



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Agenda
Special Meeting
Tuesday, April 7, 2020 @ 4:30 PM
Zoom Meeting

Please use the link below to join the webinar:

<https://us04web.zoom.us/j/911109109>

By Telephone:

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COLCHESTER, CT
2020 APR - 6 PM 3:47
Gayle Furman
TOWN CLERK

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. CITIZEN'S COMMENTS
4. CONSENT AGENDA
 - a. Approve minutes of the April 2, 2020 Board of Selectmen Meeting
 - b. Tax Abatements
5. Boards and Commissions – Interviews and/or Possible Appointments: None
6. CHVFD Rebate and Incentive Programs – Assessor, John Chaponis, Fire Department Representative, Chuck Maynard and Fire Department Representative, John Knapp
7. Discussion and Possible Action to approve the submission of Title III Grant Renewal Application to secure funding for Making Memories Program, FY 2020-2021
8. Executive Session for Negotiations
9. Discussion and Possible Approval of Collective Bargaining Agreement between the Town of Colchester and Colchester Police AFSCME Council #4
10. CITIZEN'S COMMENTS

11. FIRST SELECTMAN'S REPORT

A. COVID-19 Update

12. LIAISON REPORTS

13. ADJOURN



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Regular Meeting
Thursday, April 2, 2020 @ 7:00 PM
Zoom Meeting

RECEIVED
COLCHESTER, CT
2020 APR - 3 PM 3:45
Gayle Fushman
TOWN CLERK

Members Present via Zoom: First Selectman Mary Bylone, Taras Rudko, Rosemary Turner, Denise Mizla
Others Present via Zoom: Chuck Maynard, Sean Shoemaker, Michele Wyatt, Chief Walter Tarlov, Kate Byroade

1. CALL TO ORDER: First Selectman (FS) Mary Bylone called the meeting to order at 7:00 p.m.
2. PLEDGE OF ALLEGIANCE
3. ADDITIONS AND/OR DELETIONS TO THE AGENDA: None
4. CITIZEN'S COMMENTS: Rob Tarlov commented via chat about the budget process timeline and referendum on the budget.
5. CONSENT AGENDA
 - a. Approve minutes of the March 26, 2020 Board of Selectmen Meeting
 - b. Tax Abatements

R. Coyle moved to approve the Consent Agenda, seconded by D. Mizla. **MOTION CARRIED UNANIMOUSLY**
6. Boards and Commissions – None
7. Discussion and Possible Action to Amend Budget Schedule – R. Coyle moved to begin the budget process on April 14, posting both budgets BOE and Town, with the Board of Education doing a presentation on BOE budget on April 15, and the Town doing a presentation on the Town budget on April 16, with subsequent budget workshops being scheduled in concert with the Board of Finance, seconded by D. Mizla. **MOTION CARRIED UNANIMOUSLY**
8. Appointment of Committee to Review Colchester Hayward Volunteer Fire Department (CHVFD) Rebate and Incentive Programs – First Selectman stated the committee would be formed to review the Incentive Program to clear up confusion and ensure program working as intended. Committee would include a member BOF, member of BOS, Fire Chief, Chuck Maynard, a Volunteer Firefighter, John Chaponis, member of the public involved with the Fire Department. R. Coyle moved to appoint the committee to review the CHVFD rebate and incentive program and invite Assessor John Chaponis, two fire department representatives to the BOS meeting on Tuesday, April 7, 2020, seconded by D. Turner four votes in favor, one abstention by T. Rudko. **MOTION CARRIED**

9. Old Business

- a. COVID-19 Update – First Selectman announced new numbers 3,824 cases 112 deaths 3 residents in Colchester and 1 death in Colchester from COVID-19. Governor issued Executive Order on Safe Store Rules limiting number of people in stores and distance between customs. Town Hall is trying to stagger shifts.

10. CITIZEN'S COMMENTS: Dee (Bouchard) commented on the budget process and referendum on the budget.

11. FIRST SELECTMAN'S REPORT: Road crew working on road repairs. Airline trail spur closed for the construction of the Bloom Energy Fuel Cell Project, Halls Hill Road Paving Project will be underway soon, and the Fire Department has returned the borrowed fire truck to Clinton.

12. LIAISON REPORTS: None

13. ADJOURN: D. Mizla moved to adjourn at 8:14 p.m., seconded by T. Rudko. **MOTION CARRIED UNANIMOUSLY**

Extending the Municipal Property Tax Relief to Retired Volunteer Firefighters

Colchester Hayward Volunteer Fire Department Active Member Tax Exemptions (CHVFD)

1. CHVFD members who pay property tax in the Town of Colchester shall be eligible for the exemption provided they meet the criteria outlined in the Code of the Town of Colchester Chapter 129
2. The CHVFD Exemption Eligibility Committee shall submit to the Town Assessor a list identifying the CHVFD members who are eligible for an exemption.

Currently if you participate in 175 calls in a tax period by October 1st, a volunteer firefighter is entitled to \$1000 abatement of their tax dollars in the next fiscal year. The member must qualify each year.

Currently if you participate in 125 calls in a tax period by October 1st, a volunteer firefighter is entitled to \$500 abatement of their tax dollars in the next fiscal year. The member must qualify each year.

2015 – XXXX firefighters qualified for \$1000 and xxxx firefighters qualified for \$500

2014 – XXXX firefighters qualified for \$1000 and xxxx firefighters qualified for \$500

2013 – XXXX firefighters qualified for \$1000 and xxxx firefighters qualified for \$500

Colchester Hayward Volunteer Fire Department Life Members

A Life Member of the CHVFD is an individual who has 25 years of service and has met all training requirements and a certain amount of calls per year. (I was not clear on the details of this classification. I believe those details are important.)

Currently there are 11 Life Members.

2015 – 11 firefighters qualified for Life Membership and also qualify for tax abatements

2014 – XX firefighters qualified for Life Membership and also qualify for tax abatements

2013 – XX firefighters qualified for Life Membership and also qualify for tax abatements

When a Life Member decides to retire (becomes inactive), the member no longer qualifies for the tax abatement.



Town of Colchester, Connecticut
127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, November 17, 2016
Colchester Town Hall @7pm

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

MEMBERS ABSENT: Selectman John Jones

OTHERS PRESENT: PW Director J Paggioli, Register D Mrowka, TC M Wyatt, TC G Furnan, R Wah, R Brigandi and Clerk T. Dean

1. Call to Order
First Selectman A Shlosky called the meeting to order at 7 p.m.

2. Additions to the Agenda - none

3. Citizen's Comments - none

4. Consent Agenda

1. Approve Minutes of the November 3, 2016 Regular Board of Selectmen Meeting
2. Commission on Aging - Eleanor Phillips possible reappointment for a three-year term to expire on 12/31/2019

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

5. Approve Minutes of the November 1, Special Board of Selectmen Meeting

S Soby moved to approve the Special Board of Selectmen meeting minutes of November 1, 2016, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

6. Discussion and Possible Appointment of Dean Hunniford as Tree Warden for a one-year term to expire on 11/17/2017

S Soby moved to appoint Dean Hunniford as Tree Warden for a one-year term to expire on 11/17/2017, seconded by D Mizla. Unanimously approved. MOTION CARRIED

7. Budget Transfers - none

8. Presentation on CHVFC Tax Exemption by David Barnes and David Martin

D Martin presented information on active members and the impact on potential qualified tax abatement members. Stats included current life members and years of service, along with call response rate and training requirements. Outlined a capsulized look at the financial impact of potential abatements. S Soby stated the impact of future financials is far less than any paid staffing. Discussion on projection on an outside number if all inactive, 25 plus year members and what that figure would look like and potential obligation would be down the road. D Martin stated that this new addition to the abatement would not be grandfathered in to past life members and also would not be retro-active. A Shlosky stated this will go on the next agenda for possible action.

