



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Bernie Dennler, First Selectman

Board of Selectmen Regular Meeting

March 7, 2024 - 7:00PM

Agenda

Colchester Town Hall Meeting Room 1 and Hybrid via Zoom

<https://us02web.zoom.us/j/87843871681?pwd=Q2d3YVAwdld2Vm81b2JWUmRkVUovUT09>

All items on the agenda are subject to possible action

1. Call to Order
2. Pledge of Allegiance
3. Correspondence **PAGE 3 - 6**
4. Citizen's Comments
5. Consent Agenda
 - a. Approve the Minutes from Regular Meeting February 15, 2024 **PAGE 7-31**
 - b. Approve the Minutes from Special Meeting February 29, 2024 **PAGE 32 -33**
 - c. Authorize the "Donate for Life" flag to be raised for two weeks beginning Monday April 8, 2024, at 10:00am, until Friday April 19, 2024, on the town green
6. Discuss and act on authorizing the First Selectman to sign the CT DEEP Recreational Trails Grant Program Application **PAGE 34 - 44**
7. Discuss and act on authorizing the First Selectman to sign a contract with Professional Protection Systems for replacement of the fire alarm panel at Colchester Fire & EMS Headquarters **PAGE 45- 49**
8. Discuss and act on authorizing the First Selectman to sign the State EMS Plan Mutual Aid Agreements – Hebron **PAGE 50**
9. Discuss and act authorizing the First Selectman to sign a new contract with UHY LLP for consulting services with funds to come from ARPA **PAGE 51-53**
10. Discuss and act on recommendations to the Board of Finance **PAGE 54-59**
 - a. Use of unassigned fund balance as discussed in the 2022/2023 budget development process
11. Discuss and act to authorize the First Selectman to sign necessary documents with Silverbrook Solar regarding Amston Road proposal

12. Discuss and act on appointments

- a. Blight Hearing Officer
- b. Housing Authority members
- c. Economic Development Commission members

13. Discuss scheduling special meeting for interviews for ad-hoc committees

14. Liaison Reports

15. First Selectman Report

16. Citizen's Comments

17. Executive Session – Strategy/ Negotiation for legal matters

18. Adjournment

Respectfully submitted,

Bernie Dennler
First Selectman

Cc: Rosemary Coyle <rcoyle@colchesterct.gov>

Subject: CoA Biennial Report

Hello Bernie - Below is the Commission on Aging 2022/2023 Biennial Report. I am very proud of our accomplishments over the last two years and pleased to present it to you and the entire Board of Selectmen. At our Commission meeting this morning, all approved of moving our Report to the BoS for their review. Please include it as part of one of your future BoS meetings' correspondence.

Thank you, Marge

**Commission on Aging, Colchester, Connecticut
Biennial Report
January 1, 2022 - December 31, 2023**

MISSION:

The Colchester Commission on Aging shall assist and support the needs of Colchester residents 55 years of age and older in the areas of nutrition, employment, economic and physical well-being, social services, housing and any other areas of concern; develop and implement programs; advocate for the population and collaborate with the Colchester Senior Center and the community.

ACCOMPLISHMENTS:

— A Meet and Greet, co-sponsored by the Senior Center and AARP was held for the newly-hired Fire Chief, Steven Hoffmann.

— An Education Committee was formed to work on a survey (Survey Monkey) that was distributed Town-wide, soliciting feedback on programming. Based on survey results, future programs were planned on the following topics: Senior Scamming, Wills & Trusts and Physical and Mental Health. We will continue to use this survey as a guide for programming going forward.

— Commission members met with newly-appointed Superintendent of Schools, Daniel P. Sullivan, III. A question and answer discussion followed.

— A "Conversation and Coffee" hour was held with Commission members and Senior Center staff and members.

— Commission members provided an overview of our Commission, e.g., mission, by-laws, program activities, etc. to members of AARP at their quarterly meeting.

— A very successful "Aging in Place" vendor fair was held for the community at Cragin Memorial Library. Ten vendors participated, including: Alzheimer's Association, Colchester Urgent Care, Home Health Care, Connecticut Community Care, Center for healthy Aging, to name a few.

— Commission members donated lottery scratch cards for a raffle basket that was created to support the Senior Center Holiday Fair.

— Members participated in the Town’s 325th Anniversary Celebration, staffing the Senior Center’s presentations and activities.

— The Commission presented to members of the Senior Center on topics that included: the history of the Commission on Aging, an overview of our budget, results of our survey, future programs and our zoom/hybrid meetings.

— Commission members helped in the planning and participation of the long-awaited groundbreaking of the new Senior Center. Over 200 dignitaries and guests attended this successful and joyous event.

