve the Ageless Grace instructor contract beginning 8/10/18 and ending 1/25/19 and authorize the First Selectman to sign, seconded by R Coyle. Unanimously approved. MOTION CARRIED

7. Discussion and Possible Action on NECCOG Animal Service Contract

R Coyle stated she still has concerns due to the distance and response time due to the distance. Would like to see a monthly report to get a better evaluation on how things are proceeding. S Soby would like historical data that could be used to get a sense of metrics.

S Soby moved to approve the contract with NECCOG and authorize the First Selectman to sign all necessary documents, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

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2018 AUG -6 PM 11:44

8. Review and Discussion on Town Ordinance Potential Revisions

#6 Alarms. A Shilosky received a breakdown of calls from the Fire Dept. With this report you can track the calls and if there are multiple calls. R Coyle stated that the ordinance needs to be rewritten. A Shilosky will work with the Fire Chief for recommendation on revisions of current ordinance. NO ACTION

#150 Water. R Coyle moved to adopt recommended changes as indicated in the memo from PW Director J Paggioli, seconded by S Soby. Discussion. Concern on 150-6 regarding Termination of Water Service. J Ford questioned whether this took into consideration any applicable state standards in regards to disabilities, etc. S Soby stated it would also be helpful to get a copy of the regulations as a reference. A Shilosky will follow up with PW Director regarding this.

R Coyle withdrew her motion, S Soby withdrew his second. NO ACTION.

- 9. Citizen's Comments** – Taras Rudko regarding the last BOS meeting and his Ethics Commission interview. The Board stated they had no further questions on the interview.

10. First Selectman's Report

A Shilosky stated he received a request from Katherine Kosiba for \$450 to do a map for the Ruby Park Story Trail. P&R does not have available funding, he will look into trying to find funding. CIRMA member equity distribution \$46,727 received. Housing Authority has taken over Breeds Tavern Apartments. Typically properties managed by the Housing Authority pays a percentages of income in lieu of taxes, they would like the same to apply to Breeds. Assessor is looking into the impact of this. S Soby asked what the impact of staffing is, and would also like information on the HUD escrow account and where that funding is. The property is in disrepair and the town needs to know who will front the funding to get the repairs done. The State of CT inspected the bridges and culverts and determined a few are in fair to worse condition. The Caverly Mill Bridge has been completed and the town will have funds to do one more of the culverts this year. That will leave two more needing repairs. J Ford suggested looking into LOTCIP as funding may be available for this project.

11. Liaison Reports

R Coyle reported on Building Committee – Took a tour of the school and feels it is an incredible educational space. Work is on time and in budget. Approved invoices. All FFE's will be coming in this week. Café window glass is incorrect and will be replaced. Will go before Planning & Zoning for pavement to have regular pavement for the rest of the lot because the percentage of porous pavement has been met. This will cost less and the maintenance cost will be less as well. Ribbon cutting of the school will be 8/24 at 10am.

12. Adjourn

R Coyle moved to adjourn at 7:44 p.m., seconded by S Soby. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Tricia Dean, Clerk

LexisNexis Risk Solutions Government Application & Agreement

The information submitted on this Application will be used to determine the applicant's eligibility for accessing the services and products of LexisNexis Risk Solutions FL Inc. and its affiliates (hereinafter "LN"). To avoid delay, please provide all information requested. By submitting this Application, the applicant hereby authorizes LN to independently verify the information submitted and perform research about the individuals identified. Acceptance of this Application does not automatically create a business relationship between LN and the applicant. LN reserves the right to reject this Application with or without cause and to request additional information. Applicant acknowledges and understands that LN will only allow applicant access to the LN Services if applicant's credentials can be verified in accordance with LN's internal credentialing procedures.

Section I – Agency Information – please do not use abbreviations	
Full legal name of agency: TOWN OF COLCHESTER	Main phone number for address*: 860-537-7205 <small>*If this is a cell, additional documents may be required</small>
If this application is for an additional account, Parent account number:	Fax number: 860-537-1147
Physical Address where LN services will be accessed – P.O. Box/Mail Drops cannot be accepted (street, city, state, zip): 127 NORWICH AVE COLCHESTER CT 06415-1230	Previous address if at the current address less than 6 mos:
Website address: www.colchesterct.gov	External Agency IP Address (https://www.whatismyIP.com): 50.78.8.33
External Agency IP Range – From:	External Agency IP Range – To:
Agency information:	
<input type="checkbox"/> Federal Government	<input type="checkbox"/> Federal Law Enforcement
<input type="checkbox"/> State Government	<input type="checkbox"/> State Law Enforcement
<input type="checkbox"/> Other (please explain):	<input checked="" type="checkbox"/> Local/Municipal Government <input type="checkbox"/> Local/Municipal Law Enforcement
Section II – Administrator and Main Contact Information (for additional administrators, please provide additional sheets)	
Product Administrator or Main Contact (first & last name): <i>John Chaponis</i>	Title: <i>Assessor</i>
E-Mail Address: Assessor@colchesterct.gov	Admin IP Address:
Required for local and municipal agencies:	
Administrator Home Address (street, city, state, zip): 161 Prospect Hill Rd. Colchester CT 06415	Administrator Date of Birth: 11-27-1964
Section III – Billing Information	
Billing Contact (first & last name): check here if same as Administrator <input type="checkbox"/> Assessor, Town of Colchester	Title: Assessor
Billing Address (street, city, state, zip): 127 Norwich Ave, Colchester CT 06415	Telephone: 860-537-7205
E-Mail Address: Assessor@colchesterct.gov	Sales Tax Exempt: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – please provide proof of exemption
Do you require a PO number on invoice: <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, provide PO Number:	
Section IV – Business-to-Business Vendor Reference	
Required for local and municipal agencies:	
Company Name: Quality Data Service	Contact: Leo DiNicola, CFO
Business Address (street, city, state, zip): 121 Mattatuck Rd. Waterbury, CT 06705	Contact Phone Number: 203-755-9031 x103
E-mail Address: leo@qds.biz	Account Number (if applicable): Colchester Assessor

10F2

LexisNexis Risk Solutions Government Application & Agreement

The information submitted on this Application will be used to determine the applicant's eligibility for accessing the services and products of LexisNexis Risk Solutions FL Inc. and its affiliates (hereinafter "LN"). To avoid delay, please provide all information requested. By submitting this Application, the applicant hereby authorizes LN to independently verify the information submitted and perform research about the individuals identified. Acceptance of this Application does not automatically create a business relationship between LN and the applicant. LN reserves the right to reject this Application with or without cause and to request additional information. Applicant acknowledges and understands that LN will only allow applicant access to the LN Services if applicant's credentials can be verified in accordance with LN's internal credentialing procedures.