9. Discussion and Possible Action on Assistant Tax Collector Certified & Non-Certified Job Description

M Wyatt stated there is an opening for an Assistant Tax Collector due to a recent vacancy. Added areas to the job description that were not part of the previous job descriptions, due to needing two people for some functions for security purposes. Union approved the changes, with one recommendation to eliminate the every Thursday night hours to allow flexibility, they would like it back to the original schedule. R Coyle suggested the wording to change from "may" to "shall be responsible for covering late office hours."

S Soby moved to accept the recommended changes to the non-certified and certified Assistant Tax Collector job descriptions, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

10. **Update on Fire House Mold Remediation**
PW Director J Paggioli gave the Board an update on the condition of the Fire House. There was more mold than was anticipated. Board of Finance has authorized the expenditure to complete the project. Not completing the additional work required would be problematic.

S Soby moved in accordance with section 4.1 of the Budget Transfer Procedures. Use of Capital Reserve Fund, that the Board of Selectmen, has authorized expenditure of \$75,000 of the Building and Grounds Reserve Fund for use to complete the mold remediation and restoration work at the Fire Department Company One Building and incorporated that amount along with the existing Capital Funds to complete all work required. The Board of Selectmen authorize the First Selectman to enter into a contract with American Integrity Restoration, LLC for the work outlined in RFP 2016-15, as amended, for the amount of \$190,062 and to sign all necessary documents, seconded by R Coyte. Unanimously approved. **MOTION CARRIED**

11. **Discussion and Possible Action on Re-Sending Blight Ordinance to Town Meeting**
A Shlosky stated that there needs to be a Public Hearing before a Town Hall Meeting is scheduled.
R Coyte moved to rescind the motion to send the Blight Ordinance to Town Meeting made at 11/3/2016 BOS meeting, and send the Blight Ordinance, per Charter, to a Public Hearing, then to the Board of Selectmen for action for sending Blight Ordinance to Town Meeting, seconded by S Soby. Unanimously approved. **MOTION CARRIED.**

12. **Citizens Comments - none**

13. **First Selectman's Report**
A Shlosky stated that the Fire Dept. received a donation from the Colchester Hayward Fire Company for \$8475 to be used towards a Chest Compression Unit. The Fire Dept. has been raising funds to purchase one, and have collected \$6,083. The new unit costs \$15,018, therefore A Shlosky has authorized an expenditure of \$460 from Capital Reserve to complete the purchase of the Chest Compression Unit. The Colchester Garden Club has received a grant to be used towards improvements of existing projects. Building Dept. October revenue in permits are \$32,270, which is 75% of the budgeted revenue. Most of the increase is due to single home construction.

14. **Liaison Reports**
R Coyte reported on Chatham Health – focusing on health insurance to lower costs significantly, starting for the next budget. State funding in grants being cut, no lead program grant being received.

S Soby reported on the Health District – Fiscal Accountability Report shows a 1.3 billion deficit, most coming from agency budget reduction options, proposal is on their website. Personnel count is down between attrition, layoffs, and retirements. There will be potential impact in our budget process. Health District and Health District consolidation in discussions to look at direction and alternatives. S Soby stated that every time they regionalize, the regions don't fall in line. R Coyte spoke in favor of the new Health District Director.

D Mizia reported on Charter Revision – reviewed town departments and the current list is not up to date. Looking at the section that speaks to consolidation of former borough, that could be eliminated. Discussed items in the charter that can be taken out and made into an ordinance, one being the Sewer and Water Commission. Would need to pass the charter first with the removal and then ordinance.

Board of Education – Contois family asked that the re-naming of CES be withdrawn. The Board voted unanimously to leave the name CES as is. Spring 2016 NEAC will visit schools for accreditation. Ten students from Norwich are currently registered at Bacon Academy. Plan for distribution of Norwich students revenue from tuition being discussed.

15. **Adjourn**
R Coyte moved to adjourn at 7:50 p.m., seconded by S Soby. Unanimously approved. **MOTION CARRIED.**

Respectfully submitted,



Tricia Dean, Clerk



Town of Colchester, Connecticut
127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, December 1, 2016
Colchester Town Hall @7pm

2016 DEC -5 AM 10:51
SECRETARY
TOWN OF COLCHESTER

MEMBERS PRESENT: First Selectman Art Shlosky, Selectman Stan Soby, Selectman Rosemary Coyle, Selectman John Jones and Selectman Denise Mizia

MEMBERS ABSENT: none

OTHERS PRESENT: Registrar D Mrowka, TC M Wyatt, Town Planner R. Benson, Town Engineer S. Tassone, BOF R. Tarby, and Clerk G. Therian

1. **Call to Order**
First Selectman A Shlosky called the meeting to order at 7:00 p.m.
2. **Additions to the Agenda** - none
3. **Citizen's Comments** - none

4. **Consent Agenda**
 1. **Action on 2017 Board of Selectmen Meeting Schedule**
 2. **Action on 2017 Commission Chairman Meeting Schedule**
 3. **Police Commission - Resignation of Edward Fusco**
 4. **Tax Refunds & Rebates**
\$43,15 to Christopher Tarby, \$94,70 to Ross Law Offices, \$92.59 to Ross Law Offices, \$356,554.52 to Town of Colchester-Small Cities loan repayment account, and \$54,772 to Ally Bank

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

5. **Approve Minutes of the November 17, 2016 Regular Board of Selectmen Meeting**
S Soby asked in the minutes of November 17, 2016, number 14, Liaison Reports, under his report to delete the words "on the Health Department and add, "n references to State Budget and its potential impact" before the words Fiscal Accountability Report.

S. Soby moved to approve the Selectmen meeting minutes of November 17, 2016 as amended, seconded by D. Mizia, Unanimously approved. MOTION CARRIED.

6. **Budget Transfers** - none

7. **Discussion and Possible Action on CHVFC Tax Exemption**
R. Coyle moved to approve the CHVFC Tax Exemption, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

8. **Discussion and Possible Action on Application for Property Tax Incentive - 12 Broadway**
S. Soby moved to approve the Application for Property Tax Incentive - 12 Broadway as recommended by the Economic Development Commission, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

9. **Discussion and Possible Action on Park Place Subdivision Bond Reduction**
S. Soby moved that the Town of Colchester release a total of \$99,792.00 of the Erosion and Sediment control cash bond to Park Place Holdings for the Park Place Subdivision as recommended by the Town Engineer, seconded by D Mizia. Unanimously approved. MOTION CARRIED.

10. Discussion and Possible Action on Memorandum of Agreement for Colchester Antique Veterans
R. Coyle moved to approve the Memorandum of Agreement for Colchester Antique Veterans and authorize the First Selectman to sign all papers, seconded by J. Jones. Unanimously approved. MOTION CARRIED

11. Citizens Comments – none

12. First Selectman's Report

A. Shiklosky said that the library received a donation in the amount of \$10,000 from the estate of Phillip Liverant. The money will be used to replace computers. He said that many of the Boards and Commissions need members. The Police are looking to replace hand guns. Sgt. Martinez will send the NARCON information to the State Policy for review. The Board will need to review this policy when this is completed. He is looking into upgrading the existing phone system for all the Town buildings. The Fire Department is looking at the paramedic program as the fees are increasing each year. They are in the process of gathering information about having a 24/7 Town paramedic staff and the costs at this time for future review and consideration.

13. Liaison Reports

R. Coyle reported on the Chatham Health meeting. She said that the state lead program grant has been reinstated. She said that Chatham Health District would like to partner with the health plan of a participating town to lower their cost for employee's insurance. The Health District is beginning to work on the budget for next year. She reviewed several of the cost reductions being made to the District's operations. They are also moving forward on the Radon program. She also spoke in favor of the new Health Director.

S. Soby reported on Chatham Health District also. He stated that the Health District is reviewing their fee schedule. They are also trying to simplify the Food Service permits. He said that the District is exploring the handling of the financial work either internally or through an outside source.

