

# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

## Board of Selectmen Regular Meeting Agenda Thursday, December 1, 2011 Colchester Town Hall

Meeting Room 1 – 7:00pm

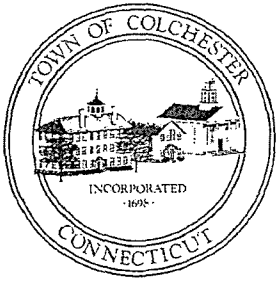
NANCY A. BRAY  
TOWN CLERK

*Nancy A. Bray*

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COLCHESTER, CT  
2011 NOV 28 PM 4:02

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the November 17, 2011 Regular Board of Selectmen Meeting
4. Approve Minutes of the November 17, 2011 Tri-Board Meeting
5. Citizen's Comments
6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
  - a. Commission on Aging. Member re-appointment for a three-year term to expire 12/31/14. Marilyn Finnegan to be interviewed.
  - b. Commission on Aging. Alternate re-appointment for a three-year term to expire 12/31/14. Robert Gustafson to be interviewed.
  - c. Historic District Commission. Alternate re-appointment for a three-year term to expire on 11/30/2014. Linda Ackerman to be interviewed.
  - d. Parks and Recreation Commission. Alternate re-appointment for a four-year term to expire on 11/30/2014. Clint Williams to be interviewed
  - e. Planning & Zoning Commission. Member re-appointment for a three-year term to expire 12/31/2014. Mark Noniewicz to be interviewed.
  - f. Planning & Zoning Commission. Alternate re-appointment for a three-year term to expire 12/31/2014. James Miller to be interviewed.
  - g. Planning & Zoning Commission. Member appointment to fill a vacancy left by Thomas Kane to expire 12/31/2012. John Novak to be interviewed.
  - h. Planning & Zoning Commission. Jason Tinelle to be interviewed.
  - i. Building Committee. Discussion and Possible Appointment of Members or Provisional Alternates.
    - i. John Avery, Sharon Boski, Justin Bunton, Nancy Cordova, John Carroll, Robert Dennehy, Norman J. Dupuis, Steven Kardys, Robert Sosnoski, William Sullivan

- j. Discussion and Selection of Liaison to Building Committee
  - k. Discussion and Selection of Liaison to Agriculture Commission
7. Budget Transfers
  8. Tax Refunds & Rebates
  9. Discussion and Possible Action on Community Publications Contract
  10. Discussion and Possible Action on Regional Performance Incentive Grant
  11. Discussion and Possible Action on Agriculture Grant
  12. Discussion and Possible Action Town Roads Snow Removal Contracts
  13. Citizen's Comments
  14. First Selectman's Report
  15. Liaison Report
  16. Executive Session to Discuss Pending Litigation
  17. Executive Session to Discuss Sewer & Water Benefit Assessment Legal Settlement
  18. Discussion and Possible Action on Legal Settlement
  19. Adjourn



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

RECEIVED  
COLCHESTER, CT  
2011 NOV 18 PM 2:27

NANCY A. BRAY  
TOWN CLERK  
*Nancy A. Bray*

## Board of Selectmen Regular Meeting Minutes Thursday, November 17, 2011 Colchester Town Hall

Meeting Room 1 – 6:30pm

**MEMBERS PRESENT:** First Selectman Gregg Schuster, Selectman James Ford, Selectman Stan Soby (via phone), Selectman Greg Cordova, and Selectman Rosemary Coyle

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Derrik Kennedy, Maggie Cosgrove, Jim Paggioli, Patti White, Greg Plunkett, Bruce Hayn, Ryan Blessing, and other citizens.

1. **Call to Order**

First Selectman G. Schuster called the meeting to order at 6:30 p.m.

2. **Additions to the Agenda**

G. Cordova moved to add to the agenda item #5b, Commission on Aging. Member re-appointment for a three-year term to expire 12/01/2014. Betty Ann Oppelt to be interviewed; and renumber accordingly, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

3. **Approve Minutes of the November 3, 2011 Regular Board of Selectmen Meeting**

R. Coyle moved to approve the minutes of the November 3, 2011 Regular Board of Selectmen meeting, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

4. **Citizen's Comments**

R. Levine commented on the Commission on Aging's recommendation of Norman Dupuis for the Building Committee.

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

a. **Resignation of Thomas Kane from Planning & Zoning Commission.**

R. Coyle moved to accept the resignation of Thomas Kane from the Planning & Zoning Commission, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

c. **Historic District Commission. Alternate reappointment for a three-year term to expire on 11/30/2014. Linda Ackerman to be interviewed.**

Linda Ackerman was absent.

d. **Parks and Recreation Commission. Alternate reappointment for a four-year term to expire on 11/30/2015. Clint Williams to be interviewed.**

Clint Williams was absent.

e. **Building Committee. Discussion and Possible Appointment of Members or Provisional Alternates.**

G. Cordova recused himself from discussion.

S. Soby joined the meeting via phone.

**i. Norman J. Dupuis to be interviewed.**

Norman J. Dupuis was interviewed.

S. Soby exited from the meeting.

**ii. John Avery, Sharon Boski, Justin Bunton, Nancy Cordova, John Carroll, Robert Dennehy, Norman J. Dupuis, Steven Kardys, Robert Sosnoski, William Sullivan**

No action taken.

**6. Budget Transfers**

G. Cordova moved to approve the following budget transfers: \$6 from "Employee Health Insurance (11701-41210)" to \$1 "First Selectman – Employee Related Insurance (11201-41210)," \$3 "Finance – Employee Related Insurance (11301-41210)," \$1 "Fleet Maintenance – Employee Related Insurance (13202-41210)," and \$1 "Engineering – Employee Related Insurance (13301-41210);" \$119 from "Police – Employee Related Insurance (12101-41210)" to \$11 "Health – Employee Related Insurance (14201-41210)," \$7 "Library – Employee Related Insurance (15101-41210)," and \$101 "Parks & Recreation – Employee Related Insurance (15201-41210);" \$889 from "Board of Finance – Overtime (11101-40103)," to \$889 "Board of Finance – Contractual, Temporary, Occasional, P/R (11101-40105);" \$4 from "Ethics Commission – Contractual, Temporary, Occasional, P/R (11104-40105)" to \$4 "Ethics Commission – FICA (11104-41230);" \$1,475 from "First Selectman - Professional Services (11201-44208)" and \$226 "First Selectman – Professional Services (11201-44208)" to \$1,475 "First Selectman – Advertising (11201-44231)" and \$226 "First Selectman – Legal Notices (11201-44230);" \$22 from "First Selectman – Copier (11201-42233)," \$6 from "First Selectman – Copier (11201-42233)," and "First Selectman – Copier (11201-42233)" to \$22 "First Selectman – Telephone (11201-45216)," \$6 "First Selectman – Hebron Taxes (11201-45216)," and \$114 "First Selectman – Parades & Celebrations (11201-47242);" \$2,280 from "Board of Finance – Contract Settlements (11101-50950)" to \$1,545 "Finance – Regular Payroll (11301-40101)" and \$735 "Facilities – Regular Payroll (11901-40101);" \$669 from "Finance – Mileage, Training, & Meetings (11301-43213)" to \$669 "Finance – Professional Services (11301-44208);" \$168 from "Finance – Mileage, Training, & Meetings (11301-43213)" to \$168 "Finance – Postage (11301-44217);" \$10 from "Finance – Mileage, Training, & Meetings (11301-43213)" to \$10 "Finance – Telephone (11301-45216);" \$3 from "Tax Collector – Professional Memberships (11303-43258)" to \$3 "Tax Collector – Mileage, Training, & Meetings (11303-43213);" \$729 from "Planning & Code Administration – FICA/Retirement (11411-41230)" to \$729 "Tax Collector – Regular Payroll (11303-40101);" \$516 from "First Selectman – Postage (11201-44217)" to \$516 "Tax Collector – Office Supplies (11303-42301);" \$556 from "First Selectman – Postage (11201-44217)" to \$556 "Tax Collector – Postage (11303-44217);" \$715 from "Assessor – Overtime (40103)" to \$715 "Assessor – Travel, Trainings, Meetings (43213);" \$210 from "Assessor – Contractual, Temporary, Occasional P/R (11304-40105)" to \$196 "Board of Assessment Appeals – Overtime (11305-40103)" and \$14 "Board of Assessment Appeals – FICA (11305-41230);" \$20 from "Historic District Commission – Postage (11405-44217)" to \$20 "Historic District Commission – Legals (11405-44230);" \$350 from "Planning & Code Administration – Legal Notices (11411-44230)" to \$350 "Vehicle Maintenance (11411-46390);" \$250 from "Planning & Code Administration – Legal Notices (11411-44230)" to \$250 "Planning & Code Administration – Telephone (11411-45216);" \$250 from "Planning & Code Administration – Professional Memberships (11411-46258)" to \$250 "Planning & Code Administration – Office Equipment (11411-45416);" \$656 from "Town Clerk – Copier (11501-42233)" to "Town Clerk – Legal Notices (11501-44230);" \$46 from "Town Clerk – Micro Film (11501-44271)" to \$46 "Town Clerk – Telephone (11501-45216);" \$500 from "Town Clerk – Equipment Repair (11501-46224)" and \$77 from "Town Clerk – Micro Film (11501-44271)" to \$577 "Town Clerk – Legal Notices (11501-44230);" \$166 from Registrar of Voters – Contractual, Temporary,