Section I – Agency Information – please do not use abbreviations	
Full legal name of agency: <i>Town of Colchester</i>	Main phone number for address*: <small>*If this is a cell, additional documents may be required</small>
If this application is for an additional account, Parent account number:	Fax number:
Physical Address where LN services will be accessed – P.O. Box/Mail Drops cannot be accepted (street, city, state, zip):	Previous address if at the current address less than 6 mos:
Website address:	External Agency IP Address (https://www.whatismyIP.com):
External Agency IP Range – From:	External Agency IP Range – To:
Agency information:	
<input type="checkbox"/> Federal Government	<input type="checkbox"/> Federal Law Enforcement
<input type="checkbox"/> State Government	<input type="checkbox"/> State Law Enforcement
<input type="checkbox"/> Other (please explain):	<input checked="" type="checkbox"/> Local/Municipal Government
	<input type="checkbox"/> Local/Municipal Law Enforcement
Section II – Administrator and Main Contact Information <small>(for additional administrators, please provide additional sheets)</small>	
Product Administrator or Main Contact (first & last name): <i>Rochelle Lambert</i>	Title: <i>Assistant Assessor</i>
E-Mail Address: <i>rlambert@colchester.ct.gov</i>	Admin IP Address:
Required for local and municipal agencies:	
Administrator Home Address (street, city, state, zip): <i>71 Midland Drive Colchester CT 0645-1320</i>	Administrator Date of Birth: <i>2-5-1977</i>
Section III – Billing Information	
Billing Contact (first & last name): check here if same as Administrator <input type="checkbox"/>	Title:
Billing Address (street, city, state, zip):	Telephone:
E-Mail Address:	Sales Tax Exempt: <input type="checkbox"/> No <input type="checkbox"/> Yes – please provide proof of exemption
Do you require a PO number on invoice: <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, provide PO Number:	
Section IV – Business-to-Business Vendor Reference	
Required for local and municipal agencies:	
Company Name:	Contact:
Business Address (street, city, state, zip):	Contact Phone Number:
E-mail Address:	Account Number (if applicable):

2012

Section V – Site Visits

Site visits may be required to assure Applicant eligibility for LN products or services. By submitting this Application, Applicant agrees to authorize a site visit by LN or its approved third-party, and agrees to cooperate in its completion. If the contact for coordinating the site visit is not identified above as the Administrator, please provide the site visit contact's information below:

Contact Name: Rochelle Lambert	Contact Phone: 860-537-7205
Contact Email Address: rlambert@colchesterct.gov	

Section VI – Terms and Conditions

Terms and conditions governing the use of the LN Services are available online at <http://www.lexisnexis.com/risk/masterterms/government> and are incorporated into this Application & Agreement by reference as if stated in full herein. By signing below Applicant expressly certifies it has read the additional terms and conditions and agrees to be bound by them.

Signature

I HEREBY CERTIFY that I am authorized to execute this Application & Agreement on behalf of the Agency listed above and that I have direct knowledge of the facts stated above.

Applicant Signature:	Date Signed:
Applicant Name:	Title:

NON-FCRA PERMISSIBLE USE CERTIFICATION

Customer (Company) Name: TOWN OF COLCHESTER
DBA: Town of Colchester, Assessor
Address 127 Norwich Ave **City, State, Zip:** Colchester, CT 06415-1230
Contact Name: _____ **Phone:** 860-537-7205

REQUIRED Please describe your purpose of use: Identity resolution, locate and contact

Definitions. Gramm-Leach-Bliley Act, (15 U.S.C. § 6801, et seq.) and related state laws (collectively, the "GLBA")
 Drivers Privacy Protection Act, (18 U.S.C. § 2721 et seq.) and related state laws (collectively, the "DPPA")

Law Enforcement Agencies Only: Review and, if appropriate, certify to the following: Customer represents and warrants that it will use the LN Services solely for law enforcement purposes, which comply with applicable privacy laws including, but not limited to the GLBA and the DPPA. To certify, check here: Proceed to SECTION 3. QUALIFIED ACCESS

SECTION 1. GLBA EXCEPTION/PERMISSIBLE PURPOSE - NOT APPLICABLE TO LAW ENFORCEMENT

Some LN Services use and/or display nonpublic personal information that is governed by the privacy provisions of the GLBA. Customer certifies it has the permissible purposes under the GLBA to use and/or obtain such information, as marked below, and Customer further certifies it will use such information obtained from LN Services only for such purpose(s) selected below or, if applicable, for the purpose(s) indicated by Customer electronically while using the LN Services, which purpose(s) will apply to searches performed during such electronic session:

No applicable GLBA exception/permissible use. Proceed to SECTION 2. DPPA PERMISSIBLE USES

(At least one (1) must be checked to be permitted access to GLBA data)

<input type="checkbox"/>	As necessary to effect, administer, or enforce a transaction requested or authorized by the consumer.
<input type="checkbox"/>	As necessary to effect, administer, or enforce a transaction requested or authorized by the consumer by verifying the identification information contained in applications.
<input type="checkbox"/>	To protect against or prevent actual or potential fraud, unauthorized transactions, claims or other liability.
<input type="checkbox"/>	In required institutional risk control programs.
<input checked="" type="checkbox"/>	In resolving consumer disputes or inquiries.
<input type="checkbox"/>	Use by persons, or their representatives, holding a legal or beneficial interest relating to the consumer.
<input type="checkbox"/>	Use by persons acting in a fiduciary or representative capacity on behalf of the consumer.
<input checked="" type="checkbox"/>	In complying with federal, state, or local laws, rules, and other applicable legal requirements.
<input type="checkbox"/>	To the extent specifically permitted or required under other provisions of law and in accordance with the Right to Financial Privacy Act of 1978, to law enforcement agencies (including a Federal functional regulator, the Secretary of Treasury, a State insurance authority, or the Federal Trade Commission), self-regulatory organizations, or for an investigation on a matter related to public safety.

