

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

Board of Selectmen Regular Meeting Agenda Thursday, April 5, 2012 Colchester Town Hall

Meeting Room 1 – Immediately Following Town Meeting at 7:00pm

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the March 15, 2012 Regular Board of Selectmen Meeting
4. Approve Minutes of the March 19, 2012 Joint Board of Selectmen/Board of Finance Meeting
5. Approve Minutes of the March 29, 2012 Special Board of Selectmen Meeting
6. Citizen's Comments
7. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Fair Rent Commission. Member appointment for a three-year term to expire 04/30/15. Steven A. Schuster to be interviewed.
 - b. Planning & Zoning Commission. Member appointment for a three-year term to expire 12/31/14. Christopher Bakaj to be interviewed.
 - c. Police Retirement Board. Member re-appointment for a three-year term to expire 01/31/15. Brenden Healy to be interviewed.
 - d. Police Retirement Board. Member re-appointment for a three-year term to expire 01/31/15. Town Treasurer.
 - e. Police Retirement Board. Member re-appointment for a three-year term to expire 01/31/15. Board of Selectmen representative.
 - f. Conservation Commission. Alternate appointment for a three-year term to expire 10/31/15. Mike Trocchi to be interviewed.
8. Budget Transfers
9. Tax Refunds & Rebates
10. Discussion and Possible Action on Sewer and Water FY 2012-2013 Operating Budget
11. Discussion and Possible Action on Lebanon Avenue and South Main Street Streetscape Project Contract
12. Discussion and Possible Action on Historic Documents Preservation Program Grant Application

NANCY A. BRY
TOWN CLERK

Nancy A. Bry

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COLCHESTER, CT

13. Discussion and Possible Action on 2012 – 2013 Budget

14. Discussion and Possible Action on Personnel Policy

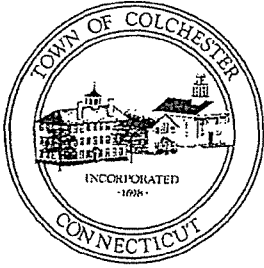
- a. Section I, pages 1 - 7 (3rd Reading)
- b. Section II, pages 7 - 14 (2nd Reading)

15. Citizen's Comments

16. First Selectman's Report

17. Liaison Report

18. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

REVISED---March 19, 2012

**Board of Selectmen Regular Meeting Minutes
Thursday, March 15, 2012
Colchester Town Hall**

Meeting Room 1 – 7:00pm

NANCY A. BRAY
TOWN CLERK

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COLCHESTER, CT

MEMBERS PRESENT: First Selectman Gregg Schuster, Selectman Greg Cordova, and Selectman Stan Soby
MEMBERS ABSENT: Selectman James Ford, and Selectman Rosemary Coyle
OTHERS PRESENT: Gina Santos, Sergeant Rob Suchecki, Greg Plunkett, Adam Turner, Brad Bernier, Dot Mrowka, Tom Tyler, Nancy Bray, Kate Kelleher, and other citizens

1. **Call to Order**
First Selectman G. Schuster called the meeting to order at 7:00 p.m.
2. **Additions to the Agenda**
None
3. **Approve Minutes of the March 1, 2012 Regular Board of Selectmen Meeting**
S. Soby moved to approve the minutes of the March 1, 2012 regular Board of Selectmen meeting with G. Cordova abstaining due to his absence, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
4. **Citizen's Comments**
D. Dander commented regarding his concerns on the selection process for the architect for the WJJMS School and senior center project.
5. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Planning & Zoning Commission. Member or Alternate Appointment. David Wasniewski was interviewed on 03/01/2012.**
D. Wasniewski stated he was withdrawing his application for appointment due to personal issues.
6. **Budget Transfers**
G. Cordova moved to approve the appropriation of \$32,500 from General Fund unassigned fund balance to Capital Projects Fund for architectural services for schematic design on WJJMS/Community/Senior Center project, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
7. **Tax Refunds & Rebates**
G. Cordova moved to approve tax refunds in the amount of \$359.32 to Joseph F. Ament, \$293.66 to Rita Contreras or Paul Schiowitz, \$11.73 to Michael Foley and \$129.86 to Kenneth Mears, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
8. **Presentation by Colchester Police Department on Recent Operations**

G. Schuster stated it was not captured in the press reports that the Colchester Police Officers, all but one also took part in the Bacon Academy drug sweep operation and were very instrumental. Sergeant Suchecki presented the results of the Bacon Academy drug sweep. Sergeant Suchecki also stated that the School Resource Officer is involved with the Be Aware Program and the Distracted Driving program with Bacon Academy and receiving very positive feedback. The Police Department is also in the process of raising funds to purchase a Prescription Drug Take Back box.

9. Discussion and Possible Action on EDC Recommendation for CT Chung Do Kwan, LLC CTIP Application

S. Soby moved to accept the recommendation of the Economic Development Commission for the applicant CT Chung Do Kwan, LLC for a property on Parum Road and to hold a town meeting on April 5, 2012 to consider the recommendations from the Economic Development Commission of a tax abatement for 30% of the assessed value of the building for a period of 3 years with a maximum abatement of \$4,800 in any one year and following the initial three year period, an abatement for 10% of the assessed value of the building for a period of 2 years, with a maximum abatement of \$1,000 in any one year, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

10. Discussion and Possible Action on Creation of New Voting District and Call of Town Meeting

A special meeting of the Board of Selectman will be held to continue discussion.

11. Discussion and Possible Action Sponsorship Opportunities for Hershey Track & Field Meet, Summer Concert Series, and 57 Fest

G. Cordova moved to authorize the First Selectman to sign any and all documents pertaining to the Hershey Track & Field Meet, Summer Concert Series, and 57 Fest, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

12. Discussion and Possible Action on Sports League Endorsement Policy

S. Soby moved to accept the Parks & Recreation Commission Sports League Endorsement Policy revised March 5, 2012, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

13. Discussion and Possible Action on Agriculture Viability Grant

S. Soby moved to accept the Agriculture Viability Grant and authorize the First Selectman enters such an award and sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

14. Discussion and Possible Action on Architect Selection for Schematic Design on WJJMS Project

G.Cordova moved to authorize the First Selectman to sign the contract for \$32,500 with Tecton Architect, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

15. Discussion and Possible Action on Municipal Employees Union “Independent” Local 506, SEIU, AFL-CIO, CLC (Administrators) Contract

S. Soby moved to approve the Municipal Employees Union “Independent” Local 506, SEIU, AFL-CIO, CLC (Administrators) contract, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

16. Discussion and Possible Action on Director of Operations Job Description

S. Soby moved to approve the job description for the Public Works Director of Operations, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

17. Discussion and Possible Action on Personnel Policy

- a. **Section I, pages 1 - 7 (3rd Reading)**
- b. **Section II, pages 7 - 14 (2nd Reading)**
Deferred to next Board of Selectman meeting.

18. Citizen's Comments

None

19. First Selectman's Report

G. Schuster stated FOI training through CCM has been scheduled at Colchester town hall on Tuesday, April 10, 2012 from 6:00 to 9:00 p.m. In response to the two storms in October and August Governor Malloy has decided to have a statewide exercise for emergency training purposes that will involve all municipalities on July 28th through July 30, 2012. When the vendor for the revaluation mailed out the assessment cards approximately 700 had an error on the old assessment cards. The vendor is mailing out new ones to all the ones that had an error.

20. Liaison Report

S. Soby stated Planning & Zoning had a couple of public hearings.

21. Executive Session to Discuss Potential Land Acquisition

G. Cordova moved to enter into executive session to discuss potential land acquisition and invite the Town Planner, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

Entered into executive session at 7:36 p.m.

Exited from executive session at 7:37 p.m.

S. Soby moved to enter into executive session to discuss potential land acquisition and invite the Town Planner and Chairman of the Board of Finance, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Entered into executive session at 7:38 p.m.

Exited from executive session at 8:04 p.m.

22. Adjourn

G. Cordova moved to adjourn at 8:05 p.m., seconded by S. Soby. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Gina Santos
Administrative Assistant

Attachment:

- Information received by the Board from D. Dander

RE: Looking for direction

From: "Farnham, Paige"

Paige.Farnham@ct.gov

[View Contact](#)

To: David Dander <ddander@sbcglobal.net>

Cc: "Kopetz, Kevin" Kevin.Kopetz@ct.gov

Mr. Dander – If an architect's contract award does not meet the statutory requirements of section 10-287(b)(2), then the costs for the contract may be ineligible for purposes of the state school construction grant. Other towns have asked the Department for an opinion as to whether the process and selection of an architect is in compliance with the statute. Per the statute, it appears that the qualifying and evaluative criteria should be part of the RFQ and RFP.

Paige Farnham
Bureau of School Facilities
860.713.6479

From: David Dander [<mailto:ddander@sbcglobal.net>]

Sent: Monday, March 12, 2012 11:38 AM

To: Farnham, Paige

Cc: Dixon, Michelle

Subject: Looking for direction

Good morning Ms. Farnham,

I spoke with Ms. Dixon this morning and she suggested I contact you. I believe that my town, (Colchester) has not followed the prescribed procedures for architect selection per Connecticut General Statutes Section 10-287. I would like to know what recourse I have as a taxpayer, beyond simply bringing it to town leaders' attention.

Below is a forwarded email chain and I will send you a second one. Both are meant to explain the basis for my request. Any direction you can provide would be appreciated.

