

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

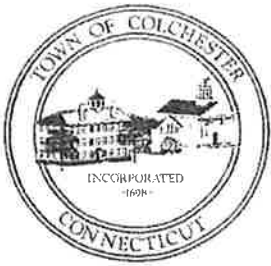
Mary Bylone, First Selectman

Board of Selectman Agenda
Regular Meeting
Thursday, February 6, 2020 @ 7:00 PM
Colchester Town Hall

RECEIVED
COLCHESTER, CT
2020 FEB -4 PM 2:03
Gayle Furman
TOWN CLERK

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADDITIONS AND/OR DELETIONS TO THE AGENDA
4. CITIZEN'S COMMENTS
5. CONSENT AGENDA
 - a. Approve minutes of the January 16, 2020 Board of Selectmen Meeting
 - b. Tax Abatements
6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Economic Development – to be interviewed – Jack Faski for a possible term to expire on 10/31/2024
 - b. Possible Appointment of Steven Durel to the Planning and Zoning Commission for a term to expire 12/15/2022
7. Discussion and Possible Action on flying Donate Life Flag, instead of the POW MIA flag beginning April 6 – April 20.
8. Discussion and Possible Action on RFP for Concession Stand
9. Discussion and Possible Action for the Board of Selectmen to approve the granting of an easement to Yankee Gas, doing business as Eversource Energy, for the installation, operations and maintenance of underground natural gas facilities including pressure reducing valves, safety monitoring hardware, associated piping, with power and communications necessary to operate the equipment within vaults, as depicted on the attached mapping. Furthermore the Board of Selectmen authorize the First Selectman to sign all necessary documents for granting of said easement.
10. Discussion and Possible Action on Norton Park Committee's grant application to the Colchester Lion's Charities, Inc. to purchase signage for the park entrance and selected locations on the property.

11. Discussion and Possible Action on a Resolution to authorize the First Selectman to sign any and all paperwork related to the Paper Mill Road and Halls Hill Road reconstruction projects.
12. Ethics Report
13. CITIZEN'S COMMENTS
14. FIRST SELECTMAN'S REPORT
15. LIAISON REPORTS
16. ADJOURN



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectmen Minutes
Meeting Minutes
Thursday, January 16, 2020
Colchester Town Hall @ 7:00pm

RECEIVED
COLCHESTER, CT
2020 JAN 21 PM 3:51
Gayle Furman
TOWN CLERK

MEMBERS PRESENT: First Selectman Mary Bylone, Rosemary Coyle, Denise Mizla, Denise Turner, Taras Rudko

MEMBERS ABSENT: none

OTHERS PRESENT: Parks and Recreation Director, Tiffany Quinn

1. **Call to Order:** First Selectman Mary Bylone called the meeting to order at 7 p.m.
2. **Pledge of Allegiance**
3. **ADDITIONS AND/OR DELETIONS TO THE AGENDA:** M. Bylone requested to add the new position job description of Secretary for the Board of Assessment Appeals as number 7 on the agenda. R. Coyle moved to add it to the agenda, seconded by D. Mizla. Unanimously approved. **MOTION CARRIED.**
4. **Citizen's Comments** – None.
5. **Consent Agenda** – R. Coyle moved to remove **5 a. Approve Minutes of the January 2, 2020 Board of Selectmen Meeting** to item 5 on the Agenda, to make a correction to the liaison report and make 5 b., Tax Abatements, 5 a. R. Coyle moved to approve the minutes with the change in the minutes to reflect in the liaison report Commission on Aging, that the money raised at the holiday fair was raised by the Senior Center, seconded by D. Mizla. Unanimously Approved. **MOTION CARRIED.**
 - a. Tax Abatements - D. Mizla moved to approve the tax abatements, seconded by D. Turner. Unanimously Approved. **MOTION CARRIED.**
6. **Boards and Commissions** – Interviews and/or Possible Appointments and Resignations
 - a. Planning and Zoning – Steven Durel was interviewed for a possible term to expire on 12/15/2022

- b. R. Coyle moved to appoint Geraldine Transue to The Commission on Aging for a term to expire on 12/1/2022, seconded by D. Turner. Unanimously Approved. **MOTION CARRIED.**
- c. R. Coyle moved to approve Sandra Gaetano to The Commission on Aging for a term to expire on 12/1/2020, seconded by D. Turner. Unanimously Approved. **MOTION CARRIED.**
- d. D. Turner moved to approve Theresa Congdon to the Historic District Commission for a term to expire 11/30/2023, seconded by D. Mizla. Unanimously Approved. **MOTION CARRIED.**

7. Discussion and Possible Action for Approval of the position and job description for The Board of Assessment Appeals Secretary – Previously this position was held by an employee of the Assessor’s Office and once they left there has been no employee to hold the position. Changes to the job description are as follows. In work schedule “Must also be available nights and weekends during the months of March and September, number of hours as needed.” And to include “Payment: Hourly as needed.” D. Mizla moved to approve the job description with the changes, seconded by D. Turner. Unanimously Approved. **MOTION CARRIED.**

8. Old Business

- a. **Discussion and Possible Action on the Parks and Recreation Department change in Non-Resident program fees** – At the January meeting Parks and Recreation Director Tiffany Quinn was asked if she could report back to the Board of Selectmen regarding enrollment and the possible financial impact of the proposed non-resident fee. T. Quinn distributed the information to the BOS. R. Coyle moved to approve reducing the current \$20 non-resident fee to an additional \$5 above the required program fee and to accept only Colchester resident program registration for the first 2 weeks, opening the program up to non-residents after 2 weeks (with an additional \$5 fee). To accept non-resident Day Camp registrations 1 month prior to the start of camp, allowing a longer enrollment time for Colchester Residents. Seconded by D. Turner. Unanimously Approved. **MOTION CARRIED.**

9. CITIZEN’S COMMENTS - None

10. FIRST SELECTMAN’S REPORT –

- A. The Eversource gas line has ceased work for the winter and will resume in April.
- B. Bloom Energy has received their state permits and are in the process of getting town permits. They are on schedule for operations to be completed by December, 2020.

- C. OpenGov – First Selectman has a meeting scheduled with them to find out why data has dropped and why the library’s reports were never built in the system. Meanwhile, the town will be looking into ClearGov and another town transparency program in the event OpenGov can’t deliver on what they have promised. The First Selectman has requested the BOF provide a list of goals for this type of software.
- D. The special election was January 14. There were a few issues at Bacon with people tripping on the curb at the end of the ramp. The curb will be painted so that it is more visible to all who use that entrance and exit.
- E. There will be a special joint meeting of the Board of Education and Board of Selectmen on Thursday, January 23, to interview two candidates for the Human Resource Director position that will be split between the town and the Board of Education.
- F. First Selectman said that she has been going out to visit businesses.
- G. First Selectman stated that at the current time the town would not be holding an event regarding the recent tragedy of the family in town.