SECTION 2. DPPA PERMISSIBLE USES - NOT APPLICABLE TO LAW ENFORCEMENT

Some LN Services use and/or display personal information, the use of which is governed by the DPPA. Customer certifies it has a permissible use under the DPPA to use and/or obtain such information and Customer further certifies it will use such information obtained from LN Services only for one (1) or more of the purposes selected below or for the purpose(s) indicated by Customer electronically while using the LN Services, which purpose(s) will apply to searches performed during such electronic session:

No permissible use. Proceed to SECTION 3. QUALIFIED ACCESS

(At least one (1) must be checked to be permitted access to DPPA data)

<input checked="" type="checkbox"/>	For use in connection with any civil, criminal, administrative, or arbitral proceeding in any federal, state, or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a federal, state, or local court.
<input checked="" type="checkbox"/>	For use in the normal course of business by a legitimate business or its agents, employees, or contractors, but only— (A) to verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; and (B) if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against, the individual.
<input checked="" type="checkbox"/>	Use by a government agency, but only in carrying out its functions.

<input checked="" type="checkbox"/>	Use by any person acting on behalf of a government agency, but only in carrying out the agency's functions.
<input type="checkbox"/>	Use by an insurer (or its agent) in connection with claims investigation activities or antifraud activities.
<input type="checkbox"/>	In connection with motor vehicle safety or theft, or driver safety (except by or for a motor vehicle manufacturer).
<input type="checkbox"/>	Use by an employer or its agents or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under Chapter 313 of Title 49 of the United States Code.
<input type="checkbox"/>	For use in providing notice to the owners of towed or impounded vehicles.
<input type="checkbox"/>	For use in connection with the operation of private toll transportation facilities.

With regard to the information that is subject to the DPPA, some state laws' permissible uses may vary from the permissible uses identified above. In such cases, some state information may not be available under each permissible use listed above and/or Customer may be asked to certify to a permissible use permitted by applicable state law to obtain information from a specific state.

Customer agrees and certifies it will use the information described above only in accordance with the permissible uses selected above or those selected subsequently in connection with a specific information request.

SECTION 3. QUALIFIED ACCESS

Certain users ("Authorized Users") may be able to obtain full social security numbers (nine (9) digits) and driver's license numbers (collectively, "QA Data"), when appropriate, through some LN Services. Only those users that are within the Authorized User List below, and that use QA Data for an Authorized Use identified below, may qualify. To potentially qualify as an Authorized User, Customer must certify that its business is within the Authorized User List below and its use of QA Data is within the Authorized Use List below.

- Customer is **NOT** requesting access to QA Data. Proceed to SECTION 4. DEATH MASTER FILE
- Customer is requesting access to QA Data. Complete the sections below.

What department will be using QA Data? Tax Collector & Assessor

SOCIAL SECURITY NUMBERS

- Not an authorized user. Proceed to DRIVER'S LICENSE NUMBERS

1. AUTHORIZED USER (At least one (1) must be checked to receive Social Security Numbers)

<input type="checkbox"/>	Federal, state or local government agency with law enforcement responsibilities.
<input type="checkbox"/>	Special investigative unit, subrogation department and claims department of a private or public insurance company for the purposes of detecting, investigating or preventing fraud.
<input type="checkbox"/>	Financial institution for the purposes of (a) detecting, investigating or preventing fraud, (b) compliance with federal or state laws or regulations, (c) collecting debt on their own behalf, and (d) such other uses as shall be appropriate and lawful.
<input type="checkbox"/>	Collection department of a creditor.
<input type="checkbox"/>	Collection company acting on behalf of a creditor or on its own behalf.
<input checked="" type="checkbox"/>	Other public or private entity for the purpose of detecting, investigating or preventing fraud. Describe your business:
<u>Tax Collector And Assessor Departments, local government, identity resolution, locate and contact.</u>	

2. AUTHORIZED USE (At least one (1) must be checked to receive Social Security Numbers)

<input type="checkbox"/>	Location of suspects or criminals.
<input type="checkbox"/>	Location of non-custodial parents allegedly owing child support and ex-spouses allegedly owing spousal support.
<input type="checkbox"/>	Location of individuals alleged to have failed to pay taxes or other lawful debts.
<input checked="" type="checkbox"/>	Identity verification.
<input type="checkbox"/>	Other uses similar to those described above. Describe your use:

By selecting above, the Customer certifies that it is an Authorized User, and that it will use Social Security Numbers only for the purpose(s) it designated on the Authorized Use List and for no other purpose(s).

DRIVER'S LICENSE NUMBERS

- Not an authorized user. Proceed to SECTION 4. DEATH MASTER FILE

1. AUTHORIZED USER (At least one (1) must be checked to receive Driver's License Numbers)

<input type="checkbox"/>	Federal, state or local government agency with law enforcement responsibilities.
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<input type="checkbox"/>	Special investigative unit, subrogation department and claims department of a private or public insurance company for the purposes of detecting, investigating or preventing fraud.
<input type="checkbox"/>	Financial institution for the purposes of (a) detecting, investigating or preventing fraud, (b) compliance with federal or state laws or regulations, (c) collecting debt on their own behalf, and (d) such other uses as shall be appropriate and lawful.
<input type="checkbox"/>	Collection department of a creditor.
<input type="checkbox"/>	Collection company acting on behalf of a creditor or on its own behalf.
<input checked="" type="checkbox"/>	Other public or private entity for the purpose of detecting, investigating or preventing fraud. Describe your business: Tax Collector And Assessor Departments, local government, identity resolution, locate and contact.

2. AUTHORIZED USE (At least one (1) must be checked to receive Driver's License Numbers)

<input type="checkbox"/>	Location of suspects or criminals.
<input type="checkbox"/>	Location of non-custodial parents allegedly owing child support and ex-spouses allegedly owing spousal support.
<input type="checkbox"/>	Location of individuals alleged to have failed to pay taxes or other lawful debts.
<input checked="" type="checkbox"/>	Identity verification.
<input type="checkbox"/>	Other uses similar to those described above. Describe your use:

By selecting above, the Customer certifies that it is an Authorized User, and that it will use Driver's License Numbers only for the purpose(s) it designated on the Authorized Use List and for no other purpose(s).

