



# *Town of Colchester, Connecticut*

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda  
Special Meeting  
Thursday, January 3, 2019  
Colchester Town Hall, 7PM**

1. Call to Order
2. Additions to the Agenda
3. Citizen's Comments
4. Consent Agenda
  - a. Tax Abatements
5. Boards and Commissions – Interviews and/or Possible Appointments
  - a. Conservation Commission – Possible appointment of Michael Rogers for a term to expire 10/1/2021
6. Approve Minutes of the December 6, 2018 Regular Board of Selectmen Meeting
7. Discussion and Possible Action on Police Department Interlocal Contract for Cooperative Purchasing
8. Discussion and Possible Action on Park Place Subdivision Bond Release
9. Discussion and Possible Action on the Town Web Page Community Calendar Policy
10. Discussion and Possible Action on Colchester Farmers' Market
11. Citizen's Comments
12. First Selectman's Report
13. Liaison Reports
14. Executive Session to Discuss Library Employees Contract Negotiations
15. Discussion and Possible Action on Library Employees Contract for July 1, 2019 – June 30, 2020
16. Executive Session to Discuss Real Estate Transaction
17. Adjourn

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COLCHESTER, CT  
2019 DEC 18 PM 2:34



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 11/13/18

## BOARDS & COMMISSIONS APPLICATION

Name: Michael Rogers

Address: 115 Windham Ave Colchester, CT. 06415

Home Phone: 4754147058 Email mrogjr2@gmail.com FAX: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Town Residency 1 Years

Party Affiliation:  Democrat  Republican  Unaffiliated (check one)

Commission or Board you are interested in serving on: Conservation

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

High School: Hopkins High School, New Haven, CT, 4 years. Graduated.

College: Emmanuel College, Boston, MA, 4 years, graduated. Studied Political Science, primarily focused on sustainable development and domestic policy.

Trade, Business  
Or Correspondence  
School \_\_\_\_\_

CONTINUED ON REVERSE SIDE

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

Fenway Park Security, 4 Yawkey Way, Boston, MA 02215, 4 years, Unit 169/ Players Lot, sought more responsibility

Allied Universal Security, 100 Summer St, Boston, MA, 1 year, Supervisor, left for opportunity as independent contractor

Masspirg, 294 Washington St, Boston, MA, 1 year, Legislative Intern, job offer was 50+ hour/week and 25k salary

Emmanuel College, 400 The Fenway, Boston, MA, 4 years, Assistant to Residential Director, Graduated (no longer eligible)

Arbour HRI Hospital, 227 Babcock St, Brookline, MA, 1 year, Mental Health Associate, left for opportunity as independent contractor

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

**Why are you interested in serving?** I fully understand the need for individuals to get involved in governance. My experience in school and in Public Interest research is that many areas of government are understaffed. We have a civic duty to serve, and on top of that, I have significant interest in conservation. I studied a variety of aspects of conservation, especially in relation to invasive species, minimizing human impact on nature, and I also moved onto several acres of land here in Colchester, so I have a vested personal interest as well.

**Do you have any experience or familiarity with this area?** I grew up in New Haven and lived in Madison for some time as well. I know the general New England wildlife, etc, and have taken strides to reintroduce myself to what the current state of the ecosystem is in my area. I am hoping to continue to learn how to best be a steward of the land as well as helping others responsibly interact with the nature around us. I have no experience serving on a Board, but I look forward to the opportunity to expand into the role needed.

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

**Which ones?** I would be interested but I have not yet done the research to see which would be the best utilization of my skills

**Date:** 11/13/18

**Signature:** Michael Rogers

Digitally signed by Michael Rogers  
Date: 2018.11.13 13:57:26 -05'00'

**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					10/1/2018
Alternate					10/1/2018
Alternate					10/31/2020
Alternate					10/1/2017

Conservation Commission



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes  
Regular Meeting Minutes  
Thursday, December 6, 2018  
Colchester Town Hall @ 3pm

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

**MEMBERS ABSENT:** Selectman Jim Ford

**OTHERS PRESENT:** BOE M Bylone, Town Clerk G Furman, Tax Collector M Wyatt, Assessor J Chaponis, Registrar D Mrowka, two students and clerk T Dean

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2018 DEC -7 PM 2:45

1. **Call to Order**  
A Shilosky called the meeting to order at 7:00 pm.
2. **Additions to the Agenda** – none
3. **Citizen's Comments** – none
4. **Consent Agenda**
  - a. Action on 2019 Board of Selectmen Meeting Schedule
  - b. Reappointment of Michael Solis to the Zoning Board of Appeals for a five year term to expire 12/31/2023
  - c. Tax Abatements

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

5. **Board and Commissions – Interviews and/or Possible Appointments**
  - a. **Conservation Commission – Michael Rogers to be interviewed** – was interviewed
6. **Approve Minutes of the November 13, 2018 Special Board of Selectmen Meeting**  
D Mizla moved to approve the Minutes of the November 13, 2018 Special Board of Selectmen Meeting, seconded by R Coyle. Unanimously approved, with one abstention by R Coyle. MOTION CARRIED
7. **Discussion and Possible Action on Contract with Dime Oil**  
R Coyle moved to authorize the First Selectman to sign the attached contract with Dime Oil for the purchase of unleaded gasoline, diesel fuel and heating oil for the contract period of November 21, 2018 through June 30, 2019, seconded by D Mizla. Unanimously approved. MOTION CARRIED
8. **Discussion on Tax Incentive**  
Assessor J Chaponis explained that Eversource approached the town with Blume Energy, who would build the fuel cell, to propose bringing Natural gas to town. Eversource stated there would be no cost to the town. Blume Energy then approached the town to see if the town would pay 3.5 million for the project due to cost to build being higher than they expected. The town will not expend the funds for this but looked into what we could offer in the form of tax incentive rebates. J Chaponis discussed how Eversource, Blume Energy and Yankee Gas relate to each other. The town would not be able to offer Blume an incentive, but rather it would need to be worked out between Eversource and them. Nothing is going forward at this time, A Shilosky wanted to make the Board aware of what was going on.
9. **Discussion on Town Hall Hours for Town Clerk and Tax Office**  
G Fuman stated this was in discussions a few years back but never went any further. Stated there is not much activity in the office during evening hours and that it is also hard to cover 42 ½ hours with 35 hour employees. G Furman and M Wyatt stated that certain times of the year they have to use per diem staff to cover the extra office hours. Also if the hours stay the same, would request that the Elected Officials in these offices and their assistants go up to 40 hours from 35 hours. R Coyle stated she would need to see how this would affect other offices by closing their offices. Also was confused as to what the issues were that are driving the change of office hours request. Would like itemized list from both

Town Clerk and Tax Collector of what the issues are? Is it staff needed to cover the work load? Staffing the office hour times? S Soby stated he would like data provided to the Board that details the activity of the offices that stay open late.

**10. Citizen's Comments – none**

**11. First Selectman's Report**

A Shilosky reported that the Senior Center has replaced its boiler. Renegotiated the Library contract to four years, will present to the Board when it is ratified by the union. Recommends planning a tree on the Town Green in honor of former Town Clerk Pat LeGrega. R Coyle stated she would like to come back to the Board at a later date to propose something else. Police Commission chair not requesting to be reappointed, still have a quorum. Received new police, ambulance and senior center vehicles. Switches in Town Hall have all been replaced. Firewall switches should be done next week. Overtime for Resident Trooper was due to a number of reasons, detailed those reasons to the Board of Finance. New web platform expected to go live Feb 2019. Met with American Ambulance, along with Rob Tarlov yesterday. R Coyle suggested that a Joint Meeting be scheduled if more discussions on this to take place. New welcome to Colchester signs have been place on Lake Hayward Ave and by Rte 2, exit 16 location. FEMA awarded the State of CT funds for flooding disaster relief of \$80,000. Met with Opengov and CFO M Cosgrove and opengov has confirmed that they will not have access to any personal employee data. Due to the software being delayed in going live for 6 months, Opengov has assured the town that they will do something to make up for that lost time.

**12. Liaison Reports**

D Mizla reported on Youth & Social Services - \$580 was made at the Election Day Bake Sale, Freezin for a Reason will be the second weekend in February, Community Conversation on vaping has 100 kid attendees and 60 adult attendees, last night was Community Conversation on internet safety, and Resolution Run was discussed.

Park & Recreation – Field Use Fund has \$30,000, four more arches need to be sponsored on the Town Green. Board of Education – WJ student area and gym should be complete at the beginning of the year, fields should be complete in the spring.

R Coyle reported that at the last Board of Finance meeting they discussed the budget calendar.

**13. Adjourn**

R Coyle moved to adjourn at 7:53 p.m., seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Tricia Dean, Clerk



**INTERLOCAL CONTRACT FOR  
COOPERATIVE PURCHASING**

ILC No.:

**ILC18-7409**

Permanent Number assigned  
by H-GAC

THIS INTERLOCAL CONTRACT ("Contract"), made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the "Act"), by and between the Houston-Galveston Area Council, hereinafter referred to as "H-GAC," having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027, and **Colchester Police Department - Connecticut**, a local government, a state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as "End User," having its principal place of business at **127 Norwich Ave COLCHESTER, CT 06415**.

**WITNESSETH**

**WHEREAS**, H-GAC is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

**WHEREAS**, pursuant to the Act, H-GAC is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of goods and services; and

**WHEREAS**, in reliance on such authority, H-GAC has instituted a cooperative purchasing program under which it contracts with eligible entities under the Act; and

**WHEREAS**, End User has represented that it is an eligible entity under the Act, that its governing body has authorized this Contract on **11/29/2018** (Date), and that it desires to contract with H-GAC on the terms set forth below;

**NOW, THEREFORE**, H-GAC and the End User do hereby agree as follows:

**ARTICLE 1: LEGAL AUTHORITY**

The End User represents and warrants to H-GAC that (1) it is eligible to contract with H-GAC under the Act because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state), or a combination of two or more of those entities, a state agency (an agency of the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and (2) it possesses adequate legal authority to enter into this Contract.

**ARTICLE 2: APPLICABLE LAWS**

H-GAC and the End User agree to conduct all activities under this Contract in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Contract.

**ARTICLE 3: WHOLE AGREEMENT**

This Contract and any attachments, as provided herein, constitute the complete contract between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

**ARTICLE 4: PERFORMANCE PERIOD**

The period of this Contract shall be for the balance of the fiscal year of the End User, which began **07/01/2018** and ends **06/30/2019**. This Contract shall thereafter automatically be renewed annually for each succeeding fiscal year, provided that such renewal shall not have the effect of extending the period in which the End User may make any payment due an H-GAC contractor beyond the fiscal year in which such obligation was incurred under this Contract.

**ARTICLE 5: SCOPE OF SERVICES**

The End User appoints H-GAC its true and lawful purchasing agent for the purchase of certain products and services through the H-GAC Cooperative Purchasing Program. End User will access the Program through HGACBuy.com and by submission of any duly executed purchase order, in the form prescribed by H-GAC to a contractor having a valid contract with H-GAC. All purchases hereunder shall be in accordance with specifications and contract terms and pricing established by H-GAC. Ownership (title) to products purchased through H-GAC shall transfer directly from the contractor to the End User.

