

# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

## Board of Selectmen Agenda

### Regular Meeting

Thursday, May 17, 2012

Colchester Town Hall

#### Meeting Room 1 – Immediately Following Town Meeting

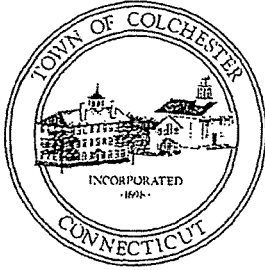
1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the May 3, 2012 Public Hearing
4. Approve Minutes of the May 3, 2012 Regular Board of Selectmen Meeting
5. Citizen's Comments
6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
  - a. Conservation Commission. Alternate appointment for a three-year term to expire 10/01/2015. Erika Fuery to be interviewed.
7. Budget Transfers
8. Tax Refunds & Rebates
9. Discussion and Possible Action on Contract with WSP Sells (Color Digital Orthophotography)
10. Discussion and Possible Action on Donation Policy
11. Discussion and Possible Action on Personnel Policy
  - a. Section II, pages 15 – 18 (Holidays) (2<sup>nd</sup> Reading)
12. Discussion and Possible Action on FY 2012-2013 Budget
13. Citizen's Comments
14. First Selectman's Report
15. Liaison Report
16. Executive Session to Discuss Release Agreement with Point-to-Point Access.Com
17. Discussion and Possible Action on Release Agreement with Point-to-Point Access.Com
18. Adjourn

7:00 PM  
MAY 15 2012  
TOWN CLERK  
M. A. BRAY

2012 MAY 15 PM 4:09

RECEIVED  
COLCHESTER, CT





# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

Public Hearing Minutes  
Thursday, May 3, 2012  
Colchester Town Hall

Meeting Room 1 – 7:00pm

Received for record at Colchester, Conn.  
on May 4, 2012 at 10:20 a.m.  
Attest, Nancy A. Bray, Town Clerk

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

**MEMBERS ABSENT:** Selectman Greg Cordova

**OTHERS PRESENT:** Derrik Kennedy, James Paggioli, Robert Tarlov, Patti White, Dave Martin, Ryan Blessing, and other citizens.

1. **Call to Order**

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

2. **Discussion on Lease Agreement on Old Firehouse**

Colchester-Hayward Volunteer Fire Company President D. Martin commented on how the Fire Company is looking to follow through until completed and that this is the proper use of the property. No further comments in favor or opposed to the lease agreement.

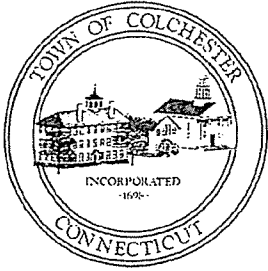
3. **Adjourn**

S. Soby moved to adjourn the public hearing at 7:02 p.m., seconded by J. Ford. Unanimously approved. MOTION CARRIED.

*Respectfully Submitted,*

  
Derrik Kennedy





# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

## Board of Selectmen Minutes

### Regular Meeting

Thursday, May 3, 2012

Colchester Town Hall

## Meeting Room 1 – Immediately Following Public Hearing at 7:00PM

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

**MEMBERS ABSENT:** Selectman Greg Cordova

**OTHERS PRESENT:** Derrik Kennedy, James Paggioli, Patti White, Gail Therien, Leann Hill, Donald Lee, Nancy Bray, Robert Tarlov, David Martin, Ryan Blessing, and other citizens.

1. **Call to Order**  
First Selectman G. Schuster called the meeting to order at 7:02 p.m.
2. **Additions to the Agenda**  
None.
3. **Approve Minutes of the April 19, 2012 Regular Commission Chairmen Meeting**  
R. Coyle moved to approve the minutes of the April 19, 2012 Regular Commission Chairmen meeting, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
4. **Approve Minutes of the April 19, 2012 Regular Board of Selectmen Meeting**  
R. Coyle moved to approve the minutes of the April 19, 2012 Regular Board of Selectmen meeting, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
5. **Citizen's Comments**  
None.
6. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
  - a. **Housing Authority. Member re-appointment for a three-year term to expire 05/01/15. Denise Salmoiraghi to be interviewed.**  
R. Coyle moved to re-appoint Denise Salmoiraghi as a member of the Housing Authority for a three-year term to expire 05/01/15, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
  - b. **Police Retirement Board. Member re-appointment for a three-year term to expire 01/31/15. John Ringo to be interviewed.**  
R. Coyle moved to re-appoint John Ringo as the Board of Finance representative to the Police Retirement Board for a three-year term to expire 01/31/15, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
7. **Budget Transfers**  
None.

Received for record at Colchester, Conn.  
on May 4, 2012 at 10:50 a.m.  
Attest, Nancy A. Bray, Town Clerk

8. **Tax Refunds & Rebates**

R. Coyle moved to approve tax refunds in the amount of \$3,405.87 to Louis J. & Maria A. Amara; \$91.26 to Robert P. & Denise C. Delisle; \$3,123.98 to Jason Manganello; \$165.96 to Allyson J. Holman; \$24.00 to Daniels, Howard Ellsworth & ROS; and \$84.02 to Susan Staton Farrington; seconded by J. Ford. Unanimously approved. MOTION CARRIED.
9. **Discussion and Possible Action on Old Firehouse Lease**

R. Coyle moved that a Special Town Meeting be held at Town Hall on Thursday, May 17, 2012, at 7:00 p.m., to discuss and vote upon a lease for the Old Firehouse between the Town of Colchester and Colchester-Hayward Volunteer Fire Company, Inc., as recommended by the Board of Selectmen, and to authorize the First Selectman to sign all necessary documents; seconded by S. Soby. Unanimously approved. MOTION CARRIED.
10. **Discussion and Possible Action on Hebron Land Swap**

R. Coyle commented on restrictions of land to be exchanged with Hebron. No action taken.
11. **Discussion and Possible Action on Ice Cream Vendor for Summer Concert Series**

R. Coyle moved that the Board of Selectmen accept the New England Soft Serve bid and authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
12. **Discussion and Possible Action on Town Hall Hours**

R. Coyle requested data, alternate schedules, and other information to make a decision, but likes the idea of a late day for resident convenience. Nancy Bray commented on the number of residents who have recently come in on Thursday nights and the times in which they usually arrive. No action taken.
13. **Discussion and Possible Action on Memorandum of Agreement with Local 1303-254 of CT Council #4, AFSCME, AFL-CIO (Town Hall)**

R. Coyle inquired about item #5 of the MOA. S. Soby moved to approve the Land Use Assistant job description and the Memorandum of Agreement with Local 1303-254 of CT Council #4, AFSCME, AFL-CIO, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
14. **Discussion and Possible Action on Council of Governments**

Discussion on purpose of reviewing Colchester's membership in our current council of governments. R. Coyle commented on the need for more information; in particular: towns in each COG, size of the towns in each COG, issues of each COG, whether the Town must belong to a COG, and the various pros/cons of each COG. J. Ford commented on the Capitol Region COG and Windham Region COG. No action taken.
15. **Discussion and Possible Action on Personnel Policy**
  - a. **Section II, pages 15 – 18 (Holidays) (1<sup>st</sup> Reading)**

Discussion on edits to the revised Personnel Policy. Discussion on paid holidays for part-time (20 hrs/week) employees. No action taken.
16. **Citizen's Comments**

None.
17. **First Selectman's Report**

First Selectman G. Schuster reported that there will be a State-wide Emergency Disaster Exercise on the last weekend of July and invited the members of the Board to participate, but must be NIMS-certified to do so, the plans for the Dept. of Transportation facility on Lake Hayward Road have been received and they are currently out to bid by the State, a tri-board meeting will need to be held to discuss and answer questions on the Honeywell

project, and the Board of Finance discussed the health fund and that there will be a budget transfer into the health fund at a future meeting.

R. Coyle inquired about the possible reorganization of Public Works and Facilities.

**18. Liaison Report**

R. Coyle reported that the Building Committee hosted the architect for the project and they introduced preliminary designs. The Committee is continuing on schedule with the timeline, have met with all the relevant groups, and are progressing as planned.

S. Soby reported that the Police Commission approved the revised Rules and Regulations and they are now working on the five-year equipment plan. Selectman Soby further reported that the Planning & Zoning Commission has a discussion on permits and how to handle/penalize those who go through an action where a permit is needed but apply for one after such action has been taken. Other municipalities double the permit fee while others have a fine schedule. Once discussed and agreed upon the appropriate course of action, this matter will be recommended to the Board of Selectmen.

**19. Executive Session to Discuss Negotiations with Bacon Academy Trustees**

J. Ford moved to enter into executive session to discuss negotiations with Bacon Academy Trustees, seconded by S. Soby. Unanimously approved. MOTION CARRIED. *Inure*

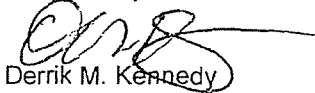
Entered into executive session at 7:50 p.m.

Exited from executive session at 7:59 p.m.

