

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

**Board of Selectmen Regular Meeting Agenda
Thursday, July 7, 2011
Colchester Town Hall**

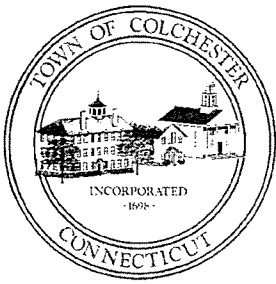
Meeting Room 1 – 7:00pm

REVISED

RECEIVED
CIVIL SERVICE, CT
2011 JUL -6 AM 8:33

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the June 2, 2011 Regular Board of Selectmen meeting
4. Approve Minutes of the June 16, 2011 Regular Board of Selectmen meeting
5. Citizen's Comments
6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Youth Services Bureau. Member appointment for a three-year term to expire 07/07/14. Linda Bromley to be interviewed.
7. Budget Transfers
8. Tax Refunds & Rebates
9. Discussion and Possible Action on Appointment of William Paul as Assistant Animal Control Officer for a one-year term to expire 7/7/2012.
10. Presentation to the Board on Schuster Park Training Grounds
11. Discussion and Possible Action on Old Firehouse Use
12. Discussion and Possible Action on Fire House Company One – Replacement Copier
13. Discussion and Possible Action on Business Associate Agreement for Protected Health Information
14. Discussion and Possible Action on Historic Documents Preservation Grant

15. Discussion and Possible Action on Solicitation of Sponsorships for Dog Park Expo
16. Discussion and Possible Action on Municipal Solid Waste Contract
17. Discussion and Possible Action on Transfer Station Scrap Metal
18. Discussion and Possible Action on Renewal of Easter Seals Contract
19. Discussion and Possible Action on Town Measurement System
20. Citizen's Comments
21. First Selectman's Report
22. Liaison Report
23. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

**Board of Selectmen Regular Meeting Minutes
Thursday, June 2, 2011
Colchester Town Hall**

REVISED

Meeting Room 1 – 7:00pm

MEMBERS PRESENT: First Selectman Gregg Schuster, Selectman James Ford, Selectman Stan Soby, and Selectman Greg Cordova

MEMBERS ABSENT: Selectman Rosemary Coyle

OTHERS PRESENT: Derrik Kennedy, Jim Paggioli, Nancy Bray, Adam Turner, Ryan Blessing, and other citizens.

1. **Call to Order**
G. Schuster called the meeting to order at 7:00 p.m.
2. **Additions to the Agenda**
None.
3. **Approve Minutes of the May 19, 2011 Regular Board of Selectmen meeting**
S. Soby moved to approve the minutes of the May 19, 2011 Regular Board of Selectmen meeting, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
4. **Citizen's Comments**
None.
5. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Sewer & Water Commission. Member re-appointment to the Sewer & Water Commission to a three-year term to expire 6/30/2014.**
Tom Tripodi was absent.
 - c. **Commission on Aging. Member or Alternate Appointment to the Commission on Aging for a term to be designated dependent on appointment. Goldie Liverant to be interviewed.**
Goldie Liverant was interviewed.
 - d. **Commission on Aging. Member or Alternate Appointment to the Commission on Aging for a term to be designated dependent on appointment. Marilyn Finnigan to be interviewed.**
Marilyn Finnigan was interviewed.

e. Commission on Aging. Discussion and Possible Appointment of Herb Davis, Goldie Liverant, Rob Gustafson, or Marilyn Finnigan to the Commission on Aging

- a. Two Open Member Positions; expiring 12/31/11 and 12/31/13**
- b. Two Open Alternate Positions; expiring 12/01/11 and 12/01/12**

Selectman Coyle's comments were read aloud regarding her recommendations for appointment to the Commission on Aging.

J. Ford moved to appoint Goldie Liverant as a member to the Commission on Aging for a term to expire 12/31/2013 and Rob Gustafson as a member to the Commission on Aging for a term to expire 12/31/2011, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

G. Cordova moved to appoint Herb Davis as an alternate to the Commission on Aging for a term to expire 12/01/2012, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

b. Sewer & Water Commission. Member re-appointment to the Sewer & Water Commission to a three-year term to expire 6/30/2014.

S. Soby moved to re-appoint Ron Silberman to the Sewer & Water Commission for a three-year term to expire 6/30/2014, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

6. Budget Transfers

S. Soby moved to approve the budget transfer of \$3,000 from "Police – Regular Payroll (12101-40101)" to "Police – Uniform Purchase (12101-42324)," seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

7. Tax Refunds & Rebates

G. Cordova moved to approve the tax refunds of \$111.90 to Patrick & Coleen Reavey and \$3,917.94 to EAN Holdings, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

8. Discussion and Possible Adoption of A Resolution Concerning African American Revolutionary War Patriots of Colchester, Connecticut and the Proposed National Liberty Memorial

S. Soby moved to approve the resolution concerning African-American Revolutionary War Patriots of Colchester, Connecticut and the Proposed National Liberty Memorial and attach to the minutes, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

9. Discussion and Possible Action on Contract for Portal Services

G. Cordova moved to approve the addendum to the original contract dated Dec. 4, 2008, between the Town of Colchester and Cott Systems, Inc. regarding portal services and authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

10. **Discussion and Possible Action of Refinancing of 2002 Bond Issue**
S. Soby moved to approve the attached resolution prepared by Day Pitney authorizing the issuance of not exceeding \$3,000,000 Refunding bonds for payment in whole or in part of the outstanding principal of and interest and any call premium on the Town of Colchester's \$5,985,000 General Obligation Bonds, Issue of 2002, and costs related thereto, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
11. **Discussion and Possible Action on CTIP Application for Wellness Center on Hayward Road**
J. Ford moved to approve the CTIP application for a Wellness Center at 11 Hayward Road, as recommended by the Economic Development Commission, and to forward it to a Town Meeting to take place at 7:00 p.m. on June 29, 2011, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
12. **Discussion and Possible Action on Recreation Manager Job Description**
S. Soby moved to approve the job description of the Recreation Manager as recommended by the First Selectman, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
13. **Discussion and Possible Action on Hiring Policy Update**
J. Ford moved to approve the Hiring Policy, as amended to state in Section 2.3, "At either of it's next two meetings following such hiring or dismissal notification to an employee, the Board of Selectmen, by majority vote, may request a review of the decision to hire or dismiss and make a recommendation to the First Selectman," and update the "Department Head" list, and to update the Town Policy Manual, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
14. **Discussion and Possible Action on Proposed Ordinances**
No action taken.
15. **Citizen's Comments**
K. Nicolas commented on public nuisance of animals.
16. **First Selectman's Report**
First Selectman G. Schuster reported that based on the rules and powers set forth in the Town Charter for the Board of Selectmen regulate that the Board can only establish an ad-hoc board or commission if the formation of such board or commission is for one year or less. With regards to a building committee, which will be needed for over one year, needs to go to a Town Meeting for approval. Also, elected officials cannot serve on the building committee. Secondly, with regards to the State budget, it has been secured that the remaining \$400 million gap in the governor's budget will not come out of municipal aid, contingent upon state unions accepting the proposed concession deal. However, the Town is slated to receive revenues that were not budgeted for from the re-establishment of the Machine and Manufacturing Equipment grant and the Property Tax Relief grant. Lastly, the Elderly Tax Relief ordinance expires in 2012 and will need to be analyzed and re-codified, if desired.

17. Liaison Report

S. Soby reported that the Police Commission has discussed their desire to pass on new uniforms, they are continuing to update the Department's Rules and Regulations, and they have been addressing questions about equipment. Selectman Ford questioned the recent publicity concerning the Police Uniforms. He noted he was concerned that the budget item was presented as being desired by the officers and his reason for supporting that request was based solely on that information. Encouraging morale and supporting officers concerns he felt was essential to retain staff. He suggested the Board review the situation with the Police Commission.

18. Adjourn

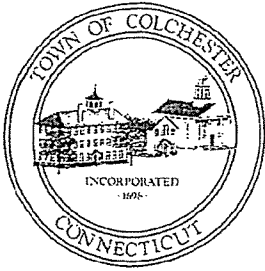
G. Cordova moved to adjourn at 8:16 p.m., seconded by S. Soby. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Derrick M. Kennedy
Executive Assistant to the First Selectman

Attachment:

- Resolution authorizing the issuance of not exceeding \$3,000,000 Refunding bonds for payment in whole or in part of the outstanding principal of and interest and any call premium on the Town of Colchester's \$5,985,000 General Obligation Bonds, Issue of 2002, and costs related thereto
- Selectman Coyle's recommendations for Commission on Aging Appointments



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

Board of Selectmen Regular Meeting Minutes Thursday, June 16, 2011 Colchester Town Hall

Meeting Room 1 – 7:00pm

RECEIVED
COLCHESTER, CT
2011 JUN 17 AM 9:59

MEMBERS PRESENT: First Selectman Gregg Schuster, Selectman James Ford, Selectman Stan Soby, and Selectman Rosemary Coyle

MEMBERS ABSENT: Selectman Greg Cordova

OTHERS PRESENT: Greg Plunkett, Adam Turner, Dot Mrowka, Antoinette Charest, and other citizens.

1. Call to Order

First Selectman G. Schuster called the meeting to order at 7:00 p.m.

2. Additions to the Agenda

S. Soby moved to edit agenda item #5b to read, "Commission on Aging. Appointment change of Rob Gustafson to an alternate for a term to expire 12/01/11," and add item #5c, "Commission on Aging. Discussion and possible appointment of Marilyn Finnigan as a member to the Commission on Aging for a term to expire 12/01/11," seconded by J. Ford. Unanimously approved. MOTION CARRIED.

3. Approve Minutes of the June 2, 2011 Regular Board of Selectmen meeting

S. Soby moved to approve the minutes of the June 2, 2011 Regular Board of Selectmen meeting, seconded by J. Ford. Discussion on police uniform appropriation under "Liaison Report." S. Soby withdrew his motion – to be discussed at the next Board of Selectmen meeting. No action taken.

4. Citizen's Comments

D. Mrowka commented on what is going to be done with damage in Town Hall 1st Floor hallway. Greg Plunkett stated corrections are in the works. Some repairs will be completed by an outsourced firm and other in-house.

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

a. Sewer & Water Commission. Member re-appointment to the Sewer & Water Commission to a three-year term to expire 6/30/2014. Tom Tripodi was interviewed.

S. Soby moved to re-appoint Tom Tripodi as a member to the Sewer & Water Commission to a three-year term to expire 6/30/2014, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

b. Commission on Aging. Appointment change of Rob Gustafson to an alternate for a term to expire 12/01/11.

S. Soby moved to change the appointment of Rob Gustafson to an alternate to the Commission on Aging for a term to expire 12/01/11, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

c. **Commission on Aging. Discussion and possible appointment of Marilyn Finnigan as a member to the Commission on Aging for a term to expire 12/01/11.**

J. Ford moved to appoint Marilyn Finnigan as a member to the Commission on Aging for a term to expire 12/31/11, seconded by S. Soby. R. Coyle abstained. Remaining selectmen approved. MOTION CARRIED

6. **Budget Transfers**

S. Soby moved to approve the budget transfer of \$233,691 from BOF-Contingency (11101-50900), BOF-Contract Settlements (11101-50950), Legal (11701-44203), Highway-Regular Payroll (13201-40101), Highway-FICA & Retirement (13201-41230), Transfer Station-Transportation (13601-43212), and Snow Removal-Other Purchased Supplies (13201-42340) to Snow Removal-Overtime (13201-40103), Snow Removal-FICA (13204-41230), Snow Removal-Sand, Salt, Gravel (13204-42333), and Snow Removal-Professional Services (13204-44208) and send to town meeting on June 29 at 7:00 p.m. for approval, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

7. **Tax Refunds & Rebates**

None.

8. **Discussion and Possible Action on Ordinances**

S. Soby moved that a town meeting to be held on June 29, 2011 at 7:00 p.m. at Town Hall to discuss and vote upon: adopting an ordinance establishing an Agriculture Commission, the purpose being to promote and preserve farming in Colchester; adopting an ordinance to regulate the installation, location, operation, and maintenance of fire hydrants within the Town; adopting an ordinance enabling fire and emergency personnel to promptly enter commercial and industrial structures within the Town of Colchester by requiring the installation of a rapid access system in new or renovated commercial and industrial structures; adopting an ordinance to regulate the installation, maintenance, and operation of alarm systems, devices and equipment in businesses and residences within the Town of Colchester; the full text of all proposed ordinances being on file in the Town Clerk's Office; seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

9. **Discussion and Possible Action on the Formation of a Building Committee**

R. Coyle moved that a town meeting to be held on June 29, 2011 at 7:00 p.m. at Town Hall to discuss and vote upon: establishing a seven-member Building Committee for the construction of a combined middle school and senior center at the site of the existing William J. Johnston Middle School, to include renovation of existing spaces, demolition of existing spaces, and new construction, all as determined appropriate by the Building Committee. Said project is also to include allocation of space for general Town use, as determined appropriate and available by said Building Committee; authorizing said Building Committee to oversee, coordinate and supervise all aspects of the planning and construction process, including selection of architect and other consultants, choice of contractor, development of project documents and supervision of construction through completion and final acceptance by the Town; authorizing the Board of Education to prepare schematic drawings and specifications for the school portion of said project; authorizing the Board of Education to file a grant application with the State of Connecticut for the school portion of said project; seconded by S. Soby. Unanimously approved. MOTION CARRIED.

10. **Discussion and Possible Action on STEAP Grant Application**

R. Coyle moved to approve the submission of a STEAP grant application for approximately \$200,000 to refurbish/construct sidewalks along Norwich Avenue, Halls Hill Road and Chestnut Hill Road and authorize the First Selectman to sign any documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

11. **Discussion and Possible Action on Contract with the Nature Conservancy**
R. Coyle moved to approve the contract between the Town of Colchester and the Nature Conservancy regarding Salmon River Watershed Partnership Funds with appropriation coming from the First Selectman's "Professional Memberships" budget and authorize the First Selectman to sign all documents, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
12. **Discussion and Possible Action on Cragin Library Telephone Contract**
J. Ford moved to approve the annual telephone contract for Cragin Memorial Library with AT&T and authorize the First Selectmen to sign all documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
13. **Discussion and Possible Action on Elevator Maintenance Contract**
S. Soby moved to approve the contract for maintenance and repair of the elevators for the 2011-2012 year at Town Hall and Cragin Memorial Library to ThussenKrupp and authorize the First Selectman to sign all documents, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
14. **Discussion and Possible Action on Fire Alarm Service Contract**
R. Coyle moved to approve the contract for service and repair of fire alarm systems for all Town facilities to CINTAS and to American Alarm for monitoring of the fire alarms and authorize the First Selectman to sign all documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
15. **Discussion and Possible Action on Fire Extinguisher and Exhaust Hood Service Contract**
J. Ford moved to approve the contract for exhaust hood cleaning and inspection for fire company 1 and for fire extinguisher services and inspection of Town Hall, Senior Center, Youth Center, Fire Co. 1, Fire Co. 2, and Cragin Memorial Library to Roybal and Son and authorize the First Selectman to sign all documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
16. **Discussion and Possible Action on Generator Service and Repair Contract**
R. Coyle moved to approve the contract for generator service and repair at Town Hall, Fire Co. 1, and Fire Co. 2 to Tri-State and authorize the First Selectman to sign all documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
17. **Discussion and Possible Action on Heating/HVAC Service Contract**
S. Soby moved to approve the contract for heating/HVAC service and repair for the Youth Center, Senior Center, and Fire Department to Reliable Oil and for the Town Hall and Cragin Memorial Library to SOLO Mechanical and authorize the First Selectman to sign all documents, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
18. **Discussion and Possible Action on Security System Service and Monitoring Contract**
R. Coyle moved to approve the contract for security system service and monitoring to American Alarm Company and authorize the First Selectman to sign all documents, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
19. **Discussion and Possible Action on Sprinkler System Service Contract**
R. Coyle moved to approve the contract for sprinkler system service and repair to MJ Daly and authorize the First Selectman to sign all documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
20. **Citizen's Comments**
None.