— The Senior Resource Guide was reviewed and revised by several members. Two hundred copies were printed and distributed throughout the community as well as provided to Colchester Senior Center new members. The Guide was also presented to the Board of Selectmen.

— A presentation by Attorney George Baker on “Wills and Trusts” was “sold out”. Forty residents attended this session. A second presentation was planned for early 2024.

— Chuck Maynard from Colchester’s Dime Bank, did a presentation on “Senior Scamming”. “Tips to Avoid Being the Target of Scammers” was very informative and well-received.

— A Thanksgiving dinner was prepared by Commission members and we broke bread with the Senior Center staff during their lunch hour the week of Thanksgiving. Future plans with Senior Center staff include an ice cream social, and a craft-making activity.

Commission Members’ Involvements:

— Members served (and continue to serve) on the Senior Center Building Committee that was formed in August 2019 to oversee, coordinate and supervise all aspects of the planning and construction process of a new Senior Center.

— Member served on the ARPA Ad Hoc Committee. The American Rescue Plan Act of 2021 (ARPA) was enacted by Congress providing additional financial relief to communities to address the continued impact of Covid-19. All Committee recommendations were forwarded to the Board of Selectmen. Colchester had \$4.68 million available to them through this federal program.

— Member serves on the Norton Park Committee. The Committee serves as an advisory Committee for the design elements of the future Norton Park to be created once all restoration and remediation is complete.

— Members serve on Parks and Recreation Commission developing a broad variety of recreation programs, park facilities and services to meet the total needs and demands of the residents of the community.

— Member serves on Education and Outreach Subcommittee formed to provide education and awareness of the proposed new senior center. The public awareness campaign included presentations to many local groups and members of the Senior Center as well as letters to the editor in the Rivereast.

— Commission on Aging attained full membership with seven members and two alternates.

— All members were actively involved in promoting awareness, education and outreach for the proposed new senior center. Many advocated, promoted, informed and educated the public on the need for a new center, benefitting seniors as well as the entire community. Efforts resulted in approval of two Referendums for a new senior center.

— Other volunteer efforts among our membership include: serving in Colchester's Veterans Honor Guard, officer in AARP, Westchester Cemetery Association, sponsoring a national program, Wreaths Across America, tax aide preparations for residents and monitoring at election polling places.

Note: We are all proud of our Commission membership but it is noble that almost all members serve in several other capacities, e.g., commissions, committees, subcommittees, planning groups, and review groups throughout the Town of Colchester demonstrating dedication and commitment to improving the lives of seniors and all Colchester residents.

GOALS FOR 2024-2025:

— Continue our efforts to assist, support, advocate and educate Colchester seniors, providing programs and activities that align with our Mission. Serve as an active voice promoting programs and services on behalf of the elderly.

— Work tirelessly to move the new Senior Center project forward to completion. Member and committee involvement, dedication and commitment will continue in earnest.

— Lastly, as always, we look forward to continuing our partnership with the Senior Center, assisting and enhancing their continuing efforts to meet the needs of our aging population.

ATTACHMENT:

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sent from my iPad

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Taryn Scott

From: PHILLIP ALEXANDER via Colchester CT <cmsmailer@civicplus.com>
Sent: Sunday, March 3, 2024 7:31 PM
To: Taryn Scott; Bernard Dennler
Subject: Submission Received: Contact Us

Submitted on Sunday, March 3, 2024 - 7:31pm

Submitted values are:

Subject: First Selectman's Office

Message Details: In reviewing the proposed Silver Brook Solar project presentation, I noted that there was no mention of plans for the site after the projects lease and the useful life of the equipment has expired. If this project is under consideration by the board, I would request the board consider what remediation would be required and funds be bonded to cover the cost and disposal of of equipment and the remediation of the property at the conclusion of the project.

==Please provide the following information:==

Name: PHILLIP ALEXANDER

Email: imphila@gmail.com

Phone: 8606084962

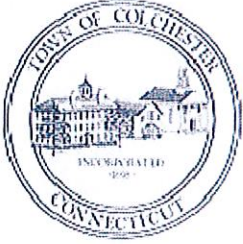
Address: 27 HICKORY RD

Organization:

The results of this submission may be viewed at:

<https://www.colchesterct.gov/node/16/submission/17471>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Bernie Dennler, First Selectman

**Board of Selectmen Regular Meeting Minutes
February 15, 2024 - 7:00PM
Colchester Town Hall Meeting Room 1 and Hybrid via Zoom**

Members Present: First Selectman Bernie Dennler, Selectmen Art Shilosky, Rosemary Coyle, Denise Turner, and Cliff O'Donal

Others Present: Joe Leone, Director of Public Works (via Zoom); Tiffany Quinn, Recreation Director (via Zoom); Sergeant Cash, Resident Trooper, Erik Nelson, and Lynn Nelson from Silver Brook Solar

1. Call to Order

First Selectman Bernie Dennler called the meeting to order at 7:00 PM.