Occasional P/R (11601-40105)" to \$166 "Registrar of Voters – FICA/Medicare (11601-41230);" \$2,477 from "Legal & Insurances – Legal (11701-44203)" to \$2,477 "Legal & Insurances – Workers Compensation Insurance (11701-41260);" \$1,800 from "Probate – Indexing & Recording (11702-44207)" and \$738 "Probate – Postage (11702-44217)" to \$2,538 "Probate – Windham/Colchester Probate District (11702-47250);" \$85 from "Information Technology – Professional Services (11801-44208)" to \$85 "Information Technology – Other Supplies (11801-42315);" \$2,449 from Parks & Recreation – Contractual, Temporary, Occasional P/R (15201-40105)" and \$894 "Parks & Recreation – Contractual, Temporary, Occasional P/R (15201-40105)" to \$2,449 "Facilities – Fuel & Heating (11901-45221)" and \$894 "Facilities – Electricity (11901-45622);" \$9,175 from "Parks & Recreation – Contractual, Temporary, Occasional P/R (15201-40105)" to \$9,175 "Facilities – Service Contracts (11901-44223);" \$1,623 from "Parks & Recreation – Contractual, Temporary, Occasional P/R (15201-40105)" to \$1,623 "Facilities – Building Repairs (11901-46226);" \$213 from "Facilities – Advertising (11901-44231)" and \$156 "Facilities – Advertising (11901-44231)" to \$213 "Facilities – Custodial/Maintenance Supplies (11901-42331)" and \$156 "Facilities – Mileage, Training, & Meetings (11901-43213);" \$14,356 from "Police – Regular Salaries (12101-40101)" to \$14,356 "Police – Overtime (12101-40103);" \$136 from "Police – Telephone (12101-45216)" to \$74 "Police – Copier (12101-42233)" and \$62 "Police – Postage (12101-44217);" \$4,521 from "Fire – Service Contracts (12202-44223)" to \$3,161 "Fire – Overtime (12202-40103);" \$1,312 "Fire – Fire Equipment & Supplies (12202-42346);" and \$48 "Fire – Professional Services (12202-44208);" \$3,870 from "Fire – Service Contracts (12202-44223)" to \$1,284 "Fire – Electricity (12202-45622)" and \$2,586 "Fire – Vehicle Maintenance & Fuel (12202-46390);" \$200 from "Fire – Custodial/Maintenance (12204-43213)" to \$200 "Fire – Electric (12204-45622);" \$284 from "Civil Preparedness – Equipment Repair (12301-46224);" \$250 from "Civil Preparedness – Printing & Publication (1231-44232);" and \$84 from "Civil Preparedness – Emergency Medical Supplies (12301-42345)" to \$618 "Civil Preparedness – Telephone (12301-45216);" \$759 from "Civil Preparedness – Equipment Repairs (12301-46224)" and \$457 from "Civil Preparedness – Equipment Repairs (12301-46224)" to \$759 "Civil Preparedness – Service Contracts (12301-44223)" and \$457 "Civil Preparedness – Service Contracts (12301-44223);" \$21 from "Highway – Postage (13201-44217)" to \$21 "Highway – Office Supplies (13201-42301);" \$90 from "Highway – Mileage, Training, & Meetings (13201-43213)" to \$90 "Highway – Contractual, Temporary, Occasional P/R (13201-40105);" \$4,651 from "Highway – Payroll (13201-40101);" \$1,244 from "Highway – Overtime (13201-40103);" and \$1,307 "Highway – FICA (13201-41230)" to \$7,202 "Highway – Other Purchase & Supplies;" \$3,467 from "Highway – Traffic Lights (13201-45389)" and \$1,050 "Highway – Professional Services (13201-44208)" to \$4,517 "Highway – Other Purchases & Supplies (13201-42340);" \$1,011 from "Highway – Road Improvement (13201-48349);" \$37 "Highway – Equipment Repairs (13201-46224);" and \$89 "Highway – Uniform Rental (13201-44238)" to \$1,137 "Highway – Vehicle Maintenance (13201-46390);" \$324 from "Highway – Advertising (13201-44231);" \$647 "Highway – Equipment Rental (13201-44237);" and \$500 "Highway – Telephone (13201-45216)" to \$1,471 "Highway – Vehicle Maintenance (13201-46390);" \$44 from "Highway – Professional Membership (13201-43258)" and \$81 "Highway – Copier (13201-42233)" to \$125 "Highway – Vehicle Maintenance (13201-46390);" \$518 from "Highway – Protective Clothing & Equipment (13201-42323);" \$1,366 "Highway – Professional Services (13201-44208);" and \$649 "Highway – Mileage & Training (13201-43213)" to \$2,533 "Highway – Vehicle Maintenance (13201-46390);" \$99 from "Highway – Employee Related Insurance (13201-41210);" \$13,261 "Highway – Transportation (13601-43213);" and \$2,000 "Highway – Vehicle Maintenance (13601-46390)" to \$15,360 "Highway – Vehicle Maintenance (13201-46390);" \$1,549 from "Contract Settlements (11101-50950)" to \$1,549 "Fleet Maintenance – Regular Payroll (13202-40101);" \$390 from "Fleet Maintenance – Heating Fuel (13202-45221);" \$427 "Fleet Maintenance – Building Repairs (13202-46226);" and \$1,302 "Fleet Maintenance – Supplies (13202-42341)" to \$23 "Fleet Maintenance – Telephone (13202-45216);" \$1,249 "Fleet Maintenance – Vehicle Maintenance & Fuel (13202-46390);" and \$847 "Fleet Maintenance – Equipment Repairs (gas pumps) (13202-46224);" \$655 from "Fleet Maintenance – Service Contracts (13202-44223);" \$500 "Fleet Maintenance – Custodial/Maintenance Supplies (13202-42331);" \$100 "Fleet

Maintenance – Building Repairs (13202-46226)," \$250 "Fleet Maintenance – Professional Services (13202-44208)," \$82 "Fleet Maintenance – Protective Clothing & Safety Equipment (13202-42323)," and \$100 "Fleet Maintenance – Mileage, Training & Meetings (13202-43213)" to \$1,687 "Fleet Maintenance – Overtime (13202-40103);" \$526 from "Transfer Station – Other Purchase & Supplies (13601-42340)" to \$526 "Transfer Station – Electric (13601-45622);" \$2,234 from "Transfer Station – Regular Salaries (13601-40101)" to \$2,234 "Transfer Station – Overtime (13601-40103);" \$16,000 from "Planning & Code Administration – Regular Payroll (11411-40101)," \$1,200 "Planning & Code Administration – FICA/Retirement (11411-41230)," and \$1,725 "Health – Professional Services (14201-44208)" to \$17,135 "Health – Regular Payroll (14201-40101)" and \$1,790 "Health – FICA/Retirement (14201-41230);" \$237 from "Health – Telephone (14201-45216)" to \$237 "Health – Printing & Publications (14201-44232);" \$927 from "Cragin Library – Custodial Supplies (15101-42331)" to \$927 "Cragin Library – Service Contracts (15101-44223);" \$267 from "Cragin Library – Fuel & Heating (15101-45221)" to \$276 "Cragin Library – Water & Sewer (15101-45222);" \$168 from "Cragin Library – Postage (15101-44217)" to \$168 "Cragin Library – Printing & Publications (15101-44232);" \$1,937 from "Parks & Recreation – Contractual, Temporary, Occasional P/R (15201-40105)" to \$1,937 "Parks & Recreation – Regular Payroll (15201-40101);" \$1,157 from "Parks & Recreation – Contractual, Temporary, Occasional P/R (15201-40105)" to \$1,157 "Parks & Recreation – Machinery & Equipment (15201-48404);" \$70 from "Parks & Recreation – Office Supplies (15201-42301)" to \$70 "Parks & Recreation – Copier (15201-42233);" \$128 from "Parks & Recreation – Fuel & Heating (15201-45221)" to \$128 "Parks & Recreation – Telephone (15201-45216);" \$1,367 from "Parks & Recreation – Electricity (15201-45622)" to \$1,367 "Parks & Recreation – Vehicle Maintenance & Fuel (15201-46390);" \$2,056 from "Parks & Recreation – Electricity (15201-45622)" to \$2,056 "Parks & Recreation – Building Repairs (15201-46226);" \$220 from "Senior Center – Electricity (15401-45622)" and \$445 "Senior Center – Service Contracts (15401-44223)" to \$665 "Senior Center – Fuel & Heating (15401-45221);" \$279 from "Senior Center – Contractual, Temporary, Occasional P/R (15401-40105)" to \$279 "Senior Center – Custodial/Maintenance Supplies (15401-42331);" \$156 from "Senior Center – Contractual, Temporary, Occasion P/R (15401-40105)" to \$156 "Senior Center – Copier (15401-42233);" and \$43 from "Senior Center – Contractual, Temporary, Occasional P/R (15401-40105)" to \$43 "Senior Center – Printing & Publications (15101-44232);" seconded by J. Ford. Unanimously approved. MOTION CARRIED.

**7. Tax Refunds & Rebates**

G. Cordova moved to accept tax refunds in the amount of \$356.47 to Chase Auto Finance Corporation, \$18.87 to Robert and Marian Fletcher, \$62.30 to Charles Lattmann, \$47.57 to Carl Miazga, Jr., \$171.64 to Nissan Infiniti Lt, \$6.20 to Joshua D. Orbach, \$44.44 to SA Challenger Inc., \$218.67 to William or Jeanette Tompkins; seconded by J. Ford. Unanimously approved. MOTION CARRIED.

**8. Discussion and Possible Action on Community Publications Contract**

No action taken.

**9. Citizen's Comments**

None.

**10. First Selectman's Report**

First Selectman G. Schuster reported that the Chatham Health District is continuing to work on their budget for the next fiscal year with a focus on increasing staff levels, particularly moving from a part-time to a full-time sanitarian. The Board of Selectmen discussed the level of services provided by the Health District.

**5b. Commission on Aging. Member re-appointment for a three-year term to expire 12/01/2014. Betty Ann Oppelt to be interviewed.**

R. Coyle moved to re-appoint Betty Ann Oppelt as a member to the Commission on Aging for a three-year term to expire 12/01/2014, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

**11. Liaison Report**

J. Ford reported that the Conservation Commission reviewed two applications, one for the Caring Community of Connecticut on Waterhole Road and the other for a seven-lot subdivision on McDonald Road.

R. Coyle reported that the Open Space Advisory Committee discussed the seven-lot subdivision on McDonald Road and the large white oak tree in the White Oak subdivision.

**12. Adjourn**

G. Cordova moved to adjourn at 7:10 p.m., seconded by J. Ford. Unanimously approved.  
MOTION CARRIED.

Respectfully submitted,



Derrik M. Kennedy  
Executive Assistant to the First Selectman

Attachment:

- Statement from Norman Dupuis

# Prepared Statement

by Norman J. Dupuis  
Appearing before the  
Colchester Board of Selectmen  
Thursday, November 17, 2011

Good evening, members of the Colchester Board of Selectmen.

For the record, my name is Norman J. Dupuis, a resident of the town of Colchester for 15 years. I'm appearing before you this evening to apply for a position on the recently established Town Building Committee.

You may be asking yourselves, "Why is he coming before us so late in the committee selection process?" I decided to come forward shortly after I learned that the Chairperson of the Building Committee, Theresa Hendrickson, had resigned.

As some or all of you may recall from Theresa's forwarding letter, as Chairperson of the Senior Center Study Committee, to First Selectman Greg Schuster, she stated in paragraph three, "in an additional recommendation, the Study Group would ask that I (or my designee) serve on any related planning and development activities as this important work moves forward."

It is my understanding that I am her designee, having served as her vice chairman of the Senior Center Study Committee. I might add that this does not apply to her role as Chairperson of the Building Committee, only her seat on the committee. In addition, this is something I want to do for the town and for the seniors of the town.

In terms of my experience, I offer the following:

1. September, 2006 to January, 2008 - served as president of the "Friends of the Colchester Senior Center". This group became a planning committee for a new senior center. It should be noted that this was not a formal town committee.
2. November, 2010 to April, 2011 - served as vice chairman of the town's Senior Center Study Committee. This group built upon the work of the "Friends" and formalized and completed the planning process for a new senior center.
3. July, 2009 to June, 2011 - served as president of the Colchester Chapter 4019 AARP and I am currently serving on the chapter's board of directors.



4. In terms of my experience in hiring design consultants and building contractors, I had 42 years of experience with the CT Department of Transportation, the largest employer of outside professional and technical services in the state, in my opinion.

I'd like to conclude by saying that I have studied the issue of a new senior center for approximately five years, including, but not limited to, the following:

1. Design of a floor plan layout and square footage for a new center.
2. Funding sources available at the federal, state and town levels.
3. A stand alone facility versus utilizing an existing town owned facility.
4. Health and safety issues.