21. First Selectman's Report

First Selectman G. Schuster reported that discussions between the Board of Selectmen, Board of Finance, and Board of Education will begin regarding employee Other Post-Employment Benefits, FEMA has sent the reimbursement check for snow removal and was not as much as hoped for, scheduled Town Hall renovations are almost complete, at the next Board of Selectmen meeting there will be a presentation by the Colchester-Hayward Volunteer Fire Department about potential use of the old firehouse, and we have not been able to finalize the Hebron Land transaction, but will do so shortly.

22. Liaison Report

J. Ford reported that the Conservation Commission approved Tractor Supply applications and a recent horse farm matter has been resolved. He further reported that he didn't attend the recent Historic District Commission meeting, but one application was approved.

S. Soby reported that the Planning & Zoning Commission approved Toyota to do renovations. Zoning Board of Appeals received an application to overturn a decision by the Zoning Enforcement Officer with regards to a gravel pit. There was a member of the ZBA that recused himself because of relationship with the applicant, but then sat in the audience and advocated for the applicant. There will be a discussion with that member. Also, the Parks & Recreation Commission has been approached by an Eagle Scout who is willing to do work with the Commission for his Scout project.

23. Executive Session to Discuss Employee Hardship Withdrawal

R. Coyle moved to enter into executive session to discuss employee hardship withdrawal, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

Entered into executive session at 7:50 p.m.

Exited from executive session at 7:53 p.m.

24. Discussion and Possible Action Employee Hardship Withdrawal Request

R. Coyle moved to approve the employee hardship withdrawal request, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

25. Executive Session to Discuss non-Union Employee Performance and Merit Increases

R. Coyle moved to enter into executive session to discuss non-union employee performance and merit increases, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

Entered into executive session at 7:55 p.m.

Exited from executive session at 8:03 p.m.

26. Discussion and Possible Action on non-Union Employee Performance and Merit Increases

S. Soby moved to approve the non-union employee performance and merit increases, as recommended by the First Selectman, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

27. Adjourn

R. Coyle moved to adjourn at 8:04 p.m., seconded by S. Soby. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Dawn LePage
Meeting Clerk



**Department of Fire and
Emergency Medical Services**

Date: June 29, 2011

To: Board of Selectman

From: Walt Cox, Fire Chief

Re: Agenda Board of Selectman

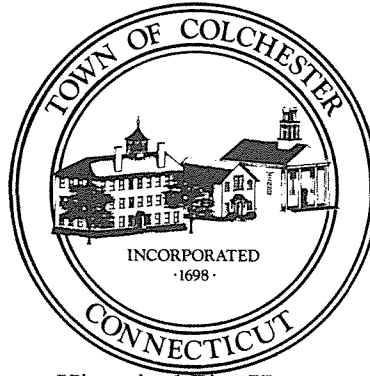
Subject: Schuster Park Training Grounds

Background

The construction progress over the past year of the training facility located at Schuster Park and its current status. Present an overview of current and future training projects and needs associated with the training facility.

A short 15 to 20 minutes power point presentation has been developed and time for any questions from the board.

Code Administration
Building Official
Fire Marshal
Wetlands Enforcement



Historical Fire House
Proposed use

Planning and Zoning
Planning Director
Zoning Enforcement
Town Engineer

The Colchester Hayward Vol. Fire Company has request the use of the old firehouse on south mains street to be used as a firehouse museum.

I have researched the Easements, Declaration of covenants, and Declaration of Preservation Restrictions between the Town of Colchester and The State of Connecticut executed on May 6, 2010 and filed on the land records in the Town Clerks Office.

The town must own the building for the life of the Grant.

The Town can lease the structure to the Fire Department in accordance with the Grant.

The exterior of the structure cannot change for the life of the Grant.

The Grant will not allow any additional structures on the property or any additions to the structure.

There are no requirements to have the interior renovations approved by the State Historical commission.

There are no requirements to have the interior renovations approved by the Local Historical commission.

Code Issues

The structure would be considered a change of use to A-3.

If the second floor is open to the public it will be required to be handicap accessible. Using a lift system that would have to be approved by modification request to the State could do this.

The change of use will require two handicap accessible bathrooms be installed. There is the possibility to get a modification approved through the state for one.

All of the walls, ceilings and floors must be rated assemblies.

With the use of the second floor for the same proposed use would require a complete sprinkler system.

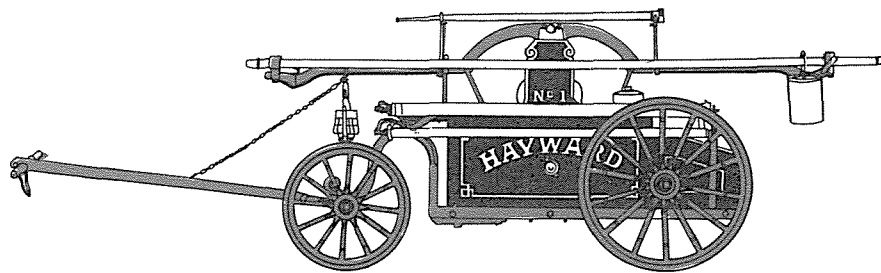
During the demo of the structure the water and sewer were disconnected out side of the structure. This will require new lines installed and if sprinklers required there will be a requirement for new line to the street main.

These items are just some of the major issues for code that will need to be addressed. This department will work with the department to resolve these issues if approved.

After the meeting with the department and the First Selectman I support this proposal as the proper use for the structure with no cost to the Town of Colchester.



Timothy E. York
Building Official
Town of Colchester



Colchester Hayward Vol. Fire Co.

Established in 1854

June 13, 2011

Mr. Gregg Schuster
First Selectman
Town of Colchester
127 Norwich Avenue
Colchester, CT 06415

Dear Mr. Schuster,

The Colchester-Hayward Volunteer Fire Company (CHVFC) has been an integral part of Colchester's history since its inception by Nathaniel Hayward in 1854. Today, in addition to providing Fire, Rescue and Emergency Medical Services, the CHVFC also takes great pride in maintaining important historical treasures such as our 1854 Hunneman Hand Pumper and our restored 1936 Federal Fire Engine. "The Federal", Colchester's second motorized piece of apparatus, was stationed for many years at our original Company 1 Firehouse on South Main Street.

Working with our elected officials, we have made great strides to save and re-build the old Company 1 Firehouse. Although significant progress has been to date, this project is not yet fully completed. Therefore, the members of the CHVFC are seeking a \$1.00 a year long-term lease with the understanding that the Fire Company would assume full responsibility for renovating and maintaining the property during the lease term. This proposal would not require any additional financial support from the Town of Colchester. As demonstrated with the recent opening of our training facility at Schuster Park, our members are committed to raising 100% of the funds necessary to complete this project.

The specifics of our renovation plan include the following:

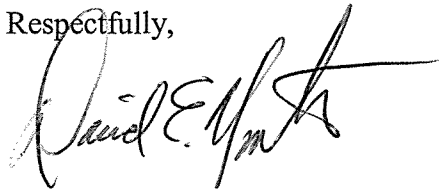
- Completion of the building's infrastructure in order to meet applicable building codes and to obtain a Certificate of Occupancy
- Installation of accent lighting and display cases so that we may be able to properly display some of our many important historical artifacts and photographs
- A complete restoration of the old "radio room" to its original design in order to demonstrate the critical role it played prior to the implementation of our modern 911 and communication systems.
- Construction of an outside memorial/tribute area that would honor all past and present members of the CHVFC
- Restoration of the bay area on the first floor, which would allow us to bring "The Federal" back to its original home.

We believe that a restored Company 1 firehouse would benefit the entire Historical District. In its completely restored condition, the firehouse would add an appealing nostalgic look to the entire area. Its location would be a perfect complement to existing structures such as the Old Bacon Academy building. We envision that by having "The Federal" on display out in front of the station during events on the town green that it would increase our exposure to the citizens of Colchester.

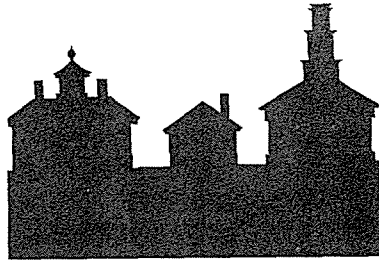
We also hope to leverage the restored firehouse for both educational and recruitment opportunities. For example, a fully restored firehouse would allow us to conduct educational tours for organizations such as girl scouts and boy scouts. A restored Company 1 Firehouse would also allow us to expand our open house offerings during Fire Prevention Week. During all of these events, our members would be available to answer questions and provide information on how to become a member of the CHVFC.

I look forward to discussing this opportunity with you in further detail at your earliest convenience.

Respectfully,

A handwritten signature in black ink, appearing to read "David E. Martin". The signature is written in a cursive style with a long, sweeping tail that extends to the right.

David E. Martin, President
Colchester Hayward Volunteer Fire Co.



11-06-28P01:07 RCVD

COLCHESTER HISTORICAL SOCIETY
PO BOX 13
COLCHESTER, CONNECTICUT 06415

June 25, 2011

Mr. Gregg Shuster, First Selectman
Town of Colchester
127 Norwich Avenue
Colchester, CT 06415

Mr. Schuster,

The Colchester Historical Society endorses the Colchester-Hayward Volunteer Fire Company (CHVFC) proposal to renovate and use the building known as the Company 1 Firehouse on South Main Street. The dedication of the CHVFC members are a great asset to the Town of Colchester and the Board of Governors of the Colchester Historical Society are confident that the CHVFC would be the most fitting stewards of the Company 1 Firehouse.

The CHVFC has the vision and the commitment to complete the necessary restoration of the facility, which will ultimately offer the community both an aesthetically appropriate building and an educational opportunity for all.

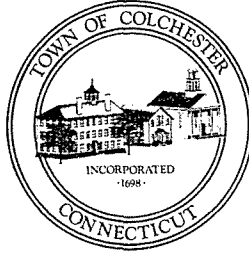
The Colchester Historical Society enthusiastically supports the request by the Colchester-Hayward Volunteer Fire Company and hopes that the Town of Colchester has the foresight to work with this organization toward their mutually beneficial goal.

Sincerely,

Gigi Liverant, Communications and Publications Chairman
Colchester Historical Society

Cc: David E. Martin, President
Colchester Hayward Volunteer Fire Co.

Ellen Sharon, Chairman
Historic District Commission



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

Date: June 30, 2011

To: Board of Selectmen

From: N. Maggie Cosgrove, CFO

Subject: Fire House Company One - Replacement Copier

Background

The current copier lease for the Fire Department expires on July 31, 2011. The current lease is \$148.46 per month for a refurbished machine plus \$77 a month for service and toner.

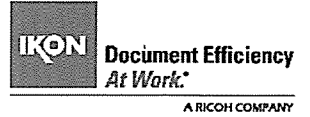
The proposed lease would be \$121.50 per month for 60 months, for a new machine. There is a per copy charge of \$0.007 which includes all service, toner, staples and drum repair/replacement which is an approximate cost per year of \$500.

The anticipated annual savings will be approximately \$600.

Recommendation

Approve the lease of a new Ricoh copier with Ikon Office Solutions, Inc. for the period July 21, 2011 through July 21, 2016 and authorize First Selectman to sign all necessary documents.

STATE AND LOCAL GOVERNMENT
Product Schedule



Product Schedule Number: _____

Master Agreement Number: _____

This Product Schedule ("Schedule") is made part of the Master Agreement ("Master Agreement") identified on this Schedule between IKON Office Solutions, Inc. ("we" or "us") and TOWN of Colchester, as Customer ("Customer" or "you"). All terms and conditions of the Master Agreement are incorporated into this Schedule and made a part hereof. It is the intent of the parties that this Schedule be separately enforceable as a complete and independent agreement, independent of all other Schedules to the Master Agreement.

CUSTOMER INFORMATION

<u>TOWN of Colchester</u>				<u>Eva Gallupe</u>			
Customer (Bill To)				Billing Contact Name			
<u>52 OLD HARTFORD Ave.</u>				<u>127 Norwich Ave</u>			
Product Location Address				Billing Address (if different from location address)			
<u>Colchester CT 06415</u>				<u>Colchester CT 06415</u>			
City	County	State	Zip	City	County	State	Zip
Billing Contact Telephone Number		Billing Contact Facsimile Number		Billing Contact E-Mail Address			
<u>860-537-7262</u>							

PRODUCT DESCRIPTION ("Product")

Qty	Product Description: Make & Model
<u>1</u>	<u>MP 2550 B</u>

Qty	Product Description: Make & Model

PAYMENT SCHEDULE

Minimum Term (months) <u>60</u>	Minimum Payment (Without Tax) <u>\$ 121.50</u>	Minimum Payment Billing Frequency <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other: _____	Advance Payment <input type="checkbox"/> 1 st Payment <input type="checkbox"/> 1 st & Last Payment <input type="checkbox"/> Other: _____
--	---	--	--

Sales Tax Exempt: Yes (Attach Exemption Certificate) Customer Billing Reference Number (P.O. #, etc.) _____
 Addendum(s) attached: Yes (check if yes and indicate total number of pages: _____)

TERMS AND CONDITIONS

- The first Payment will be due on the Effective Date.
- You, the undersigned Customer, have applied to us to rent the above-described items ("Product") for commercial (non-consumer) purposes. Except with respect to the express non-appropriations rights set forth in the Agreement, **THIS IS AN UNCONDITIONAL, NON-CANCELABLE AGREEMENT FOR THE MINIMUM TERM INDICATED ABOVE.** If we accept this Schedule, you agree to rent the above Product from us, and we agree to rent such Product to you, on all the terms hereof, including the Terms and Conditions on the Master Agreement. **THIS WILL ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THIS SCHEDULE AND THE MASTER AGREEMENT AND HAVE RECEIVED A COPY OF THIS SCHEDULE AND THE MASTER AGREEMENT.**
- Additional Provisions (if any) are: _____

THE PERSON SIGNING THIS SCHEDULE ON BEHALF OF THE CUSTOMER REPRESENTS THAT HE/SHE HAS THE AUTHORITY TO DO SO.

