



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

AMENDED  
Board of Selectman Agenda  
Regular Meeting  
Thursday, January 2, 2020 @ 7:00 PM  
Colchester Town Hall

RECEIVED  
COLCHESTER, CT  
2019 DEC 30 AM 8:36  
GALE FURNHAM  
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 December 5, 2019 Board of Selectmen Meeting
  - b. Reappointment of Christopher Cameron to the Police Commission for a term to expire 1/2/2023
  - c. Reappointment of Gina Kunst to the Eastern Regional Tourism District for a term to expire 1/2/2023
  - d. Tax Abatements
6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
  - a. Commission on Aging – to be interviewed -Geraldine Transue possible appointment to expire 12/1/2020
  - b. Commission on Aging – to be interviewed - Sandra Gaetano possible appointment to expire 12/1/2021
  - c. Police Commission – to be interviewed - Beatrice Farlekas possible appointment to expire 11/1/2021
  - d. Police Commission – to be interviewed - James Stavola possible appointment to expire 11/1/2021
  - e. Sewer and Water Commission – to be interviewed - Ronny Segura possible appointment to expire 6/30/2020
  - f. Possible appointment of Gregg LePage to the Water and Sewer Commission for a term to expire 10/1/2021
  - g. Possible appointment of Theresa Congdon to the Historic District for a term to expire 11/30/2023
  - h. Possible appointment of Carla Roselli to the Agriculture Commission for a term to expire 11/30/2021
7. Discussion and Possible Action on a 2020 RFP for RecPlex Concession Stand Contract

8. Discussion and Possible Action on the Parks and Recreation Department change in Non-Resident program fees
9. Sean Shoemaker to discuss the Homeland Security Grant Program (HSGP)
10. Discussion and Possible Action on transfer of funds for Fire Truck repairs
11. Old Business
12. CITIZEN'S COMMENTS
13. FIRST SELECTMAN'S REPORT
14. LIAISON REPORTS
15. ADJOURN



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectmen Minutes  
Meeting Minutes  
Thursday, December 5, 2019  
Colchester Town Hall @ 7:00pm

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

MEMBERS ABSENT: none

OTHERS PRESENT: Town Clerk G. Furman, Director of Public Works J. Paggioli

2019 DEC -9 AM 9:22  
RECEIVED  
TOWN CLERK  
G. FURMAN

- 1. Call to Order:** Mary Bylone called the meeting to order at 7 p.m.
- 2. Pledge of Allegiance**
- 3. Changes to the agenda:** Mary Bylone added the application of Gregg LePage for the Water and Sewer Commission. M. Bylone deleted number 8 on the agenda – Discussion and Possible Action on Transitioning out he WJMS Building Committee, stating she would update in her First Selectman’s report. M. Bylone deleted number 9 Old Business – Training for Board Members for Open Colchester (open Gov) product, due to the fact that there will be a meeting with Open Gov on Monday, December 9<sup>th</sup>. R. Coyle moved to approve the additions and deletions to the agenda as presented, seconded by D. Mizla. Unanimously approved. **MOTION CARRIED.**
- 4. Citizen’s Comments** – Leslie Curtis, member of the Agriculture Commission endorsed Carla Rosselli who has an application before the BOS to join the Agriculture Commission.
- 5. Approve Minutes of the November 21, 2019, Board of Selectman Meeting** – M. Bylone explained that the minutes had been taken out of the Consent Agenda after at the November 21<sup>st</sup> meeting where she and T. Rudko had to abstain from the entire Consent Agenda due to not being eligible to vote on the previous meetings minutes. D. Mizla moved to approve the minutes of the November 21, 2019 BOS meeting, seconded by D. Turner. Unanimously approved. **MOTION CARRIED.**
- 6. Consent Agenda** – T. Rudko asked to remove the Reappointment of Bruce Hayne to Planning and Zoning from Consent agenda for discussion. D. Turner seconded. Unanimously approved. **MOTION CARRIED.**  
R. Coyle moved to approve the consent agenda with the reappointment of David Wasniewski from Regular member to Alternate Member – Agriculture Commission – Term to Expire 12/31/2022 and the Tax abatements. D. Mizla seconded. Unanimously approved. **MOTION CARRIED.**

T. Rudko stated why he wanted Bruce Hayne’s reappointment removed. Discussion followed. R. Coyle moved to reappoint Bruce Hayne to Planning and Zoning Commission – term to expire 12/31/2022. Seconded by D. Mizla. The vote was 4 to 1 for appointment with T. Rudko opposing. **MOTION CARRIED.**

7. **Boards and Commissions** – Theresa Congdon interviewed for Historic District Commission, Carla Rosselli interviewed for the Agriculture Commission and Gregg LePage interviewed for the Water and Sewer Commission.
8. **Citizen's Comments** – Bruce Hayne thanked the board for reappointing him and he looked forward to continuing to serve the town.
9. **First Selectman's Report** – M. Bylone stated that the Tri-Board had approved the Director of Human Resources position to be shared between the Town and the Board of Education. The position has already been posted.  
There will be a meeting with Open Gov to discuss how that product is working and she will have an update at the next Board of Selectmen meeting.  
Bloom Energy is moving forward with their fuel cell project and hope to be completed and functional by the end of 2020.  
M. Bylone is working with FB to reinstate the Town of Colchester Selectman's Page that had been deleted. Optimistic that it could be reinstated.  
The Resolution Run by Youth and Social Services will be held on January 1<sup>st</sup> and anyone interested in helping should contact Val Geato.  
Building Committee for WJMS still has a punch list of items that need to be completed. The committee will no longer hold regular meetings, but there is a procedure for reviewing invoices so all projects can be completed.
10. **Liaison Reports** – T. Rudko reported on the Ethics Committee. They reviewed chapter 53 of the town charter and are looking to recommend changes to some of the verbiage.  
R. Coyle reported on Open Space. This is the third year the town has participated in the Source to Sea cleanup and when they recently cleaned up at the Jeremy River, by Rt 149 and the commuter lot, they retrieved 60 tires. She presented pictures of the clean up. They spoke with the DOT and the State Police to see about monitoring the area for dumping. The committee is considering donating the open space from the four lot subdivision on Scott Hill Road to the Norwich Reservoir. If the reservoir doesn't want it, they will collect fees from the town. They are building an 8 car gravel parking lot by the land trust on Bulkeley Hill for educational and nature programs.  
D. Turner reported on the CHVFD Tax Exempt Committee. They only have two members and need a third.  
R. Coyle reported Open Space is down to two people as well.  
D. Mizla reported that Parks and Recreation won't meet until January and she missed the most recent Youth Services Advisory Board meeting.  
M. Bylone reported on Board of Finance. They are putting together the survey for budget questionnaire and working on dates for budget workshops.
11. **Adjourn:** D. Turner motioned to adjourn seconded by R. Coyle. Unanimously approved. **MOTION CARRIED.** First Selectman M. Bylone adjourned the meeting at 7:40 p.m.