11. LIAISON REPORTS – T. Rudko attended the **Planning and Zoning Commission**. The Southeastern Connecticut Council of Governments and the Southeastern Connecticut Housing Alliance did a presentation on Affordable Housing. R. Coyle asked that they send the Powerpoint presentation to share with the Selectmen.

R. Coyle attended the **Chatham Health District**, the Chief Sanitarian is retiring on Feb. 7, and they are in the process of hiring a new Chief Sanitarian. Killingworth has asked for a presentation as they are considering options of joining a health district. The draft of the 2020-2021 budget estimates an \$8,000 increase. The district will no longer continue to subsidize Everbridge, and towns that use it will have to assume the difference if they wish to continue using it. Russell Melmed, the Chatham Health Director will be at the Senior Center on Friday Jan. 17.

R. Coyle reported the **Commission on Aging’s** financial report indicates that they have \$108 remaining out of the \$300 in the town budget for printing and publications. There is \$416. 26 in the Commission on Aging’s budget which is money they raise for programming. The Commission on Aging, in collaboration with Bacon Academy students and their science teacher will be doing a presentation on environmental issues in April. The Commission on Aging is presenting on Alzheimers Part 2 program in May. The Senior Center delivered 25 Holiday boxes to low income seniors in collaboration with Jack Jackter Intermediate School. The Senior Center raised a total of \$2635.90 at the Holiday Fair, which will

be used for programs and supplies. The Senior Center served 231 meals on site, and 318 via Meals on Wheels. Monthly transports: 784, Monthly attendance: 1,769. Total Membership: 1352 at 142% growth since 2013. 85% of the members are Colchester residents. The Senior Center's Directors Report is attached to the minutes.

R. Coyle attended the **Senior Center Building Committee** where they toured the existing facility to understand programming challenges and assess what is needed. The building committee received 4 RFQs from architectural firms. Phase 1 costs range from \$46,000 to \$164,000 and total architectural costs ranging from \$345,000 to \$812,000. After discussion the highest bid was eliminated and the committee will be interviewing the other three firms on Feb. 4 to choose an architect. The committee is working on an RFQ for an Owner's Representative. A draft timeline projects a referendum in early fall and ground breaking in the spring of 2021. No dates are firm.

R. Coyle attended the **Open Space Commission**. There are 2 vacancies on the Open Space Commission and the commission gave authority to the chair to write a letter to the editor to recruit members. There is interest from an Eagle Scout to add a trail behind Bacon Academy to connect the softball and football field. It had been recommended that the 4 lot subdivision on Scott Hill Road be offered to Norwich Public Utilities, but the Conservation Commission is leaning toward collecting fees in lieu. The 8-lot subdivision on Mahoney and Stanavage has also been contributing into fee in lieu. Currently in the open space fee in lieu account there is over \$100,000. The state will be releasing money for state grants, probably in June. \$5 million in Open Space and Watershed grants, and \$15 million in STEAP grants. The opportunity to do more Open Space in Colchester with grants and fee in lieu money will be reviewed at the next meeting by examining available parcels that complement our greenway and Open Space Plan.

R. Coyle also attend the **Board of Finance Budget Forum** and meeting.

D. Turner reported the **Conservation Commission** has two pending applications that were approved. One was for the Colchester Land Trust for a gravel lot off Bulkley Hill Road and the other was for a 4 lot subdivision. There was a resubmission for an application for 489 Old Hartford Road for a storage unit, the owner asked to have the application fee waived since the owner had submitted the application in the past. The commission said that the decision to waive the fee would have to go before the Board of Selectmen. Further discussion on the matter was tabled. The Commission elected their officers F. von Plachecki was elected to Chair of the Conservation Commission, D. York was elected to Vice Chair.

D. Mizla attended the **Parks and Recreation Committee**. There is an opening for a member and one for an alternate. There was a discussion about the scheduling of the fields.

D. Mizla reported the **Youth Services Advisory Board** is in need of members and so is the Youth Coalition. The Resolution Run had 300 runners and raised \$4,098. The next Community Conversation is on January 29, on Screenagers. The YSAB is working on strategic planning based on a recent survey.

D. Mizla reported that the **Norton Park Committee** has donations coming in for the project. Right now they have gotten \$1,000. The Committee will be presenting the Board of Selectmen with an updated conceptual plan that includes picnic tables, plantings and signage and a parking area. Once the remediation is completed and the grass is seeded and safety issues have been addressed, it will be a park, with possible ribbon cutting. That state approvals have all gone through. It is possible that it could be completed by September. For fundraising they are considering creating a catalog of things that people can purchase from small items, to large items like benches.

D. Mizla reported that the Board of Education has hired a new Director of Educational Operations, Mario Hurtado. Prior Board members were honored for their services. Dr. Hewes and Darren Smith presented the district technology update on the digital conversion five year plan.

First Selectman reported the **Board of Finance** finalized their budget calendar. The forum before the meeting was well attended, with the majority of the conversation around the condition of the fields at the RecPlex.

12. ADJOURN – D. Mizla motioned to adjourn, seconded by R. Coyle. Unanimously approved. **MOTION CARRIED.**

Please see the minutes of future meetings for any corrections hereto.

Respectfully Submitted,

Heide Perham
Executive Assistant to First Selectman



**Town of Colchester
Job Description**

**Board of Assessment Appeals
Secretary**

GENERAL STATEMENT OF DUTIES

Perform a variety of administrative duties for the Board of Assessment Appeals (BAA) with a strong emphasis on computer skills and public relations. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety and personnel policies.

WORK SCHEDULE

Per Diem depending on the number of assessment appeals in a given year. Must also be available nights and weekends during the months of March and September, number of hours as needed.

SUPERVISOR

Work under the direct supervision of the Board of Assessment Appeals Chairperson.

