

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

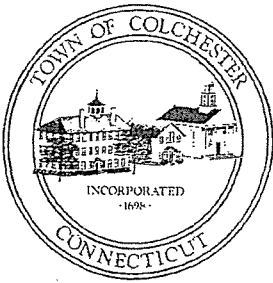
**Board of Selectmen Agenda
Regular Meeting
Thursday, May 16, 2013
Colchester Town Hall**

Meeting Room 1 – 7:00PM

RECEIVED
COLCHESTER, CT
2013 MAY 14 PM 3:31
HANCY A. BRAY
TOWN CLERK
Hancy A. Bray

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the May 2, 2013 Regular Board of Selectmen Meeting
4. Approve Minutes of the May 6, 2013 Special Board of Selectmen Meeting
5. Approve Minutes of the May 9, 2013 Special Board of Selectmen Meeting
6. Approve Minutes of the May 15, 2013 Special Board of Selectmen Meeting
7. Citizen's Comments
8. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Housing Authority. Member re-appointment for a five-year term to expire 05/30/2018. Janet LaBella to be interviewed.
 - b. Housing Authority. Member re-appointment for a five-year term to expire 05/30/2018. Todd Vachon to be interviewed.
 - c. Agriculture Commission. Alternate appointment to fill a vacancy. Allen Zimmerman was interviewed on 05/02/2013.
 - d. Agriculture Commission. Alternate appointment to fill a vacancy. Olivia Duska to be interviewed.
 - e. Fire Department Task Force.
 - i. William Curran to be interviewed
 - ii. Mary-Ellen Harper to be interviewed
 - iii. David Martin was interviewed on 05/02/2013
 - iv. John Knapp was interviewed on 05/02/2013
 - v. Bob Holdsworth was interviewed on 05/02/2013
9. Budget Transfers
10. Tax Refunds & Rebates
11. Discussion and Possible Action on Land Transfer

12. Discussion and Possible Action on Subdivision Bond Release
13. Discussion and Possible Action on Modification of Recreation Special Events Policy
14. Discussion and Possible Action on Food Concessions at Summer Concerts
15. Discussion and Possible Action on Ice Cream Concessions at Summer Concerts
16. Discussion and Possible Action on Real Property Electronic Recording
17. Discussion and Possible Action on Renewal of Contract with Cott Systems
18. Citizen's Comments
19. First Selectman's Report
20. Liaison Report
21. Executive Session to Discuss Senior Center Director Candidates
22. Discussion and Possible Action on Senior Center Director Hiring
23. Executive Session to Discuss Memorandum of Agreements with MEUI Local 506, SEIU, AFL-CIO, CLC (Town Administrators)
24. Discussion and Possible Action on Memorandum of Agreements with MEUI Local 506, SEIU, AFL-CIO, CLC (Town Administrators)
25. Executive Session to Discuss Active Litigation
26. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes
Regular Meeting
Thursday, May 2, 2013
Colchester Town Hall**

Meeting Room 1 – 7:00PM

RECEIVED
COLCHESTER, CT
2013 MAY -3 PM 11
NANCY A. BRADY
TOWN CLERK

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

MEMBERS ABSENT:

OTHERS PRESENT: Derrik Kennedy, Rob Tarlov, Brad Bernier, Rose Levine, David Martin, John Knapp, James Paggioli, Dot Mrowka, Sal Tassone, Diana Giles, Melissa Roberto, 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**
J. Ford moved to add to the agenda item #11, "Discussion and Possible Action on Senior Center Condition," and renumber accordingly; seconded by R. Coyle. Discussion on condition and current action being taken by the town. MOTION WITHDRAWN.
3. **Approve Minutes of the April 18, 2013 Regular Commission Chair Meeting**
S. Soby moved to approve the minutes of the April 18, 2013 Regular Commission Chair meeting with a correction to the spelling of Selectman Soby's name, seconded by R. Coyle. G. Schuster abstained. All others approved. MOTION CARRIED.
4. **Approve Minutes of the April 18, 2013 Regular Board of Selectmen Meeting**
R. Coyle moved to approve the minutes of the April 18, 2013 Regular Board of Selectmen meeting with the correction to #5a and the spelling of Mr. Nolan's name, seconded by G. Cordova. G. Schuster abstained. All others approved. MOTION CARRIED.
5. **Approve Minutes of the April 25, 2013 Special Board of Selectmen Meeting**
R. Coyle moved to approve the minutes of the April 25, 2013 Special Board of Selectmen meeting, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
6. **Citizen's Comments**
G. Liverant questioned the Senior Center Director hiring process.
7. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Open Space Advisory Committee. Member re-appointment for a three-year term to expire 10/01/2016. John Henley to be interviewed.**
Mr. Henley removed his name from consideration for re-appointment. No action taken.
 - b. **Commission on Aging. Alternate appointment for a three-year term to expire 12/31/2016.**
Joe Menhart was interviewed on 04/18/2013.
R. Coyle moved to appoint Joe Menhart as an alternate to the Commission on Aging for a three-year term to expire 12/31/2016, seconded by S. Soby. G. Schuster abstained. All others approved. MOTION CARRIED.

- c. **Agriculture Commission. Alternate appointment to fill a vacancy. Allen Zimmerman to be interviewed.**
Allen Zimmerman was interviewed.
 - d. **Agriculture Commission. Alternate appointment to fill a vacancy. Olivia Duska to be interviewed.**
Olivia Duska was unable to attend.
 - e. **Fire Department Task Force. David Martin to be interviewed.**
David Martin was interviewed.
 - f. **Fire Department Task Force. John Knapp to be interviewed.**
John Knapp was interviewed.
 - g. **Fire Department Task Force. Bob Holdsworth to be interviewed.**
Bob Holdsworth was interviewed.
8. **Budget Transfers**
None.
9. **Tax Refunds & Rebates**
None.
10. **Discussion and Possible Action on John Jones Appreciation Day**
S. Soby moved that Colchester designate June 15, 2013 as Captain John Jones Appreciation Day, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
11. **Discussion and Possible Action on Land Transfer**
Sal Tassone, Town Engineer, discussed with the Board the possible land transfer. No action taken.
12. **Discussion and Possible Action on Connecticut State Police Resident Trooper Contract**
Discussion on current status of resident trooper replacement. S. Soby moved to execute the Resident Trooper contract with the State of Connecticut, Department of Emergency Services and Public Protection and authorize the First Selectman to sign any and all documents, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
13. **Discussion and Possible Action on Youth Services Registration and Data Tracking Program**
Discussion on collection of data, access to information, annual renewal fee, responsibility for fees, similarity to Recreation software program, equipment, audit of transactions, user access, and ownership of data. No action was taken.
14. **Discussion and Possible Action on License Agreement - Commuter Parking Area – 300 Old Hartford Road**
S. Soby moved to approve License Agreement No. 1.03-01 (13) between the State of Connecticut and the Town of Colchester for the continued use of a commuter parking area adjacent to 300 Old Hartford Road, and authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
15. **Discussion and Possible Action on Personnel Policies**
No action taken.
16. **Citizen's Comments**
None.

17. **First Selectman's Report**

G. Schuster reported that the temporary State Trooper Sergeant, Sgt. Keeney, out of Troop K, is supervising the department and candidates are in the process of interviewing to be the permanent Resident Trooper Supervisor; residents should start to prepare for hurricane season and preparation information will be coming shortly; the Honeywell project has begun; there is no further information regarding the state budget and town aid; and resident Annette Brennan has dedicated her time to notify the town that May 2013 is Pediatric Stroke Awareness Month and her efforts are greatly appreciated.

18. **Liaison Report**

S. Soby reported the Planning & Zoning Commission approved a solar array on an egg farm on Shailor Hill Road and there was a constructive dialogue with the Agriculture Commission on the revised zoning regulations.

19. **Executive Session to Discuss Senior Center Director Candidates**

G. Cordova moved to enter into executive session to discuss senior center director candidates and invite the Chairman of the Commission on Aging, seconded by R. Coyle. Unanimously approved.
MOTION CARRIED.

Entered into executive session at 8:04 p.m.

Exited from executive session at 8:34 p.m.

20. **Discussion and Possible Action on Senior Center Director Hiring**

Discussion had on conducting future interviews with final candidates. No action taken.

