

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

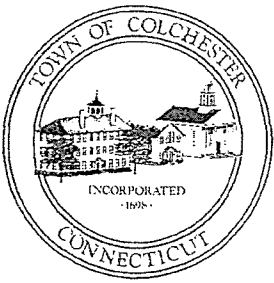
Gregg Schuster, First Selectman

**Colchester Commission Chairmen
Special Meeting Agenda
Thursday, August 4, 2011
Colchester Town Hall**

Meeting Room 1 – 7:00 p.m.

1. Call to Order
2. Commission Updates – Commission Chairs
3. Adjourn

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2011 AUG -2 AM 10:16
Gregg Schuster
WARRIOR GRAY



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

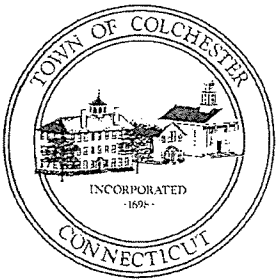
Board of Selectmen Regular Meeting Agenda Thursday, August 4, 2011 Colchester Town Hall

Meeting Room 1 – Immediately Following
Commission Chair Meeting at 7:00pm

RECEIVED
COLCHESTER, CT
2011 AUG - 2 AM 11:19
Gregg Schuster
TOWN OF COLCHESTER

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the July 7, 2011 Regular Board of Selectmen meeting
4. Citizen's Comments
5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Agriculture Commission. Leslie Curtis to be interviewed.
 - b. Agriculture Commission. Olivia Duska to be interviewed.
 - c. Agriculture Commission. Elizabeth Gillman to be interviewed.
 - d. Agriculture Commission. Andrew Lyons to be interviewed.
 - e. Building Committee. John Avery to be interviewed.
 - f. Building Committee. Justin Bunton to be interviewed.
 - g. Building Committee. Nancy Cordova to be interviewed.
 - h. Building Committee. John Carroll to be interviewed.
 - i. Building Committee. Robert A. Dennehy to be interviewed.
 - j. Building Committee. Joe Ruiz to be interviewed.
 - k. Building Committee. Pamela Scheibelein to be interviewed.
 - l. Building Committee. Robert Sosnoski to be interviewed.
 - m. Building Committee. Thomas A. Tyler to be interviewed.

- n. Building Committee. Stephen W. Wells to be interviewed.
 - o. Youth Services Bureau. Member appointment for a three-year term to expire 08/04/14. Linda Bromley to be interviewed.
 - p. TVCCA Board of Directors. Resignation of Fay M. Sherman.
 - q. TVCCA Board of Directors. Representative appointment for a term to expire 11/21/11. Eleanor M. Phillips to be interviewed.
 - r. Zoning Board of Appeals. Resignation of Chris Bourque.
6. Budget Transfers
 7. Tax Refunds & Rebates
 8. Discussion and Possible Action on TVCCA Contract
 9. Discussion and Possible Action on Hebron Land Swap
 10. Discussion and Possible Action on VOIP for Town Facilities
 11. Discussion and Possible Action on Free Solar Panels
 12. Discussion and Possible Action on Youth Services Bureau Grants
 13. Discussion and Possible Action on Fair Rent Commission
 14. Discussion and Possible Action on Personnel Policy
 15. Citizen's Comments
 16. First Selectman's Report
 17. Liaison Report
 18. Executive Session to Discuss Personnel Matter
 19. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

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

Meeting Room 1 – 7:00pm

2011 JUL - 8 AM 09:58
RECEIVED
TOWN OF COLCHESTER

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, Don Lee, Walter Cox, James Paggioli, Tim York, Nancy Bray, 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**
None.
3. **Approve Minutes of the June 2, 2011 Regular Board of Selectmen meeting**
J. Ford moved to approve the revised minutes of the June 2, 2011 regular Board of Selectmen meeting, seconded by G. Cordova. Discussion on the addition of language as a true representation of actual discussion at the meeting. J. Ford, G. Cordova, and G. Schuster approve, S. Soby opposed. MOTION CARRIED.
4. **Approve Minutes of the June 16, 2011 Regular Board of Selectmen meeting**
G. Cordova moved to approve the minutes of the June 16, 2011 regular Board of Selectmen meeting, seconded by J. Ford. S. Soby, J. Ford, G. Schuster approved; G. Cordova abstained. MOTION CARRIED.
5. **Citizen's Comments**
None.
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.**
Linda Bromley was absent.
7. **Budget Transfers**
None.
8. **Tax Refunds & Rebates**
G. Cordova moved to approve the tax refunds of \$85.24 to EAN Holdings, LLC; \$96.77 to CAB East, LLC; and \$54.40 to Vincent E. McCurry, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

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.**
S. Soby moved to appoint William Paul as Assistant Animal Control Officer for a one-year term to expire 7/7/2012, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
10. **Presentation to the Board on Schuster Park Training Grounds**
Chief Cox and Deputy Chief Lee presented to the board an update on the Schuster Park training grounds.
11. **Discussion and Possible Action on Old Firehouse Use**
Discussion was held on the possible use of the old firehouse as a museum for historical fire equipment.
12. **Discussion and Possible Action on Fire House Company One – Replacement Copier**
G. Cordova moved to approve the lease of a new Ricoh copier with Ikon Office Solutions, Inc. for the period of July 21, 2011 through July 21, 2016 and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
13. **Discussion and Possible Action on Business Associate Agreement for Protected Health Information**
S. Soby moved to authorize the First Selectman to sign the Business Associate Agreement for Protected Health Information with McGladrey & Pullen, LLP, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
14. **Discussion and Possible Action on Historic Documents Preservation Grant**
J. Ford moved to approve a resolution stating, "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 a Historic Documents Preservation Grant," seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
15. **Discussion and Possible Action on Solicitation of Sponsorships for Dog Park Expo**
S. Soby moved to approve the solicitation of sponsorships for the Dog Park Expo, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
16. **Discussion and Possible Action on Municipal Solid Waste Contract**
G. Cordova moved 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," dated 24 November 2010, and authorize the First Selectman to sign any and all necessary documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
17. **Discussion and Possible Action on Transfer Station Scrap Metal**
S. Soby moved 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, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
18. **Discussion and Possible Action on Renewal of Easter Seals Contract**
S. Soby moved to approve the 2011 Host Agency Agreement with the Easter Seals Senior Community Service Agreement Program and to authorize the First Selectman to sign all documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

19. Discussion and Possible Action on Town Measurement System

First Selectman G. Schuster introduced to the Board the new Town measurement system.

20. Citizen's Comments

W. Donahue commented on use of old firehouse use for charities. K. Kelly commented on vacant properties in town and the junkyard on Old Amston Road.

21. First Selectman's Report

First Selectman G. Schuster reported that the planned Dept. of Transportation facility on Lake Hayward Road will proceed and is on the July Bond Commission agenda, as of today there will be no cuts to municipal aid with regards to the state budget reconciliation, looking to schedule a tri-board meeting at the end of the summer to discuss the Other Post-Employment Benefits Trust, and wellness programs are being looked at as we develop an RFP for such services.

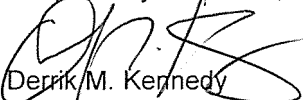
22. Liaison Report

S. Soby reported that the Zoning Board of Appeals meets next week; Planning & Zoning Commission did not meet since the last Board of Selectmen meeting; and the Police Commission is still working on the Rules & Regulations, uniforms went back to the subcommittee and resolved the issue, the computer software issue is being addressed by the State Police, specific shirts for various types of duty have been implemented and the force is satisfied with them, and vehicles are being monitored and the department is looking into microphones to go along with the dash-mounted cameras.

23. Adjourn

G. Cordova moved to adjourn at 7:54 p.m., seconded by S. Soby. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Derrik M. Kennedy
Executive Assistant to the First Selectman

Fay M. Sherman
140 Crestview Drive
Colchester, CT 06415
(860) 537-5626

11-07-11P01:56 RCVD

July 6, 2011

Mr. Greg Schuster, First Selectmen
Town of Colchester
128 Norwich Avenue
Colchester, CT 06415

RECEIVED
TOWN OF COLCHESTER, CT
2011 JUL 18 AM 10:13
FAY M. SHERMAN

Re: Letter of Resignation - Board of Directors of Thames Valley Council of Community Assistance

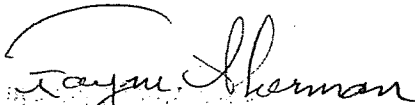
Dear Greg,

This is a very difficult letter for me to write as I have very strong feelings for the operation of TVCCA. TVCCA reaches out to community needs during challenging times and I have nothing but praise and respect for the passion, commitment and ability of the Executive Director, Board Members and Staff. TVCCA strives for excellence in every phase of the operation. It's been a privilege to be a member of the Board of TVCCA for almost twenty years.

As of July 31, 2011, due to personal commitments, please consider this my letter of resignation to represent the Town of Colchester as a TVCCA Board member. I want to thank you and previous first selectmen for having the confidence in me to represent the Town of Colchester.

I highly recommend Eleanor Phillips to fill my position to represent the town of Colchester. Eleanor was a dedicated and active member of TVCCA's Board of Directors for many years prior to moving to Colchester.

Respectfully submitted,



Fay M. Sherman

Cc: Aaron Daniels, Chairman of the Board of TVCCA

11-07-27P01:49 RCVD

J. Christopher Bourque
391 Westchester Road
Colchester, CT 06415

Greg Schuster,
First Selectman
Colchester, CT 06415

July 26, 2011

Greg,

This is my formal notification that I am resigning from the Colchester Zoning Board of Appeals as an Alternate. Effective immediately.

I wish you much success in the future.

Sincerely



J. Christopher Bourque

RECEIVED
COLCHESTER, CT
2011 JUL 27 PM 3:17
NANCY A. BRAY
TOWN CLERK

Colchester Senior Center
BOS Request for Approval

To: Board of Selectmen

From: Patti White, Director

Re: Renewal of TVCCA Senior Nutrition Meals Contract

Date: 7/28/11

Summary of Request:

This is a renewal of the annual standard contract with the Thames Valley Council for Community Action (TVCCA) for the provision of both congregate and homebound delivered meals through the Colchester Senior Center. The contract details the responsibilities of both the center and TVCCA. There is no new cost to the town and no material changes have been made to the contract from previous years.

Action Recommended:

To approve the 2012 Contract with TVCCA for the ongoing provision of meals and to authorize the First Selectman to sign any necessary documents.



THAMES VALLEY COUNCIL FOR COMMUNITY ACTION, INC.
Serving Our Communities Since 1965

Deborah Monahan, Executive Director

June 28, 2011

Patti White
Colchester Senior Center
95 Norwich Avenue
Colchester, CT 06415

Dear Ms. White:

Enclosed please find the contract between Thames Valley Council for Community Action (TVCCA) and Town of Colchester.

I have enclosed two copies that need to be signed. The one stamped copy is for your records and the **original needs to be returned to our office as soon as possible**. Please send the signed copy to:

TVCCA Senior Nutrition Program
81 Stockhouse Road
Bozrah, CT 06334

Please read through the contract and if you have any questions, do not hesitate to contact our office at 860-886-1720 x28 or x10.

Sincerely,

Timothy Grills
Director, Nutrition Services

Enclosures

Commissary - 81 Stockhouse Road - Bozrah, CT 06334 - (860) 886-1720 FAX (860) 892-2295

Administrative Office - One Sylvandale Road - Jewett City, CT 06351 - (860) 889-1365 FAX (860) 376-8782
Norwich Office - 401 West Thames Street - Unit 201 - Norwich, CT 06360 - (860) 889-1365 FAX (860) 885-2738
New London Office - 83 Huntington Street - New London, CT 06320 - (860) 444-0006 FAX (860) 444-0059
Web Site Address - www.tvcca.org

AGREEMENT BETWEEN THAMES VALLEY COUNCIL
FOR COMMUNITY ACTION, INC. AND THE TOWN OF COLCHESTER
FOR SENIOR NUTRITION MEAL SITE #10

This agreement entered into as of this **1st** day of **July 2011**, by and between the Thames Valley Council for Community Action, Inc. of the Town of Lisbon, State of Connecticut, hereafter referred to as TVCCA and the Town of Colchester, State of Connecticut, hereafter referred to as the Center.

Witnesseth that:

TVCCA and the Center do mutually agree as follows:

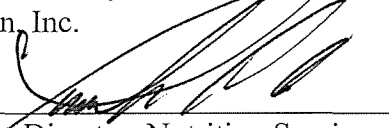
1. Nutrition Meal Site #10 of the TVCCA Senior Nutrition Program will be housed at the Colchester Senior Center for approximately four (4) hours per day, Monday through Friday.
2. The Center agrees to provide the following:
 - A. Space, custodial service, heat, utilities, trash and snow removal, telephone service and locked storage space.
 - B. Use of additional storage space, tables, chairs, oven for rethermalization of meals and other miscellaneous equipment as needed.
 - C. The Senior Center Director will coordinate with the Senior Center staff to develop a volunteer system for the delivery of Meals on Wheels.
3. TVCCA agrees to provide the following:
 - A. A site server contingent upon federal and state funding, whose responsibility it will be to coordinate and work all aspects of the lunch program, including overseeing the volunteers and the serving of and cleaning up after the meal.
 - B. Meals to persons sixty (60) years of age and over on a demand seventy-two (72) hour prior reservation basis; the number of meals to be limited only by space or funding constraints.
 - C. Training to staff and volunteers as necessary to assure compliance with program regulations.
 - D. All serving utensils and disposable items necessary for the serving of meals.
 - E. Two Single Bay Norlake Refrigerators and one Henny Penny oven (HC900) for holding heated meals. TVCCA will be responsible for repairs and maintenance. TVCCA will also be responsible to keep this equipment clean.

F. TVCCA Senior Nutrition office staff will administer the Homebound Meal Program in cooperation with Senior Center. All referrals for the Homedelivered Meals will contact the Senior Nutrition Program office, who will in turn prepare all the necessary information for eligibility of the program. When an opening for the Homedelivered Meals Program is available, the Senior Center will be notified of the starting date.

4. Either TVCCA or the Center may terminate this Agreement upon written sixty (60) day notice, for any reason.

In witness whereof, TVCCA and the Center have executed this Agreement as of the date first above written.

Thames Valley Council for Community
Action, Inc.

By: 
Director, Nutrition Services
Senior Nutrition Program

Attest: 

The Town of Colchester

By _____

(Position)

Attest: _____

To: Board of Selectman
From: Adam Turner
Re: Proposed Land Swap between Colchester and Hebron
Date: July 29, 2011

MEMORANDUM

For several years the town has been attempting to execute a land swap with the town of Hebron. The swap makes sense to both parties as each currently controls lands that have no utility and would be better utilized by the other. Both parcels to be swapped are located in Hebron.

The Town of Hebron owns a 9.5 acre parcel that is adjacent to the Town of Colchester former landfill facility that has been closed for several years. It might benefit the Town to control this parcel in order to have a buffer between the closed landfill and adjacent properties.

The town of Colchester owns a 9.0 acre parcel in Hebron that is adjacent to and part of the airline trail. The parcel is not maintained by the Town and is instead being serviced by the Hebron Recreation Department as part of their recreational facilities.

Both parties have agreed to a straight land swap with no fees changing hands. As part of this agreement the Town would agree to a conservation restriction ensuring that the land acquired from Hebron adjacent to the landfill remain undeveloped.

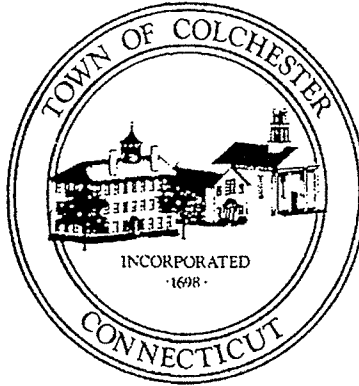
State Statute (CGS section 7-163e) and Town Charter (402.1) require that the Town hold both a Public Hearing and a Town Meeting on the subject. Section 8-24 of the Ct Statutes also requires that the Planning and Zoning Commission consider the land swap. The Colchester Planning and Zoning considered the matter on June and did recommend the matter. The Town must still hold a public hearing on the matter and then a Town meeting

The Town of Hebron Planning and Zoning Commission also reviewed the matter under the 8-24 process and on May 10, 2011 reported favorably on its merits. The Town of Hebron also has held a public hearing on this matter on July 21. A Town meeting is in the process of being scheduled.

Motion to authorize the First Selectman to schedule a public hearing to consider the Hebron – Colchester land swap as described in the memo from the Town planner to the Board of Selectman dated July 29, 2011 and to also authorize the First Selectman to schedule a Town meeting on the matter once the public hearing has been completed. The Hearing and Town Meeting would concern the following:

Pursuant to Section 402.1 of the Colchester Town Charter to consider authorizing the First Selectman to authorize the conveyance of 9.0 acre parcel of land from the Town of Colchester (Assessor's Map # 10, Lot #23) to the Town of Hebron without consideration, and further accept title to of a 9.5 acre parcel of land from the Town of Hebron to the Town of Colchester (Assessor's Map # 9, Lot # 12), without consideration, with a Conservation Restriction requiring that the land be left in its natural state as a buffer parcel.

Code Administration
Building Official
Fire Marshal
Wetlands Enforcement



Planning and Zoning
Planning Director
Zoning Enforcement
Town Engineer

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

May 19, 2011

RE: CGS# 11-041- Hebron Land Swap of approximately 9 ac of Colchester owned land in Hebron (Map#10, Lot#23) for 9.5 ac of Hebron owned land (Map #09, Lot 312) in Colchester.