14. Adjourn

J. Jones moved to adjourn at 7:17 p.m., seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Gail Therian, Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, January 5, 2017
Colchester Town Hall @7pm

2017 JAN 11
RECEIVED
TOWN OF COLCHESTER
1:49

MEMBERS PRESENT: First Selectman Art Shlosky, Selectman Stan Soby, Selectman Rosemary Coyle and Selectman Denise Mizia

MEMBERS ABSENT: Selectman John Jones

OTHERS PRESENT: Registrar D Mrowka, Town Planner R. Benson, Town Engineer S. Tassone, BOF R. Tarlov, PW J Paggioli, M Pignano, D Garsreau and Clerk T Dean

1. Call to Order

First Selectman A Shlosky called the meeting to order at 7:00 p.m.

2. Additions to the Agenda

R Coyle ask to add: #6 Board & Commission Discussion and Possible Action, Sewer & Water, Michael Egan to be interviewed, renumber remaining items.

R Coyle moved to add agenda item as presented, seconded by S Soby. Unanimously approved. MOTION CARRIED.

3. Citizen's Comments – none

4. Consent Agenda

1. Approve Minutes of the December 1, 2016 Regular Board of Selectmen Meeting

2. Commission on Aging

a. Linda Grzejkta possible reappointment for a three-year term to expire on 12/31/2019

b. Jennifer DeHay possible appointment from alternate member to regular member to expire 12/31/2018

3. Planning and Zoning Commission

a. John Rosenthal possible reappointment for a three-year term to expire on 12/31/2019

b. David Geisnik possible reappointment for a three-year term to expire on 12/31/2019

4. Agriculture Commission – David Wasniewski possible reappointment for a three-year term to expire on 12/31/2019

5. Tax Refunds & Rebates

\$123,16, \$134,23, \$39,97, \$52,00, \$89,91, \$54,27, \$97,82, \$101,04, \$92,19, \$24,57, \$27,86, \$55,78, \$3,06, \$30,21, \$166,78, \$33,44, \$58,08, \$27,82, \$25,93, \$194,97, \$53,87, \$18,36, \$8,36 to Rossi Law Offices, \$72,77 to Annette DiBunno, \$303,32 to US Bank NA, \$185,94 to Laura Moorey, \$138,99 to Collecte Varjenski, and \$22,91 to James Davoport

6. Possible Action on Farmview LLC Bond Balance Release – West Rd & New London Rd

7. Possible Action on Stephen Fedus Bond Balance Release – Christy Lane

8. Possible Action on 2016 State Homeland Security Grant Program MOA

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

5. Approve Minutes of the December 9, 2016 Special Board of Selectmen Meeting

S Soby moved to approve the Selectmen Special meeting minutes of December 9, 2016, seconded by R Coyle, Unanimously approved. MOTION CARRIED.

6. Board & Commission Discussion and Possible Action – Sewer & Water – Mike Egan to be interviewed – was interviewed.

S Soby moved to appoint Mike Egan to the Sewer and Water Commission for a three-year term to expire 10/1/2018, seconded by R Coyle. Unanimously approved. MOTION CARRIED

Budget Transfer - none

Discussion and Possible Action on Police Department Naloxone Policy and Procedure
D Mizla moved to approve the Police Department Naloxone Policy and Procedure as presented, seconded by S Soby. Unanimously approved. MOTION CARRIED.

Discussion and Possible Action on Proposed CT Local Bridge Program Grant Application
Once BOS approves it will then be moved to Town Meeting. A Shlosky stated the bridge has to be fixed regardless and the grant will help afford it. Currently it is at a weight limit until fixed.

S. Soby moved to approve moving forward with a Connecticut Local Bridge Program grant application to be prepared by Anchor Engineering for the design/reconstruction of Paper Mill Road Bridge over Jeremy River as recommended by the Town Engineer, subject to approval at a future Town Meeting, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Discussion and Possible Action on Public Works Administrative Assistant Job Description

R Coyle asked what the change will be in compensation. J Paggioli stated that it will go from \$22.25/hr to \$26.37/hr. This position is in the union and the pay is within the range in the contract.

R Coyle moved to accept the revised job description for assistant to the department head, previously called administrative assistant, with changes as presented, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Citizens Comments - none

First Selectman's Report

A Shlosky stated that the town lost ECS money approximately \$87,700. LOCIP reimbursement is delayed and on hold. Need to receive authorization from legislation. Budgeted revenue in the Bulking Dept. has 81% collection for FY 2016-2017.

Liaison Reports

R Coyle reported on Senior Center subcommittee - BCF allocated money for property. Developed criteria for land that would be suitable. Planning Dept. presented 12 different properties to look at, 4 of the 12 fit, and then made recommendation to the BOS at the next meeting.

Chatham Health - discussed budget. Public Hearing on 1/31 at the Portland Library. Two meetings will be in Chatham Health. \$7,700 increase to the town expenses. S Soby stated that it is in the town's favor to not wait for them to be in a position for them not to be solvent. Everyone on the Chatham Board is working hard to make the health district efficient. The permitting fee for discharge is in discussions. The board asked for research to be done and will discuss in February.

S Soby reported on Planning & Zoning - no new items presented. Looking at regulations for shed set back, horses on certain properties, and significant number of items in the ZEO report have been closed and resolved. The Blight Ordinance has been available to resolve some issues.

D Mizla reported on Park & Recreation - Sawchuck stand extension for concessions to start 12/31/17. Approved park and rec fund to charge \$10 per participant, per sport, per season. Fees start spring 2017. Needs to go before and approved by the BOS.

Youth Advisory Board - new van received. Bake sale on election day brought in \$970. Don't have the revenue amount yet for the Resolution Run. Community Conversation coming up on Parenting the Snapchat Generation. Commission needs new members.

Executive Session to Discuss Town Administrators Contract Negotiation

R Coyle moved to enter into executive session to discuss town administrators contract negotiation, seconded by S Soby. Unanimously approved. MOTION CARRIED.

Entered into executive session at 7:32 p.m.
Exited from executive session at 7:37 p.m.

Discussion and Possible Action on Town Administrators Contract for July 1, 2017 - June 30, 2021

S Soby moved to approve the Town Administrators Contract for July 1, 2017 through June 30, 2021, and authorize the First Selectman to sign the contract, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

18. Adjourn
D. Mizia moved to adjourn at 7:39 p.m., seconded by R. Coyne. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Tricia Dean, Clerk

[Adopted 3-8-2001]

§ 129-28 Statutory authority.

The Town of Colchester adopts this article as authorized by the provisions of Section 10 of Connecticut Public Act No. 00-120 to provide a property tax exemption for eligible members of the Colchester Hayward Volunteer Fire Department (CHVFD).

§ 129-29 Eligibility.

- A. CHVFD members who pay property tax in the Town of Colchester shall be eligible for the exemption provided in this article if they meet either the criteria listed in Subsection B, Standard exemption criteria, or the criteria listed in Subsection C, Disability exemption criteria, for the year for which the property tax is payable.
- B. Standard exemption criteria.
- (1) A volunteer with the CHVFD must be an active member in good standing, not on probation, and must have achieved at least one year of service by October 1 of any year to be eligible for an exemption of municipal taxes due on July 1 of the following year.
 - (2) The CHVFD member must have responded to the minimum required number of calls and received the minimum number of "points" during the year of service prior to October 1, as outlined in § 129-31C and E; and
 - (3) The CHVFD member must have been found to have met the eligibility criteria by the CHVFD Exemption Eligibility Committee as outlined in § 129-30.
- C. Disability exemption criteria. If a CHVFD member becomes permanently or temporarily disabled as a result of the performance of his or her duties as a CHVFD member, he or she shall be eligible for an exemption of municipal taxes if the following criteria are met:
- (1) At the time the volunteer became disabled, he or she had been a member in good standing of the CHVFD, and not on probation.
 - (2) The CHVFD Exemption Eligibility Committee (as defined in § 129-30) must make a written request to the Board of Selectman on behalf of the CHVFD member, detailing the specifics of the incident in which the member became disabled and recommending an exemption amount and a duration for the exemption to be applied, provided that no exemption shall be requested for an amount greater than that authorized by Public Act No. 00-120.
 - (3) Upon receipt of a written request from the CHVFD Exemption Eligibility Committee pursuant to Subsection C(2), the Board of Selectmen shall consider the facts, inquire further and investigate, if necessary, and, in its own discretion, make a determination as to the amount of the exemption, if any, and as to the duration that an approved exemption will be granted. An exemption granted pursuant to Subsection C(3) must be approved by a super majority vote of the Board of Selectman.
 - (4) The Board of Selectmen shall have discretion to make the final determination of whether a CHVFD member's disability resulted from the performance of his or duties as a CHVFD member for the purpose of an exemption under this section.
- D. Upon approval of an exemption, in accordance with Subsection C(3), for a CHVFD member, the Board of Selectmen shall notify the Assessor in writing with the CHVFD member's full name, address and date of birth, exemption amount and the duration that the exemption will be granted.