Respectfully Submitted,

Heide Perham  
Executive Assistant to First Selectman

## Regional Tourism Districts Enabling Legislation

[https://www.cga.ct.gov/current/pub/chap\\_184b.htm#sec\\_10-397](https://www.cga.ct.gov/current/pub/chap_184b.htm#sec_10-397)

**Sec. 10-397. Regional tourism districts. Established. Boards of directors. Accounting and reporting requirements. Solicitation and receipt of funds. (a)** There are established three regional tourism districts, each of which shall promote and market districts as regional leisure and business traveler destinations to stimulate economic growth. The districts shall be as follows:

(1) The eastern regional district, which shall consist of Ashford, Bozrah, Brooklyn, Canterbury, Chaplin, Colchester, Columbia, Coventry, East Lyme, Eastford, Franklin, Griswold, Groton, Hampton, Killingly, Lebanon, Ledyard, Lisbon, Lyme, Mansfield, Montville, New London, North Stonington, Norwich, Old Lyme, Plainfield, Pomfret, Preston, Putnam, Salem, Scotland, Sprague, Sterling, Stonington, Thompson, Union, Voluntown, Waterford, Willington, Windham and Woodstock;

(2) The central regional district, which shall consist of Andover, Avon, Berlin, Bethany, Bloomfield, Bolton, Branford, Canton, Cheshire, Chester, Clinton, Cromwell, Deep River, Durham, East Granby, East Haddam, East Hampton, East Hartford, East Haven, East Windsor, Ellington, Enfield, Essex, Farmington, Glastonbury, Granby, Guilford, Haddam, Hamden, Hartford, Hebron, Killingworth, Madison, Manchester, Marlborough, Meriden, Middlefield, Middletown, Milford, New Britain, New Haven, Newington, North Branford, North Haven, Old Saybrook, Orange, Plainville, Portland, Rocky Hill, Simsbury, Somers, South Windsor, Southington, Stafford, Suffield, Tolland, Vernon, Wallingford, West Hartford, West Haven, Westbrook, Wethersfield, Windsor, Windsor Locks and Woodbridge; and

(3) The western regional district, which shall consist of Ansonia, Barkhamsted, Beacon Falls, Bethel, Bethlehem, Bridgeport, Bridgewater, Bristol, Brookfield, Burlington, Canaan, Colebrook, Cornwall, Danbury, Darien, Derby, Easton, Fairfield, Goshen, Greenwich, Hartland, Harwinton, Kent, Litchfield, Middlebury, Monroe, Morris, Naugatuck, New Fairfield, New Hartford, New Milford, New Canaan, Newtown, Norfolk, North Canaan, Norwalk, Oxford, Plymouth, Prospect, Redding, Ridgefield, Roxbury, Salisbury, Seymour, Sharon, Shelton, Sherman, Southbury, Stamford, Stratford, Thomaston, Torrington, Trumbull, Warren, Washington, Waterbury, Watertown, Weston, Westport, Wilton, Winchester, Wolcott and Woodbury.

(b) Each regional tourism district shall be overseen by a board of directors consisting of one representative from each municipality within the district, appointed by the legislative body of the municipality and, where the legislative body is a town meeting, by the board of selectmen. Any such member of a board of directors shall serve for a term of three years. In addition, the board of directors may appoint up to twenty-one persons representing tourism interests within the district to serve on the board. No board member shall be deemed a state employee for serving on said board. All appointments to the board of directors shall be reported to the Commissioner of Economic and Community Development.

(c) The provisions of the Freedom of Information Act, as defined in section 1-200, shall apply to each regional tourism district.

(d) Each tourism district shall adopt a charter and bylaws governing its operation.

(e) Each regional tourism district shall (1) comply with uniform standards for accounting and reporting expenditures that are established by the Department of Economic and Community Development in accordance with section 10-392 and are based on industry accounting standards developed by the International Association of Convention and Visitor Bureaus or other national organizations related to tourism, and (2) on or before January first of each year, submit to the department, the Office of Policy and Management and the Office of Fiscal Analysis an independent audit in accordance with the provisions of sections 4-230 to 4-236, inclusive.

(f) Each regional tourism district shall solicit and may accept private funds for the promotion of tourism within its towns and cities and shall coordinate its activities with any private nonprofit tourist association within the district and within this state, that promotes tourism industry businesses in this state, in order to foster cooperation in the promotion of such businesses. Any funds received by a regional tourism district may be deposited in the account established in section 10-395 or in an account established by such tourism district to receive such funds.

(g) The central regional district office shall be located within the department.

(h) The commissioner shall, within available appropriations, distribute tourism funding evenly among the three tourism districts

# Gina Kunst

144 Pinebrook Road  
Colchester, CT 06415

(860)-537-8628

## EMPLOYMENT

### Waterford Hotel Group

January, 2010- Present

**Regional Director of Sales**

Waterford Hotel Group

Responsible for oversight of sales personnel at multiple hotels in portfolio, specializing in select service spanning several brands including Marriott, Hilton, Hyatt, IHG, Choice, Starwood. Responsibilities include hiring, training, supporting sales personnel, creating strategies with hotel team, monitoring productivity and analyzing effectiveness. Act as liaison for ownership communication in regards to sales effort.

- Company administrator for Delphi MPE and SalePro.
- Smith Travel Research training and analysis.
- Monthly financial result training and analysis.
- Agency 360 training and analysis.
- Support and aid with creation and completion of annual marketing plans and budget preparation.
- Evaluate annual company RFP's and group requests for optimal hotel performance.
- Create detailed analysis for ownership entities.
- Offer extra support for key account or new account meetings.

April, 2009 –January, 2010

**Director of Sales**

Courtyard, Norwich, CT  
SpringHill Suites Waterford, CT

Responsible for sales efforts for two modern essential brand Marriott hotels Position included proactive and reactive sales efforts, overseeing catering sales and annual budget preparations, revenue management and rate strategies and forecasting. Markets included Corporate BT and group, SMERF, Tour and Travel, Transient, and meeting room sales.

- Creation and implementation of marketing plan and budgeted revenues.
- Create and implement rate and action plan strategies to increase bottom line revenue.
- Developing new and strengthening existing relationships.
- Successfully share shifted group and transient business from competitor in first six months.
- Strengthened relationships with local casinos for referral business.
- Assisted with implementation of points redemption program with local casino.

November 2008-April, 2009

**General Manager**

Holiday Inn New London, CT

As General Manager, responsibilities include managing expenses and revenues, forecasting, month end reporting, sales, human resources, and financial reporting.

- Co-created recession plan including expense and labor controls.
- Motivated associates to ensure gains in guest service scores.
- Continued Director of Sales duties in lieu of sales personnel.
- Responsible for labor analysis and reforecasting.

September 2006 – November 2008                      **Director of Sales**                      Holiday Inn New London, CT

Position included proactive and reactive sales efforts, overseeing catering sales and annual budget preparations, revenue management and rate strategies and forecasting.

- Booked over 110% of booking pace first year in position.
- Successfully nurtured relationships with accounts which had been neglected.
- Responsible for property specific revenue management.
- Weekly forecasting strategies.
- Creation and implementation of marketing plan and budgeted revenues.

2004 – 2006                                      **Director of Community Relations**                      Benchmark Assisted Living

Responsible for occupancy and revenue in assisted living apartments via leasing apartments, selling services to residents and monitoring resident satisfaction to ensure retention. Held positions in Niantic, Meriden and Middletown.

- Built solid associations with referral sources via proactive sales efforts.
- Built firm client and family relationships resulting in increased occupancy in all three communities.
- Successfully increased leases to 100% in two occupancy challenged communities.

### **Marriott International**

2002 – 2004                                      **Senior Sales Manager**                      Farmington Marriott, Farmington CT

Corporate and Association Manager for 381 room hotel. Responsible for association and corporate group with over 50 room nights.

- Strategic selling and booking of events to cover prime and need dates.
- Booked over 100% of booking pace annually while in position.