PAYMENT

Hourly as needed

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES

- Organizing meeting dates and times, booking meeting rooms and posting agendas
- Updating appeal applications each year
- Receiving appellants written appeal petitions, verifying their completeness and conformity to state statute
- Prepare meeting packets for board members
- Notifying appellants timely of the date and time of their scheduled appeal hearings or denial thereof
- Taking minutes at each meeting, typing them, and filing timely with the Town Clerk.
- Maintain BAA page on town website
- Receive and respond to Freedom of Information Act (FOIA) requests for documents in existence
- Maintain official records of the Board of Assessment Appeals according to the state records retention schedule.
- Work with Town Departments in order to gather copies/data as requested by the BAA and to schedule inspections

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1) Must have:

- Ability to work independently and be a self-starter.
- Ability to communicate and work effectively with the public.
- Operate office equipment including appropriate computer, calculating and telephone equipment.
- Understanding of the roles, responsibilities, and deadlines of the Board of Assessment Appeals
- Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.

2) Must be able to:

- Communicate and work effectively with adversarial individuals
- Exhibit a professional manner with other employees and the public
- Work independently
- Maintain accurate records
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations
- Effectively operate software necessary for the job, such as but not limited to Microsoft Word and Excel

EDUCATION AND EXPERIENCE

- High School Graduate or equivalent.
- Strong computer background
- Completed CAAO workshop on "Board of Assessment Appeals" or ability to do so within one year

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies.

*This job description is not all-inclusive and is subject to change by the BAA or First Selectman at any time.
temporary; non-union; hourly; non-exempt*

COA Meeting-January 13, 2020

25 Holiday Boxes were delivered to low income seniors in Colchester on December 20th through a wonderful, long-standing collaboration with Jack Jackter Intermediate Schools. Rob and Brian Gustafson (from CHA), Sheri Blesso and I hand-delivered the boxes to their recipients. It's always a favorite day of mine.

Noah Lis (a former-Top 20 contestant on NBC's hit show The Voice) put on perhaps the best musical show we've ever had here for our New Year's Brunch n' Bash. Everyone present enjoyed his multi-talented performance and we've gotten requests to have him back, in the future.

On January 15th we are having a Laugh & Learn Lunch with guest speaker Pam Atwood.

We have a new program sponsored by our community partner, Harrington Court. The monthly crafting workshops is called Crafting with "The Court" and will be led by Tricia Velte, Admission Director and provided for our members free of charge. This will replace the previous "Pinterest Craft" monthly workshops.

Russell Melmed, Chatham Health's Director of Health had to reschedule his Meet & Greet. The new date is Friday, January 17th at 10 a.m.

Currently working on year-end statistics and the Departmental Annual Report, in preparation for the budgetary process.

Mary Bylone is holding a series of Community Conversations around town and will be having one at the senior center on Wednesday, January 22nd at 10 a.m.

We're hosting Downton Abbey Day on Friday, January 24th beginning at 11 a.m. with a presentation by Susan Jerome, who is the Historic Textile and Costume Collections Manager at URI entitled "Downton Abbey Style: Influences on Fashion 1912-1925 followed by a light tea luncheon. After the tea, we will be screening the Downton Abbey movie.

We have begun taking AARP Tax Aide appointments, which will be held on Fridays beginning February 7th through March 27th.

Our grand total for our Holiday Fair & Open House was \$2,635.90. Those funds will be used to provide programs and supplies, which are not covered through our operational budget.

On January 17, we will be closing early so that the custodial staff can continue stripping and waxing our floors. The kitchen and hallway will be the next areas completed. This has to be completed on a holiday weekend to insure that they can lay down enough layers of wax, drying time and buffing. The senior center will remain open until 1:00 p.m. all afternoon programs are cancelled.

The senior center will be closed on Monday, January 20th in observation of Martin Luther King, Jr. Day.

Attendance & Meals Served:

- Meals served in November: on site: 231 MOW: 318
- Monthly Transports in November: 784
- Monthly Attendance in November: 1,769
- Total Membership: 1352



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

[Handwritten initials]

DATE: 1/25/2020

BOARDS & COMMISSIONS APPLICATION

Name: JACK FASKI

Address: 35 Hayward Ave Colchester, CT. 06415

Home Phone: 860-537-9210 Email Jack@skyview-realty.com FAX: _____

Cell Phone: 860-214-1147 Town Residency _____ Years

Party Affiliation: Democrat Republican Unaffiliated (check one)

Commission or Board you are interested in serving on: EDC

Educational Background: List name and location of school, # of years attended, Subjects/Major, Did you graduate?

High School: 4yr Jim Wright Tech - Stamford
General & Electrical 1974

College: ECSU - Bachelor of Science Business Admin
1990

Trade, Business
Or Correspondence
School _____

CONTINUED ON REVERSE SIDE

11 am
rcvd 1/27/2020

Work Experience: List length of employment, name and address of employer, position & reason for leaving:

Realtor Since 1985
OWN Skyview Realty LLC - since 6/2001

Are you capable of making the commitment of time necessary to serve on this Board or Commission? Yes

Why are you interested in serving? I am involved as a member of the Community + Business Association as well as in the course of my business. I feel I can add valuable insight

Do you have any experience or familiarity with this area? See above

If you are not appointed to this board or commission, would you be interested in other forms of public service?

Which ones? _____

Date: 1/25/2020

Signature: Jack Park

Economic Development Commission-7 Members 2 Alternates, 5 year terms

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	Jean Walsh	U	860-213-0535	jean.0621@yahoo.com	12/15/2022
Member	Bernard Dennler III	D	860-997-8798	berniedennler@gmail.com	10/1/2023
Member	Michael Hinchliffe	R	860-604-1387	mwhinchliff@aol.com	10/31/2020
Member	Bruce Goldstein	R	860-537-7044	bruceg@paradiseagency.com	10/1/2024
Member	Heide Perham	D	860-993-5867	h.e.perham@gmail.com	10/31/2021
Member	Lisandro Suarez	U	860-490-0878	lsuarez20042004@yahoo.com	10/1/2023
Member	VACANT				10/31/2019
Member	Sean Nadeau	D	860-808-4006	nadeaus@gmail.com	10/31/2024
Alternate	VACANT				10/1/2024

Economic Development Commission

Planning and Zoning Commission-7 Members, 2 Alternates, 3 year terms

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	Joseph Mathieu	R	860-537-5918	jbmathieu@comcast.net	11/30/2022
Vice Chair	John R. Novak	R	860-537-4566	jrn4@snet.net	12/1/2021
Secretary	Mark Noniewicz	R	860-537-5066	mnoniewicz@comcast.net	12/31/2020
Member	Bruce Hayn	U	860-885-6189	brunohayn@yahoo.com	12/31/2022
Member	Meaghan Kehoegreen	D	860-861-5924	meaghanerin@hotmail.com	12/1/2022
Member	Jason Tinelle	U	860-537-1613	tinelle_boshnia@yahoo.com	12/31/2020
Alternate	Beverly Seeley	R	860-237-0409	b_seeley@sbcglobal.net	12/31/2020
Member	VACANT				12/1/2019
Alternate	VACANT				12/31/2020