Sincerely,

Dave Dander

From: Greg Plunkett <gplunkett@colchesterct.org>

To: David Dander <ddander@sbcglobal.net>; Thomas Tyler <jttyler2@sbcglobal.net>; gplunkett@colchesterct.org

Cc: Derrick Kennedy <dkennedy@colchesterct.org>

Sent: Thu, March 1, 2012 2:23:27 PM

Subject: RE: Repeated request for information

Dave, I'm not sure I can provide you with any additional information. Each committee member ranked the four finalists based in their interview. There are no other documents that were used. Please feel free to call.

Gregory J. Plunkett
Director of Facilities, Operations and Grounds
Town of Colchester

From: David Dander [mailto:ddander@sbcglobal.net]
Sent: Thursday, March 01, 2012 9:12 AM
To: Greg Plunkett; Thomas Tyler; gplunkett@colchesterct.gov
Cc: Derrik Kennedy
Subject: Repeated request for information

Mr. Plunkett,

Thank you for providing the questions the building committee used to evaluate the architects during the interviews. I have also asked (*repeatedly*) for the method that each building committee member used to translate the architect's performance during each 45 minute interview into the rankings of 1- 4. **See highlighting below.**

On the surface, it looks like it was a very subjective process when you consider the variation in scoring by individual building committee members. The most glaring example of this is with the rankings given to Silver-Petrucelli and Associates. They were the highest ranking of "1" from one building committee member while receiving the lowest ranking of "4" from three other building committee members. It's almost like they were at different interviews.

Almost as glaring is the disparity of rankings given to the Lawrence Associates. They received "2's" from two building committee members while receiving the lowest score of a "4" from another building committee member.

"Could you please provide me with the criteria used to evaluate the four shortlisted architectural firms (*based on their interviews*) together with how each building committee member scored using that criteria."

I'm simply trying understand the process used.

Thanks again for you attention to my request for information.

Sincerely,

Dave Dander

**Request for Proposals
For
Architectural and Engineering
Services**

Colchester
Senior Center
Community Center
William J. Johnston Middle School

January 27, 2012

The Town of Colchester requests proposals for architectural and engineering services for renovations/additions to William J. Johnston Middle School including the conversion of a part of the facility into a community center which will include space for a Senior Center, the Youth and Social Services Department and the Parks and Recreation Department in accordance with the requirements of the community center and educational specifications.

Sealed proposals are to be submitted during your interview.

SEALED PROPOSALS are subject to the standard instructions set forth on the attached sheets. Any modifications must be specifically accepted by the Town of Colchester.

Comparison of Results by Categories for

The Recommended Firm, "Tecton" and "The Lawrence Associates"

| Highlighting Denotes Winner in Category | Objective Criteria | | | | Subjective Criteria |
|-----------------------------------------------|--------------------|-----------|--------------------------------------------------------------|-------|-------------------------------|
| | | Bid Price | RFQ Evaluation From Matrix Total Points By Criteria | | Ranking From Interviews |
| 1 st 2 nd | | | | | |
| Lawrence Associates | 1 st | \$ 24,500 | 1 st | 41.80 | 2 nd |
| Tecton Architects | 2 nd | \$ 32,500 | 2 nd | 41.00 | 1 st |

TOWN OF COLCHESTER, COLCHESTER PURCHASING POLICY

SECTION B PROCEDURES FOR REQUEST FOR PROPOSAL/COMPETITIVE BID

4. BID OPENING & AWARD

All bids, and bid security if applicable, must be submitted to the Purchasing Agent in sealed envelopes and show on the face of the envelope the bid number, the title of the bid, and the bidder's name. All envelopes will be date and time stamped as received.

At the date and time stated in the legal notice, all bids will be opened in public, read aloud (vendor name and bid amount only) and recorded. No bids shall be accepted or opened that were not submitted in compliance with the procedures set forth in the notice advertising the bid.

The award shall be made to the bidder whose bid meets the requirements, terms and conditions contained in the bid specifications, **and is the lowest** among those bidders possessing the skill, ability, and integrity necessary for faithful performance of the work based on objective criteria considering past performance and financial responsibility (the "Lowest Responsible Qualified Bidder"). Bid award is not based solely on the lowest fee proposal submitted, but includes all other considerations listed below in "Lowest Responsible Qualified Bidder."

Within a reasonable time following the bid opening, the bids will be reviewed in detail by the department head/school administrators and Purchasing Agent to ensure the apparent low bidder meets all specifications of the "Lowest Responsible Qualified Bidder." If this bidder does not meet the specifications, or is not judged responsible, the next lowest bidder's bid will be reviewed for compliance with the specifications. The foregoing process will be followed until the Lowest Responsible Qualified Bidder is found.

In determining the Lowest Responsible Qualified Bidder, the following criteria will be considered, as applicable:

- The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation, and experience of the bidder. Consideration shall be given to previous work performed by the bidder for the Town or the Board of Education or for other agencies, including the quality and degree of satisfaction with the work performed.
- The financial resources of the bidder and the bidder's ability to secure any required bonds and/or insurance.
- Compliance by the bidder with all applicable federal, state, and local laws, including any licensing requirements.
- Delivery or completion time.
- **Cost.**
- Involvement in litigation.

SECTION C PROCEDURES FOR OPTIONAL REQUESTS FOR QUALIFICATION

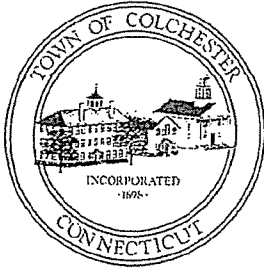
3. EVALUATION & AWARD WHEN REQUEST FOR QUALIFICATION PROCESS IS UTILIZED

At the date and time stated in the notice advertising the bid, all proposals will be opened in public and recorded. No proposals shall be accepted or opened that were not submitted in compliance with the procedures set forth in the notice.

The Purchasing Agent will convene a review panel of not less than three individuals which will rank proposal submissions as follows: experience with similar projects; work approach; work schedule; staff qualifications; ability to meet requirements, terms, and conditions outlined in the RFQ; and firm's resources and stability.

A list of the most qualified firms will be developed. An interview will be conducted with a minimum of the top three qualified firms based on rankings. Fees are not to be taken into consideration as part of this determination.

After determination of the most qualified firms, the panel will open sealed envelopes containing fees. **The panel will recommend a firm based on the ranking combined with the fee** and will notify the Purchasing Agent by memo of its recommendation. The Purchasing Agent will bring the recommendation forward to the Board of Selectmen or Board of Education for approval as required by the Town Charter, State statutes, Board of Education policy, and this policy. A record of all proposals submitted, giving the names of the bidders, the amounts of the bids, and indicating the successful bidder shall be preserved by the Purchasing Agent in accordance with State law.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

TOWN OF COLCHESTER
SPECIAL JOINT BOARD OF SELECTMEN AND BOARD OF FINANCE MEETING
TOWN HALL
127 NORWICH AVENUE

Monday, March 19th, 2012 – 7:00 p.m.

MINUTES

BOS MEMBERS PRESENT: First Selectman G. Schuster, S. Soby, R. Coyle, G. Cordova

BOS MEMBERS ABSENT: J. Ford

BOF MEMBERS PRESENT: Chairman R. Tarlov, R. Esteve, C. Pompei, T. Kane. and A. Shilosky

MEMBERS ABSENT:

OTHERS PRESENT: M. Cosgrove, D. Kennedy, B. Berier, R. Goldstein, J. Contois, A. Turner, J. Paggioli, D. Mrowka, R. Blessing, W. Cox, D. Lee, C. Martin (Webster Bank), K. Manginelli (Webster Bank), C. Barnes (clerk), and other citizens.

1. Call To Order

First Selectman Schuster called the Board of Selectmen meeting to order at 7:00pm
Chairman Tarlov called the Board of Finance meeting to order at 7:00 p.m.

2. Discussion and Possible Action on Potential Bond Items

M. Cosgrove introduced the potential bond items.

A. Turner discussed potential land acquisition and responded to questions.

J. Paggioli answered questions pertaining to potential road improvement bond.

W. Cox answered questions pertaining to potential fire apparatus bond.

3. Citizen Comments:

J. Contois is not in favor of the maintenance aspect of the road improvement bond, J. Contois also commented on Capital needs of BOE, lastly J. Contois spoke in favor of potential land acquisition.

D. Kennedy commented on future school/community/senior center project and using inaccurate cost estimates.

L. Curtis commented on behalf of the Agricultural Commission in favor of potential land acquisition.

C. Port commented in favor of potential land acquisition.

L. Higaman of the Colchester Land Trust commented in favor of potential land acquisition.

D. Wasnewski commented in favor of potential land acquisition.

D. Morrison of Hebron commented in favor of potential land acquisition.

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COLCHESTER, CT
2012 MAR 21 PM 1:12

NANCY A. BERRY
TOWN CLERK

Nancy A. Berry

MEETING

127 NORWICH AVENUE

COLCHESTER, CT 06415

PHONE 860.526.1234

FAX 860.526.1234

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- ~~C. Praisner~~ commented in favor of potential land acquisition.
- ~~C. Tull~~ commented in favor of potential land acquisition.
- ~~C. Gaisik~~ of Young Farmers commented in favor of potential land acquisition.

4. Discussion and Possible Action on Appropriation and Bond Authorization for Road Improvement Program.

For the Board of Selectmen S. Soby moved the following resolution. Seconded by G. Cordova. All members of the BOS present voted in favor. MOTION CARRIED

RESOLVED, That the Board of Selectmen hereby approves the document presented to this meeting entitled "Town of Colchester, CT, Fiscal Year 2013 Ten-Year Road Improvement Program, as Approved by the Board of Selectmen on March 19, 2012," and directs that a copy of the document be placed on file in the office of the Town Clerk.