2000 – 2002                                      **Area Account Executive** Marriott International, Raleigh/Durham NC

- 100% proactive solicitation of local companies and organizations.
- Sold for diverse Marriott brands in cluster, including full service, Residence Inn, Courtyard, Fairfield Inn, Springhill Suites and Towneplace Suites.

1999 – 2002                                      **Catering Sales Manager**                      Marriott Metro Center, Washington DC

- Secured local social and corporate business for hotel.
- Created wedding packages that lured a new segment for boutique style hotel.
- Booked \$1.6 million to a goal of \$1 million in 1999.

1990 – 1998                                      **Various Hospitality Positions**                      Farmington Marriott, Farmington CT

Launched career at hotel holding several positions including:

- Banquet and Catering Service Supervisor
- Executive Meeting Manager
- Convention Service Manager



**EDUCATION**

Studied Communications, University of Connecticut, Storrs, CT, BA degree.

**SYSTEMS**

Delphi MPE, Delphi FDC, SalesPro, Agency 360, MARSHA, FOSSE, OnQ, ProfitSage.



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 12/23/2019

## BOARDS & COMMISSIONS APPLICATION

*12-23-19  
2 PM*

Name: Geraldine Transue

Address: 84 Elliot Dr Colchester, CT. 06415

Home Phone: 860-537-5086 Email gkwer1945@gmail.com FAX: \_\_\_\_\_

Cell Phone: 860-608-9824 Town Residency 51 Years

Party Affiliation:  Democrat  Republican  Unaffiliated (check one)

Commission or Board you are interested in serving on: Commission on Aging

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

High School: Holy Trinity High School (2 years)

Wethersfield High School (2 years) graduated

College: Centrat CT State College (4 years) and Central CT State University (2 years) education course work graduated BS and MS

Sacred Heart University (1 year) administration certification courses graduated 6TH year advanced courses

Worchester Polytechnic Institute (1 year) and UConn (1 year) education course work graduated both schools

Trade, Bussiness  
Or Correspondence  
School \_\_\_\_\_

CONTINUED ON REVERSE SIDE

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

Hartford Courant , Hartford CT, reporter, 1963-1967 got job teaching  
Rocky Hill High School, Rocky Hill, CT, teacher, 1967-1969 left to raise my family  
Colchester School system, substitute teacher, 1973-1979, got full time teaching position  
Norwich Free Academy, Norwich CT, teacher, 1979-2010 retired

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 in other activities concerning seniors in the town.  
I volunteer two days a week at the Senior Center as well as attend many other functions there.  
I presently serve on the building committee for the new proposed Senior Center.  
I feel I can contribute to the Commission on Aging and, additionally, this will benefit my service on the building committee.

Do you have any experience or familiarity with this area? Yes. I have lived here for many years. I worked in the school system. I have served as a burgess in the Borough of Colchester, and as a member and chairperson on the Board of Finance. I volunteer at my church and at the Craigin Library as well as the Senior Center.

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

Date: 12/23/2019

Signature: Geraldine Traversue

## Heide Perham

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**From:** Marjorie Mlodzinski <msrmlodzinski@gmail.com>  
**Sent:** Monday, December 9, 2019 12:43 PM  
**To:** Heide Perham  
**Cc:** Rosemary Coyle; Patty Watts; Nan Wasniewski  
**Subject:** Commission on Aging

Hello Heide - My name is Marge Mlodzinski and I Chair Colchester's Commission on Aging. I look forward to meeting you in person and wish you well in your new position.

Our Commission met this morning and a prospective new member by the name of Sandy Gaetano attended our meeting. She is very interested in pursuing membership. Our Commission voted to wholeheartedly support her effort. I am hoping by this email and notification, we may be able to expedite the membership process so that she may become a full member by January.

Please let me know how to proceed or how I can inform Sandy of the process.

Thank you,

Marge

Sent from my iPad



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

12-16-2019 A09:41

DATE: \_\_\_\_\_

## BOARDS & COMMISSIONS APPLICATION

Name: SANDRA GAETANO

Address: 19 A Dogwood Lane Colchester, CT. 06415

Home Phone: 860-537-6120 Email: S.GAETANO11@GMAIL.COM

Cell Phone: 860-334-7569 Town Residency 55 Years

Party Affiliation:  Democrat  Republican  Unaffiliated (check one)

Commission or Board you are interested in serving on: Commission on Aging

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

High School: MINNACUS RHS - W. Johnston, MA - yes - Business  
Three Rivers - Nursing & Recreation Div. - yes

College: Three Rivers thru work - Business Course

Trade, Business  
Or Correspondence  
School \_\_\_\_\_

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

Colchester. Conv. Home - 30 yrs - CNA - Rec Director.  
S + S world wide - 10 yrs - Acctg Rec. & credit Dept  
Dr. Khyber - nursing assist - 1 1/2 yrs - Burnt out.  
Globe Security Background Inquiries - 3 yrs - Co. moved?  
Flon Office Solutions, Customer Service & Collections  
retired Dept

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 want to give back to my community also fellowships with others with the same goals for our aging has I have

Do you have any experience or familiarity with this area?

working in the nursing home both physically and therapeutic matter. I also enjoy going to the St. Center and Volunteering my time to help others.

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

Which ones? \_\_\_\_\_

Date: 12/12/19

Signature: Sandra B. Sartano

## First Selectman

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**From:** cmsmailer@civicplus.com on behalf of Contact form at Colchester CT  
<cmsmailer@civicplus.com>  
**Sent:** Friday, December 20, 2019 10:45 PM  
**To:** First Selectman  
**Subject:** [Colchester CT] Police Commission (Sent by Carol Vaillancourt, carolv0113@icloud.com)

Hello mbylone,

Carol Vaillancourt (carolv0113@icloud.com) has sent you a message via your contact form (<https://www.colchesterct.gov/user/34/contact>) at Colchester CT.

If you don't want to receive such e-mails, you can change your settings at <https://www.colchesterct.gov/user/34/edit>.

Message:

Hello, Mrs. Bylone.

Thank you for taking the time to speak to me the other day. It was nice getting to know you and I am looking forward to the wonderful things you will bring to our town.

As you know The Town Of Colchester Police Commission is a five-member Commission. With this being said, we have been searching for two additional members to complete the Commission for quite some time now. The need for two additional members is not only to complete our Commission but so we can be more productive going forward. In saying this and as the Police Commission Chairman I would like to formally recommend Beatrice Farlekas and Jim Stavola as our fourth and fifth member of our Commission. I feel their experience and background would not only qualify them for these positions but feel they would be great assets to the Colchester Police Commission.

If you have any questions or comments, please feel free to contact me.

Sincerely,  
Carol Vaillancourt  
860.978.6710



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: \_\_\_\_\_

12-12-2019 408:46

## BOARDS & COMMISSIONS APPLICATION

Name: Beatrice Farlekas

Address: 37 Natalie Lane Colchester, CT. 06415

Home Phone: N/A Email bf4090@gmail.com FAX: N/A

Cell Phone: (203) 910-2205 Town Residency 17 Years

Party Affiliation:  Democrat  Republican  Unaffiliated (check one)

Commission or Board you are interested in serving on: Police Commission

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

High School: Roger Ludlowe High School, Unquowa Road, Fairfield, CT  
attended all 4 years at this high school, and graduated in June 1971 with a high school diploma.

