

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes
Meeting Minutes
Thursday, April 4, 2019
Colchester Town Hall @ 7:00pm**

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

MEMBERS ABSENT: none

OTHERS PRESENT: Public Works Director J Paggioli, BOF R Tarlov, Registrar D Mrowka, J Campbell, BOE M Blyone, D Turner, S Nadeau, D Dander and clerk T Dean

1. Call to Order

A Shilosky called the meeting to order at 7:00 pm.

2. Additions to the Agenda - none

- 3. Citizen's Comments –** A Shilosky read correspondence from D Dander attached. A Shilosky stated he reviewed the Administrative Policy that was approved by the BOS in 1995, which was then revised by draft in 1998 but never voted on. The ordinance was then revised in 2004 from 713 to 98. The current ordinance specifies that nonprofits are exempt from the vendor's fee. The email sent out from Chatham Health was incorrect and they have since sent out a retraction email. D Dander spoke regarding the Chatham correspondence and the Fire Marshals concern of vendors. Also suggested having a nominal fee for vendors doing civic and nonprofit events so the town can keep track on activities in town.

4. Consent Agenda

- a. Tax Abatements
- b. Approve Minutes of the March 7, 2019 Board of Selectmen Meeting

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

5. Board and Commissions – Interviews and/or Possible Appointments

a. Youth Services Advisory Board– Russell Melmed possible appointment as a member to expire 12/1/2019

R Coyle moved to Russell Melmed as a member to the Youth Services Advisory Board for a term to expire on 10/1/2023, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

b. Historic District Commission – Resignation of Nancy Anderson

R Coyle moved to accept, with regret, the resignation of Nancy Anderson, seconded by S Soby. Unanimously approved. MOTION CARRIED

c. Board of Selectmen

- 1. Denise Turner to be interviewed – was interviewed
- 2. Sean Nadeau to be interviewed – was interviewed

6. Discussion and Possible Action on Board of Selectmen Vacancy

R Coyle moved to appoint Denise Turner to the Board of Selectmen for a term to expire at the next municipal election in November 2019, seconded by S Soby. Unanimously approved. MOTION CARRIED.

R Coyle swore in Denise Turner. Denise Turner joined the Board.

7. Approve Minutes of the March 11, 2019 Emergency Meeting

S Soby moved to approve the minutes of the March 11, 2019 Emergency Meeting, seconded by R Coyle. Unanimously approved, with one abstention by D Mizla. MOTION CARRIED

8. Update on Early Childhood Initiative by the Collaborative for Colchester's Children

C Praisner presented information on C3. Attached

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9. Discussion and Possible Action on Well 3A Drilling Contract

R Coyle moved that the Board of Selectmen awards the well drilling portion of the replacement Well 3A project to the S.B. Church Company for the Single Core Well Drilling as detailed in the February 14, 2019 quote for a price of \$175,000, and that the First Selectmen be authorized to sign any documents required, seconded by S Soby. Unanimously approved. MOTION CARRIED

10. Discussion and Possible Action on Water Treatment Plant Filter Vessel Repair

D Mizla moved that the Board of Selectmen award the repair of Filtration Vessels #1 and #2 to Weston and Sampson as detailed in quote dated February 26, 2019 for a cost of \$39,500 and to Water Service Professionals as detailed in quote date March 5, 2019 for \$25,500 and that the First Selectman be authorized to sign any documents required, seconded by S Soby. Unanimously approved. MOTION CARRIED.

11. Discussion and Possible Action on Memorandum of Understanding between Board of Selectmen and Board of Finance Regarding Town Charter Section C-601C

R Coyle moved to approve the Memorandum of Understanding between Board of Selectmen and Board of Finance Regarding Town Charter Section C-601C as presented, seconded by S Soby. Unanimously approved. MOTION CARRIED.

12. Update on Norton Paper Mill Project

A Shilosky stated the final piece to be done will be completed in 2020. The town has received the go ahead to start removing debris. J Paggioli stated the interested party has been notified by letter. Also stated there will be no issues with the work that will also be done on Paper Mill Bridge during the debris removal.