The above referenced referral was presented and reviewed by the Planning & Zoning Commission at their regular meeting held on May 18, 2011.

FACTS:

- The Hebron owned land in Colchester is a land-locked wooded piece, roughly square in shape, immediately adjacent to the closed landfill and current transfer station and subject to an electrical right-of-way and a gas line.
- The Colchester owned piece in Hebron is approximately 50' wide by 8,000' long and contains a portion of the Colchester spur of the AirLine Trail. The Town of Hebron has been maintaining this property for years.
- This land swap has been under consideration for almost ten years but due to changes in local administrations the swap never took place.

FINDINGS:

- The 9 acre parcel owned by Colchester in Hebron is currently used for recreational purposes, is maintained by Hebron and as part of the Hebron's Future Open Space plan and should be owned by Hebron;
- The 9.5 acre parcel of Colchester, land owned by Hebron, has little value to Hebron, is land locked, and presents a "recognized" liability as an adjacent parcel to a former landfill;
- Ownership of this parcel by Colchester would be beneficial to Colchester

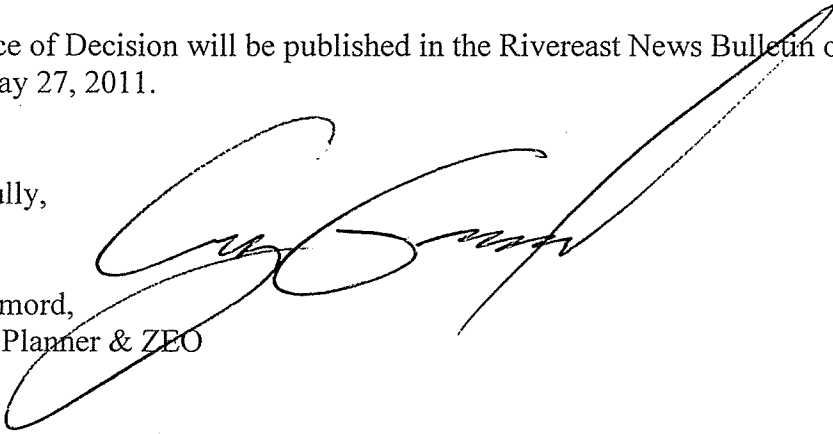
as it would provide an undisturbed buffer to the former landfill.

The Commission was unanimous in their support of a resolution to forward a favorable report to the Board of Selectmen, pursuant to CGS§8-24, to pursue the proposed land swap as presented to the Commission.

The Notice of Decision will be published in the Rivereast News Bulletin on Friday May 27, 2011.

Respectfully,

Craig Grimord,
Assistant Planner & ZEO

A large, stylized handwritten signature in black ink, appearing to read 'Craig Grimord', is written over the typed name and extends upwards and to the right.

TOWN OF HEBRON, CONNECTICUT

SIDE CARD E-72 OF TOWN TAX CODE: 067 STATE CODE 09 COUNTY CODE 013 HP # PHASE 0 DISTRICT

LOCATION CHURCH ST	UNIT #	STREET CODE CHURCH ST	DEV MAP	DEV LOT	MAP // BLOCK // LOT 09 // 2	ACCOUNT NUMBER CENSUS TRACT	3163 05261
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CURRENT OWNER			VOLUME // PAGE	PURCHASE DATE	SALES PRICE	VALID SALE
HEBRON TOWN OF 15 GILEAD ST HEBRON CT			06248-1501	120 / 390	07/28/1986	

PRIOR OWNER INFORMATION						
SMITH ALLEN K EST			114 / 568	05/30/1985		
SMITH ALLEN K			27 / 323	05/03/1911		
SMITH AMELIA K			24 / 321	03/16/1885		

TYPE	BASEMENT FINISH		ASSESSMENT BREAKDOWN			
BUILDING CLASS 9 /	FINISH AREA S/F AREA		ASSESSMENT YEAR 2006		CATEGORY X	
TYPE 0 FAMILY /	SEMI FIN % WET / LOW BSMT		DESCRIPTION		UNIT	ACRES ASSESSMENT
DESIGN B	BASEMENT FINISH QUALITY		51	VACANT RES. LAND		9.50 26600
OCCUPANCY VACANT LAND	# OF CARS IN BSMT GARAGE					
LAND USE CODE 6800	BASEMENT ACCESS					

EXTERIOR		HEATING AND COOLING SYSTEM				
FOUNDATION		TOTAL ASSESSMENT 26600				
BASEMENT FULL CRAWL %		CONDITION				
PART % SLAB %		SITE UTILITIES				
EXTERIOR SIDING -1		CONDITION / DESIR / UTIL				
-2		YEAR BUILT				
-3		RENOVATION YEAR				
BRICK / STONE LN HGT		ADDITION YEAR				
INSULATION		ROAD TYPE				

FOUNDATION		HEATING %		AIR COND %	
BASEMENT FULL	CRAWL %				
PART %	SLAB %				
EXTERIOR SIDING		ATTIC ACCESS			
		ATTIC ACCESS			
BRICK / STONE	LN HGT				
INSULATION					
EXTERIOR MILLWORK					
ROOF TYPE					
DORMER (L.F.)					
ROOFING					
PLAIN FIREPLACES					
DETAILED FIREPLACES					
HEATING DEPRECIATION					
CHIMNEY(S)					
SKYLIGHTS					

INTERIOR		BUILDING PERMIT - C.O. INFORMATION				
INTERIOR MILLWORK		PERMIT NUMBER PERMIT STATUS				
% OF INTERIOR FINISH		PERCENT COMPLETE DATE OF CERTIFICATE				
INTERIOR FINISH						
WALL FINISH FLOOR FINISH						
BASEMENT						
1ST FLOOR						
2ND FLOOR						
3RD FLOOR						

		ROOM LAYOUT							
		KIT	DR	LR	BR	FR	OTHER	TOTAL	BATH
BASEMENT									
1ST FLR									
2ND FLR									
3RD FLR									
TOTAL									
NEIGHBORHOOD				0					
REFER ACCT #				YES					
LAST UPDATE				12/10/2008					
INSPECTION DATE									
INSPECTOR									
ENTRY				PF					
PREVIOUS GROSS ASSESSMENT				19950					

ASSESSMENT HISTORY DATA			
YEAR	GROSS	REASON	UPDATE

COMMENTS
42% WETLANDS;

current taxes 26,600 @ 28.94 = \$ 769.80

as forest land 190 x .9.50 = \$ 1805 x 70% = 1260 = \$ 36.56

		LIST NUMBER 3163	
		COST CALCULATIONS	
		DESCRIPTION	AREA
		RATE	COST
FINISHED LIVING AREA			
		BUILDING CLASS	9 /
		REPLACEMENT COST	0
		PHYSICAL DEPRECIATION	12 %
		FUNCTIONAL DEPRECIATION	0 %
		BDR 0 % OB 0 % HTG 3 % OK 0 %	
		BI 2 % IN 4 % SD 0 % WL 0 % SIZE 0 %	
		LOC / OTHER DEPRECIATION	0 %
		INDICATED BLDG VALUE	0
		INDICATED OUTBLDG VALUE	0
		INDICATED LAND VALUE	38000
		TOTAL MARKET VALUE (ROUNDED)	38000

OUTBUILDING VALUATION

TYPE	CONSTRUCTION	FINISH	STORY	LGTH	WDTH	AREA	AGE	CONDITION	REPLACEMENT	PHYS.	FUNC	VALUE

490 LAND CLASSIFICATION

LAND VALUATION

TYPE	VALUE	ZONE R-1	TOTAL ACRES	9.50	SANITATION AND WATER	WET LAND %	0
6-1: FARM		HOUSE LOT	SIZE	LAND UNIT	SIZE ADJ	TOPO / AMN	MARKET VALUE
6-2: FOREST		FRONT ACREAGE		120000	0.70	0.10	
6-3: OPEN SPACE		REAR ACREAGE	9.50	30000	1.00	0.80	38000
TOTAL 490 LAND		OTHER ACREAGE		20000			
TOTAL 490 PRICE		TOPOGRAPHY			FRONTAGE	0.00	LAND TOTAL VALUE: 38000

TOWN OF HEBRON, CONNECTICUT

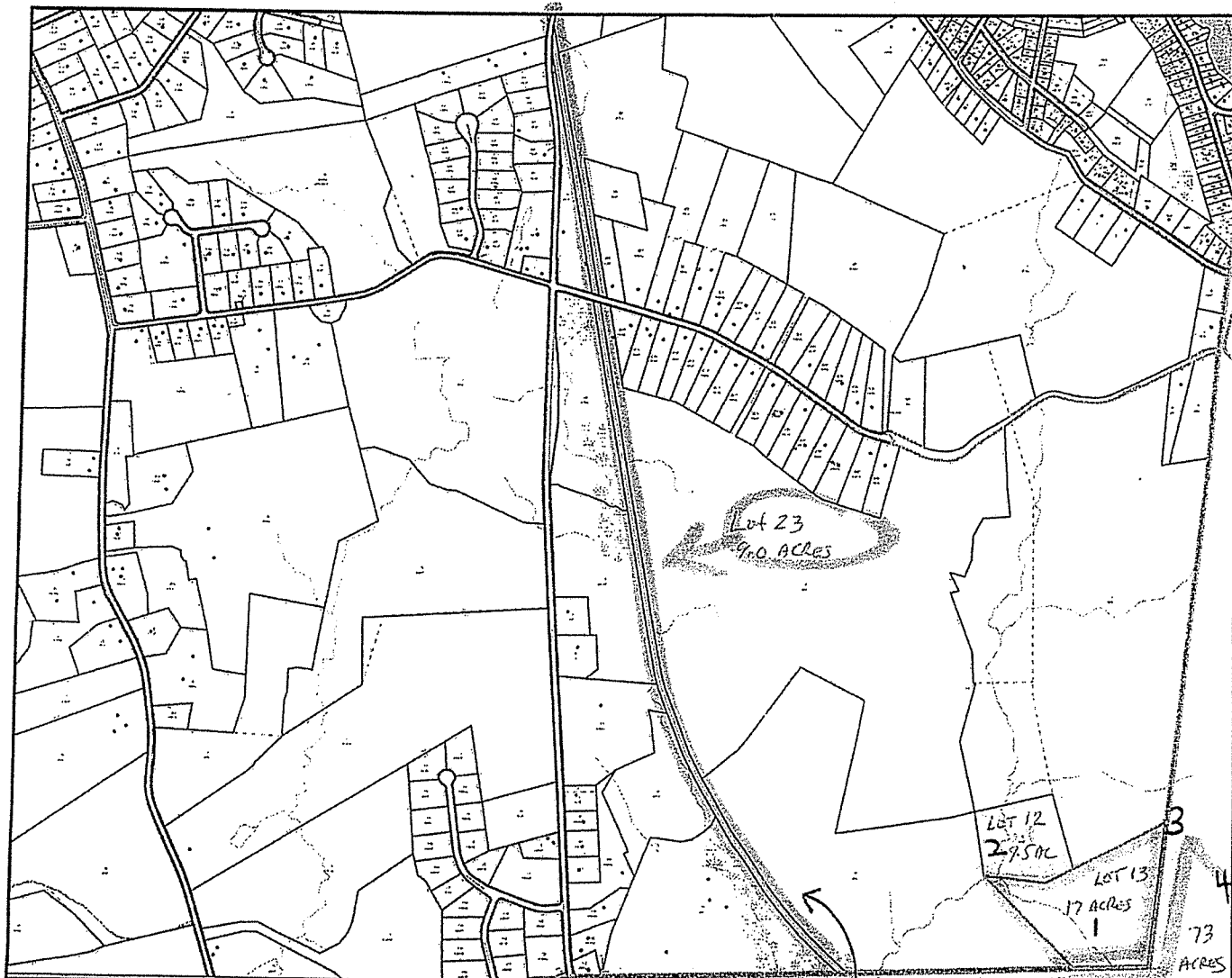
SIDE CARD E-58		OF	TOWN TAX CODE: 067	STATE CODE 09	COUNTY CODE 013	HP #	PHASE 6	DISTRICT
LOCATION		UNIT #	STREET CODE	DEV MAP	DEV LOT	MAP / BLOCK / LOT	ACCOUNT NUMBER 550	
CHURCH ST			CHURCH ST			10 23	GENSUS TRACT 05261	
CURRENT OWNER					VOLUME / PAGE	PURCHASE DATE	SALES PRICE	VALID SALE
COLCHESTER TOWN OF ACCOUNTING OFFICE 127 NORWICH AVE COLCHESTER CT 06415-0000					64 / 318	10/04/1968		
PRIOR OWNER INFORMATION								
TYPE			BASEMENT FINISH			ASSESSMENT BREAKDOWN		
BUILDING CLASS	9 /		FINISH AREA	S/F AREA	ASSESSMENT YEAR 2006			
TYPE	0 FAMILY /	/	SEMI FIN %	WET / LOW BSMT	DESCRIPTION		UNIT	ACRES
DESIGN		B	BASEMENT FINISH QUALITY		51	VACANT RES. LAND	9.00	ASSESSMENT
OCCUPANCY	VACANT LAND		# OF CARS IN BSMT GARAGE					12600
LAND USE CODE	6710		BASEMENT ACCESS		TOTAL ASSESSMENT 12600			
EXTERIOR			HEATING AND COOLING SYSTEM					
FOUNDATION			CONDITION					
BASEMENT FULL PART%	CRAWL %		SITE UTILITIES					
EXTERIOR SIDING	SLAB%		CONDITION / DESIR / UTIL					
-1			YEAR BUILT					
-2			RENOVATION YEAR					
-3			ADDITION YEAR					
BRICK / STONE	LN	HGT	ROAD TYPE					
INSULATION			ROOM LAYOUT					
EXTERIOR MILLWORK			KIT DR LR BR FR OTHER TOTAL BATH					
ROOF TYPE			BASEMENT					
DORMER (L.F.)			1ST FLR					
ROOFING			2ND FLR					
PLAIN FIREPLACES			3RD FLR					
DETAILED FIREPLACES			TOTAL					
HEATING DEPRECIATION			NEIGHBORHOOD					
CHIMNEY(S)			0					
SKYLIGHTS			YES					
INTERIOR			BUILDING PERMIT - C.O. INFORMATION					
INTERIOR MILLWORK			REFER ACCT #					
% OF INTERIOR FINISH			LAST UPDATE					
INTERIOR FINISH			INSPECTION DATE					
WALL FINISH			INSPECTOR					
FLOOR FINISH			ENTRY					
BASEMENT			PREVIOUS GROSS ASSESSMENT					
1ST FLOOR			PF					
2ND FLOOR			9450					
3RD FLOOR			ASSESSMENT HISTORY DATA					
PERCENT COMPLETE			YEAR GROSS REASON UPDATE					
DATE OF CERTIFICATE								
COMMENTS								
50' R.R. ROW;								
<i>current taxes 12,600 @ 28.94 = \$ 364.64</i>								

10/10/2014 10:15:00 AM

		LIST NUMBER		550	
		COST CALCULATIONS			
		DESCRIPTION	AREA	RATE	COST
			9 /		
				0	
			12 %	0	
			0 %	0	
		BDR 0 % OB 0 % HTG 3 % OK 0 %			
		BI 2 % IN 4 % SD 0 % WL 0 % SIZE 0 %			
			0 %	0	
				0	
				0	
				18000	
FINISHED LIVING AREA				18000	

OUTBUILDING VALUATION												
TYPE	CONSTRUCTION	FINISH	STORY	LGTH	WDTH	AREA	AGE	CONDITION	REPLACEMENT	PHYS.	FUNC	VALUE

490 LAND CLASSIFICATION				LAND VALUATION					
TYPE	VALUE	ZONE R-1	TOTAL ACRES	9.00	SANITATION AND WATER		WET LAND %		0
6-1: FARM		HOUSE LOT	SIZE	LAND UNIT	SIZE ADJ	TOPO / AMN	MARKET VALUE		
6-2: FOREST		FRONT ACREAGE		120000	0.70	0.10			
6-3: OPEN SPACE		REAR ACREAGE		30000					
TOTAL 490 LAND		OTHER ACREAGE	9.00	20000	1.00	0.90	18000		
TOTAL 490 PRICE		TOPOGRAPHY			FRONTAGE	50.00 L.F.	LAND TOTAL VALUE:		18000



PROPERTY MAP
TOWN OF HEBRON
TOLLAND COUNTY, CONNECTICUT
Buffer Size:



Legend

- Parcel Boundary
- Road Right of Way Boundary
- Paper Street ROW Boundary
- Town Boundary
- - - - - Former Parcel Boundary
- - - - - Former ROW Boundary
- Large Buildings
- Small Building Centroid
- Paved Road
- - - - - Unpaved Road
- - - - - Lease Lines
- Streams
- Water Body
- Wetland
- Encumbrance

This map was prepared for the inventory of real property within the Town of Hebron. Users of this tax map are hereby notified that the public primary information sources, including record deeds and plats, should be consulted for the verification of the information contained on this map. The Town of Hebron and its mapping contractors assume no legal responsibility for the information contained herein.

Digitizing building and pavement features were compiled from a 1:2500 scale 2001 base-map provided through a licensing agreement with GIS/NET.