**ARTICLE 6: PAYMENTS**

H-GAC will confirm each order and issue notice to contractor to proceed. Upon delivery of goods or services purchased, and presentation of a properly documented invoice, the End User shall promptly, and in any case within thirty (30) days, pay H-GAC's contractor the full amount of the invoice. All payments for goods or services will be made from current revenues available to the paying party. In no event shall H-GAC have any financial liability to the End User for any goods or services End User procures from an H- GAC contractor.

**ARTICLE 7: CHANGES AND AMENDMENTS**

This Contract may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this Contract which are required by changes in Federal and State law or regulations are automatically incorporated into this Contract without written amendment hereto and shall become effective on the date designated by such law or regulation.

H-GAC reserves the right to make changes in the scope of products and services offered through the H-GAC Cooperative Purchasing Program to be performed hereunder.

**ARTICLE 8: TERMINATION PROCEDURES**

H-GAC or the End User may cancel this Contract at any time upon thirty (30) days written notice by certified mail to the other party to this Contract. The obligations of the End User, including its obligation to pay H-GAC's contractor for all costs incurred under this Contract prior to such notice shall survive such cancellation, as well as any other obligation incurred under this Contract, until performed or discharged by the End User.

**ARTICLE 9: SEVERABILITY**

All parties agree that should any provision of this Contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this Contract, which shall continue in full force and effect.

**ARTICLE 10: FORCE MAJEURE**

To the extent that either party to this Contract shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation solely to pay funds. Determination of force majeure shall rest solely with H-GAC.

**ARTICLE 11: VENUE**

Disputes between procuring party and Vendor are to be resolved in accord with the law and venue rules of the State of purchase.

**THIS INSTRUMENT HAS BEEN EXECUTED BY THE PARTIES HERETO AS FOLLOWS:**

Colchester Police Department - Connecticut

Name of End User (local government, agency, or non-profit corporation)

127 Norwich Ave

Mailing Address

COLCHESTER, CT 06415

City, State ZIP Code

\_\_\_\_\_  
Signature of chief elected or appointed official | Date

Art Shilosky, First Selectman

Typed Name & Title of Signatory

*Houston-Galveston Area Council*

3555 Timmons Lane, Suite 120, Houston, TX  
77027

By: \_\_\_\_\_

Executive Director

Date: \_\_\_\_\_





**END USER DATA**

Please sign and return the Interlocal Contract, along with this completed form, to H-GAC by emailing it to [epcontractfax@h-gac.com](mailto:epcontractfax@h-gac.com) or by faxing it to 713-993-2424. The contract may also be mailed to:  
**H-GAC Cooperative Purchasing Program**  
**P.O. Box 22777, Houston, TX 77227-2777**

Name of End User Agency: **Colchester Police Department - Connecticut County Name: New London**  
Mailing Address: **127 Norwich Ave COLCHESTER, CT 06415**  
Main Telephone Number: **(860) 537-7270** FAX Number: **(860) 537-7252**  
Physical Address: **127 Norwich Ave COLCHESTER, CT 06415**  
Web Site Address: **[www.colchesterct.gov](http://www.colchesterct.gov)**

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Official Contact: **Martin Martinez**  
Mailing Address: **127 Norwich Ave  
COLCHESTER, CT 06415**

Title: **Sergeant**  
Ph No.: **(860) 537-7270**  
FX No.: **(860) 537-7252**  
E-Mail Address: **[SGT.colchesterct.gov](mailto:SGT.colchesterct.gov)**

Authorized Official: **Art Shilosky**  
Mailing Address: **127 Norwich Ave  
COLCHESTER, CT 06415**

Title: **First Selectman**  
Ph No.: **(860) 537-7220**  
FX No.: **(860) 537-0547**  
E-Mail Address: **[ashilosky@colchesterct.gov](mailto:ashilosky@colchesterct.gov)**

Official Contact: **Jim Keeney**  
Mailing Address: **127 Norwich Ave  
COLCHESTER, CT 06415**

Title: **Administrative Assistant**  
Ph No.: **(860) 537-7270**  
FX No.: **(860) 537-7252**  
E-Mail Address: **[jkeeney@colchesterct.gov](mailto:jkeeney@colchesterct.gov)**

Official Contact:  
Mailing Address:

Title:  
Ph No.:  
FX No.:  
E-Mail Address:

Official Contact:  
Mailing Address:

Title:  
Ph No.:  
FX No.:  
E-Mail Address:

## COMPLETING AND EXECUTING THE ILC PROCESS

### Step 1 (complete)

Thank you for completing this step. A PDF copy of the ILC document will be delivered to the email address entered.

### Step 2

Secure a signature by the individual identified as the Authorized Official to contractually bind your entity.

### Step 3

Scan and email a copy of the contract to H-GAC at [cpcontractfax@h-gac.com](mailto:cpcontractfax@h-gac.com), or fax it to 713-993-2424.

The contract may also be mailed to:

**H-GAC Cooperative Purchasing Program**

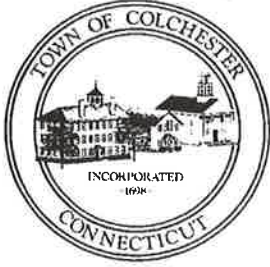
PO Box 22777

Houston, TX 77227-2777

If you require an original signed contract, please print, sign, and mail two (2) sets of the ILC documents.

### Step 4

H-GAC will execute the contract and return a copy to you electronically.



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

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December 7, 2018

To: Colchester Board of Selectmen,  
From: Salvatore A. Tassone P.E. – Town Engineer

Re: Park Place Subdivision Old Hebron Road and Old Hartford Road, Colchester, Connecticut, prepared for Park Place Holdings, LLC, by CLA Engineers, Inc., sheets 1 through 19 of 19, dated June 2015, latest date 9/25/15 shown on sheet 13.

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The owner of the referenced subdivision has requested the release of his remaining bond funds.

The Town is currently holding a Public Improvement bond and an Erosion & Sediment control bond for a total road maintenance cash bond of \$144,166.50. The Subdivision road known as Nature Avenue was accepted as a Town Road at the November 16, 2017 Board of Selectman meeting.

Based on field inspections conducted on December 6 and 7, 2018, it appears that all of the public improvements associated with the referenced subdivision are in good condition and the road maintenance bond has been in place for the requisite 1 year period from the date of formal road acceptance. It is therefore recommended that the remaining funds from the Public Improvement bond and Erosion & Sediment control bond be released in their entirety including all accrued interest.

**RECOMMENDED MOTION:**

Motion that the Town of Colchester release the remaining bond balance of \$144,166.50 plus accrued interest to Park Place Holdings for the Park Place Subdivision as recommended by the Town Engineer.



“Creating Community Through People, Parks and Programs”  
127 Norwich Avenue, Colchester, CT 06415  
(860) 537-7297/ parksandrec@colchesterct.gov | [www.colchesterct.gov](http://www.colchesterct.gov)

## Colchester Community Calendar

### Submission Guidelines

- Event or meeting listings must be received at least two weeks prior to the event.
- Event and/or meeting listings will be added to the calendar within 5 business days of submission.
- All calendar listings must be held within the town of Colchester.
- All calendar listings must be open to the public.
- All submissions must come from a non-profit organization or business and not from an individual.
- For all listings that meet the criteria listed above, the following fees will apply:
  - Local business events: \$5.00 per submission or \$25.00 annual membership fee
  - Local Non-Profit events: \$2.50 per submission or \$12.50 per annual membership fee
  - Local business or non-profit meetings: \$1 per meeting or \$12 per annual membership fee
- Payments should accompany the submission form, made payable to the Town of Colchester.
- The Colchester Community Calendar reserves the right to edit submissions or refuse inclusion at our discretion and based upon the definitions below.

**Community Event:** A social occasion or activity held in the community. All events must be open to the public, held in the Town of Colchester, and meet all criteria listed.

**Community Meeting:** A regularly scheduled, organized, gathering held to conduct business. All meetings listed on the community calendar must be open to the public, held in the Town of Colchester and meet all of the criteria listed.

**Family Safe:** All events posted on the community calendar must be “family safe”. Any image, ads, associated websites or apps cannot contain "non-family" or "adult" content. Specifically, all events must not promote underage alcohol use, anabolic steroids, illegal drugs, gambling, adult content, political advertising, discrimination or bullying.

**Annual Memberships:** based on a calendar year (January through January)

# Colchester Community Calendar

## Event Registration Form

As a reminder, this calendar is only open to Colchester businesses, groups and organizations. All event submissions must be received at least 2 weeks prior to the event.

**\* Required**

**Name of Organization/Business\*** \_\_\_\_\_

**Are you a non-profit organization or local business? \*(Mark only one)** \_\_\_\_\_ Non-profit \_\_\_\_\_ Local Business

**Name of Event \*** \_\_\_\_\_

**Location of Event:\*** Include address \_\_\_\_\_

**Date of Event \*** \_\_\_\_\_

**Does this event repeat or run for multiple days? If so, please include these details** \_\_\_\_\_

**Start Time of Event\*** \_\_\_\_\_

**End Time of Event \*** \_\_\_\_\_

**Description of Event \*** Please keep your descriptions succinct, maximum 200 words.

Event Website \* \_\_\_\_\_

Registration, RSVP or Link for Tickets \_\_\_\_\_

Admission fee (if applicable) \_\_\_\_\_

**Age level for event\*** Mark only one

Children (Birth-Pre K) \_\_\_\_\_

Children (School Age) \_\_\_\_\_

Teen (ages13-17) \_\_\_\_\_

Adult \_\_\_\_\_

Senior Citizen \_\_\_\_\_

Family Friendly/ All-Ages \_\_\_\_\_

**Contact Person** \* This person will be listed on the website and the calendar as the contact if there are any questions about the event.

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Payment:** \_\_\_\_\_ Business \_\_\_\_\_ Non-Profit Organization

\_\_\_\_\_ Event \_\_\_\_\_ Meeting

\_\_\_\_\_ One Time \_\_\_\_\_ Annual Membership

Total Amount Due: \_\_\_\_\_ Annual Membership Paid, No balance Due: \_\_\_\_\_

Total Amount Included: \_\_\_\_\_

Payment Type: \_\_\_\_\_

Questions to resolve:

Payment/charges/Fees:

What fees are reasonable?

Who should pay?

Town Departments

Friends of Library, Fire Department vs Fire Company,

School Departments

PTO's, C3,

Businesses that are not local but hold local meetings

AA, Weight Watchers, etc.

Do we need to add a statement to the "Family Safe" definition that says "and anything else the Selectman deem inappropriate"?



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Art Shilosky, First Selectman

November 30, 2018

Colchester Farmers' Market  
PO Box 12  
East Hampton, CT 06423

VIA REGULAR MAIL – PO Box 12, Colchester, CT 06415  
VIA CERTIFIED MAIL – 46 Town Road, Colchester, CT 06415

91 7199 9991 7033 0879 4939

Dear Mr. Savitsky and Ms. Stone,

You sent the Board of Selectmen a letter dated October 15, 2018, disputing your Town Green fees for the 2018 Farmers Market. You have been sent a letter dated November 5, 2018 from us that requested information from you in response to your letter to the Board of Selectmen. To reiterate we were looking for the following information;

- Accounting of the number of vendors on site for each of the market days in 2018, June through October.
- Evidence that other events, as listed in your letter, materially affected the sales of the market vendors.

