



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Regular Meeting
Thursday, November 2, 2017
Colchester Town Hall @ 7PM**

1. Call to Order
2. Additions to the Agenda
3. Citizen's Comments
4. Consent Agenda
 1. Approve Minutes of the October 19, 2017 Regular Board of Selectmen Meeting
 2. Approve Minutes of the October 19, 2017 Commission Chairmen Meeting
 3. Tax Refund and Rebates
5. Boards and Commissions – Interviews and/or Possible Appointments
 - a. Commission on Aging– Roberta Avery to be interviewed for a member position ending 12/1/2017
6. Discussion and Possible Action on Incord C-Tip Applications
7. Citizen's Comments
8. First Selectman's Report
9. Liaison Reports
10. Adjourn

RECEIVED
COLCHESTER, CT
2017 OCT 27 PM 1:07
TOWN CLERK



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, October 19, 2017
Colchester Town Hall**

Immediately following the Commission Chairmen Meeting @ 7pm

MEMBERS PRESENT: First Selectman Art Shilosky, Selectman Stan Soby, Selectman Rosemary Coyle, Selectman Denise Mizla and Selectman John Jones

MEMBERS ABSENT: none

OTHERS PRESENT: PW Director J. Paggioli, Town Clerk G. Furman, Tax Collector M Wyatt, Chief Cox, L Steinmeyer, Peters, L Shoemaker, J Novak, S Dubb and Clerk T Dean.

1. Call to Order

A Shilosky called the meeting to order at 7:30 pm.

2. Additions to the Agenda

A Shilosky asked to remove #6 Presentation by Officer Edwards on Pistol Range and remove "Public Hearing" from agenda item #8 and renumber remaining items accordingly.

S Soby moved to remove items as presented, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

3. Citizen's Comments – none

4. Consent Agenda

1. Approve Minutes of the October 5, 2017 Regular Board of Selectmen Meeting
2. Action on 2018 Board of Selectmen Meeting Schedule
3. Action on 2018 Commission Chairmen Meeting Schedule
4. Tax Refund and Rebates

R Coyle moved to approve the consent agenda, seconded by J Jones. Unanimously approved. MOTION CARRIED

5. Presentation by Dr. Kyle McClaine from Backus Hospital on ALS/Paramedic Program

Chief Cox stated there has been ongoing conversations of enhancing the life support program in the Colchester Fire Dept. Dr McClaine stated that 75% (1300) of our calls are medical that involve paramedic interception. He explained the difference between an EMT and Paramedic. The average response time in town is twice as long as the average with a paramedic program. Discussion on mutual aid to other towns and the legality on how the crew is made up. Discussion on other towns and models they use. S Soby inquired as to state and national standards in terms of response time for service and criteria, and also quality standards. Dr. McClaine stated that there is a large variability of response time which is dependent on the city. State does not set one time standard due to variability. The program would move from a two-step process to a one-step process. Discussion on how many paramedics Colchester would need. C Cox stated that there are currently two firefighter/EMT's that are licensed paramedics that currently work for the town. Also stated that the department has already initiated the process for qualifying steps.

6. Discussion on 129 Westchester Road

A Shilosky stated that the town has been approached to purchase the house next to the Norton Mill site. No sale price has been made. There is currently some contamination on site. S Soby stated that the question "why" would need to be answered for the town to purchase. R Coyle also agreed it is hard to make a decision without having a clear "why" and that currently there is no clear framework and only a tentative agreement but still no state budget. The town doesn't know the ECS and municipal aid funding yet. Also not able to leverage any funding sources similar to Norton Mill to purchase the house. TABLED

7. Discussion and Possible Action on Sewer and Water Proposed Ordinance

S Soby moved to approve the proposed ordinance concerning the Sewer and Water Commission subject to vote on the Charter Revision, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

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COLCHESTER, CT
2017 OCT 23 AM 11:4
G. FURMAN
TOWN CLERK