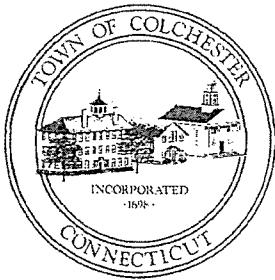
21. **Adjourn**

G. Cordova moved to adjourn at 8:35 p.m., seconded by S. Soby. Unanimously approved.
MOTION CARRIED.

Respectfully submitted,



Derrick M. Kennedy
Executive Assistant to the First Selectman



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

**Board of Selectmen Minutes
Special Meeting
Monday, May 6, 2013
Colchester Senior Center**

4:30PM

NANCY A. BRAY
TOWN CLERK

2013 MAY -7 AM 9:30

RECEIVED
COLCHESTER, CT

Members Present: Selectman Greg Cordova, Selectman James Ford, and Selectman Stan Soby
Members Absent: First Selectman Gregg Schuster and Selectman Rosemary Coyle
Others Present: Val Geato, Patricia Watts

1. **Call to Order**

The Special Board of Selectmen meeting was called to order at 4:31 p.m.

2. **Executive Session to Interview Senior Center Director Candidate**

J. Ford moved to enter into executive session to interview senior center director candidate and invite Val Geato and Rose Levine, seconded by G. Cordova. All in favor. MOTION CARRIED.

Entered into executive session at 4:32 p.m.

Exited from executive session at 5:22 p.m.

3. **Adjourn**

G. Cordova moved to adjourn at 5:23 p.m., seconded by J. Ford. All in favor. MOTION CARRIED.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Special Meeting
Thursday, May 9, 2013
Colchester Town Hall

Suite 201 - 5:00PM

NANCY A. BRAY
TOWN CLERK

RECEIVED
COLCHESTER, CT
2013 MAY 10 PM 1:25

MEMBERS PRESENT: First Selectman Gregg Schuster, Selectman James Ford (via phone), and Selectman Greg Cordova (via phone)

MEMBERS ABSENT: Selectman Stan Soby and Selectman Rosemary Coyle

OTHERS PRESENT: Valerie Geato

- 1. Call to Order**
First Selectman G. Schuster called the meeting to order at 5:01 p.m.
- 2. Citizen's Comments**
None.
- 3. Discussion and Possible Action on Youth Services Registration and Data Tracking Program**
G. Cordova moved to approve entering into an agreement with nFocus Solutions to implement TraxSolutions® Kid Trax, Outcome Measurement and Money Trax programs, and authorize the First Selectman to sign any related documents, seconded by J. Ford. All present voting in favor. MOTION CARRIED.
- 4. Citizen's Comments**
None.
- 5. Adjourn**
J. Ford moved to adjourn at 5:04 p.m., seconded by G. Cordova. All present voted in favor. MOTION CARRIED.

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

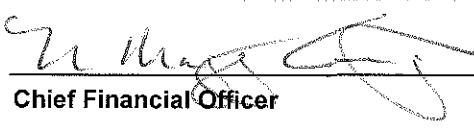
Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="11105-40105"/>	<input type="text" value="Contractual, Temporary, Occasional P/R"/>	<input type="text" value="1,520"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	<input type="text" value="11105-40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="1,520"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

<input type="text"/>	<hr/>
Date Requested	Department Director or Supervisor - Signature
	Print Name <input type="text" value="Gregg Schuster, First Selectman"/>
<input type="text"/>	
Date Reviewed	Chief Financial Officer
<input type="text"/>	<hr/>
Date Approved	First Selectman
<input type="text"/>	<hr/>
Date Approved	Board of Selectmen Clerk
<input type="text"/>	<hr/>
Date Approved	Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

Reason for Request: Needed supplies for plaque at White Oak Farm Open space designation



Reason for Available Funds: Time Date stamp did not require maintenance as anticipated

From:

Account Number	Account Name	Amount
11411- 46224	Equipment Repairs	100

To:

11411- 42340	Other Purchased Supplies	100

May 8, 2013	
Date Requested	Department Director or Supervisor
5/13/13	
Date Reviewed	Chief Financial Officer
	First Selectman
Date Approved	Board of Selectmen Clerk
Date Approved	Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

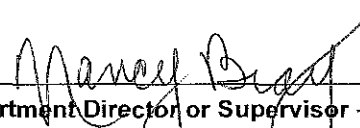
From:

Account Number	Account Name	Amount
<input type="text" value="11501-42233"/>	<input type="text" value="Copier"/>	<input type="text" value="500"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:


<input type="text" value="11501-42301"/>	<input type="text" value="Office Supplies"/>	<input type="text" value="500"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested


 Department Director or Supervisor - Signature

Print Name

Date Reviewed


 Chief Financial Officer

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:

Reason for Request:

Reason for Available Funds:

From:

Account Number	Account Name	Amount
11501-43213	Mileage, Training & Mtgs.	5
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

11501-43258	Professional Memberships	5
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested Department Director or Supervisor - Signature

Print Name

Date Reviewed Chief Financial Officer

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

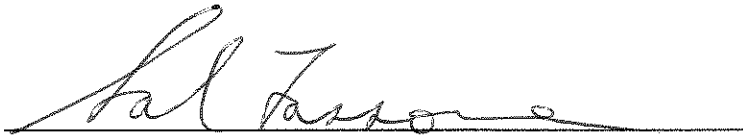
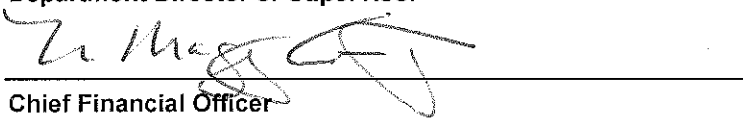
Department: Engineering

Reason for Request: Professional Membership fee increases of \$15 each for CASHO and ASCE in 2012.

Reason for Available Funds: Fewer miles driven with Personal vehicle

From:	Account Number	Account Name	Amount
	13301 - 43213	Mileage, Training & Meetings	30

To:	13301 - 43258	Professional Membership	30

Jan 16, 2013	
Date Requested	Department Director or Supervisor
1/14/13	
Date Reviewed	Chief Financial Officer
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: Public Works - Grounds Maintenance

Reason for Request: Portable toilet rental - Town Green & Ruby Cohen Property - funding in Parks & Recreation budget should have been reallocated to Public Works Grounds Maintenance as part of revisions to Chart of Accounts

Reason for Available Funds: Portable toilet rental - Town Green & Ruby Cohen Property - funding in Parks & Recreation budget should have been reallocated to Public Works Grounds Maintenance as part of revisions to Chart of Accounts


From:

Account Number	Account Name	Amount
15201-44223	Parks & Recreation - Service Contracts	3,050

To:

13203-44223	PW Grounds Maint - Service Contracts	3,050

Apr 15, 2013
Date Requested


Department Director or Supervisor - Signature

Print Name James Paggioli, Director of Public Works

Apr 15, 2013
Date Reviewed


Chief Financial Officer

Date Approved

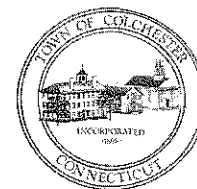
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk



APPLICATION FOR ABATEMENT OR REFUND OF PROPERTY TAXES

THIS APPLICATION FORM PROVIDES SATISFACTORY PROOF FOR ENTITLEMENT TO EXEMPTION ON THE OCTOBER 1, **2011** ASSESSMENT LIST TO THE TAX COLLECTOR OF COLCHESTER, STATE OF CONNECTICUT.