Updated: January, 2004



625 312.5 0 625 Feet

1 inch = 799 feet

For Tax Purposes Only
Not to be Used for Easements

APPLIED GEOGRAPHICS, INC.

- 1 = Colchester owned land in Hebron (17 AC)
- 2 = Hebron owned land in Hebron (9.5 AC) - (to be divided to Colchester)
- 3 = Hebron / Colchester TOWN LINE
- 4 = COLCHESTER OWNED LAND IN HEBRON (9.0 AC) - (to be divided to Hebron)
- 4 = COLCHESTER TRANSFER STATION (73 ACRES)

LEGAL NOTICE

RECEIVED

TOWN OF HEBRON

2011 JUN 23 A 11:39
Ann E. Hughes
HEBRON TOWN CLERK

PUBLIC HEARING

The Town of Hebron Board of Selectmen will conduct a Public Hearing on Thursday, July 21, 2011, at 7:15 p.m. in the Town Office Building Meeting Room to receive comment on the proposed transfer to the Town of Colchester of a 9.5 acre parcel of property located off Church Street adjacent to the Colchester Landfill/Transfer Station. In exchange for this parcel the Town of Hebron will be acquiring a 9.0 acre parcel from the Town of Colchester which is adjacent to the Airline Trail.

Residents are invited to attend the Public Hearing and to comment and ask questions regarding the proposed transfer of property.

Bonnie L. Therrien

Town Manager

Town of Colchester
127 Norwich Avenue
Suite 202
Colchester, CT 06415

Gregory J. Plunkett
Director of Facilities, Operations & Grounds
537-1252
gplunkett@colchesterct.org

Tel. (860) 537-2296
Fax. (860)
Cell (860) 303-0125

July 8, 2011

TO: Gregg Schuster
FROM: Greg Plunkett and Marc Tate
RE: VOIP for Town Facilities

Initially our interest in pursuing a VOIP solution was for several reasons:

- We believed we could save a substantial amount of money compared to what we are spending for phone service.
- We thought we could improve both voice and data communication among town employees.
- We believed VOIP would greatly enhance our ability to continue town government operations during and following a disaster.

As a result of our bidding process we are recommending a CISCO system proposed by JKS of Marlborough, CT. The system we are recommending will cost \$48,500.00 for the equipment installation and training. Now that we have examined the operational and financial advantages of the system we are recommending, we are able to note the following:

Operational

- Improved System Management – we can manage the system with our existing staff and thus avoid expensive service calls
- Remote phone interconnection – we can forward calls to off site locations
- Central Voicemail – remote Town offices (such as Highway) will be able to utilize our voicemail system.
- Consistency of information for all staff - remote Town offices will have access to the servers and programs at Town Hall.

- Bandwidth – The new internet connection will address the constant internet access issues at Town Hall.
- Remote Access VPN – Selected users will be able to access network resources while in the field or from home. This feature is critical to developing a successful Continuity of Operations Plan.

Financial

During the past several weeks we have been examining carefully the savings we would experience if we were to change our phone systems. We conservatively estimate that we will save \$655.00 per month for basic phone service immediately. This new service would also include free long distance which would result in additional monthly savings of approximately \$200.00. After February of 2012 we will save an additional \$525 per month when the contract for our T1 internet access line expires.

As is true of many cost saving projects, an initial outlay for equipment is necessary before any savings can be realized. One approach to pay for the initial cost of the system could be the method we have used with other cost saving projects. We could take advantage of a lease purchase agreement. That is the money we have budgeted for phone service could be used to make a monthly payment on the lease without any new money being required.

Financing Options

A. Lease Purchase

We have received a quote for such financing which would require us to pay **\$1,065 per month for five years – 11.4%** Using this as an example here's how the financing would work.

2011-2012

Financing charges:

\$1065.00 X 12 = \$12,780.00

Savings:

Phone service and long distance \$855 X 12 = \$10,260.00

T1 line March-June 2012 \$525.00 X 4 = \$2,100.00

Total Savings	\$12,360.00
---------------	-------------

We would have an approximate \$420.00 negative cash flow the first year.

Following years:

Finance Charges \$12,780.00

Savings: \$1380.00 X 12 = \$16,560.00

Once the lease is paid off after five years there would be an annual savings of \$16,560.00.

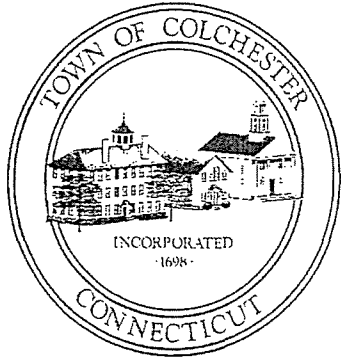
For the last 4 years of the lease we would have a positive cash flow of approximately \$3,800.00 annually.

B. Pay for the equipment out right.

- Appropriate an additional \$48,500.00.
- Take \$48,500.00 from the Equipment Reserve Account.

There would be an immediate annual savings of \$16,560.00 to the operating budget.

C. Leave as is and do nothing



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

July 26, 2011

TO: Gregg Schuster

FROM: Greg Plunkett 

RE: Free Solar panels

As you are aware we have been consulting with DCS Energy of Glastonbury about the installation of solar panels on Town facilities. Representatives from DCS visited all of the Town facilities to determine if they are suitable to support the solar equipment they are authorized to install. Suitability is determined by several factors including direction of exposure, open area on the roof, age of the roof and access to the electrical panel.

Two Town facilities met the criteria and qualified for free panels. The Parks and Recreation Garage at 215 Old Hebron Road and the Highway/Fleet Maintenance Garage at 300 Old Hartford Road are the two that qualified. The Parks and Recreation Garage qualifies for a 4.5 kW system and the Highway Garage qualifies for a 9kW system.

At your request our attorney reviewed the contract and make comments. I have reviewed the attorney's comments about the contract wording and after a discussion with Maggie Cosgrove and a subsequent discussion with DCS representatives am satisfied with the wording of the contract.

I am requesting the First Selectman be authorized to sign all contracts for free solar panels with DCS Energy.

On a related note, all four of our the schools have also qualified for free solar panels and the Board of Education will be reviewing similar contracts at their next meeting.

DCS Energy
PO Box 320
South Glastonbury, CT
860-657-0675
(Fax) 866-471-8415
www.DCSenergy.com

DCS Energy Solar Lease Contract-

This DCS Energy Solar Lease Plan Contract is between **DataComm Services LLC & DCS Energy** (provider) and **Town of Colchester** (lessee). DCS Energy will provide a new photovoltaic (PV) solar system for the lessee to use and benefit from the clean electricity generated from the solar PV electric panels for their electric bill. There are some conditions that the lessee must agree to and successfully complete before this DCS Energy Solar Contract will be active (see below). This is an operational lease and the DCS Energy PV solar system will be located at:

**Park and Rec Garage
215 Old Hebron Road
Colchester, CT 06415**

PV System will be located on the roof.

The estimated DC (Direct Current) size of the system is **4.5 kW** with an estimated monthly average clean energy produced by the PV system as **450 kWh**. The purchase value of this solar PV system is **\$29,000**. All state and federal rebates money will be used to offset the cost of the system to the Lessee and will be paid to DCS Energy. US Federal Program and third party funding partner must approve the PV system and authorize the funds for the system. The DCS Energy PV System will include USA made solar products including:

**1Soltech Panels
Ironridge Rack and Rail system
Solectria Renewables PVI-4000 Inverters with website (if client provides Ethernet cable & internet connection)**

5 year parts and labor warranty on equipment failures

Anticipated state licensed electrician that is responsible for the installation of the PV System: **Mr. Electric.**

The down payment for this system will be \$ 0 due and payable immediately. If the UST (United States Treasury) does not award the rebate money or does not give its approval, the Lessee will have the opportunity to increase their down payment to make up for the lost funds while continuing the solar project or the Lessee can cancel the project. The Lessee will have a monthly payment of \$0 for 60 months. After the 60th month, the Lessee will be donated the system by DCS Energy or it will be removed at the request of the client at no cost within 30 days of the end of the lease period. DCS Energy will retain rights to the renewable energy credits generated from the solar PV for the life of the system (considered as part of the payment for the system).

DCS Energy
PO Box 320
South Glastonbury, CT 06073
860-657-0675
(Fax) 866-471-8415
www.DCSenergy.com

Lessee Responsibilities:

- Lessee Agrees to provide utility bill information (one month) and certificate of insurance with at least \$300,000 liability coverage that will be maintained throughout the lease period.
- Lessee agrees to provide southern facing location as per DCS Energy recommendation for the PV array system. If this PV system location is a roof, the Lessee agrees to make the roof “in good standing and lasting integrity” for a period of at least 10 years. Any roof leaks or other roof deficiencies are the sole responsibility of the Lessee. If a leak requires the movement of the PV array, Lessee is responsible for any fees to move the array and test to make sure it is functioning properly.
- Lessee agrees to provide secure area for PV Equipment system storage before and during installation. Area should be secure from any theft or vandalism. Lessee is financially responsible for any theft or damage to the PV system while it is on their grounds for the life of the solar. This includes any damage to the PV system from fire, wind, and physical damage, scratches to panels or from lighting.
- Lessee agrees to pay for any town fees (permit, zoning etc) and any structural engineering costs for the PV System. The Lessee also agrees to pay any property tax or taxes for the solar PV system.
- If the PV system will be ground mounted the Lessee is responsible for secure fencing protection around the PV array, electrical boxes and inverter. Fencing should not provide any shading or obstruction to the PV array and the sun.
- Lessee will provide unlimited access to the grounds, electric panel area and PV installation site for the DCS Energy staff, project electricians and town inspectors. Following the completion of the installation these parties will need access to the system and will be granted access with 24 hour notice to the Lessee. Lessee agrees to recycle all packaging materials from the solar PV System.
- Lessee if they want a solar website will provide a LAN/internet access & electric plug for the inverter website in the location of the inverter/electric panel and will provide a Cat5 cable in the location of the system inverter. Lessee and the public will be able to see the PV electric production of the system via a web portal as well as in the LCD display of the system’s inverter. Lessee will record solar production results for the solar PV system on the first day of every month for the life of the system and provide this information to DCS Energy.
- Lessee agrees to allow the use of their name for advertising purposes or media stories with the PV project in association with DCS Energy and state energy agency.

DCS Energy
PO Box 320
South Glastonbury, CT 06073
860-657-0675
(Fax) 866-471-8415
www.DCSenergy.com

Provider Responsibilities:

- DCS Energy agrees to provide a working PV solar system on the Lessee's site. The system will be approximately (DC) 4.5 kW.
- DCS Energy will complete the PV system within six months of receiving the final signed contract, solar signing and funding approval.
- DCS Energy will use a state licensed electrician for all the installation work Mr. Electric or another electrician.
- DCS Energy will be responsible for the PV system and its maintenance for the five year period of this solar contract. DCS Energy is responsible for any malfunctioning repairs to the PV system (unless caused by any events mentioned before which is the Lessee responsibility for payment or an insurance covered event).
- The state licensed electrician will secure a town permit for the PV system (paid for by Lessee) DCS Energy will secure the utility interconnection approval and application. DCS Energy will obtain both of their signed approvals before the PV System will be commissioned.
- DCS Energy will receive any of the PV systems federal, state, utility and local rebates or tax credits to offset the cost of the solar PV system for the Lessee.

Termination & Late Payment

The Lease may not be terminated before the 61st month. If after the 60th month the lessee would like to have the system removed, this will be done at no cost to the lessee. After the 60th month, the PV system will be donated to the lessee. The system may not be moved during the lease period unless permission is given by DCS Energy. After the lessee owns the system it may be moved. It would be hoped that the system if moved would be in a good solar production area. The RECS and environmental assets will belong to DCS Energy for the life of the system.

DCS Energy
PO Box 320
South Glastonbury, CT 06073
860-657-0675
(Fax) 866-471-8415
www.DCSenergy.com

DCS Energy Solar Lease Plan Contract

Lessee:

We agree to comply and achieve the Lessee responsibilities outlined in this DCS Energy Solar Lease Plan Contract. This agreement must be signed by an official with the organization.

Signature of Town/not-for-profit official rep. (Lessee) _____

Print name/Position _____

Date _____

Down payment due and monthly payment _____ 0 _____.

Note: Please fax or email all pages to 860-920-7394 Bob Oberle

A Certificate of Insurance is also required.

DCS Energy

We hereby agree to provide a PV solar system to the Lessee and will perform our Solar Lease Contract responsibilities for the successful completion and operation of the DCS Energy Solar PV system.

DCS Energy

Craig Bradway

President of DCS Energy

Signature _____

Date _____

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South Glastonbury, CT
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**Highway Dept
300 Old Hartford Road
Colchester, CT 06415**

PV System will be located on the roof.

The estimated DC (Direct Current) size of the system is **9 kW** with an estimated monthly average clean energy produced by the PV system as **900 kWh**. The purchase value of this solar PV system is **\$58,500**. All state and federal rebates money will be used to offset the cost of the system to the Lessee and will be paid to DCS Energy. US Federal Program and third party funding partner must approve the PV system and authorize the funds for the system. The DCS Energy PV System will include USA made solar products including:

**Solyndra Panel and Rack system
Solectria Renewables PVI-4000 Inverters with website (if client provides Ethernet cable & internet connection)**

5 year parts and labor warranty on equipment failures

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- Lessee agrees to provide secure area for PV Equipment system storage before and during installation. Area should be secure from any theft or vandalism. Lessee is financially responsible for any theft or damage to the PV system while it is on their grounds for the life of the solar. This includes any damage to the PV system from fire, wind, and physical damage, scratches to panels or from lighting.
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DCS Energy Solar Lease Plan Contract

Lessee:

We agree to comply and achieve the Lessee responsibilities outlined in this DCS Energy Solar Lease Plan Contract. This agreement must be signed by an official with the organization.

Signature of Town/not-for-profit official rep. (Lessee) _____

Print name/Position _____

Date _____

Down payment due and monthly payment _____ 0 _____.

Note: Please fax or email all pages to 860-920-7394 Bob Oberle

A Certificate of Insurance is also required.

DCS Energy

We hereby agree to provide a PV solar system to the Lessee and will perform our Solar Lease Contract responsibilities for the successful completion and operation of the DCS Energy Solar PV system.

DCS Energy

Craig Bradway

President of DCS Energy

Signature _____

Date _____



Youth Services Bureau

Memo

To: Board of Selectman

From: Valerie Geato

Date: August 1, 2011

Re: YSB Grants

Recommended Motion

Approve the application for the YSB Grant and the Enhancement Grant and authorize the first selectman to sign all necessary documents.

1) The purpose of the YSB Grant Program is to assist municipalities and private youth-serving organizations designated to act as agents for municipalities in establishing, maintaining or expanding such youth service bureaus. See Connecticut General Statutes, Section 10-19n. Services that may be provided include:

- recreational activities;
- individual and group counseling;
- parent training and family therapy;
- work placement and employment counseling;
- alternative and special educational opportunities;
- outreach programs;
- teen pregnancy services;
- suspension/expulsion services;
- diversion from juvenile justice services;
- prevention programs including youth pregnancy, suicide, violence, alcohol and drug and programs that develop positive youth involvement.

2) The purpose of the Enhancement Grant Program for Youth Service Bureaus is to enhance existing services that provide direct services to youth in the same areas.

Funds can also be used for the purchase of a maintenance fee for a web based data collection tool (one year only). Funds will be distributed based on the municipality population size, as outlined in the legislation.

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Division of Family and Student Support Services

**BUREAU OF HEALTH/NUTRITION, FAMILY SERVICES AND
ADULT EDUCATION**

Application for Funds

**YOUTH SERVICE BUREAU GRANT PROGRAM
July 1, 2011 – June 30, 2013**

Purpose: To assist municipalities or private agencies serving youth, which are designated to act as agents for such municipalities in establishing, maintaining or expanding such Youth Service Bureaus.

Pursuant to Sections 10-19m and 10-19p of the Connecticut General Statutes.

Applications Due: July 15, 2011

Published: June 16, 2011
RFP #120



Connecticut State Department of Education



George A. Coleman
Acting Commissioner of Education

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director, Title IX /ADA/Section 504 Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

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Overview

Local communities began to develop Youth Service Bureaus (YSBs) in the 1960's as a response to a growing number of issues affecting youth. The role of the YSBs has been broadened to include both advocacy and coordination of a comprehensive service delivery system for youth. YSBs are organized to provide:

- administrative services, including an assessment of youth needs and the coordination of services for youth;
- direct services for youth; and
- administrative core unit functions.

The administrative core unit functions are:

1. General Administration
2. Research
3. Resource Development
4. Community Involvement
5. Youth Advocacy

Additionally, each YSB is required to have an advisory board responsible for making recommendations on overall policy and program direction of the Bureau. The Joint Planning Committee, comprised of a Connecticut State Department of Education (CSDE) program manager and YSB Directors, developed a program evaluation project to evaluate the administrative core unit functions and direct services within a positive youth development framework.

Purposes and General Information

The purpose of the YSB Grant Program is to assist municipalities and private youth-serving organizations designated to act as agents for municipalities in establishing, maintaining or expanding such youth service bureaus. See Connecticut General Statutes, Section 10-19n. Services that may be provided include:

- recreational activities;
- individual and group counseling;
- parent training and family therapy;
- work placement and employment counseling;
- alternative and special educational opportunities;
- outreach programs;
- teen pregnancy services;
- suspension/expulsion services;
- diversion from juvenile justice services;
- preventive programs including youth pregnancy, youth suicide, violence, alcohol and drug prevention; and
- programs that develop positive youth involvement.

program has increased from \$900,000 in 1979-80 to a high of \$3.3 million in 1994-95. The program was funded at \$2,944,598 in 2010-11.