8. **Discussion and Possible Action on Decommissioning of the Charter Revision Commission**
R Coyle moved to decommission the Charter Revision Commission, with a thank you for service, seconded by S Soby. Unanimously approved. MOTION CARRIED.
9. **Discussion and Possible Action on Town Procedures for Return Checks**
A Shilosky stated that it is not his intent to change the seriousness of the issue regarding return checks, but would like a uniform letter for all offices. R Coyle suggested to put a committee together with offices involved in return checks and create one uniform letter. S Soby agreed that should be an internal work group with specific procedures.
NO ACTION
10. **Citizen's Comments - none**
11. **First Selectman's Report**
Board of Finance set the mill rate for motor vehicles on 10/18 at 32.37. Bills to go out soon. Incor met on Monday proposing three buildings to start in the spring. SCOGG meeting talked about fracking waste. Colchester can't store that material so would be redundant and possibly contradictory to put a policy in place in Colchester. Back tax collecting going well by the tax department.
12. **Liaison Reports**
R Coyle reported on the Commission on Aging – report attached
Fire Dept – RFP for ambulance bid went out, EMS paramedic program only ordering supplies as needed due to current budget. Certified drone in place. Tax exempt commission is full.
Building Committee – approved invoices. Discussing plantings. Ahead of schedule. GM contingency has not changes. Under budget. 4.4 million drawdown payment from state.
S Soby reported on Agriculture Commission – work between town staff and P&Z going on regarding signage improvements to help businesses with better promotion and visibility, while also reducing clutter.
D Mizla reported on Board of Education – interim superintendent updated at the 10/10 meeting the impact of the budget freeze. Positions will not be filled, class sizes have increase, and some classes no longer offered (attachment). C Praisner, C3, was recognized for her work. Programming doubled this year. Town Clerk found 1799-1954 historical information in the vault and the BOE approved the transfer of documents to the Historical Society.
13. **Adjourn**
J Jones moved to adjourn at 8:20 p.m., seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Attachment: Commission on Aging report
Colchester Public Schools Budgetary Decision-making Framework

Respectfully submitted,



Tricia Dean, Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Commission Chairmen Regular Meeting Minutes
Thursday, October 19, 2017, 7PM
Colchester Town Hall - Meeting Room 1**

RECEIVED
COLCHESTER, CT
2017 OCT 20 AM 10:53
Sue Dubb
TOWN CLERK

MEMBERS PRESENT: First Selectman Art Shilosky, Selectman Stan Soby, Selectman R Coyle, Selectman Denise Mizla and Selectman John Jones

MEMBERS ABSENT: none

1. Call to Order

First Selectman A Shilosky called the meeting to order at 7:08 p.m.

2. Commission Updates – Commission Chairs

Chris Bourque reported on **Agriculture Commission** – continue to work on livestock ordinance for suburban areas with the P&Z dept. Farm to school had a booth at the 57 Fest and Farmers Market.

Merja Lehtinen reported on **Cable Advisory** – cable prices coming down. Comcast is going statewide. No longer need 2 year contracts. Verizon is coming into the market.

Trevor Falconi reported on **Economic Development Commission** – report attached

Dan Henderson reported on **Ethics Commission** – down to two chair members. Looking for additional members. Board only meets every other month and the meetings are under an hour.

John Novak reported on **Planning & Zoning Commission** – quiet summer, not many applications. Going through current regulations and working on bugs. One vacancy open on commission.

Rob Parlee reported on **Police Commission** – working on a 5 year equipment plan. Working on a parking ordinance to propose to Board of Selectmen. Sue Dubb reported on details of proposed ordinance for ticketing for parking violations.

Stephen Coyle reported on **Sewer & Commission** – website up for joint facilities with East Hampton. Slight drought conditions. Cut back on selling water to water haulers. Utilizing well 4.

Laurie Robinson reported on **Zoning Board of Appeals** – quiet quarter. Expect an appeal next month. Will discuss at the next meeting the conference that she attended with the Zoning Enforcement officer regarding land use court cases.