13. Discussion and Possible Action on Canna Care Docs – Medical Marijuana Informational Session

A Shilosky stated the Board has reviewed the information on a potential seminar to the seniors at the Senior Center. S Soby stated if they are going to be offering an informational session he would like to work through the Health District so that any information they are getting is coming directly from the Department of Public Health and not through a for-profit company that is engaged in the process as they may have an interest in this. The Board agreed they would rather receive information that is reliable and neutral. NO ACTION

14. Update on Fair Housing Program Coordinator L. Wagner & Associates

A Shilosky stated that Larry Wagner has retired and he is closing the business. He was one of the few companies that handles these types of grants. The Dublin Village project is complete. No other company was recommended at this time.

15. Discussion and Possible Action on Recreation Department ActiveNet Software

A Shilosky stated this software is currently being utilized by the Recreation Department. As the contract stands they do not have an out of the current contract. The current contract was not brought before the Board of Selectmen in 2012 when it was signed. To cancel the contract would cost \$36,000, with a 12 month notice. S Soby suggested giving notice immediately, then start the search for a new vendor and determine what the cut over process would be. NO ACTION.

16. Discussion and Possible Action on Chatham Health Educational Topics

R Coyle stated that Chatham is interested in finding out what topics towns would like to have more information about. She would like the Board's input on what to relay to Chatham. S Soby suggested the town set up a survey monkey and send it out on our list serves and have residents tell us what they would like. The Board also agreed to add information on recreational marijuana topic to the survey choices.

S Soby moved that the First Selectman's Office set up and send out a survey monkey asking residents what topics they would like to get information on from Chatham Health, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

17. Discussion and Possible Action on Solaware from Chatham Health

R Coyle stated that the Solaware display is a sun safety education system that measures the local UV radiation level in real-time and displays the average time that one can expect skin damage. The device also has a sunscreen dispenser. Chatham is providing the unit to selected towns at no cost to the town, we just need to let them know where to place the device. Chatham will install and remove the device. If the town wanted to utilize the sunscreen component, the sunscreen will need to be provided and paid for by the town. The Recreation Dept. stated they can order and pay through the program fund. Discussion on cost for any maintenance that might be needed for the season, the purpose of the unit, as well as any liability for using the sunscreen component.

D Mizla moved to accept the offering from Chatham Health District for the Solaware display and to place the device at the RecPlex, seconded by D Turner. Unanimously approved. MOTION CARRIED.

18. Citizen's Comments - none

19. First Selectman's Report

A Shilosky reported that he met with the owners of Lincoln Lake. They have reinforced the bridge to allow vehicles to drive over. They are in the plans for renovations. Thanked R Coyle for her work on the Senior Center update this past week.

20. Liaison Reports

R Coyle reported on Chatham Health – Russell Melmed from Colchester was appointed the new director and starts on 4/23. Continue to work on regulations for salons and will have a Public Hearing in April or May.

Open Space – North Pond Windham Ave Subdivision agreed to fee in lieu for Open Space. Expect to start in June.

Commission On Aging – New program coordinator M Snyder started in March. Donated \$60 to the Heart Association through collections. 4/23 they will be sponsoring a program on senior bullying. Meal and transportation stats given.

S Soby reported on Planning & Zoning – North Pond application was not accepted due to not all the information needed was submitted to the ZEO. The Board will get a recommendation soon for temporary signage fees, which will be \$50 annually. There will be a limitation on use for the signage in the new regulations. An issue came up and the group is looking at set back regulations in a particular zone.

Open Colchester Subcommittee – reviewed policy and possible reports. S Soby was made chair. The requested reports will be made available to BOS, BOF and BOE for review and then once they determine usefulness, the reports will open up to the public

Sewer & Water – addressed issues that were on today's agenda regarding Well 3A and water treatment plant filter. Water & Sewer has a solid plan for maintaining the infrastructure.

Leslie Curtis working with the state on state right of ways for Right to Farm Colchester community signs that the Land Trust initiated. L Curtis submitted presentation to CT Land Conservation Council for their annual conference and it was accepted. C Borque, chair of the Agriculture Commission and S Soby were asked to participate in the presentation at Wesleyan University on the 23rd. L Curtis and C Shea did a great job of putting the presentation together.