CUSTOMER By: <input checked="" type="checkbox"/> _____ Authorized Signer Signature Printed Name: _____ Title: _____ Date: _____	Accepted by: IKON OFFICE SOLUTIONS, INC. By: _____ Authorized Signer Signature Printed Name: _____ Title: _____ Date: _____
--	---

SALES ORDER / SERVICE ORDER

Master Sale Agreement Date
 Master Maintenance Agreement Date
 Master Maintenance and Sale Agreement Date

CUSTOMER INFORMATION

Legal Name	Town of Colchester	Contact	Eva Ballupe
Bill To Address	127 Norwich Ave	Install Address	52 Old Hartford Ave
City	Colchester	State	CT
Zip	06415	City	Colchester
		State	CT
		Zip	06415

This is an Order made pursuant and subject to the terms and conditions of the above referenced Master Agreement(s) between Customer and IKON Office Solutions, Inc. The signature below indicates that the Customer accepts all terms and conditions of the applicable Master Agreement(s) for this sale, including but not limited to the terms and conditions set forth in the Master Agreement(s) and any Exhibit A thereto, all of which are incorporated herein by reference and made part of this Order. This Order is not valid unless and until signed by an Authorized Manager of IKON Office Solutions, Inc.

PRODUCT DESCRIPTION			Check all that apply	
Make / Model / Serial Number	Service Level	Connected		
1 MP 2550 B	Silver	<input type="checkbox"/>	<input type="checkbox"/> Additional Product Description page(s) attached	
		<input type="checkbox"/>	<input type="checkbox"/> Professional Services fees included	
		<input type="checkbox"/>	<input type="checkbox"/> Fixed Service Charge	
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Sales Tax Exempt (*Must attach valid Exemption Certificate)	
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		

Service Levels
 Gold: Includes all supplies and staples. Excludes paper.
 Silver: Includes all supplies. Excludes paper and staples.
 Bronze: Parts and labor only. Excludes paper, staples and supplies.
 PlusPak: Toner, parts and labor (See Exhibit A, Sec. 12). Excludes paper, staples and MA Kits.

EQUIPMENT CHARGES
Total Product Purchase Price
<input type="text"/>
Excludes Tax

SERVICE CHARGES			
For Gold, Silver and Bronze			
Total Service Charges Per Base Billing Frequency	Minimum Term	Guaranteed Minimum Volume Per Base Billing Frequency	Cost of Additional Images
<input type="text"/>	60	B&W <input type="text"/>	B&W <input type="text"/> Quarterly
Base Billing Frequency	Quarterly	Color <input type="text"/>	Color <input type="text"/>

Additional Provisions

CUSTOMER	
Authorized Signature	<input type="text"/>
Signature Printed Name	<input type="text"/>
Title	<input type="text"/>
Date	<input type="text"/>

IKON OFFICE SOLUTIONS, INC.	
Authorized Signature	<input type="text"/>
Signature Printed Name	<input type="text"/>
Title	<input type="text"/>
Date	<input type="text"/>





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

Date: June 29, 2011

To: Board of Selectmen

From: N. Maggie Cosgrove, CFO

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

Background

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

Recommendation

Authorize First Selectman to sign the Business Associate Agreement with McGladrey & Pullen, LLP.



McGladrey & Pullen, LLP
Certified Public Accountants
One Church Street
New Haven, CT 06510-3332
O 203-773-1909 F 203-773-0591
www.mcgladrey.com

June 10, 2011

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

This Agreement (the "Business Associate Agreement") is made and effective as of June 10, 2011 (the "Effective Date"), by and between McGladrey & Pullen, LLP ("Business Associate"), and the Town of Colchester, Connecticut ("Covered Entity").

WHEREAS, Business Associate provides certain services to or for Covered Entity pursuant to our understanding of the arrangements for services we are to perform for the Town of Colchester for the year ending June 30, 2011, between Business Associate and Covered Entity (the "Services Agreement") which involves the use or disclosure of information which meets the statutory definition of Protected Health Information (defined below) under the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts C ("Security Rule") and E (the "Privacy Rule"), as amended by Subtitle D of the Health Information Technology for Economic and Clinical Health Act (the "HITECH Act"), as Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 (Pub.L. 111-5).

WHEREAS, under the Privacy Rule, Covered Entity and Business Associate must enter into a written business associate agreement with respect to the use and disclosure of Protected Health Information.

NOW THEREFORE, in consideration of the mutual provisions contained herein, it is agreed as follows:

1. **Definitions.** Terms used, but not otherwise defined, in this Business Associate Agreement shall have the same meaning as those terms in the Privacy Rule.
 - 1.1 **Breach.** "Breach" shall have the same meaning as the term "breach" in § 13400 of the HITECH Act and shall include the unauthorized acquisition, access, use, or disclosure of PHI that compromises the security or privacy of such information.
 - 1.2 **Designated Record Set.** "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR § 164.501.
 - 1.3 **Individual.** "Individual" shall have the same meaning as the term "individual" in 45 CFR § 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR § 164.502(g).
 - 1.4 **Protected Health Information.** "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR § 164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
 - 1.5 **Required By Law.** "Required By Law" shall have the same meaning as the term "required by law" in 45 CFR § 164.501.

- 1.6 **Secretary.** "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.
- 1.7 **Unsecured Protected Health Information.** "Unsecured Protected Health Information" or "Unsecured PHI" shall mean Protected Health Information that is not secured through the use of a technology or methodology specified by the Secretary in guidance or as otherwise defined in § 13402(h) of the HITECH Act.
2. **Permitted Uses and Disclosures by Business Associate.** Except as otherwise limited in this Business Associate Agreement, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in the Services Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by Covered Entity or the minimum necessary policies and procedures of the Covered Entity.
3. **Obligations and Activities of Business Associate.**
 - 3.1 **Use and Disclosure of Protected Health Information.** Business Associate agrees not to use or disclose Protected Health Information other than as permitted or required by this Business Associate Agreement or as Required by Law.
 - 3.2 **Safeguards against Misuse of Protected Health Information.** Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by this Business Associate Agreement.
 - 3.3 **Reporting of Disclosures of Protected Health Information.** Business Associate agrees to report to Covered Entity any use or disclosure of the Protected Health Information not provided for by this Business Associate Agreement of which it becomes aware.
 - 3.4. **Mitigation Procedures.** Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a misuse or unauthorized disclosure of PHI by Business Associate in violation of the requirements of this Agreement.
 - 3.5 **Breach Notification.** If a breach of unsecured PHI occurs at or by Business Associate, Business Associate must notify the Covered Entity following the discovery of the breach, without unreasonable delay and in all cases no later than thirty (30) calendar days from the discovery of the breach. Business Associate's notification to Covered Entity shall:
 - (a) Include the individuals whose Unsecured PHI has been, or is reasonably believed to have been, the subject of a Breach; and
 - (b) Be in substantially the same form as Exhibit A hereto.
 - 3.6 **Agreements with Third Parties.** Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides Protected Health Information received from, or created or received by Business Associate on behalf of, Covered Entity, agrees to the same restrictions and conditions that apply through this Business Associate Agreement to Business Associate with respect to such information.
 - 3.7 **Access to Protected Health Information.** Within thirty (30) days after receipt of a written request from Covered Entity, Business Associate agrees to provide access (i) to Protected Health Information in a Designated Record Set to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 CFR § 164.524 (this provision will not apply to Business Associate if Business Associate does not have Protected Health Information in a Designated Record Set); and (ii) to its premises for a review and demonstration of its internal practices and procedures for safeguarding Protected Health Information.
 - 3.8 **Amendments to Protected Health Information.** Within thirty (30) days after receipt of a written request from Covered Entity, Business Associate agrees to make any

amendment(s) to Protected Health Information received from, or created or received by Business Associate on behalf of, Covered Entity, contained in a Designated Record Set that the Covered Entity directs about an Individual. This provision will not apply to Business Associate if Business Associate does not have Protected Health Information in a Designated Record Set.

- 3.9 Availability of Books and Records.** Business Associate agrees to make internal practices, books, and records, including policies and procedures and Protected Health Information, relating to the use and disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of, Covered Entity, available to the Secretary for purposes of the Secretary determining Covered Entity's compliance with the Privacy Rule.
 - 3.10 Accounting of Disclosures.** Business Associate agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR § 164.528. Within thirty (30) days after receipt of a written request from Covered Entity, Business Associate agrees to make such documentation available to Covered Entity.
 - 3.11 Use of Protected Health Information for Proper Management.** Business Associate may use Protected Health Information for the proper management and administration of the Business Associate or to carry out its legal responsibilities.
 - 3.12 Disclosure of Protected Health Information for Proper Management.** Except as otherwise limited in this Business Associate Agreement, Business Associate may disclose Protected Health Information for the proper management and administration of the Business Associate, provided that disclosures are Required By Law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and will be used or further disclosed only as Required By Law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.
 - 3.13 Data Aggregation Services.** Except as otherwise limited in this Business Associate Agreement, Business Associate may use Protected Health Information to provide Data Aggregation services to Covered Entity as permitted by 45 CFR § 164.504(e)(2)(i)(B).
 - 3.14 Reporting Violations of Law.** Business Associate may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with § 164.502(j)(1).
- 4. Obligations of Covered Entity.**
- 4.1 Limitations in Notice of Privacy Practices.** Covered Entity shall notify Business Associate of any limitation(s) in its notice of privacy practices to an Individual pursuant to the Privacy Rule, to the extent that such limitation may affect Business Associate's use or disclosure of Protected Health Information.
 - 4.2 Revocation of Permission.** Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by an Individual to use or disclose Protected Health Information, to the extent that such changes may affect Business Associate's use or disclosure of Protected Health Information.
 - 4.3 Agreed Upon Restrictions.** Covered Entity shall notify Business Associate of any restriction to the use or disclosure of Protected Health Information that Covered Entity has agreed to in accordance with 45 CFR § 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of Protected Health Information.
 - 4.4 Minimal Disclosure.** Covered Entity shall disclose to Business Associate only the minimum amount of Protected Health Information necessary to allow Business Associate

to fulfill its obligations to Covered Entity under the Services Agreement. Wherever practicable, Covered Entity will redact personal identifiers from Protected Health Information disclosed to Business Associate.

5. Term and Termination of Business Associate Agreement.

5.1 Term. The Term of this Business Associate Agreement shall be effective as of the Effective Date and shall terminate when all of the Protected Health Information provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this Section.

5.2 Termination for Cause. Upon Covered Entity's knowledge of a material breach of this Business Associate Agreement by Business Associate, Covered Entity shall either:

- (a) Provide an opportunity for Business Associate to cure the breach or end the violation and terminate this Business Associate Agreement if Business Associate does not cure the breach or end the violation within thirty (30) days after receipt of written notice from Covered Entity;
- (b) Immediately terminate this Business Associate Agreement if Business Associate has breached a material term of this Business Associate Agreement and cure is not possible; or
- (c) If neither termination nor cure is feasible, Covered Entity may report the violation to the Secretary.

5.3 Effect of Termination.

- (a) Except as provided in Section 5.3(b) below, upon termination of this Business Associate Agreement for any reason, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.
- (b) In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall extend the protections of this Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

6. Indemnification. Each party (the "Indemnifying Party") will indemnify and hold harmless the other party and its partners, directors, officers, employees, agents, and subcontractors (each an "Indemnified Party") from and against all actions, liabilities, damages, penalties, losses, awards, judgments, settlements consented to by the Indemnifying Party, proceedings and demands related to, arising out of or in any way connected with any third party claim resulting from the breach of this Business Associate Agreement by the Indemnifying Party, the negligent acts or omissions or willful misconduct of the Indemnifying Party, or any violation of applicable law by the Indemnifying Party.

7. Limitation of Liability. Business Associate's total liability relating to this Business Associate Agreement and the Services Agreement shall be limited as set forth in the Services Agreement.

8. **Governing Law.** This Business Associate Agreement shall be interpreted, construed, and enforced in accordance with the substantive law of the State of Connecticut, without giving effect to the conflict of laws principles thereof. Venue for any dispute involving the interpretation or enforcement of this Business Associate Agreement shall be in either the courts of the State of Connecticut or in federal courts located within the State of Connecticut as appropriate.
9. **Notice.** All notices and other communications permitted or required to be given hereunder shall be in writing and either: (i) delivered in person; (ii) sent by express mail or other overnight delivery service providing receipt of delivery; (iii) mailed by certified or registered mail, postage prepaid, return receipt requested; or (iv) sent by facsimile transmission (with confirmation of receipt) as follows:

If to Business Associate: McGladrey & Pullen, LLP
One Church Street
New Haven, CT 06510
Attn: Scott A. Bassett
Fax: 203-773-0591

If to Covered Entity: Town of Colchester
127 Norwich Avenue, Suite 203
Colchester, CT 06415
Attn: Ms. N. Maggie Cosgrove
Chief Financial Officer
Fax: 860-537-7231

10. **Miscellaneous.**

- 10.1 **Regulatory References.** A reference in this Business Associate Agreement to a section in the Privacy Rule means the section as in effect or as amended.
- 10.2 **Survival.** The respective rights and obligations of Business Associate under Section 5.3 (Effect of Termination) of this Business Associate Agreement shall survive the termination of this Business Associate Agreement.
- 10.3 **Interpretation.** Any ambiguity in this Business Associate Agreement shall be resolved to permit Covered Entity to comply with the Privacy Rule.
- 10.4 **Inconsistent Terms.** The terms and conditions of this Business Associate Agreement control over and supersede any inconsistent terms in the Services Agreement.
- 10.5 **Amendment and Modification.** This Business Associate Agreement may only be amended or modified by an instrument in writing signed by duly authorized representatives of the parties. The Parties agree to take such action as is necessary to amend this Business Associate Agreement from time to time as is necessary for Covered Entity to comply with the requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191.
- 10.6 **Headings.** The headings contained in this Business Associate Agreement are for convenience of reference only and do not define or limit the provisions hereof.
- 10.7 **Counterparts and Facsimile Signature.** This Business Associate Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. A facsimile copy of this Business Associate Agreement will be treated as an original and will be admissible as evidence of this Business Associate Agreement.

[Signature page to follow.]

IN WITNESS WHEREOF, the parties have executed this Business Associate Agreement as of the date first written above.

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

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

McGladrey & Pullen, LLP

Town of Colchester

By: Scott A. Bassett

By: _____

Name: Scott A. Bassett

Name: _____

Title: Partner

Title: _____

Exhibit A

This notification is made pursuant to Section 3.4 of the Business Associate Agreement between McGladrey & Pullen, LLP ("Business Associate"), and the Town of Colchester ("Covered Entity").

Business Associate hereby notifies Covered Entity that there has been a breach of unsecured (unencrypted) protected health information (PHI) that Business Associate has used or has had access to under the terms of the Business Associate Agreement.