WRITTEN REPORTS RECEIVED FROM THE FOLLOWING (attached):

Falk von Plachecki regarding **Conservation Commission**
Nick Norton regarding **Open Space Advisory Committee**
Rob Suchecki regarding **Youth Services Advisory Board**

3. Adjourn

D Mizla moved to adjourn at 7:27 p.m., seconded by J Jones. Unanimously approved.
MOTION CARRIED.

Attachments (4)

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'T. Dean', written in a cursive style.

Tricia Dean
Clerk

Tricia Dean

From: Randall Benson
Sent: Friday, October 27, 2017 10:06 AM
To: Tricia Dean
Subject: Re: C-Tip applications

Good Morning Tricia,

Yes, I will have a memo for the BOS on Tuesday morning with the EDC's recommendations after the Monday, October 30th meeting.

Thanks, Randy

From: Tricia Dean
Sent: Friday, October 27, 2017 8:56:26 AM
To: Randall Benson
Subject: RE: C-Tip applications

Morning Randy,
As discussed, it is my understanding that you will be sending me a memo after the Economic Development Commission meeting on Monday, Oct. 30th with their recommendation.

Tricia Dean

Executive Assistant to the First Selectman
Town of Colchester
127 Norwich Avenue
tdean@colchesterct.gov
P: (860) 537-7220

From: Randall Benson
Sent: Wednesday, October 25, 2017 2:31 PM
To: Tricia Dean <tdean@colchesterct.gov>
Subject: C-Tip applications

Hi Tricia,

Attached are the 2 C-TIP applications for Incord on Upton Road. There are 2 applications because there are 2 separate parcels of land but it is proposed as one application.

Thanks, Randy



Town of Colchester – Tax Incentive Application

Revised June 6, 2017

The Colchester Tax Incentive Program (C-TIP) is designed to provide tax incentives for new businesses or the expansion of existing businesses to promote commercial growth in Colchester.

Project Information

Applicant Name: 181 UPTON RD LLC (EDWARD RITZ)
 Name of Business: INCORD
 Property Address: 181 UPTON RD

Proposed Project Type (Select all that apply):

- Manufacturing Office/Commercial
 High Technology Wholesale/Distribution (1 job per 1000sqft)
 New Retail Business Commercial Farming
 Mixed Use/Other: _____

Project Details

	Budget	Area
Acquisition	\$ _____	_____ Acres 12,000 Sqft of existing buildings
New construction	\$ <u>600,000</u>	<u>12,000</u> Sqft of new buildings
Rehabilitation	\$ _____	<u>11,500</u> Sqft of existing buildings
Equipment	\$ <u>120,000</u>	
Personal Property	\$ <u>2,500,000</u>	
Total	\$ <u>3,220,000</u>	

Employment Details

	Present # of Employees	Future # of Employees
Officials & Managers	<u>9</u>	_____
Professionals	_____	_____
Technicians	<u>5</u>	_____
Sales	<u>18</u>	_____
Office & Clerical	<u>11</u>	_____
Skilled (Craft) Laborers	<u>70</u>	_____
Unskilled Laborers	_____	_____
Service Workers	_____	_____
Total	<u>115</u>	_____

From this review by the Economic Development Commission, the application and recommended incentive package is sent to the Board of Selectmen. The Selectmen consider the recommendation and may adjust the package, as they deem appropriate. After Selectmen's review, the package is brought before the legislative body of the Town, (the Town Meeting), for approval. The Town Meeting is the sole decision-maker regarding the approval of the incentive package. The members of the Economic Development Commission and the Board of Selectmen simply develop recommendations for the package. Only those in attendance at the Town Meeting can actually award the incentives to the applicant.