College: Fairfield Univ., Fairfield, CT graduated in 1975 with B.A. degree in Political Science/Minor:Spanish  
UConn, Storrs, CT graduated in 1978/79 with B.A. degree (5th yr) in Spanish/Minor:Special Education;  
Adelphi Univ., Garden City NY paralegal degree (1979); -see continuation below-

~~Trade, Business~~ College (cont.): Fairfield Univ, Ffld., CT -Master's Degree in Multicultural Education (1984/1985).  
~~Or Correspondence~~  
~~School~~

CONTINUED ON REVERSE SIDE



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

From Feb. 1984 to April 2015 I was employed as a Connecticut State Trooper with the State of CT, Dept. of Public Safety, Division of State Police, Headquarters located at 1111 Country Club Road, Middletown, CT  
As a CT State Trooper I served in many capacities: as a road Trooper; a Field Training Officer; a Major Crime Detective; worked with FBI on cases and also with local and State Police Narcotics task forces; worked directly for Colonel Jack Bardelli assigned to the Employees Assistance Program (helping our department's civilian and sworn personnel: a cadre of approx. 2,000 employees), etc.

**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 a service-oriented person who seeks to serve our townspeople, our local police department officers, and to work together with the CT State Police Resident Trooper Sgt. assigned to the Town of Colchester, in a manner that promotes the objectives, responsibilities, and necessary action, as set forth in our CT state statutes, our town charter, and those bylaws (and union contracts) as they pertain to our Town's Police Commission. I feel that my 31 years as a CT State Trooper brings to the table a work experience in law enforcement and in working with all types of people: qualities that I feel will be an asset to the town and to this commission.

**Do you have any experience or familiarity with this area?** As a road Trooper and as a Major Crime Detective with the CT State Police I have worked with little to no supervision, as well as working in team settings (i.e. on task forces), on simple to complex cases (motor vehicle and criminal cases). I am a detailed, thorough, and accurate reporter of the facts, who operates with an objective eye (non-partisan) when hearing complaints, viewing evidence, and coming to investigative conclusions. I conduct myself in accordance with the rule of law and hold myself to the highest of ethical standards. I have been proud to serve the residents of CT as a law enforcement officer and hope to once again serve law enforcement as a Police Commissioner with the Town of Colchester, should I be fortunate enough to be selected for this position. Thank you.

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

**Which ones?** I would like to concentrate my effort, for now, to being considered for the Police Commission.

**Date:**

December 13, 2019

**Signature:**

Burtan E. Fairless



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

*Received  
w/ form  
12/10/19*

DATE: 12/10/2019

## BOARDS & COMMISSIONS APPLICATION

Name: James Stavola

Address: 41 Natalie Lane Colchester, CT. 06415

Home Phone: 860-537-8920 Email: ewajim@aol.com FAX: 860-537-7782

Cell Phone: 860-490-5206 Town Residency 15 Years

Party Affiliation:  Democrat  Republican  Unaffiliated (check one)

Commission or Board you are interested in serving on: Police Commission

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

High School: Wethersfield High School, Wethersfield, CT 4 years, graduated

\_\_\_\_\_  
\_\_\_\_\_

College: Manchester Community College, Manchester, CT 2 years, associates degree, Criminal Justice

\_\_\_\_\_  
\_\_\_\_\_

Trade, Business  
Or Correspondence  
School \_\_\_\_\_

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

1969 - 1999 Wethersfield Police Department, retired

1999 - 2002 State of Conn. Sheriffs Department, transferred to -

2002 - 2004 State of Conn. Judicial Branch Victim Advocate, retired

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

**Why are you interested in serving?** What I like about community service there are opportunities to improve and leave your mark on the global and local community in a helpful, caring, compassionate and understanding way. I have always volunteered in some capacity throughout my life. As residents of Colchester, it is important we cultivate a neighborhood and community spirit. When you volunteer, you give part of yourself, your time, energy, skills, and feelings. My volunteering for the Police Commission gives me the ability to make certain the Town of Colchester is properly policed and our Officers have the appropriate equipment and training.

**Do you have any experience or familiarity with this area?** Yes. My law enforcement experience of 30 years gives me the vast knowledge, experience and understanding of the interpretation of state statutes, securing federal and state grants, understanding the dynamics of community betterment, line-item budgets, and Robert Rules of Order. I also possess and demonstrate integrity, engagement of teamwork and the ability to collaborate for the good of our Town and Police Department. (Previously on the Colchester Police Commission 2008-2009 prior to being removed March 25, 2009. See attached list of accomplishments and reference letters.)

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

**Which ones?** No

**Date:** 12/10/19

**Signature:** James Stone

Jim Stavola  
Police Commission Accomplishments 2008-2009

1. ***"Police Applicant Interview Assessment Process and Form"*** where all applicants were asked the same interview questions and receive a numerical scoring in various categories. This process and form standardized the interview process and greatly reduced the Town's liability should an applicant choose to challenge its hiring practices.
2. ***"Cruiser Repairs"*** – Funds were located in the Town's Emergency Equipment Fund to have the police cruisers repaired. Cruisers were unable to be turned off due to poor wiring which drained the vehicles' battery. Prior to the repairs the vehicles were running at a cost of \$4.00 per gallon only to waste the taxpayers' money and place additional wear and tear on our vehicles.
3. ***"Fund Raising Process"*** – which was acceptable and approved by the Board of Selectmen to allow the Police Commission to raise money through citizen donation for police budget shortfalls, youth scholarships, cancer research, etc. The events would give the Police Commission and Officers community visibility and trusted relations with its residents.
4. ***"Police Website Enhancements"*** – Created a draft document to be an excellent source for the Colchester citizens to become aware of our Town's bicycle and child safety programs, Internet safety and identity theft resource, drug program education and wellness, etc. In addition, links to have citizens ability to view police code of ethics, town stats, photo gallery, press releases, career opportunities, Police Commission Project Log were suggestions to also be included.
5. Drafted a ***"Colchester Police Youth Program"*** - waiting to be presented to the Police Commission and Board of Selectmen with the intention of conducting a simulated law enforcement program for students who have completed their junior year in high school and have expressed a desire to enter into a law enforcement career.
6. ***"Police Inventory Supply Process and Form"*** – Eliminated shortages and overstocking of department supplies to avoid wasteful spending. The procedure assisted the resident trooper supervisor in knowing what equipment is needed.
7. ***"Police Commission Project Log"*** – Created to assist the Police Commission in tracking the status of all 'work in progress' projects. The Project Log is updated monthly to ensure Police Commissioner accountability and project progress when reporting to the First Selectman, Police Officers, and citizens as to the status of ongoing projects.
8. ***"Research and Reporting"*** – Monthly basis in active researching and contacting Chiefs of Police to determine what state and federal grants may be available to our Officers, Board of Selectmen and Police Commission for the good of the Town.



Accredited Since 2002

# Monroe Police Department



**John L. Salvatore**  
*Chief of Police*

7 Fan Hill Road  
Monroe, Connecticut 06468  
Telephone: 203-452-2830  
Fax: 203-261-4769

November 26, 2019

Honorable Mary Bylone  
First Selectman  
Town of Colchester  
127 Norwich Avenue  
Colchester, Connecticut 06415

Dear First Selectman Bylone:

I am writing in reference to the appointment of James Stavola to the Town of Colchester Police Commission. Jim was an officer of the Wethersfield Police Department for 30 years before retiring in 1998. I worked with him for 20 of those years, first as his junior and later one of his sergeants and then his Division Commander. He had a reputation as an officer compassionate for the people he served and proud and loyal to the Town and Police Department he represented. Fellow officers knew they could depend on Jim when involved in any high-risk incident. He was recognized for extraordinary performance, which involved more than one confrontation with armed subjects threatening him, who were subdued without injury to anyone involved.