2. Pledge of Allegiance

B. Dennler led the pledge of allegiance

3. Correspondence

Grand List provided by John Chaponis, Assessor

Email from Jason LaChapelle regarding Sewer and Water Commission appointments

Email from Mike Dubreuil regarding FOIA Log

Email from Michael Hayes regarding Sewer and Water Commission appointments

4. Citizen's Comments

Michael Dubreuil spoke about Sewer and Water Commission and Solar Project.

Deanna Bouchard spoke about Sewer and Water Commission and Solar Project.

Ron Silberman spoke about Sewer and Water Commission and FOIA Log.

Mike Egan spoke about Sewer and Water Commission.

Vince Rose spoke about Sewer and Water Commission.

5. Additions or changes to the Agenda

R. Coyle MOVED to remove item 6.b "Approve Minutes from Special Meeting February 1, 2024", to become 6.1 on the Agenda. C. O'Donal SECONDED. MOTION CARRIED 5:0.

6. Consent Agenda

- a. Approve Minutes from Special Meeting January 31, 2024

Selectman@ColchesterCt.gov

860-537-7220

www.ColchesterCT.gov

- ~~b. Approve Minutes from Special Meeting February 1, 2024~~
- c. Approve Minutes from Regular Meeting February 1, 2024 – Correction change AARPA to ARPA in both citizens comments
- d. Authorize Tax Refunds
- e. Authorize the First Selectman to sign a corrected Memorandum of Agreement between the Town of Colchester and Municipal Employees Union “Independent” MEUI Local 506, SEIU, AFL-CIO, CLC regarding the position of Senior Center Director
- f. Authorize the First Selectman to sign the annual Stryker maintenance agreement for Colchester Fire & EMS
- g. Acknowledge Planning Director’s statement of compliance for Planning & Zoning Commission and Zoning Board of Appeals member training in accordance with CT General Statutes Sec. 8-4c

D. Turner MOVED to approve the Consent Agenda with a correction to the February 1, 2024, Regular Meeting Minutes noting a typo – “AARPA” should read “ARPA” in minutes. R. Coyle SECONDED. MOTION CARRIES 5-0.

6.1 Correction to the Minutes from Regular Meeting February 1, 2024

The title of the minutes should be Board of Selectmen Meeting Special Meeting - not Regular Meeting.

#4. Sewer and Water Commission Interviews – Minutes should reflect that Rosemary Coyle left the room and recused herself for the interview of Steven Coyle.

R. Coyle MOVED to approve the Corrections to the February 1, 2024, Special Meeting Minutes. D. Turner SECONDED. MOTION CARRIES 5-0.

7. Sewer and Water Commission Interviews

No interviews, the two candidates scheduled withdrew their applications.

8. Discuss and act on appointments to the Sewer & Water Commission

B. Dennler expressed the board needs to determine how they decided on the status of Chris Ozmun who owns Oz n Bones, and the business pays the water bill. The building is also owned by the business. The board decided that although an LLC owns the property and Chris Ozmun, Owner of the LLC is considered a rate payer.

D. Turner MOVED to appoint the following members to the Sewer and Water Commission: Catherine Hall, Member term ending 6/30/2026, Steve Coyle, Member term ending 6/30/2026, Chris Ozmun, Member term ending 6/1/2025, Jeff Duigou, Alternate Member term ending 6/30/2026. C. O'Donal SECONDED. R. Coyle recused herself from the vote. MOTION CARRIED 4-0.

9. Discuss and act on Colchester Senior Center logo contest

The Selectmen reviewed proposed designs. Discussion followed. No action taken by the board. The board will seek information from the Senior Center Director.

10. Discuss and act on authorizing the First Selectman to sign a contract with Integrated Control Systems for the controller replacement at Elmwood Station and polling master at plant for \$24,884

J. Leone presented that the controls equipment is outdated, explained that the system is obsolete. They did their last replacement and the need for the systems to get upgrades over time so the system can be monitored and avoid delays with future issues. Funding source has been identified out of Sewer and Water Capital Reserve.

*R. Coyle MOVES to Discuss and act on authorizing the First Selectman to sign a contract with Integrated Control Systems for the controller replacement at Elmwood Station and polling master at plant for \$24,884
D. Turner SECONDED, MOTIONED CARRIED 5-0.*

11. Discuss and act on authorizing the First Selectman to sign the application for the High-Risk Rural Roads Speed Enforcement grant

Sergeant Cash Presented on a grant to be used for speed enforcement in Colchester that could granted up to \$60,000.00, as a federal grant through the State.