D. Criteria for Incentive Recommendations

The Economic Development Commission will recommend tax incentives as allowed by state statute after considering the following criteria:

- Need for incentives
- Potential for new job creation
- Providing a product, need or service to the local community
- Appropriateness of the business to its proposed location
- Possibility for the business to spawn other new businesses
- Planned use by the business of other Colchester vendors
- Compatibility of the project with the environment and town resources
- Contribution to the Town's infrastructure, including roads and utilities
- Net gain provided to the Town tax base
- Improvement or renovation to historic structures

These are not exclusive criteria, and the members of the Commission may consider other issues when appropriate to do so. Each application presents a unique set of circumstances, and should those circumstances require the consideration of additional factors, the applicant should make the Commission so aware.

E. Incentive for Developers of Commercial Real Estate

In the event a developer of commercial real estate applies to C-TIP, the members of the Commission may award tax incentives to the developer, providing the developer covenants to pass through to tenants, on a prorated basis, the benefit of the incentive award. The Commission may award tax incentives to developers prior to full occupancy. Applications from developers will be reviewed subject to the same criteria as in "C" above.

What type of tax abatements can be given?

5. Will your project require and improvements to, or extension of the Town of Colchester infrastructure and/or utility systems? If so, please describe.
6. To what extent do you plan to employ Colchester-based vendors I the planning, design, and construction of this project? If possible, please provide the Colchester-based contractors you intend to use and the estimated value of your contracts to them.
7. How many jobs, if any, do you expect to create as a result of this business?
8. What is the planned start-up and completion dates of this project? Are there multiple phases to this project?
9. What other locations besides Colchester are being considered for this project?

If you are applying as a lessor of commercial space:


10. Please provide the type of lessees you are targeting(types of business tenants)
11. Are these new tenants to Colchester or existing businesses?
12. If you have signed tenants and/or lessees in process, please share the percentage of open lease space you currently have.

Signature of Applicant:  Title: PRESIDENT,
INCORP Date: 10/16/17

Department Sign-off – To be completed by staff

Planning and Zoning Department

Completed Application Received: Yes No

Signature:  Date: 10/16/17

Tax Assessor's Office

Appraised Value of Improvements*: \$ _____

Assessed Value of Improvements*:\$ _____

*Good-faith estimate based on representations from applicant

Signature: _____ Date: _____

Tax Collectors Office

**InCord/151 Upton Road LLC
Town of Colchester – Tax Incentive Application**

Note, separate Tax Incentive Applications are being submitted for two adjacent sites (151 and 181 Upton Rd).

1. Background information on yourself, other key members of your management team and your company

181 Upton Rd LLC and InCord, Ltd are principally owned by Edward Ritz, who founded InCord in 1995 and moved the company to Colchester in 2006. Ed's children (Daniel, Robin & Meredith) who work in the business each own a small portion of InCord, and this ownership will increase over time according to a succession plan.

181 Upton Rd was purchased to support InCord's growing capacity requirements in 2015. InCord has a 20-year lease on the current building on the property.

InCord is the largest fabricator of custom safety nets in the US. InCord sells nationwide to more than eight distinct markets including Safety & Construction, Material Handling & Logistics, Play & Amusement (theme parks, water parks & playgrounds), Sports, and Theatre. InCord has been recognized among "Connecticut's Best Workplaces" for 7 consecutive years. InCord recruits from Colchester and is committed to retaining and developing its employees through long-term, full-time employment and generous benefits including health care, paid time off, and profit sharing.

2. A brief project description and include those you feel the Town of Colchester and its residents would benefit from your business or project.

InCord is considering expanding its administrative and production space to support anticipated growth over the next several years.

InCord is evaluating plans to develop 151 Upton Rd with 2 buildings: a 12,000 sf and a 30,000 sf production facility. The two buildings promote operational flexibility and simplify construction due to site characteristics. Once completed and fully operational, the two buildings would support at least 20 FT employees. The important benefits to the Town of Colchester include InCord's contributions to the town's tax base and job creation, which yield secondary benefits to the town's economic base through use of locally sourced goods and services. This construction is not expected to increase demand for town services.

3. Attach your business plan for the project or business including any capital improvements, projected income and hiring plans, including what type of jobs, for the next five years.