To date we have received no correspondence from you on this matter.

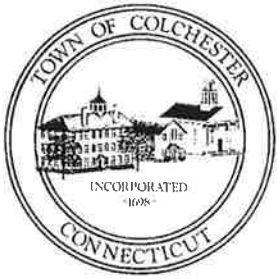
As a reminder, your signed contract for Town Green Fees remains in effect and there is an outstanding balance due of \$475.00 for the 2018 Farmers Market Town Green reservation.

As a courtesy notification, this will be on the Board of Selectmen Agenda on January 3, 2019 for discussion on further action.

Sincerely,

  
Art Shilosky  
First Selectman





# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

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Art Shilosky, First Selectman

November 5, 2018

Colchester Farmers' Market  
PO Box 12  
East Hampton, CT 06423

Dear Mr. Savitsky and Ms. Stone,

The Board of Selectmen are in receipt of your letter sent on October 15, 2018 in regards to your Town Green fee payment for your 2018 Farmers' Market season reservation.

In response to your letter the Board is requesting the following information;

- Accounting of the number of vendors on site for each of the market days in 2018, June through October.
- Evidence that other events, as listed in your letter, materially affected the sales of the market vendors.

Please be aware that your Town Green reservations fee for your 2018 Farmers' Market is \$850, which has a balance due of \$475. Your recently submitted check for \$375 (check #3025) has not been, and will not be cashed until resolution and acceptance of the requests to you referenced in this letter.

Further, please note, any change in fee structure for the Town Green reservations can only be granted by the Board of Selectmen.

Sincerely,

Art Shilosky  
First Selectman

# COLCHESTER FARMERS' MARKET

PO Box 12, East Haddam CT 06423

colchesterctfarmersmarket@gmail.com

**October 15, 2018**

Town of Colchester  
Parks & Recreation  
Board of Selectmen  
127 Norwich Avenue  
Colchester, CT 06415

**Dear Tiffany:**

As always, we appreciate the use of the Colchester Town Green for the summer market season. Enclosed is our payment for use of this space which reflects the following criteria: our regular fee of \$25.00 per market event, which is 50% of the regular permit fee as per our agreement with the Town of Colchester.

The Colchester Farmers' Market began on the third Sunday of June and ended on the second Sunday of October, for a total of 18 markets this season. Here is a list of other events that were permitted to use the Green on our scheduled Sundays:

July 29: Colchester Muster and Colchester Festival. They did use their rain date and we coordinated with them to share the space on the Green during our Market time.

September 30: Pumpkins and Pooches. If this event was postponed (as often happens), we would have to cancel our market that weekend to accommodate their change.

Additionally, the market portion of their event was cancelled causing us to shuffle vendors, work around obstacles left behind, and rearrange our entire market event that followed.

October 7: Good Times Motoring Club's Car Show. We annually compromise to share space with them on our market event day so they may run their event.

Each of these events compromise our ability to run the market, or require more legwork for us to make happen. Sometimes this means the quality of our events is compromised as well.

In addition, summer events on the Green that occur the day before our market often leave us with dirty and sometimes un-usable bathroom facilities, full trash cans, and litter on the Green. We often have to clean up and move tables to prepare for market.

As per our agreement with the Town of Colchester, our yearly payment reflects the number of markets we operated alone. This year, that number is 15 markets at \$25.00 per event. The total check enclosed is for \$375.00, which reflects this agreement established 6 years ago with the Colchester Farmers' Market, Parks & Recreation and the Board of Selectmen. You can refer to our payments from the last five seasons for reference.

Sincerely,

Jeff Savitsky and Jess Stone

Colchester Farmers' Market

TH HCT & C



# Colchester and Parks and Recreation

"Creating Community Through People, Parks and Programs"  
 127 Norwich Avenue, Colchester, CT 06415  
 (860) 537-7297 | Fax: (888) 468-6093 | parksandrec@colchesterct.gov

## Application for Use of Recreation Facilities

Type of User:  Individual  Non-Profit  Business  
 Type of Event:  Facility Rental  Sports League  Special Event  
 Name of Event: Colchester Farmers' Market

Name of Organization: Colchester Farmers' Market  
 Organization Address: 88 Hayward Ave, Town Green  
 City, State, Zip: Colchester, CT 06415  
 Phone (Day): 860-786-8866 Phone (Evening): 860-786-8866  
 Email: colchesterotfarmersmarket@gmail.com

Contact Person: Jeff Sawitsky  
 Mailing Address: 46 Lake Hayward Town Rd  
 City, State, Zip: Colchester, CT 06415  
 Phone (Day): 860-786-8866 Phone (Evening): 860-786-8866  
 Email: colchesterotfarmersmarket@gmail.com

↑  
 Site Supervisor: Same as Above  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone (Day): \_\_\_\_\_ Phone (Evening): \_\_\_\_\_  
 Email: \_\_\_\_\_

*Note: Site supervisor MUST be on site during the entire reservation, with a copy of the approved permit, and is responsible for the facility and all attendants. If multiple supervisors will be used, a complete schedule of supervisors must accompany the usage schedule.*

**Please complete facility request details on reverse side.**

For Office Use Only:	Date Received _____	By: _____
----------------------	---------------------	-----------

**Request Use of (Check all areas requested):**

**Colchester Recreation Complex**

- R1\*                       R5                       R5 infield     R5 \*outfield area  
 R2\*                       R6                       Sports Field Lighting (where avail.)  
 R3\*                       R7  
 R4                         R8  
 Picnic Pavilion: (4hr blocks: 9-1pm, 1-5pm, 5-9pm) \*Fee for usage  
 Other: \_\_\_\_\_ \* Sports Field Lighting available

**Town Green (If your event is large, it is best to select all spaces below.)**

- Gazebo     Softball Field     Entire Green     Banner (up to 2 weeks before event - fee \$25/wk)  
 Electricity needed?

**Ruby & Elizabeth Cohen Woodlands (specify areas to be used)**

**Purpose/Event:** Farmers Market                      **Estimated Attendance per Day:** 250

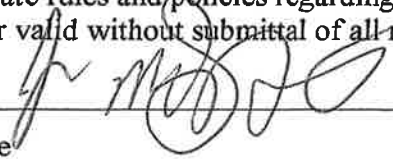
**Equipment/Set-Up Requirements:** 10' x 10' e24ptents                      **Total Attendance:** 40

**Event Dates Requested:** (include rain date, set-up and breakdown dates; fees will be assessed for each day of use, attach detailed schedule if needed): June 17<sup>th</sup> - Oct 21<sup>st</sup>

**Event Times (each day):** 9a-1pm

Additional Required Documents	Individual Rentals	Group Rentals	Sports League Field Use	Special Event Permit
Indemnification & Release	X	X	X	X
Insurance Certificate		X	X	X
List of Officers/Contacts			X	
List of Coaches/Contacts			X	
Schedules (if not indicated above)			X	
Charter/Bylaws			X	
Departmental Approval Form				X
Public Information Form				X
Special Event Info Form				X
Special Event Sign Off Sheet				X

I, on behalf of all groups and users that I represent, have read, understand and will abide by all appropriate rules and policies regarding use of the facilities, and realize that the permit will not be issued or valid without submittal of all required documents and fees.

Signature 

Date 1/16/18

**TOWN OF COLCHESTER PARKS AND RECREATION COMMISSION**

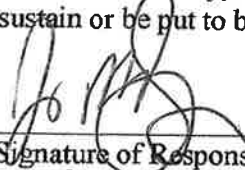
**INDEMNIFICATION AND RELEASE**

This form is valid one year from the date signed.

**THIS IS A LEGALLY BINDING DOCUMENT. DO NOT SIGN IT UNTIL YOU HAVE READ THE CONTENTS HEREOF AND UNDERSTAND THE SAME.  
IF YOU ARE IN DOUBT, CONSULT AN ATTORNEY PRIOR TO SIGNING THIS. DOCUMENT.**

In consideration of the permission granted to it by the Town of Colchester for the purpose of using playing fields and recreational facilities owned by the Town of Colchester, the undersigned, in recognition of the fact that Colchester has no lawful obligation to permit said usage by any person, group, or other entity not sponsored by the Parks and Recreation Commission of the Town of Colchester, does hereby release the Town of Colchester, its agents, servants, and employees from any liability whatsoever in the event of injury to any person or any actual or perceived infringement of the personal security of any person using the said playing fields and recreational facilities while engaged in usage authorized by the Town or to any person attending any such activity and the undersigned intends to release to be effective and binding on himself and on all members, guests, invitees, or observers of the group activity which he herein represents. This release is provided in addition to, and without limitation on, any and all defenses available to the Town of Colchester pursuant to the Connecticut General Statutes and common law.

The undersigned, on behalf of himself and the members of the group or entity he represents, does hereby agree to indemnify the Towns and its agents, servants, and employees against any and all claims, suits, actions, debts, damages, costs, charges and expense, including Court costs and attorneys fees, and against all liability, losses and damages of any nature whatever, that the Town shall or may at any time sustain or be put to by reason of the usage of the Town-owned property, as contemplated herein.

	_____	1/10/18
Signature of Responsible party (ies)	Signature	Date
Jeff Savitsky	_____	
Print Name	Print Name	
Market Master	_____	
Title	Title	
Market Master	_____	
Affiliation	Affiliation	



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/31/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Fraleigh & Gray Inc. 2450 Main Street P.O. Box 1139 Glastonbury CT 06033-6139	<b>CONTACT NAME:</b> Christopher Mahoux <b>PHONE (A/C, No, Ext):</b> (860) 833-1880 <b>FAX (A/C, No):</b> (860) 657-8904 <b>E-MAIL ADDRESS:</b>																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Scottsdale Insurance Company</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Scottsdale Insurance Company		INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:	
INSURER(S) AFFORDING COVERAGE		NAIC #																			
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INSURER C:																					
INSURER D:																					
INSURER E:																					
INSURER F:																					
<b>INSURED</b> CSF Community Markets LLC 46 Town Road Colchester CT 06415																					

**COVERAGES**      **CERTIFICATE NUMBER:** MasterCert 18-19      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPS3073457	06/06/2018	06/06/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ excluded
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town of Colchester and Bacon Board of Trustees are included as additional insureds, as required by a written contract.

**CERTIFICATE HOLDER**

Town of Colchester, Bacon Board of Trustees  
 97 Hayward Avenue

Colchester

CT 06415

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



# Colchester and Parks and Recreation

"Creating Community Through People, Parks and Programs"

127 Norwich Avenue, Colchester, CT 06415

Tel: (860) 537-7297 | Fax: (888) 468-6093 | [parksandrec@colchesterct.gov](mailto:parksandrec@colchesterct.gov) | [www.colchesterct.gov](http://www.colchesterct.gov)

**To:** Large Event Users of the Town Green, RecPlex or Ruby Cohen Park  
**From:** Parks & Recreation  
**Date:** December 27th, 2018  
**Re:** Scheduling of Large Special Events

---

Please complete the attached Application for Use of Recreation Facilities form to request your dates and times for 2018 green or parks usage and return it to Parks and Recreation by **January 17, 2018**. On the reservation form, include all parts of the green needed (such as the baseball field area and gazebo), fields and all other details for your event. If you are requesting that a banner be hung prior to your event, please make this request on page 2 of the form. Banners are only allowed 2 weeks prior to your event.