C. O'Donal MOVED to authorize the First Selectman to sign the application for the High-Risk Rural Roads Speed Enforcement grant. A. Shilosky SECONDED. MOTION CARRIED. 5-0.

12. Discuss and act on authorizing the First Selectman to sign a Memorandum of Agreement between the Town of Colchester and Municipal Employees Union "Independent" MEUI Local 506, SEIU, AFL-CIO, CLC regarding early implementation of the Vacation time article as negotiated for the Collective Bargaining Agreement currently effective July 1, 2024.

R. Coyle MOVED to authorize the First Selectman to sign a Memorandum of Agreement between the Town of Colchester and Municipal Employees Union "Independent" MEUI Local 506, SEIU, AFL-CIO, CLC regarding early implementation of the Vacation time article as negotiated for the Collective Bargaining Agreement currently effective July 1, 2024. A. Shilosky SECONDED. MOTION CARRIED 5-0.

13. Discuss and act on authorizing the Bushwood Group LLC to operate the RecPlex Concession stand for the 2024 season

T. Quinn, Parks and Rec Director presented regarding the renewal of the concession stand contract. Discussion by the Board followed.

D. Turner MOVED to authorize the Bushwood Group LLC to operate the RecPlex Concession stand for the 2024 season. A. Shilosky SECONDED. MOTION CARRIED 5-0.

14. Discuss and act on authorizing the First Selectman to submit CT DECD OBRD Municipal Grant Program Round 19 application in the amount of \$1,125,700 in support of environmental remediation of the former Norton Paper Mill located at 139 Westchester Road

R. Coyle MOVED to adopt a resolution allowing the First Selectman to execute all required documents associated with the CT DECD OBRD Municipal Grant Program Round 19 application in support of environmental remediation of the former Norton Paper Mill located at 139 Westchester Road. C. Odonal SECONDED. MOTION CARRIED 5-0.

15. Silver Brook Solar Presentation

Erik Nelson presented an update on the solar proposal at the Transfer Station site. The presentation is included as an attachment to these minutes. Discussion by the Board followed.

16. Discuss and act on authorizing the First Selectman to sign an updated letter of intent and 2 lease agreements with Silver Brook Solar regarding property at 89 Amston Road

No action taken, further action in a future meeting.

17. FOIA Log updates

B. Dennler presented the FOIA log. He said the Selectman's Office is working to handle more requests internally rather than utilizing contractors and attorneys to process requests. This is more time-consuming for the office but is producing savings.

18. Liaison Reports

A. Shilosky reported on Norton Park. Did not make it to Board of Education in the storm.

R. Coyle reported on Commissioner on Aging and Senior Centre Building Center.

D. Turner reported on CORE Commission.

C. O'Donal will reach out to EDC.

B. Dennler reported on Board of Finance, Planning and Zoning Commission.

19. First Selectman's Report

Development of 2024 – 2025 budgets – themes: stability, affordability, sustainability

Expects to have discussions on Capital Planning as a board in March.

The HR Manager started this week. She is looking at policies – looking to update the Personnel Handbook.

Public Works equipment is being auctioned.

Thanked Greg Cordova, Rob Suchecki, and Fred Brown for participating in Freezin' for Reason. This year's fundraiser raised \$11,000.

Colchester Community Theatre hosting their first play since spinning off from the Town and becoming an independent non-profit.

20. Citizen's Comments

Deanna Bouchard spoke about the concession stand contract.

Jason LaChapelle spoke about citizen comments, Sewer and Water Commission and ARPA Funds.

Michael Dubreuil spoke about the Sewer and Water Commission, Concession Stand, and thanked Public Works for managing the storm.

Ron Silberman spoke about the solar project in relation to Sewer and Water rates.

21. Adjournment

D. Turner MOVED to adjourn. A. Shilosky SECONDED. MOTION CARRIED 5-0 8:53pm

Respectfully submitted,

Taryn Scott, Executive Assistant to the First Selectman

Selectman@ColchesterCt.gov

860-537-7220

www.ColchesterCT.gov

TAX COLLECTOR'S REFUNDS
SELECTMAN'S MEETING

11

MEETING DATE: 3/21/2024

Check Date:

Check #

| Taxpayer Name | List Number | Amount | Breakdown |
|----------------------------|----------------|-------------------|-----------------------|
| STEPHEN C LIMA | 2020-03-58437 | \$45.81 | P: 45.81 |
| BERNADETTE KAZIBWE | 2022-03-57517 | \$38.20 | C: 36.20 |
| LAUREN NEAL | 2021-03-60303 | \$91.94 | P: 91.94 |
| B & B SUPERIOR CONTRACTORS | 2022-03-50637 | \$511.11 | C: 511.11 |
| CCAP AUTO LEASE LTD | 2022-03-52507 | \$54.52 | C: 54.52 |
| KIM L OKANE | 2022-02-40526 | \$179.75 | C: 169.58 I: 10.07 |
| KEVIN H & KIM L OKANE | 2021-02-40560 | \$139.57 | P: 133.56 I: 6.01 |
| JP MORGAN CHASEBANK NA | 2022-03--57396 | \$396.32 | C: 396.32 |
| ENTERPRISE FM TRUST | 2022-03-54641 | \$437.39 | C: 437.39 |
| NISSAN INFINITY LT LLC | 2022-03-60648 | \$199.19 | C: 199.19 |
| TOTAL | | \$2,091.80 | |

MEMORANDUM OF AGREEMENT

This Agreement is made by and between the Town of Colchester (hereinafter the "Town") and Municipal Employees Union "Independent," Local 506, SEIU (hereinafter the "Union") in connection with the contract negotiations for a successor to the July 1, 2021-June 30, 2024 Collective Bargaining Agreement. In January 2024, the Town and Union signed a Memorandum of Agreement regarding the Director of Senior Services which misstated the current salary of the Director. The Town and the Union hereby agree as follows:

The incumbent in the Director of Senior Services, on a one-time basis, shall have her current salary \$66,420 increased for that position in accordance with the following schedule:

Effective July 1, 2024, she shall receive a market salary adjustment of two thousand five hundred dollars (\$2,500) and then be subject to the three percent (3.00%) general wage increase effective July 1, 2024 \$70,987.60 as provided in Article 24, Section 3 of the 2024-2028 Collective Bargaining Agreement between the parties.

Effective July 1, 2025, she shall receive a market salary adjustment of two thousand five hundred dollars (\$2,500) and then be subject to the three percent (3.00%) general wage increase effective July 1, 2025 for a total of \$75,692.23 as provided in Article 24, Section 3 of the 2024-2028 Collective Bargaining Agreement between the parties.

Increases effective July 1, 2026 and July 1, 2027 shall be consistent with the negotiated rates set forth in the Collective Bargaining Agreement.

The Town and the Union agree that this Agreement shall replace the MOA signed in January 2024 regarding the Director of Senior Services. The Town and the Union further agree that this shall not create a practice or precedent in any respect and shall not under any circumstances be used as evidence in any negotiations, arbitration or other proceedings between them.

MUNICIPAL EMPLOYEES UNION TOWN OF COLCHESTER
"INDEPENDENT," LOCAL 506, SEIU

Theo Horesco
MEUI Staff Representative

Bernie Denmler
First Selectman

Date

Date

MEMORANDUM OF AGREEMENT

This Agreement is made by and between the Town of Colchester (hereinafter the "Town") and Municipal Employees Union "Independent," Local 506, SEIU (hereinafter the "Union").

Currently the Town and the Union are governed by a Collective Bargaining Agreement (hereinafter "CBA") whereas the Union represent the Colchester Town Administrators in a contract executed on November 10, 2021 which covers the employment period of July 1, 2021 through June 30, 2024. A Collective Bargaining Agreement was executed in January 2024 which covers the employment period of July 1, 2024 through June 30, 2028. Both parties mutually agree that retroactive to January 1, 2024, Article 16, Vacations, shall be amended as follows to incorporate language as already negotiated from the 2024-2028 CBA :

ARTICLE 16

Vacations

Section 1.

All full-time employees shall receive their vacation time on January 1st of each year based on the prior year's accrual. Employees will accrue vacation days based on completed years of service as follows:

| <u>Length of Service:</u> | <u>Annual Vacation:</u> |
|----------------------------------|--------------------------------|
| 6 months to < 1 year | 7 Days |
| 1 year to < 2 years | 10 Days |
| 2 years to < 5 years | 15 Days |
| 5 years to < 20 years | 20 Days |
| 20+ years | 25 Days |

Vacation time shall become available to new employees upon the six-month anniversary of hire.

The Town reserves the right to increase the number of vacation days awarded for new employees based on relevant market conditions.

For each new employee awarded additional vacation time to begin their employment, the Town will notify the Union and supply a copy of the Letter of Hire.

Section 2.

Employees will be allowed to carry over accrued but unused vacation days to a maximum accumulation of 30 days.

Section 3.

- a. Requests for vacation in weekly increments shall be submitted for approval to the First Selectman or his/her designee in writing at least ten (10) business days in advance.
- b. Normally, individual vacation days will be requested three or more days in advance, but an employee may request such time within 24 hours' notice. In case of emergency or unusual circumstances less than 24 hours' notice may be given for vacation request.
- c. Any employee may take vacation days in conjunction with personal days, holidays, or sick leave.