APPLICANT INFORMATION	
NAME:	Angelo or Melissa Arcaria
MAILING ADDRESS:	198 Waterhole Rd, Colchester, CT 06415
BILL NO:	2011-3-50402
BILL NO:	
BILL NO:	
BILL NO:	
REASON FOR APPLICATION:	Sold 8/12

AMOUNTS FOR REFUND								
	Amount Paid	List Year	Due Date	Principal	Interest	Lien Fees	Amount Due	TOTAL
7/24/12	\$ 112.32	10/11	7/12	\$ 103.10	\$	\$	\$ 103.10	\$ 9.22
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$

APPLICANT(S) SIGNATURE: *M. Arcaria*

OFFICE USE ONLY:

Accounting Codes			
Refund 11303 – 30111	<input checked="" type="checkbox"/>	Current Levy	\$ 9.22
Refund 11303 – 30112		Prior Levy	\$
Refund 11303 – 30113		Interest	\$

Collectors Recommendation to the Governing Body
To the Board of Selectman: It is recommended that an abatement or refund of property taxes with the following information be made to the above named taxpayer in accordance with the provisions of Section 12-81 (20), 12-124 thru 12-129 Rev. as amended

ABATEMENT OR REFUND	\$ 9.22	APPLICATION SUBMITTED DATE:	4/9/13
TAX COLLECTOR: TRICIA COBLENTZ	<i>Tricia Coblenz</i>		

Governing Body Action Taken

At a regular meeting of the Board of Selectman it was voted to abate or refund property the following taxes to the above named taxpayer

MEETING DATE:	ABATEMENT OR REFUND AMOUNT:	ACCOUNTING VENDOR NUMBER:
BOARD OF SELECTMAN, COMMON COUNCIL SIGNATURE:		
CLERK SIGNATURE:		



2011030050402

GENERAL DATA MOTOR VEHICLE OFFICE OF THE TAX COLLECTOR

AS OF 04/17/2013

BILL NO: 2011-03-0050402 NAME: ARCARIA ANGELO S OR
 UNIQUE ID: 50041800 C/O: ARCARIA MELISSA M
 LINK #: 2011-MV-0000250 ADDRESS: 198 WATERHOLE RD
 FILE# ADDRESS2:
 BANK: CITY ST ZIP: COLCHESTER CT 06415-2358
 ESCROW: COUNTRY:
 DISTRICT:
 PROP ASSESSED: 3,900 YR/MAKE/MDL: 1998 / DODGE / RAM
 EXEMPTIONS: REG / CL / ID: 3 / 3B7HF12Y5WG141712
 COC CHANGE: -320
 COC #: 83846M ASSMNT CHANGE: -320
 EXEMPT Change: TOWN BENEFIT
 NET VALUE: 3,580 REG# EXPR: 07/18/2012

MILL RATE: 28.8000

*** BILLED ***

	TOWN	TOTALS
INST1:	112.32	112.32
INST2:	0.00	0.00
INST3:	0.00	0.00
INST4:	0.00	0.00
ADJS:	-9.22	-9.22
TOT TAX:	103.10	103.10
TOTAL PAID:	112.32	112.32

*** PAYMENTS ***

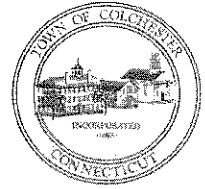
TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Adj	10	04/09/2013	83846M	69/134/1	T	-9.22	0.00	0.00	0.00	0.00
Pay	1	07/24/2012		81/45/77	T	112.32	0.00	0.00	0.00	112.32
TOTAL PAYMENTS:						112.32	0.00	0.00	0.00	112.32

TOTAL BALANCE DUE AS OF 04/17/2013

	TOWN
INT DUE:	0.00
LIEN DUE:	0.00
FEES DUE:	0.00
TAX DUE NOW:	-9.22
TOT DUE NOW:	-9.22
BALANCE AMT:	-9.22

*** FLAGS ***

Circuit Breaker Amt: 0 Benefit Year: 0
 Invalid Address Flag No
 Last Adjustment Reason DECREASE. MV SOLD 8/12.



APPLICATION FOR ABATEMENT OR REFUND OF PROPERTY TAXES

THIS APPLICATION FORM PROVIDES SATISFACTORY PROOF FOR ENTITLEMENT TO EXEMPTION ON THE OCTOBER 1, **2011** ASSESSMENT LIST TO THE TAX COLLECTOR OF COLCHESTER, STATE OF CONNECTICUT.

APPLICANT INFORMATION	
NAME:	Caitlin O'Brien
MAILING ADDRESS:	262 Middletown Rd, Colchester, CT 06415
BILL NO:	2011-3-60749
BILL NO:	
BILL NO:	
BILL NO:	

REASON FOR APPLICATION: **Decrease 4/12**

AMOUNTS FOR REFUND								
	Amount Paid	List Year	Due Date	Principal	Interest	Lien Fees	Amount Due	TOTAL
8/6/12	\$ 149.76	10/11	7/12	\$ 87.26	\$	\$	\$ 87.26	\$ 62.50
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$

APPLICANT(S) SIGNATURE: *Caitlin O'Brien*

OFFICE USE ONLY:

Accounting Codes			
Refund 11303 – 30111	<input checked="" type="checkbox"/>	Current Levy	\$ 62.50
Refund 11303 – 30112	<input type="checkbox"/>	Prior Levy	\$
Refund 11303 – 30113	<input type="checkbox"/>	Interest	\$

Collectors Recommendation to the Governing Body
To the Board of Selectman: It is recommended that an abatement or refund of property taxes with the following information be made to the above named taxpayer in accordance with the provisions of Section 12-81 (20), 12-124 thru 12-129 Rev. as amended

ABATEMENT OR REFUND	\$ 62.50	APPLICATION SUBMITTED DATE:	4/22/13
TAX COLLECTOR: TRICIA COBLENTZ		<i>Tricia Coblentz</i>	

Governing Body Action Taken
At a regular meeting of the Board of Selectman it was voted to abate or refund property the following taxes to the above named taxpayer

MEETING DATE:	ABATEMENT OR REFUND AMOUNT:	ACCOUNTING VENDOR NUMBER:
BOARD OF SELECTMAN, COMMON COUNCIL SIGNATURE:		
CLERK SIGNATURE:		



2011030060749

GENERAL DATA MOTOR VEHICLE OFFICE OF THE TAX COLLECTOR

AS OF 04/29/2013

BILL NO: 2011-03-0060749 NAME: OBRIEN CAITLIN A
 UNIQUE ID: 51099400 C/O:
 LINK #: 2011-MV-0006205 ADDRESS: 262 MIDDLETOWN RD
 FILE# ADDRESS2:
 BANK: CITY ST ZIP: COLCHESTER CT 06415-1608
 ESCROW: COUNTRY:
 DISTRICT:
 PROP ASSESSED: 5,200 YR/MAKE/MDL: 2001 / HOND / CR-V
 EXEMPTIONS: REG / CL / ID: 1 / JHLRD186X1C012301
 COC CHANGE: -2,170 ASSMNT CHANGE: -2,170
 COC #: 83925M TOWN BENEFIT
 EXEMPT Change: REG# EXPR: 04/15/2013
 NET VALUE: 3,030

MILL RATE: 28.8000

*** BILLED ***

	TOWN	TOTALS
INST1:	149.76	149.76
INST2:	0.00	0.00
INST3:	0.00	0.00
INST4:	0.00	0.00
ADJS:	-62.50	-62.50
TOT TAX:	87.26	87.26
TOTAL PAID:	149.76	149.76

*** PAYMENTS ***

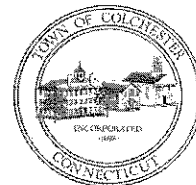
TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Adj	10	04/17/2013	83925M	69/137/5	T	-62.50	0.00	0.00	0.00	0.00
Pay	2	08/06/2012		81/144/34	T	149.76	0.00	0.00	0.00	149.76
TOTAL PAYMENTS:						149.76	0.00	0.00	0.00	149.76

TOTAL BALANCE DUE AS OF 04/29/2013

	TOWN
INT DUE:	0.00
LIEN DUE:	0.00
FEES DUE:	0.00
TAX DUE NOW:	-62.50
TOT DUE NOW:	-62.50
BALANCE AMT:	-62.50

*** FLAGS ***

Circuit Breaker Amt: 0 Benefit Year: 0
 Invalid Address Flag No
 Last Adjustment Reason DECREASE. MV REG NEW OWNER 4/12.

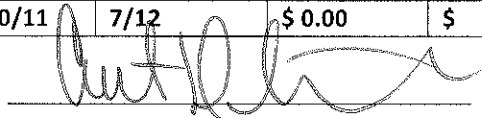


APPLICATION FOR ABATEMENT OR REFUND OF PROPERTY TAXES

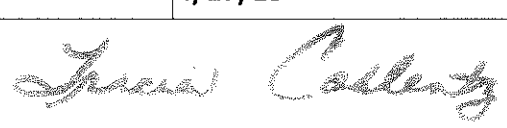
THIS APPLICATION FORM PROVIDES SATISFACTORY PROOF FOR ENTITLEMENT TO EXEMPTION ON THE OCTOBER 1, 2011 ASSESSMENT LIST TO THE TAX COLLECTOR OF COLCHESTER, STATE OF CONNECTICUT.