In addition, I'd like to say that when I first became involved in the planning process for a new senior center, I favored a stand-alone center on Town Hall property. Early on, my associates and I had felt that was the only viable option available to us.

Then, while I was a member of the Colchester Senior Center Study Committee, an option for an alternate location became available for consideration.

After touring the William J. Johnston School and having a discussion with the Board of Education officials, it became obvious to me that there was no question that this was the location to support a new senior center as well as a community center. This is my current position.

Are there any questions?

Thank you and Good Evening,

Norman Dupuis





# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

Board of Selectmen, Board of Finance, and Board of Education  
Special Joint Meeting  
Town Hall  
Thursday, November 17, 2011  
Room 1 – 7:30 p.m.

RECEIVED  
COLCHESTER, CT  
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NANCY A. BRAY  
TOWN CLERK

## Minutes

**BOARD OF SELECTMEN MEMBERS PRESENT:** First Selectman Gregg Schuster, Selectman James Ford, Selectman Greg Cordova, and Selectman Rosemary Coyle

**BOARD OF SELECTMEN MEMBERS ABSENT:** Selectman Stan Soby

**BOARD OF FINANCE MEMBERS PRESENT:** Chairman Bruce Hayn, Cathy Pompei, Mike Caplet, Rob Esteve, and Rob Tarlov

**BOARD OF FINANCE MEMBERS ABSENT:** John Ringo

**BOARD OF EDUCATION MEMBERS PRESENT:** Chairman Ronald Goldstein, Donald Kennedy, John Reeve, Mary Tomasi, and Bradley Bernier

**BOARD OF EDUCATION MEMBERS ABSENT:** Michael Egen and Mitchell Koziol

**OTHERS PRESENT:** Derrik Kennedy, Maggie Cosgrove, Greg Plunkett, James Paggioli, Doreen Hamilton, Chris Halpin, Art Shilosky, Thomas Kane, and other citizens.

### 1. Call to Order

At 7:30 p.m., First Selectman G. Schuster called the Board of Selectmen to order, Chairman R. Goldstein called the Board of Education to order, and Chairman B. Hayn called the Board of Finance to order.

### 2. Citizen's Comments

None.

### 3. Discussion and Possible Action on Energy Performance Contract

G. Plunkett introduced the presentation and provided an introduction. C. Halpin, of Celtic Energy, discussed Celtic Energy's involvement in the process. D. Hamilton, or Honeywell, discussed Honeywell's process of energy performance services and outreach to the community. The consensus of the boards was to move forward with an investment grade audit with the Board of Selectmen reviewing and approving the contract with Honeywell. It was also the consensus that there be a supplemental appropriation in the amount of \$32,000 to be approved by the Board of Finance and Board of Selectmen to provide for the possibility of Colchester not moving forward with a performance contract with Honeywell at the conclusion of the investment grade audit.

### 4. Adjourn

G. Cordova moved to adjourn the Board of Selectmen at 9:10 p.m., seconded by J. Ford. Unanimously approved. MOTION CARRIED.

R. Goldstein moved to adjourn the Board of Education at 9:10p.m, seconded by D. Kennedy. Unanimously approved. MOTION CARRIED.

M. Caplet moved to adjourn the Board of Finance at 9:10 p.m., seconded by R. Tarlov. Unanimously approved. MOTION CARRIED.



To: Colchester Board of Selectman

From: Rose Levine, Chairperson Commission on Aging

Date: November 14, 2011

Re: Commission on Aging Appointments

The Colchester Commission on Aging voted today to recommend that the Board of Selectman reappoint Marilyn Finnegan to serve a full term on the Commission on Aging and that Herb Davis and Rob Gustafson who are currently alternates on the Commission be appointed to fill the two existing slots vacated by Theresa Hendricksen and Sue Maikshilo.



FY 10/11

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Senior Center

Reason for Request: Monthly cell phone charges used in transportation program greater than anticipated.

Reason for Available Funds: Use of substitute bus drivers less than anticipated.

From:	Account Number	Account Name	Amount
	15401-40105	Contractual, Temp, Occasional Payroll	70

To:	Account Number	Account Name	Amount
	15401-45216	Telephone	70

Nov 9, 2011  
Date Requested

*Patti White*

Department Director or Supervisor - Signature

Print Name Patti White, Senior Center Director

11/9/11  
Date Reviewed

*[Signature]*

Chief Financial Officer

11/28/11  
Date Approved

*[Signature]*

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk





**Colchester Senior Center**  
**BOS Request for Approval**

**To: Board of Selectmen**

**From: Patti White, Director**

**Re: Community Publications Contract**

**Date: 10/17/11**

**Summary of Request:**

This is an agreement between the town and Community Publications which publishes the Senior Center's monthly newsletter at no charge to the center or town. The agreement covers a two year period. The publishing costs are covered through advertisement secured by Community Publications. This company recently acquired Senior Publishing which is the company that formerly provided this service to the town. (It is not clear if a prior agreement with Senior Publishers ever existed).

**Action Recommended:**

Motion to approve the Newsletter Publishing Agreement with Community Publications and authorize the First Selectman to sign all documents.



# NEWSLETTER PUBLISHING AGREEMENT

This Agreement is made this 27th day of October, 2011 by and between Community Publications (Publisher) and Colchester Senior Center (Customer). In consideration for Publisher providing a complete and continuous publishing service, Customer agrees to use Publisher's services exclusively and to provide copy on a timely basis.

Each edition of the newsletter will consist of up to 4 pages, and the value added services listed on page 2 of this Agreement. Publisher shall provide at no cost to the Customer all benefits outlined in this Agreement, provided throughout the Agreement term, 25% of the newsletter space contains paid advertising. Otherwise, Publisher reserves the right to use alternate printing or production methods; modify certain terms and conditions, or terminate this Agreement.

I. TERM: This Agreement shall commence immediately and shall continue in effect for two consecutive Publication Years (each publication year equaling 12 consecutive monthly editions), with the first publication year to begin on the 1st day of November, 2011 ("Agreement Term").

## II. RESPECTIVE RESPONSIBILITIES:

- The Customer agrees to include in each edition of its publication a **Calendar of Events**. Publisher reserves the right to secure advertising sponsorship on each edition's calendar, and shall, upon request, provide Customer with a calendar template.
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### Colchester Senior Center

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*Street Address*  
**Colchester, CT, 06415**  
*City, State, Zip Code*  
**(860) 537-3911**  
*Area Code and Phone Number*



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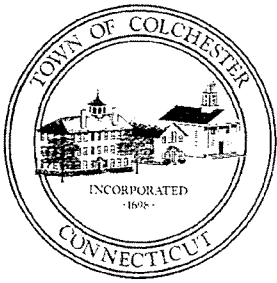
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# *Town of Colchester, Connecticut*

127 Norwich Avenue, Colchester, Connecticut 06415


---

Gregg Schuster, First Selectman

## **MEMORANDUM**

**To:** Board of Selectmen

**Cc:**

**From :** Gregg Schuster, First Selectman 

**Date:** 12/01/11

**Re:** Regional Performance Incentive Program

---

The purpose of this resolution and program would be to allow for the development of a comprehensive plan and model for the twenty municipalities represented by the Southeastern Connecticut Council of Governments (SCCOG) for the sharing of services and/or equipment, the digital indexing of all maps in SCCOG town clerk's offices, and the SCCOG municipalities joining the Capitol Region Council of Governments on-line permitting system.

Each of the above programs has the potential to offer enhanced services to our residents by developing a plan to expand resources as a region.

**Recommended Motion:** "Motion to approve the attached resolution and regional performance incentive program for the Town of Colchester as part of the Southeastern Connecticut Council of Governments."



---

**From:** Jim Butler [mailto:jbutler@seccog.org]

**Sent:** Wednesday, November 16, 2011 3:36 PM

**To:** rmcdaniel@montville-ct.org; 'Alan Bergren'; 'Catherine Osten'; 'Daniel Steward (E-mail)'; 'Denise Rose'; 'Edward Haberek'; 'Fred Allyn'; Gregg Schuster; 'Jim Streater'; 'Joseph Jaskiewicz (E-mail)'; 'Kevin Lyden'; 'marian galbraith'; 'Mark Oefinger (E-mail)'; 'Martin Olsen'; 'Nicholas Mullane (E-mail)'; 'Paul Burgess'; 'Paul Formica'; 'Peter Nystrom'; 'Phil Anthony'; 'Richard Matters (E-mail)'; 'Robert Congdon (E-mail)'; 'Ron Millovitsch'; 'Thomas Sparkman (E-mail)'; 'William Ballinger'

**Subject:** Regional Performance Incentive Grant Applications and Resolution to Be Adopted by SCCOG Municipalities

TO: SCCOG Chief Elected Officials and City/Town Managers  
FROM: Jim Butler, Executive Director

At this morning's SCCOG meeting, the COG voted to submit three applications for Regional Performance Incentive grant funds. The subject of these applications are summarized in the Word document attached called SCCOG ExecCtee Recommended Applications for Regional Performance Incentive Program Funding. SCCOG staff will prepare these applications, along with Colchester GIS Coordinator Marc Tate who will assist in the preparation of the application for the survey indexing project.

Please note that OPM requires each municipality to adopt a resolution indicating your municipality's endorsement of the applications. Attached please find their model for this resolution which I have modified to reflect the SCCOG's projects (labeled SCCOG RPI Resolution 2011); I have asked OPM if a municipality can adopt a single resolution endorsing all three grant applications, and they have responded affirmatively. You will see on the draft resolution that I have listed all three of our proposed grant projects; if for some reason your municipality chooses to not participate in all three, simply strike out or do not list that project when you word process your final resolution. The statute creating the grant program also requires that each municipality must provide a certification that there are no legal obstacles to providing the service regionally, including, but not limited to, binding arbitration. Per my discussion with OPM, I have folded that certification into the resolution to obviate the need for a separate certification document.

For your information, I have also attached the grant program guidelines and proposal form.

Please note that all proposals must be submitted to OPM by December 31<sup>st</sup>, as we will need each of your municipal resolutions no later than December 28<sup>th</sup>.

Feel free to call me with any questions. Thank you.





# GUIDELINES

## 2011 Regional Performance Incentive Program

### INTRODUCTION

Connecticut's Regional Performance Incentive (RPI) program, provides financial assistance to regional planning organizations, two or more municipalities, regional economic districts or combinations thereof for projects or related planning studies designed to provide cost saving service(s) to municipalities on a regional basis. Applicant organizations may submit a proposal to the Office of Policy and Management (OPM) for funding of projects.

This manual has been prepared to assist the above listed entities in submitting proposals for regionalized service(s) utilizing grants from the Regional Performance Incentive (RPI) Program.