§ 129-30 Certification of eligible members.

- A. The Board of Selectmen shall create the CHVFD Exemption Eligibility Committee for the purpose of identifying, on an annual basis, the CHVFD members who are eligible for a tax exemption in accordance with this article. This Committee shall consist of three Colchester residents appointed by the Board of Selectmen. No more than two members of the CHVFD Exemption Eligibility Committee may be CHVFD members. The appointment shall be for a four-year term. At the conclusion of each four-year term, the Board of Selectmen may appoint new members or re-appoint existing members as the Board of Selectmen deems appropriate. The Board of Selectmen may appoint a Colchester resident to serve the

- unexpired portion of the term of any member of the CHVFD Exemption Eligibility Committee who may resign or otherwise be unable to complete his or her term.
- B. In reference to the October 1, 2000, Grand List, on or before April 27, 2001, the CHVFD Exemption Eligibility Committee shall submit to the Town Assessor a list, certified by the entire Committee, identifying the CHVFD members who are eligible for an exemption pursuant to § 129-29 of this article. The list shall include the full name, address and date of birth of each eligible CHVFD member and the amount of the exemption, minimum or maximum, as determined in accordance with the exemption benefit schedule set forth in § 129-31 of this article.
- C. In reference to the October 1, 2001, Grand List and every subsequent Grand List, on or before December 1 of each year the CHVFD Exemption Eligibility Committee shall submit to the Town Assessor a list, certified by the entire Committee, identifying the CHVFD members who are eligible for an exemption pursuant to § 129-29 of this article. The list shall include the full name, address and date of birth of each eligible CHVFD member and the amount of the exemption, minimum or maximum, as determined in accordance with the exemption benefit schedule set forth in § 129-31 of this article.
- D. If the CHVFD Exemption Eligibility Committee fails to provide the Town Assessor with the list of members who are eligible for an exemption prior to the required deadline set forth in Subsection B or C, as applicable, no CHVFD member shall be eligible for an exemption in the following year.
- E. The CHVFD Exemption Eligibility Committee shall cause to be maintained such records as may be required by the Town Assessor in order to verify a CHVFD member's eligibility. These records shall be available at any time during normal business hours for audit by Town staff or any designated agent of the Town as directed by the Town Assessor or Board of Selectmen. These records shall be kept for a period of no less than seven years.
- F. Once the Town Assessor has received the list from the CHVFD Exemption Eligibility Committee identifying the members who are eligible for the standard exemption as set forth in § 129-29B, the Town Assessor may inquire further and investigate, if he or she deems it necessary, and, in his or her own discretion, certify which members will receive an exemption pursuant to this article.

§ 129-31 Exemption benefit schedule.

- A. CHVFD members meeting the eligibility criteria set forth in § 129-29 of this article may be granted a minimum or maximum exemption of town-levied taxes for real property, motor vehicle or personal property for which the eligible CHVFD member may be liable. For any CHVFD member to receive this exemption for the July 1 tax bill of any year after 2001, the Town Assessor must receive the qualification list from the CHVFD Exemption Eligibility Committee on or before December 1 of the preceding calendar year and will apply the exemption to the eligible CHVFD member's assessment on the previous October 1 Grand List. Definitions and eligibility requirements for the minimum and maximum exemptions are as follows.
- B. Definition of minimum exemption. The "minimum exemption" shall be defined as an exemption applicable to the assessed value of real or personal property up to an amount equal to the quotient of \$470,000 divided by the town's mill rate in effect at the time of the assessment, such mill rate being the mill rate that was applicable to the previous year's Grand List, expressed as a whole number of dollars per \$1,000 of assessed value. Anything to the contrary notwithstanding, no CHVFD member shall be eligible for an exemption in excess of the amount of property assessed to the CHVFD member on the applicable Grand List.
- C. Qualification requirement for minimum exemption. To qualify for the minimum exemption as defined in Subsection B, the CHVFD member must have received 125 or more "points" during the one-year period prior to the October 1 certification date for the year at issue. One point will be issued to each CHVFD member each time that CHVFD member responds to a 911 emergency call. Points will be tracked on a daily basis by the CHVFD and certified by the CHVFD Exemption Eligibility Committee as set forth in § 129-30.
- D. Definition of maximum exemption. The "maximum benefit" shall be defined as an exemption applicable to the assessed value of real or personal property up to an amount equal to the quotient of 940,000 divided by the town's mill rate in effect at the time of the assessment, such mill rate being the mill rate that was applicable to the previous year's Grand List, expressed as a whole number of dollars per \$1,000 of assessed value. Anything to the contrary notwithstanding, no CHVFD member shall be eligible for an exemption in excess of the amount of property assessed to the CHVFD member on the

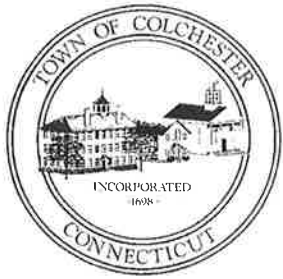
- ~ applicable Grand List. Under no circumstances shall the maximum exemption exceed \$1,000 of tax benefit per eligible CHVFD member in any given assessment year.
- E. Qualification requirement for maximum exemption. To qualify for the maximum exemption as defined in Subsection D, the CHVFD member must have received 175 or more "points" during the one-year period prior to the certification date for the year at issue. One point will be issued to each CHVFD member each time that CHVFD member responds to a 911 emergency call. Points will be tracked on a daily basis by the CHVFD and certified by the CHVFD Exemption Eligibility Committee as set forth in § 129-30.

§ 129-32 Application and record of exemption.

- A. The exemption under this article shall be applicable for any real or personal property, owned by any eligible CHVFD member, whether such property is owned individually, jointly or as tenants in common with one or more other persons. To receive this exemption, the eligible CHVFD member's name must appear as a legal owner of record of such property.
- B. The exemption shall be applied first to any real property owned by the eligible CHVFD member. If the eligible CHVFD member owns more than one parcel of real property in Colchester, the exemption shall be applied first to such CHVFD member's primary residence. In the event that the eligible CHVFD member does not own real property, the exemption will be applied to the personal property of such CHVFD member in the manner that the Town Assessor deems appropriate. Under no circumstances shall the exemption exceed \$1,000 of tax benefit per eligible CHVFD member in any given assessment year.
- C. The Assessor of the Town of Colchester is delegated the authority to administer this program and to promulgate forms, rules and regulations consistent with this article and applicable state statutes.
- D. The Assessor of the Town of Colchester shall maintain a record of all exemptions granted in accordance with this article and shall report this amount to the Board of Selectmen annually or when requested.

§ 129-33 Effective date.

The exemption provided by this article shall become effective commencing with the October 1, 2000, Grand List.



Town of Colchester, Connecticut

95 Norwich Avenue, Colchester, Connecticut 06415

Patricia A. Watts, Director of Senior Services/Municipal Agent

MEMORANDUM

To: Board of Selectmen

From: Patricia A. Watts, Director of Senior Services

Date: 04/03/2020

Re: Application for Title III Grant Renewal

Title III grant funding is being requested from Senior Resources, Area Agency on Aging in the amount of \$14,665.00. These funds would be used to continue the Making Memories Program, a beneficial social-model program for individuals facing memory loss/dementia and/or social isolation, at the Colchester Senior Center on Mondays, Tuesdays and Wednesdays from 9:00 a.m.-1:00 p.m. Please note that on the Certification of Non-Federal Match for the Title III Program worksheet, the Cash Amount listed of \$10,792.00 is already built into the Colchester Senior Center budget and does not require additional funding from the Town of Colchester. Please see budget pages of the application for additional information. Application deadline is April 24, 2020 by 3:00 p.m.