APPLICANT INFORMATION	
NAME:	SBA Towers II LLC
MAILING ADDRESS:	5900 Broken Sound Pkwy NW, Boca Raton, FL 33487
BILL NO:	2011-2-40751
BILL NO:	2011-2-40752
BILL NO:	2011-2-40753
BILL NO:	2011-2-40750
REASON FOR APPLICATION:	Delete Personal Property

AMOUNTS FOR REFUND								
	Amount Paid	List Year	Due Date	Principal	Interest	Lien Fees	Amount Due	TOTAL
7/25/12	\$ 628.70	10/11	7/12	\$ 0.00	\$	\$	\$ 0.00	\$ 628.70
7/25/12	\$ 1177.92	10/11	7/12	\$ 0.00	\$	\$	\$ 0.00	\$ 1177.92
7/25/12	\$ 660.67	10/11	7/12	\$ 0.00	\$	\$	\$ 0.00	\$ 660.67
7/25/12	\$ 608.83	10/11	7/12	\$ 0.00	\$	\$	\$ 0.00	\$ 608.83

APPLICANT(S) SIGNATURE: 

OFFICE USE ONLY:			
Accounting Codes			
Refund 11303 – 30111	<input checked="" type="checkbox"/>	Current Levy	\$ 3076.12
Refund 11303 – 30112	<input type="checkbox"/>	Prior Levy	\$
Refund 11303 – 30113	<input type="checkbox"/>	Interest	\$

Collectors Recommendation to the Governing Body	
To the Board of Selectman: It is recommended that an abatement or refund of property taxes with the following information be made to the above named taxpayer in accordance with the provisions of Section 12-81 (20), 12-124 thru 12-129 Rev. as amended	
ABATEMENT OR REFUND	\$ 3076.12 APPLICATION SUBMITTED DATE: 4/17/13
TAX COLLECTOR: TRICIA COBLENTZ	

Governing Body Action Taken		
At a regular meeting of the Board of Selectman it was voted to abate or refund property the following taxes to the above named taxpayer		
MEETING DATE:	ABATEMENT OR REFUND AMOUNT:	ACCOUNTING VENDOR NUMBER:
BOARD OF SELECTMAN, COMMON COUNCIL SIGNATURE:		
CLERK SIGNATURE:		



GENERAL DATA PERSONAL PROPERTY OFFICE OF THE TAX COLLECTOR

AS OF 05/10/2013

BILL NO: 2011-02-0040751 ORIGINAL OWNER: SBA TOWERS II LLC
 UNIQUE ID: 00A00109 C/O: TAX DEPT
 LINK# ADDRESS: 5900 BROKEN SOUND PKWY NW
 FILE# ADDRESS2:
 BANK: CITY ST ZIP: BOCA RATON FL 33487
 ESCROW: COUNTRY:
 DISTRICT: PROP LOC.: 147 DAVIDSON RD
 EXR PROP LOC:
 D.B.A.: SBA TOWERS II LLC

PROP ASSESSED: 21,830
 EXEMPTIONS: EXMPT CHANGE:
 COC CHANGE: -21,830
 NET VALUE:
 MILL RATE: 28.8000

*** BILLED ***

	TOWN	TOTALS
INST1:	628.70	628.70
INST2:	0.00	0.00
INST3:	0.00	0.00
INST4:	0.00	0.00
ADJS:	-628.70	-628.70
TOT TAX:	0.00	0.00
TOTAL PAID:	628.70	628.70

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Adj	10	04/16/2013	83912P	69/136/2	T	-628.70	0.00	0.00	0.00	0.00
Pay	1	07/25/2012		82/17/176	T	628.70	0.00	0.00	0.00	628.70
Void	1	07/25/2012		82/17/133	T	-628.70	0.00	0.00	0.00	-628.70
Pay	1	07/25/2012		82/17/132	T	628.70	0.00	0.00	0.00	628.70
TOTAL PAYMENTS:						628.70	0.00	0.00	0.00	628.70

TOTAL BALANCE DUE AS OF 05/10/2013

	TOWN
INT DUE:	0.00
LIEN DUE:	0.00
FEES DUE:	0.00
TAX DUE NOW:	-628.70
TOT DUE NOW:	-628.70
BALANCE DUE:	-628.70

*** FLAGS ***

Circuit Breaker Amount: 0 Benefit Year: 0
 Invalid Address Flag No
 Last Adjustment Reason DELETE PP. ASSESSED AS RE.



GENERAL DATA PERSONAL PROPERTY OFFICE OF THE TAX COLLECTOR

AS OF 05/10/2013

BILL NO: 2011-02-0040752 ORIGINAL OWNER: SBA TOWERS INC
 UNIQUE ID: 07A00090 C/O: TAX DEPT
 LINK# ADDRESS: 5900 BROKEN SOUND PKY NW
 FILE# ADDRESS2:
 BANK: CITY ST ZIP: BOCA RATON FL 33487
 ESCROW: COUNTRY:
 PROP LOC.: 48 WESTCHESTER RD
 EXR PROP LOC:
 D.B.A.: SBA TOWERS INC

DISTRICT:
 PROP ASSESSED: 40,900
 EXEMPTIONS: EXMPT CHANGE:
 COC CHANGE: -40,900
 NET VALUE:
 MILL RATE: 28.8000

*** BILLED ***

	TOWN	TOTALS
INST1:	1,177.92	1,177.92
INST2:	0.00	0.00
INST3:	0.00	0.00
INST4:	0.00	0.00
ADJS:	-1,177.92	-1,177.92
TOT TAX:	0.00	0.00
TOTAL PAID:	1,177.92	1,177.92

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Adj	10	04/16/2013	83913P	69/136/3	T	-1,177.92	0.00	0.00	0.00	0.00
Pay	1	07/25/2012		82/17/138	T	1,177.92	0.00	0.00	0.00	1,177.92
TOTAL PAYMENTS:						1,177.92	0.00	0.00	0.00	1,177.92

TOTAL BALANCE DUE AS OF 05/10/2013

	TOWN
INT DUE:	0.00
LIEN DUE:	0.00
FEES DUE:	0.00
TAX DUE NOW:	-1,177.92
TOT DUE NOW:	-1,177.92
BALANCE DUE:	-1,177.92

*** FLAGS ***

Circuit Breaker Amount: 0 Benefit Year: 0
 Invalid Address Flag NO
 Last Adjustment Reason DELETE PP. ASSESSED AS RE.



2011020040753

GENERAL DATA PERSONAL PROPERTY OFFICE OF THE TAX COLLECTOR

AS OF 05/10/2013

BILL NO: 2011-02-0040753 ORIGINAL OWNER: SBA TOWERS INC
 UNIQUE ID: 11A00071 C/O: TAX DEPT
 LINK# ADDRESS: 5900 BROKEN SOUND PKWY NW
 FILE# ADDRESS2:
 BANK: CITY ST ZIP: BOCA RATON FL 33487
 ESCROW: COUNTRY:
 PROP LOC.: 31 CHESTNUT HILL RD
 EXR PROP LOC:
 D.B.A.: SBA TOWERS INC

PROP ASSESSED: 22,940
 EXEMPTIONS: EXMPT CHANGE:
 COC CHANGE: -22,940
 NET VALUE:
 MILL RATE: 28.8000

*** BILLED ***

	TOWN	TOTALS
INST1:	660.67	660.67
INST2:	0.00	0.00
INST3:	0.00	0.00
INST4:	0.00	0.00
ADJS:	-660.67	-660.67
TOT TAX:	0.00	0.00
TOTAL PAID:	660.67	660.67

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Adj	10	04/16/2013	83914P	69/136/4	T	-660.67	0.00	0.00	0.00	0.00
Pay	1	07/25/2012		82/17/139	T	660.67	0.00	0.00	0.00	660.67
TOTAL PAYMENTS:						660.67	0.00	0.00	0.00	660.67

TOTAL BALANCE DUE AS OF 05/10/2013

	TOWN
INT DUE:	0.00
LIEN DUE:	0.00
FEES DUE:	0.00
TAX DUE NOW:	-660.67
TOT DUE NOW:	-660.67
BALANCE DUE:	-660.67

*** FLAGS ***

Circuit Breaker Amount: 0 Benefit Year: 0
 Invalid Address Flag No
 Last Adjustment Reason DELETE PP. ASSESSED AS RE.