Construction estimate: \$2,500,000

Equipment/Personal Property: \$450,000

9. What other locations besides Colchester are being considered for this project?

The project is dependent on approval and successful completion of the related project to build a warehouse on 181 Upton Rd. InCord's plans to further develop Upton Rd is most likely dependent on both 151 and 181 projects being approved.

An alternative site in Oakdale has been identified. This site is located on a 5 acre parcel (with 100 acres adjacent on option) where a production facility that InCord leases from Colchester Construction.



Town of Colchester – Tax Incentive Application

Revised June 6, 2017

The Colchester Tax Incentive Program (C-TIP) is designed to provide tax incentives for new businesses or the expansion of existing businesses to promote commercial growth in Colchester.

Project Information

Applicant Name: 191 UPTON RD LLC (EDWARD RITZ)
 Name of Business: INCORD
 Property Address: 151 UPTON RD.

Proposed Project Type (Select all that apply):

- Manufacturing
 High Technology
 New Retail Business
 Mixed Use/Other: _____
- Office/Commercial
 Wholesale/Distribution (1 job per 1000sqft)
 Commercial Farming

Project Details

	Budget	Area
Acquisition	\$ _____	_____ Acres _____ Sqft of existing buildings
New construction	\$ <u>2,500,000</u>	<u>42,000</u> Sqft of new buildings
Rehabilitation	\$ _____	_____ Sqft of existing buildings
Equipment	\$ <u>450,000</u>	
Personal Property	\$ _____	
Total	\$ <u>2,950,000</u>	

Employment Details

	Present # of Employees	Future # of Employees
Officials & Managers	<u>9</u>	<u>9</u>
Professionals	_____	_____
Technicians	<u>5</u>	<u>5</u>
Sales	<u>10</u>	<u>10</u>
Office & Clerical	<u>11</u>	<u>11</u>
Skilled (Craft) Laborers	<u>70</u>	<u>90</u>
Unskilled Laborers	_____	_____
Service Workers	_____	_____
Total	<u>115</u>	<u>135</u>

A. Purpose and Philosophy of the Tax Incentive Program

The Colchester Tax Incentive Program ("THE C-TIP) attracts new businesses and commercial interests to Colchester and encourages existing businesses and interests to expand by offering partial relief from local property tax burdens.

The C-TIP developed pursuant to a directive from the members of the Colchester Board of Selectmen, who have made economic development a priority for the Town. The Town has experienced a tremendous amount of residential growth over the past few years, and C-TIP is intended to foster the commercial development that is necessary when such growth occurs. With residential growth comes the need for jobs and many types of commercial development. Also needed is growth in the Town tax base, for as the community grows, so does the demand for Town services.

Specifically, the goals of the Colchester Tax Incentive Program are to:

- Encourage new job creation and expansion of existing businesses
- Attract forms of commercial development not currently offered
- Foster the development of start-up companies within the Town
- Grow the Town tax base and more equitably distribute tax burdens

B. Qualifying Applicants

Applications to C-TIP will be accepted from any individual, group or entity that pays or will pay real estate taxes in the Town, provided: (1) the applicant is not delinquent in the payment of any taxes or service charges to the Town; (2) the applicant plans to invest at least \$25,000 for either the construction of a new facility or the expansion of a current operation; and (3) the applicant evidences a solid financial base and potential for growth. The C-TIP application is only available for new construction. The C-TIP application is not available for construction that has already been started or completed.

C. The Application and Approval Process

Qualified applicants for tax incentives are required to present their application to the Town's Economic Development Commission. The members of the Commission review each application and make a determination as to whether incentives are appropriate, based on certain criteria established annually by the Commission. If they determine that incentives are appropriate, Commission members will further determine the appropriate amount and duration for the incentive.