Planning and Zoning Commission

Heide Perham

From: Peter Kupczak <peter.kupczak@sbcglobal.net>
Sent: Tuesday, January 14, 2020 10:19 AM
To: Heide Perham
Subject: Re: Donate Life Flag Raising Ceromony

Thank you Heidi. Have a nice day. Peter

Sent from AT&T Yahoo Mail for iPhone

On Tuesday, January 14, 2020, 9:39 AM, Heide Perham <hperham@colchesterct.gov> wrote:

Hello Peter,

Thank you for your email. I think we will likely put this on the first February Board of Selectmen agenda. I will talk to Mary about more of the details regarding timing, having you talk, etc...But I appreciate you getting me all this information it is very helpful. We will be in touch.

Best,

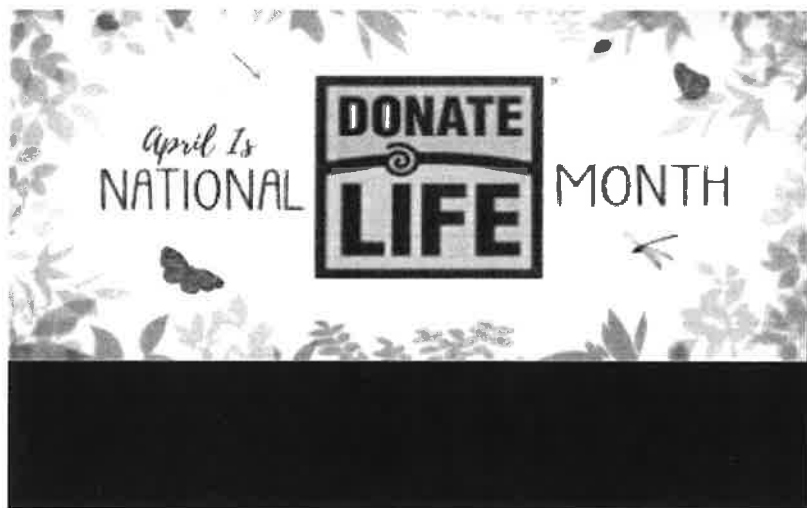
Heide

From: Peter Kupczak [mailto:peter.kupczak@sbcglobal.net]
Sent: Monday, January 13, 2020 4:25 PM
To: Heide Perham <hperham@colchesterct.gov>
Cc: Peter Kupczak <peter.kupczak@sbcglobal.net>
Subject: Donate Life Flag Raising Ceromony

Good afternoon Heidi it was a pleasure to meet you today as well as Mary our new First Selectmen. I would like to raise the flag on Monday morning April 6, 2020 between 9:00 and 10:00 AM and it can be taken down on Monday April 20th. I will let you and Mary pick the exact time. I will provide the Donate Life Flag which will replace the POW MIA flag. Please send a quick note to our American Legion commander informing him of the dates. They have always supported the raising of our Flag. The removal and the raising of the flag needs to be done by a person from the Parks and Rec department. This will need to be on the

Selectman's meeting agenda in February or March. It is just a rubber stamp from them. I have attached a little more information and a link from Jennifer Gray at New England Donor Services. I will be reaching out to the Norwich Bulletin and River East to see if they will send a reporter. If you wish me to say a few words at the selectmen's meeting please let me know. Please confirm that you got my email and time that you wish to do the flag raising. Kind regards. Peter

One of our favorite times during the year is April when we celebrate National Donate Life Month, <https://www.donatelife.net/ndlm/>. Attached is this year's theme. It's never too early to start making plans in your community! You can join others around the county who fly the Donate Life Flag in their communities during April. Flags are 3x5' and available at no cost for municipalities, schools or businesses. Many towns and cities will fly the flag at town hall, on the common or at the Fire or Police station. Check with your town manager (or other town/city official) to see if your community will help celebrate Donate Life Month. Some communities share the Donate Life message digitally, in Portland, Maine for example, the Time & Temp Building displays a digital message at the top of the building that can be seen for miles around the downtown Portland area. In Westborough, MA the message has been displayed digitally on route 9, a well-traveled road between Worcester and Boston. We'll continue to share information about Donate Life Month and please feel welcome to contact me for ideas and resources. Share your ideas with us also!



Town of Colchester

127 NORWICH AVENUE,
COLCHESTER, CT., 06415-1260

Mary Bylone
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

RFP #2020-01 **BID FORM**

BIDDERS: COMPLETE ALL INFORMATION REQUESTED BELOW. BIDDER MUST SIGN BID FORM.

COMPANY NAME & ADDRESS: John W. Sawchuk
DBA: J. Sawchuk Catering + Concessions
228 McDonald Rd Colchester CT 06415

TELEPHONE #: 860 - 608 - 1076

FAX #: -

EMAIL: Jgally5@GMAIL.com

REPRESENTED BY: John W. Sawchuk owner/operator
(Name & Title)

INSTRUCTIONS: The undersigned, attesting to be a duly authorized representative of the Bidder, having familiarized himself/herself with the existing conditions of the premises and Specifications contained herein affecting the cost of the work, hereby proposes to furnish the Town of Colchester with all supervision, technical personnel, labor, materials, equipment, tools, appurtenances, permits, fees and services required to perform and satisfactorily complete the work specified, in accordance with said Specifications, for the sums as indicated below.

BASE BID

<u>Item #</u>	<u>Description</u>	<u>Price for Item</u>
1	Concession Stand Rental Fees	<u>1500 ⁰⁰/_{xxx}</u>

Total of estimate Amount Written in words:

One Thousand Five Hundred and Dollars

John W Sawchuk [Signature]
Bidders Name (print) Authorized Signature

Bidders Address: 228 McDonald Rd Colchester CT

860 608 1076
Bidders Phone Bidders FAX

Minimal Hours of Operation

Monday – Friday 4:30 to 8:30

Saturday 11 to 5

Sunday 11 to 4

On Site Manager

John W Sawchuk

Work history as head Chef at Lyme Tavern 7 years

Head chef at thames yacht club ~~8~~¹⁰ years

Owner operator – the American grill 5 years 55 seat restaurant

- The Dugout 10 years* this concession
- Numerous involvement in Colchester community groups from Little League and Softball to Lions club and Historical Society. Diaconate Chair at Colchester Federated Church and National UC Delegate.