Recommended Motion

Motion to approve the submission of Title III Grant Renewal Application to secure grant funding for the Making Memories Program, FY 2020-21 and authorize the First Selectman to sign all necessary documents.

Signature required on the following pages:
Program Description and Work Plan, p.1
Budget – FY 2021 Title III Funding, p.1
Certification of Non-Federal Match for Title III Program
Standard Assurance, p.5

Respectfully Submitted,

Patricia A. Watts



PROGRAM DESCRIPTION AND WORK PLAN – FY 2021 TITLE III FUNDING

Legal Name of Organization Colchester Senior Center
Address, City, State, Zip 95 Norwich Ave. Colchester, CT 06415
Phone Number 860-537-3911
Fax Number 860-537-5574
Organization Website www.colchesterct.gov

Agency Type: Choose an item. **Public Municipality**

DUNS Number (<http://www.dnb.com/get-a-duns-number.html>) 177899317
Employer Identification Number 06-6001974

Program Name Making Memories Program
Program Address same

Program Contact Name Patricia A. Watts
Title Director of Senior Services
Phone 860-537-3911
Fax 860-537-5574
Email pwatts@colchesterct.gov

Title of the Older Americans Act under which funding is requested: **Title III B (Social Services)**

Category Choose an item. **Health/Dental**

How many years has this program been funded by Title III? 11

TOTAL TITLE III REQUEST **\$14,665.00**

It is understood and agreed by the undersigned that funds awarded as a result of this request are to be expended for the purposes set forth herein and in the Standard Assurances document in accordance with all applicable laws, regulations, policies and procedures of Senior Resources Agency on Aging, the State Unit on Aging, the Administration for Community Living and the U. S. Department of Health and Human Services.

Authorized Signatory _____
Signature _____
Title First Selectman, Town of Colchester
Date _____

1. ORGANIZATIONAL OVERVIEW.

a. Organization's mission statement.

It is the mission of the Colchester Senior Services Department to support older adults by providing programs and services which promote their independence, health, wellness and overall quality of life.

b. Describe the organization's financial position, including trends, challenges, or unusual developments over the last three years.

The Town of Colchester's financial position is good with General Fund balance showing steady growth. Despite cuts in State aid this fiscal year, there are no challenges which cannot be met.

2. PROGRAM SUMMARY. ***Briefly*** describe the proposed program in one paragraph.

The Making Memories Program is a social model therapeutic recreation program designed to help seniors (ages 60+) who are experiencing mild/moderate memory loss, cognitive impairment and/or those at risk for social isolation. The goal of the program is to help each participant reach and maintain their optimal level of functionality in a structured and supportive environment, while encouraging individual independence and engagement. We strive to empower each participant to enjoy a variety of group activities which promote an ongoing sense of contentment, vitality and cognitive engagement.

3. DETAILED PROGRAM DESCRIPTION.

- a. Identify the community need this program proposes to address. How does this need address a Senior Resources priority as defined in the Area Plan (plan summary available in the RFP Guidelines and Application Instructions)? Identify the Area Plan Priority Area by choosing one in the drop-down box.

Choose an item. **Long Term Supports and Services**

By providing activities which engage the brain and promote socialization; this program serves to encourage cognitive orientation, functionality and social engagement. This program serves as a safety net for early intervention when changes are observed in an individual's behavior, cognition or physical condition. This program addresses the Area's Plan's Priority Area 2 for Long Term Supports and Services to "support and increase access to community based long term supports and services" with a focus on those with dementia.

- b. Describe the service(s) to be provided, including all major components of the program. Include how often the service will be provided and where (facility).

The Making Memories Program is offered at the Colchester Senior Center at 95 Norwich Avenue, Colchester, CT. The program is held on Mondays, Tuesdays and Wednesdays from 9:00 a.m. to 1:00 p.m. Classes are structured with multiple small group activities designed to stimulate the brain. Each day is a similar format, which helps to promote cognitive orientation, while providing a variety of activities which keep participants engaged and interested. The socialization combined with the small group activities enhance cognition and helps participants remain independent for a longer period of time.

4. PROGRAM RESOURCES. Describe how management, staff and resources will be utilized to ensure success of this program such as: staffing pattern, specific training/certifications, funding, etc.

The Making Memories Program is planned and facilitated by the Making Memories Program Coordinator, who is a part-time staff member, working an 18 hour week. She is responsible for developing a monthly activities calendar, which is specific to the class i.e. different than the Colchester Senior Center activities. She conducts 4-6 small group activities per program day, with a daily program theme in addition to planning monthly group outings. The MMP Coordinator is supervised by the Director of Senior Services, who oversees the operations of the Colchester Senior Center. There is an available Per Diem staff member who is able to cover for any absences, so the program can meet continuously throughout the year.

5. BACKGROUND CHECKS. The State requires all Contractors, employees and volunteers undergo criminal background checks to ensure the safety of clients. Describe the process your Agency has for completing background checks on all client contact employees and volunteers.

Criminal background checks are mandatory for all employees of the Town of Colchester and a clear background check is a condition for hire for the Town of Colchester. The HR Department is responsible for this aspect of hiring. The Making Memories Program Coordinator, who leads the class, and the Director of Senior Services, who supervises the MMP Coordinator, have both passed background checks.

6. GEOGRAPHY. Using the lists below, indicate the town(s) to be targeted for service provision.

Estuary Region:

- Chester
- Clinton
- Deep River
- Essex
- Killingworth*
- Lyme*
- Old Lyme
- Old Saybrook
- Westbrook

Midstate Region:

- Cromwell
- Durham*
- East Haddam*
- East Hampton
- Haddam*
- Middlefield
- Middletown
- Portland

Northeast Region:

- Brooklyn
- Canterbury*
- Eastford*
- Killingly
- Plainfield
- Pomfret*
- Putnam
- Sterling*
- Thompson*
- Union*
- Woodstock*

Windham Region:

- Ashford*
- Chaplin*
- Columbia*
- Coventry*
- Hampton*
- Lebanon*
- Mansfield
- Scotland*
- Willington*
- Windham

Southeast Region:

- Bozrah*
- Colchester*
- East Lyme
- Franklin*
- Griswold*
- Groton
- Ledyard
- Lisbon*
- Montville

- New London
- North Stonington*
- Norwich
- Preston*
- Salem*
- Sprague*
- Stonington
- Voluntown*
- Waterford

*Denotes Rural Town

7. PLAN TO REACH TARGET POPULATIONS. The Older American's Act requires outreach efforts to certain target populations. Outreach for each chosen population must be specific to the population.

a . Indicate which target group(s) will be identified and encouraged to participate in the program.

NOTE: Only select the group(s) that will be specifically targeted (all groups will be reported on monthly, however). There is no need to select all.

Individuals with Low Income
(100% of federal poverty level or below)

Individuals from Minority Population
Group

Low Income Minority Individuals

Individuals at or below 150% of Poverty

Individuals Living in Rural Areas

Individuals with Limited English Proficiency

Individuals with Severe Disabilities

Individuals at Risk of Institutionalization

Individuals with Alzheimer's and related Disorders

b . Identify and describe outreach methods and time frames for each outreach method for each selected target group. The outreach plan must be specific to each group selected. Give details.

This program was designed for those who are experiencing mild/moderate dementia. On a bi-annual basis and/or as program vacancies exist, the MMP Coordinator will reach out to local senior centers to market the program, as well as to a senior group which meets in Salem, a neighboring town which does not have a senior center facility. Annual mailings are sent to local area physicians serving senior patients with dementia or related disorders. On an annual basis or as program vacancies exist, we will contact our regional Alzheimer's Association to market the program to prospective participants, as well.