FURTHER RESOLVED, That the Board of Selectmen recommends that the Town of Colchester appropriate \$3,275,000 and authorize borrowing in the same amount for costs related to improvements to various Town roads including road reconstruction, pavement enhancement, surface treatment, and related work and improvements, substantially as described in the document entitled "Town of Colchester, CT, Fiscal Year 2013 Ten-Year Road Improvement Program, as Approved by the Board of Selectmen on March 19, 2012," and improvements to such other roads as may be determined time-to-time by the Board of Selectmen. The appropriation may be spent for design and construction costs, equipment, materials, land and easement acquisition, landscaping, engineering fees, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project or its financing.

FURTHER RESOLVED, That the project be referred to the Zoning and Planning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes, if not yet completed.

For the Board of Finance C. Pompei moved the following resolution. Seconded by T. Kane. All members of the Board of Finance present voted in favor. MOTION CARRIED.

RESOLVED, That the Board of Finance recommends that the Town of Colchester appropriate \$3,275,000 and authorize borrowing in the same amount for costs related to improvements to various Town roads including road reconstruction, pavement enhancement, surface treatment, and related work and improvements, substantially as described in the document entitled "Town of Colchester, CT, Fiscal Year 2013 Ten-Year Road Improvement Program, as Approved by the Board of Selectmen on March 19, 2012," a copy of which document has been presented to this meeting, and improvements to such other roads as may be determined time-to-time by the Board of Selectmen. The appropriation may be spent for design and construction costs, equipment, materials, land and easement acquisition, landscaping, engineering fees, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project or its financing.

5. Discussion and Possible Action on Appropriation and Bond Authorization for Fire Apparatus

For the Board of Selectmen R. Coyle moved the following resolution. Seconded by S. Soby. All members of the Board of Selectmen present voted in favor. MOTION CARRIED

RESOLVED, That the Board of Selectmen recommends that the Town of Colchester appropriate \$1,200,000 and authorize borrowing in the same amount for costs related to the refurbishment of a heavy rescue vehicle owned by the Town, and the acquisition of a fire suppression engine tank (1,000 gallon water capacity, with single stage 2,000 gallon per minute pump). The appropriation may be spent for acquisition and delivery costs, related equipment, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project or its financing .

For the Board of Finance A. Shilosky moved the following resolution. Seconded by R. Esteve. All members of the Board of Finance present voted in favor. MOTION CARRIED.

RESOLVED, That the Board of Finance recommends that the Town of Colchester appropriate \$1,200,000 and authorize borrowing in the same amount for costs related to the refurbishment of a heavy rescue vehicle owned by the Town, and the acquisition of a fire suppression engine tank (1,000 gallon water capacity, with single stage 2,000 gallon per minute pump). The appropriation may be spent for acquisition and delivery costs, related equipment, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project or its financing.

6. Discussion and Possible Action on Appropriation and Bond Authorization for Land Acquisition

For the Board of Selectmen G. Cordova moved the following resolution. Seconded by R. Coyle. All members of the Board of Selectmen present voted in favor. MOTION CARRIED.

RESOLVED, That the Board of Selectmen recommends that the Town of Colchester appropriate \$615,000 and authorize borrowing in the same amount for costs related to the acquisition by the Town, for the purpose of supporting farmland preservation and for other municipal purposes, of a parcel of land known as 110 Prospect Hill Road in Colchester, now or formerly owned by Klaus Horst Slembeck and Kathleen Goggin, and consisting of an approximately 75.59 acres, and the buildings and improvements thereon and appurtenances thereto. The parcel contains a residential structure, various agricultural buildings and two active farm fields. The appropriation may be spent for acquisition costs, surveys, testing, consultant fees, legal fees, net interest on borrowings, other financing costs, and other expenses related to the project or its financing. The Town anticipates that: (1) it may receive grants to defray in part the appropriation for the project under the State of Connecticut's Community Farms Preservation Program or other programs, (2) it may dispose of a portion of the property including the residential building thereon, and (3) it may enter into a lease or other arrangement providing for the use of all or portions of the property in commercial farming operations. To the extent not defrayed from project grants or land sale proceeds, the appropriation will be funded, as to be determined by the Board of Finance, from available unencumbered general fund balance or the proceeds of borrowings.

FURTHER RESOLVED, That the project be referred to the Zoning and Planning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes, if not yet completed.

For the Board of Finance T. Kane moved the following resolution. Seconded by C. Pompei. All members of the Board of Finance present voted in favor. MOTION CARRIED.

RESOLVED, That the Board of Finance recommends that the Town of Colchester appropriate \$615,000 and authorize borrowing in the same amount for costs related to the acquisition by the Town, for the purpose of supporting farmland preservation and for other municipal purposes, of a parcel of land known as 110 Prospect Hill Road in Colchester, now or formerly owned by Klaus Horst Slembek and Kathleen Goggin, and consisting of an approximately 75.59 acres, and the buildings and improvements thereon and appurtenances thereto. The parcel contains a residential structure, various agricultural buildings and two active farm fields. The appropriation may be spent for acquisition costs, surveys, testing, consultant fees, legal fees, net interest on borrowings, other financing costs, and other expenses related to the project or its financing. The Town anticipates that: (1) it may receive grants to defray in part the appropriation for the project under the State of Connecticut's Community Farms Preservation Program or other programs, (2) it may dispose of a portion of the property including the residential building thereon, and (3) it may enter into a lease or other arrangement providing for the use of all or portions of the property in commercial farming operations. To the extent not defrayed from project grants or land sale proceeds, the appropriation will be funded, as to be determined by the Board of Finance, from available unencumbered general fund balance or the proceeds of borrowings.

**For the Board of Selectmen S. Soby moved the following resolution. Seconded by G. Cordova. All members of the Board of Selectmen present voted in favor. MOTION CARRIED.

RESOLVED, That such recommendations, be presented to a Town Meeting to be held at Town Hall, 127 Norwich Avenue in the Town of Colchester, Connecticut, on Wednesday, April 25, 2012, immediately following Annual Town Meeting scheduled for 7:00 p.m., and acted upon at referendum to be held on Tuesday, May 8, 2012 between the hours of 6:00 a.m. and 8:00 p.m.

FURTHER RESOLVED, That the aforesaid resolutions shall be placed upon the paper ballots or voting machines under the following headings:

"SHALL THE TOWN OF COLCHESTER APPROPRIATE AND AUTHORIZE THE BOARD OF SELECTMEN TO EXPEND A SUM NOT TO EXCEED \$3,275,000 FOR THE TOWN OF COLCHESTER FISCAL YEAR 2013 TEN-YEAR ROAD IMPROVEMENT PROGRAM, AND AUTHORIZE THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION?"

"SHALL THE TOWN OF COLCHESTER APPROPRIATE AND AUTHORIZE THE BOARD OF SELECTMEN TO EXPEND A SUM NOT TO EXCEED \$1,200,000 FOR REFURBISHMENT OF A HEAVY

RESCUE VEHICLE AND ACQUISITION OF A FIRE SUPPRESSION ENGINE TANK, AND AUTHORIZE THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION?"

"SHALL THE TOWN OF COLCHESTER APPROPRIATE AND AUTHORIZE THE BOARD OF SELECTMEN TO EXPEND A SUM NOT TO EXCEED \$615,000 FOR THE ACQUISITION OF 110 PROSPECT HILL ROAD IN COLCHESTER FOR THE PURPOSE OF SUPPORTING FARMLAND PRESERVATION AND FOR OTHER MUNICIPAL PURPOSES, AND AUTHORIZE THE ISSUE OF BONDS AND NOTES TO FINANCE SAID APPROPRIATION TO THE EXTENT NOT DEFRAID FROM PROJECT GRANTS OR LAND SALE PROCEEDS, OR GENERAL FUND BALANCE?"

Voters approving said resolutions will vote "Yes" and those opposing said resolutions shall vote "No". Electors and persons qualified to vote in town meetings who are not electors will vote at the following polling place: Colchester Town Hall, 127 Norwich Avenue in Colchester. Absentee ballots will be available from the Town Clerk's office.

7. Discussion and Possible Action on 2012-2013 Budget

This discussion was held for the Regular Board of Finance Meeting to take place on Wednesday, March 21, 2012.

8. Citizen Comments

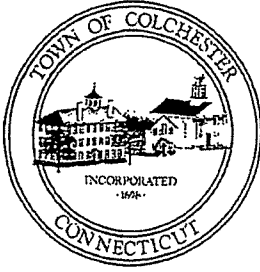
None

9. Adjournment

For the Board of Selectmen R. Coyle made a motion to adjourn at 8:00pm. Seconded by G. Cordova. All members of the Board of Selectmen present voted in favor. MOTION CARRIED.

For the Board of Finance R. Esteve made a motion to adjourn at 8:00pm. Seconded by A. Shilosky. All members of the Board of Finance present voted in favor. MOTION CARRIED.

Respectfully submitted,
Candace Barnes
Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

**Board of Selectmen Special Meeting Minutes
Thursday, March 29, 2012
Colchester Town Hall**

Suite 201 – 9:30 a.m.

Nancy A. Bray
NANCY A. BRAY
TOWN CLERK

RECEIVED
COLCHESTER, CT
2012 MAR 29 AM 9:59

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

MEMBERS ABSENT: Selectman James Ford

OTHERS PRESENT: Derrik Kennedy, Adam Turner, and Greg Plunkett (arrived at 9:35am)

1. Call to Order

First Selectman Gregg Schuster called the meeting to order at 9:30a.m.