Who May Apply?

Connecticut General Statutes, Section 10-19o, (formerly Sec. 17a-40a) provides that:

“Only Youth Service Bureaus which were eligible to receive grants pursuant to this Section for the fiscal year ending June 30, 2007, or which applied for a grant by June 30, 2007, with prior approval of the town’s contribution pursuant to subsection (b) of this Section, shall be eligible for a grant pursuant to this Section for any fiscal year commencing on or after July 1, 2007.”

There are 101 eligible YSBs. The list of eligible towns and designated private youth-serving agencies is included in Appendix B.

Grant Award Period

The grant award is for the two-year period July 1, 2011 through June 30, 2013. Each grantee must submit an annual budget for approval by CSDE. Funding is contingent on the amount of YSB funds available in the state budget each year.

Available Funds and Local Match Requirements

The Connecticut General Assembly appropriated \$2,947,268 for the YSBs Grant Program for fiscal year 2012 and \$2,947,268 for fiscal year 2013. Ninety-eight percent of these funds were distributed to the eligible YSBs and towns. Each YSB is eligible for a minimum grant of \$14,000. YSBs that received a grant in excess of \$15,000 in 1994-95 are eligible for a proportionate share of the remaining appropriation. Additionally, each town must contribute an amount equal to the amount of the state grant, of which *no less* than 50 percent of the contribution shall be from funds appropriated by the town. The remaining amount may be matched with other funds or in-kind services. Grant funding will be awarded after the state budget is finalized.

Required Program Evaluation, Data Collection and Professional Development Activities

1. Participating in the monitoring process, which is a requirement for all new YSB directors. Participants are required to attend all the training sessions.
2. Participating in quarterly meetings during which CSDE will facilitate a review of the progress on the new reporting system and performance measures to ensure the new system and measures are meeting the needs of the grantees and that children and youth are better off as a result of these accountability efforts.
3. Reporting annually in a format and submitting by the due date determined by the Commissioner of Education regarding the referral or diversion of children and youth from the juvenile justice system, as well as the provision of opportunities for all youth to function as responsible members of their communities.

Pursuant to Section 10-19m-2 of the Regulations of Connecticut State Agencies, a YSB is required, among other things, to conduct research assessing the needs of youth, the availability of services and resources, and development and maintenance of data, in a manner satisfactory to the CSDE, that is necessary to determine and evaluate the impact of its administrative and services delivery programs. When a YSB collects student data, a release form executed by the parent or guardian is required. The consent form must contain a statement addressing confidentiality of the information collected.

Certain student data collected by a YSB shall be forwarded to the CSDE. Any student information received by the CSDE, an educational agency under the Family Educational Rights Privacy Act (FERPA), becomes an educational record maintained pursuant to FERPA which restricts disclosure of educational records. The information forwarded by a YSB to the CSDE shall include student name, date of birth, school district and school attending.

Deadline and Use of Application Form

The application, IRRESPECTIVE OF POSTMARK DATE AND MEANS OF TRANSMITTAL, must be received by **4:30 p.m. on July 15, 2011. EXTENSIONS SHALL NOT BE GIVEN.** Applications received past the deadline will be returned. Applications may be mailed or hand delivered to:

Mail/Deliver: Agnes Quiñones, Program Manager
Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
25 Industrial Park Road
Middletown, CT 06457

Potential grantees will be required to submit a completed application. The enclosed application form shall be used, or may be copied into a word processing document. Modifications will not be accepted.

Affirmative Action Assurances

In accordance with the regulations established by the Commission on Human Rights and Opportunities, each applicant is required to have a completed Affirmative Action packet on file with the CSDE, or must complete the Affirmative Action packet and submit it with this document (Appendix E).

Additional Obligations of Grantee

All grantees are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in Connecticut General Statutes Sections 4a-60 and 4a-60a and Sections 4a-68j et seq. of the Regulations of Connecticut State Agencies (RCSA). Furthermore, the grantee must submit periodic reports of its employment and subcontracting practices in such form, in such manner and in such time as may be prescribed by the Commission on Human Rights and Opportunities.

Due Dates and Ongoing Reporting

It is the responsibility of all grantees to complete all requirements in the time frame determined by the CSDE. YSBs are required to submit a final report using the 2011-13 YSB Data Collection due on **September 1, 2013**. **Reports submitted after the established deadline will not be accepted** and could affect funds disbursement. Please note that the data collected in the reports due to CSDE will be used to prepare a Results Based Accountability (RBA) report for the Connecticut General Assembly. For information on how to access the data collection forms, to go <http://www.sde.ct.gov/sde/cwp/view.asp?a=2678&q=320714&sdePNavCtr=|45493|#45546>

Freedom of Information Act

All of the information provided in a proposal submitted in response to this application for funds is subject to the provisions of the Freedom of Information Act Sections 1-200 et seq., (FOIA). The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such records and receive a copy of such records.

Management Control of the Program and Grant Consultation Role of CSDE Personnel

The grantee must have complete management control of this grant. While CSDE staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds.

Annie E. Casey Foundation

Applicants that are part of a collaborative effort funded in whole, or in part, by the Annie E. Casey Foundation must submit documentation to that effect (Section I of the Application Requirements).

Facsimile (Faxed) Copies

Facsimile (faxed) copies of proposals/applications will not be accepted.

Technical Assistance

The program manager will be available at 860-807-2126 to answer questions regarding application procedures or format.

Application Requirements and Format

The application must contain the following components as described below: (NOTE: Appendix A provides the application form for program description and budget information.)

- A. Title Page
- B. Youth Service Bureau Profile (with signature)
- C. Administrative Core Unit Strategies and Activities
- D. Direct Services Unit Strategies and Activities
- E. Advisory Board Composition Report

- F. Impact of Services: Work Plans
- G. Budget Forms
- H. Budget Narrative
- I. Annie E. Casey Foundation
- J. Statutory Requirement of Administrative Core Unit Functions

Directions for Completing Application Form

This Section provides directions for completing Appendix A, Application Form for the YSB Grant.

A. Title Page

- Line 1. Legal Name of Organization
For town-based YSBs, report the name of the town that is fiscally responsible for the YSB. For private youth-serving organizations designated to act as agents for one or more towns, report the legal name of the organization. CSDE codes can be found in Appendix C.
- Line 2. Federal Identification Number
Town-based YSBs may leave this line blank. Private youth-serving organizations should report their federal identification number in this line.
- Line 3. Town(s) to be Served
Town-based YSBs serving a single town should repeat the town name reported on Line 1. YSBs serving more than one town should report all of the towns they serve here.
- Line 4. Program Name
Report the formal or legal name of the YSB.
- Line 5. Executive Director
Report the name, phone and fax numbers of the chief executive officer of the YSB.
- Line 6. Contact Persons
Report the name(s), phone and fax number(s) of the person(s) we should contact with questions and concerns about the YSB program, grant application and annual reports.
- Line 7. Program Mailing Address
Report the mailing address for all correspondence concerning the YSB grant.
- Line 8. Program Location Address
Report the location of the main business office of the YSB.
- Line 9. YSB Director's Signature
The grant application should be signed by the director of the YSB, or if there is no director, by the chief municipal official of the town. Report the date the grant application is signed.
- Line 10. Typed Name
Report the full name of the person signing on Line 9.

B. Youth Service Bureau Profile

Line 11. Demographic Information

- A. Enter the name of the YSB.
- B. Indicate whether the YSB is a municipal department or a nonprofit organization (check one).
- C. If the YSB is municipal based, indicate whether the YSB operates as an independent department or is grouped under a larger umbrella structure (check one). If part of a larger structure, enter the name of the department.
- D. Enter the town(s) served by the YSB.
- E. Enter the total population of the town and the percent of population under age 18. You can find the information from the town census.

Line 12. Funding

- A. Enter the amount of money received from CSDE for the YSB Grant.
- B. Enter the total amount of funds received from the municipality. If part of a larger department, enter the amount earmarked for YSB functions.
- C. Enter the total amount of funds received from additional state and federal grants.
- D. Enter the total amount of funds received from private grants and foundations.
- E. Enter the total amount of funds received from donations.
- F. Enter the total amount of funds received from fundraising.
 - i. Total lines A through F for total YSB funding.
 - ii. Provide an estimate of the value of any in-kind services received.

Line 13. Staffing

- A. Provide information on the director of the YSB. Indicate whether the position is full-time or part-time and union or non-union.
- B. Provide information on all additional YSB Bureau staff.

Line 14. Programming

- A. Place a check next to any of the programs listed that are offered by your YSB. Requests have been received for data about the following programs. This is not intended to be a comprehensive list.

C. Administrative Core Unit Strategies and Activities

Summarize the proposed strategies and activities of your Administrative Core Unit. Group your strategies and activities under the following heading (only one strategy per core unit). Examples include:

Management & Administration – Staff recruitment; staff supervision; staff evaluation and development; staff morale and burn-out prevention; filing and implementation regulations; monitoring of subcontractors; maintenance of organizational structure; financial management; casework and clinical supervision; management and information services; board management; marketing; facility management; policy development; strategic planning and development; program development; and decision making.

Youth Advocacy – Voice for youth and youth issues; media relations; speaking at public hearings; contacts with local and state officials; state funding; letter writing; endorsing/creating legislation; networking; proactive trend awareness of youth issues;

increasing community awareness of youth needs; and Youth Advisory Board mobilization for advocacy and participation in local, regional and state meetings.

Resource Development – Networking; providing information; fundraising; program development; knowledge of and working with foundations; providing technical assistance; providing consulting to other groups; state funding; professional development; and state and national awareness.

Community Involvement – Volunteer recruitment; running meetings; statewide networking; regional networking; gaining entry into systems; community organization and outreach; board and task force involvement; empowering community organizations; and Youth Advisory Board and promoting youth involvement.

Research and Evaluation – Needs identification and assessment; program evaluation; grant writing; program selection; library/resource file; statistical analysis; college/university interface; program development; and asset identification/mapping and investigating research models.

D. Direct Services Unit Strategies and Activities

Summarize the proposed strategies, programs and tasks of your direct services unit. If you have subcontracted, denote that the services are to be provided by a subcontractor. Group your strategies and programs under the following headings. Note: You may not have strategies and programs for some of these headings. Indicate in the narrative and the tables on pages 19 and 20 that you do not do programming in that area.

Juvenile Justice

Services that respond to youth who are, or could potentially be, in contact with the juvenile justice system.

Examples include: juvenile review boards; alternative sanction programs; detention/suspension/expulsion programs; court advocacy; court-ordered community-service programs; truancy programs; and diversion programs.

Mental Health Services

Services that respond to youth and families who are experiencing emotional distress.

- A. Sessions for youth up to age 18
- B. Parent/Guardian Sessions

NOTE:

- a. Services noted under *A. Children and Youth Sessions* are reported on both the Individual Service Report and the Group Service Report.
- b. Services noted under *B. Parent/Family Sessions* are reported only on the Group Services Report.

Examples include: mental health counseling for individuals, families, or groups; crisis intervention; host homes; information and referral services; and case management.

Teen Pregnancy Prevention

Programs that promote pregnancy prevention among young people

Parent Education

Services that promote positive parenting skills and support families in their efforts to raise healthy children:

- A. Teens
- B. Adults

NOTE:

- a. Services noted under *A. Teens* are reported on both the Individual Service Report and the Group Service Report.
- b. Services noted under *B. Adults* are reported only on the Group Services Report.

Examples include; parent-child interactive playgroups, parent education and parent support groups.

Youth Development

Programs and services that promote the personal well being of youth for the purposes of:

- A. Meeting basic needs
- B. Building skills and competencies that allow youth to function and contribute in their daily lives.
- C. Connecting youth with their families, peers, schools and communities.

Examples include: peer-to-peer programs; employment training; mentoring; after-school programming; teen centers; dances; adventure based activities; youth adult partnership programs; information dissemination; and prevention programs that address issues such as truancy, violence and substance abuse and drug free alternative activities.

Community Outreach

Services and activities that support children and youth and strengthen families by reconnecting people of all generations and backgrounds to the community in which they live. This leads to the building of a sense of connectedness and empowerment to bring about positive social change. These are usually one-time events.

Examples include: intergenerational activities; family events; annual events/holiday festivals; sports; dances; family day celebrations; trips; theatrical productions; and cultural activities.

NOTE: Due to the nature of these activities, it may be extremely difficult or impossible to collect data for the individual service reports. If this is the case, participants should be recorded as a potentially duplicated number on the Annual Group Services Report under Category B: Collaborations.

For example:

- a family day celebration with 5,000 participants is reported as a Community Outreach Collaboration on the Group Service Report;

- an intergenerational dinner including 20 youth and 100 senior citizens:
 - report the 100 seniors on the Group Services Report;
 - report the 20 youth on the Individual Service Report, if the structure of the activity promotes positive youth development; and
 - if the youth are only involved in the event for recreational/social purposes, then include them with the 100 seniors listed on the Annual Group Services Report.

NOTE: You are not likely to have program information that fits the Community Outreach Direct Service category.

E. Advisory Board Composition Report

A separate section on the Advisory Board must be submitted with the application. This separate section must address the following components:

1. Board Composition

- Board members need to be identified by category.
- Vacant positions on the Board should be identified and described (Item 3 below).
- YSBs serving multiple municipalities need to further identify which town each member represents.

2. Board Type

Board types are described as follows:

- **Advisory Board:** Refers to a Board specifically set up or structured in conjunction with YSB whose sole mission is to serve in an advisory capacity to the YSB.
- **Youth Commission:** Refers to a Commission established by municipal charter which may or may not have been set up in conjunction with YSB but which serves as an Advisory Board to the YSB.
- **Other:** Refers to any group other than an Advisory Board or Youth Commission serving as an Advisory Board to the YSB (Example: A Board of Directors).

3. Vacancies and Waivers

If the Advisory Board has vacancies among its members, or if the Board is unable to appoint certain representatives, the Board does not meet the required size or composition criteria defined in the regulations. A waiver of the requirement(s) may be requested, as well as requesting an extension of time to fill vacancies, but in all cases, the Board's circumstances are to be described in Item 3.

- **Full Waiver**

A full waiver of the Advisory Board requirements may be granted only where: (1) a YSB has a commission established by municipal charter, or (2) a YSB has a board of directors established by the by-laws of a private organization acting under contract with a municipality, provided that comparable citizen representation is present. *A separate written request for a full waiver must be made by the chief municipal official.*

- Partial Waiver
A partial waiver may be granted for a Board's size and composition only when the required agencies enumerated in the regulations do not exist in the town or when the regulatory requirements violate a municipal charter (example; town does not maintain a police department). *A separate written request for a partial waiver must be made by the executive director of the YSB.*
- Extension of Time
An extension of time may be granted for an Advisory Board to recruit and fill temporary vacancies among its members. Specific vacancies need to be identified along with a request for a reasonable length of time in Item 3 of this page of the grant application.

4. Board Meetings
Please complete Items 4a and 4b.

F. Impact of Services: Professional Development Work Plans

A separate section on the Work Plans must be submitted with the application. This separate section must address the following components:

1. Goal: Indicate general intention for your program. Your goal should coincide with your administrative core unit activities and direct service narrative.
2. Objective(s): Indicate what you hope to accomplish with the activity or activities.
3. Measure of Success: (a) Indicate the measure or tool you will use; and (b) based on that measure, indicate the benchmark by which you will determine whether you have successfully achieved the objective.
4. Activities: Indicate what you will be doing, what activities will occur.
5. Staff Assigned: Indicate the number of staff involved and their positions (example; outreach workers, tutors and counselors). Do not give names, just positions/job titles.
6. Timetable: Indicate the month(s) the activities will take place.
7. Population to be served: Indicate how many children you expect to serve, the age range and whether you are targeting a particular group of children.

G. Grant and Local Match Budget.

This is the budget specifically for this state grant. **Report only the YSB grant funds and required matching funds.** The match requirements are provided in Connecticut General Statutes Section 10-190 (b) and related Administrative Core Unit (ACU) and Direct Services Unit (DSU) budgets. Specific instructions for the Grant and Local Match Budget are as follows:

1. Enter YSB name and SDE code.
2. Enter budget amounts in the appropriate expense line and column. Include expenses that apply to both the ACU and DSU (example; salaries and employee benefits. Only employee benefits that apply to positions funded by the grant or local match may be included).
 - a. CSDE Grant Award Column: enter the grant amounts on appropriate line items.

- b. Cash Match Column: Enter the amount of cash match on appropriate line items. Sources of the cash match may be municipal appropriation or other local funds such as service fees, fundraising, United Way funds, etc. State and federal grants may not be used.
- c. In-Kind Match Column: Enter the amount of in-kind services on appropriate line items.
3. Total all columns and rows. Check that the total of the rows equals the total of the columns.
4. Complete the Grant/Match Summary (this summary provides totals for each column listed).
5. The certification statement shall be signed by either the executive director of the YSB, or, if there is no executive director, the chief municipal official of the town.
(Please note that NO indirect costs are allowed)

H. Budget Narrative

Budget Narrative: Income

Enter YSB name and CSDE code. Provide a detailed description of the sources, amounts of funds and in-kind services to be used for the local match. Each item should agree with the corresponding income item in the Grant/Match Summary section of the "Grant and Local Match Budget."