When you return your request, please check off and include the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Application for Use of Recreation Facilities  | <input type="checkbox"/> Tent Regulations (if applicable)      |
| <input type="checkbox"/> Special Event Information Form  | <input type="checkbox"/> Certificate of Liability Insurance    |
| <input type="checkbox"/> Indemnification and Release Form  | <input type="checkbox"/> Temporary Food Permit (if applicable) |
| <input type="checkbox"/> Fees - The fee per day charge shall include set up and break down dates, event dates and rain dates on weekends. Payment in full secures your date. |  |
| <input type="checkbox"/> (Y or N) Are you interested in attending a meeting with Dept. Heads that review and approve your application?                                       |  |
| <input type="checkbox"/> (Y or N) Are you interested in participating in a group Porto Toilet rental for the season?   |  |

### Special Event Permit Fees:

#### Town Green:

Fri. - Sun.: \$50/day non-refundable fee for event day, setup, breakdown and rain dates.

Mon. - Thu.: \$50/day non-refundable fee for event day, setup and breakdown. Rain Dates will be scheduled without a fee. If a rain date is selected by another organization for use, the initial organization will be required to pay the \$50/day fee to secure the date. If a rain date is used at any time, a \$50 fee will be assessed.

#### Ruby Cohen Park:

\$50/day/event non-refundable fee for event day, setup, breakdown and rain dates.

#### Recreation Complex:

\$50/day per field, non-refundable fee for event day, setup, breakdown and rain dates.

\$25/day per field, non-refundable fee for each of the following time blocks:

7a.m. - 12 p.m.

12p.m. - 5p.m.

5 p.m. - Closing

Once all paperwork has been received, a meeting will be scheduled with your group with Town Dept. Heads. Let me know if you have any other questions.

Thank you!





"Creating Community Through People, Parks and Programs"  
127 Norwich Avenue, Colchester, CT 06415  
(860) 537-7297 | Fax: (888) 468-6093 | parksandrec@colchesterct.gov

## Application for Use of Recreation Facilities

**Type of User:**     \_\_\_ Individual     \_\_\_ Non-Profit     \_\_\_ Business  
**Type of Event:**     \_\_\_ Facility Rental     \_\_\_ Sports League     \_\_\_ Special Event  
**Name of Event:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_  
**Organization Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_  
**Phone (Day):** \_\_\_\_\_     **Phone (Evening):** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_  
**Phone (Day):** \_\_\_\_\_     **Phone (Evening):** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Site Supervisor:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_  
**Phone (Day):** \_\_\_\_\_     **Phone (Evening):** \_\_\_\_\_  
**Email:** \_\_\_\_\_

*Note: Site supervisor MUST be on site during the entire reservation, with a copy of the approved permit, and is responsible for the facility and all attendants. If multiple supervisors will be used, a complete schedule of supervisors must accompany the usage schedule.*

**Please complete facility request details on reverse side.**

<b>For Office Use Only:</b> Date Received _____     By: _____
---

**Request Use of (Check all areas requested):**

<b>Colchester Recreation Complex</b>		
<input type="checkbox"/> R1*	<input type="checkbox"/> R5	<input type="checkbox"/> R5 infield <input type="checkbox"/> R5 *outfield area
<input type="checkbox"/> R2*	<input type="checkbox"/> R6	<input type="checkbox"/> Sports Field Lighting (where avail.)
<input type="checkbox"/> R3*	<input type="checkbox"/> R7	
<input type="checkbox"/> R4	<input type="checkbox"/> R8	
<input type="checkbox"/> Picnic Pavilion: (4hr blocks: 9-1pm, 1-5pm, 5-9pm) *Fee for usage		
<input type="checkbox"/> Other: _____ * Sports Field Lighting available		

<b>Town Green (If your event is large, it is best to select all spaces below.)</b>			
<input type="checkbox"/> Gazebo	<input type="checkbox"/> Softball Field	<input type="checkbox"/> Entire Green	<input type="checkbox"/> Banner (up to 2 weeks before event – fee \$25/wk)
<input type="checkbox"/> Electricity needed?			

<b>Ruby &amp; Elizabeth Cohen Woodlands</b> (specify areas to be used)

<b>Purpose/Event:</b> _____	<b>Estimated Attendance per Day:</b> _____
<b>Equipment/Set-Up Requirements:</b> _____	<b>Total Attendance:</b> _____
<b>Event Dates Requested:</b> (include rain date, set-up and breakdown dates; fees will be assessed for each day of use, attach detailed schedule if needed): _____	
<b>Event Times (each day):</b> _____	

Additional Required Documents	Individual Rentals	Group Rentals	Sports League Field Use	Special Event Permit
Indemnification & Release	X	X	X	X
Insurance Certificate		X	X	X
List of Officers/Contacts			X	
List of Coaches/Contacts			X	
Schedules (if not indicated above)			X	
Charter/Bylaws			X	
Departmental Approval Form				X
Public Information Form				X
Special Event Info Form				X
Special Event Sign Off Sheet				X

I, on behalf of all groups and users that I represent, have read, understand and will abide by all appropriate rules and policies regarding use of the facilities, and realize that the permit will not be issued or valid without submittal of all required documents and fees.

\_\_\_\_\_  
Signature Date

# Town of Colchester Special Event Information

By providing complete and detailed information about your event along with your application, it can significantly increase the speed with which your application can be reviewed and approved.

Event Name: \_\_\_\_\_  
Event Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date: \_\_\_\_\_ Rain date, if any: \_\_\_\_\_  
Location: \_\_\_\_\_ Hours: \_\_\_\_\_

Is this event open to the public or is it private?       Public       Private

Price of Admission / Tickets / Special Information:

### Potential Vendors

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Items Available:                      Food              Crafts              Art                      Related Items  
(please circle)                      Musical/Other Performances                      Other:

Will temporary structures (such as tents) be erected?       Yes       No

If yes, please provide a detailed site plan, including size and location of each structure and distances between structures. Tents require a certificate for each one showing the flame spread and smoke development requirements. Large tents will require additional exiting, exit signs and "No Smoking" signs.

Will there be electrical usage?       Yes       No

If yes, the type of electrical cord being used must be indicated on the site plan. All electrical on the ground must be protected with approved matting in the areas of walking. All lights in tents must have approved covers over all exposed bulbs. All wiring must meet the national electrical code for temporary use.

Will food be served?       Yes       No

If yes, please provide details, including the complete menu, how/where it will be prepared/served, and by whom. A Temporary Food Permit may be required by the Health Department.

Will there be propane use?       Yes       No

If yes, the tanks must be outside of the tent, properly secured and all tanks must be ASME or DOT approved with up to date stamps.

Please provide any other details about the event that may be helpful in giving a complete picture of what the event will entail.

**TOWN OF COLCHESTER PARKS AND RECREATION COMMISSION**

**INDEMNIFICATION AND RELEASE**

This form is valid one year from the date signed.

**THIS IS A LEGALLY BINDING DOCUMENT. DO NOT SIGN IT UNTIL YOU HAVE READ THE CONTENTS HEREOF AND UNDERSTAND THE SAME. IF YOU ARE IN DOUBT, CONSULT AN ATTORNEY PRIOR TO SIGNING THIS DOCUMENT.**

In consideration of the permission granted to it by the Town of Colchester for the purpose of using playing fields and recreational facilities owned by the Town of Colchester, the undersigned, in recognition of the fact that Colchester has no lawful obligation to permit said usage by any person, group, or other entity not sponsored by the Parks and Recreation Commission of the Town of Colchester, does hereby release the Town of Colchester, its agents, servants, and employees from any liability whatsoever in the event of injury to any person or any actual or perceived infringement of the personal security of any person using the said playing fields and recreational facilities while engaged in usage authorized by the Town or to any person attending any such activity and the undersigned intends to release to be effective and binding on himself and on all members, guests, invitees, or observers of the group activity which he herein represents. This release is provided in addition to, and without limitation on, any and all defenses available to the Town of Colchester pursuant to the Connecticut General Statutes and common law.

The undersigned, on behalf of himself and the members of the group or entity he represents, does hereby agree to indemnify the Towns and its agents, servants, and employees against any and all claims, suits, actions, debts, damages, costs, charges and expense, including Court costs and attorneys fees, and against all liability, losses and damages of any nature whatever, that the Town shall or may at any time sustain or be put to by reason of the usage of the Town-owned property, as contemplated herein.

\_\_\_\_\_  
Signature of Responsible party (ies)      Signature      Date

\_\_\_\_\_  
Print Name      Print Name

\_\_\_\_\_  
Title      Title

\_\_\_\_\_  
Affiliation      Affiliation

## **Town of Colchester Insurance Requirements Frequently Asked Questions**

**Q. What are the general requirements?**

A. When renting/reserving a property owned by, or when doing work for, or providing services to, the Town of Colchester or the Colchester Board of Education, a Certificate of Liability Insurance, listing the Town of Colchester as a Certificate Holder, and being named as additional insured, is required. A Certificate of Insurance is a document detailing available liability coverage (see attached sample).

**Q. Where would we get this insurance?**

A. Most businesses and organizations purchase "commercial general liability insurance," while individuals purchase "personal liability" coverage through a homeowner's, condo-unit owner's, or renter's insurance policy. Your insurance agent or carrier can provide the required certificate if you are a business or non-profit organization and you purchase commercial general liability insurance. If you are an individual not related to a business or non-profit organization, your agent should provide a copy of the "policy declaration page" showing personal liability coverage. Non-profit organizations can typically get this coverage from their local, regional or national office. If you do not already have this coverage, or have insufficient coverage, insurance can be purchased for your particular needs from most insurance agencies or carriers.

**Q. Will this cost me anything?**

A. If you have an existing policy with sufficient coverage, there should be no cost to provide the necessary certificate. Policies created just for this event/contract can vary in cost.

**Q. Why is this required?**

A. When the Town allows a business/individual to use its property, or supplies goods or services to the Town, the Town must be protected against claims against the Town that arise out of the negligence of these third parties.

**Q. How much insurance must we have?**

A. The insurance must be for at least \$1,000,000 per occurrence in coverage for businesses and non-profit organizations, and \$300,000 per occurrence for individuals not related to businesses or non-profit organizations.

**Q. Isn't \$1,000,000 a lot of coverage to require?**

A. \$1,000,000 is the standard liability coverage required by municipalities, although many institutions are now requesting \$2,000,000 coverage depending on the scope, size, and severity of the goods or services being provided. In today's climate of frequent lawsuits and the high cost of health care, even \$1,000,000 might not cover all costs.