2. Budget Transfers

G. Cordova moved to accept the budget transfer of \$20,650 (Debt Service – Bond Interest, 18101-49246), \$9,000 (Debt Service – Bond Interest, 18101-49246), and \$24,684 (Debt Service – Bond Interest, 18101-49246) to \$20,650 (Transfer to BOE Capital Reserve, 18501-50800), \$9,000 (Transfer to Capital Reserve – Buildings & Grounds, 18501-50474), and \$24,684 (Transfer to Capital Funds, 18501-50500); seconded by S. Soby. R. Coyle commented on need for painting of Youth Center when maintenance is being deferred as part of the school/community center project. Further commented on projects being part of next year's budget versus this year's. G. Plunkett commented on need for maintenance of Youth Center. Discussion on expansion of sidewalks and personnel requirements. Unanimously approved. MOTION CARRIED.

3. Adjourn

G. Cordova moved to adjourn at 9:40 a.m., seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Derrik M. Kennedy
Executive Assistant to the First Selectman

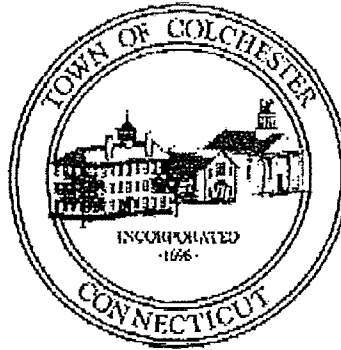
Town of Colchester Interoffice Memorandum

To: Gregg Schuster, First Selectman
From: James Paggioli, L.S., Director of Public Works
CC:
Date: 3/21/12
Re: Recommended Sewer and Water Budget FY 12-13 for BOS adoption.

On March 14, 2012, The Sewer and Water Commission held a Public Hearing for comment on the Proposed Sewer and Water Budget for FY 12-13. Following the Public Hearing, at the Regular Meeting of the Sewer and Water Commission, the Commission passed a motion for recommendation of adoption to the Board of Selectmen, for the proposed Sewer and Water Commission Fiscal Year 2012-2013 Operating Budget. Minutes of the Public Hearing and Regular Meeting are attached.

The Budget reflects a zero percent rate increase for water and sewer usage rates from the existing FY 11-12 budget. Additionally, service fees have remained the same as the previous budget also. The Operation Budget for The Water Department totals \$ 937,855 and the Sewer Operation budget totals \$ 860,423. The budget and fee schedules are attached herein also.

Proposed Motion: Where as the Town of Colchester Sewer and Water Commission forwarded and recommended the 2012-2013 Fiscal Year Sewer and Water Commission Operating Budget to the Board of Selectmen; The Board of Selectmen hereby adopt said Operating Budget as recommended and submitted by the Sewer and Water Commission Budget at their meeting on March 14, 2012.



Colchester Sewer and Water Commission

Minutes of the March 14, 2012 Public Hearing

Municipal Office Complex
Colchester, Connecticut

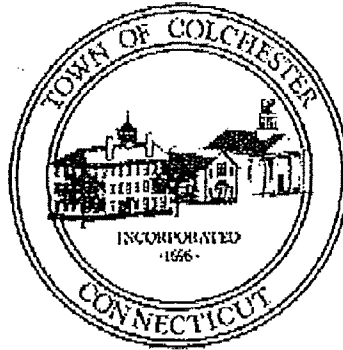
Members Present: R. LeMay, R. Jones, T. Tripodi, S. Coyle, R. Silberman,
S. Boyden

Members Absent:

Others Present: J.Paggioli (Public Works)

1. **Call to Order-** Chairman LeMay called the Public Hearing to order at 7:03 p.m.
2. **Budget FY 12-13 -** Chairman LeMay opened the discussion of the budget presented to the members for any questions or concerns. As presented the proposed budget is a zero rate increase from the existing FY 11-12 budget for both Water and Sewer Operational Budgets. No concerns were brought forward by the members of the Commission.
3. **Public Comment –** None. Note: No members of the Public attended the Public Hearing.
4. **Adjourn -** Motion to close the Public Hearing and Adjourn from the Public Hearing was made by T. Tripodi, seconded by R. Jones; Motion passed 6-0. Chairman LeMay adjourned the Public Hearing at 7:05 p.m.

Respectfully submitted,
James Paggioli, L.S.



Colchester Sewer and Water Commission

Minutes of the March 14, 2012 Regular Monthly Meeting

Municipal Office Complex

Colchester, Connecticut

Members Present: R. LeMay, R. Jones, T. Tripodi, K. Fagnoli (7:15 p.m.), S. Coyle, R. Silberman, S. Boyden

Members Absent:

Others Present: J.Paggioli (Public Works)

1. **Call to Order-** Chairman LeMay called the meeting to order at 7:08 p.m.
2. **Additions to the Agenda** – Motion was made by S. Coyle and Seconded by T. Tripodi to move Item 8G, Budget FY12-13 to the top of the agenda for discussion and action. Motion passed 6-0-0.
- 8 G. **Budget FY 12-13** - Chairman LeMay opened the discussion of the budget presented to the members for any questions or concerns. As presented the proposed budget is a zero rate increase from the existing FY 11-12 budget for both, Water and Sewer Operational Budgets. No concerns were brought forward by the members and no member of the public either attended the Public Hearing or the Regular Meetings regarding the budget. The Commission decided to recommend the proposed budget be presented to the Board of Selectmen for adoption. A Motion was put forward that: The Sewer and Water Commission hereby recommend to the Board of Selectmen the Proposed Operational Sewer and Water Budget for FY12-13 as presented for approval and adoption. The Water portion totaling \$937,855 and Sewer portion totaling \$860,423. The budget as presented reflects a zero percent increase from the existing rates for Sewer and Water services for FY 12-13. Motion by S. Coyle, Seconded by T. Tripodi. Vote: 6-0-0. The motion was passed.
3. **Approval of the Sewer and Water Commission January 2012 Regular Monthly Meeting Minutes** – Motion to approve the minutes of the January 11,

2012 Sewer and Water Commission regular monthly meeting as submitted, by T. Tripodi, Seconded by R. Jones; Motion approved 5-0 (S. Coyle abstained)

4. **Citizen's Comments** - No Citizens were present to comment.

5. **Subcommittee Reports**

A. Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other

Dispute –Request for Sewer Credit – Leak that occurred at 493 Norwich Avenue prior to the facility being occupied between 9/1/2011 and 11/8/2011. Mr. Kevin Kennedy had requested to attend, however due to health issues he was unable to attend. The issue was tabled, however since no written request has been provided, interest is still accruing on the delinquency.

Transfers –

1) Motion was made to Transfer Excess Monies collected from FY 10-11 Water Budget and unexpended Monies within the Water Operating Budget to The Undesignated Water Capital Fund in the Amount of \$76,153.34. Motion by S. Coyle, Seconded by R. Silberman. Vote passed: 7-0

2) Motion was made to Transfer Excess Monies collected from FY 10-11 Sewer Budget and unexpended Monies within the Sewer Operating Budget to The Undesignated Water Capital Fund in the Amount of 63,813.40. Motion by T.Tripodi, Seconded by R. Silberman. Vote passed: 7-0

3) At a meeting last year, I mentioned the remaining invoice that was under dispute between the Conn. DOT and the Town of Colchester regarding a \$76,772.26 concerning the improvements that were made to the water system during the Halls Hill Road Project. Mr. Sal Tassone was successful in negotiating a reduction to the invoice for the Water Main improvements to \$48,104.82. Motion was made to Pay to the Department of Transportation \$48,104.82 from the Undesignated Water Capital Fund in order to close out the Water Improvement Portion the Halls Hill Project. Motion by T.Tripodi, Seconded by R. Silberman. Vote passed: 6-0 (K.Fagnoli abstained)

Monthly Financials – Monthly financials were distributed and discussed.

Quarterly Billing –As of 2/29/12 we have collected 72.2% of the projected budget. Including the third quarter, we have billed out 74.3% of the “projected budgeted” total. This will be extremely close at the close of the year for actual use and projected budget.

Other-

Chairman Lemay made the Commission aware of that the Volunteer Fair is scheduled for March 28, 2012 from 4:30 pm to 7:00 pm at Town Hall. At least one or two members will be present at the Fair.

6. **Water Activities**

A. Water Activities Report – J. Paggioli reported activities performed since the last meeting include:

1) Service Work: Mark outs, Finals, Multiple Profiles were conducted by staff.

- 2) New Developments: Flom Subdivision (Jordan) - No activity; One Unit at Northwoods.
- 3) Taintor Hill Treatment Plant: General
- 4) Well No. 4- Pilot Filter installed and monitoring.
- 5) Storage Tank Mixer-De-stratification Tank Modification-Stratification Sampling Equipment- Data will be continued through out the Spring.
- 6) Water Line and Sewer Right of Ways were cleared of Brush and Overgrowth.
- 7) O&M Facility: Staff is evaluating the possibility of "recycling" the former propane generator that was previously used at the Filtration Plant, for deployment at the O&M facility.
- 8) Monthly Water Quality Sampling- No issues.
- 9) Mainbreaks: 0
- 10) Review of Plans: Individual Lift Station review at Northwoods.
- 11) Winter Storm Alfred Update – The declaration for Storm Relief excluded New London County from major disaster relief. It did include 72 hours of debris management for the county. Mr. Paggioli met with Frederick Bury of FEMA and it was determined that up to 72 hours of overtime and generator reimbursement time would be granted under Category B of the Town's application.

B. Water Projects Status –

- 1) The Water Supply Plan- Lenard Engineering is continuing to prepare the plan, First Review was submitted to staff on 12 March 2012. Preliminary numbers are very encouraging as to existing supply meeting demand for near term foreseen projects. Lenard Engineering has stated that meeting the submission deadline will not be a problem.