From this review by the Economic Development Commission, the application and recommended incentive package is sent to the Board of Selectmen. The Selectmen consider the recommendation and may adjust the package, as they deem appropriate. After Selectmen's review, the package is brought before the legislative body of the Town, (the Town Meeting), for approval. The Town Meeting is the sole decision-maker regarding the approval of the incentive package. The members of the Economic Development Commission and the Board of Selectmen simply develop recommendations for the package. Only those in attendance at the Town Meeting can actually award the incentives to the applicant.

D. Criteria for Incentive Recommendations

The Economic Development Commission will recommend tax incentives as allowed by state statute after considering the following criteria:

- Need for incentives
- Potential for new job creation
- Providing a product, need or service to the local community
- Appropriateness of the business to its proposed location
- Possibility for the business to spawn other new businesses
- Planned use by the business of other Colchester vendors
- Compatibility of the project with the environment and town resources
- Contribution to the Town's infrastructure, including roads and utilities
- Net gain provided to the Town tax base
- Improvement or renovation to historic structures

These are not exclusive criteria, and the members of the Commission may consider other issues when appropriate to do so. Each application presents a unique set of circumstances, and should those circumstances require the consideration of additional factors, the applicant should make the Commission so aware.

E. Incentive for Developers of Commercial Real Estate

In the event a developer of commercial real estate applies to C-TIP, the members of the Commission may award tax incentives to the developer, providing the developer covenants to pass through to tenants, on a prorated basis, the benefit of the incentive award. The Commission may award tax incentives to developers prior to full occupancy. Applications from developers will be reviewed subject to the same criteria as in "C" above.

What type of tax abatements can be given?

Under the State of Connecticut General Statutes Section 12-65b a municipality can approve a tax abatement if the project meets the requirements previously list in this application. To determine what amount of tax abatement you may qualify for is determined by three provisions listed in the State of Connecticut General Statute 12-65b. The three provisions are listed as follows:

1. Tax abatement for a period of not more than 7 years, provided the cost of such improvements to be constructed is not less than three million dollars.
2. Tax abatement for a period of not more than two years, provided the cost of such improvements to be constructed is not less than five hundred thousand dollars.
3. Tax abatement to the extent of not more than fifty percent of such increased assessment, for a period of not more than three years, provided the cost of such improvements is not less than ten thousand dollars.

All tax abatements will be based on the increase in the assessed value as determined by the Town of Colchester Tax Assessor. The tax abatement is based on the increase in assessment of real property only. The Tax abatement period will not begin until the first tax billing after the Certificate of Occupancy for new construction or the Certificate of Approval for expansion of existing developments issued by the Town of Colchester Building Official.

Business Project Information

Please provide the following information. Use additional pages to provide more detail and attach any relevant documents as needed.

1. Background information on yourself, other key members of your management team and your company.
2. A brief project description and include how you feel the Town of Colchester and its residents would benefit from your business or project.
3. Attach your business plan for the project or business including any capital improvements, projected income and hiring plans, including what type of jobs, for the next five years.
4. The estimated costs of the proposed real property to be constructed/renovated for the business.

5. Will your project require and improvements to, or extension of the Town of Colchester infrastructure and/or utility systems? If so, please describe.
6. To what extent do you plan to employ Colchester-based vendors I the planning, design, and construction of this project? If possible, please provide the Colchester-based contractors you intend to use and the estimated value of your contracts to them.
7. How many jobs, if any, do you expect to create as a result of this business?
8. What is the planned start-up and completion dates of this project? Are there multiple phases to this project?
9. What other locations besides Colchester are being considered for this project?

If you are applying as a lessor of commercial space:

10. Please provide the type of lessees you are targeting(types of business tenants)
11. Are these new tenants to Colchester or existing businesses?
12. If you have signed tenants and/or lessees in process, please share the percentage of open lease space you currently have.