**20. Adjourn**

Stan moved to adjourn at 8:00 p.m., seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Derrik M. Kennedy  
Executive Assistant to the First Selectman





Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Legal & Insurances

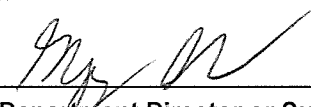
Reason for Request: Supplemental funding for Health insurance - establish recommended reserve fund levels for Town employee health insurance claims

Reason for Available Funds: Lower than anticipated premiums for renewal of Workers Compensation insurance. Significant decrease in unemployment compensation benefit payments - reduction in number of individuals collecting benefits as compared to prior fiscal year.

From:	Account Number	Account Name	Amount
	11701-41260	Workers Compensation Insurance	22,500
	11701-44243	Unemployment Compensation	25,000

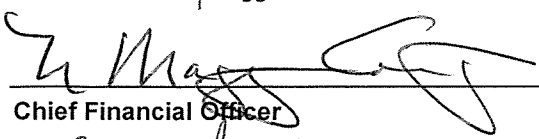
To:	Account Number	Account Name	Amount
	11701-41211	Health Insurance	47,500

5/15/12  
Date Requested


  
Department Director or Supervisor - Signature

Print Name Gregg Schuster, First Selectman

5/15/12  
Date Reviewed

  
Chief Financial Officer

5/15/12  
Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk



Town of Colchester  
 General Fund  
 Budget Transfer/Additional Appropriation

Department: Legal & Insurances

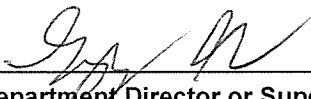
Reason for Request: Supplemental funding for Health insurance - establish recommended reserve fund levels for Town employee health insurance claims

Reason for Available Funds: Significantly less snow/ice storm events than anticipated

From:	Account Number	Account Name	Amount
	<u>13204-40103</u>	<u>Snow Removal - Overtime</u>	<u>20,000</u>

To:	<u>11701-41211</u>	<u>Health Insurance</u>	<u>20,000</u>

5/15/12  
 Date Requested

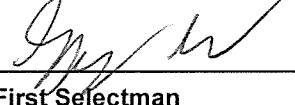
  
 Department Director or Supervisor - Signature

Print Name Gregg Schuster, First Selectman

5/15/12  
 Date Reviewed

  
 Chief Financial Officer

5/15/12  
 Date Approved

  
 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk



# Memo

**To:** Gregg Schuster, First Selectman  
**From:** Marc Tate, IT/GIS Coordinator  
**Date:** 5/14/2012  
**Re:** 2012 Colchester Color Digital Orthophotography

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In the 2012-2013 budget there is capital money for an aerial flight of the town and to create associated GIS data. This project will greatly increase the accuracy of our mapping for assessment, planning, code enforcement, public works and emergency management.

The town received bids and the low bidder, WSP Sells, met the required qualifications and has a good reputation in the industry. Unfortunately the bid is in excess of the budgeted amount of \$50,000 by \$7,157.

Our initial budgeted amount was based on quotes received by other towns last year. The economy and industry has changed creating a shift in the demand altering the market dramatically. At the current rate of increase the project costs could double in the next year.

To close the gap in the budget I would like to obtain the GIS Aerial Flight shortage of \$7,157 from the \$25,000 GIS capital line for GPS inventory of signs and catch basins. Of the \$25,000 fund \$10,000 was for catch basins and the remaining is for sign management. The initial plan for the catch basins was to outsource the work but the aerial flight can be used to locate most of the structures and the remaining work can be completed with town resources keeping the remaining project within the established budget.

Recommended motion:

Motion to approve the Color Digital Orthophotography contract with WSP Sells and to authorize the First Selectman to sign all necessary documents



Town of Colchester  
Project Bids  
2012 Colchester Color Digital Orthophotography  
Received: 2/22/2012

<u>Company</u>	<u>Base Price</u>	<u>Topography Option</u>
Sanborn	143,750	92,600
Sewall	86,830	20,580
Kucera International	84,675	44,000
WSP Sells	57,340	30,000





## AGREEMENT

THIS AGREEMENT (the "Agreement") made as of this \_\_\_\_\_ day of April, 2012, by and between the **Town of Colchester**, a Connecticut municipal corporation with its territorial limits in New London County, State of Connecticut (the "Town"), and the **WSP SELLS, Inc.**, a New York corporation registered to do business in the State of Connecticut and having an office in Charlton, Massachusetts ("WSP"),

### W I T N E S S E T H:

WHEREAS, the Town issued a Request for Qualifications/Quotation for Aerial Imagery, Planimetric Mapping and Color Digital Orthophotography ("RFQ"), dated February 1, 2012, for the purpose of soliciting proposals to develop data to be incorporated into the Town's existing geographic information system, a copy of which RFQ is attached hereto as Exhibit A; and

WHEREAS, WSP submitted a response to the RFQ ("WSP Response"); excerpts from the WSP Response are attached hereto as Exhibit B; and

WHEREAS, the Town desires to hire WSP to conduct such color digital orthophotography in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. SCOPE OF SERVICES.

(a) WSP shall perform the scope of services (the "Project") set forth in the section of the RFQ entitled "Scope of Services." The deliverables, specifications, methodologies, quality control, general conditions and related items applicable to the Project shall be as set forth in the RFQ, as supplemented by the WSP Response. A summary of the Project deliverables is set forth on pages 7-8 of Exhibit B.

2. FEES.

(a) The Town shall pay WSP the sum of Fifty-seven Thousand, One Hundred Fifty-seven and 00/100 Dollars (\$57,157.00) as the fee for the Project, as set forth in Exhibit C attached hereto.

(b) WSP shall submit invoices to the Town for work completed by task in accordance with the payment schedule and costs set forth in Exhibit E attached hereto. Such invoices shall include reasonably detailed supporting evidence. WSP shall send such invoices to the Town at the address set forth in the Notices section below. The Town shall pay such invoices within thirty (30) days of receipt.

3. SCHEDULE.

(a) The Project shall be completed in accordance with the schedule set forth in Exhibit D attached hereto.

(b) The Town shall provide to WSP a Notice to Proceed at such time as the Town authorizes WSP to commence a phase of the Project as set forth in Exhibit E.

4. DEFAULT.

(a) A "Default" as to any party shall mean the failure by such party to perform any of its obligations under this Agreement if such failure continues uncorrected for ten (10) days after written notice from the other party, or, if such failure is not susceptible of cure within such ten (10) day period, the cure of such failure is not commenced during such period and diligently prosecuted thereafter.

(b) Upon a Default each party may exercise any and all remedies available to it pursuant to law and equity.

5. NOTICES.

Any notice or communication required or permitted hereunder shall be given in writing, sent by: (a) hand delivery, with receipt acknowledged in writing, or (b) a nationally recognized overnight courier service with proof of delivery, or (c) United States Postal Service, postage prepaid or certified mail, or (d) confirmed facsimile transmission (if a copy thereof is also sent on the same day by a nationally recognized overnight courier service), addressed as follows:

(i) if to the Town:

Town of Colchester  
127 Norwich Avenue  
Colchester, Connecticut 06415  
Fax: 860-573-0547  
Attn: Gregg Schuster, First Selectman

(ii) if to WSP:

WSP SELLS, Inc.  
9 Trolley Crossing Road  
Charlton, MA 01507  
Fax: 508-248-6072  
Attn: Ted Covill

or to such other address or to the attention of such other person as hereinafter shall be designated in writing by the applicable party sent in accordance herewith. Any such notice or communication shall be deemed to have been given (a) in the case of hand

delivery, at the time of such hand delivery, (b) in the case of overnight delivery service, on the next business day, or (c) in the case of U.S. mail, three (3) days after postmarked, and (d) in the case of confirmed facsimile transmission, on the business day so delivered.

6. GENERAL PROVISIONS.

(a) Exhibits. The exhibits attached to this Agreement are fully incorporated herein and made a part hereof.

(b) Assignments. This Agreement shall not be assigned by WSP without the prior written consent of the Town, which consent shall not be unreasonably withheld. In the event of any purported assignment without such consent, such assignment shall be void.

(c) Waivers. Failure on the part of any party to complain of any action or non-action on the part of the other shall not be deemed a waiver by such party of any of the rights hereunder.

(d) Counterparts. This Agreement may be executed in counterparts, each of which when so executed and delivered shall be deemed an original and all of which taken together shall constitute but one and the same instrument.

(e) Amendments. This Agreement may be amended or otherwise modified only by an instrument in writing executed by each of the parties.

(f) Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut. Any action brought to enforce this Agreement shall be brought in courts in Connecticut.

(g) Severability. If any provision of this Agreement, or portions thereof, or the application thereof to any person or circumstance shall to any extent, be deemed invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

(h) Merger. This Agreement sets forth the entire understanding between the parties with respect to the matters set forth herein.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement as of the day and year first above mentioned.