If you have questions on the RPI program or procedures, please do not hesitate to call **Sandra Huber, RPI Program Coordinator**, at (860) 418-6293 or e-mail at: [sandra.huber@ct.gov](mailto:sandra.huber@ct.gov)

### QUESTIONS AND ANSWERS RELATED TO THE REGIONAL PERFORMANCE INCENTIVE PROGRAM

1. **What statute provides for the Regional Performance Incentive Program?** Connecticut General Statutes Section 4-124s, as amended by Section 5 of Public Act 11-61, establishes the Regional Performance Incentive (RPI) Program.
2. **What entities may apply for RPI Grant funding?** Any of the regional planning organizations, two or more municipalities, regional economic districts or combinations thereof, may submit proposals for RPI funding.
3. **If an organization submits a proposal, are all member towns required to participate?** No, the towns have the option of whether to participate or not.
4. **What do towns that elect to participate in the proposed regional service have to do to be included in the proposal?** Each town must obtain a resolution from their legislative body endorsing the proposal.
5. **Is an affirmative vote by the Board of Selectman sufficient to qualify as "a resolution by the legislative body" when a town wishes to participate in the regionalized service?** Yes. For purposes of the RPI Program, "legislative body" includes "board of selectmen, town council, city council, board of alderman, board of directors, board of representatives, or board of the mayor and burgesses of a municipality".
6. **Is there a limit to the amount of funding that an RPO can apply for?** No, but each proposal must be submitted on a separate proposal form.
7. **What is meant by "economies of scale"?** "Economies of scale" is the Economic theory that the larger the enterprise, the more profitable will be its operations because there will be lower unit cost, higher productivity, stronger buying power (materials can be purchased at a lower cost), and better facilities utilization.
8. **What is meant by "cost benefit analysis"?** Cost benefit analysis is a discipline used to assess the case for a project or proposal. Such assessments should include costs and benefits that

# GUIDELINES

## 2011 Regional Performance Incentive Program

are less easily expressed in monetary terms, (for example, environmental damage), as well as those that can be expressed in monetary terms. The analysis consists of weighing the total expected costs with the total expected benefits in order to choose the best option.

**9. How does a proposal qualify for funding?** The proposed project must:

- o Be new (on a regional basis);
- o Demonstrate cost savings;
- o Not result in loss of any services; and
- o Be sustainable on a regional basis once established.

**10. Can an applicant submit more than one (1) proposal?** Yes. Each proposal should be submitted separately and each will be judged on its merits by OPM.

**11. When should proposals be submitted?**

The Office of Policy and Management (OPM) will accept proposals for joint provision of a service currently provided by municipalities in a region, but not currently provided on a regional basis and for planning studies relating to the provision of a service, on a regional basis, through December 31, 2011.

**12. Where proposals should be submitted?**

Project proposals should be addressed to:

State of Connecticut  
Office of Policy and Management  
Intergovernmental Policy Division  
450 Capitol Ave., MS#54ORG  
Hartford, Ct 06106-1379  
Attention: RPI Program

**13. How are grant awards to be determined?** Grant awards will be based upon the merits of the proposal

and availability of funding. OPM must give priority to proposals submitted by Regional Planning Organizations (RPOs) which include participation of all member municipalities or two or more municipalities and increase their purchasing power or savings. Priority must also be given to proposals submitted by economic development districts.

**14. When will grant awards be announced?** Grant awards will be announced periodically as funds become available.

**15. When will funding be awarded?**

Funding will be generated from specific tax revenues and will have to be accumulated. It will be distributed when available and as determined by OPM.

**16. When does the applicant receive funding?** Grant funding will be made available after the execution of the Notice of Grant Award form by all parties.

**17. When does a project begin?** A project begins the day that the Notice of Grant Award is fully executed by all parties.

**18. When does a project end?** A project ends one year from the date that the Grant Award was announced or one year from the date of commencement of the proposed service, whichever is later.

**19. What should a grantee do if they are unable to complete the proposed project by the end date in the Notice of Grant Award?** Upon receipt of a written request for an extension of the end date of the proposed project, providing an explanation why the deadline cannot be met, OPM may grant such an extension.

# GUIDELINES

## 2011 Regional Performance Incentive Program

- 20. What should a grantee do with surplus grant funds if a project comes in under budget?** The grantee can request a change of scope to enhance the project or to transfer the funds to another approved project that may have experienced cost overruns or could be expanded through the availability of additional funds.

The change of scope or transfer cannot be implemented without prior approval from OPM. Any unexpended funds remaining after the completion of a project must be returned to OPM.

- 21. Is there a margin within which increases/decreases in budget line items can be made without a formal request to OPM?** Yes an adjustment of up to 10%, to a maximum of \$500 can be made with pre-approval by OPM. You must inform OPM in writing of any such changes.

- 22. If the grantee requires a budget line item adjustment greater than 10% or \$500, what is the procedure?** The grantee must request such changes in writing to OPM with an explanation of why the change is required.

- 23. Can a town be added to the list of participating municipalities once the Notice of Grant Award has been fully executed?** Yes if the project can be completed within the budget and time constraints.

- 24. Can a town withdraw from a project once the Notice of Grant Award has been fully executed?** Yes, OPM should be notified if and when such a withdrawal occurs; but note that it could result in the reduction of project funding or nullification of the project contract if its withdrawal renders the project ineligible for the program.

- 25. Can the grantee use sole-source bidding to award contracts to sub-grantees?** No, the process should be open and competitive, showing no preferences.

- 26. How should the ownership of equipment or other assets be handled?** Towns will need to establish an inter-local agreement which delineate roles and responsibilities during the implementation and after the project is completed. Policies regarding ownership of equipment or other assets including maintenance, insurance, liability and succession will have to be developed by the participating towns with guidance from their municipal attorneys.

- 27. What project costs are eligible?**

- Consulting Fees
- Design Fees
- Engineering Fees
- Construction Costs
- Equipment Lease/Purchase
- Equipment Rental
- Legal Expenses
- Operating Expenses
- Salaries & Benefits
- Supplies
- Utilities

- 28. What is a grantee required to do with unexpended funding?** A financial audit of all expenditures is required after the close of each fiscal year in which the grant funds are received and/or expended. Any unexpended funds or disallowed expenditures must be returned to the State of Connecticut.

- 29. What kind of documentation is required for substantiation of expenses?** Detailed invoices and cancelled checks are required as substantiation of expenses charged to the project. All costs associated with

# GUIDELINES

## 2011 Regional Performance Incentive Program

an eligible project are subject to prior review and post payment audit by the Office of Policy and Management.

30. **Is this a permanently established program?** Yes, funding is to be generated by a portion of the hotel tax and the rental car tax. Initial funding will have to accrue before any advances of funds can occur.
31. **What is the role of the applicant organization once the project is completed and funds are expended?** After the completion of the project and final reports are submitted, there will

be no State oversight of the project. Any on-going role for the original applicant organization will have to be defined by the organization and its member municipalities and memorialized by executed, written agreements or memoranda of understanding.

32. **Are there any other requirements that applicants should be aware of?** Yes, the proposed project must be consistent with the State Plan of Conservation and Development.

## INSTRUCTIONS

Only a COMPLETE RPI Program Proposal package will be acted upon by the Office of Policy and Management (OPM). A separate complete proposal form is required for each proposal.

An **RPI Proposal Form\*** prescribed by OPM (see attached) must be completed by the applicant. All information required on the proposal form must accompany the proposal and be received by the Office of Policy and Management **no later than December 31, 2011.**

The Office of Policy and Management will review all proposals and make grant award determinations based on the merits of each proposal, giving weighted priority to proposals submitted by RPOs which include participation by all member municipalities or by economic development districts and which produce measurable economies of scale that will provide participating municipalities with

desired or required services and lower the cost and tax burden of providing those services.

Once grant awards have been determined by the Office of Policy and Management, a Notice of Grant Award form will be forwarded to recipients for execution; once completed by the Grantee, the Notice of Grant Award form must be returned to the Office of Policy and Management for execution by the Secretary and a fully executed copy will be returned to the Grantee.

Grant payment will be remitted to the grantee after the Notice of Grant Award process has been finalized.

\*Modified or incomplete forms will not be processed.

# GUIDELINES

## 2011 Regional Performance Incentive Program

### Legislation providing for the Regional Performance Incentive Program

#### Excerpted from Public Act 11-61

Sec. 5. Section 4-124s of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

(a) For purposes of this section:

(1) "Regional council of governments" means any such council organized under the provisions of sections 4-124i to 4-124p, inclusive;

(2) "Regional council of elected officials" means any such council organized under the provisions of sections 4-124c to 4-124h, inclusive;

(3) "Regional planning agency" means an agency defined in chapter 127;

(4) "Municipality" means a town, city or consolidated town and borough;

(5) "Legislative body" means the board of selectmen, town council, city council, board of alderman, board of directors, board of representatives or board of the mayor and burgesses of a municipality; and

(6) "Secretary" means the Secretary of the Office of Policy and Management or the designee of the secretary.

(b) There is established a regional performance incentive program that shall be administered by the Secretary of the Office of Policy and Management. On or before December 1, [2007] 2011, any regional planning agency, any regional council of elected officials, any regional council of governments, any two or more municipalities, any economic development district or any combination thereof, may submit to said secretary a proposal for joint provision of a service or services that are currently provided by municipalities within the region of such agency or council or contiguous thereto, but not currently provided on a regional basis. On or before December 31, [2008] 2011, and annually thereafter, any such entity may submit a proposal to the secretary for: (1) The joint provision of any service that one or more participating municipalities of such council or agency currently provide but which is not provided on a regional basis, or (2) a planning study regarding the joint provision of any service on a regional basis. A copy of said proposal shall be sent to the legislators representing said participating municipalities.

# GUIDELINES

## 2011 Regional Performance Incentive Program

(c) (1) An entity specified in subsection (a) of this section shall submit each proposal in the form and manner the secretary prescribes and shall, at a minimum, provide the following information for each proposal: (A) Service description; (B) the explanation of the need for such service; (C) the method of delivering such service on a regional basis; (D) the organization that would be responsible for regional service delivery; (E) a description of the population that would be served; (F) the manner in which regional service delivery will achieve economies of scale; (G) the amount by which participating municipalities will reduce their mill rates as a result of savings realized; (H) a cost benefit analysis for the provision of the service by each participating municipality and by the entity submitting the proposal; (I) a plan of implementation for delivery of the service on a regional basis; (J) a resolution endorsing such proposal approved by the legislative body of each participating municipality; and (K) an explanation of the potential legal obstacles, if any, to the regional provision of the service.

(2) The secretary shall review each proposal and shall award grants for proposals the secretary determines best meet the requirements of this section. In awarding such grants, the secretary shall give priority to a proposal submitted by (A) any entity specified in subsection (a) of this section that includes participation of all of the member municipalities of such entity, and which may increase the purchasing power of [such member] participating municipalities or provide a cost savings initiative resulting in a decrease in expenses of such municipalities, allowing such municipalities to lower property taxes, and (B) any economic development district.

(d) The secretary shall submit to the Governor and the joint standing committee of the General Assembly having cognizance of matters relating to finance, revenue and bonding a report on the grants provided pursuant to this section. Each such report shall include information on the amount of each grant, and the potential of each grant for leveraging other public and private investments. The secretary shall submit a report for the fiscal year commencing July 1, ~~[2007]~~ 2011, not later than February 1, ~~[2008]~~ 2012, and shall submit a report for each subsequent fiscal year not later than the first day of March in such fiscal year. Such reports shall include the property tax reductions achieved by means of the program established pursuant to this section.

