

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Minutes

Regular Meeting via Zoom

Thursday, May 6, 2021 @ 7:00 PM

Members Present: First Selectman Mary Bylone, Selectmen Rosemary Coyle, Denise Turner and Taras Rudko

Absent: Denise Mizla

1. CALL TO ORDER: First Selectman Mary Bylone called the meeting to order at 7 p.m.
2. PLEDGE OF ALLEGIANCE
3. ADDITIONS AND/OR DELETIONS TO THE AGENDA: NONE
4. CITIZEN'S COMMENTS: Marge Mlodzinski thanked Matt Bordeaux for his work with the Long-Term Recovery Committee.

Linda Pasternak stated that she wished all the Selectmen would put their video on.

Jack Faski thanked Matt Bordeaux for his work with the Long-Term Recovery Committee.

Greg Barden thanked Matt Bordeaux for his work with the Long-Term Recovery Committee.

5. CORRESPONDENCE: See Attached

6. CONSENT AGENDA

A. Approve Minutes of the April 15 Board of Selectmen Meeting

B. School Readiness Grant – Cindy P.

C. Reappointment of Merja Lehtinen as Chairwoman of the Cable Advisory Council for a five-year term to expire January 21, 2026

D. Tax Abatements: R. Coyle motioned to approve the consent agenda, seconded by D. Turner. **MOTION**

CARRIED UNANIMOUSLY

7. UCONN Wildlife Management Plan Presentation: UCONN students presented the Wildlife Management Plan for the Ruby Cohen Woodlands.
8. Appointment of John Jones as Tree Warden: R. Coyle motioned that the Board of Selectmen hereby appoints Mr. John Jones as the Tree Warden of the Town of Colchester in accordance with State of Connecticut General Statute Chapter 451, Sec. 23-58, seconded by D. Turner. **MOTION CARRIED UNANIMOUSLY**
9. Special Duty Pay: D. Turner motioned to raise the total billable hourly amount for Extra Duty hours worked by Colchester Police Officers from \$80 per hour to \$95 per hour, seconded by T. Rudko. **MOTION CARRIED UNANIMOUSLY.**
10. InCord C-TIP Agreement: R. Coyle motioned to authorize the First Selectman to execute the Colchester Tax

Incentive Program and real property tax abatement written agreement entered into with 181 Upton Road LLC

Selectman@ColchesterCt.gov

860-537-7220

www.ColchesterCT.gov

RECEIVED
COLCHESTER, CT
2021 MAY 10 PM 3:55
Mary Bylone
First Selectman
CLERK

approved by Special Town Meeting on December 7, 2019. Upon execution of the written agreement, abatement of the real property tax assessment taken to date is hereby ratified and confirmed, seconded by T. Rudko.

MOTION CARRIED UNANIMOUSLY

11. LTRC Recommendations: No action taken.

12. Accelerate CT Summer Program Expansion Grant: R. Coyle motioned to approve the grant request application for \$25,000 to offer free and reduced camp and extended care to Colchester children who qualify for free and reduced lunches to offer extended care to campers whose parents work or need a later pick up to expand playful learning opportunities to all campers and to authorize the FS to sign all necessary documents, seconded by T. Rudko. **MOTION CARRIED UNANIMOUSLY**

13. CITIZEN'S COMMENTS: T. Rudko stated that he would file a formal grievance regarding appointment of a police commissioner.

Katherine Kosiba spoke in favor of the UCONN Wildlife Management Plan

Marge Mlodzinski noted the date of the first Long-Term Recovery Committee was May 27, 2020

14. FIRST SELECTMAN'S REPORT: Norton Park received the grant for \$15,000.

The Senior Center has reopened but are still holding some hybrid meetings.

The Paper Mill Bridge Project money has been released from the state.

The Community Conversation about the Playground was well received.

The Fuel Cells are being installed.

Several businesses have opened in town with more on the way.

In June board and commission meetings will be going back to being in person with Board of Selectmen and Board of Finance having the opportunity to offer hybrid meetings.

15. LIAISON REPORTS: T. Rudko attended the Planning and Zoning Commission meeting where they approved a second drive thru lane for McDonalds. The owner of Gallery Cinemas is looking at other possibilities for that location if it doesn't reopen.

D. Turner: Ad Hoc Committee on Diversity and Inclusion – They are working on their recommendation to the Board of Selectmen.

R. Coyle: No meetings to report.

FS – Attended the Police Commission meeting where they are working on acquiring the equipment necessary to meet the state mandates.