7. Sewer Activities

A. Joint Facilities Report – The Rotary Drum Thickener project has been recommended to not proceed at the present time and all bids were returned to the contractors. The project is effectively tabled until adequate funding is on hand and available. The likelihood is that the funding alternative will be submitted for the Fall of 2012 and if successful, the project will restart the procurement process one year from the date of the last meeting.

B. Sewer Activities Report –No issues were reported on the Colchester Portion of the System.

C. Sewer Projects Status –

- 1) Proposed Lebanon Portion of the Amston Lake sewer extension- The preconstruction meeting was held. The anticipated start date is March 6, 2012 for operations within Lebanon. For the portion that occurs within Deepwood Drive in Colchester, a road excavation permit is required, and the contractor was forwarded the information.

8. Old Business

A. STEAP Grant – Mr. Paggioli and Mr. Adam Turner met with the developers of Tractor Supply in order to determine their willingness to construct the remaining portion of the main from where the State DOT will end the project and the timing of the work. DOT has indicated that the Water main is scheduled to be operational as of 11/5/12. The pump station is schedule to be operational early in the spring of 2013. The developer is presently having difficulties with the

A.C.O.E. regarding nationwide permits. The timing is likely to delay the opening of Tractor supply until Spring of 2013. The developer was hoping for a October 2012 turning of the store over to Tractor Supply such that the store would be open by Thanksgiving 2012. **March Update:** Awaiting the State DOT to publish the bid. K. Fargnoli was able to provide a bid date of 4/18/2012 for the project.

B. I&I Study Discussion– As part of the Right of Way clearing, the work area between Old Hebron Road and Amston Road within the wetlands was prioritized. As previously surmised the frames of the manholes are at or below the existing water elevation at 6 of the manholes. It is recommended that these manholes frames be raised 18 to 24 inches and the manholes be sealed to minimize infiltration prior to the study in the upcoming low water season.

C. Colchester Courtyard Update – Meeting held at DPH to review draft of Courtyard Capital Improvement plan and cost comparison to legal interconnection for 10 year time frame on 2/8/12. No final plan received to date.

D. Capital Planning Update.- No proposed discussion on the issue for this meeting.

E. FEMA Reimbursement Tropical Storm Irene- all request forms are at FEMA, awaiting final review and payment.

Note Winter Storm Alfred –it was determined that up to 72 hours of overtime and generator reimbursement time would be granted under Category B of the Town's application. Application being prepared.

F. Stream Flow Regulations - No actions.

G. Budget FY 12-13 – See above.

9. Additions to Agenda

10. Adjourn - Motion to adjourn, by T. Tripodi, seconded by R.Silberman; Motion approved 7-0. Chairman LeMay adjourned the meeting at 8.02 p.m.

Respectfully submitted,
James Paggioli, L.S.



Colchester Sewer and Water Commission

Fiscal Year 2012 – 2013

Operating Budgets

Contents:

Water Operating Budget Spreadsheet and Justification

Sewer Operating Budget Spreadsheet and Justification

Use Rates

Fees for Services

The Colchester Sewer and Water Commission will hold a Public Hearing to present and gather public comment on the proposed budget for the 2012/2013 Fiscal Year including proposed rate schedules on Wednesday, 14 March 2012 at 7:00 p.m. at the Colchester Town Hall

2012-2013 Fiscal Year Sewer and Water Commission Operating Budget

| EXPENSE | 10/11 ACTUAL | 11/12 APPROVED BUDGET | 11/12 PROJECTED BUDGET | 12/13 PROPOSED BUDGET | DIFFERENCE |
|----------------------------------------------------|-------------------|-----------------------------|------------------------------|-----------------------------|--------------------|
| WATER OPERATING | | | | | |
| 4003210 40101 Regular Payroll | \$ 262,447 | \$ 265,950 | \$ 250,834 | \$ 281,519 | \$ 15,569 |
| 4003210 40103 Overtime | \$ 21,817 | \$ 22,666 | \$ 22,666 | \$ 24,148 | \$ 1,482 |
| 4003210 40105 Contr Temp Occas | \$ - | \$ - | \$ - | | \$ - |
| 4003210 40106 Misc Payroll | \$ 3,900 | \$ 2,600 | \$ 2,500 | \$ 2,600 | \$ - |
| 4003210 41210 Employee Related Insurance | \$ 67,747 | \$ 75,721 | \$ 51,750 | \$ 80,449 | \$ 4,728 |
| 4003210 41230 FICA & Pension | \$ 37,270 | \$ 36,976 | \$ 34,736 | \$ 38,285 | \$ 1,309 |
| 4003210 42301 Office Supplies | \$ 1,700 | \$ 1,700 | \$ 1,700 | \$ 1,700 | \$ - |
| 4003210 42323 Prot Clothing & Safety Equipment | \$ 1,248 | \$ 1,248 | \$ 1,248 | \$ 1,248 | \$ - |
| 4003210 42340 Operating Supplies | \$ 65,000 | \$ 79,000 | \$ 70,400 | \$ 79,000 | \$ - |
| 4003210 43213 Travel Training & Meetings | \$ 2,000 | \$ 2,000 | \$ 2,028 | \$ 2,100 | \$ 100 |
| 4003210 43258 Dues & Subscriptions | \$ 1,301 | \$ 1,468 | \$ 1,370 | \$ 1,468 | \$ - |
| 4003210 44203 Legal | \$ 2,000 | \$ 2,000 | \$ 500 | \$ 2,000 | \$ - |
| 4003210 44206 Municipal Insurance | \$ 12,750 | \$ 12,750 | \$ 12,750 | \$ 12,750 | \$ - |
| 4003210 44208 Professional Services | \$ 24,350 | \$ 23,750 | \$ 23,750 | \$ 16,250 | \$ (7,500) |
| 4003210 44217 Postage | \$ 2,500 | \$ 3,500 | \$ 2,400 | \$ 3,500 | \$ - |
| 4003210 44223 Service Contracts | \$ 8,515 | \$ 8,515 | \$ 8,515 | \$ 9,515 | \$ 1,000 |
| 4003210 44231 Advertising | \$ 600 | \$ 600 | \$ 400 | \$ 600 | \$ - |
| 4003210 44238 Uniform Rentals | \$ 884 | \$ 884 | \$ 680 | \$ 884 | \$ - |
| 4003210 44244 Refunds for Overpayments | \$ 50 | \$ 50 | \$ - | \$ 50 | \$ - |
| 4003210 44255 Refunds for Tax or Liens | \$ 50 | \$ 50 | \$ 200 | \$ 300 | \$ 250 |
| 4003210 44262 Audit | \$ 5,500 | \$ 5,500 | \$ 5,500 | \$ 5,500 | \$ - |
| 4003210 44285 Lab Fees | \$ 7,250 | \$ 11,750 | \$ 11,750 | \$ 11,750 | \$ - |
| 4003210 45216 Telephone | \$ 10,440 | \$ 5,292 | \$ 5,554 | \$ 5,800 | \$ 508 |
| 4003210 45221 Fuel/Heating | \$ 17,100 | \$ 14,900 | \$ 14,900 | \$ 15,000 | \$ 100 |
| 4003210 45622 Electric | \$ 99,780 | \$ 96,105 | \$ 105,290 | \$ 106,000 | \$ 9,895 |
| 4003210 46224 Equipment Repairs | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ - |
| 4003210 46226 Building Repairs | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ - |
| 4003210 46390 Vehicle Maintenance | \$ 3,000 | \$ 3,000 | \$ 2,700 | \$ 3,000 | \$ - |
| 4003210 48404 Machinery & Equipment | | \$ - | | | \$ - |
| 4003210 48416 Office Equipment | \$ 750 | \$ 750 | \$ 750 | \$ 750 | \$ - |
| 4003210 49245 Bond Principal | \$ 154,501 | \$ 156,736 | \$ 156,736 | \$ 134,020 | \$ (22,716) |
| 4003210 49246 Bond Interest | \$ 52,188 | \$ 48,051 | \$ 43,766 | \$ 43,766 | \$ (4,285) |
| 4003210 49247 Bond Issuance Costs | | \$ - | | | \$ - |
| 4003210 50413 Transfers Out to General Fund | | \$ - | | | \$ - |
| 4003210 50474 Transfers Out to Capital Reserve | | \$ - | | | \$ - |
| 4003210 50500 Transfers to Capital Projects | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ - |
| 4003210 50900 Contingency | \$ 32,184 | \$ 32,514 | \$ 25,000 | \$ 18,902 | \$ (13,612) |
| 4003210 90800 Depreciation - Buildings | | | | | \$ - |
| 4003210 91800 Depreciation - Machinery & Equipment | | | | | \$ - |
| 4003210 92800 Depreciation - Infrastructure | | | | | \$ - |
| 4003210 93800 Depreciation - Improvements | | | | | \$ - |
| 4003210 99999 GAAP Audit Adjustment | | | | | \$ - |
| TOTAL | \$ 933,821 | \$ 951,026 | \$ 937,855 | \$ 937,855 | \$ (13,171) |