D Mizla reported on Parks & Recreation – 4/27 will be the annual Spring Cleanup event. Boy Scouts will also have a shredding event at the Town Hall parking lot that day from 9am-2pm. A bottle drive will also be held. There will be a mattress recycling event at the Transfer Station this day as well. RFP for food concessions at the RecPlex has gone out. Tag Sale on the Green will be 6/9 with rain date of 6/23. 57 Fest will be 9/21 at either the RecPlex or Zagray Farm.

Youth Services Advisory Board – discussed the survey results.

21. Adjourn

S Soby moved to adjourn at 8:33 p.m., seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Attachment: D Dander correspondence

C3 Presentation

Memorandum of Understanding regarding Town Charter Section C-601C

Norton Paper Mill Tentative Schedule of Deliverables

L. Wagner & Associates Correspondence

Solaware Program

Respectfully submitted,

Tricia Dean, Clerk

March 30, 2019

Dear Colchester Board of Selectman,

As you know, pursuant to a series of communications regarding the intent of the town to impose a new \$200 Peddler's Permit requirement on food vendors participating in "Civic/Special" events held in town parks and properties, I have attempted to provide a history and clarity to the town and those other businesses impacted.

Two documents provided to me by Tricia Dean (*attached*), when compared side by side beg questions. These questions are presented below with background to support each question.

- AdminPolicyVendorPermits(sent 3-28) first document sent (one page document)
- AdminPolicyApproved1995 (sent 3-29) second document sent (two page document)

When Ms. Dean sent the first document (*AdminPolicyVendorPermits sent 3-28*) she did so stating:
"Attached is the Administrative Policy that the BOS were referring to in the minutes dated June 8, 1995."

The following day Ms. Dean sent another email and referred to this first document stating:
"I did a little more digging and I apologize that the Admin Policy I sent you was not the one voted on in 1995.....The one I sent you yesterday was a proposed version in 1998. I have the Town Clerk researching all minutes from 1998 on to see if the proposed draft in 1998 was in fact voted on."

When Ms. Dean sent the second document (*AdminPolicyApproved1995 sent 3-29*) she did so stating:
"The attached Administrative Policy is the one that was voted on (see last page footnote) on June 8, 1995."

Pages 1 and 2 of the second "approved" document (*sent 3-29*) are different and appear to not have been created at the same time, or created as the same document. Comparing the font and formatting between pages one and two of the "AdminPolicyApproved1995" reveals this:

- The font appears to be the same but the quality (*boldness and level of blur*) is noticeably different.
- The formatting of pages 1 and 2 are not the same. Specifically:
 - The spacing of the bullets on page 1 has the text for each bullet much closer than the spacing on page two for bullets.
 - The margins on pages 1 and 2 are not the same. The margins of the first page are wider than the margins on the second page. This is obvious comparing Item 2 for each page.

Question 1: What could explain why a two page "approved 1995" document has different formatting and different text?

The first document (*sent 3-28*) (*a one-page document*) is identical to the first page of the second document (*sent 3-29*) (*a 2-page document*). This is apparent by comparing the hand written word "proposed" on the top right corner of both documents.

Question 2 : How is it possible that a one page "1998 proposal" is also the first page of an approved proposal that was presented three years prior, in 1995?

I look forward to your response to my questions.

Sincerely,


Dave Dander
Colchester

PROPOSED

ADMINISTRATIVE POLICY
FOR VENDORS AND VENDOR PERMITS

The purpose of this policy is to further clarify definitions and procedures regarding vendor permits and the parameters of vending within the Town of Colchester.

- Vending on public streets, highways, sidewalks and abutting land is governed by Ordinance 713.
- Vending on the Town Green is prohibited except for the Civic Events outlined herein.
- Vending on any other Town-owned property is prohibited except for the Civic Events outlined herein.

CIVIC EVENTS - a Civic Event is an event held on the Town Green or other Town-owned property (i) sponsored solely by the Town of Colchester, or (ii) sponsored by a private, nonprofit organization for fund raising or civic purposes. The following regulations apply to Civic Events.