Description of the breach: **[Insert]**

Date of the breach: **[Insert]**

Date of the discovery of the breach: **[Insert]**

Number of individuals affected by the breach: **[Insert]**

The types of unsecured PHI that were involved in the breach (such as full name, Social Security number, date of birth, home address, account number, or disability code): **[Insert]**

Any steps individuals should take to protect themselves from harm resulting from the breach: **[Insert]**

Description of what Business Associate is doing to investigate the breach, to mitigate losses, and to protect against any further breaches: **[Insert]**

Contact information to ask questions or learn additional information:

Name:

Title:

Address:

Email Address:

Toll-free Phone Number:

Website:

Derrick Kennedy

From: Nancy Bray
Sent: Tuesday, July 05, 2011 12:17 PM
To: Derrick Kennedy
Subject: memo to Gregg on Resolution

Town of Colchester

Memo

To: Board of Selectmen
From: Nancy A. Bray, Town Clerk
Date: 7/5/2011
Re: Resolution to Execute Contract for Historic Documents Preservation Grant

The Town Clerk's Office received notice of our request for a \$3,500.00 grant for the fiscal year ending June 2012. We are planning on using the money to have K Sickler/Murphy Records Management Consultants come in and create a needs assessment plan for our office to help organize, store and maintain department records in a way that will enhance our ability to identify and retrieve the documents. The State Library has asked for a Resolution empowering Gregg to execute the contract on behalf of the Town.

A "Motion to pass the Resolution below, would be the appropriate action.

RESOLUTION

RESOLVED: That Gregg B. Schuster, First Selectman, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for an Historic Documents Preservation Grant.

Thank You!



STATE OF CONNECTICUT

CONNECTICUT STATE LIBRARY

231 Capitol Avenue • Hartford, Connecticut 06106-1537



June 22, 2011

Town Clerk Nancy A. Bray
Town of Colchester
Town Hall
127 Norwich Ave.
Colchester, CT 06415

11-06-24 A11:49 RCVD

Re: Historic Documents Preservation Grant # 028-IP-12, Cycle 1, FY 2012

Dear Town Clerk:

The State Library is pleased to inform you that the Historic Documents Preservation Grant application for the **Town of Colchester** in the amount of \$ **3,500.00** has been approved. To receive the grant award, the municipality must now enter into a contract with the State Library.

Please complete these two documents and return them promptly, following the enclosed instructions:

1. **Targeted Grant Contract**
2. **Certified Resolution Form**

After the contract has been signed by your Municipal Chief Executive Officer (MCEO), returned to the State Library, and signed by the State Librarian, the municipality will receive a copy of the fully executed contract. It will be mailed to the MCEO and the Town Clerk will be notified by email.

Grant work and expenditures can begin only after the municipality has received its copy of the fully executed contract. Grant award payments will be processed within 30 days after the contract is fully executed. Grant work and expenditures must be completed by June 30, 2012. The final report must be submitted by September 1, 2012.

For questions or assistance, please contact Kathy Makover at kathy.makover@ct.gov or (860) 566-1100 ext. 303. Complete grant administration requirements are provided in *Targeted Grants: Application and Guidelines, FY 2012* (www.cslib.org/publicrecords/histdoc/targ12guide.pdf)

Congratulations on the approval of your grant application.

Sincerely,

LeAnn R. Power, CRM
Public Records Administrator

Encs.

cc: First Selectman Gregg Schuster

**Historic Documents Preservation Program
Connecticut State Library
Hartford, Connecticut 06106**

GRANT CONTRACT

Targeted Grant FY 2012, Cycle 1 — Grant # 028-IP-12

This agreement made between the State of Connecticut, Connecticut State Library (hereinafter “State Library”) and the **Town of Colchester** (the municipality) (hereinafter “Contractor”) pursuant to Connecticut General Statutes §§ 11-8i through 11-8n.

WHEREAS, the Office of the Public Records Administrator administers the Historic Documents Preservation Grant Program for the purpose of preserving and managing historic documents;

WHEREAS, all municipalities are eligible to apply for a Targeted Grant from this program; and

WHEREAS, **Colchester** is a municipality;

NOW THEREFORE, in consideration of the aforesaid and the mutual promises hereinafter contained the parties do hereby agree as follows:

1. The State Library hereby authorizes a grant for an amount not to exceed **\$3,500.00** (hereinafter “Grant Funds”), for the following Project as approved in the municipality’s Targeted Grant Application on **June 22, 2011**, on file at the State Library:

Records management survey to identify official records, conduct a records inventory and develop recommendations for a plan for active records management.

(hereinafter referred to as the “Project”). The Contractor is responsible for any project expenses greater than the Grant Funds.

2. The approved Project Budget is as follows:

	Expense Type	Funds Approved
1.	Consultants/Vendors	\$ 3,500.00
2.	Equipment	\$
3.	Supplies	\$
4.	Town Personnel Costs	\$
5.	Other (specify)	\$
6.	TOTAL	\$ 3,500.00

3. The Contractor shall complete the Project and expend the Grant Funds as described in the Project Budget within the contract period. The contract period is from **July 1, 2011, or the date of approval of this contract, whichever is later**, through **June 30, 2012**. Any Grant Funds remaining unexpended on **June 30, 2012**, must be returned to the State Library. Grantees must notify the Office of the Public Records Administrator immediately if difficulties arise that could

affect the timely completion of all grant work. Extensions are at the sole discretion of the State Library and will not be considered except in the most extenuating situations beyond the municipality's control.

4. The Contractor may reallocate up to 10% of the grant amount among line items (supplies, equipment, personnel, etc.) contained in the approved Project Budget as detailed in Paragraph 2 of this contract without prior approval. The State Library must approve any reallocation that exceeds 10%. The State Library must also approve any changes to the grant's purpose and/or methodology which are deemed significant by the State Library, or any extension of the deadline. The Contractor shall submit an *Amendment Request Form*, available on request from the State Library, to the State Library at least two months prior to the end of the contract period.
5. The Contractor shall submit a *Project Evaluation/Expenditure Report*, available on the State Library website at www.cslib.org, and a copy of any consultant and/or vendor reports (if applicable), for receipt at the State Library by **September 1, 2012**.
6. Failure to submit a completed *Project Evaluation/Expenditure Report* for receipt by the due date may result in termination of the grant and the requirement that the Contractor return the full grant amount, as well as loss of eligibility for the next grant cycle. No additional grants shall be awarded to the Contractor until the Contractor has submitted all required reports and met all other requirements for this grant. This filing deadline shall not be extended.
7. The Contractor agrees that while performing services specified in this agreement that he shall carry sufficient insurance (liability and/or other) as applicable according to the nature of the service to be performed so as to "save harmless" the State of Connecticut from any insurable claim whatsoever. If requested, certificates of such insurance shall be filed with the contracting State agency prior to the performance of services.
8. The Contractor agrees to indemnify and hold the State, its officials, agents, and employees harmless from and against any and all claims, suits, actions, costs, and damages resulting from the negligent performance or non-performance by the Contractor or any of its officials, agents, or employees of the Contractor's obligations under this agreement. It is further understood that such indemnity shall not be limited by any insurance coverage which is required herein Paragraph 7.
9. The State of Connecticut shall assume no liability for payment of services under the terms of this agreement until the Contractor is notified that the State Library has accepted this agreement.
10. Payment to the Contractor shall be processed upon approval of this contract or upon the first day of this contract period, whichever is later.
11. Audit Requirements.
 - (a) The State Auditors of Public Accounts shall have access to all records and accounts for the fiscal year(s) in which the award was made. The Contractor shall provide for an annual financial audit acceptable to the Agency for any expenditure of state-awarded funds made by the Contractor. Such audit shall include management letters and audit recommendations. The Contractor will comply with federal and state single audit standards as applicable.
 - (b) The Contractor shall make all of its and the Contractor Parties' Records available at all reasonable hours for audit and inspection by the State, including, but not limited to, the Agency, the Connecticut Auditors of Public Accounts, Attorney General and State's Attorney and their respective agents. Requests for any audit or inspection shall be in writing, at least ten (10) days

prior to the requested date. All audits and inspections shall be at the requester's expense. The State may request an audit or inspection at any time during the Contract term and for three (3) years after Termination, Cancellation or Expiration of the Contract. The Contractor shall cooperate fully with the State and its agents in connection with an audit or inspection. Following any audit or inspection, the State may conduct and the Contractor shall cooperate with an exit conference.

(c) For purposes of this subsection, for State Grants, the word "Contractor" shall be read to mean "nonstate entity," as that term is defined in C.G.S. § 4-230.

12. The Contractor shall refund any amounts found to be owing to the State as a result of an error or the discovery of any fraud, collusion, or illegal actions and shall make such refund within 30 days from the notice in writing by the State. In the event that the Contractor fails to make such refund, the State shall deduct such amount from any current or future sums owing to the Contractor on the part of the State from any source or for any purpose whatsoever.
13. This Agreement and the rights and obligations of the parties hereunder shall be governed by, and construed in accordance with, the laws of the State of Connecticut.
14. This Agreement shall be binding upon and shall inure to the benefit of the Contractor and its successor.
15. The sole and exclusive means for the presentation of any claim against the State arising from this agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Contractor further agrees not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.
16. Executive Orders. This Contract is subject to the provisions of Executive Order No. 3 of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices; Executive Order No. 17 of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings; Executive Order No. 16 of Governor John G. Rowland, promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and made a part of the contract as if they had been fully set forth in it. This contract may also be subject to Executive Order 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions. At the Contractor's request, the Department shall provide a copy of these Orders to the Contractor.
17. The State may terminate this contract upon 30 days written notice to the Contractor if the Contractor fails to comply with this agreement or time schedules to the satisfaction of the State. In the event of such a termination, the State shall not be responsible for any future payments to the Contractor, and the State may recover any payments already made to the Contractor by any available means, including the withholding of grants of funds otherwise due the Contractor from the State.

Grant Amount: \$ 3,500.00

Grant Number: 028-IP-12

Contract Period: July 1, 2011, or date of approval of this contract, whichever is later, to June 30, 2012

Grantee Municipality - Colchester:

Signature of Municipal CEO

Gregg B. Schuster

Name (Type or Print Clearly)

Date

First Selectman

Title (Type or Print Clearly)

127 Norwich Avenue, Colchester, CT 06415

Mailing Address (Type or Print Clearly)

Connecticut State Library:

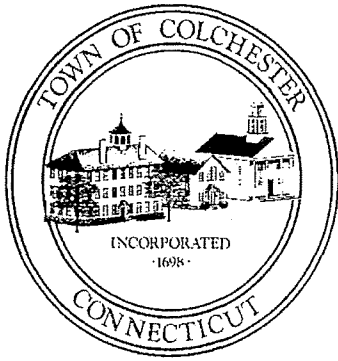
Kendall F. Wiggin, State Librarian

Date

*This contract template, having been reviewed and approved by the Office of the Attorney General (OAG), it is exempt from review pursuant to a Memorandum of Agreement between the State Library and the OAG dated June 10, 2010.

<i>For State Library Use Only</i>						
<u>Fund</u>	<u>Department</u>	<u>SID</u>	<u>Program</u>	<u>Account</u>	<u>Project</u>	<u>Budget Ref.</u>
12060	CSL66094	35150	73001	55050	CSL Non. Proj.	2012

Rev. 06/04/2010



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

June 23, 2011

TO: Gregg Schuster

From: Greg Plunkett

RE: Solicitation of Sponsorships for Dog Park Pet Expo

Attached is a Sponsorship Opportunity for the Third Annual Pet Expo sponsored by the Dog Park Committee. We are seeking approval from the Board of Selectmen to solicit sponsorships for this event. The date of the event is August 27, 2011 and it will be held at the Dog Park.

The Colchester Dog Park Committee c/o the Parks & Recreation Department of Colchester presents
**The Colchester Dog Park Third Annual Pet Expo
Sponsorship Opportunity**

Event: Third Annual Pet Expo

Event Type: Local fundraiser

Date: Saturday, August 27, 2010 11:00 a.m. - 3:00 p.m.

Location: Colchester Dog Park, 89 Old Amston Road, Colchester, CT 06415

Contact Information:

Gregory J. Plunkett

Interim Director

Colchester Parks and Recreation

127 Norwich Avenue

Colchester, CT 06415

P: 860-537-7295

F: 888-468-6093 (Toll Free)

RecDirector@ColchesterCT.org

Participation: Approx. 100-300 attendees plus volunteers

Program Description:

Colchester Dog Park Committee is planning an exciting fundraising event on Saturday, August 27th at their new park. The event will include a walk with the Colchester Land Trust and booths from local vendors. Funding raised from this event will help maintain and enhance the Colchester Dog Park.

Events like the pet expo event are very important in our town. Not only do they help raise necessary funds, but they provide a fun, healthy environment where friends, families, neighbors, and of course dogs, can spend time together.

This will be the third pet expo. In the past, the expos have helped raise nearly \$5,000, dogs have been adopted and hundreds have attended. We anticipate another great outcome in 2011 and hope to continue the tradition of Colchester Dog Park Pet Expos.

We are also seeking volunteers to plan and execute the event as well as man the dog park booth.

Benefit of Sponsorship:

- Name/logo in press releases, Park and Recreation website, flyers, mass emails, Facebook event page and other promotional materials
- Opportunity to have table/booth at the Grand Opening event to hang banners, provide promotional brochures and other handout materials
- Potential to increase business exposure and opportunities, especially for animal-focused businesses

Sponsors/Partnership:

- One (1) Great Dane Sponsor: \$800 includes all of the Beagle benefits plus the company logo is at the top of all materials and you are the title sponsor ("The Colchester Dog Park Pet Expo sponsored by XXXXX")
 - 2009 & 2010 Great Dane Sponsor - Mr. Lockout - gets first right of refusal
- Beagle Sponsor: \$200 includes all of the Chihuahua benefits plus opportunity to judge awards and free booth (\$50 value)
- Chihuahua Sponsor: \$100 company name on website and in all press, materials and publicity prior to and during the event

Promotional Consideration:

Goal is to raise \$3,000 from sponsorships, purchases and donations.

Town of Colchester Interoffice Memorandum

To: Gregg Schuster, First Selectman
From: James Paggioli, L.S., Director of Public Works
CC:
Date: 6/20/11
Re: MSW Contract Recommendation

On December 16, 2010, Requests for Priced Proposals for Municipal Solid Waste Disposal were received for the disposal of MSW generated by the Town of Colchester, beginning July 1, 2011. The proposals are for MSW disposal and do not include transportation of the material to the disposal site. Five proposals were received that responded to the Town's desire to have a contract terms from 1 year, 3 years, and extending for a 5 year period. A breakdown of the submittals received are as follows:

Covanta: Year #1 - \$58.95/ ton; Year #2 - \$59.50 / ton; Year #3- \$60.25/ton; Year #4-\$61.15/ton; and Year #5 -\$62.05/ton.

Wheelabrator: One Year Term -\$62.05/ ton; Three Year Term - \$64.00/ ton, Five Year Term - \$66.00 / ton.

The company would lower the first year to \$62.05/ ton and escalate annually 3% if a 5 year term is agreed to.

Willimantic Waste Paper Co.: One Year Term - \$62.95 /ton; Three Year Term - \$62.35/ ton + 2.5% annual increase,
Five Year Term - \$61.95/ ton + 2.5% annual increase.