2011020040750

GENERAL DATA PERSONAL PROPERTY OFFICE OF THE TAX COLLECTOR

AS OF 05/10/2013

BILL NO: 2011-02-0040750 ORIGINAL OWNER: SBA PROPERTIES INC
 UNIQUE ID: 07A00089 C/O: TAX DEPT
 LINK# ADDRESS: 5900 BROKEN SOUND PKY NW
 FILE# ADDRESS2:
 BANK: CITY ST ZIP: BOCA RATON FL 33487
 ESCROW: COUNTRY:
 PROP LOC.: 29 MAHONEY RD
 EXR PROP LOC:
 D.B.A.: SBA PROPERTIES INC

DISTRICT:
 PROP ASSESSED: 21,140
 EXEMPTIONS: EXMPT CHANGE:
 COC CHANGE: -21,140
 NET VALUE:
 MILL RATE: 28.8000

*** BILLED ***

	TOWN	TOTALS
INST1:	608.83	608.83
INST2:	0.00	0.00
INST3:	0.00	0.00
INST4:	0.00	0.00
ADJS:	-608.83	-608.83
TOT TAX:	0.00	0.00
TOTAL PAID:	608.83	608.83

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Adj	10	04/16/2013	83911P	69/136/1	T	-608.83	0.00	0.00	0.00	0.00
Pay-T	3	09/20/2012		3/35/2	T	608.83	0.00	0.00	0.00	608.83
TOTAL PAYMENTS:						608.83	0.00	0.00	0.00	608.83

TOTAL BALANCE DUE AS OF 05/10/2013

	TOWN
INT DUE:	0.00
LIEN DUE:	0.00
FEES DUE:	0.00
TAX DUE NOW:	-608.83
TOT DUE NOW:	-608.83
BALANCE DUE:	-608.83

*** FLAGS ***

Circuit Breaker Amount: 0 Benefit Year: 0
 Invalid Address Flag No




APPLICATION FOR ABATEMENT OR REFUND OF PROPERTY TAXES

THIS APPLICATION FORM PROVIDES SATISFACTORY PROOF FOR ENTITLEMENT TO EXEMPTION ON THE OCTOBER 1, 2011 ASSESSMENT LIST TO THE TAX COLLECTOR OF COLCHESTER, STATE OF CONNECTICUT.

APPLICANT INFORMATION	
NAME:	Michael J. Doody, Jr
MAILING ADDRESS:	5401 E 250 th Road, Kansas, IL 61933
BILL NO:	2011-1-1505
BILL NO:	
BILL NO:	
BILL NO:	

REASON FOR APPLICATION: **Paid interest thru April, payment was made in March**


AMOUNTS FOR REFUND								
Date Paid	Amount Paid	List Year	Due Date	Principal	Interest	Lien Fees	Amount Due	TOTAL
4/2/13	\$ 1731.48	10/11	7/12	\$ 1716.48	\$	\$	\$ 1716.48	\$ 15.00
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$

APPLICANT(S) SIGNATURE: 

OFFICE USE ONLY:

Accounting Codes			
Refund 11303 – 30111	<input checked="" type="checkbox"/>	Current Levy	\$ 15.00
Refund 11303 – 30112	<input type="checkbox"/>	Prior Levy	\$
Refund 11303 – 30113	<input type="checkbox"/>	Interest	\$

Collectors Recommendation to the Governing Body
To the Board of Selectman: It is recommended that an abatement or refund of property taxes with the following information be made to the above named taxpayer in accordance with the provisions of Section 12-81 (20), 12-124 thru 12-129 Rev. as amended

ABATEMENT OR REFUND AMOUNT:	\$ 15.00	APPLICATION SUBMITTED DATE:	4/2/12
TAX COLLECTOR: TRICIA COBLENTZ			

Governing Body Action Taken
At a regular meeting of the Board of Selectman it was voted to abate or refund property the following taxes to the above named taxpayer

MEETING DATE:	ABATEMENT OR REFUND AMOUNT:	ACCOUNTING VENDOR NUMBER:
BOARD OF SELECTMAN, COMMON COUNCIL SIGNATURE:		
CLERK SIGNATURE:		



2011010001505

GENERAL DATA REAL ESTATE OFFICE OF THE TAX COLLECTOR

AS OF 05/07/2013

BILL NO: 2011-01-0001505 ORIGINAL OWNER: DOODY MICHAEL J JR
 UNIQUE ID: 07A00005 C/O:
 LINK# ADDRESS: 5401 E 250TH RD
 FILE# ADDRESS2:
 BANK: CITY ST ZIP: KANSAS IL 61933
 ESCROW: COUNTRY:
 VOL/PAGE: 944-87 PROP LOC.: WESTCHESTER RD
 LIEN VOL/PAGE: EXR PROP LOC:
 DISTRICT: M/B/L: 02-18 002-03A

PROP ASSESSED: 59,600 ELD CODE: 0
 EXEMPTIONS: EXMPT CHANGE:
 COC CHANGE:
 NET VALUE: 59,600
 MILL RATE: 28.8000

*** BILLED ***

	TOWN	TOTALS
INST1:	858.24	858.24
INST2:	858.24	858.24
INST3:	0.00	0.00
INST4:	0.00	0.00
ADJS:	0.00	0.00
TOT TAX:	1,716.48	1,716.48
TOTAL PAID:	1,731.48	1,731.48

*** PAYMENTS ***

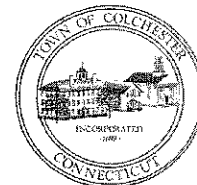
TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Pay	10	04/02/2013 O		82/188/14	T	803.41	11.83	0.00	0.00	815.24
Pay	8	02/28/2013 P		82/168/78	T	168.34	31.66	0.00	0.00	200.00
Pay	4	10/12/2012 P		82/77/20	T	385.48	14.52	0.00	0.00	400.00
Pay	2	08/29/2012 P		82/47/13	T	374.25	25.75	0.00	0.00	400.00
TOTAL PAYMENTS:						1,731.48	83.76	0.00	0.00	1,815.24

TOTAL BALANCE DUE AS OF 05/07/2013

	TOWN
INT DUE:	0.00
LIEN DUE:	0.00
FEES DUE:	0.00
TAX DUE NOW:	-15.00
TOT DUE NOW:	-15.00
BALANCE DUE:	-15.00

*** FLAGS ***

Circuit Breaker Amount: 0 Benefit Year: 0
 Invalid Address Flag No



APPLICATION FOR ABATEMENT OR REFUND OF PROPERTY TAXES

THIS APPLICATION FORM PROVIDES SATISFACTORY PROOF FOR ENTITLEMENT TO EXEMPTION ON THE OCTOBER 1, 2011 ASSESSMENT LIST TO THE TAX COLLECTOR OF COLCHESTER, STATE OF CONNECTICUT.