**Town of Colchester**

By: \_\_\_\_\_  
Gregg Schuster  
First Selectman  
Date: \_\_\_\_\_

**WSP SELLS, Inc.**

By: \_\_\_\_\_  
Name:  
Title:  
Date: \_\_\_\_\_

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

**REQUEST FOR QUALIFICATIONS / QUOTATION**

Color Digital Orthophotography

The Town of Colchester, Connecticut is seeking qualified vendors to provide 1" = 100' color digital orthophotography.

Responses shall be addressed to Gregg Schuster, First Selectman, 127 Norwich Avenue, Suite 201, Colchester, Connecticut. 06415 on or before **2:00 P.M. February 23, 2012**. Responses shall be submitted in a sealed envelope clearly marked, "**2012 Colchester Digital Orthophotography**".

The process used to select a vendor for this project will be based on a review of qualifications followed by a detailed review of costs. The final award will be made to the lowest qualified responsible bidder.

The Town reserves the right to accept or reject any or all options, bids, and responses; to waive any technicality in a statement or part thereof submitted, and to accept the statement deemed to be in the best interest of the Town. All materials submitted shall become the property of the Town. The receipt of any response to this request shall in no way be construed to create or imply a contract or obligation between the parties.

Town of Colchester Connecticut

Request for Quotations for Color Digital Orthophotography

Issue Date:

February 1<sup>st</sup> 2012

Responses Due:

February 23<sup>rd</sup> 2012

## **Statement Of Purpose**

Under this Request for Quotation (RFQ), the Town of Colchester wishes to solicit responses from vendors who are qualified to provide 1" = 100' color digital orthophotography. The data developed from this project will be incorporated into the town's existing Geographic Information System (GIS). The town intends to select a vendor and have a contract signed in time for the aerial photography to be flown in the **Spring of 2012**.

## **Project Background**

Colchester is located in New London County Connecticut. The project area consists of the town limits approximately 50 square miles. Please see Attachment A of this document for further illustration. The town currently utilizes ESRI's GIS products as their standard GIS software. Consequently, all digital photography deliverables must be in uncompressed geotiff and MRSID format.

## **Submittal and Selection Guidelines**

Sealed Responses shall be addressed to Gregg Schuster, First Selectman, 127 Norwich Avenue, Suite 201, Colchester, Connecticut. 06415 on or before **2:00 P.M. February 23, 2012**. Responses shall be submitted in a sealed envelope clearly marked, "**2012 Colchester Digital Orthophotography**".

All inquiries regarding this Request for Quotation must be in the form of email to [MTate@ColchesterCT.gov](mailto:MTate@ColchesterCT.gov) and must be received one week prior to the submission date. Phone calls will not be accepted.

Each vendor assumes full responsibility for delivery of the completed response on or prior to the deadline. Any response received after the appointed time and date will not be considered.

## **CONTACT**

Marc Tate  
Colchester Town Hall  
127 Norwich Avenue  
Colchester, CT 06415

860-537-7237

[MTate@ColchesterCT.gov](mailto:MTate@ColchesterCT.gov)

## **Submission Guidelines**

Responses to this request for quotations should include the following:

- A project approach outlining the Scope of Services as described below.
- A timetable or timeline showing key milestones and progress.
- A listing of similar projects completed by the vendor within the past 5 years with reference information (name, address, phone, etc.) for a representative for each of their clients.
- Clear enumeration of any sub-contractors that will be working on the project, and their roles.
- Detailed cost quotation

## **Selection Process**

The process used to select a vendor for this project will be based on a review of qualifications followed by a detailed review of costs. The final award will be made to the lowest responsible qualified bidder.

This is an invitation only request not an open bidding process. There will not be an interview prior to this award.

Responses will be evaluated based on the following criteria - listed in no specific order:

- Overall Plan of Services
- Vendor's background & past performance
- Vendor's references
- Technical evaluation and approach
- Ability to meet project schedule
- Quality Assurance / Quality Control measures
- Guarantee of work and timeliness
- Cost

The towns reserve the right to reject any and all quotations, to waive technical and minor defects, and make an award for what they deem to be in the towns' best interest.

## **Scope Of Services**

The products to be obtained through this solicitation are:

- Color aerial photography
- Ground Control FAAT (Fully Analytical Aerial Triangulation)
- Development of color digital orthophotography
- Development of Planimetric Data
- Development of Topographic Data (Optional)

## **Overall Specifications for Aerial Photography**

The digital orthophotography shall comply with the American Society for Photogrammetry and Remote Sensing Accuracy Standards (ASPRS) for Class 1, large scale maps at 1" = 100'. Horizontal datum shall be the Connecticut State Plan Coordinate System NAD83 (feet). Vertical datum shall be the National American Vertical Datum of 1988 (NAVD88).

Project Area -The location and size of the project area have been defined in Attachment A. The photography must cover the entire town plus a reasonable buffer. Please indicate the recommended buffer distance. Colchester will provide a GIS file detailing the project boundary.

Conditions - The contractor shall take vertical photographs, free of clouds, cloud shadows, atmospheric haze and severe sun glare reflections with a minimum sun angle of 42 degrees.

Imagery shall not be collected when the ground is obstructed by snow, smoke, dust, floodwaters, or other environmental factors. All deciduous vegetation shall be free of leaves and streams shall be within their normal banks.

Spacing of Photographs - Overlapping photographs in each flight line shall provide full stereo coverage of the area mapped. Endlap shall average 60 percent and not be less than 55 percent and no more than 65 percent. Sidelap shall average 25 percent and not be less than 20 percent and no more than 40 percent. Photographic crab shall be reduced to a minimum and shall not exceed 5 degrees for any flight line. Both Tilt and Roll shall not exceed 5 degrees.

Re-flights - Unacceptable coverage resulting from deviation from flight plan shall be immediately



corrected at the vendor's expense.

Pixel Ground Resolution - The vendor shall capture imagery at a scale where 0.5' ground sample distance (GSD) can be achieved.

Overage - Images will edge match with no overlap or under lap.

Tonal/Color Balancing - Each image shall be balanced to adjacent orthophotos to the highest extent.

QA/QC for Aerial Photography - As soon as the aerial photography has been taken, it must be inspected for cloud, snow, shadow, color or any aforementioned variables. The imagery must then be inspected for sidelap, endlap and crab. A QC summary report shall be provided to each of the town within two weeks of the date of the photography.

## **Overall Specifications for Ground Control and Photogrammetry**

The vendor will be responsible for establishing the ground control necessary to produce the products described herein. It will be the responsibility of the vendor to verify the validity of new and existing ground control. The winning vendor may utilize existing ground control from any of the surrounding towns in addition to creating new control within the town boundaries.

### **Ground Control**

Control shall meet ASPRS Class 1 Accuracy Standards. The vendor shall provide the description and location sketch of all measured and adjusted coordinate values in a hard-copy report and digital format. The vendor's response should address the number and type of ground control points planned to meet the accuracy specification. The plan should address the extent to which the existing Ground Control will be used in this project.

The procedures should address:

- Horizontal Control
- Vertical Control
- Tie-ins to existing NGS Points
- Use of existing ground control
- Use of other existing control
- Survey methods, including use of field crews, GPS and other techniques.

The control network must be suitable for development of all specified products at the specified accuracies. The products will include: 100-scale digital orthophotos with optional digital terrain models (DTM) and topographic contours, and 100-scale digital orthophotos. It may be necessary due to funding to develop the DTM and topographic layers at a later date.

The delivered ground control report should include:

- The ground control field book(s)
- A map showing the ground control station locations with numbers accurately referencing the appropriate features in the ground control field notebook.
- A digital data layer (ESRI File Geodatabase or shapefile) containing the ground control points along with permanent attributes (e.g. X, Y, Z, type of point, etc.)

## **Fully Analytical Aerial Triangulation (FAAT) Technical Requirements**

Fully Analytical Aerial Triangulation (FAAT) will be used to densify ground control. The vendor's response should summarize the expected positional accuracy of the horizontal and vertical control. An outline of the procedures and equipment used for the FAAT should be included in the vendor's response.

This outline should also describe:

- Use of pugging
- Use of passpoints
- Use of diapositives
- Quality Control
- Point Mensuration
- Software programs and methodologies for processing

## **FAAT Deliverables**

The vendor will submit to each town an aerial triangulation report at the completion of the FAAT step.

## **Pilot Project**

The town will define a pilot project area consisting of four contiguous tiles. The tiles are estimated to be approximately 2500'x2500'. The vendor will produce prototype data for each pilot area. Data provided for in the pilot shall be as follows:

- Orthophotos
- DTM (optional)
- Contours (optional)

The pilot project is intended to review the quality and completeness of the aerial photography. While it is understood that aerial photography, ground control, and FAAT will have to be conducted all at once, the final processing of the photography and the development of topographic products can be modified based upon the results of an inspection of the pilot area.

## **Digital Orthophotography**

Color digital orthophotography will be produced from the new aerial photography at a scale of 1" = 100'. The digital orthophotography should have a pixel resolution of 0.5'.