CWPM: Would only bid at a One Year Term - \$60.00/ ton.

Toter Inc.: No Bid.

As the present time, Covanta Southeastern Connecticut Company is the apparent low bidder. The company had previously been contacted to adjust their sample contract and adapt it for our use. Covanta's legal counsel has been again tasked to complete working on the contract language and is expected to have a Town of Colchester specific contract for our review within the next three weeks. As such, Covanta is willing to honor the pricing schedule within the RFP starting on July 1, 2011 with a temporary 30 day agreement signed by the Town until their Attorney's complete their work and we have a acceptable contract to sign. The Town is presently spending \$74.59 per ton with the existing contract that expires on June 30, 2011 with Wheelabrator. The 30 day temporary agreement would save the Town 21% over the existing contract. The MSW Hauler has agreed that the destination of Covanta's location in Preston is similar to Wheelabrator's location in Lisbon and would not increase the transportation costs.

Based upon the submittals and conversations with the present MSW Hauler, I recommend that the Town of Colchester contract with Covanta Southeastern Connecticut Company for the 5year term based upon the following:

- 1) The 5 year contract locks in the price per ton over the term and even at 5 years out represents a cost savings of 16.8% over the amount that the Town pays today per ton. Initial cost savings per ton is 21% compared with existing rates.
- 2) The material delivered is utilized for the SECONN energy-from-waste facility, thereby reducing reliance on fossil fuels for energy production.

Recommended Motion:

Motion to approve the contract for the receivership and disposal of municipal solid waste with Covanta Southeastern Connecticut Company in accordance with the terms as submitted in response to the Request for Proposals Municipal Solid Waste Disposal Town of Colchester, dated 24 November 2011, and authorize the First Selectman to sign any and all necessary documents.

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

Gregg Schuster
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

Request for Priced Proposals
Municipal Solid Waste Disposal
Town of Colchester

24 November 2010

Priced Proposals shall be addressed to and received by First Selectman, Gregg Schuster, 127 Norwich Avenue, Suite 201, Colchester, Connecticut. 06415 on or before 2:00 P.M. Friday, 17 December 2010. Priced Proposals shall be submitted in a sealed envelope clearly marked, **"Municipal Solid Waste Disposal"**.

Bid opening shall take place at the Colchester Town Hall, Office of the First Selectman, 127 Norwich Avenue, Suite 201, Colchester, CT. 06415 at 2:00 P.M. Friday 17 December 2010.

Any questions concerning this bid may be answered by contacting Mark Decker, Public Works Director at (860) 537-7288.

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

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

Gregg Schuster
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

INSTRUCTIONS

1. **GENERAL**

The Town of Colchester is soliciting priced proposals for disposal of municipal solid waste (MSW) collected at the Town Transfer Station (averaged annual tonnage for past 3 years = 728 tons). Transportation of MSW from the Town Transfer Station to the approved disposal facility is not included in this request. Disposal proposals shall include unit price charges per ton of MSW disposed at the approved facility with contract term beginning on 1 July 2011 for periods of 1 year, 3 years, and 5 years, as well as extension options.

2. **INTERPRETATIONS OR ADDENDA**

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

3. **REQUIREMENTS**

Each priced proposal shall include the following:

- A. A sample contract/agreement;
- B. Unit price disposal charges submitted on the enclosed bid sheet;
- C. The physical location of the facility to which the solid waste shall be delivered;
- D. The location of final disposal of the Town-generated MSW if the proposal comes from a registered transfer station;
- E. All blank spaces must be filled in as noted in ink. Bids must give the prices proposed both in words and figures and no changes shall be made in the forms or in the items mentioned therein. Erasure and other changes in the bid must be explained or noted over the initials of the bidder. In the event of any discrepancy between the written amounts and the figures, the written amounts shall govern.
- F. The bidder shall sign his/her priced proposal in the blank space provided for this purpose. If the priced proposal is made by a partnership, or corporation, the name

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

Gregg Schuster
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

and address of the partnership or corporation shall be indicated, together with the names and addresses of the partners or officers. If the bid is made by a partnership, it must be acknowledged by one of the partners; if made by a corporation, by one of the officers.

- G. The Town of Colchester may consider informal any bid not prepared and submitted in accordance with the provisions hereof, and may at its option waive any informalities, or accept or reject any and all bids. Any bid received after the time, date and place specified shall not be considered.

4. TIME FOR RECEIVING BIDS

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

5. OPENING OF BIDS

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

6. WITHDRAWAL OF BIDS

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

7. STATEMENT OF BIDDER'S QUALIFICATIONS

Each bidder shall, as noted in the Form of Bid, submit on the form furnished for that purpose (a copy of which is included in the Contract Documents), a statement of the bidder's qualifications, his/her experience record in performing the type of services embraced in the Contract, and, when specifically requested by the Town of Colchester shall also submit a detailed financial statement. The Town of Colchester shall have the right to take such steps as it deems necessary to determine the ability of the bidder to perform his/her obligations under the contract and the bidder shall furnish the Town of Colchester all such reference and other information and data for this purpose as it may request. The right is reserved to reject any bid where an investigation of the available evidence or information does not satisfy the Town of Colchester that the bidder is qualified to carry out properly the terms of the Contract.

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

Gregg Schuster
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

8. AWARD OF CONTRACT; REJECTION OF BIDS

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

9. TAXES

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

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

Gregg Schuster
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

BID FORM

TO: Town of Colchester

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

Unit Price per ton of delivered municipal solid waste – contract term 1 year beginning 1 July 2011 through 30 June 2012

In numbers: \$58.95 per ton.

In words: Fifty-eight dollars and ninety-five cents per ton

Unit Price per ton of delivered municipal solid waste – contract term 3 years beginning 1 July 2011 through 30 June 2014

In numbers: Year 1 - \$58.95 per ton. Year 2 - \$59.50 per ton. Year 3 - \$60.25 per ton.

In words: Year one Fifty-eight dollars and ninety-five cents per ton. Year two fifty-nine dollars and fifty cents per ton. Year three sixty dollars and twenty-five cents per ton.

Unit Price per ton of delivered municipal solid waste – contract term 5 years beginning 1 July 2011 through 30 June 2016

In numbers: Year one - \$58.95 per ton. Year two - \$59.50 per ton. Year three \$60.25 per ton. Year four - \$61.15 per ton. Year five - \$62.05 per ton.

In words: Year one Fifty-eight dollars and ninety-five cents per ton. Year two fifty-nine dollars and fifty cents per ton. Year three sixty dollars and twenty-five cents per ton. Year four sixty-one dollars and fifteen cents per ton. Year five sixty-two dollars and five cents per ton.

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

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

Gregg Schuster
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

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

Physical Location for delivery of MSW by Town contractor:

Facility Name: Covanta SeConn

Street Address: 132 Military Highway

City/State: Preston, CT 06365

Ultimate Disposal location:

Covanta Seconn 132 Military Highway Preston, CT. The location is an Energy From Waste Facility.

EXCEPTIONS AND DEVIATIONS

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

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

Gregg Schuster
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

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

A. An INDIVIDUAL doing business as:

B. A PARTNERSHIP doing business as:

C. A CORPORATION entitled:
Covanta Southeastern Connecticut Company

Organized under the laws of the State of:

Connecticut

And having its principal offices at:
132 Military Highway Preston CT 06365

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

MAILING ADDRESS OF BIDDER:

132 Military Highway

(Street)

Preston CT

06365

(Town/City) (State)

(Zip)

860-889-4900

(Telephone)

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

Gregg Schuster
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

jvitale@covantaenergy.com

(Email)

SIGNATURE OF BIDDER:

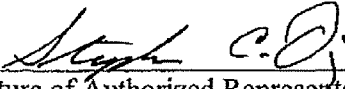
Covanta Southeastern Connecticut Company

Name of Individual, Partnership, or Corporation)

December 15, 2010

(Date)

BY:



(Signature of Authorized Representative)

VP-NE REGIONAL BUSINESS MANAGER

(Title)

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

Gregg Schuster
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of Connecticut
County of New London County SS.

Stephen Diaz, being first duly sworn, deposes and says that:

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

(Signed) Stephen C. Diaz
(Title) UP NE Region Business

Subscribed and sworn to before me this 16 day of Dec., 2010.

Mary Beth Jean Diaz
Notary Public
(Title)

My commission expires 4/30, 2014.

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

Gregg Schuster
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

STATEMENT OF BIDDER'S QUALIFICATIONS
(To be submitted by the Bidder with the Bid)

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

1. Name of Bidder: Covanta Southeastern Connecticut Company
2. Bidder's Tax Identification Number: CT 6464051-000 FED ID# 76-0171922
3. Permanent Main Office Address: 132 Military Highway Preston CT 06365

4. When Organized: 1992
5. If a Corporation, Where Incorporated: State of Connecticut
6. How many years have you been engaged in performing the subject services under your present firm or trade name?
1992
7. Contracts on hand: (identify any contract or quantity obligations that could affect your ability to perform the services requested, including DEP authorizations).

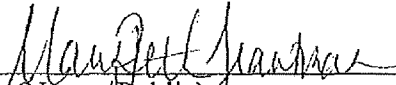
No current contract obligations would restrict or prohibit our ability to take 100% of Colchester volume projected as part of this RFP.

8. General character of work performed by you:
Energy From Waste
9. Have you ever failed to complete any work awarded to you? If so, where and why:
No

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

Gregg Schuster
First Selectman

(860) 537 - 7220
FAX: 537 - 0547



(Notary Public)

My Commission Expires: 4/30/14

Town of Colchester Interoffice Memorandum

To: Gregg Schuster, First Selectman
From: James Paggioli, L.S., Director of Public Works
CC:
Date: 6/16/11
Re: Transfer Station Scrap Metal

On May 26, 2011, I contacted Shetucket Iron and Metal Co. Inc. in order to increase the revenue that the Town receives for scrap metal received at the Transfer Station.

The existing vendor is Willimantic Waste and Paper Company. The amount that is generated per ton is currently \$160 per ton minus the cost for each dumpster pull (\$80 /pull). This presently equates to 51% of market value for the commodity minus the cost of the pull. The average number of dumpster pulls for scrap metal is two per month.

The proposal I received from Shetucket Iron and Metal Co. Inc details that the Town would be able to increase its revenue percentage to 83% of the Market Value for scrap metal and eliminates the fee for scrap metal dumpster pulls. Additionally there are items that would be included that are not presently included within the existing Willimantic Waste arrangement.

By evaluating the year to date information, the existing revenue from Willimantic Waste is \$16,280.40. If the Shetucket proposal was in place the same material would have generated \$29,503.51. This represents an increase in revenue of 81% and does not include additional items that would also be available for revenue.

I recommend that the Town enter into an agreement with Shetucket Iron and Metal Co. Inc. for the receivership of scrap metal and associated items listed within the proposal dated May 26, 2011.

Recommended Motion:

To approve the agreement between Shetucket Iron and Metal Co. Inc. and the Town of Colchester for the receivership of scrap metal and associated items, listed within the proposal dated May 26, 2011, and to authorize the First Selectman to sign any and all necessary documents.

Shetucket Iron & Metal Co., Inc.

New Wharf, P.O. Box 349
Norwich, CT 06360

Tele: (860)887-1681 Fax: (860)886-7333

May 26, 2011

Mr. Jim Paggioli
Director of Public Works
Town of Colchester
127 Norwich Ave.
Colchester, CT 06415

Re: Scrap Iron & Metal

Shetucket Iron is pleased to offer you \$257.30 per/GT for the metallic scrap generated at your recycling center. Shetucket will supply the roll offs, pickup and return the roll offs at no cost to the Town of Colchester, CT.

Shetucket cannot accept any scrap considered hazardous to the environment as listed by the DEP, EPA, and DOT.

White Goods (Refrigerators, air conditions, etc.) will be accepted only if the Freon gas has been purged and verified by a state certified licensed mechanic. White Goods are to be shipped separately.

Batteries (Auto, truck, motorcycles, tow motor, etc.) will be accepted and paid for by the pound. The batteries must be palletized and secured (shrink wrapped) before they can leave your facility.

Auto Motors and Transmissions must be drained.

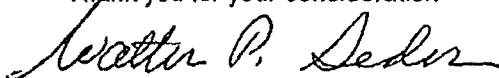
Propane Tanks will be accepted if the valves are removed to create an air outlet and marked with a red X. The valves are brass and should be accumulated because they are worth a lot more per pound than scrap iron.

Closed Containers All closed containers cannot be accepted for fear of explosion and contamination.

The formula used to calculate the price is based on the #1 heavy metal price, Boston Market, as published in the American Metal Market paper on the 1st day of each month.

Example $83\% \times 310.00 = 257.30 \text{ per/G.T.}$

Thank you for your consideration



Walter P. Seder
Shetucket Iron & Metal Co., Inc.

Scrap Metal Proposal Analysis 6/16/2011

EXISTING WILLI-WASTE

PROPOSAL SHETUCKET IRON & METAL Co.
Scrap Metal Boston

Month	Tonnage	Rate	Willi.Waste Rev	Pulls @\$80 ea	Net	Market/tn	Shetucket Proposal Net
July 10	6.21	\$120	\$745.20	1	\$665.20	\$270.00	\$1,391.66
Aug 10	8.5	\$120	\$1,020.00	1	\$940.00	\$270.00	\$1,904.85
Sept 10	20.85	\$140	\$2,919.00	3	\$2,679.00	\$290.00	\$5,018.60
Oct 10	14.43	\$140	\$2,020.20	2	\$1,860.20	\$290.00	\$3,473.30
Nov 10	14.31	\$160	\$2,289.60	2	\$2,129.60	\$310.00	\$3,681.96
Dec 10	14.39	\$160	\$2,302.40	2	\$2,142.40	\$310.00	\$3,702.55
Jan 11	6.55	\$160	\$1,048.00	1	\$968.00	\$310.00	\$1,685.32
Feb 11	6.53	\$160	\$1,044.80	1	\$964.80	\$310.00	\$1,680.17
Mar 11	11.6	\$160	\$1,856.00	2	\$1,696.00	\$310.00	\$2,984.68
April 11	9.86	\$160	\$1,577.60	2	\$1,417.60	\$310.00	\$2,536.98
May 11	5.61	\$160	\$897.60	1	\$817.60	\$310.00	\$1,443.45
	118.84			Total as of 5/15/2011	\$16,280.40		\$29,503.51

Colchester Senior Center
BOS Request for Approval

To: Board of Selectmen

From: Patti White, Director

Re: Renewal of Easter Seals Contract

Date: 6/17/11

This is a renewal of an agreement that has been in effect with the Easter Seals Senior Community Service Employment Program (SCSEP) for the past several years. The program places a senior worker at our center to provide them with a meaningful community service assignment that would eventually train them for future employment either at the center or in the community. Our current (SCSEP) worker helps with our Making Memories program assisting the coordinator with program activities.