8. **ACTIVITIES AND PROGRAM INDICATORS.** List the proposed measurable goal. List the indicators to be used to measure the success of the goal.

MEASURABLE GOAL(S)	MEASUREMENT
Goal is that at least 50% of participants will exhibit stability or improvement in their MoCA test results, as measured within 2 points above/below their last recorded score of 0-30 points, tracked across time.	The Montreal Cognitive Assessment (MoCA) is a widely used instrument to test for cognitive function. MoCA testing will be administered twice annually in March and August. Scores range from 0-30, with 26+ considered "normal"

9. **DATA COLLECTION.**

- a. describe the program’s plan for measuring client impact including proposed methodology, frequency of measurement. (How is the client’s life going to be changed by receiving this service?)

The Montreal Cognitive Assessment, commonly known as the MoCA, is a widely accepted assessment tool to test cognitive orientation for individuals with dementia. It is easily administered by a lay person with detailed instructions for administration and scoring. The results are tabulated and assigned a numerical score of 0-30 points. Any score of 26 or more is considered within the normal range, with increased deficits noted with lower scores. This test is administered upon intake, as part of the assessment and orientation, at the six month mark (in March) and at the 12 month mark (August) in the grant cycle. The findings are reported at the 6 month and year end reports.

- b. describe the measurement tool to be used;

The Montreal Cognitive Assessment (MoCA) is a free assessment tool, which can be downloaded from the Internet with instructions for both administering and scoring the tests. The MoCA is graded on a scale from 0-30 points, with any score of 26 or greater considered "normal" and any score 25 or below showing some cognitive impairment or decline. Tracking MoCA scores across time are a helpful way for us and family members of participants to quantify cognitive changes. The data is reported at the 6 month and year end narrative reports for goal achievement analysis.

c. describe follow-up activities to ensure quality improvement

The Making Memories Program Coordinator has developed curriculum which follows a daily theme. Within these themes, she plans diverse activities, which utilize different aspects of brain stimulation--reading, creating, music, movement, puzzle solving, etc. to challenge each participant. Annually, in September, the Director of Senior Services conducts an Annual Client Satisfaction Survey, where each client is interviewed privately to gain insight into whether the program is meeting the expectations of the participants or not. We have had an excellent record of high satisfaction scores throughout the program's history.

10. VOLUNTARY CONTRIBUTION PLAN. Describe HOW the following Title III requirements will be met: Fees may not be charged to program participants; however, it is a requirement to offer all clients an opportunity to donate to the program. Donations must be confidential, and no person may be denied involvement if s/he chooses not to contribute. All contributions received are to be used to expand the services of the program being funded under the grant.

During a new participant's orientation, the policies regarding the voluntary contribution plan are discussed. We have developed a Sliding Fee Scale based on the Federal Poverty Level Guidelines, which is updated annually and given out as part of the orientation packet, as well as discussed by the class at the beginning of the grant year (October) and when the Sliding Fee Scale is updated (February). There is a locked donation box in the classroom, where participants or their families can place donations. Additionally, donors may mail their contributions into the office, to the attention of the Director. No one is ever refused service due to lack of ability to pay and their are no daily fees assessed.

11. FINANCIAL SUPPORT. Foundation, Fundraising, Corporate and Government Grant Details: Title III Contractors are required to initiate efforts to obtain additional support from private sources and other public organizations for grant-funded programs. List Other funding sources for the program described in this application and the amount provided by each (a) during FY 2020 and (b) as anticipated for the program in FY 2021.

Program Funding				
Foundation, Fundraising, Corporation, Government Funding Source	FY 20 Status*	FY 20 Amount	FY 21 Status*	FY 21 Projected Amount
Lions' Club of Colchester	applied	\$800.00	will apply	\$1,000.00

*Status – Awarded, Applied, Plan to Apply, Denied

12. **REDUCED FUNDING ALTERNATIVE.** If the full amount requested is not funded, how would the program be adjusted? Please be specific in terms of staff reductions, and/or the reduced number of clients/units to be served. Applicants are cautioned to respond carefully as reduction should not be made solely to persons served or units of service to be provided. Please review your overhead/administrative costs for potential reductions that would correspond to less federal funding. Give specific details such as; staffing patterns, number of clients served, alternate funding sources, etc.

We have one dedicated staff member for this program, if her hours were reduced as a cost-savings measure, her position would become untenable. She works an 18 hr work week, reducing her hours to 13.5 hours per week, when facilitating class occupies 12 hours would not enable her to have adequate time to plan class activities, conduct new client assessments and other necessary duties. The Town budget has been impacted for the past several years by cuts in previous levels of State Aid, so the operational budget cannot support this program beyond their current cost-share obligations. This will be the 5th year that the funding levels have not been increased, despite the fact that the program costs more each year, with regard to labor and supply costs. A 25% reduction in Title III funding would effectively close this valuable, well-established and respected community-based program.

13. **PROGRAM MANAGEMENT.** If funds were received in fiscal year 2019, please respond to the following as they apply to the period October 1, 2018 to September 30, 2019:

a. Explain the successes of the program

The Making Memories Program has been successful at the Colchester Senior Center, since its opening in 2008. This program provides a supportive, caring, engaging and socially and intellectually stimulating environment. The small, close knit group of participants creates a safe space for those facing memory loss and the social isolation, which so often accompanies it. We seek to provide a program which encourages its participants to reach their highest potential, try new things, make good friends and thrive, despite their challenges. The Making Memories participants are more socially engaged, mentally stimulated, have improved cognitive orientation and report feeling happier, less lonely and less depressed. This program also allows for critical respite for caregivers and family members, as well.

b. Identify challenges within the program. Explain how these challenges were addressed

One challenge of a program which is designed to serve those experiencing memory loss is that it can be difficult to plan programs for the wide spectrum of abilities and interests that our participants have. MMP addresses this by incorporating a variety of activities, so everyone is at time challenged and other times enjoy activities which they prefer. The MMP Coordinator communicates any significant physical or cognitive changes with the Director, who works with the families of participants to establish appropriate discharge planning from the program, while educating them about potential future needs. We have worked to improve our customer service to act as an important to support and assist families, spouses and friends through these difficult but inevitable transitions.

c. Explain the differences between the approved budget and the actual year end expenses

In FY 2019, Title III grant funds were utilized to provide 3,613.50 total units of service to 13 unduplicated individuals throughout the 12 months of the grant year, beginning in October 1, 2018 and running through September 30, 2019. Most anticipated expenses were aligned with projections. The total expenses of \$27,147.73 were offset by the \$17,859.34 in combined revenue from Title III funds, totaling \$14,665.00, various client, memorial and organizational donations, totaling \$3,194.34 and the Town of Colchester's Department of Senior Services operational budget, totaling \$9,288.39.

14. REFERRALS. Title III Contractors are required to assist clients in taking advantage of benefits under other programs (i.e.; energy assistance, food security, health insurance counseling, etc.).

a. describe how unmet needs are identified

The Colchester Senior Center is a designated Community Focal Point for programs and services for seniors. The Colchester Senior Center serves as a Senior Nutrition Program service site, where we serve a hot lunch at 12 noon on weekdays. We provide referrals to low income beneficial programs such as Renters' Rebate, CT Energy Assistance Programs, Snap Applications, MSP screenings and was have a certified CHOICES Counselor who can help patrons with Medicare issues. Additionally, we help to manage and provide transportation to Social Service appointments for use of the Food Bank and Mobile Food Pantry. The Director serves as the Municipal Agent for the Elderly and can help with additional referral needs for housing or other programs. Any issues which arise with a participant while attending the MMP are brought to the attention of the Director for follow up.

- b. describe how referrals will be made to help clients access needed services. (This pertains to question 14 above.)

Most of our MMP participants receive the Community Cafe meal at the Colchester Senior Center, as part of the program day on Mondays, Tuesdays and Wednesdays. When a participant has a need, the MMP Coordinator makes it known to the Director of Senior Services, who works with other staff and family members, as appropriate to access or apply for beneficial programs, for which they may be eligible.