- a. The sponsoring organization must obtain permission from the Board of Selectmen.
- b. All vendors at Civic Events must:
 1. Receive WRITTEN permission from the sponsoring organization.
 2. Provide a certificate of insurance to the First Selectman's office prior to participation in the Civic Event, or be included in the sponsoring organization's insurance on file with the Parks & Recreation Department.
- c. A vendor's permit pursuant to Ordinance 713 is not required for vending at Civic Events on the Town Green or other Town-owned property.
- d. Vendors may use the utilities available on the Town Green during Civic Events.

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 1. Receive WRITTEN permission from the sponsoring organization.
 2. Provide a certificate of insurance to the First Selectman's office prior to participation in the Civic Event, or be included in the sponsoring organization's insurance on file with the Parks & Recreation Department.
- c. A vendor's permit pursuant to Ordinance 713 is not required for vending at Civic Events on the Town Green or other Town-owned property.
- d. Vendors may use the utilities available on the Town Green during Civic Events.

SPECIAL EVENTS - Special events are NOT sponsored by the Town, but are rather fund raising opportunities for private, NON-PROFIT organizations.

- NON-PROFIT organizations sponsoring special events on the Town Green will be allowed to use the utilities available on the Town Green.
- ALL vendors must:
 1. Receive WRITTEN permission from the respective organization;
 2. Provide a certificate of insurance to the First Selectman's office prior to participation in the event, or be included in the sponsoring organization's insurance on file with the Parks & Recreation Department;
 3. A Vendor's Permit is required and available through the First Selectman's office; and
 4. Vendor's may use the utilities available on the Town Green.

FOR-PROFIT ORGANIZATIONS: FOR-PROFIT organizations are not allowed to use the Town Green.

Strong Families, Healthy Children

*An update on Colchester's
Early Childhood Initiative*



A community partnership working to improve the lives of
Colchester's youngest citizens and their families.



Who Do We Serve?

Families with Children Birth to age 8
(including pregnant women)

- Birth Rate of 127 projected for 2018
(NESDEC 11/29/2016)
- Children 0-5 years ~ 640
- Children in grades K- 3 (~600)
- **Total population
~ 1,240 children**



Outcomes We Seek:

- Pregnant women and young children are healthy.
- Our community, families, and schools will work together to ensure student success.
- All relationships within our community will be physically, intellectually, and emotionally safe for children and adults.



Why Do the Work?

Children are more likely to
thrive when their families
have the support they need.





How Do We Do It?

Strengthening Families framework:

- to increase family strengths,
- enhance child development, and
- reduce the likelihood of child abuse and neglect.
- Work to engage families, programs, and communities in building the five protective factors.



Five Protective Factors

- Parental resilience
- Social connections
- Knowledge of parenting and child development
- Concrete support in times of need
- Social and emotional competence of children



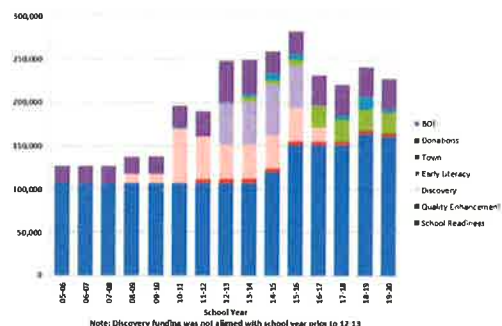
What We Are Doing

- **Two Main Areas of Work:**
 - **Collaboration**
 - **Programming**



Financial Picture

Includes Projected Funding for 2019-2020





What Do Families Say?

Great seminar last night! Really learned a lot...

Thank You for all your help last year. We were new to Colchester and you helped me so much, you have no idea.

I love C3! ☐

C3 is awesome ! Thank you :)

C3 is an amazing program, I have learned so much by the programs you provide. Thank you!!!

We need opportunities to receive support as parents.

MORE PROGRAMMING!



**Collaborative for
Colchester's Children**

RESEARCH • EVALUATION • SUPPORT • PROGRAMS • COMMUNITY

Questions or comments?