Action Recommended:

To approve the 2011 Host Agency Agreement with the Easter Seals Senior Community Service Employment Program and to authorize the First Selectman to sign all documents



**Easter Seals
Senior Community Service Employment Program
Host Agency Agreement**

Host Agency Colchester Senior Center

As part of the Senior Community Service Employment Program (SCSEP), operated under Title V of the Older Americans Act, this Agreement is voluntarily entered into by Town of Colchester Senior Center, a governmental agency or a non-profit agency designated under Section 501(c)(3) of the Internal Revenue Code, (hereinafter referred to as the Host Agency), and Easter Seals Capital Region and Eastern Connecticut (hereinafter referred to as Easter Seals).

The intent of this agreement is to provide useful community service assignments for low-income mature workers, in order to increase their skills and assist transition to permanent employment.

The host agency agrees:

- To provide a safe and healthful training site, adequate orientation and additional training as needed, and to treat each participant as a valued partner in the host agency.
- To assist Easter Seals in transitioning fully trained participants off of the program; and to consider participants for regular employment on its staff when vacancies occur or when new positions are created.
- To abide by mutually agreed to participant training schedules, documented through properly prepared time sheets, activity reports and periodic performance evaluations: Volunteer or overtime hours are not permitted. Participants are required to attend periodic meetings during regular training hours, and the host agency recognizes that participants will be unavailable for training during these times.
- To report any and all in-kind contributions accurately, documenting supervisors' rates of pay, time spent training and providing oversight of the participant, and any other and all other records and assistance necessary to prove Easter Seals' compliance with SCSEP regulations. (See Host Agency In-kind Supervision Report and Host Agency Handbook)
- Sponsorship of a participant will not result in the partial or total displacement of a current employee; will not reduce regular assigned employee work hours, wages, or benefits; will not be used as a replacement for a position from which a person has been laid off; will not impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be done. See Host Agency Handbook for more information on Maintenance of Effort violations.
- To assure that participants are not discriminated against based on age, race, color, religion, sex, national origin, disability, veteran status, political affiliation, or any other basis prohibited by law.
- To send a representative to a group meeting of host agency supervisors. Group meetings of host agency supervisors or designated representatives will be held annually to acquaint all concerned with the SCSEP goals and objectives.
- To not serve as a host agency for any other SCSEP project sponsor site while this agreement is in effect.
- To inform Easter Seals immediately if its' Section 501(c)(3) certification changes.
- To furnish any tools, equipment, supplies and safety training, equipment or preparation required to perform the participant's assignment.
- To comply with applicable provisions of the Americans with Disabilities Act.
- To maintain adequate insurance covering participants while acting under the host agency's supervision. This obligation includes the maintenance of comprehensive general liability insurance. Additionally, if participants have been authorized to drive as part of their assignments, the agency will insure that all documentation required is completed before participant is assigned to drive. This includes an agreement of continuous liability coverage (\$100,000/\$300,000), agency insurance information, insurance declaration pages, official driving record of the participant, a copy of their valid driver's license and any other information necessary to minimize the agency's liability.

Host Agency Agreement

- To not hold Easter Seals liable for any damages incurred in the case of a driving accident involving an assigned participant.
- Assure that participants are not assigned to positions that involve political activities on behalf of either partisan or non-partisan groups.
- To adhere to policies and responsibilities as detailed in the Easter Seals SCSEP Host Agency Handbook.

Easter Seals agrees:

- To recruit, enroll, and assign a participant to the host agency for the purpose of engaging in productive community service training employment with duties and tasks as specified in a written description of a community service training assignment.
- To be responsible for all administrative and fiscal controls of the SCSEP and for paying training wages and providing applicable fringe benefits, including worker's compensation, to each participant as defined in the Easter Seals SCSEP Participant Handbook.

Easter Seals reserves the right to reassign any participant whenever reassignment will increase opportunities for training or unsubsidized employment, will serve the best interests of the participant, or will better support the goals and objectives of the program. Host agency understands that they have no inherent right to a participant and that assignment of participants to that host agency depends upon the training needs and job goals of that participant. The host agency may terminate its participation as a host agency at any time for any reason upon notification to Easter Seals. This agreement may be amended by written mutual agreement.

This Host Agency Agreement and is in effect from July 1, 2011 to June 30, 2012
(Date) (Date)

Host Agency: Colchester Senior Center
 Address: 95 Norwich Ave
Colchester, CT 06415
 County: New London
 FEIN: 06-10001974
 Signature: _____
 Name: Gregg Schuster
 Title: First Selectman
 Date: 6/17/11

Easter Seals Capital Region & Eastern CT
 22 Prestige Park Circle
 East Hartford, CT 06108
 Signature: _____
 Name: Pete Pylypyszyn
 Title: Program Director
 Date: _____

Definition of Host Agency Status

- This host agency is a government agency.
- This host agency is a certified non-profit agency under Section 501(c)(3) of the U.S. Internal Revenue Code
 - 501(c)(3) documentation is attached.
 - 501(c)(3) documentation is on file with Easter Seals

TOWN OF COLCHESTER



DEPARTMENTAL MEASUREMENT DATA

MONTHLY REPORT

May 2011

COLCHESTER MEASUREMENT SYSTEM

TABLE OF CONTENTS

	<u>PAGE</u>
1. Monthly Report Highlights	1
2. Departmental Measurement Data	
a. Assessor	2
b. Facilities	3
c. Finance	4
d. Financials	5
e. Fire	6
f. First Selectman	7
g. Information Technology	8
h. Health	9
i. Library	10
j. Parks & Recreation	11
k. Planning & Code Administration	12
l. Police	13
m. Public Works	14
n. Senior Center	15
o. Tax Collector	16
p. Town Clerk	17
q. Youth & Social Services	18
3. Definitions	19

Assessor

Activity	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11
Revaluation Inspections	20	20	15	5	21	
Revaluation Data Mailers Reviewed/Filed	NOT MEASURED			2820	841	
Revaluation Data Mailers Processed/Call Back	NOT MEASURED				426	
Permits and Other Inspections	314	427	45	10	18	
CO's	28	10	2	0	6	
Appraisals	342	415	48	27	67	
Motor Vehicles Valued		22	249	61	73	
GIS/Map Research (Hours)	NOT MEASURED		35	60	0	
Home Owner/Additional Veterans Applications Processed			38	10	56	
Income & Expense Filings			23	22	96	
Personal Property Accounts Prosessed	84	132	22	8	7	
BAA Appeals	0	0	4	24	0	
Court Appeals	2	3	2	2	2	
% Reval Inspections Completed	45%	45%	45%	45%	47%	
# of Untaxed Assets Uncovered	42	26	29	0	64	

Facilities

Activity	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11
Electricity Used (kW)	176,811	178,162	168,762	174,244	181,239	
Electricity Cost	\$37,522.00	\$33,400.00	\$34,394.00	\$41,419.00	\$34,821.00	
Oil Purchased (gal.)	2,638	4,357	690	1,864	1,261	
Oil Cost	\$5,891.80	\$9,733.00	\$1,541.95	\$4,169.00	\$0.00	
Propane Purchased (gal.)	1,991	1,938	1,366	0	0	
Propane Cost	\$2,863.68	\$2,396.00	\$1,875.23	\$0.00	\$0.00	
Work orders	15	2	8	10	12	
# of HVAC Repairs	0	3	1	5	1	
Cost of HVAC Repairs	\$0.00	\$1,413.00	\$311.00	\$1,331.00	\$169.00	
Work Order Response Time	1 day	1 day	1 day	1 day	1 day	

Finance

Activity	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11
Investment Income	\$2,054.15	\$2,588.40	\$2,977.32	\$3,018.78	\$3,613.86	
Open Unemployment Claims	9	9	7	5		
Open Worker's Comp Claims	13	11	11	12	13	
Workers Comp Paid	\$37,523.91	\$5,475.32	\$11,512.17	\$13,332.34	\$12,868.56	
Total Workers Comp Reserves	\$201,814.67	\$163,429.33	\$162,153.14	\$160,833.33	\$164,493.25	
Health Claims Paid	\$53,041.87	\$49,118.19	\$64,143.41	\$54,536.68	\$61,448.97	
% Total Expenditure & Encumbered	69.10%	71.80%	74.00%	75.80%	76.80%	
% Total Expenditure	50.40%	56.90%	62.80%	67.60%	71.60%	
% Payments Electronic to Vendor	0.00%	0.00%	0.00%	0.00%	0.00%	
% Total Revenue	78.90%	85.30%	86.20%	98.90%	100.60%	

Financial Indicators

Activity	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11
Collection Rate (%) (Tax Collector)	90.73%	97.31%	97.96%	98.23%	98.42%	
Investment Income (Finance)	\$2,054.15	\$1,563.67	\$2,977.32	\$3,018.78	\$3,613.86	
% Total Expenditure & Encumbered (Finance)	69.10%	71.80%	74.00%	75.80%	76.80%	
% Total Revenue (Finance)	78.90%	85.30%	86.20%	98.90%	100.60%	

Fire Department

Activity	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11
Total Man Hours	1624	1829	1372	1042	1027	
Fire calls	9	2	6	7	9	
Medical Calls	110	107	104	86	102	
Other Calls (HAZMAT, Rescue, Service, etc.)	51	75	39	36	32	
Mutual Aid Calls	17	18	19	11	18	
Training Hours (Class Hrs.)	17.5	29.5	14	76	10	
# of Volunteers Over 100 pts.	Quarterly Report	Quarterly Report	17	Quarterly Report	Quarterly Report	
# of Volunteers Under 100 pts.			78			
# of Volunteers With No Exemption			--			
# of Probationary Volunteers			8			
# of Associate Members			7			
# of Certified Volunteers			100			
# of Programs	29	33	32	23	40	
Work Days Lost to Injury	0	0	0	0	0	
Vehicle Days Lost to Maintenance (Non-PM)	0	1	8	15	4	
% Ambulance Revenue (from projected)	56.10%	64.58%	73.74%	82.49%	91.42%	
Average Response Time Enroute (EMS)	5:33	3:40	4:16	3:54	3:56	
Average Response Time Arrival (EMS)	9:48	7:28	7:16	7:13	7:17	
Average Response Time Enroute (Fire)	5:37	7:30	4:38	3:49	5:42	
Average Response Time Arrival (Fire)	10:13	11:20	9:00	10:33	11:05	

First Selectman's Office

Activity	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11
Board of Selectmen Items	25	24	28	17	33	
Union Contracts Negotiated/Amended	1	0	0	1	0	
Union Contracts in Negotiations	1	1	2	2	2	
Citizen Issues Received	212	185	207	264	284	
Policies Created/Updated	1	0	0	0	0	
Job Descriptions Created/Updated	1	17	0	0	0	
Open Projects	15	15	17	17	15	
Closed Projects	2	1	0	2	2	
Grievences Open (union)	1	0	1	1	0	
Grievences Closed (union)	1	0	0	0	0	
Board/Commission Vacancies	NOT REPORTED		22	22	20	
Labor Legal Services	\$4,522.18	\$1,378.80	\$779.48	\$3,059.00	\$4,715.00	

Information Technology

Activity	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11
Current Open Tickets	158	160	162	159	154	
Report Tickets Open - Communication Delay	15	14	15	14	14	
Report Tickets Open - Low Priority	16	15	15	13	12	
Report Tickets Open - Parts	8	9	9	8	7	
Report Tickets Open - Projects	96	97	96	98	96	
Report Tickets Open - Recurring Issue	10	12	12	11	10	
Report Tickets Open - Recurring Management	13	13	15	15	15	
Report Tickets Opened	32	28	31	11	14	
Report Tickets Closed	24	26	29	14	19	
Report Support Action Taken	124	109	115	78	93	
IT Management Hours Spent	42.00	43.50	48.75	33.75	42.25	
Technical Assistance Hours Spent	26.25	35.00	13.25	25.75	28.00	
Website Management Hours Spent	3.75	10.25	13.75	5.00	23.50	
GIS Hours Spent	18.50	11.00	16.00	6.25	2.50	
Other IT Functions Hours Spent	10.25	1.00	15.00	21.25	8.25	

* current open tickets = current workload

* report tickets opened = issues, had to be resolved; started in-month

* report tickets closed = completed projects

Health

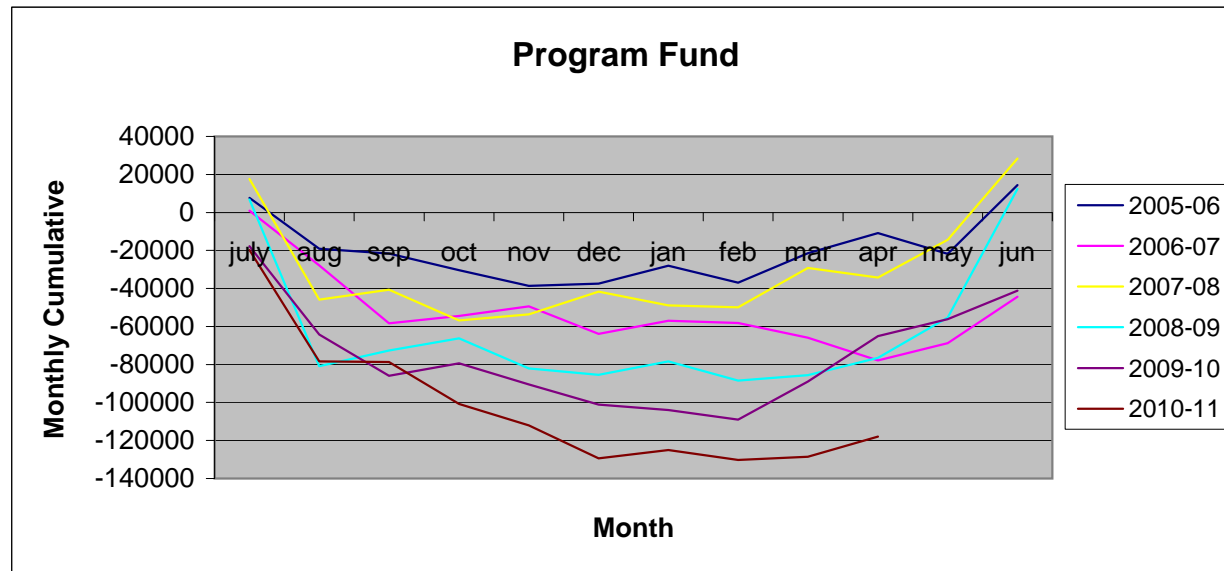
Activity	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11
Food Service Inspections	4	2	8	5	3	
Septic Permits Issued	0	0	0	3	1	
Communicable Disease Follow-Up	1	0	1	0	3	
Complaints Investigated	2	1	6	14	5	
Health Programs	2	1	1	3	1	
Daycare Inspections	2	0	0	0	2	
Plan Reviews	0	11	6	3	8	
Permit Turnaround Time (days)	1.00	1.00	6.30	7.30	2.50	
Revenue Collected	\$295.00	\$600.00	\$920.00	\$725.00	\$1,165.00	
% Budgeted Revenue Collected	37.60%	41.60%	49.70%	52.90%	58.10%	