**Q. Why must the Town be a "Certificate Holder"?**

A. In the event that the insurance coverage should be changed or discontinued, the Town would be notified, as a Certificate Holder, that it may not be protected under this policy, giving it time to take measures to adequately protect itself.

**Q. How many days "written notice" must be given to the Certificate Holder should the policy be changed or discontinued?**

A. The Town of Colchester requires 30 days written notice of changes to/cancellation of a policy, and this must be included on the Certificate of Insurance.

**Q. What does "additional insured" mean?**

A. The Town of Colchester will be insured by your policy for the particular event/contract, just as you are. If someone taking part files a claim against the Town for injuries arising out of participation/involvement with your event/contract, your insurance will respond to defend the Town, and pay damages if the Town is found negligent.

**Q. When must the policy be effective?**

A. The policy must be effective during the time the event takes place, or goods/services are delivered. For certain services, coverage may need to be carried for an additional period of time to be specified.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, Ho, Fax):	FAX (A/C, Ho):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X				EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea. occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV (INJURY) \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea. accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEF <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

SAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Certificate Holder is listed as Additional Insured for general liability.

## CERTIFICATE HOLDER

## CANCELLATION

Town of Colchester  
 Attn: Parks & Recreation Dept.  
 127 Norwich Avenue  
 Colchester, CT 06415

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## **Policy Governing Issuance of Special Events Permits for Town of Colchester Public Facilities**

### **DEFINITION:**

A special event is a public function that is open to the community at large.

### **Examples of special events would include:**

Parades	Other outdoor cultural events and community festivals
Marathons and fun-runs	Street fairs
Motorized vehicle races or contests	Public Speaker events
Circuses, fairs and rodeos	Large Town/BOE events
Outdoor music concerts, shows and exhibitions	Sports Tournaments

### **PURPOSE:**

Special events present an opportunity to invigorate civic pride, to celebrate the social and cultural fabric of a community, and to encourage economic development. Because of their very nature as common grounds for recreation and enjoyment, public parks and recreation open spaces often provide the right atmosphere for the hosting of these celebrations. The purpose of this Administrative Order is to establish a standard procedure of application, evaluation and permitting of special events in town-owned and operated park and recreation facilities, in an effort to:

- Ensure events remain for public park purposes only;
- Provide broad public benefit;
- Respect park capacity, infrastructure and adopted general plan;
- Ensure compatibility and sympathy with surrounding land uses as well as natural, cultural and historic park resources;
- Meet the conditions of the Codes of the Town of Colchester, and,
- Minimizes negative impacts to the health, welfare and safety of the public.

Board of Selectmen Approval, May 2013



**A special event permit shall be required for the following activities:**

- a) An organized formation, parade, procession or assembly of more than one hundred (100) participants (may include people, animals, vehicles or any combination thereof); that assemble or travel in unison on any public street, highway, alley, sidewalk or other public way.
- b) Any organization formation, parade, procession or assembly which either (1) may impede, obstruct, impair or interfere with free use of a public street, highway, alley, sidewalk, or public way owned, controlled, or maintained by the Town or (2) does not comply with normal or usual traffic regulations or controls.
- c) Any outdoor activity of a group of more than one hundred (100) persons on Town-owned, controlled or maintained property such as town parks and open space, where a standard reservation or facilities use permit has not been granted.
- d) Any activity on public property that could reasonably be expected to require provision of public safety services.
- e) Any activity on public property that involves the placement of a tent, canopy, or other temporary structure (e.g. stage, bleachers), if that placement requires a permit from the Town's Fire Department or Building Division.

**Exceptions to special event permit applications:**

\* Regular facility rental application and fees still apply to any permit that has been exempt from the special event status.

- a) Special events, as defined by this Administrative Order, do not include picnics, weddings, funerals or elections.
- b) Activities conducted by governmental agencies acting within the scope of its authority.
- c) Groups using picnic shelters at town parks where a shelter reservation and facilities use permit has been requested and granted. The group must not exceed/violate any other noise, facilities use or public safety regulations.
- d) Events conducted by local elementary schools, middle schools, high school that are conducted on their own grounds and property, which will not significantly impact traffic flow on surrounding public streets or pose a risk to public safety.

e) Lawful picketing and free speech activities that do not involve the use of vehicles, animals, fireworks, pyrotechnics or equipment (other than sound equipment).

### **SECTION I - SPECIAL EVENTS CLASSIFICATIONS:**

Special events shall be classified according to their size by both the required staging area and number of people attending; their duration; and, their infrastructure support requirements (tents, parking, roads, restrooms). The achievement of any one of the higher criteria shall qualify an event for the higher classification. For instance, if an event lasts for only two days but 7,000 people are expected to attend each day, the event shall be classified as a Class "D" event.

**Class A** - 1 Day or up to 250 total attendance, with minimal parking and infrastructure requirements, and compatible with public use of park sites.

**Class B** - 2-3 Days, or up to 500 total attendance, with moderate parking and infrastructure requirements and compatible with public use of parks and sites.

**Class C** - 4-6 Days, or up to 1,000 total attendance per day, with moderate parking and Infrastructure requirements or limits on public use of park site.

**Class D** - 7 or more days, or 3,000+ total attendance per day, with heavy parking and infrastructure requirements or restrictions on public use of park site.

The Town of Colchester reserves the right to adjust or waive the limits of classification and/or duration as deemed in best interest of the town.

### **SECTION II - PARK RESTRICTIONS:**

#### **Mechanical Amusement Rides**

Mechanical Amusement Rides will only be permitted at the Town Green and Recreation Complex. Mechanical amusement rides shall be allowed only in parks, with restrictions placed on location, and their impact on the welfare and safety of both the public and the park site.

#### **Noise**

The Town of Colchester prohibits unreasonable and disruptive noise that is clearly incompatible with the normal activities of certain locations at certain times. Please refer to Town of Colchester Zoning Regulation 3.7.6.G.

Board of Selectmen Approval, May 2013

No music or entertainment shall be allowed between the hours of 10:00 p.m. and 7:00 a.m., in such a manner as to be plainly audible at the park boundary. If either of these restrictions is breached, it will be considered a violation of the Code.

Failure to comply with requests to decrease noise to an acceptable level will result in notification to the Police Department. The Police Department has the authority to make an arrest. Failure to comply may also result in the revocation of a special events permit, and may prohibit the issuance of a permit for future events by the event organizer.

#### Fireworks

Events featuring fireworks must obtain a fireworks permit from the State Fire Marshal's office and local Fire Marshal, as well as any other appropriate municipal permitting jurisdiction.

#### Signage

Promotional signs are limited to the Community Events Board. Sponsorship banners and signage are allowed only within the designated event site and may be displayed no more than two weeks prior to the event. All signs and banners are hung by the Parks Maintenance crew and must be dropped off to the Parks and Recreation office two weeks prior to the event and will be moved immediately from the site following the event. Fees to hang the banner are included in the facility rental fee. All wording of signs and designated locations must be pre-approved by the Parks & Recreation Department.

Sandwich Board signs are limited to cultural arts performance promotion only; they must be less than 32 square feet in size (total of both sides) and must be set 15' back from the travel portion of the road. Signs and banners may require a zoning permit.

Alcohol is prohibited on a town property. Smoking is not permitted in any town park or on any school grounds. Dogs must be on leash on all town property (except for service dogs or with special permission from the town.)

### **SECTION III - APPLICATION PROCESS, REQUIREMENTS AND FEE SCHEDULE:**

When an organization seeks to host a special event in a town parks and recreation facility, the event organizer must contact the Colchester Parks and Recreation Department for an Application Package. The Application Package shall include the following information:

- This policy
- Application for Use of Recreational Facilities Form

Board of Selectmen Approval, May 2013

- Special Event Information Form
- Town Indemnification & Release Form
- Insurance F.A.Q.

Applicants will be required to resubmit the special events application annually by the end of January. In addition to the application, a description and definition of the event with proposed dates will be required. Applications will be valid for one year.

The Town of Colchester reserves the right to adjust or waive the limits of any special event in best interest of the town.

**Special Event Permit Fee:**

**Town Green:**

Fri. – Sun.: \$50/day non-refundable fee for event day, setup, breakdown and rain dates.

Mon. - Thu.: \$50/day non-refundable fee for event day, setup, and breakdown .Rain Dates will be scheduled without a fee. If a rain date is selected by another organization for use, the initial organization will be required to pay the \$50/day fee to secure the date. If a rain date is used at any time, a \$50 fee will be assessed.

**Ruby Cohen Park:**

\$50/day/event (incl. setup/breakdown/rain dates)

**Recreation Complex:** \$50/day per field for event day, setup, breakdown and rain dates.

\$25 per field for each of the following time blocks:

7a.m. – 12 p.m.

12p.m. – 5p.m.

5 p.m. – Closing

The following types of special events are **EXEMPT** from the application fee:

Events produced or sponsored by the Town of Colchester, the Board of Education, or their agents.

**Additional Fees:**

The event organizer is responsible for full reimbursement to the town of any and Board of Selectmen Approval, May 2013

**all costs borne by the town. If any town staff and/or equipment are required to assist to operate or provide maintenance for an event, the town shall be compensated for the full cost of providing the support. The Town will make no capital investment in infrastructure to support the event.**

**14 days following the closing of the event, the department will invoice the event organizer for all applicable costs and charges. The event organizer will have 30 days to remit payment.**

**The event organizer will be required to provide the following information in addition to the permit fee:**

- **Application for Use of Recreational Facilities Form**
- **Special Event Information Form**
- **Town Indemnification & Release Form**
- **Insurance Certificate**
- **Event Description (Purpose, History, etc)**
- **Proposed Site Selection/Site Plan**

#### **SECTION IV - EVALUATION CRITERIA FOR APPROVAL:**

**Priority will be given to pre-established, annual events. Not-for-profit organizations will be given priority over events or festivals which generate profit for the private sector. If the conditions have been satisfied to allow an event sponsored by a for-profit enterprise, the event organizer must provide evidence that:**

- **The event constitutes a community service;**
- **It is in the best interests of the general health, safety and welfare of both the participants and citizens of Colchester;**
- **There is little to no impact on and/or cost for town support services; and,**
- **The frequency and uniqueness of the event does not conflict with or replicate an already-existing festival or event.**

**If an event proposed by a for-profit corporation does not meet the established criteria, the application will be denied.**

**The event organizer will be notified within 14 days of receipt of its application whether the application has been approved for a Special Events Permit.**

- **The Parks & Recreation Facilities Subcommittee will forward its recommendation through the appropriate personnel to the Department Director for final approval.**
- **Once an application to host a special event is submitted to the Department, the Parks & Recreation Director, or designee, will provide the initial review for fulfillment of base criteria and guidelines, as well as any conflict with existing events.**

**Board of Selectmen Approval, May 2013**

All applications will be subject to the following evaluative criteria, as reviewed by the Facilities Subcommittee of the Parks & Recreation Commission:

- Classification of the event and its compatibility to the proposed park site's classification
- Appropriateness of event to public park purpose
- Performance History of event and event organizer (if applicable)
- Impact on park property and surrounding natural and cultural resources
- Impact on traffic conditions
- Ability to comply with all local permitting requirements
- Availability of town support services, such as parks grounds maintenance crews
- Impact on adjacent land uses and neighborhoods
- Duplication of existing town-permitted event
- Enhancement to tourism, economic development and quality of life
- Ability to generate positive local, regional or national media exposure
- Ability to generate revenues for the Department

The next step will be review and approval by all applicable Town departments, including:

- Board of Selectmen
- Police Department
- Building Official
- Fire Marshal
- Public Works
- Health Department
- Parks & Recreation

Once all departmental approvals are received, the Parks & Recreation Department will issue the official permit.