16. ADJOURN: D. Turner motioned to adjourn at 8:20 p.m., seconded by T. Rudko. **MOTION CARRIED UNANIMOUSLY**

American Transparency	Pursuant to the Open Records Act, this is a request for a copy of the following records: An electronic copy of any and all employees for year of 2020, (fiscal or calendar year). Each employee record should contain the employee name, employer zip code, year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year.	1/18/2021	2/24/2021* This was delayed as it was sent to Maggie and was in her junk folder.	2/24/2021
DeAva Lambert	Pursuant to Connecticut General Statutes section 1-210, concerning the property at 948 Middletown Road in Colchester, Connecticut, and its present owners, I request an electronic copy of any photographs, correspondence, notes, inspection or other reports, and all other records pertaining to the Notice of Inland Wetlands and Watercourses Violation issued to the property owners of 948 Middletown Road, Connecticut on July 7, 2020. Please do not include any correspondence, photographs, or other records that were sent by me or my attorney, Edward Moukawsher, in response to this request.	3/10/2021	3/11/2021	3/24/2021

Taras Rudko	<ol style="list-style-type: none"> 1. Access to a digital copy and/or link to the Zoom Town Meeting held on March 18, 2021 in its entirety. 2. Access to the town video surveillance system for March 18, 2021 from EST 6:00pm to 7:30pm, namely the front parking area where the Town Meeting vote was conducted. 3. As per the request of the town clerk I am seeking a copy of the voter book that was used on Thursday for the town meeting. I do not necessarily need the entire book, just the 36 individuals that came out to vote. Also looking for any tabulation forms/notes that contain the vote count as submitted as a component of the public record. 	3/22/2021	3/22/2021	3/24/2021
Deanna Bouchard	Resumes for current employees (not the director, or stipend employees) in the Youth & Social Services Department. Employment advertisements for positions of SS and Program Coordinator, Program	4/15/2021	4/15/2021	

	Assistant and Youth Center Supervisor, for the last 3 years. Current and most recent past - Job Descriptions for SS and Program Coordinator, Administrative & Program Assistant, and Youth Center Supervisor.			
Susan Mende	<p>1. How many seniors have had any cataract surgery or other eye procedure using Senior transportation since you became director?</p> <p>2. Where did each such procedure take place?</p> <p>3. How long did each procedural take?</p> <p>4. Was anyone refused a ride for a cataract or other eye procedure?</p> <p>5. If so, for what reason?</p> <p>6. How many employees were hired during your tenure to date?</p> <p>7. How many are no longer in your employ?</p> <p>8. Why did they leave?</p>	4/16/2021	4/16/2021	4/27/2021
John Moritz	information on all salaries paid by the town of Colchester in calendar year 2020, showing the name, title and department of each employee, base salary, overtime pay, retroactive and extra-duty pay.	4/29/2021	4/29/2021	5/3/2021

May 3, 2021

To the Board of Selectmen:

I wish to file a formal complaint against Police Commission Chairman Jim Stavola. Since publicly questioning the timeline and cause for removal of the SRO position during the Budget Presentations, Chairman Stavola has increased his level of hostility towards me both publicly and privately. His tone has been visibly angry and reminiscent of a school yard bully. I believe a great deal of this hostility stems from the fact that I publicly thanked a member of the Board of Selectman and a member of the Board of Finance for bringing the removal of the SRO position to the public and exposing the lack of transparency that has stemmed from the Superintendent, BOE, and First Selectman on the matter. This hostility also coincides with the change of my political affiliation from Unaffiliated to Republican. It is clear to me that Mr. Stavola's behavior is in part politically motivated.

Furthermore, I have repeatedly asked Mr. Stavola to clearly define the data that is being used to justify some of the asks from the Police Department in this year's budget. He repeatedly has ignored my requests. This carelessness has resulted in a Board of Finance member finding discrepancies in the data. I feel this has reflected poorly on our commission as it has hurt our credibility.

At our last Police Commission meeting, Chairman Stavola made a scene that was unprofessional. Under Chairman's comments, he asked every commission member and the two officers present to a roll call on whether there was confidence in his leadership. He was clearly worked up over the fact that his past removal from the Police Commission had once again become part of the public conversation. Not only do I feel that the vote was scripted, but I felt intimidated into providing him an immediate answer on his performance. I voted yes under duress and fear of retaliation. The truth is, I have no confidence in Mr. Stavola.