2012/2013 Water Budget Justification

- 40101 Regular Payroll - \$281,567
Public Works Director salary (50 percent of Water/Sewer portion) - \$20,085
Water Department Supervisor - \$76,276
Chief Operator Step 7 - 1 man @ \$27.84 x 8hrs. x 260 days = \$57,907
Chief Operator Step 2- 1 man @ \$24.26 x 8hrs. x 260 days = \$50,461
Operator Step 1 - 1 man @ \$19.03 x 8 hrs. x 260 days = \$39,582
Financial Manager salary (50 percent) - \$23.88 x 8 x 260 x 0.5 = \$24,830
Admin. Asst. (50 percent of Water/Sewer portion) - \$20.29 x 8 x 260 x 0.25 = \$10,551
longevity pay - \$1,875
- 40103 Overtime - \$24,148
scheduled OT-4 hrs/day x 104 weekend days x (\$27.84+\$24.26)/2x1.5= \$16,255
scheduled OT-4 hrs/day x 13 holidays x (\$27.84+\$24.26)/2x1.5= \$2,032
repair/emergency related OT - 75 hrs. x (\$27.84+\$24.26)/x1.5= \$5,861
- 40106 Misc. Payroll - \$2,600
beeper pay
- 41210 Employee Related Insurance - \$80,449
Health, LTD, Life, AD&D, W/C
- 41230 FICA - \$38,285
0.0765 of payroll, OT, and 401a
0.0765 of highway crew payroll (for water main repair work)
401a contribution
- 42301 Office Supplies - \$1,700
1/2 of office supply needs - \$3,000/2
1/2 of office equipment under \$100 - \$400/2
- 42323 Protective Clothing & Safety Equipment - \$ 1,248
boots, gloves, eye, ear protection, respirator cartridges, etc.
- 42340 Other Purchase & Supplies - \$79,000
Plant operation chemicals - \$43,000
Plant/Field testing and operating equipment and supplies - \$9,000
Other misc. materials - \$9,000
Hydrant replacement program - \$5,000
Custodial Supplies - \$1000
Hand Tools - \$2,000
Well 4 Pilot test materials - \$10,000
- 43213 Travel, Training, & Meetings - \$2,000
Training and Continuing Education, public information notices, water week, etc.
- 43258 Dues and Subscriptions - \$1,468
Professional Affiliation (AWWA, ABPA, and CWWA)
Diversion Permit
- 44203 Legal - \$2,000
- 44206 Municipal Insurance - \$12,750

46390 Vehicle Maintenance - \$3,000
scheduled and unscheduled repairs on three trucks

48416 Office Equipment - \$750
Computer upgrades (split with sewer)
Capital equipment over \$100 (split with sewer)

49245 Bond Retirement - \$134,020
\$25,000+109,020

49246 Bond Interest - \$43,766
\$1,000+ \$42,766

50500 Transfers To Capital Project - \$20,000

50900 Contingency - \$18,902

- 44208 Other Professional Services - \$16,250
 - Diversion Permit Stream flow monitoring (\$4,000)
 - contractor repairs on water lines and other services (\$8,000)
 - contracted calibration work (\$1,000)
 - Individual Water Supply Plan –Remaining Portion (\$2,500)
 - Physicals & Testing - Pulmonary for plant staff, D&A monit - (\$750)
- 44217 Postage - \$3,500
 - \$7,000/2 budgets – bills, notices, correspondence, etc.
- 44223 Service Contracts - \$9,515
 - Computer software support/network support - \$1,800/yr (split with sewer)
 - Fire extinguisher annual maintenance - \$400
 - Plant and Booster Station generator maintenance agreement - \$1,750
 - Furnace maintenance agreement – WTP 1 and 2 - \$800
 - Meter reading eq. and software maintenance agreement - \$1,690/yr. (split with sewer)
 - Grounds Maintenance - \$500
 - Weekly garbage collection - \$320
 - Copier - no lease – split with sewer - \$780
 - SCADA Control maintenance agreement - \$2,100
 - Alarm services - \$220
- 44231 Advertising - \$600
 - advertising of legal notices, etc.
- 44238 Uniform Rentals - \$884
 - pants, polo shirts, T-shirts, sweat shirts for 4 employees
- 44244 Refunds for Overpayment - \$50
- 44255 Refunds - Tax or Liens - \$300
- 44262 Audit - \$5,500
 - year end audit plus fixed asset consultation
- 44285 Lab Fees - \$11,750
 - various weekly, monthly, quarterly, semi-annual, and annual water testing
- 45216 Telephone - \$5,292
 - emergency answering service, pagers, phones, cell phones
- 45221 Fuel-Heating - \$14,900
 - Appx. 10,000 gals \$1.49/gallon
- 45622 Electric - \$106,000
 - avg. \$8,833/mo. x 12 mo.
- 46224 Equipment Repairs - \$10,000
 - Scheduled and unscheduled repairs to plant and well equipment including main breaks
- 46226 Building Repairs - \$5,000
 - Scheduled and unscheduled building repairs and minor (non-capital) improvements, including repairs at O&M building

| <u>EXPENSE</u> | 10/11 ACTUAL | 11/12 APPROVED BUDGET | 11/12 PROJECTED BUDGET | 12/13 PROPOSED BUDGET | DIFFERENCE |
|-------------------------------------------------|------------------|-----------------------------|------------------------------|-----------------------------|-------------------|
| SEWER OPERATING | | | | | |
| 2403207 40101 Regular Payroll | \$ 56,406 | \$ 55,920 | \$ 53,015 | \$ 55,592 | \$ (328) |
| 2403207 40102 Other Regular & Part Time Payroll | | | | | \$ - |
| 2403207 40105 Contr, Temp, Occas | | \$ - | \$ - | \$ - | \$ - |
| 2403207 41210 Employee Related Insurance | \$ 13,573 | \$ 15,163 | \$ 13,350 | \$ 13,859 | \$ (1,304) |
| 2403207 41230 FICA & Pension | \$ 8,013 | \$ 7,566 | \$ 7,189 | \$ 7,531 | \$ (36) |
| 2403207 42301 Office Supplies | \$ 1,700 | \$ 1,700 | \$ 1,700 | \$ 1,700 | \$ - |
| 2403207 42340 Operating Supplies | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ - |
| 2403207 43213 Travel, Training & Meetings | \$ 250 | \$ 250 | \$ 250 | \$ 250 | \$ - |
| 2403207 44203 Legal | \$ - | \$ 500 | \$ 500 | \$ 500 | \$ - |
| 2403207 44206 Municipal Insurance | \$ 12,750 | \$ 12,750 | \$ 12,750 | \$ 12,750 | \$ - |
| 2403207 44217 Postage | \$ 3,405 | \$ 3,500 | \$ 3,500 | \$ 3,500 | \$ - |
| 2403207 44223 Service Contracts | \$ 4,726 | \$ 4,745 | \$ 4,745 | \$ 5,745 | \$ 1,000 |
| 2403207 44231 Advertising | \$ 600 | \$ 600 | \$ 600 | \$ 600 | \$ - |
| 2403207 44244 Refunds for Overpayment | \$ 50 | \$ - | \$ - | \$ - | \$ - |
| 2403207 44255 Refunds for Tax or Liens | \$ 50 | \$ 50 | \$ 150 | \$ 300 | \$ 250 |
| 2403207 44262 Audit | \$ 5,500 | \$ 5,500 | \$ 5,500 | \$ 5,500 | \$ - |
| 2403207 44268 Joint Sewer Facility Personnel | \$ 98,647 | \$ 99,906 | \$ 99,906 | \$ 101,424 | \$ 1,518 |
| 2403207 45216 Telephone | \$ 2,400 | \$ 2,600 | \$ 2,600 | \$ 2,600 | \$ - |
| 2403207 45221 Fuel/Heating | \$ 1,828 | \$ 2,338 | \$ 2,338 | \$ 2,300 | \$ (38) |
| 2403207 45622 Electric | \$ 90,000 | \$ 81,600 | \$ 81,600 | \$ 81,600 | \$ - |
| 2403207 46224 Equipment Repairs | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ - |
| 2403207 46269 Joint Sewer Facility Maintenance | \$ 495,697 | \$ 474,629 | \$ 474,629 | \$ 485,697 | \$ 11,068 |
| 2403207 48404 Machinery & Equipment | \$ 20,100 | \$ 20,100 | \$ 1,500 | \$ 20,100 | \$ - |
| 2403207 48416 Office Equipment | \$ 750 | \$ 750 | \$ 500 | \$ 750 | \$ - |
| 2403207 50413 Transfers Out to General Fund | | | | | \$ - |
| 2403207 50474 Transfers Out to Capital Reserve | | | | | \$ - |
| 2403207 50500 Transfers to Capital Project | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ - |
| 2403207 50900 Contingency | \$ 20,001 | \$ 45,412 | \$ 89,946 | \$ 27,626 | \$ (17,786) |
| | | | | | \$ - |
| TOTAL | \$866,410 | \$866,079 | \$ 886,767 | \$ 860,423 | \$ (5,656) |

2012/2013 Sewer Budget Justification

- 40101 Regular Payroll - \$55,592
Public Works Director salary (50 percent of Water/Sewer portion) - \$20,085
Financial Manager salary (50 percent) - $\$23.88 \times 8 \times 260 \times 0.5 = \$24,830$
Admin. Asst. (50 percent of Water/Sewer portion) - $\$20.29 \times 8 \times 260 \times 0.25 = \$10,532$
Longevity - \$125
- 41210 Employee Related Insurance - \$13,859
- 41230 FICA - \$7,531
0.0765 of P/R and 401a
401a - contribution
- 42301 Office Supplies - \$1,700
1/2 of office equipment under \$100 (split with water)
- 42340 Other Purch Supplies - \$500
Batteries, lights, custodial supplies, etc.
- 43213 Travel, Training & Meetings - \$250
- 44203 Legal - \$500
- 44206 Municipal Insurance - \$12,750
- 44217 Postage - \$3,500
\$7,000/2 bills and notices, etc.
- 44223 Service Contracts - \$5,745
Copier - no lease - split with water - \$780
Computer software/network support - \$1,800 (1/2 of \$3600 -split with water)
Fire extinguisher annual maintenance - \$200
PHPS generator maintenance contract - \$620
Furnace annual maintenance PHPS- \$300
Meter reading eq. and software maintenance agreement - \$845 (split with water)
Pump Station Alarm System - \$1,200
- 44231 Advertising - \$600
advertising of rates for budget public meeting, etc.
- 44244 Refunds for Overpayment - \$0
- 44255 Refunds - Tax or Liens - \$300
- 44262 Audit - \$5,500
year end audit plus fixed asset consultation
- 44268 Joint Facilities Personnel - \$101,424