**Resolution of Endorsement and Certification**

(To be completed by the City or Town Clerk)

The Legislative Body\* of the Town/City of \_\_\_\_\_

met on \_\_\_\_\_ and adopted a resolution by the vote of

\_\_\_\_\_ to \_\_\_\_\_ which endorsed the **Regional Performance Incentive Program** proposal referenced in Section 5 of Public Act 11-61 (An Act Concerning Responsible Growth). These proposals, submitted by the Southeastern Connecticut Council of Governments (SCCOG) include:

- Preparation of a comprehensive plan and a model for shared services, equipment, and staff by all 20 SCCOG municipalities
- Creation of a digital index of town clerk maps in all 20 SCCOG municipalities
- SCCOG municipalities joining the Capitol Region Council of Governments on-line permitting system

Such proposals are attached to and made a part of this record.

It is hereby certified that there are no legal obstacles to providing the proposed services regionally, including, but not limited to, binding arbitration.

Attested to by:

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

Title: \_\_\_\_\_  
(City/Town Clerk)

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

\*NOTE: For the purposes of the **Regional Performance Incentive Program**, “legislative body” means the board of selectmen, town council, city council, board of alderman, board of directors, board of representatives or board of the mayor and burgesses of a municipality.





SCCOG Applications for Regional Performance Incentive Program Funding  
As Recommended by SCCOG Executive Committee on 9 November 2011

- Prepare a comprehensive plan and a model for shared services, equipment, and staff by all 20 SCCOG municipalities. The study would identify costs and savings for each service analyzed, and would outline steps necessary, including any required local or state legislative action, to implement. One of the outgrowths of this analysis could be future applications for RPI funding.  
Grant Application Amount: \$330,000
- Create an index of all town clerk maps and the parcel data associated; establish an online open source database that can be used for searching information, data entry and is functional with the region's online GIS (AppGeo product and others); and create a printed index listing associated maps.  
Grant Application Amount: TBD
- Have SCCOG municipalities join Capitol Region Council of Governments on-line permitting system. SCCOG staff has discussed with CRCOG staff the possibility of a volume discount if ten or more SCCOG towns were to join (Waterford already is a member). OPM staff has indicated that they would consider as a fundable grant application the use of RPI funds to pay for the SCCOG towns' start-up costs, which I would define as the actual cost for each town to purchase a software license, implementation, training, and say 3-5 years of support. The licenses at CRCOG now cost from \$28,000 - \$50,000 depending upon a municipality's population, implementation and training about \$5,000 per town, then another \$6,000-\$12,000 per year for support and hosting. These figures are all before CRCOG and their vendor provide a volume discount.  
Grant Application Amount: \$800,000 before discount. Assumes ten towns join and that we are funded for three years of support and hosting.



**Regional Performance Incentive Program**  
*Pursuant to Public Act 11-61, Section 5*



Form RPI-2  
 Rev. 10/2011

***Proposal for Joint Provision of Service(s) or Study to be filed with the Secretary of the Office of Policy and Management***

Submit to: Office of Policy and Management,  
 450 Capitol Ave. MS #54 SLP  
 Hartford, CT 06108-1379,  
 Att: RPI Program

Attach additional pages if necessary; identify project and related proposal element at the top of page.

<b>Applicant Entity</b> (RPOs, Two or more Municipalities, and/or Economic Development Districts):	
Name	
Address	
City/State/Zip	
<b>Contact Person(s):</b>	
Name	
Title	
Telephone	
Fax	
E-mail	
<b>Amount of Regional Performance Incentive Funding Requested: \$</b>	
<b>Short Descriptive Title of Project:</b>	
<b>REQUIRED PROPOSAL ELEMENTS Items (1) through (15):</b>	
<b>(1.) Proposed Shared Service(s) or related Study:</b> Describe at least one service currently provided by a participating municipality or municipalities or study of the provision of such service, which is not currently provided on a regional basis, for which this proposal is being submitted (attach additional pages as necessary):	

(2.) Describe the need for such service (attach additional pages as necessary):

(3.) Describe the method of delivering such service on a regional basis and the organization responsible for delivering such regional service or study:

(4.) Describe the population that will be served:

(5) Describe the manner in which regional service delivery will achieve economies of scale:

(6.) Provide the amount by which participating municipalities will reduce their mill rate as a result of the savings realized (*Exclude grant funds from calculations.*):

Municipality	Savings	Mill Rate Reduction

(7.) Provide a cost benefit analysis for the provision of the service by each participating municipality and by the entity submitting the proposal:

(8.) Describe a plan of implementation for the delivery of the service on a regional basis (NOTE: *The estimated time line and length of time to implement the proposal*):

(9.) Provide a list of potential legal obstacles to the regional provision of the service and how these obstacles will be resolved:

(10.) Describe how the proposed service will be sustained once it is established and all grant funding has been expended:

(11.) Provide a list of other public or private funding potentially leveraged by the project proposed herein.

Grantor	Amount of Funding	Purpose

(12.) Percent of municipalities in the applicant organization participating in the proposed regional service project: \_\_\_\_\_ (\_\_\_\_/\_\_\_\_).

(13.) Attach hereto a resolution by the legislative body of each municipality affected by the proposal, endorsing such proposal.

(14.) Attach the following material:

1. A site location map of the project location, (*not* the region or EDD), if applicable
2. A proposed Project Schedule (Outline the Proposed Project timeline)
3. Project cost estimates supporting the request for funding.
4. A list of all necessary local/state/federal permits and approvals required for the project.

(15.) Has a copy of the proposal been sent to legislators representing the participating municipalities? Yes  No

If YES, please attach copies of cover letters.

(16.) Certification by the CEO of the Applicant Organization(s):

*I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.*

Signature:

Name:

Title:

Date:

(Please use following certification if more than one RPO is participating.)

(16.) Certification by the CEO of the Applicant Organization(s):

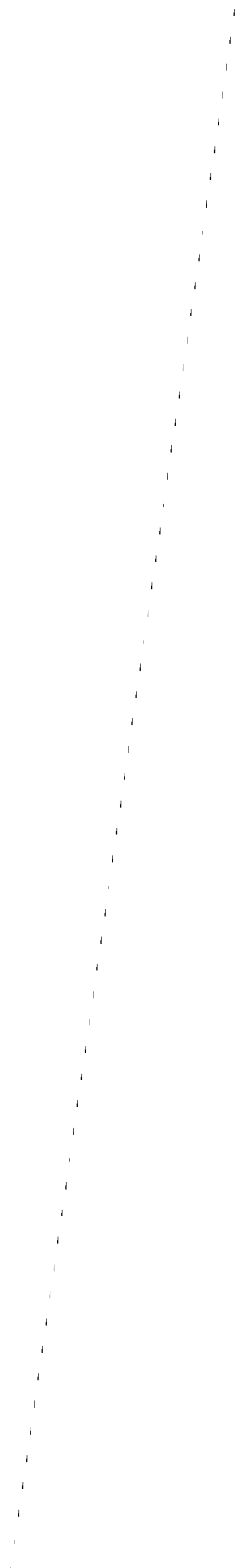
*I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.*

Signature:

Name:

Title:

Date:





To: Board of Selectman  
From: Adam Turner  
Re: Agriculture Viability Grant  
Date: November 29, 2011

## MEMORANDUM

The Town is seeking grant funding from the Connecticut Department of Agriculture to develop an analysis of the fiscal impacts of agriculture. This analysis will be used to quantify in approximate terms the costs and benefits of agriculture on the Town's budget and on the economy generally. Materials developed in this report will also be used in the town's update of the Plan of Conservation and Development.

There is no direct cost to the Town although in-kind services will be required.

### **Recommended Motion**

**Motion to approve the application for a project funded by the Department of Agriculture's Viability Grant and authorize the First Selectman to sign necessary documents**



Items in the grant package

Grant application cover sheet

Identification and sign off page

Short Scope of work

Need and Opportunity

Mission Statement

Goals

Methods

Role of Partners

Time-table

Prior planning, preparation, research or work leading up to this proposal

Scope of Work – Attachment A

Farm Viability Grant Budget – Attachment C

Support Letters

### **Short Scope of Work**

The goal of this proposal is to continue the work that began with the previously-awarded Agriculture Viability Grant (2007) and to encourage and increase the support for local agriculture.

Grant funds will be used to demonstrate that preserving and encouraging agriculture can have a very positive impact on future local property taxes. To do so, the fiscal value of agriculture will be determined based on the American Farmland Trust model for Cost of Community Services Study. To focus on the future fiscal impact (mill rate) to Colchester, a build-out analysis will be conducted and used to prepare a future fiscal analysis and a projected future mill rate. Cost of Community Services Studies show that for every \$1 paid in taxes on working lands and other open space far less is spent for services (typically 20 - 30 cents). The results of these studies will show that working lands provide significant fiscal benefits to the town and its residents.

Workshops will be held to disseminate the study's results for Colchester officials and residents. Also a regional workshop will be held to share the fiscal value of working lands with other communities.

As part of the update to the Town's Plan of Conservation and Development, a facilitated community workshop will be held. The results of the workshop, results of the fiscal benefits studies and recommendations will be included in the POCD.

A review of zoning regulations, ordinances and policies will be made and revisions drafted that are farm-friendly.

### **Need and Opportunity**

The Town is committed to promoting, encouraging and preserving local agriculture. However, many townspeople do not understand the fiscal value of agriculture; there is a misconception that development is needed to help alleviate pressure on the mill rate. Understanding the long-term fiscal benefits of agriculture and open space, and the positive mill rate effect, is an important step needed to continue the preservation efforts of Colchester.

Colchester is currently revising and updating its POCD. Now is the time to increase public awareness of the value of agriculture and to include strong support for agriculture in the 2012 POCD. The town is also revising its zoning regulations; it would be beneficial to incorporate farm-friendly regulatory changes at this time.

### **Mission Statement**

To recognize and promote agriculture in the Town of Colchester by being farm-friendly, supporting local farms and encouraging the development of new farms.

## **Goals**

To continue the work that began with the previously awarded Agriculture Viability Grant and increase community support for agriculture in Colchester. These funds will be used to quantify the fiscal value of Colchester's working lands, to educate the Town's boards and commissions and townspeople on the fiscal value, and to emphasize the benefit of agriculture in the new Plan of Conservation and Development (POCD), and to conduct a regional workshop on the fiscal benefit of working lands to further increase support in other communities.

## **Methods**

The Town Planner will act as the project manager and administrator for the grant. The Planning Office will review and disseminate the materials developed for the various work tasks. The Colchester Land Trust and Colchester Agriculture Commission will provide support and volunteer assistance to coordinate meetings and workshops.

The Town will contract with Paula Stahl, a University of Connecticut Extension faculty member, who has conducted several fiscal studies and workshops, and was a municipal finance director for 13 years. She will conduct the COCS study, build-out analysis and future fiscal impact analysis, draft a report of the findings, coordinate the planning for the workshops and present the Fiscal Benefit of Colchester's Agriculture at the workshops. For the past 10 years she has been grant funded by the Quinebaug-Shetucket Heritage Corridor (The Last Green Valley) and confined to working within the 35 towns of the Corridor. In addition to assisting Colchester, this funding would enable her to reach a larger audience through a regional workshop.