For more information, please contact
Cindy Praisner, Early Childhood Coordinator

860.537.0717

cpraisner@colchesterct.org

www.colchesterc3.org

Collaborative for Colchester's Children Annual Operating Budget 2018-19

Updated 3.7.19

EXPENSES	Budget	Revised	Expended	Remaining	% Spent
Staff/Payroll	60,257		38,249.32	22,008	63
Early Childhood Coordinator	37,995		24,178.56	13,816	64
Assistant to Coordinator	22,262		14,070.76	8,191	63
Contracted Services	2,038	1,888.00	1,388.17	500	74
SR Monitoring/Coaching	750	1,000.00	500.00	500	50
SR CTDOTS Subscription	400	0.00	0.00	0	0
SR ESGI Subscription	700	700.00	700.00	0	100
GoDaddy Domain Fee	20		20.17	0	101
Wix Website Subscription	168		168.00	0	100
Professional Development/Training	2,031	2,181.00	866.01	1,315	40
SR Pre-K Quality Enhancement PD	700		400.00	300	57
SR Compensation for CECP Para Attendance at PD	420		55.68	364	13
SR Compensation for CASTLE Attendance at PD	225		0.00	225	0
SR CLASS Recertification for Monitor/Coordinator	125		125.00	0	100
SR Pre-K PD Materials	561	387.00	0.00	387	0
SR CECP CPR Training for Paras		324.00	285.33	39	88
SR Tuition for Preschool	156,000		106,150.00	49,850	68
Paid to CASTLE	66,000		43,150.00	22,850	65
Paid to CECP	90,000		63,000.00	27,000	70
Programs/Strategies	14,600	17,600	5,452.50	9,148	37
Play and Learn Groups	6,200		2,300.00	3,900	37
Conscious Discipline Workshops	600		0.00	600	0
Childcare including PEP, COS, workshops	2,350		1,620.00	730	69
Parent Leadership Training (PEP)	2,000		0.00	2,000	0
Parent Leadership Training (PEP) #2		3,000.00	0.00	3,000	0
Circle of Security and Refresher	2,200		1,432.50	768	65
Wise Mind Living	1,050		0.00	1,050	0
Memberships	100		100.00	0	100
Preschooler Expo	100		0.00	100	0
Travel	200		146.61	53	73
Supplies and Equipment	500		546.09	-46	109
10 Year Celebration Activities	3,000		2,997.96	2	100
TOTAL	241,626		155,797	82,827	64
INCOME SOURCES	241,626				
Local Town and School Funding	60,000				
School Readiness Grant	167,681				
Colchester Lions Grant	750				
Dime Bank Foundation	1,945				
Other individual donations/fundraisers	4,955				
Carry-over hours for Dawn	295				
Ron Goldstein Donation for 10 year Celebrations	3,000				
Liberty Bank Foundation	3,000				

Memorandum of Understanding for Section C-601 C of the Town Charter

The Board of Selectmen and the Board of Finance agree, by majority vote of each Board, that the budget process for the Fiscal Year 2019-2020 shall be the same as that which occurred under the immediate past Town Charter.

This process is described on page 49, Town of Colchester 2018-2019 Adopted Budget document as follows:

“The First Selectman’s and Board of Education’s Proposed Budgets, and the Capital Improvement Plan are finalized and submitted for review by the Board of Finance. Budget meetings are held to examine the proposed budgets. The Board of Finance may adjust Town department budgets, and can adjust only the bottom line total of the Board of Education budget.”

This Memorandum of Understanding shall remain in effect until super ceded by revision of Section C-601.C. of the Town Charter.

Former Norton Paper Mill Tentative Schedule of Deliverables

Task	Estimated Deliverable Date
Finalize COI <ul style="list-style-type: none"> Pending Revisions by Langan 	March 2019
Submit APS Request to CTDEEP	March 2019
Finalize PCB Performance Plan	March 2019
Finalize RAP	April 2019
Public Notice of Remediation <ul style="list-style-type: none"> 30 Day Public Comment Period 	May 2019
Preparation of Bid Documents and Contractor Selection	May 2019
Site Remediation <ul style="list-style-type: none"> TSCA and Non-TSCA PCB Soil Remediation ETPH, VOC, PAH, and Metals Hot Spot Soil Excavation 	June and July 2019
Soil Characterization for Import or Reuse Onsite Sampling	June 2019
Site Grubbing and Grading	August 2019
Installation of 4-Foot Soil Cap	August and September 2019
Remedial Action Report	October 2019
ELUR <ul style="list-style-type: none"> Typically 3 to 6 Month Turn-Around Time with State Approvals 	April through November 2019
Post Remediation Groundwater Monitoring Well Installation	November 2019
Post Remediation Groundwater Monitoring	November 2019
Town Park Opening	Spring 2020

Town of Colchester
Mr. Arthur P. Shilosky
Colchester Town Hall
127 Norwich Avenue
Colchester, CT 06415

Re: Small Cities Grant – Dublin Village Renovations & Upgrades

Dear Mr. Shilosky:

Please find enclosed material and records related to the Town's 2016 Small Cities Grant for Dublin Village Renovations & Upgrades.