## **Methodology and Equipment**

The response must outline the methodology to be followed to develop the digital orthophotography. The following points should be covered in the response:

- Digital Terrain Model (DTM) generation
- Image resolution
- Image mosaicing
- Breaklines and significant points
- Tonal/Color Balancing
- Quality Assurance/Quality Control
- Data delivery formatting

## **Digital Orthophotography Deliverables**

Digital data will be required for the final delivery of the digital orthophotography. The vendor shall provide to the town a tiled image catalog in conformance with the chosen tiling scheme as well as a seamless mosaic. MrSID and uncompressed GeoTIFF are the digital formats required for final submission.

## **Planimetric Data**

Planimetric data will be produced from the new aerial photography. The Planimetric data should consist of the features indicated below.

### **Methodology and Equipment**

The response must outline the methodology to be followed to develop the planimetric data. The following points should be covered in the response:

- Quality Assurance/Quality Control
- Data delivery formatting

### **Planimetric Features**

#### Pavement

<b>Description</b>	<b>Sub-Type</b>	<b>Feature Type</b>	<b>Comments</b>
Street and Pavement Edge	RD_EDGE_PAVED RD_EDGE_UNPAVED RD_PAVED RD_UNPAVED	Line Line Polygon Polygon	All paved and unpaved edges of street pavement including alleys. Pavement edges must be continuous and should not break at driveways, parking lots or other features.
Curb Lines	RD_CURB	Line	All curb lines. Lines must be continuous and should not break at driveways, etc.
Sidewalks	RD_SDWLK	Polygon	Front and back of sidewalk is consistent with curb or road features, road features take precedent.
Parking Areas	PARKING_PAVED PARKING_UNPAVED	Polygon	Identify all areas having more than 5 parking spaces.
Driveways	DRIVE_PAVED DRIVE_UNPAVED	Polygon	Identify all public and private driveways.

#### Natural Features

<b>Description</b>	<b>Sub-Type</b>	<b>Feature Type</b>	<b>Comments</b>
Rivers	HYDRO_RIVER	Line/Polygon	Collect all rivers
Streams and Brooks	HYDRO_STREAM	Line/Polygon	All visible streams and brooks
Pond and Lakes	HYDRO_LAKE	Polygon	Closed, permanent bodies of water
Intermittent Streams	HYDRO_STREAM_INT	Line	Visible intermittent streams

## Structure Features

Description	Sub-Type	Feature Type	Comments
Buildings General	BLDG_GEN	Polygon	All residential, commercial, industrial and institutional.
Out Buildings	BLDG_OUT	Polygon	Out buildings such as sheds, detached garages, barns, carports, etc.
Mobile Homes	BLDG_MH	Polygon	All visible mobile homes
Swimming Pools	BLDG_POOL	Polygon	All visible pools. Must have field to discern above ground vs. in-ground.
Docks and Piers	BLDG_DOCKS	Polygon	All visible docks/piers
Foundations	BLDG_FDN	Polygon	All visible foundations and ruins
Decks and Porches	BLDG_DECK BLDG_PORCH	Polygon	All visible decks/porches
Tanks	BLDG_TANK	Polygon	All water, gas, and other tanks.

## Misc. Features

Description	Sub-Type	Feature Type	Comments
Stone Walls	STONE_WALL	Line	All visible stone walls
Retaining Walls	RET_WALL	Line	All visible retaining walls
Fences	FENCE	Line	Fences and property boundary hedges
Patios	PATIO	Polygon	All visible patio areas
Dams	DAM	Polygon	All visible dams

## Deliverables

Digital data will be required for the final delivery of the planimetric data. The vendor shall provide to the town the data in ESRI Version 10.0 Compatible File Geodatabase as seamless datasets.

## Topography (Optional)

Vendors should provide a cost estimate for creating new topography for the Town of Colchester.

The final contour interval will be 2' and the underlying DTM should be prepared in an ESRI compatible format and delivered to the town.

Topographic features shall be compiled in a digital format to meet National Map Accuracy Standards (NMAS) and the American Society of Photogrammetry and Remote Sensing (ASPRS) Class I standards for large scale maps at the recommended scale. Each type of feature will be coded in conformance with the ESRI File Geodatabase design that will be finalized during the pilot project.

## Methodology and Equipment

The vendor's response must outline the methodology to be followed in developing the topography.

The following points must be covered in the response:

- Digital terrain model generation
- Use of break lines and other significant points
- Software and methods used for contour interpolation
- Quality Assurance/Quality Control

## **Attribute Coding and Annotation**

The towns and vendor will work together to develop an appropriate database design for the topographic deliverables. The details of the database design will be finalized during the pilot project. Vendors should assume that the topographic data will include attribute coding for the following type of information:

- Attribute Value indicating the elevation (numeric)
- Code indicating whether the topographic line is a depression
- Code indicating whether the topographic line is an index contour (10' intervals)
- Code indicating whether the contour line is "hidden" beneath a feature such as a building
- Code indicating whether the contour line is "obscured" by such things as heavy vegetation, which might potentially lessen the accuracy of the contour interpolation
- Each index contour (10' interval) should have its elevation pleasingly displayed as annotation. Contour lines should not have gaps where annotation is placed. Attribute coding should be used to allow hard copy maps to be created by masking contours where annotation is displayed.

## **Topography Deliverables**

Digital data shall be delivered in an ESRI Version 10.0 Compatible File Geodatabase as seamless datasets. Digital data will include contour information as well as spot elevations. Digital Terrain Model (DTM) data used to create the topography will be delivered as a raster dataset in an ESRI File Geodatabase. DTM grid cell size should be 1 foot.

## **GENERAL CONDITIONS PERTAINING TO THIS PROJECT**

### **Quality Assurance/Quality Control**

The vendor should conduct quality assurance/quality control checks during all phases of the project. The vendor's response should outline each of these checks. The response should be relatively specific and not generalize the QA/QC "philosophy" of the firm.

### **Acceptance of Deliverables and Quality Assurance/Quality Control**

Colchester will subject interim and final deliverable products to a series of visual and digital accuracy checks. These checks will be the basis for accepting or rejecting the products, and may include, but will not necessarily be limited to, the following:

- Ability to access digital files in ESRI software such as ArcGIS 10.0
- Digital checks of attribute tables to ensure consistency.
- Visual inspection of digital data for gross errors, omissions and spatial relationships.
- Visual inspection of digital orthophotography for color consistency, overlap/ under lap, and building lean.

Products with missing data, gross errors, poor edge match, poor color balance, incorrect attributes, and/or formatting errors will be returned to the vendor for correction.

### **Project Management, Scheduling & Meetings**

Due to the importance of this project to the Town, Colchester anticipates holding two management meetings. The vendor should indicate in the response who the main point of contact will be and how the overall project coordination, tracking and management will be achieved. The two meetings shall include but are not limited to the following:

- Kick-off meeting
- Post pilot evaluation

The vendor's response shall include these two meetings as milestones in the project schedule. In addition, the dates for all proposed "delivery area" data and pilot deliveries should be specified in the project schedule. If the vendor feels that more or less meetings are necessary or any other project management suggestions, this should be indicated in the response and justified.

## **Ownership of Deliverables**

The Towns of Colchester will retain exclusive ownership of their respective deliverables developed under this contract. Colchester retains the right to redistribute and/or sell the deliverables without additional compensation to the vendor.

## **Contractor's Insurance Required**

All bidders must carry insurance as follows:

- A. Worker's Compensation – as required by State statute.
- B. Commercial Liability as follows:
  - \$2,000,000 – General Aggregate
  - \$2,000,000 – Products Completed Operations Aggregate
  - \$1,000,000 – Personal & Advertising Injury
  - \$1,000,000 – Each Occurrence Bodily Injury & Property Damage
  - \$100,000 – Fire Damage, Any One Fire
  - \$5,000 – Medical Payments, Any One Person
- C. Automobile Liability: \$1,000,000 combined Single Limit Bodily Injury & Property Damage

Such insurance must be by insurance companies licensed to write such insurance in the State of Connecticut against the above risks and in the amounts indicated. All insurance in the State of Connecticut against the above risks and in the amounts indicated. All insurance must provide for a thirty (30) day notice to the town of cancellation or restrictive amendment.

Certificates of Insurance do not have to be submitted as part of the bid; however they must be submitted to the Finance Department within ten (10) days after the Notification of Award.

Failure to provide and to keep current the required insurance and certificates may be held to be a willful and substantial breach of this Contract.

## **Indemnification**

The vendor shall indemnify, hold harmless, and defend the town of Colchester from and against any and all liabilities, claims, penalties, thereto, including but not limited to, costs of defense settlement, and reasonable attorney's fees, which may be alleged against the Town of Colchester which the town may incur, become responsible for, or pay out as a result of death, bodily injury to any person, damage to or destruction of any property, contamination of or adverse effects on the environment or any violation or alleged violation of governmental law, regulation, order caused by, arising out of, or in any manner connected with his provision of services to the Town of Colchester. The vendor shall be liable for and shall indemnify the Town of Colchester from and against any injury or loss whatever resulting from the negligent act or omission of any employee or agent of the vendor or from the failure of or inadequacy of any of the Contractor's equipment.