Jim Stavola volunteered for community events and fundraisers for less-fortunate individuals. He was known as a community service officer before "community policing" was a popular trend in law enforcement.

I know Jim will bring passion and dedication to the position, should he be appointed to the Police Commission. He will act in the best interests of the Town of Colchester and the men and women of the Colchester Police.

If I can be of further assistance, please do not hesitate to contact me.

Regards,

John L. Salvatore  
Chief of Police

JLS/sas



OFFICE OF THE CITY MANAGER

December 2, 2019

Ms. Mary Bylone  
First Selectwoman  
Town of Colchester, Connecticut

Dear Honorable First Selectwoman,

I have been asked by Mr. James Stavola to write this letter in his behalf regarding the vacancy and his interest to serve on the Colchester Police Commission.

I have known Mr. Stavola for close to forty years and during twenty of those years I had the distinct pleasure of working beside him as a peer and later as his direct supervisor and bureau commander at the Wethersfield, Connecticut Police Department.

I have always known Retired Officer Stavola to care about the duties assigned to him and his professional ethics were sound. He always cared very much about the reputation of the town he worked for and even more important he displayed empathy and compassion towards his peers and supervisors. Officer Stavola understood the tenements of community policing and forged long lasting relationships with the community he served. His professional communication style with the public was open and friendly. When he made mistakes he would be the first to take responsibility and accept the consequences for his actions.

It is refreshing to see that Mr. Stavola is willing to step into the arena of serving the citizens as a volunteer on the Colchester Police Commission. Unfortunately many good candidates are not willing to serve leaving a noticeable void in government boards and commissions. Mr. Stavola will fill that void with excellence.

Sincerely,

Mark R. Harner  
City Manager

233 Windmill Hill  
Wethersfield, CT 06109

December 3, 2019

Town of Colchester  
Board of Selectmen  
127 Norwich Avenue  
Colchester, CT 06415

This is a reference letter for James Stavola for the position of Police Commissioner.

I have known Jim for 28 years. I became friendly with Jim when I was hired by the Wethersfield Police Department in May 1991. He helped train me when I was on Field Training. As I got to know Jim better, I realized that he had a deep appreciation for law enforcement. He has a great deal of law enforcement experience and will make good decisions for the Town of Colchester Police Commission.

Jim always offered his help to me with anything I was confronted with. I worked with Jim until he retired in 1999. I know that Jim had a great 30 career as an officer in Wethersfield from 1969 to 1999.

I know that Jim is an honest person. He has integrity and will do the right thing even when nobody is watching. Although Jim and I both have retired from the Wethersfield Police Department, we do see each other several times a year at various events, including retirement parties. I consider him a good friend.

I am currently a Captain with the Windsor Police Department. I have been a police officer for a total of 28 years. I feel that Jim Stavola would be an excellent addition to the Police Commission for the Town of Colchester.

Feel free to contact me at home (860) 571-0011 or on my cell phone (860) 982-4836. I would be happy to answer any questions you may have.

Sincerely,

A handwritten signature in black ink that reads "Andrew L. Power". The signature is written in a cursive style with a long horizontal stroke at the end.

Andrew L. Power



State of Connecticut  
DIVISION OF CRIMINAL JUSTICE

OFFICE OF  
THE CHIEF STATE'S ATTORNEY

KEVIN T. KANE  
CHIEF STATE'S ATTORNEY

300 CORPORATE PLACE  
ROCKY HILL, CONNECTICUT 06067  
PHONE (860) 258-5800 FAX (860) 258-5858

December 2, 2019

Honorable Mary Bylone  
First Selectman  
Board of Selectman  
127 Norwich Ave  
Colchester, CT 06415

Dear First Selectman Bylone,

I am writing in support of James (Jim) Stavola, who is seeking a position on the town of Colchester's Police Commission. I have worked in law enforcement for the past thirty-nine years and have had the pleasure of knowing Jim, both professionally and personally, for the entirety of those years. Jim and I worked together on the Wethersfield police force for twenty-five years. During my early years on the job, I had the good fortune of having Jim as my mentor. Throughout my years working with Jim, he made sound decisions and always provided the correct advice. As my supervisor, Jim was always there to guide and assist when needed. His knowledge of all aspects of police work is vast and he is level headed in all matters relating to police policy and operations.

Prior to moving to Colchester, Jim was admired and loved by the entire Wethersfield community, including town leaders and fellow police officers. I highly recommend Jim for a position on your Police Commission. I believe Jim will be a huge asset to the town of Colchester.

Thank you for your attention in this matter and please contact me directly if you have any questions.

Very truly yours,

A handwritten signature in cursive script that reads "Craig Davis".

Craig Davis, Police Inspector  
Division of Criminal Justice  
Office of the Chief State's Attorney  
300 Corporate Place  
Rocky Hill, CT 06067  
(860)258-5905-office  
(860)883-7823-cell





James Cetran  
Chief of Police

*Wethersfield Police  
Department*  
250 Silas Deane Highway  
Wethersfield, CT 06109



Tel 860 721-2900  
Fax 860 721-2995

November 26, 2019

Mary Bylone, First Selectman  
Town of Colchester  
127 Norwich Avenue  
Colchester, CT 06415

Dear Ms. Bylone,

I am writing this letter as a recommendation for James Stavola to be a Police Commissioner for the Town of Colchester. I have known Jim Stavola for over forty years. He actually was one of the veteran police officers who broke me in as a rookie officer in the mid seventies. Through that time and since, I have learned that Jim is honest, loyal, trustworthy, and a very ethical individual who does the right thing even if it is not the popular thing.

If you have questions regarding about this matter, please contact me at (860) 721-2908.

Very truly yours,

A handwritten signature in black ink that reads 'James Cetran'.

James Cetran  
Chief of Police  
Wethersfield Police Department  
250 Silas Deane Highway  
Wethersfield, CT 06109

**Jim Stavola**  
**Police Commission Accomplishments 2008-2009**

1. ***"Police Applicant Interview Assessment Process and Form"*** where all applicants were asked the same interview questions and receive a numerical scoring in various categories. This process and form standardized the interview process and greatly reduced the Town's liability should an applicant choose to challenge its hiring practices.
2. ***"Cruiser Repairs"*** – Funds were located in the Town's Emergency Equipment Fund to have the police cruisers repaired. Cruisers were unable to be turned off due to poor wiring which drained the vehicles' battery. Prior to the repairs the vehicles were running at a cost of \$4.00 per gallon only to waste the taxpayers' money and place additional wear and tear on our vehicles.
3. ***"Fund Raising Process"*** – which was acceptable and approved by the Board of Selectmen to allow the Police Commission to raise money through citizen donation for police budget shortfalls, youth scholarships, cancer research, etc. The events would give the Police Commission and Officers community visibility and trusted relations with its residents.
4. ***"Police Website Enhancements"*** – Created a draft document to be an excellent source for the Colchester citizens to become aware of our Town's bicycle and child safety programs, Internet safety and identity theft resource, drug program education and wellness, etc. In addition, links to have citizens ability to view police code of ethics, town stats, photo gallery, press releases, career opportunities, Police Commission Project Log were suggestions to also be included.
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8. ***"Research and Reporting"*** – Monthly basis in active researching and contacting Chiefs of Police to determine what state and federal grants may be available to our Officers, Board of Selectmen and Police Commission for the good of the Town.