1. Determine the fiscal value of agriculture to Colchester by quantifying the fiscal value of working lands and other open space in Colchester by conducting a Cost of Community Services Study (COCS) using the, a Build-out Analysis and a Future Fiscal Forecast. The data will be gathered from the Town Assessor and Town Finance Director for the COCS study, the American Farmland Trust methodology will be used. For the build-out analysis, GIS and existing land use data will be prepared by town planning staff, and used along with assessment data to determine the build-out under different growth scenarios. The future fiscal forecast will be a forecast of a budget for 2032 (20 years) to demonstrate the impact of development on the mill rate.
2. Outreach to townspeople and municipal decision makers by holding a series of 4 workshops and presentations on the fiscal benefits of agriculture to the town as determined by the studies and shows that agriculture is a key component of economic development. Individual workshops will be given for the Colchester Land Trust, the Town's boards and commissions, and townspeople. All workshops will be scheduled and promoted to maximize attendance. The report of the study's findings will be posted on the Town's website and sent to townspeople via an email from Town Administration.

3. Hold a multi-town workshop to share the Colchester Fiscal Study with other communities and to discuss the applicability to other towns. The focus of the workshop will be the fiscal value of agricultural and working lands. The regional workshop will be scheduled and promoted to maximize attendance.
4. Include agriculture as an important asset in the Plan of Conservation and Development Update. Public input will be solicited through a facilitated workshop that will engage residents on the fiscal benefits of agriculture to Colchester and a discussion of current and future opportunities and challenges related to agriculture in Colchester. GIS maps, prepared by town staff, will be presented. The maps will show prime and locally important farm soils in Colchester and existing working farm lands and will be used to generate discussion and comments from the public. Following the public meetings, planning goals and policies on agriculture will be drafted for inclusion in the POCD. GIS maps showing existing prime and locally important farm soils, existing working lands and a future land use map will be developed for inclusion in the POCD. In addition, the COCS study, build-out analysis, and resulting fiscal impact analysis will be included in the updated POCD.
5. Review and propose revisions for Colchester's Zoning Regulations, ordinances and policies that are farm-friendly.

#### **Role of Partners**

The Town will take the lead on the grant. The Colchester Land Trust and the Colchester Agriculture Commission will provide support and volunteer assistance to coordinate meetings and workshops.

#### **Project Support**

*"Farmers united in push for new commission"* was the headline in the November 3, 2010 Norwich Bulletin describing a meeting of a Colchester Board of Selectmen that approved the concept of an Agriculture Commission. Colchester has an active farming community and the Colchester Land Trust has been active in farmland preservation and the formation of the Agriculture Working Group and an Agriculture Commission.

## Time Line

From Contract Date to April 2012

- Gather data needed for fiscal studies
- Conduct Cost of Community Services Study
- Conduct build-out analysis
- Forecast future fiscal impact (mill rate)
- Review Colchester's current zoning regulations

April - July 2012

- Report findings of fiscal studies to town officials
- Prepare GIS mapping of farm soils and working farms
- Conduct analysis to determine locally important farm soils
- Prepare for town workshops (schedule dates, times and locations; prepare promotional materials)
- Schedule and prepare for regional workshop on fiscal value of working lands

Sept - November 2012

- Hold 3-4 workshops on fiscal benefit of agriculture to Colchester.
- Hold regional workshop on fiscal value of agriculture
- Hold workshops for POCD on value of agriculture
- Draft language for POCD
- Draft regulatory revisions
- Format Fiscal Benefit of Agriculture report for the POCD

**Prior planning, preparation, research or work leading up to this proposal**

Development of a long-range strategy to preserve and enhance agriculture production (2002)

Received Agriculture Viability Grant (2007)

Completed Agriculture Survey of Colchester (2008)

Adopted a "Right to Farm" ordinance (2009)

Revised zoning regulations to permit the construction of accessory barns on agricultural property (2009)

Completed a detailed farm inventory and map (2009)

Development of an existing conditions analysis (specifically identifying lands devoted to agriculture and public programs and regulations that affect local agriculture opportunities)

Completed a farm product, "Made in Colchester," brochure that identifies local agricultural producers, products and sellers (2009)

Completed a comprehensive regulatory conditions report (2009)

Successfully established a Farmers' Market with plans to expand next year (2010)

Created an Agriculture Commission (2011)



## Attachment A

### Project Scope of Work for Ag Viability Grant

**Project Description:** Conduct an analysis of the fiscal impact of agriculture for Colchester, draft an Agriculture section for the Town's Plan of Conservation and Development, and recommend farm-friendly regulatory revisions. Hold 5 workshops and presentations for Colchester's boards, commissions and townspeople on the beneficial fiscal value of working lands. Conduct a regional workshop on the fiscal benefit of working lands to further increase support in other communities.

This will continue the work that began with the previously-awarded Agriculture Viability Grant (2007) by implementing more of the recommendations outlined in that project's report to further increase the support for local agriculture.

**Project Details:** The Town will contract with Paula Stahl, LLA, AICP, a University of Connecticut Extension faculty member, who has conducted several fiscal studies and workshops, and was a municipal finance director for 13 years. For the past 10 years she has been grant funded by the Quinebaug-Shetucket Heritage Corridor ( The Last Green Valley) and confined to working within the 35 towns of the Corridor. In addition to assisting Colchester, this funding would enable her to reach a larger audience.

**Determine the fiscal value of agriculture to Colchester.** Quantify the fiscal value of working lands and other open space in Colchester by conducting a Cost of Community Services Study (COCS) using the American Farmland Trust methodology, a Build-out Analysis and a Future Fiscal Forecast.

**Outreach to townspeople and municipal decision makers.** Hold a series of 4 workshops and presentations on the fiscal benefits of agriculture to Colchester. Produce The Fiscal Value of Agriculture to Colchester to be posted on the Town's website and disseminated via email from Town Administration.

**Regional workshop.** Hold a multi-town workshop to share the Colchester Fiscal Study with other communities and to discuss the applicability to other towns.

**Plan of Conservation and Development Update.** After obtaining public input at workshops, including one devoted to Agriculture as a Resource for Colchester, draft planning goals and policies on agriculture for inclusion in POCD along with The Fiscal Value of Agriculture to Colchester report.

**Zoning Regulations Revisions Update.** Review existing zoning regulations, ordinances and policies and draft revisions that are farm-friendly.

Work will begin when the contract is signed and will be completed by November 30, 2012.

## Attachment C

### Grant Budget for Ag Viability Grant

<u>Proposed Budget</u>	<u>Grant Funds</u>	<u>Town Match (in-kind)</u>
<b>Contracted Services:</b>		
Determine the fiscal value of agriculture to Colchester	\$ 11,500	
Outreach to townspeople and municipal decision makers	\$ 2,500	
Regional workshop	\$ 1,500	
Plan of Conservation and Development update and zoning regulation revisions	\$ 1,800	
<b>Town Staff:</b>		
Town Assessor 50 hrs (salary and fringe)		\$ 2,500
Town Finance Director 30 hrs (salary and fringe)		\$ 1,500
First Selectman 10 hrs (salary and fringe)		\$ 500
Town Planner 140 hrs (salary and fringe)		\$ 7,000
GIS Mapping 80 hrs (salary and fringe)		\$ 2,400
<b>Donated Time:</b>		
Colchester Land Trust 60 hrs. at 26.98 <sup>1</sup>		\$ 1,620
Colchester Agriculture Commission 80 hrs at 26.98 <sup>1</sup>		\$ 2,158
	\$ 17,300	\$ 17,678
	<u>Total Project Cost</u>	<u>\$ 34,978</u>

<sup>1</sup> Value of volunteer time for Connecticut as estimated by Independent Sector for 2010 (most recent)

## **Town of Colchester Interoffice Memorandum**

**To:** Gregg Schuster, First Selectman  
**From:** James Paggioli, L.S., Director of Public Works  
**CC:**  
**Date:** 11/28/11  
**Re:** Road Snow Plowing Contract Recommendation – B&B Superior Contractors, Inc. & Clark's Landscaping, LLC

---

On 9/23/2011 the Town received Bid Proposals for Snow and Ice Control Services to be conducted on Town Roads to augment the existing Town Staff in the snow plowing operations that occur within the Town roads. This was in response to the Request for Proposals dated 8/16/2011. The main components in regard for the RFP was the increasing from 3 to 4 in the number of assigned plow routes that would be available for contractors to bid upon and that the time period for the contract has been extended to a three year period.

There were three firms that provided proposals. Each proposal only bid on up to two of the routes that were available. Upon review of the proposals, and in accordance with the procedures that were followed in previous years. The following are the results of the tabulation:

- 1) B & B Superior Contracting, Inc. - \$138.00 per hour. For up to two routes.
- 2) Clark's Landscaping LLC - \$140.00 per hour. For up to two routes.
- 3) Bordeau Excavation -\$145.00 per hour.

Having reviewed the proposals and plowing history of the firms, I recommend that the Snow and Ice Control Services (Town Roads) be awarded for two routes to B&B Superior Contracting, Inc. and for two routes to Clark's Landscaping LLC for a time period for up to 3 years.

**Proposed Motion: Motion to authorize the First Selectman to enter into a contract, and sign all necessary documents, in accordance with the Request For Proposals Town Streets and Roads Snow and Ice Control Services dated 16 August 2011, with B & B Superior Contracting, Inc. for two routes for a time period of three years, and Clark's Landscaping for two routes for a time period of three years.**



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

Gregg Schuster  
First Selectman

(860) 537 - 7220  
FAX: 537 - 0547

**BASE BID FORM**

*Complete Separate Forms for Each Vehicle Submitted*

The bid is presented as an hourly base price with eight options:

Vehicle Make Ford Vehicle Model F800  
Vehicle Year 1997 Vehicle Registration No. J84606  
Vehicle ID No. 1FDXF80E6 US DOT No. VVA01151 708345 CT  
Gross Vehicle Weight Rating 35000  
Front Axle Weight Rating 12000 Rear Axle Weight Rating 23000  
Dressed (incl. plow and sander) Light Weight 19,680  
(provide mechanical weight slip for verification) (On File w/Town)

Please attach copies of:

- Vehicle Registration
- Flashing Light/Siren Permit (amber)
- DOT Inspection Certificate
- Proof of compliance with Federal Alcohol and Controlled Substance Program
- CT CDL for all potential operators of vehicle
- Insurance Certificate

Price for:

Base Hourly Price\* \*

35,000 lb. and greater GVWR with driver, plow, and sander;

\$ 155.00

Hourly Price in words: One Hundred Fifty-Five and <sup>00</sup>/<sub>100</sub> Dollars

NOTE - Base Hourly Bid includes the following:

- Contractor to use Town-supplied treated salt
- Contractor to use Town-supplied fuel
- Contractor to use Town-supplied cutting edges

\* See Exception  
and Hourly Rate  
Change on Page 10, \*

**Town of Colchester**  
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Gregg Schuster  
First Selectman

(860) 537 - 7220  
FAX: 537 - 0547

**OPTIONS BID FORM**

Price Change  
(Show + or -) from  
Base Hourly Bid

Option 1 – Contractor to supply the treated salt

\$ No Bid

Option 2 – Contractor to supply their own fuel

\$ No Bid

Option 3 – Contractor to supply own cutting edges

\$ No Bid

Contractor MUST complete EITHER/BOTH Option 4 or Option 5

Option 4 – Contractor requires minimum annual guarantee (Note guarantee amount and any change in base hourly bid price)

\$ 7,500.00

Guarantee amount

\$ No Bid

Change in base hourly bid price

Option 5 – Multi-vehicle (volume) discount if two or more contracts are awarded to the same Contractor

Reduction in Base Hourly Bid -\$ No Bid

Treated salt and vehicle fuel are located at the Public Works Garage, 300 Old Hartford Road, Colchester.