First Selectwoman Mary Bylone has enabled Mr. Stavola's behavior. She was more than happy to participate in Mr. Stavola's roll call and did nothing to condemn the behavior of the officer who made a not so thinly veiled attack at myself and previous commissioners. I filed a complaint directly with that officer's superiors. I did not feel comfortable sending that email to Mr. Stavola because he was an enabler of this condescending behavior. I also sent this email to the Diversity & Inclusion Committee. I feel that discrimination is occurring on the basis of my gender (toxic masculinity), my political affiliation, and my position as a civilian.

Mr. Stavola claims I have violated the Police Commission By-Laws and State Statutes by sending a letter of complaint directly to the Police Department. He has failed to cite what specific By-Laws or State Statutes I have violated. I have reviewed the By-Laws and cannot pinpoint to any possible violations.

I will not allow myself to be a victim to Mr. Stavola and his bullying. Our town leadership needs to stop enabling this behavior.

Sincerely,

Carol Vaillancourt
Vice Chair Police Commission

**TOWN OF COLCHESTER
PLANNING AND ZONING DEPARTMENT**

TO: Board of Selectmen

FROM: Matthew R. Bordeaux, Planning Director *MRB*

DATE: April 27, 2021

RE: Colchester Tax Incentive Program
Written Agreement with 181 Upton Road LLC (InCord Ltd.)

On December 7, 2017, a Colchester Tax Incentive Program (C-TIP) real property tax abatement was approved by Special Town Meeting for 181 Upton Road LLC. The approved C-TIP was for a term of five years following the issuance of a Certificate of Occupancy for the proposed building addition and associated site improvements at the existing manufacturing and wholesale/distribution facility at 181 Upton Road.

The 12,000 sq. ft. building addition has been completed and a Certificate of Occupancy has been issued. In accordance with the approved tax abatement, the fixed assessment was subsequently applied for the fiscal year commencing July 1, 2020.

Following the recent approval of the C-TIP for DVI Properties LLC at 124 Upton Road, it was brought to my attention that a written agreement required in accordance with Connecticut General Statutes 12-65b was not executed for the InCord building addition. The following request would authorize the First Selectman to execute said agreement with InCord and ratify the portion of the fixed assessment applied to date.

Recommended Motion:

Authorize the First Selectman to execute the Colchester Tax Incentive Program real property tax abatement written agreement entered into with 181 Upton Road LLC approved by Special Town Meeting on December 7, 2019.

Upon execution of the written agreement, abatement of the real property tax assessment taken to date is hereby ratified and confirmed.

MRB

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Town of Colchester
Tax Assessment Agreement

This Tax Assessment Agreement (the "Agreement"), is made and entered this _____ day of _____, 2021, by and between 181 Upton Road LLC, an LLC organized and existing under the laws of the State of Connecticut having an office and principal place of business in the Town of Colchester and State of Connecticut (the "Company"), and the TOWN OF COLCHESTER, a municipal corporation located in the County of New London and State of Connecticut, acting herein by Mary Bylone, its First Selectman, hereunto duly authorized (the "Town"),

WITNESSETH:

WHEREAS, 181 Upton Road LLC will own and InCord, Ltd. will occupy certain facilities (the "facility") on land located in the Town at 181 Upton Road, which land is more particularly described on Schedule A attached hereto (the "Land"); and

WHEREAS, Section 12-65b of the Connecticut General Statutes ("Section 12-65b") provides, among other things, that a municipality may enter into a written agreement, for a period of not more than ten years, with any party owning or proposing to acquire an interest in real property in such municipality, or with any party owning or proposing to acquire an interest in air space in such municipality, or with any party who is the lessee of, or who proposes to be the lessee of, air space in such municipality in such a manner that the air space leased or proposed to be leased shall be assessed to the lessee pursuant to section 12-64, fixing the assessment of the real property or air space which is the subject of the agreement, and all improvements thereon or therein and to be constructed thereon or therein, subject to the provisions of subsection (b) of this section. For purposes of this section, "improvements to be constructed" includes the rehabilitation of existing structures for retail business use. The provisions of subsection (a) of this section shall only apply if the improvements are for at least one of the following: (1) Office use; (2) retail use; (3) permanent residential use in connection with a residential property consisting of four or more dwelling units; (4) transient residential use in connection with a residential property consisting of four or more dwelling units; (5) manufacturing use; (6) warehouse, storage or distribution use; (7) structured multilevel parking use necessary in connection with a mass transit system; (8) information technology; (9) recreation facilities; (10) transportation facilities; (11) mixed-use development, as defined in section 8-13m; or (12) use by or on behalf of a health system, as defined in section 19a-508c; and

WHEREAS, the Company has commenced construction on the Land of a building addition and associated improvements (the "Addition") complying with the requirements of Section 12-65b, which Addition shall (i) cost approximately \$600,000 to construct, (ii) contain approximately 12,000 square feet and (iii) be used for Manufacturing and Wholesale/Distribution purposes; and

WHEREAS, the Town desires to enter into this Agreement fixing the assessment with respect to the Addition; and

WHEREAS, at a meeting on December 7, 2017, this Agreement was approved by an affirmative vote of the legislative body of the Town in accordance with Section 12-65b.