## **Performance and Labor & Materials Bond**

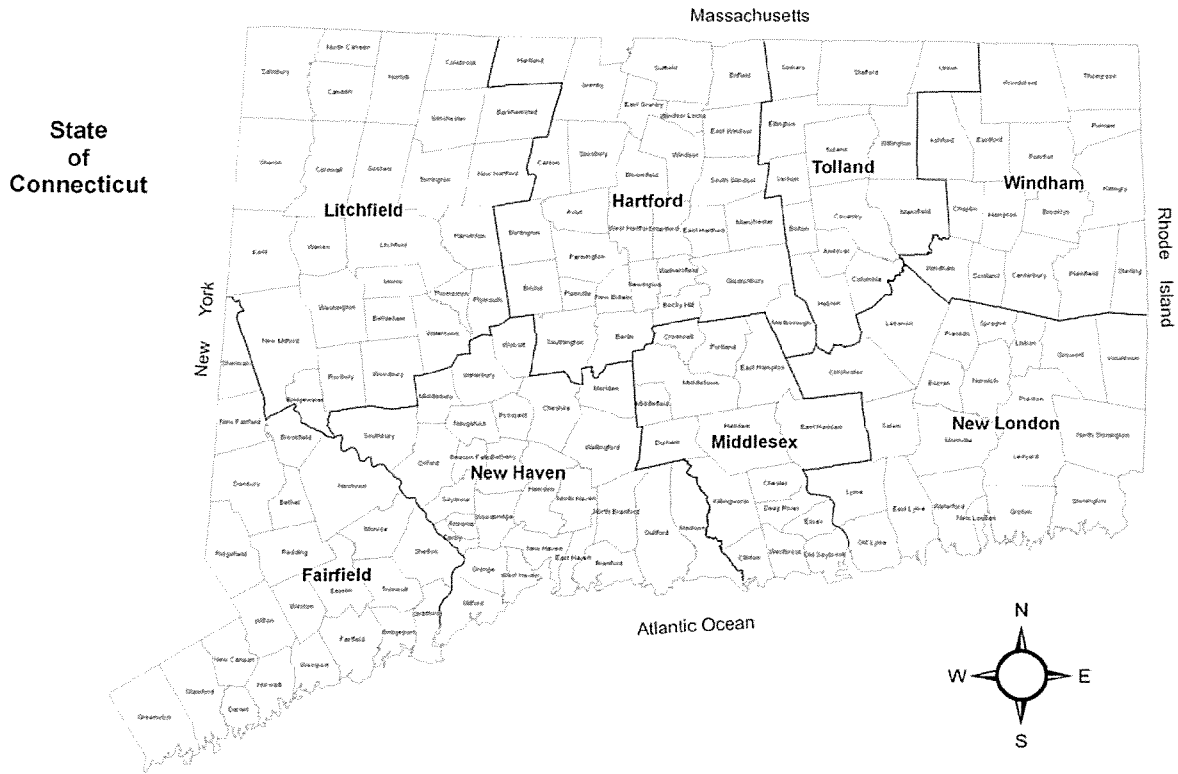
A Performance Bond in the full amount of the bid and a Labor and Materials Bond in the same amount will be required from the successful bidder for the faithful performance on the Contract if the contract amount is greater than twenty-five thousand (\$25,000) dollars. The Bonds must be in favor of the town and executed by a Surety Company authorized to do business in the State of Connecticut. In lieu of the above Bonds, alternate surety in the same amount, in the form of a secured passbook, if acceptable to the town Treasurer, may be substituted. The security must be posted and accepted within thirty (30) days of the notification of award and prior to the commencement of any work under the contract.

## **Equal Opportunity & Affirmative Action**

The vendor and all sub vendors agree to provide equal opportunities to all qualified persons solely on the basis of job related skills, ability and merit, and to take affirmative action to ensure that qualified applicants are employed and that employees are treated during their employment without regard to race, color, religion, gender, national origin, ancestry, age, physical disability, marital status, or mental retardation. Vendors and sub vendors shall make good faith efforts to comply with all Federal and State laws, and with the town policies, regarding equal opportunities in employment and affirmative action, pursuant to the Connecticut General Statutes, Section 46a-60, et. Seq.

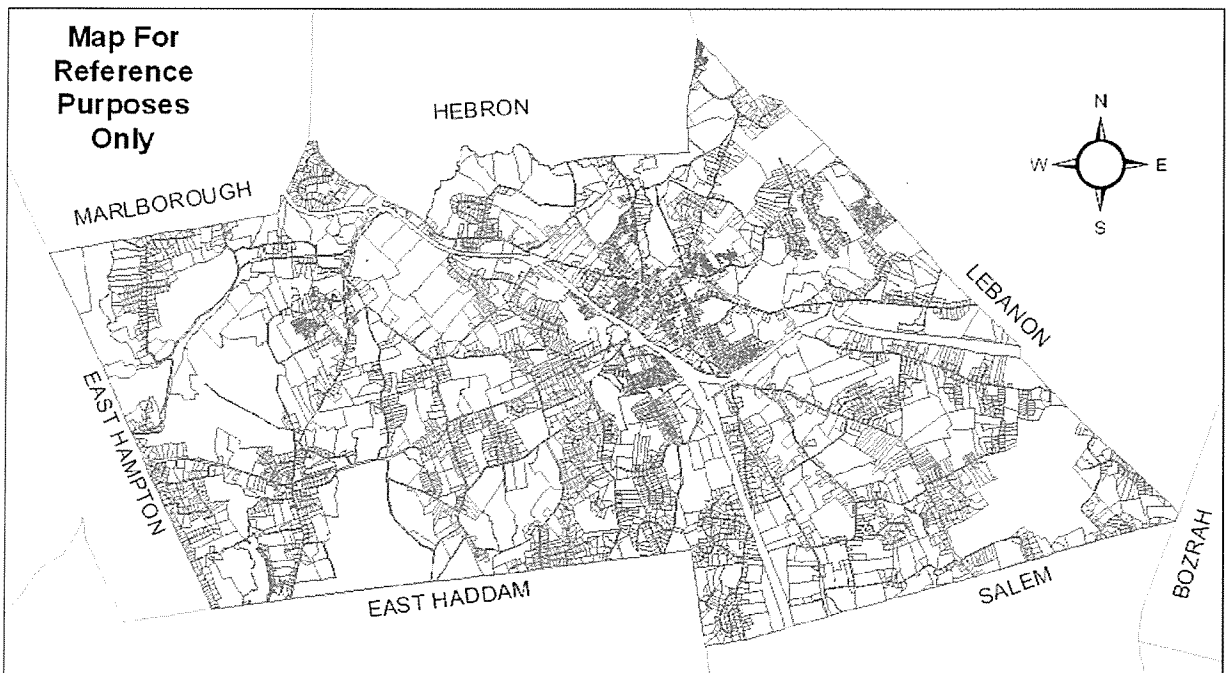
# Attachment A

## Project Area State Location





**Attachment B**  
**Project Area Town Detail**



## Attachment C Project Pricing Sheet

Item	Proposed Price
<b><i>Colchester, Connecticut:</i></b>	
Aerial Photography (Color)	\$
Ground Control	\$
<i>ORTHOPHOTOGRAPHY</i>	
100-Scale Color Digital Orthophotos 0.5' pixel resolution	\$
100-Scale Color IR 0.5' pixel resolution (OPTIONAL)	\$
<i>PLANIMETRIC</i>	
Planimetric Data creation	\$
<i>TOPOGRAPHY (option)</i>	
Create 2ft Contours, spot elevations and associated DTM (OPTIONAL)	\$
<b>TOTAL BID</b>	<b>\$</b>

## Scope of Services

In meeting the project objectives and specifications set forth in your solicitation, the WSP SELLS Team will adhere to a set of standards. These standards establish a protocol in which the data acquired for your project can be validated. The following three items will serve as the main guidelines for this project.

### Map Accuracy Requirements and Standards

All mapping required for this project will meet the American Society of Photogrammetry and Remote Sensing (ASPRS) Class 1 accuracy standards. The WSP SELLS Team will produce your mapping and digital orthos under the direction of a Certified Photogrammetrist and a Connecticut registered Land Surveyor with significant experience here in the Town and in the State.

### METHODOLOGY

The data that will be generated by the WSP SELLS Team will meet or exceed the project deliverable requirements you seek for your design and GIS applications.

### AERIAL IMAGERY

#### *Flight Planning Approach*

The WSP SELLS Team will develop a Master Base Map (MBM). The MBM will show the flight plan and ground control diagrams and will be provided in both digital (geodatabase) and hard copy format. We will submit a draft of the MBM to the Town during the Project Kick-off Meeting for review and approval.