Library

Activity	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11
Circulation	10,709	14,780	12,346	10,228	9,814	
Inter-Library Loan - Borrowed Items	281	293	422	351	370	
Inter-Library Loan - Loaned Items	321	93	386	388	380	
Reference Questions	742	759	865	940	778	
Computer Uses	923	1,632	1,198	1,070	1,043	
Total Programs	34	34	54	49	72	
Total Program Attendance	350	596	931	910	1,068	
Meeting Rooms Uses	73	47	92	82	106	
Meeting Room Attendance	754	537	1,000	831	759	

Parks and Recreation

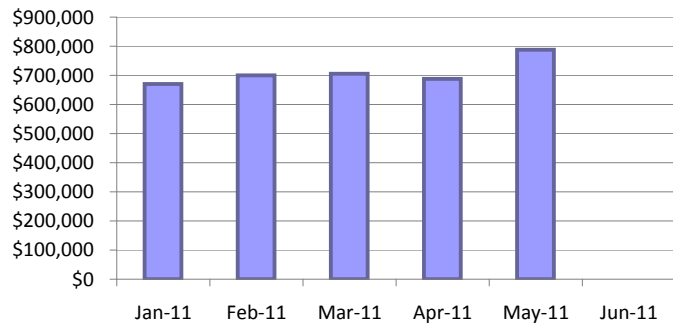
Activity	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11
Hours of Mowing	0	0	0	160	393	
Hours of Snow Removal	880	372	10	0	0	
Hours of Field Maintenance/Prep	0	0	124	168	264	
Hours of Trash Removal	31	42	77	70	105	
# of Programs	68	79	63	67	73	
# of Participants	1,219	1,250	1,937	1,211	1,880	
# of Events Scheduled	1	1	0	2	2	
% Vehicles Washed within 24 hours of Storm	100%	100%	100%	N/A	N/A	
Vehicle Days Lost to Maintenance (Non-PM)	0	0	0	0	0	
Work Days Lost Due to Injury	0	0	0	0	0	



Planning and Zoning

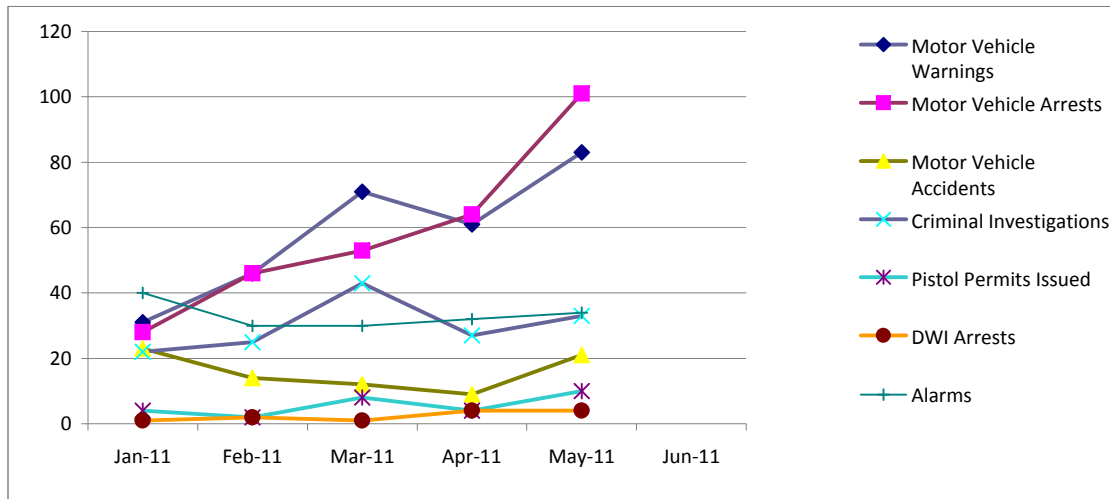
Activity	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11
Total Applications Reviewed	15	8	19	39	38	
Total Applications Approved	10	5	13	36	37	
Residential Applications Approved - Houses	0	0	0	3	1	
Residential Applications Approved - Other	15	5	19	33	36	
Commercial Applications In Progress	0	1	0	1	1	
Commercial Applications Approved	1	1	1	0	1	
Appeals Completed	0	0	0	0	0	
Building Inspections	42	46	56	86	85	
Regulation Changes	0	0	0	0	1	
Fees Collected	\$17,135	\$4,515	\$17,200	\$12,686	\$20,023	
Value of Approved (not built) Commercial Projects	\$670,430	\$699,565	\$705,565	\$687,565	\$787,565	
Open Enforcement Actions	N/A	2	3	3	3	
Land Use Legal Expense	\$62.00	\$1,915.53	\$443.53	\$958.80	\$3,624.32	
Open Space Acreage (acquired)	0	0	0	0	0	
Average Process Time (business days)	4 days	4 days	4 days	5 days	6 days	
Value of Grants Received	\$0	\$0	\$30,000	\$0	\$0	

Value of Approved (not built) Commercial Projects



Police

Activity	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11
Motor Vehicle Warnings	31	46	71	61	83	
Motor Vehicle Arrests	28	46	53	64	101	
Motor Vehicle Accidents	23	14	12	9	21	
Criminal Investigations	22	25	43	27	33	
Pistol Permits Issued	4	2	8	4	10	
DWI Arrests	1	2	1	4	4	
Alarms	40	30	30	32	34	
Calls For Service	323	349	409	407	520	
Work Days Lost to Injury	NOT MEASURED		0	0	0	
JRB Referrals	0	0	0	0	0	

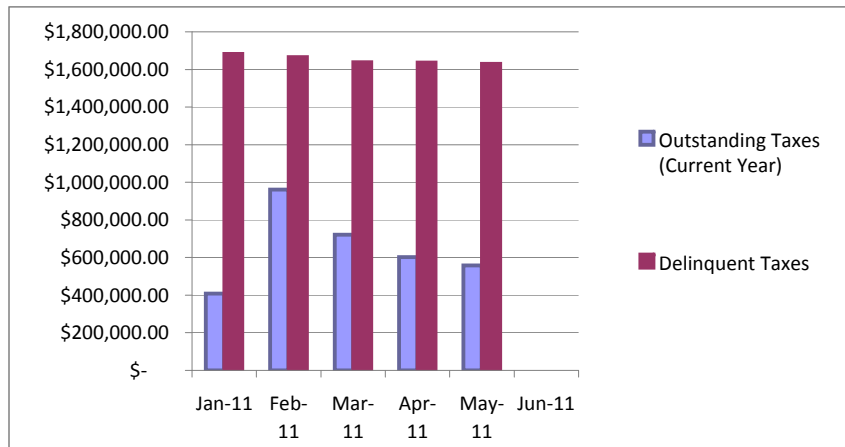


Senior Center

Activity	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11
Clients Served/Program Participants	191	212	272	244	231	
No. of Visits to the Senior Center	508	624	936	765	940	
Program Sessions/Fundraising Events Held	75	85	121	120	129	
Medical Transports (To & From)	112	121	195	138	208	
Other Transport (To & From)	484	568	804	713	773	
Information and Referrals	274	252	316	270	232	
Energy Applications	5	4	0	N/A	N/A	
Volunteer Hours	309.5	387	487.5	406	512	
Grants Applied For	0	1	3	1	1	
Grants Received	0	1	0	0	2	
Renters Rebate Applications Rcv'd	N/A	N/A	N/A	N/A	15	
Medicare Counseling Clients Served	4	6	12	7	4	

Tax Collector

Activity	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11
Bills Sent	2,551	15	7	3	2	
Delinquent Statements & Demands	0	2,192	528	448	50	
Liens	0	0	0	278	0	
Accounts w/ Marshal or Collection Agency	1,771	790	731	700	672	
Accounts w/ Attorney	24	23	20	24	21	
Collection Rate (%) (Current Year)	90.73%	97.31%	97.96%	98.23%	98.42%	
Outstanding Taxes (Current Year)	\$ 407,595.83	\$ 961,309.85	\$ 721,494.37	\$ 602,533.14	\$ 558,125.11	
Delinquent Taxes	\$ 1,681,952.87	\$ 1,666,057.49	\$ 1,637,714.36	\$ 1,636,681.32	\$ 1,630,554.92	



Town Clerk

Activity	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11
Land Records - Recordings	326	205	273	220	229	
Absentee Ballots Issued	N/A	N/A	N/A	6	16	
Dog Licenses Issued	2	15	6	5	4	
Marriage Licenses Issued	1	1	3	4	5	
Birth, Marr. & Death Certificates Issued	24	34	32	28	24	
Sporting Licenses Issued	88	30	50	49	118	
Documents Notarized	53	57	75	73	53	
Revenue Collected (Conveyance)	\$ 7,358.25	\$ 3,562.50	\$ 5,809.75	\$ 5,536.25	\$ 11,829.07	
Revenue Collected (Other)	\$ 11,049.00	\$ 8,070.75	\$ 8,473.75	\$ 6,635.00	\$ 7,501.25	
% Budgeted Revenue Collected	68.20%	73.00%	79.00%	84.00%	92.10%	

Youth and Social Services

Activity	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11
Fuel Bank Balance	\$8,310.91	\$9,741.66	\$10,879.16	\$8,537.66	\$6,781.90	
Food Bank Balance	\$34,252.73	\$36,384.40	\$46,431.36	\$46,330.47	\$43,751.80	
People Served by Food Bank	155	161	169	205	185	
Families Served by Fuel Bank	5	1	3	9	7	
Energy Assistance Applications	35	32	14	5	0	
Other Requests for Services	400	225	200	100	100	
Volunteer Hours	84	78	73	71	85	
Number of Programs	15	32	45	33	41	
Number of Program Participants	275	328	497	313	421	
Grants Applied For	0	0	0	1	0	
Grants Received	0	0	0	0	0	
Successful JRB Program Completions	0	0	0	0	0	
JRB Referrals Received	0	0	0	0	0	

TOWN OF COLCHESTER
MEASUREMENT SYSTEM

DEFINITIONS

ASSESSOR

- Inspections* – Number of inspections of improvements or alterations to homes or businesses that may affect the value of the property
- COs* – Number of Certification of Occupancies provided by the Town’s Building Official whereby the property is 100% completed in accordance with state codes and may be occupied
- Appraisals* – Number of households or businesses that needed to have or requested an appraisal from the Assessor’s Office
- Motor Vehicles Valued* – Number of motor vehicles whose value was assessed
- GIS/MAP Research (Hours)* – Total number of hours Assessor’s Office staff dedicate to creating and analyzing property maps
- Home Owner / Additional Veterans Applications Processed* - Meeting with taxpayers and assisting them in the filing & processing of their state exemption application filings
- Income & Expense Filings* – Meeting with commercial & industrial property owners and assisting them in the filing and processing of their annual income & expense filing in regards to income producing properties.
- BAA Appeals* – Number of appeals reviewed by the Board of Assessment Appeals
- Court Appeals* – Number of appeals reviewed or heard by a court
- % of Reval Inspections Completed* – Percentage of revaluation inspections completed out of the total number of inspections that need to be completed within the year
- # of Untaxed Assets Uncovered* – Number of personal property items discovered by the Assessor’s Office that should be taxed, where the taxpayer was required to declare them yet failed to do so, or construction/improvements of real estate that was discovered by the Assessor’s Office that should be taxed, where the taxpayer was required to take out a building permit yet failed to do so

FACILITIES

- Electricity Used (kW)* – Total amount of electricity consumed by Town facilities as measured in kilowatt hours
- Electricity Cost* – Total cost of electricity used per month
- Oil Used (Gal.)* – Total amount of oil delivered to Town facilities as measured in number of gallons
- Oil Cost* – Total cost of oil purchased per month
- Propane Used (Gal.)* – Total amount of propane delivered to Town facilities as measured in number of gallons
- Propane Cost* – Total cost of propane purchased per month
- Work Orders* - Number of requests for service for any maintenance to Town facilities

of CIP Initiatives – Number of capital improvement projects that have begun within a month
of HVAC Repairs – Number of repairs to heating, ventilation, or air conditioning units in Town facilities
Cost of HVAC Repairs – Cost of heating, ventilation, or air conditioning repairs per month
Work Order Response Time – Average time needed to respond to the request to determine what has to be done and what the cost will be

FINANCE

Investment Income – Earnings on Town funds invested in various within a month
Open Unemployment Claims – Number of people collecting unemployment within the month
Open Worker's Comp Claims – Number of people collecting worker's compensation benefits within the month
Worker's Comp Paid – Dollar amount paid for worker's compensation benefits within a Month
Total Worker's Comp Reserves – Amount held in reserve for the total estimated worker's compensation open claims
Health Claims Paid – Dollar amount paid for health insurance claims within a month
% Total Expenditure & Encumbered – Percent of the budget expended to date and any outstanding commitments for the remainder of the fiscal year
% Total Expenditures - Percent of the budget expended to date
% Payments Electronic to Vendor – Percentage of total payments to vendors made through electronic banking
% Total Revenue – Percent of total budgeted revenues received to date

FIRE

Total Man Hours – Total number of hours paid staff and volunteers worked for EMS and fire response
Fire Calls – Total number of responses to calls that were for a reported or actual fire
Medical Calls – Total number of responses to calls that required emergency medical services
Other Calls (HAZMAT, Rescue, Service, etc.) – Total number of calls that required fire department services for events other than for fires or emergency medical services
Mutual Aid Calls – Number of responses to fire department services from surrounding Towns
Training Hours (Class Hours) – Number of hours of class time that paid staff and volunteers accumulated within a month for fire and EMS training purposes
of Volunteers Over 100 pts. – Number of volunteer firefighters and EMS staff who have accumulated over one hundred points (points are accumulated one point for every hour volunteered; volunteers with over 150 points receive tax exemptions per Town Code and State Statute)

of Volunteers Under 100 pts. – Number of volunteer firefighters and EMS staff who have accumulated less than one hundred points (see above definition for explanation of points)

of Volunteers With No Exemption – Number of volunteer firefighters and EMS staff who have not qualified for a tax exemption

of Probationary Volunteers – Number of volunteers who are within the probationary period of becoming a volunteer firefighter and/or EMT

of Associate Members – Number of people that contribute to the work of the fire department but are not certified volunteers and cannot respond to calls

of Certified Volunteers – Number of people who have completed their probationary period, mandatory trainings, and are available to respond to fire, EMS, and other service calls

of Programs – Number of programs offered by the Fire Department for the public

Work Days Lost to Injury – Total cumulative number of days fire department employees and volunteers were unable to work due to injury within a month

Vehicle Days Lost to Maintenance (Non-PM) - Total cumulative number of days fire department vehicles were inoperable due to unscheduled maintenance within a month (non preventative maintenance)

% Ambulance Revenue (from Projected) - Percent of total ambulance budgeted revenues received to date

Average Response Time Enroute (EMS) – The cumulative total of time EMS staff and volunteers took to receive a call and get out of the fire station divided by the total number of calls for EMS services

Average Response Time Arrival (EMS) – The cumulative total of time EMS staff and volunteers took to get from the fire department to the destination divided by the total number of calls for EMS services

Average Response Time Enroute (Fire) - The cumulative total of time fire department staff and volunteers took to receive a call and get out of the fire station divided by the total number of calls for fire services