- c. describe how the proposed program will coordinate with other appropriate services to avoid duplication (ex: receiving the same service from two different agencies). (This pertains to question 14 above.)

Beneficial Programs have recently migrated from the Colchester Senior Center to Colchester Social Services Department. This means that one department is now in charge of all applications for all beneficial applications, town-wide. All of the programs safeguard against duplication, for example the Renters' Rebate Program portal does not allow for individuals to apply multiple times under the same name or address in one season. That is the same situation with Energy Assistance. When we have an identified need which we cannot meet, we make appropriate referrals to our Area Agency on Aging, Senior Resources.

15. GRIEVANCE PROCEDURE. Describe how clients participating in the program will be informed of the procedures to notify the Area Agency on Aging of complaints based on denial of services.

During our new participant orientation/assessment, each prospective participant and their family member is given a packet of information about the program, which is theirs to take home. Within the packet is a form entitled, "Making Memories Program Participation Guidelines" which details, among other things, the grievance procedures. Point 12 reads, "Persons served under Title III funding, such as those participating in the Making Memories Program, should submit complaints in writing to Senior Resources Agency on Aging, 19 Ohio Ave. Suite 2, Norwich, CT 06360. The complaint will be brought before the Board of Directors for Senior Resources within 60 calendar days of the original written complaint filed by the consumer. The Colchester Senior Center also has internal grievance procedures, which includes no more than 72 hour response to any complaints brought to the Director of Senior Services and, if necessary, the involvement of the First Selectman of the Town of Colchester.

16. NAME AND ADDRESS OF PERSON TO WHOM CHECKS SHOULD BE MAILED:

ORGANIZATION NAME: Colchester Senior Center

NAME: Patty Watts, Director of Senior Services

ADDRESS: 95 Norwich Ave. Colchester, CT 06415

17.

Head of Organization Mary Bylone

Title First Selectman, Town of Colchester

Email selectman@colchesterct.gov



BUDGET - FY 2021 Title III Funding

Organization's Name: Colchester Senior Center

Service Name: Making Memories Program

Organization's Annual Operating Budget: \$299,870.00

Total Program Cost is 10.09% of the Organization's Annual Operating Budget

Budget Summary:

A	Total Program Cost	<u>\$30,257</u>		
	Less:			
B	Client Donations	<u>\$2,000</u>		
C	Other Cash	<u>\$1,000</u>		
D	Net Cost	<u>\$27,257</u>	<u>100%</u>	
	Less Match:			
E	Non-Federal Cash	<u>\$10,792</u>	<u>39.59%</u>	OF NET COST
F	Non-Federal In-Kind	<u>\$1,800</u>	<u>6.60%</u>	OF NET COST
G	Total Title III Request FY 21	<u>\$14,665</u>	<u>53.80%</u>	OF NET COST

FY 20 Award Amount (if applicable) **\$14,665**

Increase/Decrease from FY 20 Title III Award \$0

DOCUMENTATION OF FUNDING SOURCES

OTHER CASH

<u>SOURCE (itemize)</u>	<u>DOLLAR AMOUNT -</u>
	should equal C above
Gift from the Colchester Lions' Club	\$1,000

NON-FEDERAL CASH MATCH

<u>SOURCE (itemize)</u>	<u>DOLLAR AMOUNT -</u>
	should equal E above
Colchester Senior Center Budget	\$10,792

NON-FEDERAL IN-KIND MATCH

<u>SOURCE (itemize)</u>	<u>DOLLAR AMOUNT -</u>
	should equal F above
1 Volunteer @ wages of \$15.00 minimum wage 3 hours per week, 40 weeks per year	\$1,800

Signed: _____

Date: _____

Name: Mary Bylone

Title: First Selectman, Town of Colchester

Personnel Page

Program Year FY '21

Positions	Total Annual Salary for Position	Number of Hours Per Week Working on this Program	Title III	Non-Federal Cash	Other Cash	Client Donations	TOTAL
Dir. Of Senior Services	\$62,130	2		\$3,107			\$3,107
MMP Coordinator	\$19,300	18	\$14,665	\$1,635	\$1,000	\$2,000	\$19,300
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
TOTALS			\$14,665	\$4,742	\$1,000	\$2,000	\$22,407

In-Kind Personnel (Volunteers working in the program - not paid staff)

Positions	Number of Hours Per Week Working on this Program	Number of Weeks Per Year	Value of In-Kind Salary
Debra K. (Tuesdays) x \$15.00 minimum wage	3	40	\$1,800
TOTALS			\$1,800

Total Program Budget

Organization Name Colchester Senior Center

Organization's Annual Operating Budget

\$299,870.00

Program Year: FY '21

Expenses	NET COST						TOTAL	Admin Costs	Direct Service Costs	
	A	B		C	D					E
	Title III	Non-Federal Cash	Non-Federal In Kind	Other Cash	OTHER RESOURCES					Client Donations
Personnel	\$14,665	\$4,742	\$1,800	\$1,000		\$2,000	\$24,207	\$3,107	\$21,100	
Fringe		\$1,714					\$1,714		\$1,714	
Travel		\$25					\$25		\$25	
Rent		\$0					\$0		\$0	
Telephone		\$360					\$360		\$360	
Utilities		\$1,283					\$1,283		\$1,283	
Vehicle Operations		\$1,480					\$1,480		\$1,480	
Equipment		\$50					\$50		\$50	
Repairs/Maintenance		\$150					\$150		\$150	
Conferences/Training		\$25					\$25		\$25	
Contractual Services		\$0					\$0		\$0	
Insurance		\$0					\$0		\$0	
Postage		\$50					\$50		\$50	
Supplies/Printing		\$783					\$783		\$783	
Dues/Subscriptions		\$30					\$30		\$30	
Audit		\$100					\$100		\$100	
Other		\$0					\$0		\$0	
TOTALS	\$14,665	\$10,792	\$1,800	\$1,000		\$2,000	\$30,257	\$3,107	\$27,150	

Percentage of Total Cost	Title III		Non-Federal Cash	Non-Federal In Kind	Other Cash	Client Donations	TOTAL	Admin Costs	Direct Service Costs
	48%	6%							
	48%	6%	36%	6%	3%	7%	100%	10%	90%

INCLUDE IN ALL COPIES OF APPLICATION

BUDGET NARRATIVE/COST EXPLANATION

Please show your computation for determining the cost and your justification of each line item expense in the budget by providing the underlying rationale.

FRINGE \$1,714
Total FICA of MMP Coordinator's salary (\$1476) plus % FICA of the Director's salary at 2 hrs./wk. ($\$3,107 \times .075 = \238)

TRAVEL \$25
10% of the budgeted amount for travel, calculated at the IRS mileage reimbursement rate.

RENT \$0
N/A

TELEPHONE \$360
10% of the projected expenses of \$3,600 annually.

UTILITIES \$1,283
Total of 10% of the projected expenses associated with heating of \$6,825 + 10% of \$6,000 for electricity. ($\$683 + \$600 = \$1283$)

BUDGET NARRATIVE/COST EXPLANATION (continued)

VEHICLE OPERATIONS \$1,480
10% of projected cost of gasoline and vehicle maintenance/repairs of \$14,800.

EQUIPMENT \$50
10% of small equipment repairs, \$500 annually.

REPAIRS/MAINTENANCE \$150
10% of the projected cost of routine building maintenance and repairs, \$1,500 annually.

CONFERENCES/TRAINING \$25
10% of annual budgeted amount of \$250.

CONTRACTUAL SERVICES \$0
N/A

Name of subcontractor: _____
Activity to be subcontracted: _____
Cost: _____

INSURANCE \$0

BUDGET NARRATIVE/COST EXPLANATION (continued)

POSTAGE \$50
10% of the budgeted amount for postage, \$500 annually.