Other Staffing

Deb Charbonier – Former Deli Owner in Salem and a qfo

Doug Lewis – Kitchen Manager and head chef at Butterball's Greenleaf in Hebron

~~Ryan Smith – Stillman rd – will be raising server safe class upon return from 6 months training in National~~
~~Colchester before heading off to college.~~

References

Pat Walsh – Colchester Little League

John Fusari – Salem Prime Cuts

Steve Carpenteri – Lyme Tavern

Frank Pezzello – Pezzello bros Fruit - New London

Lynne Webber – Thames Yacht Club

Proposed Menu

Hot dog 2.50

Hamburger 3.75

Cheeseburger 4.00

Garden Burger 4.50

Chicken Sandwich 4.50

French Fries 3.00

Onion rings 4.00

Mozzerella Sticks 5.00

Garden or Caesar Salad 4.00

Add Chicken 7.50

Drinks in the 1.00 to 2.00 range

Candy bars and chips 1.00 to 1.50

Novelty ice creams 1.00 to 2.00

Once again we will offer fruit and aple slices, yogurts and healthier options for sale,

We wish they would sell more!!!

Gerhardt Insurance Agency Inc.

Established 1870

176 Norwich Ave.,
P.O. Box 169
Colchester, CT 06415

Tel: 860-537-4661
Fax: 860-537-5110
Web: GerhardtInsurance.com

January 30,2020

Town of Colchester
127 Norwich Ave.
Colchester, CT 06415

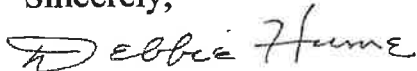
RE: John Sawchuk
Bid #2020-01

To Whom It May Concern:

We presently insure the above captioned insured for Liability. Let it be known that the new requirements to increase liability limits to \$2,000,000 and Workers Compensation will be executed upon awarded the bid.

Town of Colchester is named as additional insured.

Sincerely,



Debbie Hume AAI, CPIW
Gerhardt Insurance Agency, Inc.
debbieh@gerhardt-ins.com
860-537-4661



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/30/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Gerhardt Insurance Agency Inc. 176 Norwich Ave, P. O. Box 169 Colchester CT 06415	CONTACT NAME: Deborah Hume PHONE (A/C, No., Ext): (860) 537-4661 E-MAIL ADDRESS:	FAX (A/C, No.): (860) 537-5110
	INSURER(S) AFFORDING COVERAGE	
INSURED John Sawchuk 228 McDonald Rd Colchester CT 06415	INSURER A: Ohio Security Insurance Co.	NAIC # 24082
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL2013003638 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BLS58909131	06/28/2019	06/28/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Package Modification \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Town of Colchester is included as an additional insured pertaining to the concessions at the Rec Park located on Old Hebron Road, Colchester, CT 06415

CERTIFICATE HOLDER Town of Colchester 127 Norwich Avenue Colchester CT 06415	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

CHATHAM HEALTH DISTRICT

Serving the Towns of Colchester, East Haddam, East Hampton, Hebron, Marlborough & Portland

2018 ** Alice has been here for 24 years* FOOD ESTABLISHMENT LICENSE (Class III)

This is to certify that **Concession Stand @ Rec Plex**

Located at: 215 Old Hebron Road Colchester, CT 06415

Licensee: **John Sawchuk**

QFO: **John Sawchuk/Douglas Lewis**

Is approved to operate a food establishment or vending machine for the year ending December 31, 2018 under License No. 18/256

The recipient of this license accepts the same with the understanding that he/she will operate this establishment in accordance with the ordinances and regulations of the Chatham Health District and the Public Health Code of the State of Connecticut.

Date Issued 5/18/2018 Signed



Director of Health or its Agent

This license is non-transferable in regard to location and the person to whom it was issued

This license must be displayed in the public view under a protective covering.

Town of Colchester Interoffice Memorandum

To: Mary Bylone, First Selectman
From: James Paggioli, Director of Public Works *JP*
CC:
Date: January 24, 2020
Re: Proposed Easement Yankee Gas/Eversource –Regulator Vaults at 127 Norwich Avenue

As part of the Natural Gas Line Project being conducted by Yankee Gas (dba Eversource Energy), the transmission line that are entering the central portion of the Town operate at a pressure that is above the pressures utilized for local (residential and normal) connections. As such, pressure regulator valves within below ground vaults are installed at the points where transmission lines become distribution line within a service area.

For the project being conducted in Colchester, the first (contracted load) for the service area is the proposed Fuel Cell facility being constructed by Bloom Energy to be located on Eversource property on Old Amston Road.. This project has recently obtained approval via the State of Connecticut Siting Council. The proposed natural gas service line that will feed the project is proposed to travel from South Main Street to Norwich Avenue, to Mill Street, where the regulator vault have sufficient room to be placed within public property along the eastern portion of the Town Hall property along Mill Street. From this point, low pressure distribution lines will travel along Mill Street to Lebanon Avenue, then along the Airline Trail Spur to Old Amston Road, and along Old Amston Road to the site. Additionally, a distribution line will travel from the vaults back along Mill Street to the intersection of Norwich Avenue for the future expansion of the system.

The vaults are required to be placed outside of a traveled roadway. In order to meet these requirements, a location along Mill Street on the property of the Town Hall was identified, and an easement in favor of Eversource is required to be granted in order for the vault facilities to be constructed at that location. Within the vaults, the pressure reducing valve and controls are designed with the newest safety standards for the industry; for the example the Massachusetts's new requirements for valve monitoring and control have not been adopted by Connecticut, however they will be installed.

Attached are the Easement Document, (which is the standardized form typical for all similar easements), the plan that depicts the physical location of the easement and overall GIS clip that shows where the easement would be located on the overall Town Hall property.

Due to the overall benefit to the residents of the Town of Colchester, I would recommend that the easement be granted to Yankee Gas (dba Eversource Energy) as shown on the attached documents and that the First Selectman be authorized to sign all required documents.

Proposed Motion: That the Board of Selectmen approve the granting of an easement to the Yankee Gas, doing business as Eversource Energy, for the installation, operations and maintenance of underground natural gas facilitates including pressure reducing valves, safety monitoring hardware, associated piping ,with power and communications necessary to operate the equipment within vaults, as depicted on the attached mapping. Furthermore the Board of Selectmen authorize the First Selectman to sign all necessary document for granting of said easement.