The Town is under no obligation to issue special events permits for use of its parks and recreation facilities. If an event is found to be incompatible with a proposed site's classification, a more appropriate park site may be suggested to the event organizer. An application will be denied if an event is found to:

- Be inappropriate to public park purpose.
- Exert adverse impact on a park and/or its surrounding infrastructure, natural or cultural resources.
- Exert significantly adverse impacts on the traffic conditions and/or adjacent land uses and neighborhoods.
- Have a history of poor performance in town parks.

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At the Department's discretion, an application can be denied if a special event is found to replicate other events or to diminish the uniqueness of already established community celebrations.

#### **SECTION V - REGULATORY AND PUBLIC SAFETY REQUIREMENTS:**

Outside of the Parks and Recreation Department, many other agencies, including regulatory and public safety, require permits for the execution of a special event. These agencies set their own requirements and fees. It is the responsibility of the event organizer to obtain these permits:

At a minimum, the following must be obtained prior to the event:

##### **Insurance**

General Public Liability of \$1 million coverage, depending upon event activities  
Automobile Liability Insurance of at least \$300,000. "Town of Colchester" must be listed as Certificate Holder and Additional Insured

##### **Flow/Vehicle Parking**

Event organizer will provide appropriate staffing to address parking needs.

##### **Grounds and Public Works Maintenance**

Public Works Director will review with event organizer the need for Public Works support staff.

##### **All necessary Building and Zoning Permits**

Approval of structural components, such as tents, electrical and handicapped accessibility, may be required.

##### **Sanitation/Health**

All food service concessions and restroom facilities must meet Public Health Code requirements. Temporary permits for food service concessions must be obtained prior to the event.

The following cases will require permits from the Department of Environmental Protection (DEP):

- Waste water disposal
- Recreation Vehicle (RV) waste water disposal

##### **Portable Restrooms**

The Town of Colchester will provide 2 water closets (1 regular/1 handicap) on the town green during the summer months. Any additional water closets required per General Statute are the responsibility of the event applicant.

Garbage Removal

Any special event that takes place on a town owned property must provide their own solid waste removal.

This may include dumpsters and/or roll-off trash receptacles, contracted by the event, as appropriate, as determined by the Public Works Director. The Public Works Director, or designee, will determine placement of all waste disposal containers and trash receptacles.

Fire Safety

Fire Marshal will conduct any and all necessary inspections, and determine staff requirements for each event.



STATE OF CONNECTICUT  
REGULATION  
of

NAME OF AGENCY

DEPARTMENT OF PUBLIC SAFETY

Concerning

SUBJECT MATTER OF REGULATIONS

STATE BUILDING CODE-2005 CONNECTICUT  
SUPPLEMENT - 2009 AMENDMENT

(Amd) 3103.1 General. The provisions of this section shall apply to (structures, including) tents, canopies and other membrane structures, erected for a period of less than 180 consecutive calendar days out of any 365 consecutive calendar days. Those erected for a longer period of time shall comply with applicable sections of this code.

Exception: The Connecticut Tent and Portable Shelter Code shall apply to the following tents and portable shelters when such tents and portable shelters are not erected on the grounds of one- and two-family dwellings for private parties and no admission is charged:

1. Tents erected for less than 180 consecutive calendar days out of any 365 consecutive calendar days with an occupancy of 100 or more persons or covering an area in excess of 1,200 square feet.
2. Portable shelters erected for less than 180 consecutive calendar days out of any 365 consecutive calendar days with an occupancy of 100 or more persons.

(Amd) 3103.1.1 Permit required. All temporary structures that cover an area in excess of 120 square feet, including all connecting areas or spaces with a common means of egress or entrance that are used or intended to be used for the gathering together of 10 or more persons, shall not be erected, operated or maintained for any purpose without obtaining a permit from the code official. [Tents used exclusively for recreational camping purposes shall be exempt from the above requirements.]

**Exceptions:**

1. Tents less than 350 square feet total area.
2. Tents 900 square feet and smaller in total area when occupied by fewer than 50 persons, which have no heating appliances, no installed electrical service and are erected for fewer than 72 hours.
3. Tents used exclusively for recreational camping purposes.

Sec. 45. Section 29-262-1d, State Building Code - 2005 Connecticut Supplement, Chapter 31, of the 2003 International Building Code, is amended to add:

(NEW) (Del) 3104.11 Ventilation. Delete section in its entirety without substitution.

(NEW) (Amd) 3105.3 Design and construction. Awnings and canopies shall be designed and constructed to withstand wind or other lateral loads and live loads as required by Chapter 16 with due allowance for shape, open construction and similar features that relieve the pressures or loads. Structural members shall be protected to prevent deterioration. Awnings shall have frames of noncombustible material, fire-retardant-treated wood, wood of Type IV size, or 1-hour construction with combustible or noncombustible covers and shall be either fixed, retractable, folding or collapsible.

**Exceptions:**

1. Fixed awnings shall not be required to be designed to resist wind loads in excess of 90 mph.
2. Retractable awnings shall not be required to be designed to resist wind or snow loads.

(NEW) (Amd) 3107.1 General. Signs shall be designed, constructed and maintained in accordance with Appendix H of this code.

Sec. 46. Section 20-252-1d, State Building Code - 2005 Connecticut Supplement, Chapter 31, Section 3109.1.1. of the 2003 International Building Code, is amended as follows:

(Add) 3109.1.1 Health Department (regulation) regulations. No person shall construct, substantially alter or reconstruct a swimming pool until the construction documents and water discharge provisions have been approved by the Department of Public Health, in accordance with the regulations adopted pursuant to section 19a-30 of the Connecticut General Statutes.

Exception: Swimming pools accessory to [Owner-occupied] owner-occupied, detached one- two- or three-family residences and swimming pools accessory to a

**TOWN OF COLCHESTER  
APPLICATION FOR BUILDING PERMIT**

DATE OF APPLICATION \_\_\_\_\_ ASSESSOR'S TAX MAP & LOT # \_\_\_\_\_ / \_\_\_\_\_  
 Notice: Please refer to rules and requirements on reverse side.

The undersigned hereby applies for a permit to: ERECT ( ), ALTER ( ), ENLARGE ( ), REPAIR ( ), REMOVE ( ), DEMOLISH ( ), a building or structure herein described and in accordance with plans and specifications submitted.

LOCATION (Street & No.) \_\_\_\_\_ PROPERTY OWNER \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

BUILDER \_\_\_\_\_ PHONE \_\_\_\_\_

BUILDER'S ADDRESS \_\_\_\_\_ LICENSE # \_\_\_\_\_

USE GROUP \_\_\_\_\_ TYPE OF CONSTRUCTION \_\_\_\_\_ SIZE OF BUILDING \_\_\_\_\_ X \_\_\_\_\_

GARAGE SIZE \_\_\_\_\_ X \_\_\_\_\_ ATTACHED \_\_\_\_\_ TOTAL FLOOR AREA \_\_\_\_\_ NUMBER OF STORIES \_\_\_\_\_

NUMBER OF BATHS \_\_\_\_\_ NUMBER OF BEDROOMS \_\_\_\_\_ JACUZZI/HOT-TUBS \_\_\_\_\_ GAL

HEATING TYPE \_\_\_\_\_ SIDING \_\_\_\_\_ SEPTIC \_\_\_\_\_ WELL \_\_\_\_\_ CITY WATER \_\_\_\_\_

CITY SEWER \_\_\_\_\_ GARBAGE DISPOSAL \_\_\_\_\_ ACCESSORY BUILDING SIZE \_\_\_\_\_

IS PROPERTY WITHIN 100 YEAR FLOOD PLAIN? \_\_\_\_\_ EST. CONSTRUCTION VALUE \$ \_\_\_\_\_

The applicant agrees to comply with all the provisions of the building code and with the provisions of all other laws and rules governing building construction.

Signed (Owner or Agent) \_\_\_\_\_ Print Name \_\_\_\_\_

APPROVED (Building Official) \_\_\_\_\_

**DESCRIPTION OF PROPOSED WORK UNDER THIS APPLICATION:**

SUBCONTRACTORS		OFFICIAL USE ONLY	
Electrician Name Signature	Address Lic.#	Electrical	_____
Plumber Name Signature	Address Lic.#	Plumbing	_____
Heating Contractor Name Signature	Address Lic.#	Heating	_____
Remodeler Name Signature	Address Lic.#	Sub/Erection	_____
Sprinkler Contractor Name Signature	Address Lic.#	Septic	_____
		Well	_____
		Driveway	_____
		Building	_____
		Education Fee	_____
		State Fee	_____
		Total Fee	_____

WHITE: File    PINK: Assessor    CANARY: Applicant



Chatham, East Haddam, East Hampton, Haddam, Middleborough, & Southam

# TEMPORARY FOOD LICENSE APPLICATION

Name of QFO or Person in charge with Temporary Event Training Certification (Include copy of certificate)

Name of Business/ Association

Mailing Address

Email Address

Cell Phone #

Commercial Fee \_\_\_\_\_ \$75.00  
OR

"Non-profit" Fee Class I/II \_\_\_\_\_ \$20.00 per event  
Class III/IV \_\_\_\_\_ \$30.00 per event

FEE PAID (office use)

\$ \_\_\_\_\_

Check# \_\_\_\_\_

Cash \_\_\_\_\_

Rec'd Date \_\_\_\_\_

Choose one  Trailer  Booth

1\* Trailer License plate #(required) \_\_\_\_\_

Name & Address of Event: \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Hours of the Event: \_\_\_\_\_

Date and time the TFE will be ready for inspection \_\_\_\_\_

**DIRECTIONS:** The **PERSON IN CHARGE** of each TFE Site must complete this application. The application must be completed and submitted to Chatham Health District at **LEAST 10 DAYS** before an event involving 5 or fewer booths, and **30 days** before an event involving more than 5 food booths. **NO HOME COOKED FOODS OR FOODS PREPARED IN AN UNAPPROVED FACILITY ARE PERMITTED**

**Provide all of the following:**

- A sketch of booth/tent, include all equipment.
- If more than 5 booths are proposed a drawing of the entire event area is required, depicting their TFE site in relation to the potable water supply, electrical sources, the waste water disposal area, lavatories, etc., as well as all food preparation and service areas at the event is required.

- A COPY of QFO or Temporary Event Training Certificate for the person in charge

Please provide the following information: All questions MUST be answered to determine if your food permit will be approved. (If any of the following questions do not apply please answer with N/A).

1. **Menu:** Please list all food and beverage items to be prepared and served at temporary event (attach on separate sheet if necessary)

Hot Food: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Cold Food: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Beverages: \_\_\_\_\_  
 \_\_\_\_\_ Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Will all food be prepared at the temporary food event?