- 45216 Telephone - \$2,600
avg. of \$217/mo x 12 mo.
- 45221 Fuel-Heating - \$2,300
850 gallons at \$2.70 per gallon
- 45622 Electric - \$81,600
Flatbrook, 584 Norwich, Prospect Hill Pump Station
approx. \$6,800/month
- 46224 Equipment Repairs - \$10,000
repairs to sewer mains, pump station, manholes, etc.
- 46269 Joint Facilities Maintenance -- \$485,697
- 48404 Machinery and Equipment - \$20,100
- 48416 Office Equipment - \$750
Computer upgrades, etc. (split with water)
- 50474 Transfers to Capital Reserve - \$20,000
- 50900 Contingency - \$27,626

TOWN OF COLCHESTER
Sewer and Water Commission
LEGAL NOTICE

· Notice of Budget Public Hearing
Colchester Sewer and Water Commission
7:00 p.m. – March 14, 2012
Municipal Office Complex
127 Norwich Avenue – Colchester, CT

The Colchester Sewer and Water Commission will hold a Public Hearing to present and gather public comment on the proposed budget for the 2012/2013 Fiscal year including proposed rate schedules. Copies of the draft budgets and rate schedule are available in the Town Clerk and Public works Office and online at www.colchesterct.gov.

Richard LeMay, Chairman

PROPOSED USAGE RATES
COLCHESTER SEWER AND WATER COMMISSION
2012-2013 FISCAL YEAR

| (per thousands of gallons) | <u>Residential Use Rates</u> | | | |
|----------------------------|------------------------------|--------------------------|---------------------|---------------------|
| | Existing <u>Water</u> | Existing <u>Sewer</u> | New <u>Water</u> | New <u>Sewer</u> |
| Service Charge | \$ 11.30 | \$ - | \$ 11.30 | \$ - |
| 0 to 10 | \$ 7.11 | \$ 6.85 | \$ 7.11 | \$ 6.85 |
| 10 to 20 | \$ 7.39 | \$ 6.93 | \$ 7.39 | \$ 6.93 |
| 20 plus | \$ 9.46 | \$ 7.16 | \$ 9.46 | \$ 7.16 |

Commercial Use Rates

3/4 in. or greater meter

| <u>Thousands of Gallons</u> | <u>Water</u> <u>Rates</u> | <u>Sewer</u> <u>Rates</u> |
|---------------------------------------------------|------------------------------|------------------------------|
| Service charge, per quarter (Include up to 20) | | |
| 3/4 in. meter | \$163.06 | \$138.24 |
| 1 in. meter | \$164.16 | \$138.24 |
| 1.5 in. meter | \$165.63 | \$138.24 |
| 2 in. meter | \$169.68 | \$138.24 |
| 3 in. meter | \$199.49 | \$138.24 |
| 4 in. meter | \$210.53 | \$138.24 |
| 6 in. meter | \$236.29 | \$138.24 |
| 8 in. meter | \$265.73 | \$138.24 |
| Over 20 | \$7.35 per 1000 gal. | \$6.91 per 1000 gal. |

| | | |
|------------------------------|-------------|------------------------|
| <u>Private Fire Service:</u> | Up to 4 in. | \$20.45 per quarter |
| | 4 in. | \$127.22 per quarter |
| | 6 in. | \$369.88 per quarter |
| | 8 in. | \$787.94 per quarter |
| | 10 in. | \$1,417.09 per quarter |

Proposed rates to be
effective 7-1-11

TOWN of COLCHESTER SUMMARY OF FEES FOR SERVICES

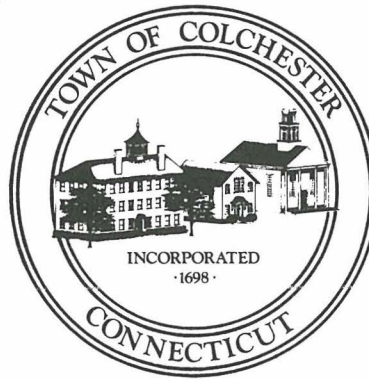
| <u>DESCRIPTION</u> | <u>Fee</u> | <u>COMMENTS</u> |
|--------------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------|
| Commercial Building | \$5.00 | Per additional unit on a single meter added to the base rates |
| Late payment Charge | 1.50 percent | Per month |
| Return Check Charge | \$25.00 | |
| Lien Fee | \$35.00 | |
| Water service Reactivation Charge | \$120.00 | Fee includes a service call to shut off and one to turn back on |
| Service Termination Avoidance Charge | \$60.00 | |
| Service Call | \$60.00 | |
| Day | \$160.00 | Up to 2hrs; \$80 for each hour or portion of thereafter |
| After Hours (min) | \$10.00 | |
| Sewer Assessment Payoff Lien Release | \$80.00 | Per site min charge. Additional time onsite charged at hrly service call rate |
| Cross Connection Inspection | \$55.00 | Per device if performed while onsite doing survey. Otherwise 1 hr Service Call Rate is added |
| RPD Testing Fee | \$230.00 | includes cost of replacement meter. If meter reusable then substitute parts for new meter charge |
| Frozen Meter Charge | \$315.00 | includes cost of replacement meter. If meter reusable then substitute parts for new meter charge |
| Day | no charge | |
| After Hours | \$65.00 | Includes office and field time to read a meter for initial reading and set up account records |
| Water Audit | \$550.00 | Includes price of meter and meter yoke |
| Account Activation | \$87.00 | Price per each additional 1,000 gallons per irrigation rate |
| New meter Installation | | |
| Sale of pool water - 6,000 gallons | | |
| <u>Construction and Special Services</u> | | |
| Flow Test | \$100.00 | each |
| Sewer and Water Application Fees (1) | \$70.00 | Per unit. Conditions of payment remain the same |
| Construction Inspection | \$60.00 | Minimum per visit up to 1 hour...Service Call Rate for each hour or portion of thereafter |
| New Main Flushing (2) | \$60.00 | Minimum per visit up to 1 hour...Service Call Rate for each hour or portion of thereafter |
| Pressure /Leak Test (2) | \$180.00 | Minimum per test. up to 3 hours...Service Call Rate for each hour or portion of thereafter |
| Chlorination (2) | \$120.00 | Minimum per test. up to 2 hours...Service Call Rate for each hour or portion of thereafter |
| Temporary Hydrant Meter | \$120.00 | Includes 2 hours service to set and remove meter. Water used is charged at the appropriate rate |
| <u>Construction-</u> | | |
| These services be performed based on labor and equipment time, materials, and administrative overhead. | | |
| Estimate prepared and Fee paid in advance. | | |
| Cut in Tees | | |
| Tapping | 1 inch | \$ 750.00 |
| | 1.5 inch | \$ 975.00 |
| | 2.0 inch | \$ 1,300.00 |
| Hydrant Raise | | |

NOTES


- 1 For complex plan review, charge at an hourly rate of \$70 times estimated hours to review the documents. Recommendations above, as well as, this suggestion are subject to the existing requirements for pre-payment
- 2 These Fees are for observation only. Should the Town start performing the actual service then the fee will be recalculated on a time charge basis

March 26, 2012

Code Administration
Building Official
Fire Marshal
Wetlands Enforcement



Planning and Zoning
Planning Director
Zoning Enforcement
Town Engineer

To: Colchester Board of Selectmen
From: Salvatore A. Tassone P.E.- Town Engineer 
Re: Lebanon Avenue and South Main Street Streetscape Improvements,
DEEP, STEAP Grant Project - **AWARD OF CONTRACT**

Town staff has reviewed the bids submitted for the referenced project. The apparent low bidder is Colonna Concrete & Asphalt Paving LLC of 1233 Johnson Road, Woodbridge, CT. 06525. We have met with John Colonna to discuss his bid and the project. We have also spoken with representatives of two other municipalities where this contractor has recently completed similar projects and have visited one of these sites to observe the quality of work performed.

The bid submitted by Colonna Concrete & Asphalt Paving LLC has a base bid of \$215,595.55 with an alternate item bid of \$44,000.00. The alternate item is for 4 Solar Lighting fixtures to replace the existing nonfunctioning wired lighting fixtures on South Main Street along the frontage of Merchants Row.

Based on our review/investigations, and the apparent sufficiency of funds to cover both the base bid and the alternate bid, it is recommended that the referenced contract be awarded to Colonna Concrete & Asphalt Paving LLC, who is the lowest responsible bidder in the amount of \$215,595.55 for a base bid and \$44,000.00 for the alternate item bid.

RECOMMENDED MOTION:

Motion that the Town of Colchester award the Lebanon Avenue and South Main Street Streetscape Improvements Project to Colonna Concrete & Asphalt Paving LLC, as recommended by the Town Engineer and town staff.

Please note that after the contract has been awarded, the **attached letter** (from the First Selectman) should be mailed to the contractor informing him of the award and the need to follow up with all necessary paperwork including performance bond, Certificates of Insurance and Contract signing at the required pre-construction meeting.

Cc: James Paggioli – Director of Public Works
Jay Gigliotti – Wetlands Enforcement Officer



April 9, 2012

Colonna Concrete & Asphalt Paving LLC
C/O John Colonna
1233 Johnson Road
Woodbridge, CT. 06525.