#### *Environmental Conditions During Imagery*

Imagery will be captured only when the skies are clear and well-defined images can be obtained. Acquisition will not be attempted when the ground is obscured by haze, smoke, dust, snow cover or when clouds or cloud shadows will appear in more than five (5) percent of the area of any one image. Imagery will not contain shadows caused by topographic relief and sun angle, whenever such shadows can be avoided. Unless otherwise specified, imagery will be acquired only at a time of year when deciduous foliage is at a minimum (leaf off). The image mission will be flown at a time when the sun angle will be 42 degrees or higher above the horizon to minimize the effect of shadows, reflection from water bodies and large sandy areas (beaches, etc.).

#### *Aircraft and Digital Aerial Sensor*

The aircraft of the WSP SELLS Team carries current and valid certificates of airworthiness and registration. The aircraft is equipped and is in compliance with all applicable Federal Air Regulations. For this project, WSP SELLS will utilize Keystone Aerial Surveys, based in Northeast Philadelphia, PA.

The WSP SELLS Team will use the Microsoft UltraCamX digital sensor system that is mounted on a GSM 3000 gyrostabilized mount integrated with an Applanix IMU device.

Once an initial review of the imagery is complete and satisfactory on-site, the digital imagery is stored in UltraCam-X's storage and computing unit which will then be transferred to UltraCam-X's mobile

storage unit (a set of external hard drives) that will be shipped for final processing before beginning digital aerial triangulation and ortho production.

#### *Flight Plan*

WSP SELLS Team's Certified Photogrammetrists will develop a flight plan on a U.S.G.S. quad sheet (as part of our MBM) and submit this to the Town for review. The flight plan will be designed to meet all criteria as specified in your RFP. The extent of the imagery will extend a full stereo model beyond the project boundaries. The WSP SELLS Team has flown thousands of projects using these requirements on other mapping projects throughout the years.

The crab and tilt will not exceed 3 degrees along the vertical plane and will not exceed 5 degrees between successive exposures along the flight line.

During the aerial mission, the aircraft will be at an altitude of approximately 4,600 feet above the mean terrain throughout the project area. Flying at this altitude will give us imagery at the required pixel size of 0.32'.

After the images are captured they will be checked for quality (sun, clouds, haze, etc.) and spacing (endlap, sidelap, crab and tilt), any flight lines that do not meet the standards established for this project area will be rejected and reflown immediately at no cost to the Town of Colchester. As a practice of the WSP SELLS Team, the imagery is checked immediately after the project is flown.

#### *Aerial Imagery Deliverables for the Town*

The WSP SELLS Team will provide the following:

- One original plot and geodatabase formats of Master Base Map and approved flight plan showing flight lines and exposure
- Sensor Calibration Report
- Image QA/QC Summary Report (hardcopy and PDF formats)

#### **GROUND CONTROL AND AIRBORNE GPS**

The establishment of the horizontal and vertical ground control for this project will be completed by the WSP SELLS Team under the direction and supervision of a Connecticut Registered Professional Land Surveyor. The accuracies for the control survey will follow the standards established by the National Geodetic Survey (NGS), Connecticut Department of Transportation and the Federal Geodetic Control Committee (FGCC) which established the "Geometric Geodetic Accuracy Standards and Specifications for using GPS Relative Positioning Techniques". All control for this project will be identified on a map to be included as part of a Photo Control. These control points will also be provided in digital point coverages in the specified geodatabase format.

WSP SELLS Team will utilize airborne GPS (AbGPS) methodology along with on the ground GPS survey techniques to provide you with a cost-effective approach.

AbGPS technology involves a GPS base station that will be established on the ground within the project area and a GPS receiver that is mounted to the aerial camera system in the plane. While the aircraft is capturing the aerial imagery, positional data (X, Y and Z) will be collected at the photo center of each exposure.

In addition, the WSP SELLS Team will establish a minimum of 8 on the ground checkpoints by conventional GPS survey methods throughout the Town. These checkpoints will be used as a QA/QC procedure to insure accuracy during the AT process. These points will be Second Order Class 1 (horizontal) and Third Order (vertical) accuracy. Second Order Class I horizontal accuracy will allow the WSP SELLS Team to maintain or exceed ASPRS Class 1 map accuracy for 1"=100' scale mapping.

#### *Control Report*

The WSP SELLS Team will prepare a control report (hardcopy and PDF formats) detailing the methods and procedures used to establish horizontal and vertical photo control that will be utilized for the compilation of mapping and digital orthophotography.

#### *Survey Records*

All survey records and documents will be delivered to the Town upon completion of the project. These records will include GPS control adjustments, field notebooks, computations, control diagrams and control data.

If the Town requires police details for our survey crews, the fees will be negotiated during the contracting process.

### **ANALYTICAL TRIANGULATION AND AIRBORNE GPS ADJUSTMENT**

In order to accurately orient each individual image exposure within the block of imagery that will be flown for your project, supplemental control values are required for each image. This densification of the geodetic network will be developed using a technique known as an Analytical Triangulation (AT) solution.

#### *Measure Pass Points*

WSP SELLS Photogrammetrists will use KLT software to automatically produce pass points to tie the images within a flight line together. The automated process will use the inner orientations of each exposure, airborne GPS readings and/or IMU readings along with pixel matching technology to find common points in the areas that share image overlap. After all the measurements within each strip are complete, the automated process will find matches between each flight line and those matches will tie each flight line together, creating one unified block of imagery.

#### *Measure Ground Control Points*

Ground control points are manually measured at locations on the image that have been targeted and surveyed. The image coordinates for each measurement will be stored in the project measurement file.

#### *Process Blocks*

When all the measurements for the image block are completed, the observations will first be run through an adjustment that builds the initial values of the image blocks based on the IMU/ABGPS data. This adjustment will roughly link all the stereo models and flight lines together and will check them for connectivity. Once the initial block adjustment is completed, the block adjustment will be run a second time. During the second adjustment all the project measurement values and ground control values will be added to the process. These values will be sent through a least squares adjustment (called a bundle adjustment) to determine how to best fit the stereo models together. The last bundle

adjustment will result in the plate coordinate measurements matching the ground coordinates and will compute values to be applied to all the pass points.

When the adjustment is complete, a report will be generated that will let WSP SELLS Photogrammetrists evaluate the overall integrity of the control network. The RMS error for each of the ground control points will be evaluated. If any of the errors falls beyond acceptable tolerances (see below), that point will be examined to determine whether the coordinate is incorrect, the point was misidentified in the field or if the point was misread on the imagery. If the error cannot be fixed at this point, the point will need to be resurveyed.

#### *Final Report*

Once the results have been accepted by the WSP SELLS' Project Manager, we will generate an Aerial Triangulation report (hardcopy and PDF) that contains a table showing the RMS errors for each control point. There will also be a listing of the coordinate values for the image control points along with the coordinates of each pass point.

### **PILOT PROJECT**

Once control and AT is completed for the entire Town, WSP will execute a Pilot Project of an area of Colchester that will consist of an area that is 4,000 feet x 6,000 feet. In conjunction with the Town's project manager, an area will be selected that contain most, if not all, features that appear in the requested geodatabase data model. The Pilot project will establish and strengthen the working relationship between the Town and WSP SELLS.

The Pilot Project will allow the Town and the WSP SELLS Team to test the proposed geodatabase design conversion methodologies to establish protocols to be followed for the entire project. By conducting a Pilot Project, we will be able to provide a sampling of the data that the Town can expect to receive as a final deliverable.

Upon reception of the Pilot Project Data, the Town will have the chance to review the data and provide comments back to WSP SELLS prior to the beginning of full production by our mapping staff.

As soon as the Town approves the Pilot, you will authorize the WSP SELLS Team to begin full townwide production for all required data.

### **DIGITAL STEREO COMPILATION: PLANIMETRIC MAPPING**

The WSP SELLS Team will use state-of-the-art photogrammetric procedures to acquire the planimetric data required for this project. ***The data will be acquired by using KLT/Atlas high precision stereo plotters with full digital storage capabilities.*** Our workstations will allow the Photogrammetrists to rapidly and efficiently review each stereo pair of digital aerial photos in 3D to check for missing or erroneous data. All mapping data will meet the ASPRS Class 1 Accuracy standard.

#### *Compilation Preparation*

The Analytical Triangulation solution from the imagery will be imported into our soft copy workstations. This process essentially constructs the full stereo geometry for each pair of photographs. The Photogrammetrists are then ensured that the models are oriented in its true relationship and scale to the ground according to Connecticut State Plane Coordinate System - NAD83 and NAVD 88 datums.

### *Planimetric Mapping*

All planimetric mapping will be compiled at 1"=100' scale. Data will exceed the ASPRS Class 1 Accuracy Standards as specified in your RFP. The WSP SELLS Team will collect all visible planimetric features that are selected from the feature list that appears in the RFP.

All planimetric data will be edge-matched during compilation. Strips of data from previously collected models will be used as reference files and new data will be matched/snapped to these reference files. This will result in a seamless, continuous map.

### **DIGITAL ORTHOPHOTOGRAPHY PRODUCTION**

The WSP SELLS Team will supply the Town with 1"=100' scale Color Digital Orthophotography at 0.5' (6" GSD) pixel resolution that extends 100' beyond the Town's boundary. Digital orthophotography products produced will be digital raster files in GeoTIFF and MrSID formats.