\_\_\_\_\_ YES  
 \_\_\_\_\_ NO

3. Describe the food source and operation approach at the event:

Note: There shall be no home cooking or home preparation of food offered at temporary food events. All food must be obtained from a licensed and permitted retail or wholesale distributor.

- a. Food prepared or precooked at a licensed kitchen or restaurant. Yes \_\_\_\_\_
- b. Precooked food ordered/purchased or donated by food establishment. Yes \_\_\_\_\_
- c. Food will be cooked on the premises. Yes \_\_\_\_\_ Mobile Vendor Yes \_\_\_\_\_

4. If you answered yes to question 3a or 3b

- a. Name of License establishment \_\_\_\_\_
- b. Address of licensed establishment \_\_\_\_\_
- c. Please submit license to Chatham Health District with this application if issued outside the Chatham Health District.

5. Describe how Potentially Hazardous Foods (PHF) will be transported from the licensed kitchen to the event SAFELY within adequate temperature range (be specific):

Thermal Vehicles \_\_\_\_\_ Cooler with Ice \_\_\_\_\_  
 Thermal Box: \_\_\_\_\_ Thermal Bag \_\_\_\_\_  
 Other (describe) \_\_\_\_\_

NOTE: record time and temperatures of all products before leaving base of operation (this allows Chatham Health District to allow reheating or rapid chilling of food product onsite rather than discarding food items)

6. Identify cooking equipment and approach, choose as many as apply:

_____ Gas Grill	_____ Kettle (corn)	_____ Smoker
_____ Steamer	_____ Stove	_____ Deep Fryer
_____ Conventional Oven	_____ Rice Maker	
_____ Stir fry Wok	_____ Gas Cooker	

\_\_\_\_ Other(specify) \_\_\_\_\_  
\_\_\_\_\_

7. Describe how electricity will be provided to the temporary food establishment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. List all places (names and addresses) where the food source especially meats, poultry, seafood (shellfish tags must be kept with the product and held for 90 days) and ice will be purchased.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Identify the source of the potable water supply and describe how water will be stored and distributed at the temporary food event. If a non-public water supply is to be used you must submit most recent water tests with this application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Hand washing facilities to be used by employees.

a. Commercial Electric Portable hand washing station

b. Portable hand washing set up: Yes \_\_\_\_\_, MUST include all listed items below:

- \_\_\_\_ Thermal water tank with Spigot  
\_\_\_\_ Waste Water Bucket  
\_\_\_\_ Soap  
\_\_\_\_ Paper Towels

11. What type of sanitizer will be used? You must provide corresponding test strips to be sure sanitizer is the correct concentration.

- \_\_\_\_ Chlorine Sanitizer (bleach and water solution)  
\_\_\_\_ Quaternary ammonium solution

12. How and where will equipment and utensils be washed

- a. Commercial ware washing facility on event premises  
b. Portable 3-bay sink  
c. Three containers of suitable size (adequate for submerging largest piece of equipment)  
d. Will bring back to the base of operation to wash (ONLY for events less than 4 hours)  
e. Not applicable (if using single service utensils or prepackaged foods)

13. Waste water and grease disposal: Describe how wastewater will be collected, stored and disposed. NOTE: No waste water or grease is permitted to be disposed of on the ground or down a storm drain.

Collected by event coordinator  Bring back to base of operation

14. Garbage containers: Describe the number and location of garbage containers.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. What heat source will be used to keep hot foods hot (at 140 degrees and above)?

Electric Steamer  Chaffing dishes  
 Grill  N/A (cold food only)  
 Propane Steamer  
 Other(describe) \_\_\_\_\_

16. Describe how cold foods will be kept at 45 degrees and below

Commercial cooler/freezer  Cooler with Ice  
 Ice packs  Other (describe) \_\_\_\_\_

17. You are required to have thermometers and way to sanitize thermometers onsite. Select from items below which you will have onsite:

Digital thin probe thermometer  Alcohol Swabs  
 Cooler thermometers  Metal Stem Thermometers

18. Food protection equipment required:

- a. Tent required if food will be prepared, cooked and dispensed out side
- b. Food MUST be properly covered, sneeze guards will be required for self-serve or areas open to the public
- c. Adequate shelves required for storing food and food service items, containers MUST be off the floor

19. Personal Hygiene

Effective hair restraints (hat or hair net)  No exposed open cuts/wounds  
 Clean outer clothes including apron  Food grade gloves

**NOTE: Any personnel with undiagnosed fever, diarrhea, vomiting are prohibited from working 72 Hours after they become symptomatic. If there is any questions regarding this please contact Chatham Health District.**

20. List all employee/volunteer names, address, phone number, shift worked and duties. Please see employee log attached.

**Statement: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Chatham Health District may nullify final approval. I certify that I have received and have read the Guidelines for Food Service at Temporary**

Rev 8/16

Events and that the above-described establishment will be operated and maintained in accordance with these Guidelines and the Public Health Code of the State of Connecticut. I Certify that I am the responsible party and will be onsite during the event to ensure proper procedures and cleanliness. I understand this is an application only, not a permit until reviewed and signed by a sanitarian.

I will fill out the attached log, Attachment C, and keep it on file for 90 Days.

Person in charge Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

=====

for office use only for office use only for office use only for office use only for office use only

APPROVAL: \_\_\_\_\_ YES \_\_\_\_\_ NO

Training certificate provided and reviewed - Circle one: QFO or TFE

Date Sanitarian contacted applicant \_\_\_\_\_

Notes \_\_\_\_\_  
\_\_\_\_\_

Permit Restrictions: \_\_\_\_\_  
\_\_\_\_\_

Sanitarian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

=====

## Food Booth Checklist

In order to prepare for CHD to inspect your booth, please ensure the items below are completed and available. The inspector will ask to see this form is completed prior to inspection.

Booth Name \_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_\_\_ Completed Worker Sign-In Form
  - \_\_\_\_\_ Water from approved source (backflow preventer and food grade hoses when needed)
  - \_\_\_\_\_ Waste water disposed of in an approved manner (not on the ground)
  - \_\_\_\_\_ Restroom facilities sanitary and convenient for food workers (hand washing station encouraged).
  - \_\_\_\_\_ Hand washing facilities with hot water from dispenser with spigot, liquid soap, paper towels, waste water container and trash can.
  - \_\_\_\_\_ Trash cans convenient, emptied regularly in a sanitary way and location.
  - \_\_\_\_\_ Adequate and calibrated food thermometers, alcohol wipes/sanitizers
  - \_\_\_\_\_ Working thermometers for all cold holding units.
  - \_\_\_\_\_ Working and clean facilities to keep cold foods cold (<45°F internal temperature)
  - \_\_\_\_\_ Facilities to cook and keep food hot (>140°F for internal holding temperatures)
  - \_\_\_\_\_ Food cooked and held at proper temperatures and staff knowledge of temperatures
  - \_\_\_\_\_ Food protected at all times
  - \_\_\_\_\_ Separate areas and/or utensils/cutting boards for poultry, meats, seafood, and non PHF
  - \_\_\_\_\_ Wiping rags in clean, labeled and calibrated sanitizer buckets
  - \_\_\_\_\_ Three compartment sink with hot water, soap, sanitizer, test strips (50-100ppm bleach 200ppm Quat) and area for air drying
  - \_\_\_\_\_ Minimizing bare hand contact and frequent hand washing
  - \_\_\_\_\_ Separate and specific duties for each person
  - \_\_\_\_\_ Staff attire-hairnets or hats, clothing clean and covered by apron, minimal jewelry, closed toed shoes, no exposed cuts, burns or open wounds
  - \_\_\_\_\_ Staff habits-no tobacco use, minimize touching hair, face and body, frequent hand washing
- Name of person who completed checklist** \_\_\_\_\_

**Attachment C**

**BOOTH NAME OR BUSINESS** \_\_\_\_\_

**TEMPORARY EVENT LOG**







“Creating Community Through People, Parks and Programs”  
127 Norwich Avenue, Colchester, CT 06415  
(860) 537-7297 | [parksandrec@colchesterct.gov](mailto:parksandrec@colchesterct.gov) | [www.colchesterct.gov](http://www.colchesterct.gov)

## INVOICE

September 10, 2018

Colchester Farmers Market  
46 Town Rd  
Colchester, CT 06415

### Permit Fees

\$50 per week, Town Green reserved for 17 weeks,  
June 17, 2018- October 14, 2018

**Balance Due: \$850.00**

Please pay the remaining balance no later than September 17, 2018. Make checks payable to the Town of Colchester.

Sincerely,  
Tiffany Quinn

A handwritten signature in black ink, appearing to be "TQ", written over a light blue horizontal line.

Recreation Director  
Town of Colchester

Permit Contract

**Colchester Parks and Recreation**  
 127 Norwich Ave  
 Colchester, CT 06415  
 Phone: (860) 537-7297  
 FAX: --  
 Email: ParksandRec@colchesterct.gov

**Permit #9002561, Pending approval**

Feb 20, 2018 1:15 PM



Customer Type: Private Individual  
 Prepared By: Matthew Cicchese

**Company:** Colchester Farmers Market  
 46 Town Road  
 Colchester, CT 06415

**Agent:** Jeff Savitsky  
 Email: jeffsavitsky@gmail.com

Home: (860) 537-1375

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$850.00	\$0	\$0	\$850.00	\$0	\$0	\$0	\$0	\$850.00

▼ RESERVATIONS

Event	Resource	Center	Notes
Colchester Farmers Market Type: Special Event Attend/Qty: 250	Town Green Baseball Field	Town Green Norwich Ave Colchester, CT 06415 (860) 537-7297	--

Day	Days Requested Date	Event Begins	Duration	Event Ends Date	Time
Sunday	Jun 17, 2018	9:00 AM	4 hours	Jun 17, 2018	1:00 PM
Sunday	Jul 1, 2018	9:00 AM	4 hours	Jul 1, 2018	1:00 PM
Sunday	Jul 8, 2018	9:00 AM	4 hours	Jul 8, 2018	1:00 PM
Sunday	Jul 15, 2018	9:00 AM	4 hours	Jul 15, 2018	1:00 PM
Sunday	Jul 22, 2018	9:00 AM	4 hours	Jul 22, 2018	1:00 PM
Sunday	Jul 29, 2018	9:00 AM	4 hours	Jul 29, 2018	1:00 PM
Sunday	Aug 5, 2018	9:00 AM	4 hours	Aug 5, 2018	1:00 PM
Sunday	Aug 12, 2018	9:00 AM	4 hours	Aug 12, 2018	1:00 PM
Sunday	Aug 19, 2018	9:00 AM	4 hours	Aug 19, 2018	1:00 PM
Sunday	Aug 26, 2018	9:00 AM	4 hours	Aug 26, 2018	1:00 PM
Sunday	Sep 2, 2018	9:00 AM	4 hours	Sep 2, 2018	1:00 PM
Sunday	Sep 9, 2018	9:00 AM	4 hours	Sep 9, 2018	1:00 PM
Sunday	Sep 16, 2018	9:00 AM	4 hours	Sep 16, 2018	1:00 PM
Sunday	Sep 23, 2018	9:00 AM	4 hours	Sep 23, 2018	1:00 PM
Sunday	Sep 30, 2018	9:00 AM	4 hours	Sep 30, 2018	1:00 PM
Sunday	Oct 7, 2018	9:00 AM	4 hours	Oct 7, 2018	1:00 PM
Sunday	Oct 14, 2018	9:00 AM	4 hours	Oct 14, 2018	1:00 PM