INCOME

The following income accounts are applicable to YSBs. These are similar to those used in previous years.

Youth Service Bureau Grant

Funds from the CSDE YSB Grant program.

Other State Funds

Grants or other funds from the State of Connecticut, not including the YSB Grant.

Federal Funds

Grants or other funds from the federal government.

Municipal Appropriation

The amount appropriated to the YSB by some other organization or agency at no cost to the YSB. This appropriation should appear as a line item or functional description in the town budget(s).

In-Kind Services

In-kind services are supplied to the YSB by some other organization or agency at no cost to the YSB. The YSB may report the value of these services as income and expense. In-kind services include allocation of the projected actual costs of office space or other necessary space, utilities, heat, telephone, copying, consumable supplies, equipment maintenance, travel, and governmental administrative personnel or central office private agency personnel staff, who spend 50 percent or more of their time performing the administrative functions of the YSB. If these expenditures are not line items in the YSB's budget, the value of volunteer services shall not be included as an in-kind service.

Other Income

Other income sources, such as service fees, fundraising, United Way funds, etc.

Budget Narrative: Expenses

Enter YSB name and CSDE code. Provide a detailed description of the expenses to be funded by the YSB grant funds and required local match for each expense account. Use additional copies of the expense sheet as necessary. Total each line item; each total should agree with the corresponding total expense on the Grant and Local Match Summary. Include details of all calculations and allocations.

I. Annie E. Casey Foundation

Applicants that are part of a collaborative effort funded in whole or in part by the Annie E. Casey Foundation must submit documentation under the following headings:

1. Collaborative Oversight

The collaborative oversight entity has been provided the opportunity to review and comment on the grant application or proposal prior to submission to the CSDE.

2. Activities

The proposal or application submitted provides information detailing the activities, which assure priority access to services to children, youth and families referred by the collaborative oversight entity.

3. Liaison

The applicant shall designate someone to act as liaison for the referral process.

J. Statutory Requirement of Administrative Core Unit Functions

Complete the statement of statutory requirement of ACU Functions (Appendix G).

Appendices

Appendix A: Application

Appendix B: List of Youth Service Bureaus Eligible for State Grants

Appendix C: List of Towns/Youth Serving Agencies and CSDE Codes

Appendix D: Youth Service Bureau Laws and Regulations

Appendix E: Affirmative Action Materials

Appendix F: Youth Service Bureau RBA Sample Strategies and Activities

Appendix G: Statutory Requirement of Administrative Core Unit Functions

Appendix H: Statement of Assurances

APPENDIX A
Application

Youth Service Bureau
Grant Application
#120 Revised June 2011
Statutory Ref.: C.G.S.
10-19m through 10-19p

State of Connecticut
Department of Education

TITLE PAGE

1. Legal Name of Organization

Applying for Funds: Town of Colchester CSDE Code: 28

2. Federal Identification No.: _____

3. Town(s) to be Served: Colchester

4. Program Name: Colchester Youth Service Bureau

5. Executive Director: Valerie Geato Phone: (860)537-7255 Fax: (860) 537-0547

Executive Director E-mail address: vgeato@colchesterct.gov

6. Contact Persons:

Program: same Phone: _____ Fax: _____

Program Director E-mail address: _____

Fiscal: _____ Phone: _____ Fax: _____

Fiscal Director E-mail address: _____

7. Program Mailing Address: 127 Norwich Ave., Colchester, CT 06415

8. Program Location Address: same

I certify that the information submitted is in conformance with the instructions and is an accurate representation of the Youth Service Bureau's planned programs and services for the period July 1, 2011 through June 30, 2013. A new form will be submitted if changes occurred.

9. Original Applicant Signature: _____ Date: July 14, 2011

10. Typed Name: Valerie Geato Title: Director

YOUTH SERVICE BUREAU PROFILE

11. Demographic Information:

- A. Name of YSB: Colchester Youth Service Bureau
- B. Is the YSB a department of the municipality or a nonprofit organization ?
- C. Is the YSB an independent department or a department within a larger department, such as social services or human services ?
Name or Department: _____
- D. Towns Served by YSB: Colchester
- E. Town Population: 16,080 Percent of pop. under age 18: 29.8%

12. Funding:

- A. YSB Grant (CSDE): \$18,745
- B. Municipal Funds: \$248,466
- C. Other State/Federal Grants: \$8,105
- D. Private grants and foundations: \$1,500
- E. Donations: \$3,000
- F. Fundraising: \$5,000
 - Total YSB Cash Annual Budget (A+B+C+D+E+F): \$284,816
 - Estimated Value of In-Kind Services: \$45,000

13. Staffing:

- A. YSB Director: Valerie Geato Phone: (860)537-7255
Email address: vgeato@colchesterct.gov
Is the Director: Full-time or part-time
Union or nonunion
List the salary range for the Executive Director position: \$45,000-60,000
- B. Additional Staff:
Number of additional **full-time** staff: 3
 - Number that are union: 3
 - Number that are nonunion: 0Number of additional **part-time** staff: 4
 - Number that are union: 0
 - Number that are nonunion: 0Number of contracted personnel: 0

14. Programming:

- A. Please place a **checkmark** next to each of the following programs offered by your YSB.
X after school programming:
 - for elementary-age youth
 - X for middle school-age youth
 - X for high school-age youth
 - Birth-Five parent/child programming (playgroups/support groups)

2011-13 Youth Service Bureau Grant Application

Counseling Services: Are clinicians: hired or contracted
hourly rate or daily rate

Individual Counseling Group Counseling X
Parent Training X Family Therapy

- X Work Placement and Employment Counseling
- X Alternative and Special Educational Opportunities
- X Recreational and Youth Enrichment Programs
- Outreach Programs
- X Preventive Programs (including youth pregnancy, youth suicide, violence, and alcohol and drug prevention)
- X Positive Youth Development Programs
- Court-Ordered Community Service
- X Detention/Suspension/Expulsion Programs
- X Juvenile Review Board
- X Teen Center/Drop-In Center: after school X evenings weekends
- Other Juvenile Justice Programs (please list): _____

ADMINISTRATIVE CORE UNIT STRATEGIES AND PROGRAMS

The Youth Service Bureaus of Connecticut adopted a Results-Based Accountability (RBA) framework over the last two years. That framework is designed to guide the programs administered and the strategies used to ensure success.

The result statement guiding the strategies, programs and activities is; “All children and youth in Connecticut will become resilient, empowered, productive and engaged citizens.” The Youth Service Bureaus contribute to this result by providing direct services designed to provide supports and build assets for youth, including special population such as justice involved youth, youth with mental health needs, other youth at risk and youth needing services to enhance their education and career advancement.

1. Management/Administration – list one strategy and the activities necessary to enhance your operations. List the measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Recruit and retain a committed and qualified staff who reach their full potential in their positions	Provide staff training and improve skills	Implement individual Employee development plans where needed
	Provide feedback to staff	Schedule weekly staff meetings and monthly meetings w/ individuals

2. Research – list one goal and the objectives necessary to increase your research activities. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
Identify the needs of youth and current service gaps	Survey youth concerning needs and solutions	Provide survey to youth who attend the Youth Center and other programs

3. Resource Development – list one goal and the objectives necessary to increase your resource development. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
Increase the resources and services available to youth	Fundraising for programs, Youth Center and scholarships	Advisory Board will perform four fundraisers each year to support YSB programs and initiatives

4. Community Involvement – list one goal and the objectives necessary to increase your community involvement. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
Coordinate with local service providers to enhance the delivery of services	Connect service providers with those who provide referrals so the youth and families may receive best possible services available	Host bi-annual meetings of all local mental health service providers

2011-13 Youth Service Bureau Grant Application

5. Youth Advocacy – list one goal and the objective’s necessary to increase your youth advocacy. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
Advocate for the needs of Colchester youth and families	Increase awareness among elected officials and the community regarding needs of youth & services available	Maintain relationships and on-going contact with Legislators and local official on issues impacting youth and families
		Participate in Legislative Breakfast

DIRECT SERVICES UNIT STRATEGIES AND ACTIVITIES NARRATIVE

Summarize the proposed strategies and activities of your direct service unit. If you have subcontracted, note that services are to be provided by a subcontractor. Group your strategies, activities and measures under the following headings (see sample in Appendix F).

1. Juvenile Justice – list one or more goals and the objectives necessary to meet this goal. List all the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
To offer a range of meaningful alternatives to the Criminal Justice System and to assist the school district in enforcing their discipline policies through intervention strategies that are responsible and community based.	The Review Board will design and offer alternatives that are aimed at: 1) promoting responsible behavior by offenders and 2) solving problems that may be at the root of the delinquent behavior, 3) and where possible, take into consideration the needs of the victim.	Meet with Juvenile Review Board when cases are received.
		Provide Opportunities for court ordered community service

2. Mental Health Services – list one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
Ensure that Colchester families are aware of mental health services available.	To provide referrals to youth and families to counseling agencies and mental health professionals.	Maintain a comprehensive directory of mental health providers
	Educate the community to reduce; 1) the stigma surrounding mental illness and 2) youth suicide	Provide opportunities for education through written information dissemination

3. Child Welfare – list one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
Assist families in strengthening parental capacity to protect and nurture the healthy development of its' children.	Adults will have the knowledge to identify potentially abusive situations and know how to report	Identify and refer families to child welfare agencies
		Community wide child abuse prevention campaign

4. Teen Pregnancy Prevention – list one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
Reduce the frequency of teenage pregnancy	Develop programs to help adolescents develop the skills necessary to delay sexual activity	Offer gender specific programming to aid in the development of self-esteem and life skills, including long-term goal setting & vision for the future.

2011-13 Youth Service Bureau Grant Application

5. Teen Parent Education – list one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
Assist parents in ways that will help them help their children develop into healthy, responsible and productive members of the community	Parents will have opportunities to gain knowledge and skills	Provide parent workshops
		Provide educational materials related to youth and families

6. Positive Youth Development – list one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
Youth will develop strong bonds to their peers, families, schools and communities while contributing to the well being of each of these groups and building skill and competencies	Encourage youth input and decision-making. Share problems with peers having similar experiences. Take responsibility for one's own behavior	Provide curricular-based programs on character development, life skills and social skills.
	Give youth the opportunity to experience a sense of belonging	Intergenerational programs
	Develop respect for others different from themselves. Gain a support network. Increase self-confidence.	Peer mentoring Program

7. Community Outreach - list one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS
Colchester youth and families will develop a sense of connectedness in the community and the desire to create positive social change	Provide educational opportunities for youth to learn about social problems and how they can affect change	Provide opportunities for community services projects and hands-on learning such as volunteering at local convalescent homes, homeless shelters, food banks and soup kitchens
	Provide youths and families opportunities to connect with each other and the community	Annual community wide activities Intergenerational Block Party

ADVISORY BOARD COMPOSITION REPORT

Composition Criteria

- At least seven members.
- At least one member under 21-years-of-age (nonvoting member).
- Representatives from the school system, police department and a private youth-serving agency.
- At least one-third of the total membership from individuals who receive less than 50 percent of their income from delivering services to youth.
- At least one member on the Board from each municipality served by the YSB.

1. Board Composition

Attach a current membership list of your Advisory Board or Youth Commission to the grant application. The list should include at least the following information for each Board member:

- Name *plus* Member Type:
- Youth
 - School System representative
 - Police Department representative
 - Private youth serving agency representative
 - Service consumer

Where a YSB serves more than one municipality, the membership list should also indicate that the Board includes a duly appointed representative from each municipality served.

2. Board Type*

Check the appropriate board type for your Advisory Board.

Advisory Youth Commission Other – please specify

3. Vacancies and Waivers

If your Advisory Board does not meet the composition criteria (see box above), please describe the circumstances below and refer to the instructions for information on requests for waivers and extensions:

Anticipated date for meeting composition criteria: _____

4. Board Meetings

(a) The number of times the YSB Advisory Board meets each fiscal year? 10

(b) Are minutes of all meetings on file in your office and available for inspection? YES

Yes / No

* Please refer to instructions.

COLCHESTER YOUTH SERVICES ADVISORY BOARD

NAME	ADDRESS	HOME PH.	DAYTIME PH.	CELL PHONE	E-MAIL	Affiliation
BENNETT, CHRIS	WJMS		537-2313	860-705-2598	cbennett@colchesterct.org	School
WEINICK, ELLEN	5 JOLIN LANE		537-7255	860 550-5585	ellendsw@comcast.net	Counselor
Reynolds, wynet	283 Norwich Ave. apt. 1					Under 21
MARVIN, LORRAINE	79 KRAMER RD	537-2687	537-3423		none	Vice Chair
PELLETIER, HEATHER	53 WHITE OAK DR	537-0704	860-951-7670	860-869-3325	Hpelletier@chd.org	Private YSA
SCHEIBELEIN, PAMELA	16 STARWOOD TRAIL	537-1261	537-7223	860-861-4118	pamslog@comcast.net	Citizen
ST. LOUIS, THOMAS	27 BRINDLEWOOD PATH	537-6314	860-509-7759	860-303-1238	thomas.st.louis@ct.gov	Chair
SUCHECKI, ROB	127 NORWICH AVE		537-7272		rsucheki@colchesterct.gov	Police Department
WONDERLY, KATHY	CES				kwonderly@colchesterct.org	School
Liaisons:						
GREG CORDOVA - BOS	32 EDGEWOOD DR	537-3705			gecordova@comcast.net	Bd of Selectman
JOHN RINGO - BOF	25 WATERHOLE RD	267-6271	860-289-2015			Bd of Finance

IMPACT OF SERVICES: PROFESSIONAL DEVELOPMENT WORK PLAN

List a minimum of three professional development activities in which you will participate in 2011-13. (Please refer to page 10, letter F for guidelines.)

Required Professional Development Activities	Impacted Administrative Core Unit (ACU) Function
<p>1. Results Based Accountability</p> <p>Attend Conference/Training</p>	<p>Management & Administration Youth Advocacy Resource Development Research and Evaluation</p>
<p>2. Proposed Professional Development</p> <p>CYSA Annual conference and Quarterly Trainings</p>	<p>Management & Administration Youth Advocacy Community Involvement Research and Evaluation</p>
<p>3. Proposed Professional Development</p> <p>Speakers at monthly CYSA regional meetings</p>	<p>Management & Administration Youth Advocacy Research and Evaluation</p>

2011-13 Youth Service Bureau Grant Application

ED114 FISCAL YEAR 2012

YOUTH SERVICE BUREAU BUDGET FORM

GRANT TITLE: YOUTH SERVICE BUREAU				
PROJECT TITLE:				
CORE-CT CLASSIFICATION:		FUND: 11000	SPID: 17052	PROGRAM: 82079
BUDGET REFERENCE: 2012				
CHARTFIELD1: 170002				
CHARTFIELD2:				
GRANT PERIOD: 07/01/11- 06/30/12			AUTHORIZED AMOUNT:\$	
AUTHORIZED AMOUNT by SOURCE:		CURRENT DUE:\$		
LOCAL BALANCE:\$		CARRY-OVER DUE:\$		
CODES	DESCRIPTIONS	BUDGET AMOUNT	CASH MATCH	IN-KIND
111A	ADMINISTRATOR/SUPERVISOR SALARIES	18,745	18,745	
200	PERSONAL SERVICES/EMPLOYEE BENEFITS			
300	PURCHASES PROFESSIONAL/TECHNICAL SVCS			
400	PURCHASED PROPERTY SERVICES			
500	OTHER PURCHASED SERVICES			
600	SUPPLIES			
700	PROPERTY			
890	OTHER OBJECTS			
	TOTAL	18,745	18,745	

_____ ORIGINAL REQUEST DATE _____
 _____ REVISED REQUEST DATE _____

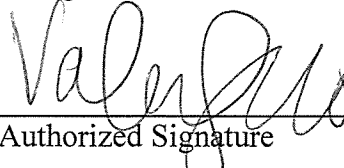
CT STATE DEPARTMENT OF EDUCATION
 PROGRAM MANAGER AUTHORIZATION

_____ DATE OF APPROVAL

Grant/Match Summary

SDE Grant Award	18,745
Local Match:	
Municipal Appropriation	18,745
Other Funds	
In-Kind	
Total Local Match	18,745

I certify that the budget provided herein represents the planned income and expenditures of the Youth Service Bureau Grant funds and local match of the above grantee for the grant period July 1, 2011 through June 30, 2012, in accordance with all applicable instructions and statutory requirements.



 Authorized Signature

Valerie Geato

 Typed Signature

July 14, 2011

 Date

July 14, 2011

 Date

Budget Object Codes

Include all budget account descriptions for the following categories:

111A Administrator/Supervisor Salaries

Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll, including overtime salaries or salaries paid to employees of a temporary nature.

200 Personal Services – Employee Benefits

These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, are nevertheless part of the cost of personal services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workmen's compensation insurance.

300 Purchased Professional and Technical Services

Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll.