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

1. Fixed Assessment Period. The fixed assessment period shall cover five (5) consecutive fiscal years commencing with the fiscal year of the Town for which a tax list is prepared on the October first immediately following the issuance of a final certificate of occupancy (the "Certificate of Occupancy") for the Addition (the "Fixed Assessment Period"). The tax assessment of the Addition shall be fixed to grant the Company a property tax abatement in the amounts of:
 - a. 100% in year one;
 - b. 90% in year two;
 - c. 80% in year three;
 - d. 70% in year four;
 - e. 50% in year five, of the increase in real property tax for the Addition at 181 Upton Road.

Customary Assessed Valuation shall mean seventy percent (70%) of the fair market value of the Improvements as determined by the assessor after physical inspection of the Improvements following the issuance of the Certificate of Occupancy; provided, however, that in the event of a general revaluation by the Town during the Fixed Assessment Period, Customary Assessed Valuation shall mean seventy percent (70%) of the fair market value of the Improvements as a result of such general revaluation.

2. Cost and Use. The Town has entered into this Agreement on the basis of the Company's representations as to the cost of constructing the Addition and the intended use of the Addition. In the event that the Addition is not used for one of the purposes set forth in Section 12-65b, the Agreement shall become null and void, and the Addition will be assessed at one hundred percent (100%) of the Customary Assessed Valuation.
3. Condemnation. In the event the Addition or any part thereof, or any estate therein, is taken by condemnation or eminent domain during the Fixed Assessment Period, the applicable fixed assessment specified in Section 1 shall be adjusted to reflect the diminution of value arising out of said ordinances, such that said adjusted assessment shall remain fixed in accordance with the schedule outlined in Section 1 (above), of the Customary Assessed Valuation during the Fixed Assessment Period.
4. Fire or Other Casualty. In the event the Addition or any part thereof or any estate therein is damaged or destroyed by fire or other casualty therein is damaged or destroyed by fire or other casualty during the Fixed Assessment Period, the applicable fixed assessment shall be adjusted to reflect the diminution of value arising out of said fire or other casualty, in the manner provided by state and local laws and ordinances, such that said adjusted assessment shall remain fixed in accordance with the schedule outlined in Section 1 (above), of the Customary Assessed Valuation during the Fixed Assessment Period.
5. Other Assessments. This Agreement shall apply only to the assessment of the Addition and shall not affect any current or future assessments of (i) any Existing Facility (ii) the Land, (iii) personal property of the Company or (iv) any additions or improvements to, or renovation or rehabilitation of, the Improvements after the issuance of the Certificate of Occupancy.

6. Amendments. This agreement may not be modified or amended except by written consent of both parties.
7. Assignment. This Agreement shall not be assigned by the Company.
8. Paragraph Headings. The paragraph headings in this Agreement are for convenience and for reference only and in no way define or limit the scope of this Agreement or in any way affect its provisions.
9. Severability. A ruling by any court or administrative body that a portion of this Agreement is invalid or unconstitutional shall have no effect on the other terms hereof which shall remain in full force and effect and binding on the parties.
10. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

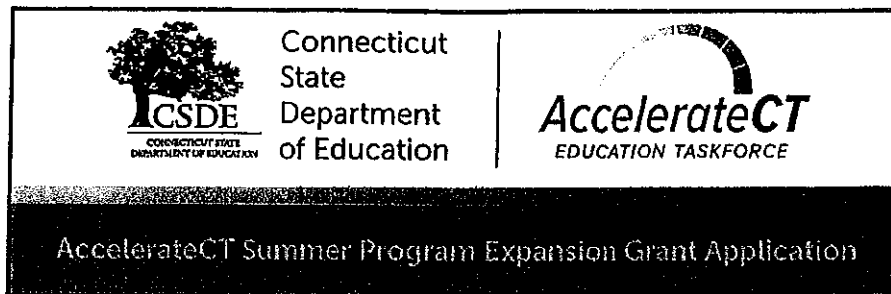
Signed and delivered in the presence of:

_____	TOWN OF COLCHESTER
_____	By: _____
_____	Mary Bylone, First Selectman
_____	181 Upton Road LLC
_____	By: _____
	Its: _____

State of Connecticut)
) ss. Colchester _____, 2021
County of New London)

Personally appeared Mary Bylone, First Selectman of the Town of Colchester, signer and sealer of the foregoing instrument, and acknowledged the same to be her free act and deed and the free act and deed of the Town of Colchester, before me.