Mr. Colonna:

At the Board of Selectman's meeting on April 5, 2012 the Selectmen awarded your company the bid for Lebanon Avenue and South Main Street Streetscape Improvements in the amount of \$215,595.55 for the base bid, and \$44,000.00 for the alternate item bid in accordance with your bid submission.

Please plan to attend a pre-construction meeting at 10:00AM on Tuesday April 17, 2012 at the Colchester Town Hall, 127 Norwich Avenue, Colchester CT. and be prepared to sign three copies of the **attached contract agreement**. Also, please bring with you, the required performance bond and Certificates of Insurance for Liability.

Sincerely,

Gregg Schuster
First Selectman

AGREEMENT

THIS AGREEMENT, made this _____ day of _____, _____ by and between THE TOWN OF COLCHESTER, a Municipal Corporation, hereinafter called "OWNER" and _____ doing business as (an individual) or (a corporation) hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereafter mentioned;

1. The CONTRACTOR will commence and complete construction of the PROJECT titled STREETScape IMPROVEMENTS: LEBANON AVENUE AND SOUTH MAIN STREET, COLCHESTER CONNECTICUT, PLAN AND TECHNICAL SPECIFICATIONS latest revision date of January 31, 2012, prepared by Brewster Architects for the Town of Colchester.
2. The CONTRACTOR will furnish all of the material not supplied by Owner, supplies, tools, equipment, labor and other services necessary for the construction and completion of the PROJECT described herein.
3. The CONTRACTOR will commence work required by the CONTRACT DOCUMENTS within 10 calendar days after the date of the NOTICE TO PROCEED and will complete the same within **180** consecutive calendar days unless the period for completion is extended otherwise by a contract modification.
4. The CONTRACTOR agrees to perform all the work described in the CONTRACT DOCUMENTS and comply with the terms therein for the amount of \$215,595.55 with alternate item amount of \$44,000.00 as shown on the Bid Proposal.
5. The term "CONTRACT DOCUMENTS" means and includes the following:
 - Invitation to bid
 - Information for bidders
 - Bid Proposal
 - Bid Bond
 - Performance Bond
 - Contract Agreement
 - Drawings prepared by Brewster Architects latest date January 31, 2012
 - Technical Specifications prepared by Brewster Architects latest date January 31, 2012.
 - Clarification Notice dated February 21, 2012
 - Connecticut DEEP, STEAP grant guidelines

6. The OWNER will pay the CONTRACTOR in the manner and at such times as set forth in the Measurement and Payment section of the Technical Specifications, such amounts as required by the CONTRACT DOCUMENTS.
7. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns. IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in (3 copies) each which shall be deemed an original on the date first above written.

OWNER: Town of Colchester

BY: _____

NAME: Gregg Schuster

TITLE: First Selectman

(SEAL)

ATTEST: _____

NAME: _____

TITLE: _____

CONTRACTOR: _____

BY: _____

NAME: _____

ADDRESS: _____

(SEAL)

ATTEST: _____

NAME: _____

TITLE: _____

Memo

To: Board of Selectmen

From: Nancy A. Bray, Town Clerk

Date: 4/3/2012

Re: Application Targeted Grant FY 2013

This is the Historic Documents Grant Application from the State Library for this year. Gregg needs to sign the second page of the application after the following motion:

Recommended Motion:

To appoint Nancy A. Bray, Town Clerk, as the applicant for the Historic Documents Preservation Program Grant and for the First Selectman to sign any necessary documents.

FY 2013 Targeted Grant Application: Instructions and Form

Follow the instructions included on the form. In addition, please note the following:

- **Complete the form using a computer or typewriter.** On your computer, open the form online at www.cslib.org/publicrecords/histdoc/grantforms.htm. Save a copy to your computer (using “Save As”). Click on each highlighted field [] and type your information, or use the Tab button to page through the fields. To check a box, click on the box. Print the form for signatures and submission.
- **Name of Municipality:** Use the format “Town of ____” or “City of ____.”
- **Designated Applicant Checkbox:** If the Municipal Chief Executive Officer chooses to appoint the Town Clerk as the applicant for the grant (as indicated on the second page of the application), check this box.
- **Grant Category:** If there is more than one project, more than one category may be selected. For a description of each category, see Section VII of the *Guidelines* booklet.
- **Budget Summary:** List the total costs under each category (Consultants/Vendors, Equipment, Supplies, Town Personnel Costs), indicating grant funds and local funds (if any). Total the lines across and down.

Note that if total project expenses are less than the full grant amount, applicants are encouraged to include another project, for example, the purchase of eligible supplies or equipment, to reach the maximum grant amount. See Sections IX and X of the *Guidelines* booklet for additional information.

- **Designation of Town Clerk as Applicant:** The MCEO completes this section only if designating the Town Clerk as the applicant. If not, it is left blank.
- **Certification of Application:** The applicant signs this certification. If the Town Clerk has been designated as the applicant, the Town Clerk signs. If not, the MCEO signs.
- **Signatures:** Signatures must be original, in blue or black ink.
- **Check that required attachments are enclosed:** As indicated on page two of the application, the narrative page and supporting documentation must be enclosed with the application. Please do not use staples.
- **Mail the completed application to:** Kathy Makover, Field Archivist, Connecticut State Library, 231 Capitol Avenue, Hartford, CT 06106
- **For questions or assistance:** Please contact Kathy Makover at (860) 566-1100 ext. 303 or kathy.makover@ct.gov.

APPLICATION
TARGETED GRANT FY 2013
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 12/11)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATOR
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at www.cslib.org/publicrecords/histdoc/grantforms.htm.

| | | | |
|-----------------------------------|------------------------------------------|---------------------------------------|-------------------------------------|
| Name of Municipality: | Colchester | | |
| Name of Municipal CEO: | Gregg B. Schuster | Title: | First Selectman |
| Phone with Area Code: | 860-537-7220 | FAX: | 860-537-0547 |
| Email: | selectman@colchesterct.gov | | |
| Name of Town Clerk: | Nancy A. Bray | Title: | Town Clerk |
| Phone with Area Code: | 860-537-7215 | FAX: | Same |
| Email: | townclerk@colchesterct.gov | Check if Designated Applicant: | <input checked="" type="checkbox"/> |
| TC Mailing Address: | 127 Norwich Avenue, Colchester, CT 06415 | | |
| MCEO Address if Different: | | | |

Grant Application Deadline: Cycle 1: April 30, 2012 Cycle 2: September 30, 2012

Grant Contract Period: The contract period begins after July 1, 2012 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2013.

Maximum Grant Allowed:

| | | |
|---------|---------------------|--------------------------------------|
| \$4,000 | Small Municipality | Population less than 25,000 |
| \$6,500 | Medium Municipality | Population between 25,000 and 99,999 |
| \$9,500 | Large Municipality | Population of 100,000 or greater |

Amount Requested: \$ **\$4,000.00**

Grant Category(ies):

| | |
|---------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Inventory and Planning | <input type="checkbox"/> Organization and Indexing |
| <input type="checkbox"/> Program Development | <input type="checkbox"/> Storage and Facilities |
| <input checked="" type="checkbox"/> Preservation/Conservation | |

| Budget Summary | Grant Funds (A) | Local Funds (B) | Total Funds (A+B) |
|-------------------------------------------------------------------------------|-----------------|-----------------|-------------------|
| 1. Consultants/Vendors (Total cost for all consultants and vendors) | \$ 4,000. | \$ | \$ 4,000. |
| 2. Equipment (Total cost for eligible items, i.e. shelving) | \$ | \$ | \$ |
| 3. Supplies (Total cost for eligible items, i.e. archival supplies) | \$ | \$ | \$ |
| 4. Town Personnel Costs (Total cost for all town personnel) | ¹ \$ | ² \$ | \$ |
| 5. Other (Please specify on a separate sheet) | \$ | \$ | \$ |
| 6. TOTAL | \$ 4,000. | \$ | \$ 4,000. |

¹ Base pay only for personnel hired directly by the municipality. Personnel costs for vendors should be listed under Consultants/Vendors.
² Personnel taxes and benefits must be paid by the municipality if grant funds used for base pay.

Narrative

Answer the following four questions on a separate page, numbering each answer to correspond with the question. If applying for more than one project, be sure to include information on each project. A vendor's proposal or prepared text may not be used in place of the applicant's own words.

1. **Describe the project(s).** Identify the specific records involved (including type of records, volume numbers and dates), what will be done, and why.
2. **Identify the vendors and/or town personnel.** Include their assigned duties and the timeframe for completing the work.
3. **Describe what the municipality hopes to accomplish with the grant.** Indicate how the project(s) will impact the records, the office and the municipality.
4. **Provide a detailed budget.** For each Budget Summary line item (*Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs*), list the detailed expenses that make up that line item. Split the costs between grant and local funds, if applicable. For any *Town Personnel Costs*, include the job title, hourly rate, and total number of working hours for each individual.

Note: If applying for only **one project** and using only **one vendor**, you may **omit** the detailed budget provided that the expenses are clearly indicated on the enclosed vendor proposal.

Supporting Documentation

Enclose copies of supporting documentation. For consultants/vendors, provide a copy of the proposal or quote. For direct purchases of equipment or supplies, provide a copy of the product information/pricing.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, Nancy A. Bray, the Town Clerk, as the agent for making the above application.

Signature of MCEO

Date

Gregg B. Schuster

Typed Name and Title of MCEO

Certification of Application

This section must be signed by the applicant.

If the Town Clerk has been designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2013 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

Date (must be same as or later than above date)

Nancy A. Bray

Typed Name and Title of Applicant

For State Library Use Only

Grant Disposition: Approved Denied

Grant Award: \$ _____

Grant Number: _____ - _____ - _____

Signature of Public Records Administrator

Date