File No. E9133
After recording, return to:
Real Estate Department
Eversource
63R Myrock Avenue
Waterford, CT 06385

GAS DISTRIBUTION EASEMENT

For a valuable consideration, receipt of which is acknowledged, the **Town of Colchester** (Grantor), grants unto Yankee Gas Services Company dba Eversource Energy, a specially chartered Connecticut corporation with offices in Connecticut, its successors and assigns (Grantee), with WARRANTY COVENANTS, the non-exclusive perpetual right to construct, operate, maintain, repair, replace, relocate, remove and rebuild, across, under and through those portions of the Grantor's lands described herein (Easement Area(s)), distribution systems for gas, consisting of pipes, valves, fixtures and other appurtenances useful for providing gas services and for any other purpose connected with the services or operations of a Public Service Company as defined in the Connecticut General Statutes (Facilities), including underground pipes running from such Facilities and Easement Area(s) to any structures on the Grantor's lands (Services); the right to provide gas service to the Grantor and to others including abutters by means of the same, and the non-exclusive right to enter the Grantor's lands for the purpose of inspecting, maintaining, repairing, replacing, relocating, rebuilding or removing said Facilities and Services. Together also with the non-exclusive right, after consultation with the Grantor, when practicable, to trim and keep trim, cut and remove such trees or shrubbery as in the reasonable judgment of the Grantee are necessary to maintain said Facilities, Services and appurtenances.

Said Easement Area is located on the Grantor's lands on the **westerly** side of **Mill Street** in the Town of **Colchester**, Connecticut, as more particularly described on a map entitled "**Compilation Plan Map Showing Easement Area to be Granted to Yankee Gas Services Company d/b/a Eversource Energy Across the Property of Town of Colchester Assessor's Parcel No. 22-00/042-000 127 Norwich Avenue Colchester, Connecticut Scale: 1"=20' Date: October 8, 2019 File No. E9133**" which map has been on or will be filed in the office of the town clerk of said Town of **Colchester**, Connecticut.

The Grantor agrees and acknowledges that Grantee shall have the right, with the necessary materials, vehicles, personnel and equipment, to access Grantor's lands including the Easement Areas and to locate, install and operate its Facilities and Services within and from the aforementioned Easement Areas. Grantor further agrees and acknowledges that, except with the written permission of the Grantee no building, structure, or other improvement or obstruction shall be located upon or within the bounds of the Easement and Services Areas, with the exception of: low growth minimal rooting plantings; impervious or other suitable cover for drive, walk and parking areas; or temporary/portable surface facilities such as trash dumpsters. Grantor further agrees that nothing shall be attached, at any time, to any property of the Grantee installed by virtue of this Easement. To facilitate the installation, inspection, repair, replacement, relocation, removal, rebuilding or maintenance of its Facilities and Services, the Grantee may in its reasonable judgment, at its option and without liability to and at the expense of the Grantor, remove and dispose of any of the aforesaid made or installed subsequent to the date hereunder which are contrary to the provisions of this Easement. In such event, Grantee shall, at the sole expense of the Grantor, restore the area disturbed to substantially the same condition as existed prior to such work.

By acceptance of this Easement, for as long as and to the extent that Grantee's Facilities, together with all Services and appurtenances located on the Grantor's lands pursuant to this Easement are used to provide gas distribution and service, but subject to the other provisions of this Easement, the Grantee shall install, repair, replace and maintain such Facilities, Services and appurtenances at its own expense. With regard to any installation, repair, replacement or maintenance (Restorations) of said Facilities, Services and appurtenances, the Grantee shall promptly restore the area disturbed to substantially the same condition as existed prior to such Restorations provided, however, that such other restoration shall not include any structures, other improvements or plantings made or installed contrary to the provisions of this Easement. Any relocation of said Facilities and/or Services caused by any action on the part of the Grantor shall be at the sole cost of the Grantor.

Any Easement Area herein described and granted, or any interest therein or part thereof, may be assigned by the Grantee, wholly, jointly or in part, to any communication company, public service company or to an entity associated with or succeeding to Grantee's business, and the Grantor hereby agrees to and ratifies any such assignment and acknowledges that the interest so assigned may be utilized by said assignee.

The terms "Grantor" and "Grantee" shall include lessees, heirs, executors, administrators, successors and assigns where the context so requires or permits.

If any third party having an interest in the Grantor's lands, as the same are represented herein, shall initiate an action that will adversely affect Grantee's rights and Easement interests as herein granted, then Grantor, at its sole cost and expense, shall pursue and acquire any legal remedies or instruments as may be required by the Grantee to secure Grantee's Easement interests. Grantor shall defend, indemnify and hold harmless the Grantee from and against any and all claims, costs, expenses, judgments, losses or liabilities whatsoever, including reasonable legal fees, arising from such actions.

File No. E9133
After recording, return to:
Real Estate Department
Eversource
63R Myrock Avenue
Waterford, CT 06385

TO HAVE AND TO HOLD the premises unto it, the said Grantee, its successors and assigns, forever.

IN WITNESS WHEREOF, the Grantor has hereunto set its hand and seal this ____ day of _____,
20__.

Signed, sealed and delivered in the presence of:

Witness

TOWN OF COLCHESTER

By: Mary Bylone (L.S.)
Its: First Selectman

Witness

ACKNOWLEDGMENT

STATE OF CONNECTICUT

S.S. Colchester

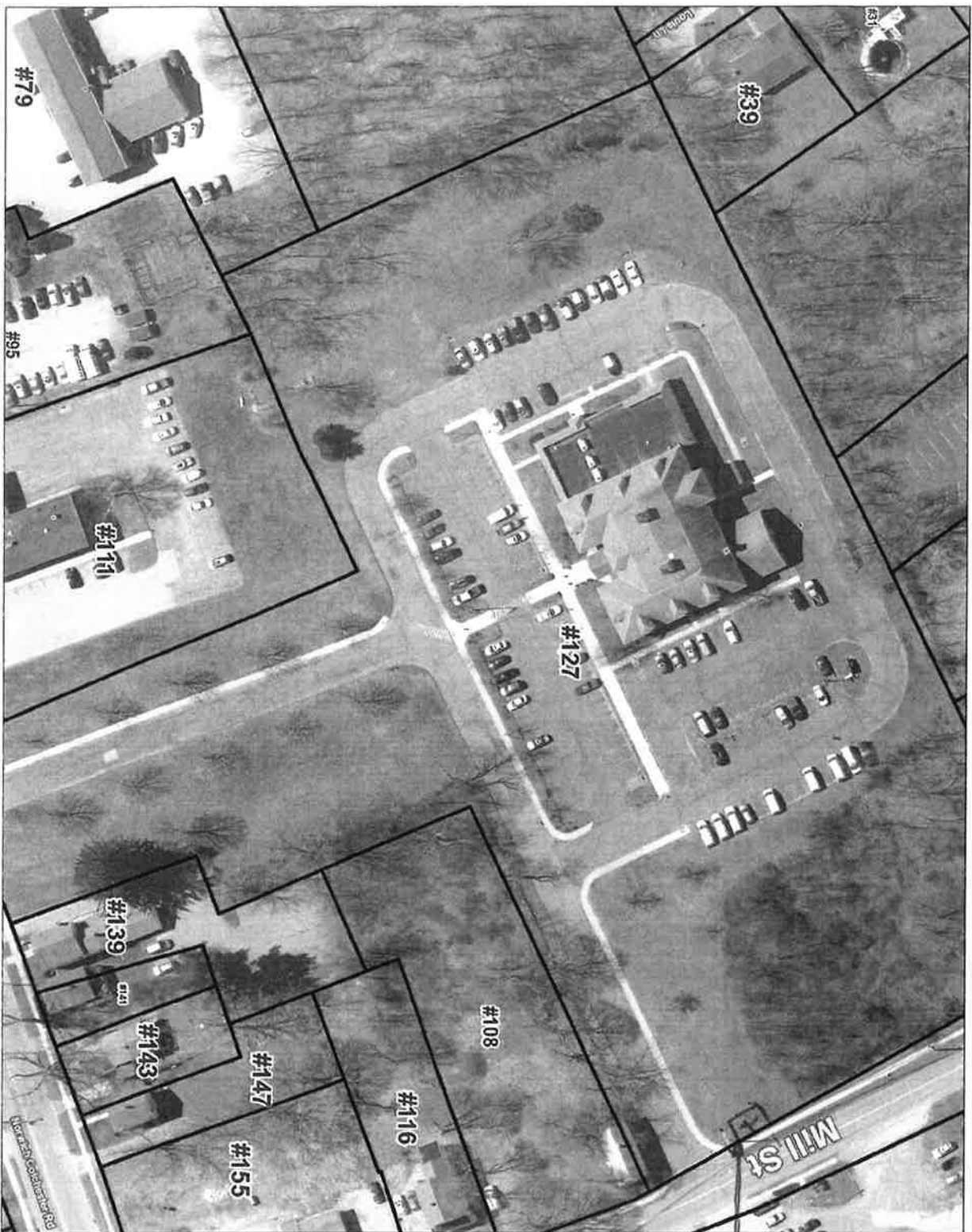
COUNTY OF NEW LONDON

On this ____ day of _____, 20__ before me, the undersigned officer, personally appeared **Mary Bylone** who acknowledged herself to be the person whose name is subscribed to the within instrument and acknowledged that she, being duly authorized to do so, executed the same for the purposes therein contained as her and said Grantor's free act and deed.

IN WITNESS WHEREOF, I hereunto set my hand and the official seal.

Notary Public - Seal Required
My Commission Expires _____

Town of Colchester, CT



Legend

- Address Labels
- Street Labels
- Parcels
- Town Border

* PROPOSED EASEMENT AREA

Location



Notes

This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.



COLCHESTER LIONS CHARITIES, INC. DONATION REQUEST APPLICATION FORM

(All information must be filled in completely for this request to be considered. Please attach additional sheets if needed to supply all your information. Completed Donation Request Application Forms must be returned to Colchester Lions Club, P.O. Box 423, Colchester, CT 06415, and must be received by February 15, 2020 to be eligible for consideration.)

1. GENERAL INFORMATION:

A. Name of Organization: Norton Park Committee, Town of Colchester

B. Address: 127 Norwich Ace, Colchester CT 06415

C. Name of Contacts: Kevin Byrne email: ByrneKM@aetna.com
Katherine Kosiba email: kmk178@att.net

D. Telephone: Kevin Byrne 860-319-7012
Katherine M. Kosiba 860-267-4471

E. Fax (if available): not available

F. Governing Board: Please attach the name, address and telephone number of the president of your organization. For officers and directors/board members, please provide their names, as well as the town and state where each one lives.
Committee Members:

Robert Misbach, Committee Chairman, Colchester CT
Nan Wasniewski, Committee Vice Chairwoman, Colchester, CT
Kevin Byrne, Committee Member, Colchester CT
Katherine Kosiba, Committee Member, Colchester CT
Patrick Reading, Committee Member, Colchester CT
Julianna Cameron, Alternate Committee Member, Colchester CT
Linda Pasternak, Alternate Committee Member, Colchester CT

Denise Mizla, Committee Liaison, Board of Selectmen

2. ORGANIZATIONAL PROFILE:

A. What is the primary purpose of your group or organization?

The Norton Park Committee was formed by the Town of Colchester to establish Colchester's newest park at the site of the former C. H. Norton Paper Mill and house in North Westchester at 139 Westchester Road, Colchester CT. The location is at the intersection of Route 149/Westchester Road and Paper Mill Road and along the Jeremy River. Total 5.2 acres (mill area: 3.9 acres, house area: 1.3 acres).

B. Please describe your organization, along with a brief statement of its history and accomplishments.

The Town of Colchester has established the Norton Park Committee to design and build a new part at the site of the C.H. Norton Paper Mill and house. This site has historical significance because it was one of the first water rights granted by King George in 1725 in the colonies. Numerous commercial enterprises were established along the Jeremy River in the 1700's and early 1800's, which gave rise to the village of Northwester Westchester. The Norton Paper Mill was commercially active at the site from 1886 through 1958.

Nan Wasniewski sold the property to the town of Colchester in 2016 for \$1.00 with the stipulation a park be built on the site. The Town of Colchester has sought grants for the demolition of the mill and remediation of the property. The original dam on the Jeremy River, built over 300 year ago and replaced in the 1800's, was removed in 2016 through the work of numerous agencies and environmental organizations through various grants.

C. What is the geographical scope of your (parent) organization?

The Norton Park Committee is a temporary committee under the Town of Colchester and will cease once the park is established. The Norton Park Committee is charged with the development a design plan with input from the Public Works Director, community and Board of Selectmen. This plan may include signage, plaques and land markers

3. AMOUNT OF FUNDING REQUESTED: \$500.00

4. PURPOSE

A. How would you classify what this donation would be used for?

This donation will be used to buy signage for the park entrance and selected locations on the property for usage and safety once basic work is completed in 2020 and the town allows the site to be considered open space park. The committee's development of the park plan will continue for other amenities and delivery.