Notary Public/My Commission Expires:



AccelerateCT Summer Program Expansion Grant: Request for Proposals

Purpose: Expand the number of Connecticut children that can participate in summer programs.

Time Period: June 1, 2021 – September 3, 2021

Published: April 26, 2021

Application Due Date: May 10, 2021, 5:00 PM EST

Awards Announced: by May 24, 2021

Programs may submit an application [here](#). Questions may be directed to SDE.Summerenrichment@ct.gov. All interested applicants are also welcome and encouraged to join an online application webinar on April 28, 2021 from 11:00 - 12:00 PM to learn more about the process. The registration link can be found [here](#).

Equal Opportunity Statement

The Connecticut State Department of Education (CSDE) and the CT Regional Educational Service Centers (RESCs) are committed to a policy of equal opportunity/affirmative action for all qualified persons. The CSDE and RESCs do not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/American with Disabilities Act Coordinator
State of Connecticut Department of Education
450 Columbus Boulevard, Suite 607
Hartford, CT 06103-1841
860-807-2101
Levy.Gillespie@ct.gov

I. Introduction

With the passage of the American Rescue Plan (ARP) in March, Connecticut has an unprecedented opportunity to improve learning and support for all students. The federal stimulus package will help Connecticut address unfinished teaching and learning and meet students' social, emotional and mental health needs as we move ahead and begin to advance from the disruption of the past year. Now more than ever, it is critical that communities come together to plan for impactful out-of-school time learning and enrichment opportunities.

An important asset in that recovery is the federal funding provided in Public Law 117-2, American Rescue Plan of 2021 under the Elementary and Secondary School Emergency Relief Fund (ARP ESSER). ARP ESSER requires states to reserve at least 1% of the state set aside for summer learning and enrichment programs. In order to utilize Connecticut's set aside, the Connecticut State Department of Education (CSDE) in partnership with the six Regional Education Service Centers (RESCs) is releasing the **AccelerateCT Summer Program Expansion Grant** application for Summer 2021 programming.

The application is designed to expand opportunities for children to participate in high quality summer programming including summer camp, theme based enrichment programming, and programs combining academic and enrichment activities. We encourage applicants to take a communitywide approach in developing their application and partner with other stakeholders in their communities or regions to strengthen the opportunities available to children and youth.

Accordingly, the funding distributed as a result of this **AccelerateCT Summer Program Expansion Grant** may be used for expanding existing programs or creating new programs to serve students who would otherwise not have access to summer camp or programs. Programs should respond to students' academic, social, and emotional needs and address the disproportionate impact of COVID-19 on student subgroups (each major racial and ethnic group, children from low-income families, children with disabilities, English learners, gender, migrant students, students experiencing homelessness, and children and youth in foster care).

Funding will be provided for programming and activities during the summer of 2021 only. The grant period begins on June 1, 2021 and ends on September 3, 2021. Applicants can apply for grants up to \$25,000 per program site. Applicants may submit up to three separate applications for different sites. A maximum of one grant will be awarded per site/location, with a maximum of three per organization. Applicants should only apply for the amount that they are certain they will be able to spend efficiently during the grant period.

The number of grants awarded will depend on the number of applicants, the quality of the proposals, and the amount of funds available. Awards will be made in all six RESC regions.

ACCELERATE CT SUMMER PROGRAM EXPANSION GRANT

Colchester Parks and Recreation summer camp meets the qualifying criteria:

YES License-exempt childcare center, youth camp, or other summer program operated by a municipal agency.

YES Programs must serve school-age children who have completed kindergarten and are within the age group of 5-18, with the exception that programs may serve youth with special needs, still enrolled in their school district, up to their 22nd birthday.

YES Programs may be either expansions of existing programs or new programs that would not otherwise be able to operate without this funding, although additional points will be awarded to applicant organizations that have operated summer or after-school programs for school-age youth in the past three years.