SECTION 4. DEATH MASTER FILE

For access to Limited Access DMF Data only.

- No permissible purpose. Proceed to AUTHORIZATION AND ACCEPTANCE OF TERMS

I. Definitions. For purposes of this Certification, these terms are defined as follows:

- a. DMF Agreement:** The Limited Access Death Master File Non-federal Licensee Agreement for Use and Resale executed by LexisNexis Risk Data Retrieval Services LLC, on behalf of itself, its affiliates and subsidiaries, and its and their successors, with the federal government (NTIS, as below defined). The DMF Agreement form is found at www.lexisnexis.com/risk/DMFDocuments.
- b. Certification Form:** The Limited Access Death Master File Subscriber Certification Form executed by LexisNexis Risk Data Retrieval Services LLC, on behalf of itself, its affiliates and subsidiaries, and its and their successors, with the federal government (NTIS, as below defined). The Certification Form is found at www.lexisnexis.com/risk/DMFDocuments.
- c. DMF:** The federal Death Master File.
- d. NTIS:** National Technical Information Service, U.S. Department of Commerce
- e. Open Access DMF:** The DMF product made available through LN, which obtains the data from NTIS, and which does not include DMF with respect to any deceased individual at any time during the three-calendar-year period beginning on the date of the individual's death. Open Access DMF data should not be accessed pursuant to this Certification but should be accessed pursuant to a customer contract for such DMF data that is not Limited Access DMF.
- f. Limited Access DMF:** Limited Access DMF includes DMF data with respect to any deceased individual at any time during the three-calendar-year period beginning on the date of the individual's death. Limited Access DMF is made available through LN as a Certified Person, by NTIS. This Certification governs Customer's access to Limited Access DMF from LN (or the applicable LN affiliate), whether full or partial Limited Access DMF records or indicators of deceased status, and via any format, including online, XML feed, or in-house file processing through LN.

II. Certification.

Customer's access to the Limited Access DMF requires certification of purpose, as required by 15 CFR Part 1110 and section 1001 of Title 18, United States Code. Customer hereby certifies that it has the indicated permissible purpose(s) under part (a) of this Section II ("Certification") and that it meets the requirements of part (b) of this Section II:

- (a) Such Customer has a legitimate fraud prevention interest, or has a legitimate business purpose pursuant to a law, governmental rule, regulation, or fiduciary duty, will use the Limited Access DMF only for such purpose(s), and specifies the basis for so certifying as (choose any applicable purposes that apply to Customer's use):

- Legitimate Fraud Prevention Interest:** Customer has a legitimate fraud prevention interest to detect and prevent fraud and/or to confirm identities across its commercial business and/or government activities.

- Legitimate Business Purpose Pursuant to a Law, Governmental Rule, Regulation, or Fiduciary Duty:** Customer has one or more of the purposes permitted under 42 USC 1306c including fraud prevention and ID verification purposes. Customer's specific purpose(s) for obtaining Limited Access DMF data under this Certification is:

- Fraud Prevention and identity verification purposes

- For uses permitted or required by law
- For uses permitted or required by governmental rules
- For uses permitted or required by regulation
- For uses necessary to fulfill or avoid violating fiduciary duties

and

- (b) Customer has systems, facilities, and procedures in place to safeguard Limited Access DMF, and experience in maintaining the confidentiality, security, and appropriate use of such information, pursuant to requirements similar to the requirements of section 6103(p)(4) of the Internal Revenue Code of 1986, and
- (c) Customer agrees to satisfy the requirements of such section 6103(p)(4) as if such section applied to Customer.

III. Flow-down Agreement Terms and Conditions

The Parties agree to follow the Flow-down Agreement Terms and Conditions found at www.lexisnexis.com/risk/DMFDocuments, which are incorporated into this Certification by reference.

AUTHORIZATION AND ACCEPTANCE OF TERMS

I HEREBY CERTIFY that I have direct knowledge of the facts stated above and that I am authorized to execute this Certification on behalf of the Customer listed above.

CUSTOMER: TOWN OF COLCHESTER

Signature _____
 Print Name _____
 Title _____
 Dated _____ (mm/dd/yy)

LexisNexis Risk Solutions

SCHEDULE A
Batch Services (Non-FCRA)
(Month to Month Transactional)

Customer Name: Town of Colchester – Tax Assessors Office.
 Billgroup #: _____
 LN Account Manager: Dottie Heilgeist

This Schedule A sets forth additional or amended terms and conditions for the use of the Non-FCRA Batch services ("LN Services"), as set forth in the services agreement between Customer and LN or LN's affiliate(s) for the LN Services ("Agreement"), to which this Schedule A is incorporated by reference. The LN Services herein shall be provided by LexisNexis Risk Solutions FL Inc. ("LN"). Customer acknowledges that the services provided under this Schedule A are non-FCRA services and are not "consumer reports" within the meaning of the FCRA and Customer agrees not to use such reports in any manner that would cause them to be characterized as "consumer reports".

1. SCHEDULE A TERM

The term of this Schedule A will be 12 months beginning August 1, 2018 (the "Initial Term"). Following the Initial Term, this Schedule A shall automatically renew for additional periods of twelve (12) months (each one, a "Renewal Term"), unless written notice of termination is provided to either party at least sixty (60) days prior to the expiration of the Initial Term or any Renewal Term. If an account is activated after the first day of a calendar month, charges will not be pro-rated.

2. FEES

2.1 Customer shall pay the prices for the LN Services as detailed in the Price Schedule. All pricing is per hit unless otherwise specified.

Price Schedule per Feature	
PHONES & ADDRESSES	
Address (single)	\$0.13
Contact Plus with Address (single) (not discountable)	\$0.33
Real Time Phone Search	\$0.50
IDENTITY	
LexID -- Best	\$0.35
Person Locator (includes Best Name, Address, Phone)	\$0.30
ASSETS	
Real Time Motor Vehicle Registrations (per input)	\$1.50
DEROGATORY AND DECEASED (Non-FCRA)	
Deceased (Flag)	\$0.05

2.2 Customer shall pay to LN each month the total transactional charges incurred.

3. EXPIRATION

Unless otherwise accepted by LN, the terms herein are valid if the Schedule A is signed by the Customer and received by LN on or before **August 10, 2018**.