Average Response Time Arrival (Fire) - The cumulative total of time fire department staff and volunteers took to get from the fire department to the destination divided by the total number of calls for EMS services

FIRST SELECTMAN

Board of Selectmen Items – Total number of actionable items on each Board of Selectmen agenda within a month

Union Contracts Negotiated/Amended – Number of union contracts that have been negotiated and finalized; or amended, including concessions or memorandums of agreement

Union Contracts in Negotiations – Number of union contracts that are currently being negotiated between the First Selectman and union representatives

Citizen Issues Received – Total number of phone calls, e-mails, and visits to the office from constituents that needed follow-up responses or research within a month

Policies Created/Updated – Number of Town Hall or Town-staff policies that were amended or created and approved by the Board of Selectmen

Job Descriptions Created/Updated – Number of job descriptions that were amended or created and approved by the Board of Selectmen

Open Projects – Number of projects that are currently being worked on by Town Hall staff that are included in the “Project List”

Closed Projects – Number of projects that have been worked on by Town Hall staff and have been completed that are included in the “Project List”

Grievances Open – Number of union grievances that have been filed and are active

Grievances Closed – Number of union grievances that have been settled and are considered closed

Board/Commission Vacancies – Total number of vacancies on Town boards and commissions

Labor Legal Services – Dollar amount spent on legal services for labor relations issues

HEALTH

Food Service Inspections – Number of health inspections of food service businesses

Septic Permits Issued – Number of permits issued to install septic systems

Communicable Disease Follow-Up – Number of reported communicable diseases requiring follow-up contact

Complaints Investigated – Number of complaints received by the Health Department that have been investigated by staff

Health Programs – Number of programs organized and run by the Health Department within a particular month

Daycare Inspections – Number of inspections of child daycare facilities and businesses

Plan Reviews – Number of site plans reviewed

Permit Turnaround Time (Days) – Average time, measured in days, that it takes the Health Department to receive, review, and issue a decision on permit applications

Revenue Collected – Total amount of revenue collected by the Health Department from fees and other revenue sources per month

% Budgeted Revenue Collected – Percentage of the total annual projected revenue collected fees and other revenue sources

INFORMATION TECHNOLOGY

Current Open Tickets – Number of requests for IT services that need to be addressed

Report Tickets Open (Communications Delay) – Sub-set of the Current Open Tickets number to define the total number of requests that deal with delays in communication and or coordination with one or multiple parties

Report Tickets Open (Low Priority) – Sub-set of the Current Open Tickets number to define the total number of requests that deal with minor IT issues that can be postponed without causing significant delay of normal business procedures

Report Tickets Open (Parts) – Sub-set of the Current Open Tickets number to define the total number of requests that deal with acquiring and/or replacing components/software. Delay might be related to funding or a functioning temporary solution in place lowering the overall priority

Report Tickets Open (Projects) – Sub-set of the Current Open Tickets number to define the total number of requests that deal with IT-related projects worked on by the IT Coordinator or with the IT Coordinator as part of a working group

Report Tickets Open (Recurring Issue) – Sub-set of the Current Open Tickets number to define the total number of requests that deal with fixing or solving issues that have previously been worked on by the IT Coordinator

Report Tickets Open (Recurring Management) – Sub-set of the Current Open Tickets number to define the total number services that comprise the management of the multiple computer networks, software and technological services utilized by the town

Report Tickets Opened – Number of requests for IT services that have been initiated per month

Report Tickets Closed – Number of requests for IT services that have been completed per month

Report Support Action Taken – Each ticket has actions that are taken to complete. The actions are grouped by date and assigned to tickets along with the time spent and a summary of the individual task completed. The Report Support Action Taken is the overall summary for the reporting cycle

IT Management Hours Spent – Total number of hours spent handling the management of IT services within a month

Technical Assistance Hours Spent – Total number of hours spent assisting town hall staff to understand or fix an issue relating to IT within a month

Website Management Hours Spent – Total number of hours spent working on, updating, fixing, or correcting technical errors and training staff on the Town website within a month

GIS Hours Spent – Total number of hours spent developing, updating, addressing issues, meeting with staff, and training regarding the town's GIS software, data, and equipment within a month

Other IT Functions Hours Spent – Total number of hours spent performing other IT duties that do not fall within another specified category within a month

LIBRARY

Circulation – Total number of items borrowed by library users

Inter-Library Loan – Borrowed Items – Number of items the library has borrowed from other libraries

Inter-Library Loan – Loaned Items – Number of items the library has loaned to other libraries

Reference Questions – Total number of questions received from the public regarding information available at the library

Computer Uses – Number of people who have signed in to use a public computer available at the library

Total Programs – Number of programs offered by the library or library staff for the public

Total Program Attendance – Total number of people who attended a program offered by the library or library staff for the public

Meeting Room Uses – Number of occurrences whereby rooms at the library were requested and used by the public for meetings or other uses

Meeting Room Attendance – Number of people that used or were in attendance in the meeting rooms for meetings or other uses

PARKS & RECREATION

Hours of Mowing – Total number of hours field maintenance staff expended mowing fields and town properties

Hours of Snow Removal – Total number of hours Town staff expended removing snow from Town-maintained roads, including pre-treatment of roads with salt

Hours of Field Maintenance/Prep – Number of hours field maintenance staff expended aerating, seeding, patching, raking, and bettering the condition of town-maintained recreational fields

Hours of Trash Removal – Number of hours parks staff expended removing trash from town-maintained trash receptacles

of Programs – Number of programs offered by the Parks & Recreation Department for the public within a month

of Participants – Number of people who registered and attended a Parks & Recreation program within a month

of Events Scheduled – Number of Parks & Recreation events scheduled within a month

% Vehicles Washed within 36 Hours of Storm – Percentage of total number of Town vehicles used for snow removal that were properly washed within 36 hours after the end of a storm event

Vehicles Days Lost to Maintenance (Non-PM) – Total cumulative number of days Parks & Recreation vehicles were inoperable due to unscheduled maintenance within a month

Work Days Lost Due to Injury – Total cumulative number of days Parks & Recreation employees were unable to work due to injury within a month (non preventative maintenance)

PLANNING

Total Applications Reviewed – Building Permit and Zoning Permit applications reviewed by building, zoning, wetlands, and health officials. Does not include building permits for remodeling, siding, roofing; zoning permits for signs or home occupations; and wetlands applications or engineering reviews.

Total Applications Approved – Number of reviewed applications that were approved by the appropriate officials

Residential Applications Approved (Houses) – Number of applications for residential houses approved for development

Residential Applications Approved (Other) – Number of applications for residential development, other than houses, approved for development

Commercial Applications in Progress – Number of applications for commercial property remodeling or development in the process of being reviewed any evaluated

Commercial Applications Approved – Number of applications for commercial property remodeling or development that have been reviewed and approved
Appeals Completed –
Building Inspections – Number of building inspections completed by the building official
Regulation Changes – Number of alterations to the zoning regulations
Fees Collected – Dollar amount of fees collected, which include wetlands, planning & zoning, and building fees
Value of Approved (not built) Commercial Projects – Value of construction listed on pending building permit application
Open Enforcement Actions –
Land Use Legal Expense – Amount of money spent for legal advice/action towards Land Use issues
Open Space Acreage – Number of acres of open space lands either transferred to the town in fee simple ownership or through conservation easement
Average Process Time (Business Days) – Average number of business days it took to process an application received by the Planning & Code Administration office
Value of Grants Received – Dollar amount of grant money received by the Planning & Code Administration Office

POLICE

Motor Vehicle Warnings – Motor vehicles stopped and given a warning; no ticket issued.
Motor Vehicle Arrests – Motor vehicles stopped and the operator arrested for violation of the law
Motor Vehicle Accidents – Any circumstance where a motor vehicle is disabled or stopped due to collision with other vehicle or object
Criminal Investigations – Calls or appearances for police services to investigate criminal or mischievous behavior, whether known or unknown.
Pistol Permits Issued – Permits for hand gun users that are applied for and accepted
DWI Arrests – Motor vehicle operators who were found above the legal limit of blood alcohol content
Alarms – Calls for police service due to residential or commercial alarm activation
Calls For Service – Calls to the police department for police services
JRB Referrals – Police referral of juvenile to the Juvenile Review Board

PUBLIC WORKS

Work Days Lost to Injury – Number of days public works employees missed work due to an on-the-job injury
Vehicle Days Lost to Maintenance (Non-PM) – Number of days public works vehicles were unable to be operated due to unscheduled maintenance; does not include preventative maintenance, such as cleaning, oil changes, etc.
Fleet – Work Orders Open – Number of requests for service to any Town vehicle that has been initiated by Fleet Maintenance
Fleet – Work Orders Closed – Number of requests for service to any Town vehicle that has been completed by Fleet Maintenance

Amount Spent Outsourcing Repairs – Dollar amount for maintenance on Town vehicles that either could not be done or was not done by Town maintenance staff

Average Repair Turnaround Time – Amount of time from the day a work order is submitted to Fleet to the day the work order is closed by Fleet and the vehicle is returned to service divided by the number of work orders completed

Storm Events – Number of snow, ice, or major rain/wind storms where the highway crew is needed to plow, de-ice, and/or clean the streets and roads

Transfer Station Revenue – Dollar amount of revenue received from transfer station receipts including credits for waste disposed (e.g., singlestream recyclables, metal, waste oil, batteries, etc.)

Transfer Station Transportation Expenditure – Dollar amount of expenses to dispose of waste collected including all transportation and tipping charges (if tipping results in a credit, that is considered a revenue not a deduction in an expense)

Waste Handled (tons) – Total amount of municipal solid waste, measured in tons, collected at the transfer Station per month

Mailbox Replacements – Number of mailboxes and/or posts replaced due to damage during snow/ice removal

Overtime (Snow & Ice) Budget Consumed – Percentage of budgeted overtime, for snow and ice removal, used since the start of the fiscal year

Water Production (gal.) – Total amount of water produced, in gallons, per month

Shutoffs – Number of residential and commercial tenants whose water supply has been discontinued

Hook-Ups – Number of residential and commercial properties whose water supply has been added to the town sewer and water system

Main Breaks – Number of water main breaks repaired per month

% Vehicles Washed within 36 Hours of Storm – Number vehicles that were properly cleaned after being used during a storm event out of the total number of vehicles used during storm events

% Roads – Grade A – Percentage of the total number of roads, or portions of roads, in Colchester that have a grade rating of “A,” representing a road in excellent condition, with no immediate needs for maintenance

% Roads – Grade B – Percentage of the total number of roads, or portions of roads, in Colchester that have a grade rating of “B,” representing a road in very good to good condition, with only minor maintenance or surface treatment required

% Roads – Grade C – Percentage of the total number of roads, or portions of roads, in Colchester that have a grade rating of “C,” representing a road in good to fair condition, with some immediate needs for repair

% Roads – Grade D – Percentage of the total number of roads, or portions of roads, in Colchester that have a grade rating of “D,” representing a road in fair to poor condition, with substantial needs for immediate repair

% Roads – Grade F – Percentage of the total number of roads, or portions of roads, in Colchester that have a grade rating of “F,” representing a road in very poor to failing condition, with reclamation or reconstruction as the only likely option

Water Quality Within Guidelines (Yes/No) – Whether the quality of drinking water meets Department of Public Health safety standards

% of Budgeted Billings (Sewer & Water) – Percentage of the actual Sewer & Water user fees billed compared to the total estimated annual user fees budgeted

% of Budgeted Revenue Collected (Sewer & Water) – Percentage of quarterly revenue compared to the total quarterly billed from Sewer & Water usage bills

SENIOR CENTER

Clients/People Served – Unduplicated number of people who have received services from the senior center.

No. of Senior Center Visits – Number of people who visited the Senior Center (individuals may be counted more than once if they visit multiple times in a month)

Programs/Fundraising Events Held – Number of Senior Center-sponsored programs or fundraisers that took place within a particular month

Medical Transports – Number of trips taken to deliver a client to a doctor, hospital, or drug store

Other Transports – Number of trips taken for reasons other than medical delivery

Information and Referrals – Number of requests for information from Senior Center staff via phone, e-mail, or walk-in

Energy Applications – Number of energy assistance applications processed

Volunteer Hours – Total number of hours from volunteers working at or with the Senior Center

Grants Applied For - Number of grants for Senior Services applied for

Grants Received – Number of grants received by Senior Services that were applied for and approved

Renters Rebate Applications Rcv'd – Number of rebate applications processed for Colchester residents

Medicare Counseling Clients Served – Number of people who received counseling or information regarding Medicare from Senior Center staff

TAX COLLECTOR

Bills Sent – Number of real estate, personal property, and motor vehicle tax bills sent to residents

Delinquent Statements – Number of overdue tax statements issued to residents

Liens – Number of liens placed on land records for outstanding taxes

Accounts with Sheriff or Collection Agency– Number of delinquent accounts that are currently being pursued by a sheriff or delinquent tax collection agency

Accounts with Attorney – Number of accounts that are currently in court/trial proceedings

Collection Rate – Percentage of taxes collected from the beginning of the fiscal year to the month indicated

Outstanding Taxes (Current Year) – Total dollar amount of taxes that are due, but not yet delinquent

Delinquent Taxes – Total dollar amount of overdue taxes, starting from the July due date

TOWN CLERK

Land Records (Recordings) – Number of documents filed on the land records

Absentee Ballots Issued – Number of absentee ballots requested and delivered

Dog Licenses Issued – Number of dog licenses applied for and issued

Marriage Licenses Issued – Number of marriage licenses applied for and issued

Birth, Marr. & Death Certificates Issued – Combined total of the number of birth, marriage, and death certificates requested and issued

Sporting Licenses Issued – Number of sporting licenses (e.g. hunting, fishing, etc.) applied for and issued

Documents Notarized – Number of documents brought to the Town Clerk to be notarized

Revenue Collected (Conveyance) – Amount of revenue collected through property sales conveyance taxes per month

Revenue Collected (Misc.) – Amount of revenue collected through licensing or permits issued through the Clerk's Office per month

% Budgeted Revenue Collected – Percentage of the total annual projected revenue collected through licenses, permits, and other revenue sources

YOUTH AND SOCIAL SERVICES

Fuel Bank Balance – Total amount of funds available for Fuel Bank use

Food Bank Balance – Total amount of funds available for Food Bank use

People Served by Food Bank – Number of people who picked up food provided by the Food Bank

Families Served by Fuel Bank – Number of households who were provided emergency fuel from the Fuel Bank

Energy Assistance Applications – Number of people who applied for energy assistance

Other Requests for Services – Number of people who have contacted or visited the Youth & Social Services Department requesting services other than food or fuel assistance

Volunteer Hours – Total number of hours performed by volunteers to assist Youth & Social Services

Number of Programs – Number of programs offered within a month

Number of Program Participants – Total number of participants in programs within a month

Grants Applied For – Number of grants for Youth and/or Social Services applied for

Grants Received – Number of grants received by Youth and/or Social Service that were applied for and approved

Successful JRB Program Completions – Number of juveniles who have successfully completed the recommended Juvenile Review Board Program

JRB Referrals Received – Number of juveniles who have been referred to the Juvenile Review Board