YES Program providers should prioritize expanding access to children from traditionally underserved communities (including students eligible for free or reduced-price school meals, students on the Supplemental Nutrition Assistance Program (SNAP) or other assistance programs.

YES Programs must provide enrichment activities designed to encourage "purposeful play," which could include: sports, music, art, hands-on experiences, mentorship, teamwork, field trips, guest speakers, career/college exploration, cooking, food and nutrition, wellness, physical activity, and physical education. Applications should describe what a typical daily/weekly activity schedule would look like. Enrichment activities should make up at least 50 percent of all structured programming.

YES Programs that serve children under age 13 should be open for a minimum of 5 hours each day, 4 days per week.

YES Additional points will be awarded for programs that provide more hours/days/weeks of programming to meet families' childcare needs.

Grant Requirements:

YES License-exempt programs that do not receive Care 4 Kids must submit as part of their application a **letter signed by the Municipal Lead Administrator** or the Private School Lead Administrator attesting that the municipality/private school administers the above-named program and therefore retains ultimate responsibility for the management and oversight of such program, for the staff employed at the program, and the children attending the program.

YES Applicants must commit to using the funding in at least one of the following ways:

X to serve additional children or youth through existing programming (e.g., hire more staff/lifeguards, rent a larger facility, expand hours/weeks, expand ages served, etc.); and/or

X to subsidize enrollment costs for students, particularly those eligible for free or reduced-price school meals; and/or

_____ to provide transportation for program participants (up to a maximum of 40% of the total grant award).

YES All organizations receiving grant funding must adhere to the following quality requirements. Note that nothing in this section shall be construed to affect existing legal requirements established for individuals with access to minor children, including but not limited to those related to youth camps, employee criminal background checks, and any relevant licenses and permits. All subcontracted/partner staff must meet the same requirements as if they were actual staff of the grantee.

X All camp/program staff that supervise children must have participated in a minimum of two (2) hours of training on supporting student social-emotional learning at some point between August 15, 2020 the start of their work with children. Free on-line training opportunities will be made available through the Connecticut After School Network to meet these requirements.

X In addition to safety training, all staff must receive training on safe operations including COVID-19 mitigation strategies, (e.g., mask wearing, social distancing, hand hygiene, cleaning and disinfecting), infection control requirements, and Centers for Disease Control and Prevention (CDC) and state guidelines and protocols.

X There shall be a designated staff person in charge who is eighteen years of age or older on site at all times the childcare program is in operation.

N/A If any program/camp includes activities at a waterfront or swimming area, whether as a regular part of their location or as a field trip, each separate water location must have an appointed on-site director who shall be at least twenty years of age and shall possess an American Red Cross Lifeguard Training current rating or its equivalent.

N/A Staff acting in a lifeguard capacity shall meet the requirements of section 19a-113a-1 of the Regulations of Connecticut State Agencies.

N/A Staff-to-student ratios when students are in or on the water is one staff person to six students. Licensed programs may continue to operate at a 1:12 staff to student ratio for students age 6 or older or a 1:9 ratio for students under age 6 when children are on or in the water.

X Staff acting as counselors shall be at least sixteen years of age. Youth acting as counselors-in-training shall be at least fourteen years of age. Each staff member shall meet the age requirements prescribed in this section on or before the date such staff member commences employment at the program/camp.

X Programs must maintain a ratio of at least one staff to ten children under age six, one staff to twelve children under age eleven, and one staff to fifteen children over the age of eleven. The ratio of staff to children shall be maintained at all times. When there is a mixed age group, the lower required ratio for the age of the youngest child shall prevail. The ratio of staff to campers, as specified in this subsection, shall be maintained at all times, including during all outings and trips except for structured activities offered exclusively for school age children.

X Prior to the start of the program/camp, administrators shall develop a written emergency management plan for matters that include, but are not limited to: fire, crisis response, medical incidents, weather related incidents, man-made disasters, natural disasters or acts of terrorism.

X The plan shall address (1) the evacuation and removal of children to a safe location, (2) lock-down procedures, (3) notification and reunification of parents with their children, (4) process for notifying emergency personnel, and (5) any necessary methods and procedures for the evacuation and relocation of children with special needs, developed in consultation with the parents of such children. All staff shall be trained on the details of the plan and a copy shall be maintained on-site and available to all staff.

Grant Request:

\$25,000

- To offer free and reduced camp and/or extended care to Colchester children who qualify for free and reduced lunches.
- To offer extended care to campers whose parents work or need a later pick up.
- Expand Playful Learning opportunities to all campers.