The digital orthorectification will be performed on WSP SELLS Team's KLT/Atlas Digital Photogrammetric Workstations. Using these systems, we will perform true, pixel-by-pixel differential rectification in a total digital environment. Photogrammetric collinearity equations are solved for each pixel in the rectified image.

#### *Orthorectification*

The imagery will be imported into the WSP SELLS Team's KLT/Atlas photogrammetric workstations using the Project Ortho module. The image format will be tiled TIFF, which is the native format for this workstation. Once the data is loaded onto the station, the interior and exterior orientations of the imagery will be imported into the workflow which provides us the spatial positioning for each photo. This information will be generated by our AT process and seamlessly inputs into the ortho rectification software without any additional processing.

The first step is color balancing the raw imagery. Once the color balancing is complete and deemed acceptable, the photos will be ready to be rectified into sheets. The tile structure for the entire area will be loaded into Project Ortho as a vector file that is attributed with a naming scheme for each tile as accepted by the Town. Each sheet is mosaicked one by one to create a seamlessly tiled orthophoto database of the entire project area.

The rectified images will be visually inspected for distortion, especially around manmade objects such as bridges. In addition, each ortho will be reviewed to insure that there is no building lean in the imagery and that the "most nadir" imagery is used during the rectification process.

#### *Image Radiometry*

Radiometric enhancements will be applied globally to the entire raw photo set. Statistics are gathered for each image and then they are compared with each other and deployed over the entire project area resulting in an even-toned, color balanced photo dataset. Specialized tools are available to reduce hot-spots, doming and severe sun angle if necessary.

#### *Image Quality*

All images will be corrected radiometrically and geometrically. When more than one sheet is viewed together, they will appear seamless. One image will not be of any less quality than the next. Digital orthophotos will not contain defects such as "smeared" imagery or inconsistencies in tone and density between adjacent digital orthophotography sheets.

### *Radiometric Verification - Quality Control Procedure*

The WSP SELLS Team will view the digital orthophotography and compare the image with the original images to ensure that there has not been any visible degradation to the image. It will be our goal to maintain the similar quality of the original image throughout the whole project.

### *Visual Verification - Quality Control Procedure*

Images will be inspected to ensure that they are complete. The images will also be viewed on the KLT/Atlas workstations as a backdrop with the planimetric mapping data in the foreground. This will allow the Photogrammetrists to compare the image positions with that of the planimetric data. Ground objects should all line up using differential rectification procedures.

As a final check, the digital orthophotography will be loaded onto the WSP SELLS' ArcGIS workstations to verify how the imagery will look in this software.

### *File Naming and Format*

The WSP SELLS Team will develop a naming convention based on consultation with the Town. The digital ortho data can be formatted in a wide variety of files. As specified, we will deliver orthos in GeoTIFF and SID formats.

## **TILING & DELIVERY AREAS**

The tiling scheme will be based on consultation with the Town. The WSP SELLS Team will plot a grid based on Connecticut State Plane Coordinate System – NAD83. Each tile corner will be rounded to the nearest 100-foot increment, if feasible.

For each Task (Planimetric Mapping and Digital Orthophotography), we plan on delivering the project in the following manner: We will initially deliver the Pilot Project Area to the Town for Review and Comment. Once the Pilot Project is accepted by the Town, WSP SELLS will deliver the project in three phases. Each phase will contain the Planimetric Mapping in Geodatabase format and the Color Digital Orthophotography in GeoTiff and MrSID formats. We will section off the Town in to three areas of an (approximate) equal size.

The three delivery groups may have to be modified based on your QA/QC capacity, response time and preferences.

Each delivery group will be delivered to the Town as seamless data layer. When the final delivery is being prepared, all data will be integrated into a seamless, Town-wide layer for each requested data layer.

## **COVERAGE OF MAPPING**

Base mapping and color digital orthophotography will cover the Town of Colchester, extending 100' beyond the Town's municipal limit.

## **GIS DATA PROCESSING**

WSP SELLS will implement a sequence of steps to ensure that all GIS data sets developed as a result of the flight meet the criteria as defined by the ESRI File Geodatabase format.



## GIS Database Design and Data Implementation

WSP SELLS will develop a seamless project-wide File Geodatabase for the Town of Colchester designed to enable the implementation of the required Feature Classes detailed in RFP Attachment C. Feature Classes will be developed within the File Geodatabase and assigned pertinent attribute values and descriptions.

This process will entail converting the DWG files developed from the data processing and compilation (i.e. KLT/Atlas) into GIS format. The newly generated planimetric data will be implemented in accordance with the Pilot Project as agreed upon by the Town.

In support of the data developed for the Town, all Feature Classes will be seamlessly edge-matched together. The final delivery will ultimately result in project-wide seamless File GeoDatabase. The edge-matching procedure will utilize several GIS data processing applications.

## PROJECT DELIVERABLES SUMMARY

The following describes the required deliverables that will be created by the WSP SELLS Team. All final digital data will be delivered on DVD.

### *Metadata*

- ✎ FGDC compliant XML metadata files with feature class descriptors that is readable in ArcCatalog

### *Aerial Imagery*

- ✎ All work products developed as part of this project will become the property of the Town of Colchester. The delivery media will also become the property of the Town.
- ✎ Aerial Imagery QA/QC Report: As soon as the aerial imagery acquisition has been completed, the products will be inspected by WSP SELLS and an Aerial Imagery/Airborne GPS quality report issued to the Town.
- ✎ Geodatabase data of the actual flightlines and exposure centers with numbering from the flight.

### *Ground Control*

- ✎ The Ground Control Report (hardcopy and PDF) will include: the ground control field notebook(s), including sketches to all points.
- ✎ A map showing the ground control station locations
- ✎ A digital data layer (ESRI geodatabase format) containing the ground control points along with pertinent attributes (e.g. X, Y, and Z coordinates, type of point, etc.).

### *Aerial Triangulation*

- ✎ Aerial Triangulation Report (hardcopy and PDF) at the completion of the AT phase of the project.
- ✎

### *Digital Orthophotography*

- ✎ Color digital orthophotography data at 0.5' (6" GSD) pixel resolution will be delivered in both GeoTIFF format and MrSID compressed formats. The data will be submitted on an external hard drive.
- ✎ One tile grid index in ESRI geodatabase format

### *Planimetric/Optional Topographic Data*

- ✎ Final seamless digital data at 1"=100' scale will be delivered in ESRI geodatabase format on a DVD or external hard drive, based on feature classes requested by the Town

EXHIBIT C  
**Fee Schedule**

Item	Price
<b><i>Colchester, Connecticut:</i></b>	
Aerial Photography (Color)	\$ 9,500
Ground Control	\$ 4,900
<i>ORTHOPHOTOGRAPHY</i>	
100-Scale Color Digital Orthophotos 0.5' pixel resolution	\$ 9,730
<i>PLANIMETRIC</i>	
Planimetric Data creation	\$32,250
Performance Bond	\$ 777
<b>TOTAL BID</b>	<b>\$ 57,157</b>



**EXHIBIT E**  
**Project Payment Schedule**

<b>Item:</b>	<b>Approximate Date</b>	<b>Cost</b>
Aerial Imagery:	May 10, 2012	\$ 9,500
Performance Bond:	May 10, 2012	\$ 777
Ground Control:	June 11, 2012	\$ 4,900
Planimetric Mapping:		
Analytical Triangulation	June 11, 2012	\$ 2,025
Pilot Project:	July 17, 2012	\$ 7,500
Geodatabase Phase 1	September 15, 2012	\$ 7,575
Geodatabase Phase 2	October 15, 2012	\$ 7,575
Geodatabase Phase 3	November, 15, 2012	\$ 7,575
Digital Orthophotography		
Pilot Project	July 17, 2012	\$ 730
Phase 1	September 15, 2012	\$ 3,000
Phase 2	October 15, 2012	\$ 3,000
Phase 3	November 15, 2012	\$ 3,000
	<b>Total Cost</b>	<b>\$ 57,157</b>



Town of Colchester

Capital ~~General~~ Fund  
Budget Transfer/Additional Appropriation

Department: Capital Funds

Reason for Request: Increase in cost for aerial flight of the Town to create GIS data based upon actual bid results

Reason for Available Funds: Capital funds for GPS inventory of street signs and catch basins. GIS data obtained through the aerial flight will provide location information for most of the catch basins, thereby reducing the need to outsource the work for the catch basin inventory.

From:	Account Number	Account Name	Amount
	30018336-62208	Street Sign/Catch Basin Capital Account	7,157

To:	Account Number	Account Name	Amount
	30018337-62208	GIS Aerial Flight Capital Account	7,157

Date Requested \_\_\_\_\_ Department Director or Supervisor - Signature \_\_\_\_\_

Print Name Marc Tate, IT/GIS Coordinator

5/15/12 Date Reviewed \_\_\_\_\_ Chief Financial Officer

5/15/12 Date Approved \_\_\_\_\_ First Selectman

Date Approved \_\_\_\_\_ Board of Selectmen Clerk

Date Approved \_\_\_\_\_ Board of Finance Clerk







## Youth & Social Services

# Memo

**To:** Board of Selectman

**From:** Valerie Geato

**Date:** May 15, 2012

**Re:** Donation Policy

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A donation policy has been developed to provide guidelines for the receipt, designation and approved use of funds donated to the Youth & Social Services Dept.