APPLICANT INFORMATION	
NAME:	Doreen Hupper
MAILING ADDRESS:	151 Silver Lane, East Hartford, CT 06118
BILL NO:	2011-1-2574
BILL NO:	
BILL NO:	
BILL NO:	
REASON FOR APPLICATION:	Overpayment

AMOUNTS FOR REFUND								
	Amount Paid	List Year	Due Date	Principal	Interest	Lien Fees	Amount Due	TOTAL
3/25/13	\$ 1775.84	10/11	1/13	\$ 1749.60	\$	\$	\$ 1749.60	\$ 26.25
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$

APPLICANT(S) SIGNATURE: *Doreen F. Hupper*

OFFICE USE ONLY:

Accounting Codes			
Refund 11303 – 30111	<input checked="" type="checkbox"/>	Current Levy	\$ 26.25
Refund 11303 – 30112	<input type="checkbox"/>	Prior Levy	\$
Refund 11303 – 30113	<input type="checkbox"/>	Interest	\$

Collectors Recommendation to the Governing Body
To the Board of Selectman: It is recommended that an abatement or refund of property taxes with the following information be made to the above named taxpayer in accordance with the provisions of Section 12-81 (20), 12-124 thru 12-129 Rev. as amended

ABATEMENT OR REFUND	\$ 26.25	APPLICATION SUBMITTED DATE:	3/25/13
TAX COLLECTOR: TRICIA COBLENTZ		<i>Tricia Coblentz</i>	

Governing Body Action Taken

At a regular meeting of the Board of Selectman it was voted to abate or refund property the following taxes to the above named taxpayer

MEETING DATE:	ABATEMENT OR REFUND AMOUNT:	ACCOUNTING VENDOR NUMBER:
---------------	-----------------------------	---------------------------

BOARD OF SELECTMAN, COMMON COUNCIL SIGNATURE:

CLERK SIGNATURE:



GENERAL DATA REAL ESTATE OFFICE OF THE TAX COLLECTOR

AS OF 05/07/2013

BILL NO: 2011-01-0002574 ORIGINAL OWNER: HUPPER DOREEN F
 UNIQUE ID: D0012100 C/O:
 LINK# ADDRESS: 151 SILVER LANE
 FILE# ADDRESS2:
 BANK: CITY ST ZIP: EAST HARTFORD CT 06118
 BSCROW: COUNTRY:
 VOL/PAGE: 608-332 PROP LOC.: 25 LAKEVIEW DR
 LIEN VOL/PAGE: EXR PROP LOC:
 DISTRICT: M/B/L: 13-02 006-000

PROP ASSESSED: 121,500 ELD CODE: 0
 EXEMPTIONS: EXMPT CHANGE:
 COC CHANGE:
 NET VALUE: 121,500
 MILL RATE: 28.8000

*** BILLED ***

	TOWN	TOTALS
INST1:	1,749.60	1,749.60
INST2:	1,749.60	1,749.60
INST3:	0.00	0.00
INST4:	0.00	0.00
ADJS:	0.00	0.00
TOT TAX:	3,499.20	3,499.20
TOTAL PAID:	3,525.45	3,525.45

*** PAYMENTS ***

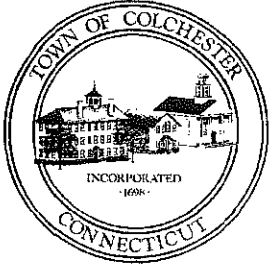
TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FBES	TOTALS
Pay	9	03/25/2013 P		82/183/20	T	1,775.85	78.73	0.00	0.00	1,854.58
Pay	1	07/27/2012		82/19/11	T	1,749.60	0.00	0.00	0.00	1,749.60
TOTAL PAYMENTS:						3,525.45	78.73	0.00	0.00	3,604.18

TOTAL BALANCE DUE AS OF 05/07/2013

	TOWN
INT DUE:	0.00
LIEN DUE:	0.00
FEES DUE:	0.00
TAX DUE NOW:	-26.25
TOT DUE NOW:	-26.25
BALANCE DUE:	-26.25

*** FLAGS ***

Circuit Breaker Amount: 0 Benefit Year: 0
 Invalid Address Flag No



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

May 6, 2013

To: Colchester Board of Selectmen

Copy: Craig Grimord – Planning & Zoning

From: Salvatore A. Tassone P.E. – Town Engineer

Re: : Baroni Subdivision, Pickerel Lake Road, Colchester Connecticut, prepared for Estate of Robert & Elin Baroni, Susan B. Pugh, by Jess J. McMinn and Associates, LLC., dated May 24, 2010.

The owner of the referenced subdivision has requested the release of their Subdivision Bond. The town is currently holding a cash bond in the amount of \$52,792.50. This bond was required as part of the referenced subdivision approval due to proposed road improvements associated with the extension of the paved portion of Pickerel Lake Road.

As detailed in the May 3, 2013 letter (**copy attached**) from the Law office of Scott W. Jezek, who is representing the owner, the Subdivision has been modified by a lot line adjustment that resulted in the public improvements no longer being necessary. Thus there is no longer any need for the Subdivision Bond. The modified Subdivision has been approved and filed on the Colchester land records. It is therefore recommended that the Subdivision bond be released.

RECOMMENDED MOTION:

Motion that the Town of Colchester release the Subdivision bond for the Baroni Subdivision, Pickerel Lake Road, in the amount of \$52,792.50 plus accrued interest as recommended by the Town Engineer.

Law Office of Scott W. Jezek

Scott W. Jezek
31 W. F. Palmer Road
P.O. Box 376
Moodus, CT 06469

Telephone (860) 873-1449
Facsimile (860) 873-1113
Email Swjezek@sbcglobal.net

Terrance D. Lomme, of Counsel
80-2 Plains Road
P.O. Box 397
Essex, CT 06426

Telephone (860) 767-9100
Facsimile (860) 767-0353
Email Tdlomme@sbcglobal.net

May 3, 2013
Via e-mail: townengineer@colchesterct.gov

Town of Colchester
127 Norwich Avenue
Colchester, CT 06415

Att: Sal Tassone

**Re: Baroni/Pugh Bond
Pickeral Lake Road, Colchester**

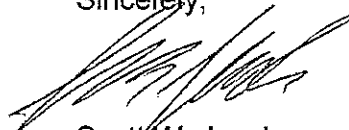
Dear Mr. Tassone:

My office represents the Executrix, Susan Pugh for the Estate of Robert Baroni.

My client has requested the bond for Pickerel Road Improvement/extension be released and the fee returned. It is no longer necessary as boundaries for the lots have been reconfigured and the construction of a driveway off the end of the proposed extension of the paved portion of the road is no longer necessary. Reference may be had to a map entitled "BOUNDARY LINE ADJUSTMENT PLAN PARCEL 31 MAP 3-20 PICKEREL LAKE ROAD COLCHESTER, CONNECTICUT, dated September 28, 2012" to be recorded in the Colchester Land Records.

The Estate of Robert Baroni is scheduled to be closed May 22, 2013, and this will be the final contingency. Thank you for your prompt attention to this matter.

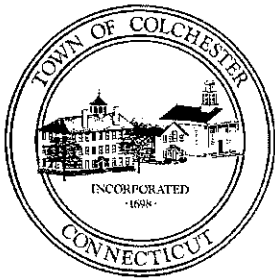
Sincerely,



Scott W. Jezek

SWJ/pec

cc: Susan Pugh



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

MEMO

To: Board of Selectman

From: Cheryl Hancin

Date: May 10, 2013

Re: Modification to the Special Events Policy

On April 2, the Recreation Commission reviewed the Special Events Policies and Procedures due to past inconsistencies in the implementation of the policy and increased requests to use the Green and Town parks. The commission recommended the following changes from the old language of

Special Event Permit Fee: \$50/day/event (not incl. setup/breakdown)

to the following:

Special Event Permit Fee:

Town Green:

Fri. – Sun.: \$50/day non-refundable fee for event day, setup, breakdown and rain dates.

Mon. - Thu.: \$50/day non-refundable fee for event day, setup, and breakdown. Rain Dates will be scheduled without a fee. If a rain date is selected by another organization for use, the initial organization will be required to pay the \$50/day fee to secure the date. If a rain date is used at any time, a \$50 fee will be assessed.

Ruby Cohen Park:

\$50/day/event (incl. setup/breakdown/rain dates)

Recreation Complex: \$50/day per field for event day, setup, breakdown and rain dates.

\$25 per field for each of the following time blocks:

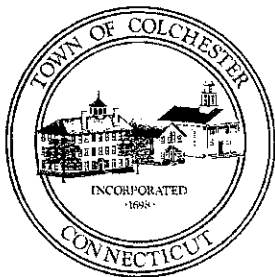
7a.m. – 12 p.m.

12p.m. – 5p.m.

5 p.m. – Closing

Recommended Motion

Motion for BOS to accept the new pricing structure to the Special Events Policies and Procedures.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

MEMO

To: Board of Selectman

From: Cheryl Hancin

Date: May 10, 2013

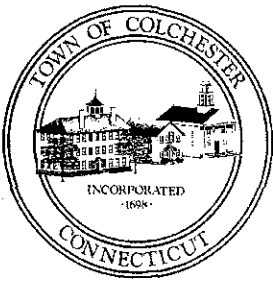
Re: Food Concessions Approval at Summer Concerts

On May 6, the Recreation Commission reviewed the food bid by Cater 2 You, LLC owned by Trevor Drummond for concessions for the Summer Concert Series. The Recreation Commission recommended an award to serve food to Cater 2 You, LLC at \$167.00 per concert.