Contractor shall maintain a record of the quantity of salt (obtained and) used for each event.

Prospective bidders, at their discretion, may bid on any one or all of the options presented.

*NOTE: Identify "No Bid" if submitter chooses not to bid on an option.*

Town of Colchester  
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COLCHESTER, CT., 06415-1260

Gregg Schuster  
First Selectman

(860) 537-7220  
FAX: 537-0547

EXCEPTIONS

The undersigned bidder proposes the following Exceptions to the Specifications for Town Street and Road Snow and Ice Control Services.

Any price change related to the said Exceptions are specifically stated herewith. Supplementary data submitted with the proposal describes the Exceptions in detail.

Exception

Price Change  
(Show + or -)

If insurance requirements remain the same as those in effect for the 2010-2011 season and the Town of Colchester pays for the excess/umbrella liability portion of the premium as it did for the 2010-2011 season, the hourly rate will be \$138.00 (One Hundred Thirty-Eight and <sup>00</sup>/<sub>100</sub> Dollars) - \$17.00/hr.

Richard P. Baldi Jr. (860) 537-4093  
Name (Print) Phone

x Richard P. Baldi Jr. 9/22/11  
Signature Date

President, B & B Superior Contractors, Inc.  
Title

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

Gregg Schuster  
First Selectman

(860) 537 - 7220  
FAX: 537 - 0547

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

A. An INDIVIDUAL doing business as:

\_\_\_\_\_

B. A PARTNERSHIP doing business as:

\_\_\_\_\_

C. A CORPORATION entitled:

B.E.B. Superior Contractors, Inc.

Organized under the laws of the State of:

Connecticut

And having its principal offices at:

72 Miller Road, Colchester CT 06415

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

MAILING ADDRESS OF BIDDER:

72 Miller Road

(Street)

Colchester CT 06415

(Town/City)

(State)

(Zip)

(860) 537-4093

(Telephone)

nbaldi@snet.net

(Email)

SIGNATURE OF BIDDER:

B.E.B. Superior Contractors, Inc.

(Name of Individual, Partnership, or Corporation)

9-22-11

(Date)

BY: x Richard P Balch

(Signature of Authorized Representative)

President

(Title)



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

Gregg Schuster  
First Selectman

(860) 537 - 7220  
FAX: 537 - 0547

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of Connecticut )  
County of New London ) SS.  
Richard P. Baldr, Jr., being first duly sworn,  
deposes and says that:

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

(Signed) Richard P. Baldr  
(Title) President, B & B Superior Contractors, Inc.

Subscribed and sworn to before me this 23 day of Sept., 2011.

Frances Miller  
(Title)

My commission expires \_\_\_\_\_, 2011.

**FRANCES MILLER**  
**NOTARY PUBLIC**  
MY COMMISSION EXPIRES AUG. 31, 2016

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

Gregg Schuster  
First Selectman

(860) 537 - 7220  
FAX: 537 - 0547

STATEMENT OF BIDDER'S QUALIFICATIONS

(To be submitted by the Bidder with the Bid)

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

1. Name of Bidder: B & B Superior Contractors, Inc
2. Bidder's Tax Identification Number: 06-1225959
3. Permanent Main Office Address: 72 Miller Road  
Colchester CT 06415
4. When Organized: 1987
5. If a Corporation, Where Incorporated: Connecticut
6. How many years have you been engaged in snow and ice control work under your present firm or trade name?  
24 years
7. Contracts on hand: (Schedule these, showing gross amount of each contract and the duration of the contract).

Colchester West, LLC (Westchester Village) <sup>5 years</sup> \$39,000.00  
CVS Plaza (Sharr Realty) Annual Basis \$25,000.00  
First Student (Hebron Bus Station) 3 years \$54,000.00

\*The Ford F800 Vehicle is not used for these snow contracts. \*

8. General character of work performed by you:

Snow Removal Services, General Contracting

9. Have you ever failed to complete any work awarded to you? If so, where and why:

No

Town of Colchester  
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COLCHESTER, CT., 06415-1260

Gregg Schuster  
First Selectman

(860) 537 - 7220  
FAX: 537 - 0547

10. Have you ever defaulted on a contract? If so, where and why.

No

The undersigned hereby authorizes and requests any persons, firm, or corporation to furnish any information requested by the Town of Colchester in verification of the recitals comprising this statement of the Bidder's qualifications.

Dated at Colchester, CT this 23 day of Sept 2011.

B & B Superior Contractors, Inc.  
(Name of Bidder)

By:  Richard P. Baldi

Title: President

State of Connecticut)

County of New London) SS

Richard P. Baldi, Jr. being duly sworn, deposes and says that  
he/she is of President B & B Superior Contractors, Inc.  
(company name)

and that he/she answers to the foregoing questions and all statements therein are true and correct.

Subscribed and sworn to before me this 23<sup>rd</sup> day of Sept. 2011

Frances Miller  
(Notary Public)

FRANCES MILLER  
NOTARY PUBLIC  
MY COMMISSION EXPIRES AUG. 31, 2016

My Commission Expires: \_\_\_\_\_

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

Gregg Schuster  
First Selectman

(860) 537 - 7220  
FAX: 537 - 0547

**BASE BID FORM**  
*Complete Separate Forms for Each Vehicle Submitted*

The bid is presented as an hourly base price with eight options:

Vehicle Make Freightliner Vehicle Model M2-106  
Vehicle Year 2005 Vehicle Registration No. K76282  
Vehicle ID No. 1FVACYDC25 US DOT No. 708345 CT  
Gross Vehicle Weight Rating 37600  
Front Axle Weight Rating 13780 Rear Axle Weight Rating 23820  
Dressed (incl. plow and sander) Light Weight 24300  
(provide mechanical weight slip for verification) (on file w/Town)

Please attach copies of:

- Vehicle Registration
- Flashing Light/Siren Permit (amber)
- DOT Inspection Certificate
- Proof of compliance with Federal Alcohol and Controlled Substance Program
- CT CDL for all potential operators of vehicle
- Insurance Certificate

Price for:

Base Hourly Price\*

35,000 lb. and greater GVWR with driver, plow, and sander;

\$ 155.00 \*

Hourly Price in words: One Hundred Fifty-Five and 00/100 Dollars

NOTE - Base Hourly Bid includes the following:  
Contractor to use Town-supplied treated salt  
Contractor to use Town-supplied fuel  
Contractor to use Town-supplied cutting edges

\* See Exception  
and Hourly Rate  
change on page 10\*

**Town of Colchester**  
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COLCHESTER, CT., 06415-1260

Gregg Schuster  
First Selectman

(860) 537 - 7220  
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**OPTIONS BID FORM**

Price Change  
(Show + or -) from  
Base Hourly Bid

Option 1 – Contractor to supply the treated salt

\$ No Bid

Option 2 – Contractor to supply their own fuel

\$ No Bid

Option 3 – Contractor to supply own cutting edges

\$ No Bid

Contractor MUST complete EITHER/BOTH Option 4 or Option 5

Option 4 – Contractor requires minimum annual guarantee (Note guarantee amount and any change in base hourly bid price)

\$ 7,500.00  
Guarantee amount

\$ No Bid  
Change in base hourly bid price

Option 5 – Multi-vehicle (volume) discount if two or more contracts are awarded to the same Contractor

Reduction in Base Hourly Bid -\$ No Bid

Treated salt and vehicle fuel are located at the Public Works Garage, 300 Old Hartford Road, Colchester.

Contractor shall maintain a record of the quantity of salt (obtained and) used for each event.

Prospective bidders, at their discretion, may bid on any one or all of the options presented.

*NOTE: Identify "No Bid" if submitter chooses not to bid on an option.*

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Gregg Schuster  
First Selectman

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EXCEPTIONS

The undersigned bidder proposes the following Exceptions to the Specifications for Town Street and Road Snow and Ice Control Services.

Any price change related to the said Exceptions are specifically stated herewith. Supplementary data submitted with the proposal describes the Exceptions in detail.

Exception

Price Change  
(Show + or -)

If insurance requirements remain the same as those in effect for the 2010-2011 season and the Town of Colchester pays for the excess/umbrella liability portion of the premium as it did for the 2010-2011 season, the hourly rate will be \$138.00 (One Hundred Thirty-Eight and <sup>00</sup>/<sub>100</sub> Dollars) - \$17.00/hr.

Richard P. Baldi, Jr. (860) 537-4093  
Name (Print) Phone  
Richard P. Baldi, Jr. 9-22-11  
Sign Date  
President, B&B Superior Contractors, Inc.  
Title

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

Gregg Schuster  
First Selectman

(860) 537 - 7220  
FAX: 537 - 0547

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

A. An INDIVIDUAL doing business as:

\_\_\_\_\_

B. A PARTNERSHIP doing business as:

\_\_\_\_\_

C. A CORPORATION entitled:

B & B Superior Contractors, Inc.

Organized under the laws of the State of:

Connecticut

And having its principal offices at:

72 Miller Road, Colchester, CT 06415

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

MAILING ADDRESS OF BIDDER:

72 Miller Road

(Street)

Colchester CT 06415

(Town/City)

(State)

(Zip)

(860) 537-4093

(Telephone)

nbaldi@snet.net

(Email)

SIGNATURE OF BIDDER:

B & B Superior Contractors, Inc.

(Name of Individual, Partnership, or Corporation)

9-22-11

(Date)

BY:  Richard A. Baldi

(Signature of Authorized Representative)

President

(Title)

Town of Colchester  
127 NORWICH AVENUE, SUITE 201 & 202  
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Gregg Schuster  
First Selectman

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NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of Connecticut )  
County of New London ) SS.  
Richard P. Baldi, Jr., being first duly sworn,  
deposes and says that:

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

(Signed) x Richard P. Baldi  
(Title) President, B & B Superior Contractors, Inc.

Subscribed and sworn to before me this 23<sup>rd</sup> day of Sept, 2011.

Frances Miller  
(Title)

My commission expires \_\_\_\_\_, 2011.