Signature of Applicant:  Title: PRESIDENT, Date: 10/16/17
INCORP

Department Sign-off – To be completed by staff

Planning and Zoning Department

Completed Application Received: Yes No

Signature: _____ Date: _____

Tax Assessor's Office

Appraised Value of Improvements*: \$ _____

Assessed Value of Improvements*:\$ _____

*Good-faith estimate based on representations from applicant

Signature: _____ Date: _____

Tax Collectors Office

All Parties Current on Owed Taxes: ___Yes ___No

Signature: _____ Date: _____

**InCord/181 Upton Road LLC
Town of Colchester – Tax Incentive Application**

1. Background information on yourself, other key members of your management team and your company

181 Upton Rd LLC and InCord, Ltd are principally owned by Edward Ritz, who founded InCord in 1995 and moved the company to Colchester in 2006. Ed's children (Daniel, Robin & Meredith) who work in the business each own a small portion of InCord, and this ownership will increase over time according to a succession plan.

181 Upton Rd was purchased to support InCord's growing capacity requirements in 2015. InCord has a 20-year lease on the current building on the property.

InCord is the largest fabricator of custom safety nets in the US. InCord sells nationwide to more than eight distinct markets including Safety & Construction, Material Handling & Logistics, Play & Amusement (theme parks, water parks & playgrounds), Sports, and Theatre. InCord has been recognized among "Connecticut's Best Workplaces" for 7 consecutive years. InCord recruits from Colchester and is committed to retaining and developing its employees through long-term, full-time employment and generous benefits including health care, paid time off, and profit sharing.

2. A brief project description and include those you feel the Town of Colchester and its residents would benefit from your business or project.

InCord is considering expanding its facilities to eliminate the need for out-of-town warehousing and production. Initially the proposed space would be used to store raw materials which are currently warehoused in Taftville. Building additional warehouse or production space on Upton Rd reduce truck traffic to bring in raw materials from outside warehouse.

Over the longer term, InCord will also look to develop 151 Upton Rd with a larger warehouse (20 – 30,000 sf) which would enable the proposed building to be converted to production space. Production space of this size would support approximately 10 FT employees.

3. Attach your business plan for the project or business including any capital improvements, projected income and hiring plans, including what type of jobs, for the next five years.

Construction estimate: \$600,000

Equipment: \$120,000

Personal property: \$2,500,000 (inventory)

The project does not increase employees immediately due to the use of space. Over the longer term (3-5 years) it is expected that this space will be converted to production space, which will lead to the creation of approximately 10 FT manufacturing and administrative jobs.

4. The estimated costs of the proposed real property to be constructed/renovated for the business.

Initial cost estimates for construction of a 12,000 sf building are \$50/sf (\$600,000 total) for construction plus ancillary costs of engineering and site preparation.

That the cost of building in Colchester is considerably higher than other possible sites due site characteristics and other factors. The request for Tax Abatement serves to offset the higher cost of developing in Colchester.

5. Will your project require any improvements to, or extension of the Town of Colchester infrastructure and/or utility systems? If so, please describe.

No

6. To what extent do you plan to employ Colchester-based vendors in the planning, design, and construction of this project. If possible, please provide the Colchester-based contractors you intend to use and the estimated value of your contracts to them.

The project is still in a design phase and has not been put out to competitive bid. InCord's preferred partner for construction in the area is Colchester Construction, who we have a long history of successful projects.

Richie Baldi has performed initial site preparation and excavation work.

7. How many jobs, if any, do you expect to create as a result of this business.

The initial planned use of the new building is to relocate an existing warehouse to Colchester. Subsequent phases of InCord's capacity plans in Colchester are expected to generate an estimated 10 FT positions.

8. What is the planned start-up and completion dates of this project? Are there multiple phases to this project?

Permitting: Nov, 2017

Construction: Jan – Apr, 2018 (weather permitting)

Build out: May – Jun, 2018

Occupancy: July 2018

9. What other locations besides Colchester are being considered for this project?

The project will relocate an existing warehouse in Taftville. InCord has a 5-year lease (3.5 years remaining) which can be extended to 15 years for this location.

An alternative site in Oakdale has also been identified. This site is located on a parcel where a production facility that InCord leases from Colchester Real Estate.