## First Selectman

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**From:** Stephen Coyle <stephencoyle@sbcglobal.net>  
**Sent:** Monday, December 16, 2019 9:14 AM  
**To:** First Selectman  
**Cc:** Gregg LePage; Ronny Segura; James Paggioli  
**Subject:** appoint new Water & Sewer Commission members

On December 12, 2019, Gregg LePage and Ronny Segura attended our Water & Sewer commission meeting. The commission strongly recommends that they both be appointed to the commission as soon as possible. Thank you.

Stephen Coyle, Chairman,  
Colchester Water & Sewer Commission



Scanned by McAfee and confirmed virus-free.



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

860-552-0547

DATE: 12/13/19

## BOARDS & COMMISSIONS APPLICATION

Name: Ronny Segura

Address: 176 Boretz Road Colchester, CT. 06415

Home Phone: \_\_\_\_\_ Email ronnysegura17@gmail.com FAX: \_\_\_\_\_

Cell Phone: 860-552-9275 Town Residency 5 Years

Party Affiliation:  Democrat  Republican  Unaffiliated (check one)

Commission or Board you are interested in serving on: Sewer and Water

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

High School: Old Saybrook Senior High School 2 Years  
Norman Thomas High School 2 Years ( New York City, NY)

College: Eastern Connecticut State University  
Lincoln College of New England

Trade, Business  
Or Correspondence  
School \_\_\_\_\_

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

IT Manager - Carwild Corporation - New Londn, CT

System Administrator - Waterford Hotel Group - Waterford CT (Better employment opportunity)

Lawrence and memorial Hospital - New London, CT (Better employment opportunity)

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 recently had a child and I would like to make a contribution to our beautiful town, Ron Silverman is a member and I attended a meeting and he sugegsted to join if interested.

Do you have any experience or familiarity with this area? I have lived in Colchester for almost 5 years.

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

Which ones? Park & Recreation Commission, Police Commission, Youth Services Advisory Board  
If members are needed.

Date: 12/13/19

Signature: 

**Town of Colchester Interoffice Memorandum**

To: Mary Bylone, First Selectman

From: Tiffany Quinn, Recreation Director

Date: December 26, 2019

Re: Change in Non-Resident program fees

---

We have been working on the 2020-2021 budget and contemplating 2020 fees. We will have to increase fees to cover the minimum wage increase and the wage compression. At this point, we have increased all program fees by \$5 per person, per session, to help with the wage adjustment. We would also like to remove the non-resident fee. While we do have a few people from out of town- there are not many. The current fee is \$20 per person, per program if they do not reside in Colchester. We feel that by increasing program participants and filling classes we will generate more funds than we will lose to the non-resident fee. We are limited in space and school availability, so adding programs needs to be planned carefully. Filling programs is the simplest way to generate more revenue without incurring more expenses.

**Proposed Motion:** To remove the \$20 non-resident fee currently charged to participants who do not reside in Colchester.

**Town of Colchester Interoffice Memorandum**

To: Mary Bylone, First Selectman

From: Tiffany Quinn, Recreation Director

Date: December 26, 2019

Re: 2020-01 RFP for RecPlex Concession Stand contract

---

The contract for the concession stand has expired. We have made changes to this RFP to include a clause allowing the Town to cancel the contract with 2 weeks' notice if the contract is not being upheld by the lessee.

**Proposed Motion:** To issue an RFP for the 2020 Recplex Concession Stand contract. Bids will be accepted through 2pm, January 31, 2020.

**Town of Colchester**  
127 NORWICH AVENUE,  
COLCHESTER, CT., 06415-1260

Mary Bylone  
First Selectman

(860) 537 - 7220  
FAX: 537 - 0547

## Bid # 2020-01

# Request for Proposals Town of Colchester Operation of a Food & Soft Drink Concession Colchester Recreation Complex

### **BID # 2020-01**

Bids shall be addressed to 1st Selectman, Mary Bylone, 127 Norwich Avenue, Suite 201, Colchester, Connecticut. 06415 on or before **2:00 P.M. Friday, January 31, 2020.**

Bids shall be submitted in a sealed envelope clearly marked, "2020-01 Operation of a Food & Soft Drink Concession Colchester Recreation Complex". Bid opening shall take place at the Colchester Town Hall, Office of the 1<sup>st</sup> Selectman, 127 Norwich Avenue, Suite 201, Colchester, CT. 06415 at **2:00 P.M. Friday, January 31, 2020.**

Any questions concerning this bid may be answered by contacting Tiffany Quinn., Town of Colchester Recreation Director, at (860) 537-7297.

**No right shall accrue to any person submitting a bid until such bids have been accepted and lease awarded in writing by the duly authorized representative of the Colchester Board of Selectman. The Colchester Board of Selectman reserves the right to reject any and all bids and to accept the lowest responsible bidder, and to waive any informalities, omissions, excess verbiage, or technical defects in the Bidding, if, in the opinion of the Board of Selectman, it would be in their best interest to do so.**

#### **Instructions To Applicants**

**Mark envelope in the LOWER LEFT-HAND CORNER: Proposal for Food and Soft Drink Concession- RFP # 2020-01**

All proposals shall include three (3) copies of the following:

- Official Proposal Sheet
- Menu and Price List
- Hours of Operation
- Bid Amount: Yearly Rental Fee
- Resume of On-site Manager
- Proof of ability to obtain required Insurance
- Worker's Comp Certificate
- Proof of proper licenses/permits
- Three (3 ) references related to applicant's food service experience
- \$500 Security Deposit payable to "Town of Colchester"



# 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ - \_\_\_\_\_

FAX #: \_\_\_\_\_ - \_\_\_\_\_

EMAIL: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_  
(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	_____

Total of estimate Amount Written in words:

\_\_\_\_\_

\_\_\_\_\_  
Bidders Name (print)

\_\_\_\_\_  
Authorized Signature

Bidders Address: \_\_\_\_\_

\_\_\_\_\_  
Bidders Phone

\_\_\_\_\_  
Bidders FAX

# Town of Colchester

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

Mary Bylone  
First Selectman

(860) 537 - 7220  
FAX: 537 - 0547

## **BID #2020-01 General Specifications**

All bids must be submitted on the enclosed "Bid Form" *No Exceptions*. Bidder shall provide information regarding the bidder's qualifications, company history, etc. on separate sheets.

### SCOPE

This lease shall be defined as, but not limited to: The Town shall grant to the Lessee the exclusive concession stand (upper field) rights for the sale of snacks and snack food, candies, ice cream, soft drinks, popcorn, peanuts, confections of all kinds (except chewing gum, beer, wine, tobacco products and intoxicating liquors), all known hereinafter collectively as "Concessions." No concessions shall be dispensed in glass or metal containers, at and/or within the municipally owned or operated facilities within the Town of Colchester known as "the Premises", or referred to as "Park". This Agreement requires that the Lessee shall sell Concessions (upper field) within and upon the Premises.

The Lessee shall allow organizations/businesses approved by the Recreation Director to sell novelties (non-food items) on the Premises. The Lessee shall be required to cooperate with all organizations/businesses approved by the Recreation Department, to sell food items to benefit their organizations, not to exceed 25 days per calendar year.

The Lessee may not sub-let or assign the operation of the Concession Stand without written approval of the Recreation Director.

Should the Lessee fail to provide the service as contracted, the Town of Colchester may cancel the contract with a 2 week notice. The Town may enter into a temporary contract with a new company for the remaining time of the contract to ensure the appropriate services are provided.

### ADDITIONAL OPTIONS

Lessee shall not be obligated to provide additional concession outlets outside the existing concession premises. Lessee may at the Towns concurrence provide portable concession facilities, with appropriate approvals/permits.