Summary	Notes
Total Number of Dates: 17 Total Time: 68 hours	--

▼ CHARGES

Description	Event /	Unit Fee	Units	Tax	Charge
-------------	---------	----------	-------	-----	--------

	Resource				
Park/Field Rental Day Rate	Colchester Farmers Market #9002561 Town Green Baseball Field	\$0	17.00	--	\$0
Park/Field Rental Day Rate	Colchester Farmers Market #9002561 Town Green Baseball Field	\$50.00	17.00	--	\$850.00

**DISCLAIMERS**

Facility Usage Waiver

CONDITIONS OF USE OF THE A COLCHESTER PARKS AND RECREATION FACILITY:

- 1) You are responsible for your group and/or parties actions and conduct during your reservation. Your current and future reservation requests may be cancelled if the following should occur:
- 2) Fighting; Unseemly conduct; Health Violations (spitting, smoking, etc.); Abuse of staff or property; Negligent or delinquent in remitting payment.
- 3) Groups must provide at least 72 hours notice of cancellation of their booking. We reserve the right to partially refund deposits when cancellation occurs less than 72 hours of original reservation.
- 5) Contract changes/cancellations will only be accepted from the individual originally booking the facility(s).
- 6) Your group must assume responsibility for providing adequate supervision, facility cleanliness and general order while using the facility.
- 7) Alcoholic beverages are strictly prohibited.
- 8) Damage and/or destruction of the above named property(s) will result in repair and/or replacement fees billed directly to you.
- 9) In all circumstances, Colchester Parks and Recreation retains full authority for final approval and denial of facility reservation requests.

INDEMNIFICATION AND RELEASE

THIS IS A LEGALLY BINDING DOCUMENT. DO NOT SIGN IT UNTIL YOU HAVE READ THE CONTENTS HEREOF AND UNDERSTAND THE SAME. IF YOU ARE IN DOUBT, CONSULT AN ATTORNEY PRIOR TO SIGNING THIS. DOCUMENT.

In consideration of the permission granted to it by the Town of Colchester for the purpose of using playing fields and recreational facilities owned by the Town of Colchester, the undersigned, in recognition of the fact that Colchester has no lawful obligation to permit said usage by any person, group, or other entity not sponsored by the Parks and Recreation Commission of the Town of Colchester, does hereby release the Town of Colchester, its agents, servants, and employees from any liability whatsoever in the event of injury to any person or any actual or perceived infringement of the personal security of any person using the said playing fields and recreational facilities while engaged in usage authorized by the Town or to any person attending any such activity and the undersigned intends to release to be effective and binding on himself and on all members, guests, invitees, or observers of the group activity which he herein represents. This release is provided in addition to, and without limitation on, any and all defenses available to the Town of Colchester pursuant to the Connecticut General Statutes and common law.

The undersigned, on behalf of himself/herself and the members of the group or entity he/she represents, does hereby agree to indemnify the Towns and its agents, servants, and employees against any and all claims, suits, actions, debts, damages, costs, charges and expense, including Court costs and attorneys fees, and against all liability, losses and damages of any nature whatever, that the Town shall or may at any time sustain or be put to by reason of the usage of the Town-owned property, as contemplated herein.

**WORKFLOW STAGES**

Description	Status	Event
Recreation Approval	In process (email sent)	Colchester Farmers Market #9002561

**CUSTOM QUESTIONS**

	Answer
What type of group are you?	Non-Profit Group
Type of Event	Facility Rental
Indemnification Release	Yes
Liability Insurance included	Yes
Do you require electricity?	No
Will you be distributing or selling food?	Yes
Do you require field lighting? (Extra charge applies)	No
Do you require a Port-a-John?	Yes
Please specify any special setup requests you may have:	Garbage pails brought by Market Master, set-up near baseball - left field. 12-15 booths.

SAMPLE TEXT: Terms & Conditions: This agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations. The applicant agrees to observe and obey all Organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event. The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.



# Colchester and Parks and Recreation

MINUTES  
Colchester Parks & Recreation Commission  
**December 3, 2012**  
Town Hall  
Meeting Room 2  
7:00 PM

RECEIVED  
COLCHESTER, CT  
2012 DEC -5 PM 12:27  
KATHY A. ELLY  
TOWN CLERK

**Members Present:** S. O'Leary, E. Kundahl, L. Dimock, N. Kaplan, M. Kennedy, L. Stephenson, T. Loskant and David O'Brien  
**Members Absent:** C. Ferrante  
**Others Present:** Cheryl Hancin, M. Cosgrove, Board of Education Liaison John Reeve and Civic Students

1. **Call to Order**

Chairman O'Leary called the December 3, 2012 meeting to order at 7:02 p.m.

2. **Additions to Agenda**

E. Kundahl **MOTIONED** to swap agenda item #7 with item #8. **SECONDED** by T. Loskant. All members present voted in favor, **MOTION CARRIED**.

L. Dimock **MOTIONED** to add "acceptance of meeting dates for 2013" as item #12 and renumber agenda accordingly. **SECONDED** by E. Kundahl. All members present voted in favor, **MOTION CARRIED**.

3. **Citizen's Comments**

J. Reeve stated he was recently at the field and asked the board if there is a time frame for painting the dugouts. S. O'Leary stated that in the past it has been handled by youth baseball. S. O'Leary stated he will check with the baseball commissioners if that can be done in the spring.

4. **Acceptance of Minutes: November 5, 2012 Meeting Minutes**

N. Kaplan **MOTIONED** to approve the minutes of the November 5, 2012 meeting as written. **SECONDED** by E. Kundahl. All members present voted in favor, **MOTION CARRIED**.

5. **Reading of Correspondence**

S. O'Leary explained how the new tree on the green came about. S. O'Leary received a phone call the week of Thanksgiving regarding the damage to the old tree from past storms. A decision was made to take down the old tree and replace it with the blue spruce that was located on Hayward Avenue.

**6. Committee Reports**

- **Facilities** – N. Kaplan stated that the facilities sub-committee is still in the process of meeting to evaluate the fields. N. Kaplan also stated it's important that anything having to do with Park & Recreation should be brought to the attention of the board members before going to the press.
- **Finance/Administration** - none
- **Programs** – L. Dimock stated the sub-committee will be meeting once more and they should have a recommendation prepared for the next meeting.
- **BOS Liaison** – none
- **BOF Liaison** - none
- **BOE Liaison** – J. Reeve stated that the transition from the Superintendent to J. Mathieu is going very smoothly. J. Reeve also stated that Colchester Schools will not be participating in the pilot program of adding additional school hours to the school year.

E. Kundahl **MOTIONED** to accept the committee reports. **SECONDED** by T. Loskant. All members present voted in favor, **MOTION CARRIED**.

**7. Discussion and Possible Action on the Administrative Assistant and Recreation Supervisor Positions**

M. Cosgrove gave an overview regarding the positions that are covered by the program fund. C. Hancin made a recommendation to the board to change the Administrative Assistant position from full-time to part-time and to create a new full-time salary position of Recreation Supervisor to remain consistent with the current Recreation Supervisor position in the office. Discussion was had.

L. Dimock **MOTIONED** to accept the restructuring of the department to move the Administrative Assistant position from full-time to part-time, create a second Recreation Supervisor position, remove the part-time Recreation Specialist position and to forward the recommendation to both the Board of Selectman and the Board of Finance. **SECONDED** by M. Kennedy. E. Kundahl opposed. All other members present voted in favor, **MOTION CARRIED**.

**8. Discussion and Possible Action on Farmers Market moving to the Town Green**

C. Hancin stated that the Farmers Market that is now located at the Polish Club has requested to relocate to the town green for 20 weeks this summer and are asking to have the Park & Recreation co-sponsor the event. Discussion was had. L. Dimock **MOTIONED** to allow the Farmers Market to move to the town green for 20 weeks this summer and impose a limitation of 10 vendors with a \$25 a day fee with an increase in fees if more vendors are added, no vehicles are to park on the green and any damage to the green will be the responsibility of the Farmers Market. **SECONDED** by E. Kundahl. S. O'Leary opposed. All other members voted in favor, **MOTION CARRIED**.

**9. Recreation Supervisor's Report (Monthly)**

C. Hancin gave the board members the Recreation Supervisor's Report and the Recreation Specialist Report (see attachment #1). E. Kundahl **MOTIONED** to accept the Recreation Supervisor's report. **SECONDED** by T. Loskant. All members voted in favor, **MOTION CARRIED**.

E. Kundahl **MOTIONED** to accept the Recreation Specialist's report. **SECONDED** by L. Dimock. All members voted in favor, **MOTION CARRIED**.

**7. Discussion and Possible Action on Fee Structures for Town Facilities**

Discussion was had regarding the fee structures for town facilities. The board members stated the existing policy for the Town Green and Ruby Cohen will remain as is. L. Stephenson **MOTIONED** to change the Rec Plex Special Events rental fees to \$50 per field for a full day or \$25 per field for the following blocks of time; 7am to 12pm, 12pm to 5pm or 5pm to closing. **SECONDED** by T. Loskant. All members voted in favor, **MOTION CARRIED**.

**8. Recreation Supervisor's Report (Monthly)**

C. Hancin presented the Recreation Supervisor's report and the Recreation Specialist's report (see attachment #2). N. Kaplan **MOTIONED** to accept the Recreation Supervisor's report and Recreation Specialist's report. **SECONDED** by M. Kennedy. All members voted in favor, **MOTION CARRIED**.

**10. Recreation Manager's Report**

C. Hancin read the Recreation Manager's Report which included the proposed 2013-2014 budget. C. Hancin stated the Administrative Assistant position will soon be posted, the Colchester Dog Park are getting ready for their March 23<sup>rd</sup> Easter Egg Hunt Fundraising Event, the Colchester Community Theater February show went great with great attendance, the Colchester Orchestra's spring show is on March 16<sup>th</sup> and the Spring Connections is out. E. Kundahl **MOTIONED** to accept the Recreation Manager's report. **SECONDED** by T. Loskant. All members voted in favor, **MOTION CARRIED**.

**11. General Comments**

None

**12. Adjournment**

E. Kundahl **MOTIONED** to adjourn the meeting at 8:25 p.m. **SECONDED** by T. Loskant. All members present voted in favor, **MOTION CARRIED**.

**Attachment**

Correspondence from Boy Scouts, Troop 109 (attachment #1)

Recreation Supervisor and Recreation Specialist's Report (attachment #2)

Note: This meeting was recorded by a digital audio recording system and is available through the Colchester First Selectman's office in accordance with the Freedom of Information Act.

Respectfully Submitted,

Gina Santos, Clerk