This project is now complete and all funds have been disbursed or requested from DOH for disbursement.

As you know, our firm will be closing by February 28, 2019. A copy of the files accompanying this correspondence including a copy of the Application with the Fair Housing Action Plan will need to be retained by the Town until DOH staff reviews and monitors the grant project records.

Unfortunately DOH has not been able to fulfill their responsibility for close-out monitoring's on a timely basis.

We are aware of several projects completed more than a year ago that have not yet been reviewed by DOH staff.

It is our hope that the new Small Cities Program Director, who appears to be much more knowledgeable of the program and its requirements, will be able to correct this issue and get the Department back on track to meet its compliance requirements on a more timely basis.

The Town will need to continue to update its Fair Housing actions until the DOH monitoring takes place, including postings, Fair Housing distributions, Fair Housing resolutions, etc. as we have provided to you in the past.

Included in the material being provided to you at this time is a copy of the Town's 2016 Grant Application. You will need to review the Fair Housing Action Steps (FHAS) located as exhibit 6.1 of the application, and establish a separate and distinct file folder for each step which contains documentation as to how you have met or attempted to comply with the particular FHA Step selected. We have also included a file labeled "Civil Rights Laws" which you need to keep with your Fair Housing related files.

L. Wagner & Associates

51 LAKESIDE BOULEVARD EAST • WATERBURY, CT 06708 • (203) 573-1188 • FAX (203) 573-1373



SOLawareTM

SUN SAFETY MADE EASY

sol.aware™ index

U
V
I
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D
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X

EXTREME
VERY HIGH
HIGH
MODERATE
LOW

30

MINUTES

YOUR SKIN IS AT RISK, PROTECT IT NOW!

sol.aware™
technologies

KNOW THE RISKS
SKIN CANCER • EYE DAMAGE
SUNBURN • SKIN AGING

Your Logo Here

Take sun-safety actions:

Apply
broad-spectrum SPF30+ Sunscreen.

Wear
UV Protective Clothing.

Avoid
direct sunlight between 11am-4pm.

Reapply
sunscreen every 2 hours.

Enjoy
the outdoors with these actions!

Beant
Visit
solaware.com/sk
Be aware of all signs

Follow
solawaretech

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The **SOLaware™ Display** is a modular sun safety education system that measures the local UV radiation level in real-time and **displays the average time until viewers can expect to experience skin damage**, if preventative actions are not taken immediately.

FEATURED ON:



SOLaware™
SUN SAFETY MADE EASY

Solaware Display

The 3-piece display is meant to (**inform** with the Informational UV Index, **educate**, with the sun safety actions on the board, and **Protect** with the sunscreen dispenser on the bottom.

- The display reads the local UV in real time and gives the SOLaware index – about how long it would take for visible skin damage (sunburn) if you don't take immediate sun safety precautions.
- The index ranges from 10 to 60 minutes, based on UV level and EPA guidelines
- The info board gives information on how to take sun safety precautions such as applying and reapplying sun screen.
- (Optional) dispenser to give a source of protection directly

Units have been placed in Branford, Guilford, Middletown and N. Haven

- Locations include beaches, lakes, pools, town greens, and playgrounds
- Sponsor logo on the board (HD, P&R, Town, or other)

Cost is \$250 per unit, per month – Memorial Day to Labor Day

- Includes installation and any maintenance
- Price break for 6+ units
- Sunscreen – each bag - \$75, about 2000 applications

Other info:

- Solar powered, Free standing base – no need to pour concrete
- Remote monitoring (checking UV and monitoring electrical system)
- Designed to withstand 90 mph winds – it's strong