July 27, 2018

4. CONFIDENTIAL INFORMATION

This Schedule A contains the confidential pricing information of LN. Customer acknowledges that the disclosure of such pricing information could cause competitive harm to LN, and as such, Customer agrees to maintain this Schedule A in trust and confidence and take reasonable precautions against disclosure to any third party.

AGREED TO AND ACCEPTED BY: Town of Colchester – Tax Assessors Office.


Signed: _____

Name: _____

Title: _____

Date: _____

Town of Colchester Interoffice Memorandum

To: Art Shilosky, First Selectman
From: James Paggioli, L.S., Director of Public Works 
CC:
Date: August 10, 2018
Re: Award recommendation RFP 2018-05 Diversion Permit Professional Services

The Colchester Sewer and Water Commission is required to renew the State of Connecticut DEEP Diversion Permit for the Water System of the Town of Colchester. Preparation and bid opening of RFP 2018-05 for Professional Services for the Renewal Diversion Permit Application to the State of Connecticut DEEP occurred. There were two bidders, Milone and MacBroom, Inc. - \$10,900 and Sampson and Weston -\$31,800. After reviewing the bids and references, at the August 9, 2018 the Sewer and Water Commission recommended to the Board of Selectmen that the award of RFP 2018-05 be made to Milone and MacBroom, Inc. and that the First Selectman be authorized sign the contract and all necessary documents. It is noted that the significant price differential is due to the fact that Milone and MacBroom was the firm that prepared the 2000 permit and 2007 mapping update, therefore the need to recreate information is greatly diminished,

Proposed Motion: That upon recommendation of the Sewer and Water Commission, the Board of Selectmen enter into a contract with Milone and MacBroom, Inc. for the supplying of Professional Services for the Preparation of the State of Connecticut DEEP Diversion renewal permit application for the Colchester Water System as detailed in the Town of Colchester RFP #2018 -05, for the amount of \$10,900 and hereby authorize the First Selectman, to sign and deliver said agreement and necessary documents required.

2018 AUG 10 PM 3:17



Colchester Sewer and Water Commission

Minutes of the August 9, 2018 Regular Monthly Meeting
7:00 P.M Colchester Town Hall. Meeting Room 1
127 Norwich Avenue
Colchester, Connecticut

Members Present: R. Silberman, R. Peter, M. Hayes, T. Hochdorfer
Members Absent: S. Coyle, K. Fagnoli
Others Present: J. Paggioli (Public Works), Stan Soby (BOS Liaison)

Regular Monthly Meeting

1. **Call to Order-** Vice Chairman Peter called the meeting to order at 7:02 p.m.
2. **Approval of the Sewer and Water Commission July 12, 2018 Regular Monthly Meeting Minutes-** Motion to approve the minutes of the July 12, 2018 Regular Monthly Meeting Minutes as submitted, by M. Hayes, second by T. Hochdorfer; Motion approved 4-0.
3. **Citizen's Comments** - None
4. **Subcommittee Reports**
 - A. **Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other**

Transfers – See Attached Sheet. A brief discussion occurred with regard to end of year balances within each of the funds. Mr. Paggioli informed the Commission that each fund finished in the black and that any remaining unexpended operational monies of FY 17-18 would be transferred to the respective Capital funds after the completion of the annual audit. A motion to approve end of year transfers as submitted was made by R. Silberman, second by M. Hayes, Motion approved 4-0.

Monthly Financials – Discussion.

Quarterly Billing –As of 7/31/2018 we have billed out 24.8% of the projected budget FY 18-19 and collected 15.2% of the projected budget.

Disputes: None.

5. Water Activities

A. Water Activities Report – July 2018

- 1) Service Work: Mark outs, Samples –Dist. And Source Finals. Profiles, Service Calls, Quarterly Readings conducted 6/4, respond to customers complaint issues, Elevated sodium warning.
- 2) New Developments – Linwood Ave (disconnect #131), 96 Lebanon Avenue .
- 3) Water Hauling – Halted with Voluntary Conservation Notice –Still in effect..
- 5) Main breaks: None.
- 6) Vacation rotation.
- 7) Additional distribution Testing for Sodium.
- 8) Service calls to determine high use at individual locations.
- 9) Contact for 40 Tank Exterior Paint and SCADA contacts.
- 10) Determine and arrange new Lead and Copper test locations throughout distribution system.

B. Water Projects Status –

- 1) See individual items below.

6. Sewer Activities

- A. Joint Facilities Report – July Meeting canceled.**
- B. Sewer Activities Report – No issues**
- C. Sewer Projects Status – No issues.**

7. Old Business

A) RFP 2015-16 Engineering Services Well 3A Project – Background. Well location adjustment required due to obstruction at 38 feet below surface. 20 feet away depth to 68 feet occurred. Sister well (2 feet away) indicated delay in recharge rate. Due to proximity of pump well, it was determined to place new sister well 14 feet away in order to obtain a more diverse indication of the local area recharge rate. Pump tests conducted on revised location and secondary location closer to existing Well 3 building. Awaiting calculations and design contract to be delivered to us for First Selectman signature (Done and delivered). Meeting held with Weston and Sampson and S.B Church to review design. Proposed well design to be a 48”-54” outside casing with a 24” withdrawal casing. Screen location to be 7 to 9 feet in length at the 40 to 49 foot depth. Instead of gravel pack, the annual fill is proposed to utilize SiLi Beads gradation. The beads have been utilized successfully in other states and are less subject to iron clogging that is problematic with gravel packed wells, therefor the well will require redevelopment less. They were instructed to prepare the final design plans for submission to DPH. Conservative calculation anticipates a withdrawal rate of 350 gpm which would be sufficient to maximize the permitted diversion totals for the well field. Weston Sampson meeting with DPH for approval postponed due to DPH reschedule. Conducted. SiLi Beads has been approved for well media. Location adjustment paper work submitted. Final Design documents being prepared, expect contract specification documents in 30-45 days. Met with consultant for initial review of the specification documents. 7/2/18

B) Prospect Hill Pump Station – Replacement of check valve. Check valve material arrived at Joint Facilities.