In the event any new, enlarged or changed recreation or concession facilities are constructed by the Town at any of these locations or at any other locations, the Lessee shall have opportunity to review and comment on such plans, drawings or designs as may be prepared in support of such project. The Lessee may serve as an advisor to the Town on construction of concession facilities, but such service, if any, shall be at no cost to the Town. Comments or suggestions made by the Lessee are not binding to the Town. The Lessee may be chosen by the Town to provide concession sales for a new park, parks, or recreation center facilities, but the terms of this proposal do not and shall not include such services by Lessee.

### VENDING MACHINES

# Town of Colchester

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

Mary Bylone  
First Selectman

(860) 537 - 7220  
FAX: 537 - 0547

As a separate option, the Town may choose to allow the Lessee to provide at least one soft drink vending machine and one snack food vending machine. The Lessee shall bear all costs of transportation, maintenance and stocking of the machine(s) and shall bear all risk and cost of loss or damage to the Machine(s), including but not limited to replacement, repair, lost profit, lost advantage or lost opportunity. Town shall provide a location or locations for vending machine placement.

## JANITORIAL SERVICES

The Lessee will be responsible for the cleaning, picking-up, disinfecting and extermination services in all areas under his control. This will include the kitchen, vending machines and immediate surrounding areas. The Lessee shall remove or secure all equipment, supplies, materials, and trash from the immediate areas around the concession buildings or vending machine(s) and adjacent premises. Trash shall be picked up and containerized following the day's event(s). Trash and garbage disposal will be provided by the Town. Cardboard boxes must be broken up and removed by the Lessee. Lessee must keep all areas under his control, including trash and garbage storage, in a condition of cleanliness suitable to the requirements of the Chatham Health District.

## EQUIPMENT

The Lessee may make use of any/all equipment that is installed at the facility. The Town is under no obligation to provide, repair or replace equipment. Examples of equipment that are typically available include:

- Sinks (Dish Washing & Hand washing)
- Picnic Tables
- Exhaust Hood/Ansul System
- Fire Extinguisher

## OTHER EQUIPMENT

With the prior approval of the Public Works Director, lessee may install, at his own expense, any other equipment which is necessary for the operation or desirable for efficient operation. All such equipment shall be considered personal property of the Lessee, and may be removed upon the termination of the Lessee, unless amounts are due and owing for damage/cleaning. It is understood that the removal of such equipment and fixtures will be accomplished in such a way as to cause no damage to the building. In doing so, Lessee shall not make any alterations to the facility without prior written approval of the Public Works Director. All requests must be submitted to the Public Works Department.

## EQUIPMENT MAINTENANCE

Responsibility for maintaining the equipment owned by the Town will be that of the Lessee. All such equipment must be returned to the Town at the end of the lease term in the same condition (ordinary wear-and-tear is expected). The Lessee shall maintain such equipment in good order and repair at all times and shall renew the same when necessary. Equipment that wears out from normal usage during the period of the Concession may be replaced by the Lessee, and will be the property of the Lessee.

# Town of Colchester

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

Mary Bylone  
First Selectman

(860) 537 - 7220  
FAX: 537 - 0547

The Lessee shall pay for all repairs and upkeep on any and all equipment owned, leased, rented or controlled by it and used by it in the sale or provision of Concessions. The Lessee accepts the Concession Premises in the condition that the same now are in, and shall maintain the same in as good condition as the same now are in.

## ACCESS TO PREMISES

Lessee shall have the use of the Premises solely and exclusively for the purvey of concessions. The Town shall have reasonable access to the Premises as provided hereunder in order to determine compliance with this Agreement and applicable law, to conduct unannounced periodic inspections including premises, food, and food packaging and in emergency situations, acknowledging and recognizing Lessee's right to keep the Premises secure and to be free from unreasonable interference.

## UTILITIES

The Town shall furnish without charge, water and electricity to be used reasonably by the Lessee. It is the obligation of the town to provide any and all piping, wiring and plumbing installations necessary for the sale of concessions. Any expansion of service shall be done with prior approval of the Public Works Director and shall meet all necessary codes. Any such installation shall become property of the town.

The Town shall in no way be obligated to pay for any plumbing, electrical or mechanical repairs made to the premises without prior written authorization of the Public Works Director. Written authorization shall not be unreasonably withheld unless budgetary constraints do not allow for expansion of services.

The Town shall not be obligated to supply storage facilities or other facilities or equipment other than those available within the concession premises.

## MENU AND PRICE

(Return with your proposal a copy of the menu you intend to serve, showing prices.)

The principal objective is to assure the public of satisfactory service and quality of products at reasonable rates. Food will be subject to the review of the Chatham Health Dept., their agents, assigns and consultants.

The price of all products sold on the premises shall be competitive with prices for similar products within the Town of Colchester and immediate surrounding area. All food prices shall be legibly posted on a bulletin board furnished by the Lessee. Lessee shall not change any merchandise price without first obtaining the approval of the Recreation Director. The Town retains the right to finally determine the pricing of concessions. If the Town does not accept the pricing, the Lessee may not sell the item or may appeal the Director's decision to the Parks and Recreation Commission. The decision of the Parks and Recreation Commission shall be final.

# Town of Colchester

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

Mary Bylone  
First Selectman

(860) 537 - 7220  
FAX: 537 - 0547

## MEETINGS

Meetings shall be designated by the Town (at a place and time agreed upon mutually by the Town and the Lessee) for the purpose of discussing current operational problems, presentation of official requests for changes of schedules, prices, portions, products or policies, and other pertinent business which may arise.

## HOURS OF OPERATION

The Lessee shall use its best efforts to satisfy the reasonable demands of the patrons. Starting in mid-April until mid-November, the premises shall be open for service to the public. The hours set forth are minimum standards and may be expanded upon by the Lessee. Service hours are not to exceed 11 p.m. curfew of park. The Lessee may not vary from the minimum standards set forth without the express written approval of the Recreation Director, for good cause shown. Hours of operation shall be legibly posted on a bulletin board furnished by the Lessee. The Town expressly reserves the right to reasonably require that concession services be made available at all scheduled events. The Town shall provide a schedule to the Lessee for the activities scheduled for the Premises. Said schedule shall be provided two weeks prior to the first event at which Lessee shall offer Concessions. It is the lessee's responsibility to check schedules at the Parks & Recreation office and with the different youth and adult leagues for additions, changes, cancellations and make-up days.

## PERSONNEL

(Bid proposal will include a copy of all certifications and qualifications)

Lessee will, at all times, maintain an adequate staff of employees for the efficient operation of the business. The Lessee shall be a "Qualified Food Service Operator" (QFO) or shall have an employee on-site who is a "Qualified Food Service Operator" (QFO). Proof of Qualified Operators credentials shall be submitted to the Recreation Director. All employees of the Lessee shall be dressed in neat and clean attire. The Lessee shall employ only competent and satisfactory workers. Whenever the Town shall notify the Lessee in writing that any person employed on the premises, in its opinion, is incompetent, disorderly, unsanitary or otherwise unsatisfactory, such person shall be discharged and shall not again be employed without the consent of the Town. All employees must meet requirements of Labor Laws.

Upon awarding of lease, selected Lessee must submit job resume of on-site manager/operator, and demonstrate period satisfactory skills in food handling and expedient service to park customers.

The Lessee agrees to conduct concession sales in a clean, healthful and orderly manner and shall have responsible adult supervision on duty at all times.