### Recommended Motion

Approve the donation policy as recommended by the Youth & Social Services Director.



## **Town of Colchester Youth & Social Services DONATION POLICY**

Colchester Youth & Social services welcomes gifts of money and goods to support our programs and services. These gifts help improve the lives of Colchester youth and families through our food bank, fuel bank, and our general donation funds. Donors are encouraged to make a donation to the general donations accounts. These unrestricted gifts will be used to meet our client's highest priority needs when they arise.

### **1.0 Donations**

The Town of Colchester reserves the right to refuse the donation of any individual, association, organization, or corporation at its sole discretion.

### **2.0 Authorized Funds and Approved Uses of Donations**

*General Social Services Donations:* Purchases of food and heating fuel can be made from this account as well as support for many other needs presented by clients. These needs could include: work uniform, winter coat, school supplies, prescription co-pays, holiday programs, electric bills, etc.

*Food bank:* Funds will be used to purchase food, household supplies (diapers, toilet paper, soap, etc), supplies needed for the operation of the food bank (shelving, carts, etc), annual membership to the state food bank, salaries and appliances.

*Fuel bank:* Funds will be used to provide assistance to clients who need home heating fuel, regardless of the heating mechanism.

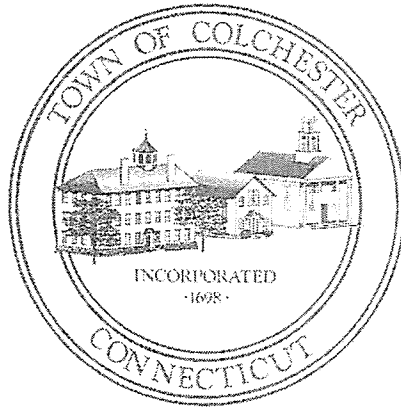
*Youth Services Donations:* are used to provide program scholarships to income qualified families, purchase program supplies and support the Youth Leadership Award program.

### **3.0 Tax Receipt Criteria**

- a. Qualified Donations include: donations of cash, gift certificates and other in-kind goods, given voluntarily and unconditionally, with no expectation of benefits in return.
- b. Official receipts for income tax purposes shall be authorized by the Town for eligible gifts and gifts-in-kind made to the Town if requested by the donor;
- c. Receipts shall be made in the name of the donor only;
- d. If requested by the donor, a receipt can be provided for in-kind donations. The receipt will provide a description of the donated item. The value of the in-kind donation will not be provided by the Town.



# TOWN OF COLCHESTER



# EMPLOYEE HANDBOOK & PERSONNEL POLICIES

DRAFT  
LAST REVISION: 05/07/12



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

### III. YOUR PAY AND BENEFITS

#### Your Paycheck

All employees are paid on a bi-weekly basis. All required deductions for federal, state or local taxes, and all authorized voluntary deductions such as health or dental plans, 401(a), 457, etc. are withheld from your paycheck. All paychecks will be directly deposited into your personal checking or savings account(s).

#### Non-exempt Employee Pay

If you are classified as a non-exempt employee, you must maintain a record of the total hours you work each day. These hours must be accurately recorded on a time card that will be provided to you by your supervisor. Your time card must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures, and meal breaks. Any absences will be verified by the employee and their supervisor and coded properly on the time card for payroll and record keeping purposes.

Unless you are authorized by your supervisor, You should not work any hours that are not authorized by your supervisor. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time card. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

It is a violation of the Town's policy for any employee to falsify a time card, or to alter another employee's time card. It is also a serious violation of Town policy for any employee or supervisor to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time card to under- or over-report hours worked. If any supervisor or employee instructs you to (1) incorrectly or falsely under- or over-report your hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to the Human Resources Office.

## Exempt Employee Pay

If you are classified as an exempt salaried employee, with work hours specified in the relevant job description, you will receive a salary that is intended to compensate you for all hours you may work for the Town. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Exempt employees must complete a bi-weekly time card and is are responsible for maintaining a record of time off taken due to vacation, illness, bereavement, etc.

Your wages may be reduced for certain types of deductions such as your portion of the insurance premiums; state, federal or local taxes; social security; or, voluntary contributions to a 401(a) and/or 457 plan.

## Reporting Paycheck Concerns

If you believe you have been subject to any improper deductions or your pay does not accurately reflect your hours worked, you should immediately report the matter to Payroll. If Payroll is unavailable, you should immediately contact the Human Resources Office.

In the event that your paycheck is lost or stolen, please notify your supervisor immediately or the Payroll Department.

## Overtime

Non-exempt employees will be paid at the rate of time and one-half their regular hourly rate of pay for all hours worked in excess of forty (40) hours in a workweek. For the purpose of calculating overtime, hours not worked but credited to an eligible, non-exempt employee include: holidays, paid sick leave, and vacation days. All overtime work must be authorized in advance by the employee's supervisor.

## Benefits

The Town of Colchester provides the following benefits to full-time employees, as defined in these personnel policies. The Town of Colchester also provides pro-rated



benefits as well as others as outlined in this policy to employees who work no less than 30 hours per week, excluding health insurance. The Town of Colchester reserves the right to modify or eliminate any benefits from time to time in its sole discretion, and without prior notice to employees. The Town will provide such notice of benefit changes as is practical at the time of the change. Should any statement contained herein conflict with the terms of any actual benefit plan or contract, including any individual employment contract, the terms of such plan or contract shall prevail.

~~Paid, full-time, elected Officials (First Selectman, Town Clerk, Tax Collector) are provided medical and dental benefits, long term disability (LTD), as outlined in these policies, and may also participate in the Town's Deferred Compensation Plan. Benefits provided to paid, full-time elected officials are to be determined by the Town of Colchester's Board of Selectmen and may be expanded or decreased as is deemed in the best interest of the Town.~~

## Holidays

Eligible full-time employees and part-time employees regularly scheduled to work at least thirty (30) hours per week shall observe the following holidays off with pay annually:

1. ½ Day New Year's Eve
2. New Year's Day
3. Martin Luther King, Jr. Day
4. Presidents' Birthday
5. Good Friday
6. Memorial Day
7. Independence Day
8. Labor Day
9. Columbus Day
10. Thanksgiving Day
11. Day After Thanksgiving
12. Veterans' Day
13. ½ Day Christmas Eve
14. Christmas Day
15. One (1) Floating Holiday

Employees eligible for holidays off with pay shall be paid for the hours they were regularly scheduled to work on the holiday **a work day**. ~~if they~~ **Eligible employees must** work their full schedule on the first regularly scheduled work day immediately prior to the holiday and on the first regularly scheduled workday immediately following the holiday, or ~~if they were~~ **be** on an approved paid leave of absence ~~with pay for such days.~~

**Regular, part-time employees who are consistently scheduled to work at least twenty (20) hours per week shall be eligible for holidays off with pay and according to the preceding guidelines.**

For the purpose of calculating overtime, hours credited to an eligible full-time employee for holiday pay will be considered as hours worked. If a holiday falls on a Saturday or Sunday it will be observed on the preceding Friday or the following Monday, at the sole discretion of the Town.

**Vacations**

All **regular** employees **who work at least 20 hours per week** will receive their vacation time on January 1st of each year, based on the prior year's accrual. Employees presently **will** accrue vacation days based on completed years of service as follows:

<u>Years of Completed, Continuous Full-Time Employment</u>	<u>Annual Vacation</u>
After 1 year	One week (5 working days)
After 2 years	Two weeks (10 working days)
After 7 years	Three weeks (15 working days)
After 14 years	Four weeks (20 working days)

<b><u>0 – less than six months</u></b>	<b><u>0 days</u></b>
<b><u>6 mos – 1 yr</u></b>	<b><u>3 days</u></b>
<b><u>1 year</u></b>	<b><u>10 days</u></b>
<b><u>2 years</u></b>	<b><u>11 days</u></b>
<b><u>3 years</u></b>	<b><u>12 days</u></b>
<b><u>4 years</u></b>	<b><u>13 days</u></b>
<b><u>5 years</u></b>	<b><u>15 days</u></b>
<b><u>6 years</u></b>	<b><u>16 days</u></b>
<b><u>7 years</u></b>	<b><u>17 days</u></b>
<b><u>8 years</u></b>	<b><u>18 days</u></b>
<b><u>9 years</u></b>	<b><u>19 days</u></b>
<b><u>10 years</u></b>	<b><u>20 days</u></b>
<b><u>More than 10 years</u></b>	<b><u>20 days</u></b>

Part-time employees who are regularly scheduled to work at least thirty (30) hours per week shall earn vacation on a pro-rated basis, but such employees shall, in no case, be