***C) DEEP – Diversion Permit Extension – Discussion and Action.**

X RFP 2018-05 was opened on 7/21/2018. Two bids were submitted. 1) Milone and MacBroom - \$10,900 and 2) Weston and Sampson - \$31,800. Mr. Paggioli stated that the price differential was due to Milone and MacBroom being the previous consultant that prepared the 2000 Diversion Permit submission and the need to recreate information was considerable less. Mr. Paggioli recommended that the RFP be awarded to Milone and MacBroom and that the Commission recommend to the Board of Selectmen that the First Selectmen be authorized to enter into a contract with Milone and MacBroom for and sign all necessary documents. Motion was made that the Sewer and Water Commission recommends to the Board of Selectmen that the award of RFP 2018-05 Professional services for the preparation of the DEEP Diversion Permit be awarded to Milone and MacBroom, Inc. for \$10,900 and that the First Selectmen be authorized to enter into a contract with Milone and MacBroom for and sign all necessary documents. Motion made by T. Hochdorfer, seconded by R. Silberman, Motion approved 4-0. Secondly the DEEP has issued a second consent order in regard to the submission of the Diversion Permit application. The time frame is expected to be complied with by the bidder and was made part of the contract documents in order to meet the order.

D) Elmwood Heights 40 ft Tank Exterior Paint Discussion. – Contact made in order to develop cost budget for next capital project. Budget Estimate for 40 foot tank exterior, 30 year life span, disposal, sand blast, environmental monitoring is \$180,000. No further work until other Capital work is completed.

E) Request for Connection Fee Waivers – Colchester Hayward Fire Company. – See Last Months Notes/Minutes for background. The Colchester Hayward Volunteer Fire Company has been providing the Town of Colchester Fire and Emergency Response Services (Labor and Equipment circa 1854 to 1980's) and (Labor since the 1980's) to the residents of the Town of Colchester. The establishment of a Town centered, public water system (circa 1936-8) with fire hydrant protection would have been advocated by the Volunteer Fire Company in response to the density of development within the former borough area and is the basis of the existing system operated today with substantial upgrades. Improvements to the Water system for Fire Protection during that early portion of the Town's present day system would have been supported by both the Borough Water System and the C.H.V.F.D. Additionally, the Fire Company has previously deeded easements in favor of the Town of Colchester at no cost for Sewer trunk lines that would have approximately been worth in value to the cost of the connection fee today. Should the Commission wish to grant the waiver, it is recommended that the language include the benefits to the system (both water and sewer) that the rate payers have acquired from the C.H.V.F.D. historically and that the waiver is in fact a "return of investment" without compensation that is being granted. This would isolate the circumstances for consideration of a favorable waiver to a precedent where: 1) Requestor would have to be conducting Rate Payer beneficial work from prior to the creation of the Water System, and 2)

Requestor would have to have to had donated, at cost of \$1.00 or less, equivalent valued easements to the connection fee, however without connection to the mains for 35 years after installation and at no cost to the rate payers

The following Motion was made:

Whereas the Colchester Hayward Volunteer Fire Company/Department and has been in operation since circa 1854 and has provided fire and emergency services for the rate payer's of the Colchester Sewer and Water Commission, including advocating for the creation of the public water system with fire suppression capabilities and assisting the water department of the former borough area since the water system's inception. And;

Whereas the Colchester Hayward Volunteer Fire Company has previously deeded an easement for a Sewer Trunk line through their property at 21 Mill Hill Road for the cost of \$1.00 or less, 35 years ago, without service and said easement's compensation value would have exceeded the cost of present Connection Fee to the premises for a 1" service line;

Therefore the Colchester Sewer and Water Commission hereby grants to the Colchester Hayward Volunteer Fire Company a onetime Waiver of Connection Fees for a 1" Service Lateral for Water and a 6" Sewer Lateral for a service connection at 21 Mill Hill Road.

Motion By: R. Silberman Seconded by T. Hochdorfer, Motion passed 4-0.

8. New Business - None

- 9. Adjourn** - Motion to adjourn, by T. Hochdorfer , second by M. Hayes ; Motion approved 4-0. Vice Chairman Peter adjourned the meeting at 7:55 p.m.

Respectfully submitted,
James Paggioli, L.S.



Art Shilosky

First Selectman

BID OPENING

DATE: 7/20/18

TIME: 2pm

PLACE: First Selectman's Office, Suite 201, 127 Norwich Avenue, Colchester, CT 06415

BID OPENING: RFP 2018-05 Water Dept. Discharge Permit Renewal

IN ATTENDANCE FOR THE TOWN: _____

James Paggioli

Tricia Dean

The following companies submitted bids. Those in attendance were advised that the decision to award the bid would be made at the later date by the Board of Selectmen.

COMPANY

BID AMOUNT

Weston & Sampson Engineers

\$ 31,800

Milone & MacBroom

\$ 10,900

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

Art Shilosky
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

Jeffrey Burke
Superintendent of Schools

(860) 537 - 7260
FAX: 537 - 1252

Bid # 2018-05

Request for Proposals
Town of Colchester Water Department
Professional Services for
Diversion Permit Renewal Application
To State of Connecticut DEEP

BID # 2018-05

Bids shall be addressed to 1st Selectman, Art Shilosky, 127 Norwich Avenue, Suite 201, Colchester, Connecticut. 06415 on or before **2:00 P.M. Friday July 20, 2018.**

Bids shall be submitted in a sealed envelope clearly marked, "2018-05 Professional Services – Water Diversion Permit" Bid opening shall take place at the Colchester Town Hall, Office of the 1st Selectman, 127 Norwich Avenue, Suite 201, Colchester, CT. 06415 at **2:00 P.M. Friday July 20, 2018.**

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

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

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Jeffrey Burke
Superintendent of Schools

(860) 537 - 7260
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RFP #2018-05
BID FORM

BIDDERS: COMPLETE ALL INFORMATION REQUESTED BELOW. BIDDER MUST SIGN BID FORM.