400 Purchased Property Services

Expenditures for services to operate, repair, maintain and rent property owned and/or used by the grantee. These are payments for services performed by persons other than grantee employees. Most frequently allowed expenditures include: rental costs for renting or leasing land, buildings, equipment or vehicles; repair and maintenance services – expenditures for repairs and maintenance services not provided directly by grantee personnel, including contracts and agreements covering the upkeep of buildings and equipment; and construction services (remodeling and renovation) – payments to contractors for major permanent structural alterations and for the initial or additional installation of heating and ventilating systems, electrical systems, plumbing systems or other service systems in existing buildings. Utility services such as cleaning service, disposal service, snow plowing, lawn care, etc., could also be reported in this category. It is up to the program manager to inform applicants what is an allowable purchased property service under a grant program. The review of the budget justification should reveal the existence of any unallowable item.

500 Other Purchased Services

Expenses for services rendered by organizations that are not classified as Purchased Professional and Technical Services or Purchased Property Services.

600 Supplies

Expenses for items that are consumed, worn out, or deteriorated through use and have an expected useful life of less than one year.

700 Property

Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment and replacement of equipment.

890 Other Objects (Miscellaneous Expenditures)

Expenditures for goods or services not properly classified in one of the above objects. Included in the category could be expenditures for dues and fees, judgments against a grantee that are not covered by liability insurance and interest payments on bonds and notes.

BUDGET NARRATIVE - INCOME

Provide a detailed description of the sources and amounts of funds and in-kind services to be used for the local match. Line item totals should agree with line items on the Grant and Local Match Summary form.

Account Name	Description	Line Item Total
Municipal Appropriation	The portion of the amount appropriated to the YSB by the town(s) to be served that will be used as matching funds for this grant. List town(s): COLCHESTER	18,745
Other Funds	List source and amounts for other funds that will be used as matching funds for this grant.	
In-Kind	List source and amounts for in-kind contributions that will be used as match for this grant.	

BUDGET NARRATIVE - EXPENSES

Provide a detailed description of the expenses to be funded by the YSB grant funds and required local match for each expense account. Copy this form as necessary. Line item totals should agree with line items on the "Grant and Local Match Budget" form.

Account Code/Name	Description	Line Item Total
100	Personal Services - Salaries	18,745

APPENDIX B
List of Youth Service Bureaus Eligible for State Grants

AVON	MIDDLETOWN	WESTON
ANSONIA	MILFORD	WESTPORT
ASHFORD	MONTVILLE	WETHERSFIELD
BERLIN	NAUGATUCK	WILLINGTON
BLOOMFIELD	NEW BRITAIN	WILTON
BRANFORD	NEW CANAAN	WINCHESTER
BRIDGEPORT	NEW HAVEN	WINDHAM
BRISTOL	NEWINGTON	WINDSOR
CANAAN	NEW LONDON	WINDSOR LOCKS
CANTON	NEW MILFORD	WOODBIDGE
CHESHIRE	NEWTOWN	WATERBURY YOUTH
CLINTON	NOROTON HGTS DEPOT INC.	SERVICE SYSTEM
COLCHESTER	NORTH BRANFORD	WESTBROOK
COVENTRY	NORTH HAVEN	SOUTHBURY-MIDDLEBURY
CROMWELL	NORWALK	COMMUNITY YOUTH
DANBURY	NORWICH	COUNCIL
DERBY	OLD LYME	
DURHAM	OLD SAYBROOK	
EAST GRANBY	ORANGE	
EAST HADDAM	PLAINFIELD	
EAST HAMPTON	PLAINVILLE	
EAST HARTFORD	PORTLAND	
EAST HAVEN	PRESTON	
EAST LYME	PROSPECT	
ELLINGTON	RIDGEFIELD	
ENFIELD	ROCKY HILL	
ESSEX	SHELTON	
FAIRFIELD	SIMSBURY	
FARMINGTON	SOUTHINGTON	
GLASTONBURY	SOUTH WINDSOR	
GRANBY	STAFFORD	
GREENWICH	STAMFORD	
GRISWOLD	STONINGTON	
GROTON	STRATFORD	
GUILFORD	SUFFIELD	
HAMDEN	THOMASTON	
HARTFORD	TOLLAND	
HEBRON	TORRINGTON	
KILLINGWORTH	TRUMBULL	
LEDYARD	VERNON	
MADISON	WALLINGFORD	
MANCHESTER	WATERFORD	
MANSFIELD	WEST HARTFORD	
MERIDEN	WEST HAVEN	

APPENDIX C
List of Towns/Youth-Servicing Agencies and CSDE Codes

CODE	Town	CODE	Town
1	ANDOVER	51	FAIRFIELD
2	ANSONIA	52	FARMINGTON
3	ASHFORD	53	FRANKLIN
4	AVON	54	GLASTONBURY
5	BARKHAMSTED	55	GOSHEN
6	BEACON FALLS	56	GRANBY
7	BERLIN	57	GREENWICH
8	BETHANY	58	GRISWOLD
9	BETHEL	59	GROTON
10	BETHLEHEM	60	GUILFORD
11	BLOOMFIELD	61	HADDAM
12	BOLTON	62	HAMDEN
13	BOZRAH	63	HAMPTON
14	BRANFORD	64	HARTFORD
15	BRIDGEPORT	65	HARTLAND
16	BRIDGEWATER	66	HARWINTON
17	BRISTOL	67	HEBRON
18	BROOKFIELD	68	KENT
19	BROOKLYN	69	KILLINGLY
20	BURLINGTON	70	KILLINGWORTH
21	CANAAN	71	LEBANON
22	CANTERBURY	72	LEDYARD
23	CANTON	73	LISBON
24	CHAPLIN	74	LITCHFIELD
25	CHESHIRE	75	LYME
26	CHESTER	76	MADISON
27	CLINTON	77	MANCHESTER
28	COLCHESTER	78	MANSFIELD
29	COLEBROOK	79	MARLBOROUGH
30	COLUMBIA	80	MERIDEN
31	CORNWALL	81	MIDDLEBURY
32	COVENTRY	82	MIDDLEFIELD
33	CROMWELL	83	MIDDLETOWN
34	DANBURY	84	MILFORD
35	DARIEN	85	MONROE
36	DEEP RIVER	86	MONTVILLE
37	DERBY	87	MORRIS
38	DURHAM	88	NAUGATUCK
39	EASTFORD	89	NEW BRITAIN
40	EAST GRANBY	90	NEW CANAAN
41	EAST HADDAM	91	NEW FAIRFIELD
42	EAST HAMPTON	92	NEW HARTFORD
43	EAST HARTFORD	93	NEW HAVEN
44	EAST HAVEN	94	NEWINGTON
45	EAST LYME	95	NEW LONDON
46	EASTON	96	NEW MILFORD
47	EAST WINDSOR	97	NEWTOWN
48	ELLINGTON	98	NORFOLK
49	ENFIELD	99	NORTH BRANFORD
50	ESSEX	100	NORTH CANAAN

2011-13 Youth Service Bureau Grant Application

Appendix C (Continued)

CODE	Town	CODE	Town
101	NORTH HAVEN	153	WATERTOWN
102	NORTH STONINGTON	154	WESTBROOK
103	NORWALK	155	WEST HARTFORD
104	NORWICH	156	WEST HAVEN
105	OLD LYME	157	WESTON
106	OLD SAYBROOK	158	WESTPORT
107	ORANGE	159	WETHERSFIELD
108	OXFORD	160	WILLINGTON
109	PLAINFIELD	161	WILTON
110	PLAINVILLE	162	WINCHESTER
111	PLYMOUTH	163	WINDHAM
112	POMFRET	164	WINDSOR
113	PORTLAND	165	WINDSOR LOCKS
114	PRESTON	166	WOLCOTT
115	PROSPECT	167	WOODBIDGE
116	PUTNAM	168	WOODBURY
117	REDDING	169	WOODSTOCK
118	RIDGEFIELD	630	UNITED WAY OF GREENWICH
119	ROCKY HILL	631	WATERBURY YOUTH SERVICE SYSTEM
120	ROXBURY	632	SOUTHBURY MIDDLEBURY COMMUNITY YOUTH COUNCIL
121	SALEM	633	NOROTON HEIGHTS DEPOT
122	SALISBURY		
123	SCOTLAND		
124	SEYMOUR		
125	SHARON		
126	SHELTON		
127	SHERMAN		
128	SIMSBURY		
129	SOMERS		
130	SOUTHBURY		
131	SOUTHINGTON		
132	SOUTH WINDSOR		
133	SPRAGUE		
134	STAFFORD		
135	STAMFORD		
136	STERLING		
137	STONINGTON		
138	STRATFORD		
139	SUFFIELD		
140	THOMASTON		
141	THOMPSON		
142	TOLLAND		
143	TORRINGTON		
144	TRUMBULL		
145	UNION		
146	VERNON		
147	VOLUNTOWN		
148	WALLINGFORD		
149	WARREN		
150	WASHINGTON		
151	WATERBURY		
152	WATERFORD		

APPENDIX D

Youth Service Bureau Laws and Regulations

Sec. 10-19m. (Formerly Sec. 17a-39). Youth service bureaus. Annual report.

Regulations. (a) For the purposes of this section, “youth” shall mean a person from birth to eighteen years of age. Any one or more municipalities or any one or more private youth serving organizations, designated to act as agents of one or more municipalities, may establish a multipurpose youth service bureau for the purposes of evaluation, planning, coordination and implementation of services, including prevention and intervention programs for delinquent, pre-delinquent, pregnant, parenting and troubled youth referred to such bureau by schools, police, juvenile courts, adult courts, local youth-serving agencies, parents and self-referrals. A youth service bureau shall be the coordinating unit of community-based services to provide comprehensive delivery of prevention, intervention, treatment and follow-up services.

(b) A youth service bureau established pursuant to subsection (a) of this section may provide, but shall not be limited to, the delivery of the following services: (1) individual and group counseling; (2) parent training and family therapy; (3) work placement and employment counseling; (4) alternative and special educational opportunities; (5) recreational and youth enrichment programs; (6) outreach programs to insure participation and planning by the entire community for the development of regional and community-based youth services; (7) preventive programs, including youth pregnancy, youth suicide, violence, alcohol and drug prevention; and (8) programs that develop positive youth involvement. Such services shall be designed to meet the needs of youth by the diversion of troubled youth from the justice system as well as by the provision of opportunities for all youth to function as responsible members of their communities.

(c) The Commissioner of Education shall adopt regulations, in accordance with the provisions of chapter 54, establishing minimum standards for such youth service bureaus and the criteria for qualifying for state cost-sharing grants, including, but not limited to, allowable sources of funds covering the local share of the costs of operating such bureaus, acceptable in-kind contributions and application procedures. Said commissioner shall, on December 1, 1979, and annually thereafter, report to the General Assembly on the referral or diversion of children under the age of eighteen years from the juvenile justice system and the court system. Such report shall include, but not limited to, the number of times any child is so diverted, the number of children diverted, the ages of the children diverted and such other information and statistics as the General Assembly may request from time to time. Any such report shall contain no identifying information about any particular child.

*Please note that Section 78 of Public Act 07-04 of the June Special Session amended Subsection (c) of this so that effective January 1, 2010, Subsection (c) will read as follows:

Sec. 10-19n. (Formerly Sec. 17a-40). State aid for establishment and expansion of youth service bureaus. To assist municipalities and private youth-serving organizations

2011-13 Youth Service Bureau Grant Application

designated to act as agents for such municipalities in establishing, maintaining or expanding such youth service bureaus, the state, acting through the Commissioner of Education, shall provide cost-sharing grants, subject to the provisions of this section for (1) the cost of an administrative core unit and (2) the cost of the direct services unit provided by such youth service bureau. No state grant shall be made for capital expenditures of such bureaus. All youth service bureaus shall submit a request for a grant, pursuant to this section and sections 10-19m and 10-19o, on or before May fifteenth of the fiscal year prior to the fiscal year for which such grant is requested.

Sec. 10-19o. (Formerly Sec. 17a-40a). Youth service bureau grant program. (a) The Commissioner of Education shall establish a program to provide grants to youth service bureaus in accordance with this section. Only youth service bureaus which were eligible to receive grants pursuant to this section for the fiscal year ending June 30, 2007, or which applied for a grant by June 30, 2007, with prior approval of the town's contribution pursuant to subsection (b) of this section, shall be eligible for a grant pursuant to this section for any fiscal year commencing on or after July 1, 2007. Each such youth service bureau shall receive a grant of fourteen thousand dollars. The Department of Education may expend an amount not to exceed two percent of the amount appropriated for purposes of this section for administrative expenses. If there are any remaining funds, each such youth service bureau that was awarded a grant in excess of fifteen thousand dollars in the fiscal year ending June 30, 1995, shall receive a percentage of such funds. The percentage shall be determined as follows: For each such grant in excess of fifteen thousand dollars, the difference between the amount of the grant awarded to the youth service bureau for the fiscal year ending June 30, 1995, and fifteen thousand dollars shall be divided by the difference between the total amount of the grants awarded to all youth service bureaus that were awarded grants in excess of fifteen thousand dollars for said fiscal year and the product of fifteen thousand dollars and the number of such grants for said fiscal year.

(b) In order for a youth service bureau to receive the full amount of the state grant determined pursuant to subsection (a) of this section, a town shall contribute an amount equal to the amount of the state grant. A town shall provide not less than fifty per cent of its contribution from funds appropriated by the town for that purpose, and the remaining amount in other funds or in-kind contributions in accordance with regulations adopted by the State Board of Education in accordance with Chapter 54.

(c) Any funds remaining due to a town's failure to match funds as provided in subsection (b) of this section, shall be redistributed in accordance with the provisions of this section. The State Board of Education shall adopt regulations in accordance with the provisions of Chapter 54 to coordinate the youth service bureau program and to administer the grant system established pursuant to this section and sections 10-19m and 10-19n.

Sec. 10-19p. (Formerly Sec. 17a-41). Assistance to youth service bureaus. The Department of Education shall provide grant management services, program monitoring, program evaluation and technical assistance to such state-aided youth service bureaus, and the Commissioner may assign or appoint necessary personnel to perform such duties, subject to the provisions of Chapter 67.

APPENDIX E
Affirmative Action Materials

**CERTIFICATION THAT A CURRENT
AFFIRMATIVE ACTION PACKET IS ON FILE**

Agencies with an Affirmative Action Plan on file need to certify such by signing the statement below.

I, the undersigned authorized official, hereby certify that the applying organization/ agency has a current affirmative action packet on file with the Connecticut State Department of Education. The affirmative action packet is, by reference, part of this application.

Signature of Authorized Official: _____ Date: _____

Name and Title: Gregg Schuster, First Selectman

APPENDIX F
Youth Service Bureau
Results Based Accountability Sample Strategies and Activities

Administrative Core Unit Strategies and Activities

Sample Strategies	Sample Activities
Improve the administration of YSB programs and services.	To evaluate administrative procedures. To streamline fiscal and data management procedures. To provide staff training and improve skills.
Identify the needs of youth and current service gaps.	To develop youth forum concerning their needs and solutions. To survey the community regarding needs and services. To develop centralized data bank.
Increase the resources and services available to youth.	To research available funding services. To write grant applications.
Inform the community of programs and services.	To compile information on all community youth programs into a database. To develop and regularly update a resource guide.
Coordinate with local providers to eliminate service gaps and enhance the delivery of services.	To convene relevant community groups to plan activities. To write joint grant application with other providers. To initiate and maintain ongoing planning process with other community groups.
Advocate for the needs of all youth to improve policies and procedures.	To advocate for local policies and procedures that benefit youth. To keep community leaders aware of YSB functions. To advocate for individual youth.

Appendix F
Youth Service Bureau
Results Based Accountability Sample Strategies and Activities

Administrative Core Unit Strategies and Activities

Sample Strategies	Sample Activities
Improve the administration of YSB programs and services.	Evaluate administrative procedures. Streamline fiscal and data management procedures. Provide staff training to improve skills.
Identify the needs of youth and current service gaps.	To develop youth forum concerning their needs and solutions. To survey the community regarding needs and services. To develop centralized data bank.
Increase the resources and services available to youth.	Research available funding services. Write grant applications.
Inform the community of programs and services.	Compile information on all community youth programs into a database. Develop and plan for the regular updating of a resource guide.
Coordinate with local providers to eliminate service gaps and enhance the delivery of services.	Convene relevant community groups to produce an activity plan. Write joint grant application with other providers. Initiate and maintain ongoing planning process with other community groups.
Advocate for the needs of all youth to improve policies and procedures.	Advocate for local policies and procedures that benefit youth. Keep community leaders aware of YSB functions. Advocate for individual youth.

2011-13 Youth Service Bureau Grant Application

Direct Services Unit Strategies and Activities

Sample Strategies	Sample Activities
Youth will have the special supports and services they need in times of personal or family crises and in times of difficult personal transition.	To divert youth from the juvenile justice system. To provide intervention service to identified 'at-risk' populations. To provide support services to 'at-risk' youth and their families.
Youth and families will understand their own needs, the needs of their family members and will understand how to generate a mutually supportive family environment.	To provide counseling / therapy to youth and their families. To provide sexual abuse counseling and support. To provide truancy prevention services to community youth.
Youth will have attitudes, work values and skills to obtain and hold jobs.	To maintain a job bank for youth. To provide career exploration support services to youth.
Youth will have strong bonds to their families, peers, schools and communities. Youth will contribute to the well being and strength of their families, schools and communities.	To provide youth leadership training. To host discussion groups for youth to discuss issues of importance to them.
Educate on issues of importance to youth.	To train youth as peer mentors. To provide education on sexual abuse. To provide education on well child care. To provide substance abuse education.
Youth will participate in positive social, cultural and athletic activities in their leisure time.	To provide an alcohol and drug-free social environment for youth. To provide opportunities to participate in drama and sports.
Parents will have the knowledge and skills to guide their children so that they become responsible productive citizens.	To provide parent workshops. To provide educational materials related to children.