**FRANCES MILLER**  
**NOTARY PUBLIC**  
MY COMMISSION EXPIRES AUG. 31, 2016



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

Gregg Schuster  
First Selectman

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**STATEMENT OF BIDDER'S QUALIFICATIONS**

(To be submitted by the Bidder with the Bid)

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

1. Name of Bidder: B & B Superior Contractors, Inc.

2. Bidder's Tax Identification Number: 06-1225959

3. Permanent Main Office Address: 72 Miller Road  
Colchester CT 06415

4. When Organized: 1987

5. If a Corporation, Where Incorporated: Connecticut

6. How many years have you been engaged in snow and ice control work under your present firm or trade name?  
24 years

7. Contracts on hand: (Schedule these, showing gross amount of each contract and the duration of the contract).

Colchester West LLC (Westchester Village) <sup>5 years</sup> \$39,000.00  
CVS Plaza (Sharr Realty) Annual Basis \$25,000.00  
First Student (Hebron Bus Station) 3 years \$54,000.00

\* The Freightliner M2-106 vehicle is not used for these snow contracts.\*

8. General character of work performed by you:

Snow Removal Services, General Contracting

9. Have you ever failed to complete any work awarded to you? If so, where and why:

No

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

Gregg Schuster  
First Selectman

(860) 537 - 7220  
FAX: 537 - 0547

10. Have you ever defaulted on a contract? If so, where and why.

No

The undersigned hereby authorizes and requests any persons, firm, or corporation to furnish any information requested by the Town of Colchester in verification of the recitals comprising this statement of the Bidder's qualifications.

Dated at Colchester, CT this 23 day of Sept. 2011.

B & B Superior Contractors, Inc.  
(Name of Bidder)

By: x Richard P. Baldi

Title: President

State of Connecticut)

County of New London)<sup>SS</sup>

Richard P. Baldi, Jr. being duly sworn, deposes and says that  
he/she is of President B & B Superior Contractors, Inc.  
(company name)

and that he/she answers to the foregoing questions and all statements therein are true and correct.

Subscribed and sworn to before me this 23<sup>rd</sup> day of Sept. 2011

Frances Miller

(Notary Public)

**FRANCES MILLER**  
**NOTARY PUBLIC**  
MY COMMISSION EXPIRES AUG. 31, 2016

My Commission Expires: \_\_\_\_\_

Truck 1

Town of Colchester  
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**BASE BID FORM**  
*Complete Separate Forms for Each Vehicle Submitted*

The bid is presented as an hourly base price with eight options:

Vehicle Make Volvo Vehicle Model CONVEN W  
Vehicle Year 1995 Vehicle Registration No. K 35699  
Vehicle ID No. 4V25ABM065R839936 US DOT No. US DOT 993887 CT  
Gross Vehicle Weight Rating 47,000  
Front Axle Weight Rating 20,000 Rear Axle Weight Rating 27,000  
Dressed (incl. plow and sander) Light Weight 15,000  
(provide mechanical weight slip for verification)

Please attach copies of:

- Vehicle Registration
- Flashing Light/Siren Permit (amber)
- DOT Inspection Certificate
- Proof of compliance with Federal Alcohol and Controlled Substance Program
- CT CDL for all potential operators of vehicle
- Insurance Certificate

Price for: Base Hourly Price\*  
35,000 lb. and greater GVWR with driver, plow, and sander; \$ 140<sup>00</sup>  
Hourly Price in words: one hundred and forty dollars per hour

NOTE - Base Hourly Bid includes the following:  
Contractor to use Town-supplied treated salt  
Contractor to use Town-supplied fuel  
Contractor to use Town-supplied cutting edges

Truck 2 #

Town of Colchester  
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BASE BID FORM  
Complete Separate Forms for Each Vehicle Submitted

The bid is presented as an hourly base price with eight options:

Vehicle Make INTERNATIONAL Vehicle Model 4900

Vehicle Year 1993 Vehicle Registration No. \_\_\_\_\_

Vehicle ID No. 1HTSDPCR9PH468208 DOT No. US DOT 993887CT

Gross Vehicle Weight Rating 44,000

Front Axle Weight Rating 14,000 Rear Axle Weight Rating 30,000

Dressed (incl. plow and sander) Light Weight 14,200  
(provide mechanical weight slip for verification)

Please attach copies of:

- Vehicle Registration
- Flashing Light/Siren Permit (amber)
- DOT Inspection Certificate
- Proof of compliance with Federal Alcohol and Controlled Substance Program
- CT CDL for all potential operators of vehicle
- Insurance Certificate

Price for:

Base Hourly Price\*

35,000 lb. and greater GVWR with driver, plow, and sander;

\$ 140

Hourly Price in words: one hundred and forty dollars

NOTE - Base Hourly Bid includes the following:  
Contractor to use Town-supplied treated salt  
Contractor to use Town-supplied fuel  
Contractor to use Town-supplied cutting edges

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**OPTIONS BID FORM**

Price Change  
(Show + or -) from  
Base Hourly Bid

Option 1 – Contractor to supply the treated salt \$ NO Bid

Option 2 – Contractor to supply their own fuel \$ 140 Bid

Option 3 – Contractor to supply own cutting edges \$ NO Bid

Contractor MUST complete EITHER/BOTH Option 4 or Option 5

Option 4 – Contractor requires minimum annual guarantee (Note guarantee amount and any change in base hourly bid price)

\$ 7,500  
Guarantee amount

\$ NO Bid  
Change in base hourly bid price

Option 5 – Multi-vehicle (volume) discount if two or more contracts are awarded to the same Contractor

Reduction in Base Hourly Bid -\$ NO Bid

Treated salt and vehicle fuel are located at the Public Works Garage, 300 Old Hartford Road, Colchester.

Contractor shall maintain a record of the quantity of salt (obtained and) used for each event.

Prospective bidders, at their discretion, may bid on any one or all of the options presented.

*NOTE: Identify "No Bid" if submitter chooses not to bid on an option.*

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EXCEPTIONS

The undersigned bidder proposes the following Exceptions to the Specifications for Town Street and Road Snow and Ice Control Services.

Any price change related to the said Exceptions are specifically stated herewith. Supplementary data submitted with the proposal describes the Exceptions in detail.

Exception *This Plow Truck is only Used for Town* Price Change  
(Show + or -)

*Terence Clark* *860 208 8069*  
Name (Print) Phone  
*[Signature]* *9-21-11*  
Sign Date  
*Co. owner Clark's Landscaping LLC*  
Title

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First Selectman

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

A. An INDIVIDUAL doing business as:

B. A PARTNERSHIP doing business as:

CLARK'S LANDSCAPING LLC

C. A CORPORATION entitled:

Organized under the laws of the State of:

CONNECTICUT

And having its principal offices at:

44 West Rd Colchester CT

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

MAILING ADDRESS OF BIDDER:

44 West Rd

(Street)

Colchester

(Town/City)

CT

(State)

06415

(Zip)

860 537-2945

(Telephone)

(Email)

SIGNATURE OF BIDDER:

[Signature]

(Name of Individual, Partnership, or Corporation)

9-21-11

(Date)

BY: [Signature]

(Signature of Authorized Representative)

CO OWNER

(Title)

Town of Colchester  
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COLCHESTER, CT., 06415-1260

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NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of Connecticut )  
County of New London ) SS.  
\_\_\_\_\_, being first duly sworn,  
deposes and says that:

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

(Signed) [Signature]  
(Title) Owner

Subscribed and sworn to before me this 21<sup>st</sup> day of SEP, 2011.  
[Signature]  
NOTARY  
(Title)

My commission expires 3/31, 2014.

Cheryl F. Siegmann  
My Commission Expires  
March 31, 2014



Town of Colchester  
127 NORWICH AVENUE, SUITE 201 & 202  
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**STATEMENT OF BIDDER'S QUALIFICATIONS**  
(To be submitted by the Bidder with the Bid)

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

1. Name of Bidder: Clark Landscaping LLC
2. Bidder's Tax Identification Number: 06-1575480
3. Permanent Main Office Address: 44 West Rd  
Colchester CT 06415
4. When Organized: \_\_\_\_\_
5. If a Corporation, Where Incorporated: Colchester
6. How many years have you been engaged in snow and ice control work under your present firm or trade name?  
16
7. Contracts on hand: (Schedule these, showing gross amount of each contract and the duration of the contract).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. General character of work performed by you:  
SNOW & ICE Removal for Town of Colchester since 2003
9. Have you ever failed to complete any work awarded to you? If so, where and why:  
\_\_\_\_\_  
\_\_\_\_\_

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10. Have you ever defaulted on a contract? If so, where and why.

NO

The undersigned hereby authorizes and requests any persons, firm, or corporation to furnish any information requested by the Town of Colchester in verification of the recitals comprising this statement of the Bidder's qualifications.

Dated at 22<sup>ND</sup> this 22<sup>ND</sup> day of SEPTEMBER 2011.

CLARKS LANDSCAPING LLC  
(Name of Bidder)

By: TERENCE CLARK

Title: OWNER

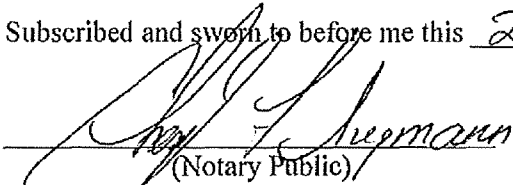
State of CONNECTICUT)

County of NEW LONDON)<sup>SS</sup>

TERENCE CLARK being duly sworn, deposes and says that  
he/she is of CLARKS LANDSCAPING LLC  
(company name)

and that he/she answers to the foregoing questions and all statements therein are true and correct.

Subscribed and sworn to before me this 22<sup>ND</sup> day of SEPT 2011

  
(Notary Public)

My Commission Expires: March 31, 2014  
Cheryl F. Siegmann  
My Commission Expires ~~to~~

**Town of Colchester**  
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**AGREEMENT**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2011, by and between  
Clark's Landscaping LLC herein after called the "Contractor", and  
the Town of Colchester.

WITNESSETH, that the Contractor and the Town of Colchester for  
\_\_\_\_\_ (\$ \_\_\_\_\_ )  
and considerations stated herein mutually agree as follows:

Article 1.     Statement of Work. The Contractor shall furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment and service, including utility and transportation service, and perform and complete in an efficient and workmanlike manner all work required for snow and ice control in strict accordance with the Contract Documents, including all Addenda, thereto, all as prepared by the Town of Colchester.

Article 2.     The Contract Price. The Town of Colchester will pay the Contractor for the performance of the Contract in current funds for the total quantities of work performed at the unit prices or lump sum prices stipulated in the Bid for the several respective items of work completed subject to additions and deductions as provided in the section.

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

- |                           |                            |
|---------------------------|----------------------------|
| a. This Agreement & Bonds | e. Notice of Award         |
| b. Addenda                | f. General Conditions      |
| c. Invitations for Bids   | g. Supplemental Conditions |
| d. Instruction to Bidders | h. Signed Copy of Bid      |

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


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First Selectman

(860) 537 - 7220  
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IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in four (4) original copies on the day and year first above written.

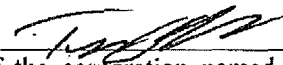
Attest:   
(Contractor)

\_\_\_\_\_  
By:   
(Name)  
OWNER  
(Title)

TOWN OF COLCHESTER

Attest \_\_\_\_\_  
By: \_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Title)

Certification of Corporate Contractor

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

Corporate  
Seal

\_\_\_\_\_  
(Signature)  
Clark Landscapes LLC  
(Corporation)