COMPANY NAME & ADDRESS: _____

TELEPHONE #: _____ - _____

FAX #: _____ - _____

EMAIL: _____

REPRESENTED BY: _____
(Name & Title)

INSTRUCTIONS: *The undersigned, attesting to be a duly authorized representative of the Bidder, having familiarized himself/herself with the existing conditions of the school and Specifications contained herein affecting the cost of the work, hereby proposes to furnish the Town of Colchester / Colchester Public Schools with all supervision, technical personnel, labor, materials, equipment, tools, appurtenances, permits, fees and services required to perform and satisfactorily complete the work specified, in accordance with said Specifications, for the sums as indicated below.*

BASE BID

<u>Item #</u>	<u>Description</u>	<u>Price for Item</u>
1	Lump Sum price estimate for preparation, submission and responses to comments for a Diversion Permit Renewal Application to State of Connecticut DEEP	_____

Total of estimate Amount Written in words:

Bidders Name (print) Authorized Signature
Bidders Address: _____

Bidders Phone Bidders FAX

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Jeffrey Burke
Superintendent of Schools
BID #2018-05

(860) 537 - 7260
FAX: 537 - 1252

General Specifications

All bids must be submitted on the enclosed "Bid Form" *No Exceptions*. Bidder shall provide information regarding the bidder's qualifications, company history, etc. on separate sheets.

Scope: This contract shall be defined as, but not limited to:

- a. The Town of Colchester Water Department/System is a Municipally Owned Public Water System. The System serves approximately 4000 residents via 3 ground water wells located within two Aquifer Protection Level A mapped aquifers. The Town is required to update/renew its State of Connecticut DEEP Diversion permit and submit said application for approval to the State of Connecticut DEEP, and is soliciting for Professional Engineering and Environmental Services firms in order to completed said application and address comments from the State of Connecticut DEEP.
- b. The Town has the previously approved Diversion Permit Submission that was prepared by Marin Environmental, Inc. in association with Milone and MacBroom, Inc., dated April 2000 Said application was granted DIV-200001276 in January 2003 and expired Dec. 20, 2017. The permit application should be conducted on an expedited schedule.
- c. The two well fields (Cabin Road permitted 0.864 mgd and Judd Brook permitted 0.154 mgd) have adequately served the Town and the average daily use of the entire system is less than 50% of the permitted amounts. The Town does not wish to increase its permitted amounts and would like to expedite the process by having the consultant chosen reuse as much of the existing permit DIV 20001276 application data and documentation as possible.
- d. Bidders are encouraged to view existing Diversion Permit documentation at the Public Works Office, Room 106, 127 Norwich Avenue, Colchester, CT 06415.
- e. Bidders should have experience with State of Connecticut DEEP Diversion Permit application preparation and successfully obtained Diversion permits for public water systems within the state of similar or larger size than the Town of Colchester system. Three (3) examples of such, (references only) shall be submitted with bid response.
- f. All Bidders, by signing the Bid Schedule, attests that they, and the employees assigned to perform the work as stipulated, hold a current license to perform the work as described (if applicable).
- g. The bidder should be aware that the Town shall have staff to answer specific questions in regard physical features and operation of the system; however the consultant shall be responsible for all documentation and submission of the application data. Ownership of the application data shall be retained by the Town of Colchester.

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Time for Completion of Work Scope

Work shall be completed within 90 days from date of written Notice to Proceed. All bonds and/or insurance certificates shall be provided within 10 days of the opening of the bid and prior to a bid award.

Basis of Award: This contract will be awarded to the *lowest responsible qualified bidder* meeting specifications or providing a proposal that at the sole discretion of the Town, meets the needs and performance criteria of the Town.

Bid Award: Once the Lowest Responsible Qualified Bidder has been identified and award of the bid is authorized, the Purchasing Agent shall prepare or cause to be prepared: (1) a purchase order to confirm the bid award or 2) when required a contract. The Purchasing Agent will bring the recommendation forward to the Board of Selectman for approval as required by the Town Charter, State Statutes, and the Town of Colchester Purchasing policy.

1. Insurance: INSURANCE REQUIREMENTS:

The vendor shall maintain for the life of the Contract the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the State of Connecticut with a rating by AM Best of "A" or better. A certificate of insurance indicating these amounts, and listing the Town of Colchester as additional insured, must be submitted at the time of award.

A. Commercial General Liability:

Limits of Liability:-Each Occurrence - \$1,000,000 General Aggregate - 2,000,000

includes coverage for:

- 1. Products/Completed Operations.
- 2. Contractual Insurance.
- 3.. Broad Form Property Damage.
- 4. Independent Contractors.
- 5. Personal Injury.
- 6. Premises-Operations.

B. Auto Liability - Combined Single Limit \$1,000,000

C. Owners Contractors Protective Liability (OCP) in the name of The Town of Colchester:

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Each Occurrence - \$1,000,000

General Aggregate - \$1,000,000

E. Worker's Compensation - Statutory

F. The Town of Colchester shall be listed as additional insured on Commercial General Liability policies.

G. The contract of insurance shall provide for notice to the Town of cancellation of insurance policies thirty (30) days before such cancellation is to take effect.

H. Errors and Omissions Insurance -- Not less \$1,000,000.

The contractor shall defend, save harmless and indemnify the Town of Colchester, its officers, agents, employees, and assigns from any damages resulting from any challenge to the legality of the bid process or any of the documents used here, including, but not limited to, the Request for Proposals or Contract Agreements. In addition, the contractor agrees to indemnify and hold harmless the Town of Colchester and each of their respective members, employees, officers and agents from and against any claims, demands, losses, costs or liabilities for personal injury or property damage or any other loss which may result from the contractor's performance or lack of performance of the Contract. Such "losses" shall include all reasonable attorney's fees and costs incurred in the representation of the Town, or any of their respective members, officers, employees, sub-committees of the Town or agents in any suit or claim arising from the contractor's performance or lack of performance of the Contract or arising from the enforcement of this provision.

Damages: Successful bidder shall be held responsible for any damages to existing structures, systems, or equipment caused by vendor due to negligence. Any subsequent repair shall be done at no additional cost to the Town.

Invoicing: Contractor shall prepare invoicing for payment for completed work that has been inspected and accepted by the First Selectman or his designee, either at the completion of all work that has been completed, inspected and approved as above.

References: Vendor must supply three (3) references where similar work was performed within the last 5 years.

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Jeffrey E. Burt
Superintendent of Schools

(860) 537 - 7208
FAX: 537 - 1252

THIS AGREEMENT made this ___th day of July, 2018, by and between Milone and MacBroom, Inc., herein after called the "Contractor", and the Town of Colchester.