APPENDIX G

Statutory Requirement of Administrative Core Unit Functions

In my official capacity as signatory for the _____ Youth Service Bureau, I, the undersigned authorized official*, hereby recognize and support the statutory requirements and regulations of the Youth Service Bureau (C.G.S. Sections 10-19m through 10-19o) to provide the five Administrative Core Unit (ACU) functions of:

1. Management and Administration.
2. Research that provides for the continued assessment of community needs and assets.
3. Resource development.
4. Community involvement.
5. Advocacy on behalf of issues related to youth and families.

Name

Date

*Authorized official may be:

- Department Head
- Town Manager
- First Selectman
- Mayor

APPENDIX H
Statement of Assurances

Connecticut State Department of Education
Standard Statement of Assurances
Grant Programs

PROJECT TITLE: _____ **Youth Service Bureau Grant Program** _____

THE APPLICANT: Colchester Youth Service Bureau _____ **HEREBY ASSURES THAT:**

(Insert Agency/School/CBO Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut State Board of Education and the Connecticut State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the Connecticut State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;

2011-13 Youth Service Bureau Grant Application

- J. The applicant will protect and save harmless the Connecticut State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

L. Required Language:

- 1) For purposes of this section, “Commission” means the Commission on Human Rights and Opportunities.

For the purposes of this section, “minority business enterprise” means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which are owned by a person or persons: (a) who are active in the daily affairs of the enterprise, (b) who have the power to direct the management and policies of the enterprise and (c) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes Section 32-9n; and “good faith” means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. “Good faith efforts” shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For purposes of this section, “sexual orientation” means having a preference for heterosexuality, homosexuality or bisexuality, having a history of such preference or being identified with such preference, but excludes any behavior which constitutes a violation of part VI of Chapter 952 of the General Statutes.

- 2) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. If the contract is for a public works project, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such project. The contractor further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved;

2011-13 Youth Service Bureau Grant Application

(b) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an “Affirmative Action-Equal Opportunity Employer” in accordance with regulations adopted by the commission; (c) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or worker’s representative of the contractor’s commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (d) the contractor agrees to comply with each provision of this section and Connecticut General Statutes Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive and with each regulation or relevant order issued by said Commission pursuant to said sections; (e) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56.

- 3) Determination of the contractor’s good faith efforts shall include but shall not be limited to the following factors: The contractor’s employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- 4) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the commission, of its good faith efforts.
- 5) The contractor shall include the provisions of subsection (2) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with this section and Connecticut General Statutes Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive; provided if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.
- 6) The contractor agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.
- 7) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of

2011-13 Youth Service Bureau Grant Application

persons on the grounds of sexual orientation, in any matter prohibited by the laws of the United States or of the State of Connecticut and that employees are treated when employed without regard to their sexual orientation; (b) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to Section 46a-56 of the General Statutes; (d) the contractor agrees to provide the commission on human rights and opportunities with such information requested by the commission and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and Section 46a-56 of the General Statutes.

- 8) The contractor shall include the provisions of subsection (7) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56 of the General Statutes; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

I, the undersigned authorized official, hereby certify that these assurances shall be fully implemented.

Signature	_____
Name (typed)	_____ Gregg Schuster _____
Title (typed)	_____ First Selectman _____
Date	_____ July 15, 2011 _____

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Division of Family and Student Support Services
Bureau of Health/Nutrition, Family Services and Adult Education

TO: Youth Service Bureau Directors
FROM: Agnes Quinones
DATE: July 1, 2011
SUBJECT: Youth Service Bureaus' Enhancement Grant Program Funding

In the last legislative session, funds totaling \$620,300 were appropriated to continue to support the Enhancement Grant Program for youth service bureaus. The purpose is to enhance existing services that provide direct services to youth in the areas of:

- Individual and group counseling
- Parent training and family therapy
- Work placement and employment counseling
- Alternative and special education programs
- Recreational and youth enrichment programs
- Outreach programs
- Prevention programs, including youth pregnancy, youth suicide, violence, alcohol and drug prevention
- Positive youth development programs

Funds can also be used for the purchase of a maintenance fee for a web based data collection tool (one year only). Funds will be distributed based on the municipality population size, as outlined in the legislation. The following table represents the distribution of funds by town population size.

Town Population Size	Enhancement Grant Funding
0 – 8,000	\$ 3,300
8,001 – 17,000	5,000
17,001 – 30,000	6,250
30,001 – 100,000	7,550
100,001+	10,000

Grant funds may be utilized to offer youth any or all of the program areas, as outlined in Connecticut General Statutes Section 10-19m.

Youth Service Bureau Directors
July 1, 2011
Page 2

Grant funds may not supplant already existing funding for the same program offerings. In order to facilitate funds for distribution, please submit the following:

1. one (1) page abstract indicating which direct service option of if funds will be used to purchase a maintenance fee of the web based data collection tool will be provided (sample attached); and
2. budget form (ED114) and budget narrative outlining the use of funds (samples attached).

Both forms (abstract and budget) must be returned by **July 15, 2011** to:

Marie Aligata
Connecticut State Department of Education
Youth Service Bureau Programs
25 Industrial Park Road
Middletown, CT 06457

Year I End of the Year Requirement

A summary on the use of funds for Fiscal Year 2011-12, including a program description, number of children and youth served and program outcome measures, is due on September 1, 2012 (sample attached).

If you have any questions, please contact Dr. Agnes Quinones, Program Manager, Bureau of Health/Nutrition, Family Services and Adult Education at (860) 807-2126 or via e-mail at agnes.quinones@ct.gov.

The Department believes that youth should have opportunities to participate in safe, enriching, quality programs that support their success and enhance their social, physical and emotional development. We are pleased to be able to partner with you towards achieving this goal.

PFF:aqa
cc: Agnes Quinones

Enclosures

YOUTH SERVICE BUREAU ENHANCEMENT GRANT PROGRAM
Fiscal Year 2011– 12

(Due July 15, 2011)

Abstract Format

Direct Service Option: PYD

Project Director: Valerie Geato

Applicant Organization: Colchester Youth Service Bureau

Total Project Funds Requested: \$5,000

Funding Source: Enhancement Grant

Beginning Date: July 1, 2011 **Ending Date:** June 30, 2012

ACTIVITIES:

High School Girls Circle

Middle School Boys Council

OUTCOME MEASURES:

Attendance, commitment to program by participants and staff, pre and post test by participants and parents/guardians, grades/scores, behavior measures, staff observation, and self-reports

GRANTEE NAME: COLCHESTER YOUTH SERVICES		VENDOR CODE:			
GRANT TITLE: ENHANCEMENT GRANT PROGRAM PROJECT TITLE: FUND: 11000 SPID: 16201 PROGRAM: 82079 CHARTFIELD1: 170002 BUDGET REFERENCE: 2012 CHARTFIELD2:					
GRANT PERIOD: 07/01/2011 – 06/30/2012			AUTHORIZED AMOUNT: \$ \$5,000		
AUTHORIZED AMOUNT by SOURCE:					
LOCAL BALANCE: \$		CARRY-OVER DUE: \$ CURRENT DUE: \$			
CODES	DESCRIPTIONS	BUDGET AMOUNT	MATCH	IN-KIND	TOTAL
100	PERSONAL SERVICES-SALARIES	2,400			2,400
200	PERSONAL SERVICES-EMPLOYEE BENEFITS				
300	PURCHASED PROF/TECH SERVICES	2,000			
400	PURCHASED PROPERTY SERVICES				
500	OTHER PURCHASED SERVICES				
600	SUPPLIES	600			600
700	PROPERTY				
890	OTHER OBJECTS				
	TOTAL	5,000			\$5,000

ORIGINAL REQUEST DATE: _____

REVISED REQUEST DATE: _____

STATE DEPARTMENT OF EDUCATION
PROGRAM MANAGER AUTHORIZATION

DATE OF
APPROVAL

Master Budget Form Object Code Descriptions/Includable Items

100 Personal Services – Salaries

Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll, including overtime salaries or salaries paid to employees of a temporary nature.

200 Personal Services – Employee Benefits

These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, are nevertheless part of the cost of personal services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workmen's compensation insurance.

300 Purchased Professional and Technical Services

Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll.

400 Purchased Property Services

Expenditures for services to operate, repair, maintain and rent property owned and/or used by the grantee. These are payments for services performed by persons other than grantee employees. Most frequently allowed expenditures include: rental costs for renting or leasing land, buildings, equipment or vehicles; repair and maintenance services – expenditures for repairs and maintenance services not provided directly by grantee personnel, including contracts and agreements covering the upkeep of buildings and equipment; and construction services (remodeling and renovation) – payments to contractors for major permanent structural alterations and for the initial or additional installation of heating and ventilating systems, electrical systems, plumbing systems or other service systems in existing buildings. Utility services such as cleaning service, disposal service, snow plowing, lawn care, etc., could also be reported in this category. It is up to the program manager to inform applicants what is an allowable purchased property service under a grant program. The review of the budget justification should reveal the existence of any unallowable item.

500 Other Purchased Services

Expenses for services rendered by organizations that are not classified as Purchased Professional and Technical Services or Purchased Property Services.

600 Supplies

Expenses for items that are consumed, worn out, or deteriorated through use and have an expected useful life of less than one year.

700 Property

Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment and replacement of equipment.

890 Other Objects (Miscellaneous Expenditures)

Expenditures for goods or services not properly classified in one of the above objects. Included in the category could be expenditures for dues and fees, judgments against a grantee that are not covered by liability insurance and interest payments on bonds and notes.

YOUTH SERVICE BUREAU ENHANCEMENT GRANT PROGRAM
Fiscal Year 2011-12
Year I

(Due September 1, 2012)

Youth Service Bureau Name: _____

Project Director: _____

Total Funds Allocated: \$ _____

Total Number of Students Served: _____

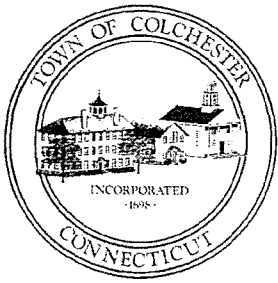
Breakdown of Students:

(Ages 16-18) _____

(16 & Under) _____

Program Description: _____

Outcome Measure Results: _____



Town of Colchester, Connecticut


127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

MEMORANDUM

To: Board of Selectmen

Cc:

From : Gregg Schuster, First Selectman 

Date: 8/3/11

Re: Personnel Policy Update

Over the past year, staff has been heavily involved in revising and updating the Town of Colchester Personnel Policy, which were last revised in 2000.

I will be presenting to the Board of Selectmen sections of the revised Personnel Policy in a red-line version (so as to show the revised areas) over the next couple of meetings. Once all sections have been reviewed and verbally accepted by the board, we will vote to approve the newly-revised Personnel Policy as a whole document.

Bold sections are those that are new and red, strike-through sections are those that were deleted.

TOWN OF COLCHESTER



EMPLOYEE HANDBOOK & PERSONNEL POLICIES

DRAFT
June 2011

NOTICE AND DISCLAIMER OF CONTRACT

Nothing in this document is intended to create or constitute an express or implied contract of employment between the Town of Colchester and any of its present or future employees. The provisions of this document may be revoked or modified at any time by the Town of Colchester, in its absolute discretion.

The Town of Colchester will not recognize or be bound by any contract of employment with any employee or group of employees unless such contract is in writing and is authorized by the Board of Selectmen and signed by both the First Selectman and the employee or the certified collective bargaining representative for a group of employees.

Employment with the Town of Colchester is subject to termination, at will, by either the Town of Colchester or the employee, at any time, for any reason, with or without cause, unless otherwise agreed in writing by the First Selectman and the employee or the certified bargaining representative for a group of employees or as otherwise provided by state or local law. Both you and the Town of Colchester have the right to terminate employment at any time, for any reason, with or without cause, and with or without notice. Should any provision of these policies conflict with any provision of a collective bargaining agreement between the Town of Colchester and the certified bargaining representative for a group of employees, the provision of the collective bargaining agreement shall prevail for the members of that bargaining unit.

I. INTRODUCTION

History

The Town of Colchester, Connecticut was founded in 1698 at a point just north of the present Town Green at Jeremiah's Farm on land purchased by Nathaniel Foote from the Sachem of the Mohegan Indians. Colchester was the vision of a group of early English settlers who sought to lay out a new plantation in a large tract of virgin wilderness. In the early 1900's Colchester became the "Catskills of Connecticut". At least seven major hotels thrived. The tourist industry boomed throughout the 1930s. In the last fifty years the beach traffic brought many through Colchester. The Route 2 by-pass of the town was completed in the 1960s. But for those who did not just pass through, Colchester's dedication to the public school system, its acceptance of all peoples and its quality of life increased its population to 7,761 by 1980. In 2005 it was ranked 57th on the "100 Best Places to Live" in all of the United States, conducted by CNN. In 2010 Colchester became the first town in Connecticut, and the 36th in the country, to be certified with the National Wildlife Federation (NWF) as a Community Wildlife Habitat. Colchester is one of the fastest growing towns in Connecticut. Today, over 300 years after the settling of Colchester, the population has grown to more than 16,000.

From an employment standpoint, the Town of Colchester strives to maintain a creative, open, spirited, and confident atmosphere in which employees can strive for self-fulfillment and career advancement.

Purpose of Your Employee Handbook

This **employee handbook** is intended to serve as a practical guide to the Town of Colchester's personnel policies and practices. However, since it is only a summary, compiled for the convenience of our employees and supervisors, it is not intended to cover all topics or circumstances. **The Town of Colchester reserves the right to modify, revise, delete, or add to any and all programs, practices or procedures described in this handbook at any time, with or without advance notice, and in the Town's sole discretion. You may receive updated information concerning changes to this handbook. Should you have any questions about any section of this handbook, ask your supervisor or the Human Resources office.** We reserve the right to respond to specific situations in whatever manner we believe best suits the needs of the Town of Colchester and the employee involved. Where there are differences between the provisions of **these policies and other written and approved employment related policies**, or in collective bargaining agreements to which the Town of Colchester is a party, policies and collective bargaining agreements shall control. **Until noted otherwise, for the purposes of this policy, the "Human Resources Office" shall mean the First Selectman's Office. The First Selectman's Office will forward any documents to the appropriate people when necessary.**

Affirmative Action / Equal Employment Opportunity

The Town of Colchester is firmly committed and has as its long-standing policy to provide equal opportunity in employment to all qualified persons on the basis of job-related skills, ability and merit.

Except in cases of bona fide occupational qualification or need, the Town of Colchester will continue to take affirmative action to ensure that applicants are employed and employees are treated without regard to their race, color, religion, sex, national origin, ancestry, age, veteran status, or mental disorder (present or history thereof), physical disability, marital status, sexual orientation, genetic information, pregnancy, or other protected status. This policy applies to all employment actions taken by the Town, including, but not limited to: recruitment, job posting and advertising, hiring, promotion, upgrading, demotion or transfer, layoff and termination, rates of pay and other forms of compensation and benefits, and selection for training.

Sexual (and other) Harassment

Harassment of an employee, by a supervisor or co-worker on the basis of sex, race, color, religion/creed, national origin, ancestry, age, disability, citizenship, marital status or sexual orientation creates a harmful working environment. It is the policy of the Town of Colchester to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex, race, color, religion/creed, national origin, ancestry, age, disability, citizenship, marital status or sexual orientation. Physical, verbal or non-verbal, (including electronic), conduct, by a supervisor or co-worker relating to any of these characteristics or factors which has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance or adversely affecting the employee's employment opportunities, will not be tolerated.

While it is difficult to define sexual harassment precisely, it does include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

1. unwelcome sexual relations with a co-worker or supervisor;
2. unwelcome attention of a sexual nature such as degrading comments, propositions, jokes, tricks or noises; or
3. the threat, or suggestion, that continued employment, advancement, assignment, earnings or other terms and conditions of employment depend on whether or not the employee will submit to, or tolerate, harassment.

The use of disability-related or racially derogatory jokes or comments, racial or religious epithets, or ethnic slurs that have the effect of creating an intimidating, hostile or offensive work environment, and insults or intimidation demonstrating age bias, are also examples of the type of conduct prohibited by this policy.

Any infraction of this policy by supervisors or co-workers should be reported immediately to the Department Head or Human Resources Office. Confidentiality at the time of reporting the infraction is assured; however, complete confidentiality cannot be guaranteed in light of the Town's need to investigate such infraction and resolve the matter. The Town reserves the right to take any appropriate action under all the

circumstances to correct any violation of this policy. Retaliation against any employee for complaining about harassment on the basis of sex, race, color, religion, national origin, ancestry, age, disability, citizenship, marital status, sexual orientation, or any other characteristic protected by law is prohibited.

Violations of this policy, including retaliation for filing any complaint or cooperating in any investigation under this policy will not be permitted and may result in discipline, up to and including dismissal.

Americans with Disabilities Act Statement

The Town is committed to employing all individuals on the basis of ability rather than disability. This commitment includes making reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual. A reasonable accommodation may include any action which enables an individual with a disability to perform the essential functions of his or her position but which does not result in an undue hardship to the business. A “reasonable accommodation” is a change in the work environment or work procedures that gives a qualified individual with a disability the same employment opportunities as non-disabled individuals.