SUPPLIES/PRINTING \$783
Total of 10% of annual printing and publication cost of \$900 + 10% of annual copier lease of \$1428 + 10% of per copy charges of \$4,500 + 10% of office supplies of \$1,000.
(\$90+\$143+\$450+\$100=\$783)

DUES/SUBSCRIPTIONS \$30
10% of annual dues to NISC, CASCP and CAMAE of \$295

AUDIT \$100
Projected cost share of annual audit.

OTHER \$0

Service Targets

Use the following definitions:

Low Income: All clients 100% or below poverty line.

Minority: African American/Black, Hispanic/Latino, Native American, Asian American, and Pacific Islander

Low Income Minority: All Minority clients 100% or below poverty line

Near Poor: All clients at or below 150% of poverty

Rural: Encompasses all population, housing, and territory not included within an urban area. (See page 5 of application for rural towns)

Limited English Proficiency: Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English, can be limited English proficient, or "LEP". These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter

Severely Disabled: All clients with reported need for assistance with 3 or more ADLs

At Risk of Institutionalization: All severely disabled clients who do not reside in nursing homes and lives alone or is below 100% FPL or over 80

Alzheimer's & Related Disorders: All clients with neurological or organic brain dysfunction

SERVICE NAME (Refer to Reference Material for Service Name)	Units of Service	Total Number of Unduplicated Clients	Clients with Low Income	Clients from Minority Population Groups	Clients from Low Income Minority Population Groups	Clients at or below 150% of the Federal Poverty Limit	Clients Living in Rural Areas	Clients with Limited English Proficiency	Clients with Severe Disabilities	Clients At Risk of Institutionalization	Clients with Alzheimer's and Related Disorders
Therapeutic Activity	3,500	14	4	1	0	0	9	0	0	8	8

Unit Cost

A	B	C	D	E	F	G	H
Service Name	Unit of Measure	Total Units	Net Cost Assigned	Net Cost Per Unit	Title III Cost Assigned	Title III Cost Per Unit	Percentage of Title III Request
Therapeutic Activity	one hour	3,500	\$27,257	\$7.79	\$14,665	\$4.19	100%
0		0		#DIV/0!		#DIV/0!	0%
0		0		#DIV/0!		#DIV/0!	0%
0		0		#DIV/0!		#DIV/0!	0%
TOTALS			\$27,257		\$14,665		

CERTIFICATION OF NON-FEDERAL MATCH FOR TITLE III PROGRAM

Applicant Agency Name Colchester Senior Center

Program Name Making Memories Program

This is to certify that I (as an individual) or my agency/organization will provide the following cash and/or in-kind resources for the support of the program entitled

Making Memories Program for period beginning October 1, 2020
and ending September 30, 2021

SOURCE	CASH AMOUNT	IN-KIND VALUE
Colchester Senior Center Budget	\$10,792.00	
Volunteer Labor-Debra K.		\$1,800.00
Colchester Lions' Night of Giving	\$1,000.00, if awarded	
TOTAL	\$11,792.00	\$1,800.00

The above cash and in-kind items do not come from Federal funds (except as may be allowed via the use of Community Development Block Grants and/or General Revenue Sharing monies), and they are not used to match any other Federal program.

Signed: _____ Date: _____

Name: Mary Bylone

Title: First Selectman, Town of Colchester

Agency: Colchester Senior Center

STANDARD ASSURANCES

I. OLDER AMERICANS ACT

The undersigned HEREBY AGREES THAT it will comply with the Older Americans Act of 1965, as amended, all requirements imposed by the applicable HHS regulations and all guidelines issued pursuant thereto.

As a condition of receipt of funds under this act, each provider shall assure that they will;

- a. Provide the area agency, in a timely manner, with statistical and other information which the area agency requires in order to meet its planning, coordination, evaluation and reporting requirements established;
- b. Provide each older person with an opportunity to voluntarily contribute to the cost of the service;
- c. Protect the privacy of each older person with respect to his or her contributions;
- d. Establish appropriate procedures to safeguard and account for all contributions;
- e. May not deny any older person a service because the older person will not or cannot contribute to the cost of the service;
- f. With the consent of the older person or his or her representative, bring to the attention of appropriate officials for follow-up, conditions or circumstances which place the older person, or the household of the older person, in imminent danger;
- g. Where feasible and appropriate, make arrangements for the availability of services to older persons in weather related emergencies;
- h. Assist participants in taking advantage of benefits under other programs;
- i. Assure participants in taking advantage of benefits under other programs;
- j. Assure that persons age 60 or over who are frail, homebound by reason of illness or incapacitating disability, or otherwise isolated, shall be given priority in the delivery of services; and
- k. Assure that the proposed project intends to satisfy the service needs of older persons with disabilities and severe disabilities.

II. CIVIL RIGHTS ACT OF 1964 (AMENDED TO THE CIVIL RIGHTS ACT OF 1991)

The undersigned also AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-353) and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Subgrantee receives Federal financial assistance from Senior Resources Agency on Aging, a recipient of Federal financial assistance from the Department (hereinafter called "Grantor"); and HEREBY GIVES ASSURANCE THAT it will immediately take any measure necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Subgrantee by the Grantor, this assurance shall obligate the Subgrantee, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a structure is used for a purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Subgrantee for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Subgrantee for the period during which the Federal financial assistance is extended to it by the Grantor.

III. REHABILITATION ACT OF 1973

The undersigned also HEREBY AGREES THAT it will comply with section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulation (45 C.F.R. Part 84), and all guidelines and interpretations issued pursuant thereto.

IV. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

The undersigned HEREBY AGREES THAT it will comply with the terms of the Health Insurance Portability and Accountability Act of 1996, as appropriate.

V. CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

c. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

VI. CERTIFICATION OF DRUG FREE WORKPLACE

The undersigned HEREBY AGREES THAT it will comply with the Drug-Free Workplace Act of 1988 in matters relating to providing a drug-free work place. The undersigned contractor will:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations of such prohibition;

b. Establish a Drug-Free Awareness Program to inform employees about all of the following:

1. The dangers of drug abuse in the work place,
2. The person's or organization's policy of maintaining a drug-free work place,
3. Any available counseling, rehabilitation and employee assistance programs, and
4. Penalties that may be imposed upon employees for drug abuse violations.

c. Provide that every employee who works on the proposed contract or grant:

1. Will receive a copy of the company's drug-free policy statement, and
2. Will agree to abide by the terms of the company's statement as a condition of employment the contract or grant.

VII. NON-DISCRIMINATION REGARDING SEXUAL ORIENTATION

The undersigned contractor AGREES THAT it will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut. The contractor also agrees to the following:

1. Employees are treated when employed without regard to their sexual orientation.
2. A notice stating the above to be posted in conspicuous places available to employees and applicants.
3. To comply with Connecticut General Statutes 46a-56.

VIII. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

1. The Contractor agrees and warrants that in the performance of the contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved;
2. The Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission;
3. The Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers; representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment;
4. The Contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to sections 46a-56, 46a-68e and 46a-68f;

5. The Contractor agrees to provide the Commission of Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as related to the provisions of this section and section 46a-56.

IX. AMERICANS WITH DISABILITIES ACT OF 1990

The undersigned contractor states they are familiar with the terms of this Act and are in compliance with said Act.

X. UTILIZATION OF MINORITY BUSINESS ENTERPRISES

The undersigned contractor AGREES to use best efforts consistent with 46C.F.R. 74.160 et seq. (1992) and paragraph 9 of Appendix G; Connecticut General Statutes 13a-95a, 4a-60, 4a-62, 4b-95(b), and 32-9e.

THESE ASSURANCES are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property discounts or other Federal financial assistance extended after the date hereof to the Subgrantee by the Grantor, including installment payments after such date on account of application for Federal financial assistance which was approved before such date. The Subgrantee recognizes and agrees that such Federal financial assurance, and that the Grantor or the United States or both shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Subgrantee, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the subgrantee.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of Connecticut.

Date _____

Agency Name _____

Signature _____
(President, Chairperson of Board, or comparable authorized official)

Title _____