WITNESSETH, that the Contractor and the Town of Colchester for the bid sum of Ten Thousand Nine Hundred dollars (\$ 10,900.00) and considerations stated herein mutually agree to provide for ~~professional~~ services as described in RFP 2018-05 Professional Services for Diversion Permit Renewal Application to State of Connecticut DEEP and submitted response by the contractor. :

Article 1. Statement of Work. The Contractor shall furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment and service, including utility and transportation service, and perform and complete in an efficient and workmanlike manner all work required for the Professional services in strict accordance with the Contract Documents, including all Addenda, thereto, all as prepared by the Town of Colchester. It is recognized that the general scope of the project is outlined within the Proposal submitted by Milone and MacBroom, Inc. and that if extra work is required by the State DEEP beyond the normal scope of previous Diversion permit applications, said work shall be performed at additional negotiated rates.

Article 2. The Contract Price. The Town of Colchester will pay the Contractor for the performance of the Contract in current funds for the total quantities of work performed at the unit prices or lump sum prices stipulated in the Bid for the several respective items of work completed subject to additions and deductions as provided in the section. It is recognized that the general scope of the project is outlined within the Proposal submitted by Milone and MacBroom, Inc. and that if extra work is required by the State DEEP beyond the normal scope of previous Diversion permit applications; said work shall be performed at additional negotiated rates.

Article 3. Contract Documents: The executed contract documents shall consist of the following:

- | | |
|---------------------------|---|
| a. This Agreement & Bonds | g. Supplemental Conditions |
| b. Addenda | h. Special Provisions |
| c. Invitations for Bids | i. Technical Specifications |
| d. Instruction to Bidders | j. Drawings |
| e. Signed Copy of Bid | k. Notice of Award |
| f. General Conditions | j. Proposal Submitted by Milone & MacBroom, Inc |

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THIS AGREEMENT, together with other documents enumerated in this Article 3, which said other documents are as fully a part of the Contract as if thereto attached or herein repeated, form the Contract between the parties thereto. In the event that any provision in any component part of this Contract conflicts with any other component part, the provision of the component part first enumerated in this Article 3, shall govern, except as otherwise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in four (4) original copies on the day and year first above written.

TOWN OF COLCHESTER:

Attest: _____ By: _____
(Name)

(Title)

CONTRACTOR:

Attest: Scott Bighinatti By: Michael Zubo
(Name) Michael Zubo
Dir. of Planning
(Title)

Certification of Corporate Contractor

I, Jeanne A. Gowan, certify that I am the Secretary of the corporation named as Contractor herein; that Michael Zubo who signed this Agreement on behalf of the contractor, was then Associate of said corporation; that said Agreement was duly signed for and on behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

Corporate Seal

Jeanne A. Gowan
(Signature)
Milano + Mac Brewery, Inc
(Corporation)

OPEN COLCHESTER POLICY – DRAFT 7/23/18

Open Colchester is a citizen-accessible, self-service platform that provides data and reports on-demand, previously only available in printed format. The platform used is a product of OpenGov.com and is used by a significant number of municipalities in Connecticut and other States. General fund financial data will be available to public users at a budget account level and non-financial data at an aggregate level and will be in compliance with all Federal and State laws, statutes, and requirements for the protection of personally identifiable information, including, but not limited to, requirements under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and The Family Educational Rights and Privacy Act of 1974 (FERPA or the Buckley Amendment).

Note: The Town's official financial records are in Munis. Other records remain created and stored in existing systems. Open Colchester is a tool for reporting and filtering data based on Munis and other data.

Open Colchester allows for citizens and employees to review data on-line at their convenience. This data can be filtered to provide individualized views of information a citizen may be interested in seeing, based on the reports available on the OpenGov platform. Open Colchester is a self-service system that is accessible via a link on the Town of Colchester website homepage. Online tutorials are available to help each person learn and understand how to use the system.

- Financial data will be made available as is currently done for the Boards of Selectmen, Finance and/or Education and/or at the 'budget book' level.
- Non-financial data will be made available in the aggregate as is currently done, provided it is available in an uploadable format (ex.: CHFD Fire and EMS calls that are disseminated via press release to local news media).
- Standard reports will be uploaded to Open Colchester on the same schedule as is currently used for print reports to ensure accuracy as per current standards. This will be evaluated over time.
- All reports must be reviewed and approved by the Department Head or First Selectman (or Designee) before being posted.
- All data/reports will be dated and will be accurate as of that date. Subsequent revisions, based on additional or corrected information becoming available, will be so noted by date.
- Additional reports may be added as the use of the platform evolves.
 - Department Heads may add additional reports with the approval of the First Selectman.
 - A report that would be widely used may be added at the written request of citizens to the First Selectman's Office, contingent upon review and recommendation for approval of the request by the Open Colchester Sub-Committee to the Board of Selectmen and approval by the Board of Selectmen.
 - Members of the Open Colchester Sub-Committee will be two members of the Board of Selectmen, a member of the Board of Finance, a member of the Board of Education and the Executive Assistant to the First Selectman.
 - Nothing in this section should be construed as a deviation from FOIA requirements.
- Within the OpenGov platform, there are three levels of user access: Administrators, Internal Users and External (Public) Users.

- Administrators are the First Selectman, the Executive Assistant to the First Selectman, IT Systems Administrator and the Chief Financial Officer. These officials will have access to all aspects of the OpenGov platform in Colchester to maintain its functionality and security both internally and externally.
- Internal Users are Department Heads and designees, Members of the Boards of Selectmen, Finance and Education. Access will be defined by role within Town Government and parameters of role-based security.
- External Users are the Public. External users will have access to view data in formats provided by OpenGov.
- Administrators and Internal Users must adhere to all relevant Town Policies, and Procedures, and Guidelines regarding the use of electronic equipment, technology, systems, and social media when using Open Colchester.
- Department Heads will be responsible for the integrity of the data and the uploading of data as scheduled.
- At a minimum, data will remain available as is specified in the State of Connecticut Municipal Records Management Program (<https://ctstatelibrary.org/publicrecords/municipal>) and as available as posted to the State of Connecticut Office of Policy and Management Uniform Chart of Accounts (UCOA).