If an individual requests an accommodation, we will determine whether the individual has a “disability” as defined by the Americans with Disabilities Act (ADA) or any other state or federal disability law and whether an accommodation is appropriate and reasonable. This may require assistance from your physician or medical care provider. To request an accommodation or other assistance, contact your supervisor or Human Resources.

Anti-Discrimination

We are committed to providing a work environment that is free from all forms of unlawful discrimination. Discrimination in any form is illegal and all discriminatory practices are prohibited and will not be tolerated under any circumstances. It is our policy to provide a work environment free from all forms of discrimination which may be considered harassing, offensive, coercive, hostile, intimidating, threatening or disruptive. These behaviors include, but are not limited to, harassment, joking and demeaning remarks, stories, use of nicknames or other abusive conduct directed at an employee because of sex, race, color, religion, national origin, ancestry, age, disability, citizenship, marital status, sexual orientation, or any other characteristic protected by law.

Reporting Legal / Ethical Violations

It is the philosophy of the Town of Colchester that every employee has the responsibility to take action to prevent problems and improve our operation. If

employees observe possible unethical or illegal conduct, they are encouraged to report their concerns.

Employees and others may communicate suspected violations of law, policy, or other wrongdoing, as well as any concerns regarding questionable accounting or auditing matters (including deficiencies in internal controls) by contacting their supervisor, Human Resources, or the First Selectman.

We will treat all communications under this policy in a confidential manner, except to the extent necessary to conduct a complete and fair investigation, or for review of operations. All inquiries will be subject to Freedom of Information Act (FOIA) guidelines and regulations.

The Town prohibits any form of retaliation against any employee for filing a good faith complaint under this policy or for assisting in a complaint investigation.

Workplace Threats and Violence

~~Nothing is more important to~~ The Town of Colchester than **regards** the safety and security of its employees **as critical. There is a zero tolerance policy towards any** threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by employees on Town of Colchester property or in relation to employment with the Town ~~will not be tolerated~~. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest, and prosecution.

Any employee who ~~makes substantial threats, exhibits threatening behavior~~ **threatens another employee (such as harassment, intimidation, displaying a weapon, etc.)**, or engages in violent acts on Town property shall be removed from the premises as quickly as safety permits, and shall remain off Town premises pending the outcome of an investigation. The Town will initiate an appropriate response. This response may include, but not be limited to, suspension and/or termination, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the employee or employees involved.

All Town of Colchester personnel are responsible for notifying the management representative designated below of any threats, which they have witnessed, received, or have been told that another employee has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a Town-controlled site, or is connected to employment with the Town. Employees are responsible for making this report regardless of the relationship between the employee or persons who initiated the threat or threatening behavior and the employee or persons who were threatened or were the focus of the threatening behavior. If the designated management representative is not available, personnel

should report the threat to their supervisor (or that individual's supervisor if the threat is made by the supervisor).

All individuals who apply for or obtain a protective or restraining order which lists Town locations as being protected areas, must provide to the designated management representative a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

The Town of Colchester understands the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s).

The designated management representative is:

Name: Jenny Contois
Title: First Selectman
Telephone: 537-7220
Location: Selectman's Office, Town Hall

~~ZERO TOLERANCE POLICY ON WORKPLACE VIOLENCE~~

~~The Town of Colchester maintains a zero tolerance policy on violence in the workplace. Any violent act is strictly prohibited. Participating in, provoking or otherwise contributing to any violent act in the workplace including but not limited to abuse, assault, battery, threats and/or harassment will result in severe disciplinary action up to and including discharge.~~

Release of Employee Information

Employee personnel files and records are subject to the Freedom of Information Act (FOIA) and may be requested for viewing from outside individuals, organizations, and agencies. Health Insurance Portability and Accountability Act (HIPAA) guidelines take precedent over FOIA regulations with regards to employee information being available and therefore personal medical records are not subject to FOIA requests.

Conflict of Interest

Employees have an obligation to conduct business within Town policies that prohibit actual or potential conflicts of interest. This section establishes only the framework within which the Town of Colchester wishes to operate. The purpose of these policies is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. All employees are bound by the Town of Colchester's Code of Ethics.

An actual or potential conflict of interest occurs when an employee is in a position to influence a work-related decision that may result in a personal gain for that employee or for a relative. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which The Town does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Town.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, leases, etc., he or she must disclose the existence of any actual or potential conflict of interest as soon as possible to a manager so that safeguards can be established to protect all parties.

Employees must not engage in any other employment or self-employment, or providing services to others, with or without compensation, during normal working hours.

II. YOUR JOB

Employment Classification

An employee's classification is determined based upon the employee's regular hourly workweek with the Town of Colchester. While it does not alter the at-will nature of employment with the Town, an employee's classification is significant, as it determines what Town-provided benefits, if any, an employee is eligible to receive.

The employment classifications for employees working for the Town of Colchester are as follows:

A. Regular. A regular employee is hired for “continuous” work and not hired to fulfill duties on a temporary or short term basis.

B. Temporary. A temporary employee is one who provides services to the Town of Colchester on an "as needed," intermittent or seasonal basis. Temporary employees are not eligible for any benefits offered by the Town of Colchester. **Temporary employees may participate in the Town's Deferred Compensation Plan as set forth in these personnel policies.**

C. Full-time. A full-time employee is one who ~~has successfully completed a three (3) month probationary period of employment and who~~ consistently works throughout the year for a minimum of thirty-five (35) hours per week. Full-time employees who meet all other qualifications required by the Town and/or its benefits provider(s), are eligible for all of the employee benefits offered by the Town, such as group insurance, ~~holidays, vacation, sick leave,~~ **paid time-off**, leaves of absence, and other benefits as set forth in this handbook.

b.D. Part-time. A part-time employee is one who ~~has successfully completed a three (3) month probationary period of employment and who consistently works throughout the year~~ **is normally scheduled** to work less than thirty-five (35) hours per week **on a regular basis**. Part-time employees are paid on an hourly or daily salary basis. There are two (2) different part-time classifications:

1. Part-time employees who consistently work a minimum of thirty (30) hours per week and who meet all other qualifications required by the Town are eligible to earn ~~vacation, holiday, sick leave,~~ **paid time-off**, longevity, and life insurance benefits and to participate in our IRA 401(a) plan on a prorated basis as set forth in these personnel policies. Employees who consistently work a minimum of thirty (30) hours per week also receive the long-term disability benefit and may participate in the Town's Deferred Compensation 457 Plan as set forth in these personnel policies.

2. Part-time employees who consistently work less than thirty (30) hours per week are not entitled to any fringe benefits offered by the Town, unless otherwise explicitly provided in this handbook and personnel policies.

e.E. Probationary. During the first three months of any full-time or part-time employee's employment with the Town of Colchester, the employee will be considered a probationary employee. Probationary employees are not eligible for any benefits offered by the Town of Colchester. Sick leave, personal leave and vacation will accrue, but cannot be used, during ~~probation~~ **this period. The probationary period for newly-hired full-time or part-time employees may be waived with the permission of the First Selectman through a signed letter confirming such waiver.**

F. Elected Official. An elected official is one who has been duly elected by the residents of the Town of Colchester or appointed to fill a vacancy and is otherwise considered a "full-time" employee as defined in this section. The elected officials that this policy pertains to are solely the First Selectman, Town Clerk, and Tax Collector. Elected officials are not subject to the three (3) month probationary period upon election or appointment. Elected officials are eligible for all of the employee benefits offered by the Town, such as group insurance, paid time-off, leaves of absence, and other benefits as set forth in these personnel policies effective the first day of the month immediately following their election or appointment. Benefits provided to paid, full-time elected officials are to be determined by the Town of Colchester's Board of Selectmen and may be expanded or decreased as is deemed in the best interest of the Town.

G. Exempt And Non-Exempt Status. Consistent with applicable federal and state wage and hour laws, employee classifications fall into one of two categories: "exempt" or "non-exempt." These terms are defined by the Fair Labor Standards Act, which is a federal law requiring that certain employees be paid at least the minimum wage and overtime for hours worked over 40 hours a week. However,

the law provides that some employees are “exempt” from this requirement, and therefore do not have to be paid a specific hourly wage or overtime. You will be advised whether your position is an exempt or non-exempt position.

Exempt: Exempt employees do not have any limits on the hours that may be worked in a given work or pay period. They are expected to work the hours needed to accomplish their job responsibilities without receiving extra pay for overtime worked.

Non-Exempt: Non-exempt employees are paid an hourly rate and are eligible for overtime pay at the rate of 1 ½ times their regular hourly rate of pay for hours worked in excess of 40 hours per work week.

Employee Hiring and Dismissal (ADDED FROM CURRENT POLICY)

Purpose

The Town of Colchester Charter, Article IV The Board of Selectmen, § C-402, C. “The appointment and dismissal of all Town employees shall be administered by the Board of Selectmen, but the Board of Selectmen may delegate such authority as is deemed necessary for the sound administration of Town government.”

The Town of Colchester Charter, Article XIII Town Employees and Appointed Officials, § C-1301 “The appointment and dismissal of all Town employees, except those who are elected or are under the jurisdiction of the Board of Police Commissioners, shall be made by the Board of Selectmen, but the Board of Selectmen may delegate such authority as is deemed necessary for the sound administration of Town government. All appointments shall be made on the basis of merit and after examination of qualifications. The Board of Selectmen shall neither appoint nor dismiss Town employees associated with fire protection services except as recommended by the Fire Chief. Before the appointment or dismissal of any Town employee, the Board of Selectmen shall consult with the board, department or individual to whom the services of such employee are to be or have been rendered.”

The purpose of this policy is to specify the Board of Selectmen’s delegation of authority for the hiring and dismissal of Town employees and joint Town/Board of Education (BOE) employees as it pertains to the language of the Town of Colchester charter.

Town Employee Hiring and Dismissal

The First Selectman shall hire and dismiss employees of the town, with the exception of employees whose employment is otherwise provided by law, and department heads. For the purposes of this policy, department heads are: Assessor, Building Official, CHVFD Chief, Cragin Memorial Library Director, Public Works Director, Recreation Manager, Senior Center Director, Town Engineer, Town Planner/Planning Director, and Youth & Social Services Director.

The Board of Selectmen shall be given notice of all full-time and part-time employees who are hired or dismissed by the First Selectman prior to the next Board of Selectmen meeting immediately following the hire or dismissal. This notification requirement to the Board of Selectmen shall not apply to per-diem or temporary/seasonal employee hiring or dismissal actions.

At either of its next two meetings following such hiring or dismissal notification to an employee, the Board of Selectmen, by a majority vote, may request a review of the decision to hire or dismiss and make a recommendation to the First Selectman. The authority to hire and dismiss department heads and employees whose employment is otherwise provided by law rests solely with the Board of Selectmen.

Joint Town/Board of Education Employee Hiring and Dismissal

Joint Town/Board of Education employees, including department heads serving as joint employees, may be hired or dismissed following the approval of the Board of Selectmen and Board of Education by majority vote or its designee. The Chief Financial Officer's hiring and dismissal shall be processed per the Town of Colchester Charter.

Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation: voluntary employment termination initiated by an employee.

Discharge: involuntary employment termination initiated by the employer.

Layoff: involuntary employment termination initiated by the employer that is generally not for disciplinary reasons.

Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Notice

We hope that you will remain with the Town; however, should you decide to resign, we request that you provide two weeks advance notice to your supervisor (in writing).

Return of Equipment/Supplies

Prior to the end of the last day of work the employee must return all Town equipment and property to his/her supervisor. This includes, but is not limited to, the return of all uniforms, credit cards, badges, and keys. Terminating employees are required to settle any outstanding debts prior to the last day of employment.

Benefits Continuation (COBRA)

Federal law may allow employees and their dependents who are covered by our health insurance program to temporarily continue that coverage following certain qualifying events (such as termination of employment), when health coverage would otherwise end.

Employee Relations

We have an open door policy. There may be times when you will have a constructive suggestion or a complaint to make. There also may be times when a difference of opinion will arise between you and another employee or your supervisor. We encourage you to bring any questions, suggestions, and complaints to our attention. We will give careful consideration to each of these in our continuing effort to improve our operations.

We are committed to open and honest discussion of employee problems and concerns raised in good faith without fear of retaliation. The best way to clarify a misunderstanding, solve a problem, or resolve a difference of opinion is to discuss the matter directly with the other person(s). If the matter goes unresolved, we believe that the following procedure will ensure that complaints receive full consideration. Should an unsatisfactory situation arise concerning the terms and conditions of your employment, it is important that you bring it to the attention of the appropriate person according to the following procedure:

Step 1 - Talk to your supervisor. It is your supervisor's responsibility to ensure that any complaint received is given prompt attention.

Step 2 - In the event you feel the problem remains unresolved after discussing it with your supervisor, (or if your issue directly involves your supervisor), you are encouraged to meet with the Department Head.

Step 3 - If you still feel that your problem/complaint remains unresolved, you may request a meeting with the First Selectman.

Performance Appraisal

Ongoing communication between employees and supervisors to establish goals, clarify job accountabilities, and determine performance standards is the key to effectively managing performance, ensuring that employees have the tools to be successful in their jobs and ultimately ensuring the success of the Town. The performance management and appraisal process provides an ongoing means of communication between supervisors and employees resulting in an annual written performance appraisal. Appraisals are prepared based on the performance activities of the past year.

Performance appraisals will include a summary of the employee's performance that is measured against job accountabilities, performance standards and specific goals, and objectives during the performance period. The appraisal will also be used to create goals and development objectives for the new performance period.

Your job performance and your ability to comply with policies and practices directly affect your career advancement, your pay, and your continued employment.

Development Opportunities

The Town of Colchester is committed to providing employees opportunities for individual growth and development in their jobs. You should accept the challenge to grow and develop in your job. The Town will provide you with the opportunity for training, future growth, and career development. By the same token, it is expected that employees will take an active approach in self-improvement by seeking out educational and training opportunities.

Attendance

~~The Town of Colchester relies on all of its employees to report to work regularly and on time. If an employee is going to be late or absent, he or she must contact his or her supervisor immediately. If an employee has to leave work early, he or she must obtain advance approval from his or her supervisor.~~

~~The Town will take disciplinary action, up to and including discharge, where an employee's attendance is unacceptable or where an employee fails to comply with the above notice requirements.~~

You are important to our success, and each job is important to the smooth operation of our Town. Reporting to work on time, continuing to work until the end of the workday, and being at work on a regular and consistent basis is expected of each employee. Your attendance and punctuality record directly affects your performance evaluations, your opportunities for advancement and your continued employment.

The Town does not tolerate unexcused absences. An excused absence means that you have requested and received your supervisor's permission to be absent for a certain day. An "unexcused absence" is defined as all other absences when your supervisor has not approved the time off or where you have failed to make appropriate attempts to contact your supervisor. More than three unexcused absences in a year will result in discipline up to and including discharge. Consecutive absences may be treated as one incident.

If you are absent from work for three (3) consecutive work days and fail to properly call in to your supervisor, you will be considered to have voluntarily resigned.

If it should become necessary for you to be late or absent, you are required to inform your supervisor as soon as possible. Speak directly with your supervisor. It is also expected that you will notify your supervisor in advance to request time off unless it is a case of illness or unexpected emergency situation. Calling in to say that you are taking vacation time or time off for some other reason that could have been scheduled in advance is not acceptable.

Even if reported and excused, absenteeism and tardiness that becomes excessive places a heavy burden on other employees. What is "excessive absenteeism"? Employees are provided with vacation, personal, and sick time. Absences in excess of this time are considered excessive – such situations will be addressed by disciplinary action and possibly termination of employment. However, excessive absenteeism does not include approved and documented leaves of absence, jury duty, military duty, approved and scheduled vacation time, or bereavement leave taken within Town guidelines. Excessive absenteeism will result in discipline up to and including discharge.

Tardiness is not acceptable. Excessive tardiness is subject to discipline.

Lunch and Breaks

Lunch times and length of lunch periods are to be determined by department management, in accordance with applicable labor laws. You may not forego your lunch period in order to shorten your workday. Employees are expected to work up to the start of the lunch period and be at their workstations ready to work at the end of the lunch period.

Personnel Records

Each employee is responsible for updating personnel information with the ~~First Selectman~~ **Human Resources office**, in writing, when there is a change in the employee's address, telephone number, marital status, emergency contact, or number and names of dependents.

Tax information must be kept current. W-4 forms are available in the ~~Payroll Department~~ **Human Resources Office** throughout the year.

A personnel file will be maintained by the ~~First Selectman~~ **Human Resources Office** on each employee of the Town of Colchester and may contain any or all of the following items:

1. Employment application, resume, letters of reference;
2. Correspondence and agreements regarding employment with the Town of Colchester;
3. Copies of any evaluations;
4. Requests for vacation, leave, personal days and all other authorized absences;
5. Copies of all correspondence or other records relating to employment, promotion, discipline, dismissal or resignation;
6. Authorizations for withholding monies from pay for any lawful purpose;
7. Authorizations for pay changes signed by the First Selectman.

All records maintained by the ~~First Selectman~~ **Human Resources Office** are the property of the Town of Colchester and subject to the State's Record Retention Requirements, and the requirements of the Connecticut Freedom of Information Act. Employees may view their personnel files at mutually agreeable times. **When reviewed, personnel files may not be taken from the Human Resources Office and must be reviewed with the supervision of an employee of the Human Resources Office.**