Cater 2 You, LLC has been providing café food in CT since 2009 and catering services. He would like to serve hot dogs, hamburgers, ethnic foods, pretzels, snacks, and cold drinks. All paperwork was complete and he is able to attend all concerts and rain dates.

Recommended Motion

Motion for BOS to accept the bid by Cater 2 You, LLC and authorize the First Selectman to sign all necessary documents.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

MEMO

To: Board of Selectman

From: Cheryl Hancin

Date: May 10, 2013

Re: Ice Cream Approval at Summer Concerts

On May 6, the Recreation Commission reviewed the ice cream bid of \$150/concert by New England Soft Serve –Dave Dander and a bid of \$120/concert by Scotties Frozen Custard -Michael Haggerty for the RFP Ice Cream Concessions for the Summer Concert Series. The Recreation Commission recommended a split bid of:

- New England Soft Serve provides ice cream on June 27, July 11, & July 18 for **\$120/concert** and either make-up date as needed of Aug. 15 and/or Aug. 22. (N. E. Soft. Serve was not available on all dates.)
- Scotties provides custard on July 25, Aug. 1 and Aug. 8 for **\$120/concert** and either make-up date as needed of Aug. 15 and/or Aug. 22.

Recommended Motion

Motion for BOS to accept the split bid of \$120/concert and authorize the First Selectman to sign all necessary documents.

Town of Colchester

Memo

To: Board of Selectmen
From: Nancy A. Bray, Town Clerk
Date: May 16, 2013
Re: E-Recording

The State of Connecticut along with the State Library, Office of Public Records Administrator has adopted regulations regarding E-Recording also known as Real Property Electronic Recording. Town Clerks may elect to accept electronic documents, with the ability to choose exactly what types of documents, at this time.

There are certain requirements in order to start this process that our office already has in place. Specifically those are dual monitors, internet connectivity, ability to receive ACH payments (electronic deposits), and the "Key Verify" system available from Cott (land record vendor). This is how electronic recording will work – Submitter to Delivery Agent to Colchester Town Clerk.

I am very much interested in bringing this opportunity to our customers and feel it is an important step to take to advance the way we do business, both as an office and a town. There are five "delivery agents" that we will work with and each one needs an M.O.U. (Memorandum of Understanding) with our office. The Town Clerk's Assoc. is working on providing all clerks with a standard M.O.U. for Connecticut. This is an exciting time for Colchester and the State of Connecticut!

I am asking for the Board's support

State of Connecticut
PROPOSED REGULATION
of

NAME OF AGENCY

Connecticut State Library

Concerning

SUBJECT MATTER OF REGULATION

Real Property Electronic Recording

The Regulations of Connecticut State Agencies are amended by adding sections 7-35ee-1 to 7-35ee-10, inclusive, as follows:

(NEW) Section 7-35ee-1. Real property electronic recording

Sections 7-35ee-1 to 7-35ee-10, inclusive, apply to real property electronic recording in the office of the town clerk pursuant to chapter 92a of the Connecticut General Statutes. A town clerk may elect to accept electronic documents for recording in accordance with sections 7-35ee-1 to 7-35ee-10, inclusive, of the Regulations of Connecticut State Agencies and with all applicable sections of the Connecticut General Statutes, including but not limited to, chapter 92a of the Connecticut General Statutes.

(NEW) Sec. 7-35ee-2. Definitions

As used in sections 7-35ee-1 to 7-35ee-10, inclusive, of the Regulations of Connecticut State Agencies:

- (1) "Delivery agent" means a party who has entered into an agreement with a participating town clerk to deliver an electronic document from a submitter to a town clerk and to return the recorded document to the submitter;
- (2) "Document" has the same meaning as provided in section 7-35bb of the Connecticut General Statutes;
- (3) "Electronic document" has the same meaning as provided in section 7-35bb of the Connecticut General Statutes;
- (4) "Electronic document delivery system" means an automated system for the secure transmission of an electronic document between a submitter and a participating town clerk;
- (5) "Electronic recording" means the delivery and return of an electronic document, using an electronic document delivery system, for the purpose of recording that document on the land records, using a land records management system;
- (6) "Electronic signature" has the same meaning as provided in section 7-35bb of the Connecticut General Statutes;

- (7) "Land records management system" means a system for recording and indexing documents on the land records, accessing and maintaining the land records, and producing microfilm security copies;
- (8) "Participating town clerk" means a town clerk who has elected to accept electronic documents for recording; and
- (9) "Submitter" means a party who requests that an electronic document be recorded.

(NEW) Sec. 7-35ee-3. Electronic Recording Models

Electronic documents shall conform to the following models:

- (1) Model 1, which utilizes scanned ink-signed documents, transmitted without Extensible Markup Language (XML) indexing data;
- (2) Model 2, which utilizes scanned ink-signed documents or documents that have been created and signed electronically, transmitted with XML indexing data; or
- (3) Model 3, which utilizes documents that have been created and signed electronically, transmitted with embedded XML indexing data.

(NEW) Sec. 7-35ee-4. Data Formats

Electronic recording shall meet technical standards for document formatting and data fields as prescribed by the Property Records Industry Association (PRIA) in the PRIA eRecording XML Standard Version 2.4, as amended from time to time, which includes PRIA Request Version 2.4.2 (August 2007), as amended from time to time; PRIA Response Version 2.4.2 (August 2007), as amended from time to time; Document Version 2.4.1 (October 2007), as amended from time to time; and Notary Version 2.4.1 (October 2007), as amended from time to time. The PRIA eRecording XML Implementation Guide for Version 2.4.1, Revision 2 (March 2007), as amended from time to time, should be consulted for reference.

(NEW) Sec. 7-35ee-5. Document Formats

Electronic documents shall be transmitted and stored as either TIFF or PDF files, in accordance with the TIFF 6.0 specification, published by the International Organization for Standardization as *ISO 12639:2004, Graphic technology – Prepress digital data exchange – Tag image file format for image technology (TIFF/IT)*, as amended from time to time, or the PDF 1.7 specification, published by the International Organization for Standardization as *ISO 32000-1:2008, Document management – Portable document format – Part 1: PDF 1.7*, as amended from time to time.

(NEW) Sec. 7-35ee-6. Electronic Signatures and Notarization

(a) Documents containing electronic signatures or notarizations shall conform to all applicable standards established by the Secretary of the State and to all applicable sections of the Connecticut General Statutes, including but not limited to, chapter 15 of the Connecticut General Statutes and sections 3-94a to 3-95, inclusive, of the Connecticut General Statutes.

- (b) A participating town clerk is only required to accept electronic documents containing electronic signatures or notarizations that the clerk has the technology to support.
- (c) A participating town clerk has no responsibility to authenticate electronic signatures or notarizations.

(NEW) Sec. 7-35ee-7. Electronic Recording Processing Requirements

- (a) A participating town clerk shall provide notice of confirmation or rejection of recording through the electronic document delivery system.
 - (1) A notice of confirmation shall include recording information for the document accepted for recording and shall identify the document accepted for recording.
 - (2) A notice of rejection shall include a brief explanation of the reason or reasons for rejection and shall identify the document rejected for recording.
 - (3) If a participating town clerk complies with the notice requirements, the failure of a submitter to receive actual notice of confirmation or rejection of a recording shall not affect the validity of the confirmation or rejection.
- (b) A participating town clerk may contact a submitter regarding a document submitted for recording prior to sending a notice of confirmation or rejection. The delivery agent shall ensure that the submitter includes telephone or e-mail contact information with each submission.

- (c) A participating town clerk shall receive documents and enter the time of receipt in accordance with sections 7-24 and 7-25 of the Connecticut General Statutes.

(NEW) Sec. 7-35ee-8. Security Requirements

Procedures shall be implemented and maintained to ensure the security of the electronic document delivery system and the land records management system, including the authenticity and integrity of the electronic documents and of the public record maintained by the town clerk.