## LICENSES & PERMITS

(Bid proposal will include a copy of all licenses and permits pertaining to this bid)

Any and all food service/sales must comply with applicable state and local health and licensing laws. The Lessee shall comply with all federal state, county and city laws, rules and regulations

# Town of Colchester

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

Mary Bylone  
First Selectman

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relating to the physical condition of the Premises, food service sanitation, licensure and operation of Lessee's activities hereunder.

## SURVEY BY APPLICANTS

Potential applicants are urged to visit the premises to view in detail the premises offered by the Town. Questions of policy or questions regarding the proposal, prospectus or lease may be answered by Tiffany Quinn, Recreation Director and Jim Paggioli, Public Works Director, 127 Norwich Ave. Colchester, CT 06415, (860) 537-7297 or 537-7288.

## SECURITY DEPOSIT

The Lessee shall post a security deposit in the amount of \$500, payable to the Town of Colchester, with the proposal, conditioned to provide that the Lessee shall be liable for any and all damage caused by use or operation of the facility, or the removal of equipment.

## ACCOUNTING METHODS AND PAYMENTS

The lessee shall maintain accurate and complete accounting records and submit an annual summary of gross sales, excluding collected sales tax, to the Recreation Director by November 30, 2020.

## AUDITS

The Town shall have the authority to audit, examine and copy the Lessee's books and records and books related to performance of this agreement. Such audits shall be supervised by the Town Finance Manager, and shall be made as he/she deems necessary to protect the Town.

## ACCOUNTING RECORDS

The Lessee shall make available to the Town copies of his federal income tax return and accountant's report when and if requested.

## REMOVAL OF EQUIPMENT

The Lessee may, upon termination or expiration of this Agreement, remove from the Premises all equipment belonging to and installed by Lessee except that which has been accepted by the Town as Town Property, so long as such removal does not cause damage. The Lessee shall remove all of its equipment from the concession premises within fifteen (15) calendar days, or said equipment shall become the property of the Town. The Lessee shall leave the Premises, following such removal, in at least as good condition as the same now are in.

## USE OF PREMISES

The Lessee shall take every precaution against injuries to persons or damage to property. The Lessee shall be aware at all times that additional safety considerations should be taken. Particular care shall be taken by the Lessee and all those in his/her employ that all tools, equipment, ladders, materials, etc. are not left unsupervised.

# Town of Colchester

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

Mary Bylone  
First Selectman

(860) 537 - 7220  
FAX: 537 - 0547

## INSURANCE REQUIREMENTS:

The Lessee shall maintain for the life of the Lease the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the State of Connecticut with a rating by AM Best of "A" or better. A certificate of insurance indicating these amounts, and listing the Town of Colchester as additional insured, must be submitted at the time of award.

### A. Commercial General Liability:

Limits of Liability:-Each Occurrence - \$1,000,000

General Aggregate - 2,000,000

Including coverage for:

- 1. Products/Completed Operations.
- 2. Lease Insurance.
- 3. Broad Form Property Damage.
- 4. Independent Lessees.
- 5. Personal Injury.
- 6. Premises-Operations.

### B. Worker's Compensation - Statutory

C. The Town of Colchester shall be listed as additional insured on Commercial General Liability policies.

D. The lease of insurance shall provide for notice to the Town of cancellation of insurance policies thirty (30) days before such cancellation is to take effect.

Damages: Successful bidder shall be held responsible for any damages to existing structures, systems, or equipment caused by lessee due to negligence. Any subsequent repair shall be done at no additional cost to the Town.

References: Lessee must supply three (3) references where similar work was performed within the last 5 years.

## RENTAL PERIOD

April 1, 2020 through November 31, 2020

Basis of Award: This lease will be awarded to the *lowest responsible qualified bidder* meeting specifications or providing a proposal that at the sole discretion of the Town, meets the needs and performance criteria of the Town. The minimum acceptable bid will be \$1500 per calendar year.

Bid Award: Once the Lowest Responsible Qualified Bidder has been identified and award of the bid is authorized, the Purchasing Agent shall prepare or cause to be prepared: (1) a purchase order to confirm the bid award or 2) when required a lease. The Purchasing Agent will bring the recommendation forward to the Board of Selectman for approval as required by the Town Charter, State Statutes, and the Town of Colchester Purchasing policy.

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The lessee shall defend, save harmless and indemnify the Town of Colchester, its officers, agents, employees, and assigns from any damages resulting from any challenge to the legality of the bid process or any of the documents used here, including, but not limited to, the Request for Proposals or Lease Agreements. In addition, the lessee agrees to indemnify and hold harmless the Town of Colchester and each of their respective members, employees, officers and agents from and against any claims, demands, losses, costs or liabilities for personal injury or property damage or any other loss which may result from the lessee's performance or lack of performance of the Lease. Such "losses" shall include all reasonable attorney's fees and costs incurred in the representation of the Town, or any of their respective members, officers, employees, sub-committees of the Town or agents in any suit or claim arising from the lessee's performance or lack of performance of the Lease or arising from the enforcement of this provision.

## LEASE

THIS AGREEMENT made this \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2020, by and between \_\_\_\_\_  
\_\_\_\_\_ herein after called the "Lessee", and the Town of Colchester.

WITNESSETH, that the Lessee and the Town of Colchester for the bid sum of one thousand, five hundred dollars (\$1500.00) and considerations stated herein mutually agree to provide as described in RFP 2020-01 Request for Proposals Town of Colchester- Operation of a Food & Soft Drink Concession, Colchester Recreation Complex and submitted response by the lessee.

Article 1. Statement of Work: The Lessee shall furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment and service and perform and complete in an efficient and workmanlike manner all work required for the Professional services in strict accordance with the Lease Documents, including all Addenda, thereto, all as prepared by the Town of Colchester. It is recognized that the general and specific scope of the project is outlined within the Proposal documents.

Article 2. The Lease Price: The Lessee will pay the Town of Colchester a rental fee for the use of the Lease in current funds for the total amount stipulated in the Bid for the exclusive use of the Concession Stand at the Colchester Recreation Complex. The minimum acceptable bid will be \$1500.

Article 3. Lease Documents: The executed lease documents shall consist of the following:

- |                           |                                   |                       |
|---------------------------|-----------------------------------|-----------------------|
| a. This Agreement         | e. Resume/Certifications of staff | i. Signed Copy of Bid |
| b. Insurance Certificate  | f. Menu with prices               | j. Hours of Operation |
| c. Invitations for Bids   | g. Notice of Award                | k. Deposit            |
| d. Instruction to Bidders | h. Bid Proposal                   | l. Lessee References  |

THIS AGREEMENT, together with other documents enumerated in this Article 3, which said other documents are as fully a part of the Lease as if thereto attached or herein repeated, form the



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Lease between the parties thereto. In the event that any provision in any component part of this Lease conflicts with any other component part, the provision of the component part first enumerated in this Article 3, shall govern, except as otherwise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in four (4) original copies on the day and year first above written.

TOWN OF COLCHESTER:

Attest: \_\_\_\_\_ By: \_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Title)

Lessee:  
Attest \_\_\_\_\_ By: \_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Title)

Certification of Corporate Lessee

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_  
of the corporation named as Lessee herein; that \_\_\_\_\_ who  
signed this Agreement on behalf of the lessee, was then \_\_\_\_\_ of said corporation; that  
said Agreement was duly signed for and on behalf of said corporation by authority of its  
governing body, and is within the scope of its corporate powers.

Corporate  
Seal

# Town of Colchester

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(Signature)

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(Corporation)