Section 4.

Upon termination or retirement each employee will be paid for accrued vacation time at his/her current base rate of pay.

The Town and the Union agree that this Agreement shall not create a practice or precedent in any respect and shall not under any circumstances be used as evidence in any negotiations, arbitration or other proceedings between them.

**MUNICIPAL EMPLOYEES UNION
"INDEPENDENT," LOCAL 506, SEIU**

TOWN OF COLCHESTER

Theo Horesco
MEUI Staff Representative

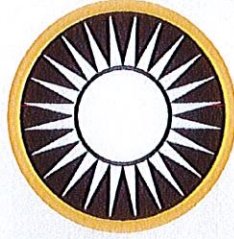
Bernie Dennler
First Selectman

Date

Date

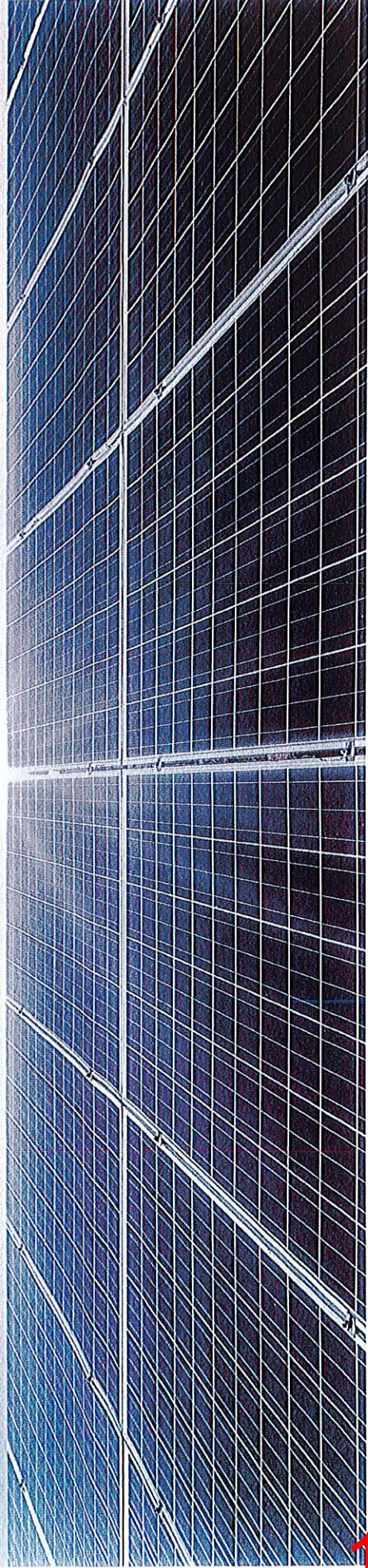
SILVER BROOK SOLAR

RENEWABLE ENERGY SOLUTIONS



Prepared For:

Town of Colchester
February 15, 2024



About Us



Who We Are: Silver Brook Solar is a Montville, Connecticut-based company. We are a small team of passionate renewable energy consultants and project originators who bring the benefits of the nation's green energy transition to Connecticut towns.

What We Do: We secure renewable energy incentives for local governments through our physical portfolio of solar projects. We also originate and develop local solar and battery storage projects—from initial energy audit through "permission to operate" certification, and everything in-between.

Who We Service: State, Agricultural, or Municipal (SAM) customers within the State of Connecticut with Eversource or United Illuminating electrical accounts.

Contact Us:
sbs@silverbrooksolar.com / 860-908-1882



Lynn



Erik



Branden



Olin



Website:
Email:
Phone:

<https://silverbrook-energy.com>
sbs@silverbrooksolar.com
860-908-1882

Our Partners - Legal



Michaud Law Group is a small law firm that does big things. The firm works on solar, fuel cell, microgrid, and electric storage project throughout New England, the Northeast, and the Caribbean. Michaud Law Group has assisted in over 260 MW AC of solar projects and leads Connecticut in helping to grow the renewable energy, energy efficiency, and microgrid industries and deeply understands these industries from a legal, business, regulatory, and policy perspective.

MLG has represented landowners, municipalities, and solar companies with their solar and microgrid Request for Proposal matters and before public utility and energy commissions in regulatory matters.

The MLG team consists of three attorneys and two paralegals. Paul Michaud, the firm's Principal and Managing Attorney has over 25 years of legal experience in solar project development.

For more information, please visit www.michaud.law



Website: <https://silverbrook-energy.com>
Email: admin@silverbrook-energy.com
Phone: 401-584-2217

Our Partners - Financing



TRITEC Americas, based in San Diego, California is the Americas affiliate of TRITEC Group AG, a multi-national solar services company founded in 1987. TRITEC Group is a worldwide supplier of PV equipment, EPC contractor and a project developer and financier of solar assets.