- (a) A participating town clerk shall provide a secure method for accepting documents through the electronic document delivery system and for recording and maintaining documents in the land records management system. Security standards implemented by a participating town clerk shall accommodate electronic signatures and notarization of documents in a manner that complies with chapter 92a of the Connecticut General Statutes.
- (b) A delivery agent shall implement and maintain security procedures for all electronic transmissions and shall be responsible for maintaining the security of the systems within their offices.
- (c) Electronic document delivery systems and land records management systems shall protect against system and security failures and, in addition, shall provide backup, disaster recovery, and audit trail mechanisms. Audit trail information shall be provided to the participating town clerk on request.

(d) Electronic document delivery systems and land records management systems shall not permit any unauthorized party to modify, manipulate, insert or delete information, without detection, in electronic documents or in the public record maintained by the town clerk.

(e) If a breach in security is detected by the town clerk, delivery agent or land records management system vendor, such clerk, agent or vendor shall notify the other two parties immediately. The clerk, agent and vendor shall work cooperatively to take remedial action and to resolve any issues related to a breach.

(NEW) Sec. 7-35ee-9. Records Retention, Preservation and Disclosure

(a) Land records and indexes are permanent records and shall be maintained in accordance with sections 7-24 and 7-25 of the Connecticut General Statutes and with the records management program established by the Public Records Administrator under sections 11-8 and 11-8a of the Connecticut General Statutes.

(b) Every town clerk shall maintain a systematic program for microfilming the land records and indexes, producing archival quality microfilm that is stored at a secure off-site facility approved by the Public Records Administrator.

(c) Computer-stored public records shall be maintained and disclosed in accordance with section 1-211 of the Connecticut General Statutes.

(NEW) Sec. 7-35ee-10. Agreement and Procedures

(a) The delivery agent and participating town clerk shall enter into an agreement specifying the terms and conditions of participation in the town clerk's electronic recording program. The provisions of the agreement shall be consistent with sections 7-35ee-1 to 7-35ee-10, inclusive, of the Regulations of Connecticut State Agencies and with all applicable sections of the Connecticut General Statutes, including but not limited to, chapter 92a of the Connecticut General Statutes.

At a minimum the agreement shall address the following items:

- (1) Accepted electronic recording models;
- (2) Accepted document types;
- (3) Defined technical specifications for data formats, document formats, electronic transmissions and security;
- (4) Indexing fields required for each document code;
- (5) Electronic signature and notarization requirements;
- (6) Payment options for recording fees and applicable taxes;
- (7) Hours during which electronic submissions will be accepted and processing schedules that affect order of acceptance;

(8) Document acceptance and rejection requirements and procedures;

(9) Responsibility of the delivery agent to review the qualifications of each potential submitter and to approve the potential submitter prior to granting access to the electronic document delivery system; and

(10) Responsibility of the delivery agent to enter into an agreement with each approved submitter, in which the submitter agrees to submit documents for recording in accordance with all applicable state statutes and regulations and to maintain the security of the systems within the submitter's offices.

(b) A participating town clerk may include in the agreement other procedures and requirements consistent with sections 7-35ee-1 to 7-35ee-10, inclusive, of the Regulations of Connecticut State Agencies and with all applicable sections of the Connecticut General Statutes, including but not limited to, chapter 92a of the Connecticut General Statutes, in order to implement fully an electronic recording program.

(c) A participating town clerk shall establish procedures for electronic recording in the municipality and shall post the procedures in the town clerk's office, on the municipality's Internet web site, if available, and through the electronic document delivery system, and shall make a copy of the procedures available on request. The procedures shall cover, at minimum, the items listed in subdivisions (1) through (8) of subsection (a) of this section.

Statement of Purpose

Pursuant to CGS Section 4-170(b)(3), "Each proposed regulation shall have a statement of its purpose following the final section of the regulation."

The purpose of this regulation concerning real property electronic recording is to implement Chapter 92a of the Connecticut General Statutes, the Uniform Real Property Electronic Recording Act, so that town clerks may elect to accept electronic documents for recording on the land records.

At present, town clerks accept paper documents for recording and they will continue to do so. Under this regulation, clerks may elect to accept electronic documents as well. Electronic recording refers to the delivery and return of an electronic document for the purpose of recording that document on the land records. It can reduce processing time and mailing expenses for town clerks and it is the preferred submission method for some submitters. Electronic recording is currently an option in nearly 40 states.

This regulation ensures that town clerks who accept electronic documents will do so in a manner that is consistent with national and statewide practices. It also ensures that the records and recordkeeping systems will be maintained properly and securely.

The regulation addresses these matters through the following provisions:

1. Establishes technical standards for document models, data formats, and document formats that are consistent with those used in other jurisdictions throughout the country.
2. Establishes requirements for the electronic recording process, including the processing of documents, electronic signatures and notarizations, to ensure that these practices comply with existing state law and are consistent throughout the state.
3. Ensures that records will be transmitted and stored in a secure manner and managed according to established retention, preservation and disclosure requirements.
4. Requires an agreement between the town clerk and delivery agent to ensure that specific elements are addressed in a formal contract between these two parties.

It is not expected that this regulation will impact or change any existing law or regulation.

Town of Colchester

Memo

To: Board of Selectmen
From: Nancy A. Bray, Town Clerk
Date: May 16, 2013
Re: Renewal Schedule

This is a contract renewal between our land record vendor, Cott Systems, and the Town of Colchester, Town Clerk's Office. This will be an addendum to the Master Agreement signed on Dec. 4, 2008. The list of existing hardware on the form attached is owned by the Town; the software and licenses are the items that we are billed for by Cott.

We continue to find this system easy to use both by our office and the customers we serve.

In order to enter into the agreement the following Motion should come before the Board:

“Motion to appoint the First Selectman to sign the necessary contract paperwork between the Town of Colchester and Cott Systems, Inc. for a term of thirty-six (36) months from June 1, 2013 through May 31, 2016.”

Thank you!



Renewal Schedule

For Nancy Bray, Town Clerk, Town of Colchester, CT

Prepared on Tuesday, May 07, 2013

Cott will continue to provide customer with the following products and services for a term of thirty-six (36) months from June 1, 2013 through May 31, 2016:

- Resolution3 Software Assurance with three (3) user licenses for Indexing, Imaging, Search, and Fees.
- Recording Binders, Paper and Microfilm Creation

Software Assurance allows unlimited phone support and unlimited remote modem support as outlined in the Customer Support Processes Exhibit.

Software Assurance provides software patches and releases to the current version of our software to increase speed, improve efficiencies, and enhance the ease of operation for you and your staff. We adhere to a well-defined Software Update Process, utilizing your counterparts in your state as well as our own internal experts to identify and review any and all software updates prior to their release.

Existing Hardware:

APG Cash Drawer	sn: W0278741080708-0010		
Epson Slip Printer	sn: JE4F000385	Zebra 3842	sn: 43J084800179
Epson Slip Printer	sn: JE6F011155	Zebra GX430T	sn: 32J10340615

Assumptions and Requirements

- Customer will continue to designate one point of contact in their office to communicate information to Cott.
- Cott Customer Support requests will be addressed as defined in Cott's Customer Support Processes Exhibit.
- Customer's proper use of software and compliance to all operating instructions.
- Customer is responsible for data entry standards or rules.
- A supported version of Cott's software products are currently installed and running.

Fees:	Current	New
Resolution Software Assurance	\$1,572/mo	\$1,615/mo

This *Renewal Schedule* ("Schedule") is by and between Cott Systems, Inc. ("Cott") and its customer ("Customer") identified below, and is being executed as an exhibit to Cott's *Master Agreement for Products and Services*. Cott and Customer have entered into this Schedule as of the date it is signed by Customer, under the provision this Schedule is only valid when signed by customer within (90) days of the date of signature by Cott.

Master Agreement for Products and Services

December 4, 2008

(Date Signed)

Town of Colchester, CT

(County, Parish, Town)

COTT SYSTEMS, INC.

CUSTOMER

Deborah A. Ball

(Signature)

(Signature)

May 07, 2013

(Date)

(Date)

Deborah A. Ball, Chief Executive Officer

(Print Name/Title)

(Print Name/Title)

(Attest)

(Attest)

Jennifer Hood