Now please describe your goal/objective of the above:

Our goal is to provide a safe public access point for the community to enjoy the new Norton Park as an open space park (phase 1), which will only occur after remediation and some basic work by the town is completed.

B. Specifically, describe your planned event, program, or project by including a written project plan and expense projection.

We are looking to purchase:





- Two large metal signs with name of park to be placed on Rte. 149/Westchester Road to be seen from each direction. \$100.00-\$200.00 depending upon size/design. Some ideas for the design to be created (brown background, white lettering for park name, possibly town seal)



- Metal park signs as to the usage of the park = \$193.10 plus shipping/handling
 All signs have these characteristics:

- High intensity reflective aluminum
- Made from heavy-duty, 63 mil thick aluminum. Unlike steel signs, our aluminum signs do not rust.
- Signs are printed with 3M screen printing or 3M outdoor digital inks designed specifically for outdoor traffic and parking signs - for the ultimate in durability. Lasts 10 years outside.
- Rounded, burr-free corners, for longer life and a professional appearance.
- Thick 63 mil signs do not bend. They have been proven to outlast the toughest of storms.
- Includes large holes for easy mounting. The holes are "cleared" (unlike competitors' signs).

	<ul style="list-style-type: none"> - 12"x18" - Cost: \$23.95
--	--

 <p>OR</p>	<ul style="list-style-type: none"> - 12"x18" - Cost: \$23.45
	<ul style="list-style-type: none"> - 12"x12" - Cost: \$17.95
	<ul style="list-style-type: none"> - 12"x18" - Cost: \$23.95
	<ul style="list-style-type: none"> - 12"x18" - Cost \$23.45
 <p>OR</p> 	<p>\$23.45 Due to concern for river bank stability and desire to minimize erosion due to human use, as some areas of the river may be unsafe due to fast moving water, one of these signs may be useful to direct fishing to a designated area</p> <ul style="list-style-type: none"> - 12"x18" - Cost \$23.45
	<ul style="list-style-type: none"> - 18"x18" - Cost: \$38.95
	<ul style="list-style-type: none"> - 12"x12" - Cost: \$17.95

C. What age group in Colchester specifically would benefit?

All age groups benefit from access to open space for relaxation and recreation, including fishing and other passive forms of recreation.

D. How many residents in the community of Colchester would benefit?

All Colchester residents would benefit from this new riverside park as well as the many visitors who come to Colchester. Plans for Norton Park will include improvement to sidewalk and the addition of signage along Rte 149/Westchester Road to Paper Mill Road with pedestrian/bicycle crossing signage to encourage hikers and bicyclists to come to the park from the nearby Airline Trail safely.

E. What is the focus of the event or program?

The Norton Park Committee intends to work with the Town of Colchester for a phased approach to the creation of Norton Park to first deliver a basic open space park for passive usage. Development and fundraising (grants, donations, campaign) would continue for the delivery of the full park's amenities (see preliminary conceptual plan). The first phase would be the completion of the site's remediation, property clean-up, road and parking area. The signage purchased by this grant would support the delivery of the first phase for public use.

5. FINANCIAL INFORMATION

A. Do you have other sources of support/income for this event, program, or project? If yes, please specify names of sources and amounts contributed.

We have received three unsolicited individual donations totaling \$ 700.00. Once approval is obtained from the Board of Selectmen, the Norton Park Committee is charged sources of funding for the project. The committee intends to develop a fundraising strategy and campaign as well as pursue grants and partnerships to fully fund the development and delivery of this new riverside park.

B. Are you a tax-exempt organization? Volunteer committee under municipality

C. Are you a non-profit organization? Volunteer committee under municipality

- D. Please submit an annual budget, up-to-date profit and loss statement or treasurers report so we can review your financial information. (Newly formed organizations with no previous financial history need to submit a **projected** budget.)

The Norton Park Committee has developed a conceptual plan for the new riverside park (see attached) and has started to do research as to materials and associated costs. Once approval is received on the concept by the Board of Selectmen, the Committee will continue with the development of the detailed park plan, materials, labor so budget and fundraising strategy for the full park can be developed.

At the present time we have received three unsolicited donations totaling \$700.00 (2 @ \$100.00 and \$500.00).

Thank you for your consideration,

Kevin Byrne and Katherine M. Kosiba
Norton Park Committee members, Town of Colchester

February 6, 2020



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

February 4, 2020

To: Colchester Board of Selectmen

From: Sal Tassone P.E. (Town Engineer) and James Paggioli (PWD)

Re: Paper Mill Road over Jeremy River Bridge Reconstruction per the State of CT. Local Bridge grant program guidelines and Halls Hill Road Reconstruction per the State of CT. LOTCIP grant program guidelines

For the past several years Town staff has been working with the town's consultant, SCCOG and The State DOT to finalize plans and grant program requirements for the two referenced projects.

The Local Bridge program grant provides 50% of project construction costs (50% to be paid by town is in place under the PWD budget).

The LOTCIP program grant provides 100% of project construction costs.

In the final project phases which include advertising for bids, awarding the contract, project construction and administration, the chief elected official for the Town of Colchester (First Selectman) will be required to sign documents related to both of these projects under the authorization of the Board of Selectmen.

RECOMMENDED MOTION:

It is recommended that the Colchester Board of Selectmen authorize the Colchester First Selectman to sign any documents and agreements related to the Paper Mill Road Bridge Reconstruction project under the State of CT. Local Bridge Program guidelines and to the Halls Hill Road Reconstruction project under the State of CT. LOTCIP program guidelines.

To: First Selectman Bylone and the Board of Selectmen

From: Ursula Tschinkel, Ethics Chairman

Date: January 28, 2020

Re: Annual Ethics Report

The Code of Ethics Section 53-4, Duties of Commission, Part A, section (3), states the Commission shall, "Report annually on or before February 1 to the Board of Selectmen summarizing the activities of the Commission".

As you know, the Commission meets on the first Tuesday of every even numbered month at 6:00 p.m.; our first meeting as a group was in August of 2018. We have since worked on Code review, paying attention to 'user friendliness', redrafting wordy sections, verifying statute references, etc.

Our next task is to review and, if necessary, redraft the forms and instructions found on the Town's Ethics page regarding the Commission and the ethics complaint procedures.

Once completed, the revisions will be presented to the First Selectman and the Board of Selectmen.

The Ethics Commission would like to thank Denise Turner and Taras Rudko for their contributions and insightful suggestions during this process.