



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

REVISED---March 19, 2012

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

**Meeting Room 1 – 7:00pm**

NANCY A. BRAY  
TOWN CLERK

*Nancy A. Bray*

2012 MAR 19 AM 8:51

RECEIVED  
COLCHESTER, CT

**MEMBERS PRESENT:** First Selectman Gregg Schuster, Selectman Greg Cordova, and Selectman Stan Soby

**MEMBERS ABSENT:** Selectman James Ford, and Selectman Rosemary Coyle

**OTHERS PRESENT:** Gina Santos, Sergeant Rob Suchecki, Greg Plunkett, Adam Turner, Brad Bernier, Dot Mrowka, Tom Tyler, Nancy Bray, Kate Kelleher, and other citizens

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

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

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

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

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

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

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

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

**12. Discussion and Possible Action on Sports League Endorsement Policy**

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

**13. Discussion and Possible Action on Agriculture Viability Grant**

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

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

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

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

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

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

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

**17. Discussion and Possible Action on Personnel Policy**

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

**18. Citizen's Comments**

None

**19. First Selectman's Report**

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

**20. Liaison Report**

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

**21. Executive Session to Discuss Potential Land Acquisition**

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

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

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

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

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

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

**22. Adjourn**

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

Respectfully submitted,

Gina Santos  
Administrative Assistant

Attachment:

- Information received by the Board from D. Dander

RE: Looking for direction

From: "Farnham, Paige"

[Paige.Farnham@ct.gov](mailto:Paige.Farnham@ct.gov)

[View Contact](#)

To: David Dander <[ddander@sbcglobal.net](mailto:ddander@sbcglobal.net)>

Cc: "Kopetz, Kevin" [Kevin.Kopetz@ct.gov](mailto:Kevin.Kopetz@ct.gov)

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

**Paige Farnham**  
**Bureau of School Facilities**  
**860.713.6479**

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

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

**To:** Farnham, Paige

**Cc:** Dixon, Michelle

**Subject:** Looking for direction

Good morning Ms. Farnham,

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

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

Sincerely,

Dave Dander

**From:** Greg Plunkett <[gplunkett@colchesterct.org](mailto:gplunkett@colchesterct.org)>

**To:** David Dander <[ddander@sbcglobal.net](mailto:ddander@sbcglobal.net)>; Thomas Tyler <[jttyler2@sbcglobal.net](mailto:jttyler2@sbcglobal.net)>; [gplunkett@colchesterct.org](mailto:gplunkett@colchesterct.org)

**Cc:** Derrick Kennedy <[dkennedy@colchesterct.org](mailto:dkennedy@colchesterct.org)>

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

**Subject:** RE: Repeated request for information

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

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

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

Mr. Plunkett,

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

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

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

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

I'm simply trying understand the process used.

Thanks again for you attention to my request for information.

Sincerely,

Dave Dander



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

Colchester  
Senior Center  
Community Center  
William J. Johnston Middle School

January 27, 2012

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

**Sealed proposals** are to be submitted during your interview.

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

**Comparison of Results by Categories for**

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

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

# TOWN OF COLCHESTER, COLCHESTER PURCHASING POLICY

## SECTION B PROCEDURES FOR REQUEST FOR PROPOSAL/COMPETITIVE BID

### 4. BID OPENING & AWARD

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

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

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

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

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

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

## SECTION C PROCEDURES FOR OPTIONAL REQUESTS FOR QUALIFICATION

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

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

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

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

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