TRITEC Americas is a leading provider of PV and solar + ESS project development , financing and asset management services for the commercial and industrial (C&I) solar market throughout the Americas. Through its PowerNow® Commercial & Industrial Solar Finance Program, TRITEC Americas develops, finances, owns and operates photovoltaic solar systems, which generate clean, predictable, affordable, renewable energy for its customers. Since 2012 TRITEC Americas has deployed over 385MW of solar for businesses, non-profit organizations, manufacturing facilities, entertainment properties, health care facilities as well as utility, government and municipal projects. With a pipeline exceeding 750MW of quality, viable projects, TRITEC Americas is one of the largest C&I solar project developers and financiers in the Americas.

For more information, please visit www.tritec-americas.com



Website: <https://silverbrook-energy.com>
Email: admin@silverbrook-energy.com
Phone: 401-584-2217

NRES SAM Program Overview



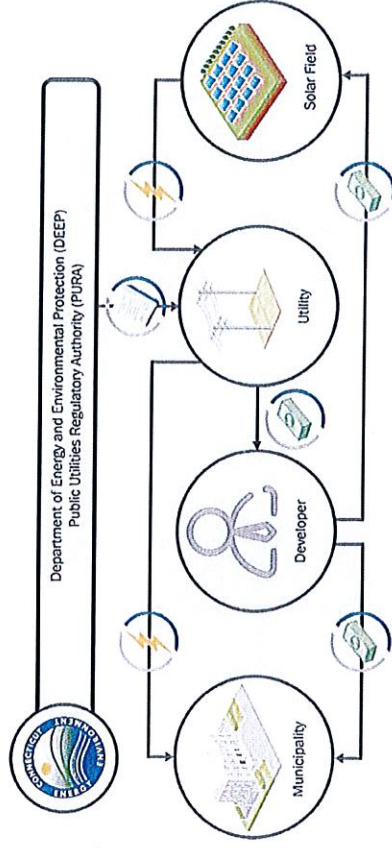
Program: Connecticut's Non-Residential Renewable Energy Solutions (NRES) program incentivizes renewable energy projects. The program is statutorily authorized to run for six (6) years starting in 2022 and to select up to sixty (60) MW of clean energy annually.

Purpose: Foster the sustained, orderly development of the state's class I renewable energy industry.

How it Works: Developers pair their renewable energy projects to State, Agricultural, or Municipal (SAM) electrical accounts. Electrical distribution companies purchase the power at the bid price. Developers return a portion of the revenue to the account holder.

How the Municipality Benefits: The municipality receives a one-time lump sum payment or a 20-year annuity.

Program Mechanics:



Program Links:

<https://portal.ct.gov/pura/electric/office-of-technical-and-regulatory-analysis/clean-energy-programs/non-residential-renewable-energy-solutions-program>

<https://www.eversource.com/content/business/save-money-energy/clean-energy-options/connecticut-non-residential-renewable-energy-solutions>



Website:

<https://silverbrook-energy.com>

Email:

sbs@silverbrooksolar.com

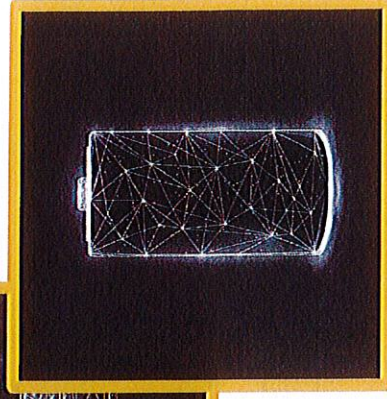
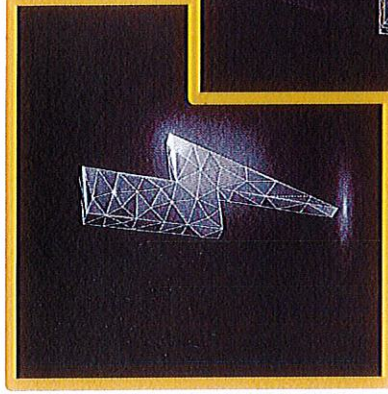
Phone:

860-908-1882

Silver Brook – Colchester Projects



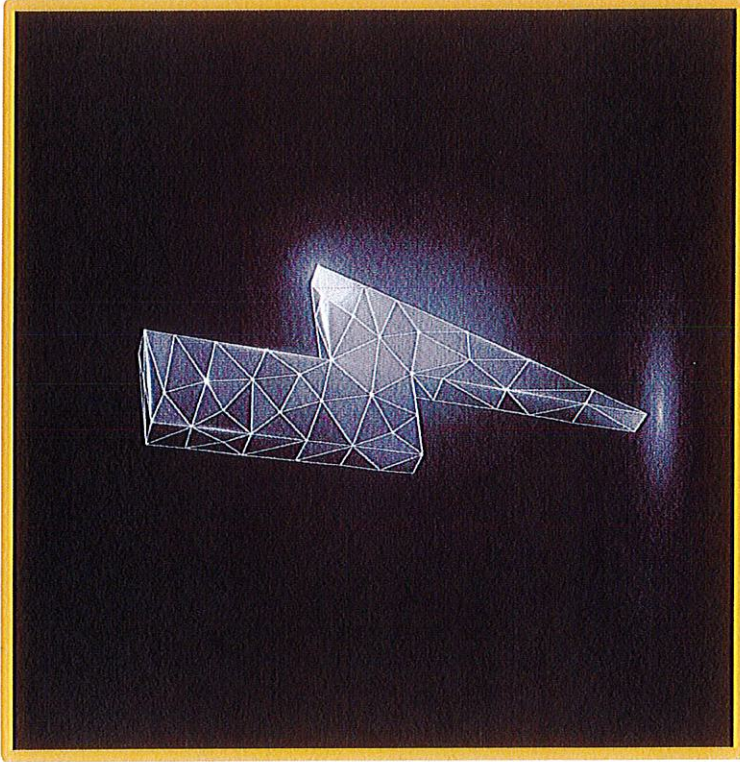
1. Services Agreement
2. Solar Array
3. Battery Energy Storage System



Website:
Email:
Phone:

<https://silverbrook-energy.com>
sbs@silverbrooksolar.com
860-908-1882

Services Agreement



Website: <https://silverbrook-energy.com>
Email: sbs@silverbrooksolar.com
Phone: 860-908-1882

Services Agreement



Proposal: Assign the following Town of Colchester and Colchester Public Schools accounts to Silver Brook renewable energy production projects currently under development.

Cost to Town/BOE: None

Town/School Revenue: \$15-cents per watt-DC of the clean energy facility

Lump Sum (actual payment) – \$649,999.95
(To Town: approx \$214,889.98) (To Schools: approx \$435,109.97)

* Notes: Lump sum paid in full within one year of solar facility operation.

Timeline: Approximately 3 years

| ACCOUNT | 2018 | 2019 | 2020 | 2021 | 2022 | PEAK KWH |
|------------------------|-----------|-----------|-----------|-----------|-----------|------------------|
| 51572603009 | 1,559,793 | 1,458,000 | 1,164,960 | 1,015,920 | 1,035,360 | 1,559,793 |
| 51895013001 | 1,053,030 | 993,600 | 732,240 | 897,120 | 973,440 | 1,053,030 |
| 51044208015 | 720,000 | 894,805 | 719,040 | 754,560 | 788,160 | 894,805 |
| 51642134092 | 818,640 | 779,760 | 656,640 | 786,240 | 771,120 | 818,640 |
| 51276934015 | 581,705 | 581,705 | 440,640 | 446,016 | 447,936 | 581,706 |
| 51671003051 | 452,988 | 413,472 | 329,184 | 393,504 | 342,528 | 452,988 |
| 51280503053 | 325,323 | 303,360 | 301,760 | 323,040 | 298,560 | 325,323 |
| 51553903055 | 157,365 | 156,640 | 140,160 | 146,880 | 154,720 | 157,365 |
| 51507792042 | 153,786 | 126,412 | 126,594 | 110,043 | 120,685 | 153,786 |
| 51130203052 | 85,040 | 87,440 | 92,000 | 110,043 | 95,200 | 85,040 |
| 51321492019 | 72,234 | 61,903 | 61,332 | 67,031 | 79,577 | 79,572 |
| 51975903063 | 51,840 | 48,384 | 48,576 | 55,488 | 61,056 | 51,840 |
| 51057792012 | 44,800 | 22,720 | 13,760 | 5,760 | 11,040 | 44,800 |
| 51972892044 | 42,600 | 44,320 | 45,040 | 27,840 | 24,640 | 42,600 |
| 51462392069 | 32,976 | 31,141 | 18,976 | 40 | 23,280 | 32,976 |
| 51990103095 | 29,042 | 18,760 | 14,940 | 17,940 | 20,300 | 29,042 |
| 51229392063 | 17,830 | 15,384 | 11,667 | 18,792 | 19,346 | 17,830 |
| 51160492070 | 10,204 | 22,730 | 16,137 | 13,594 | 14,742 | 10,204 |
| 51044903052 | 6,290 | 8,999 | 6,719 | 9,693 | 8,857 | 6,290 |
| 51150992097 | 7,403 | 5,755 | 4,449 | 6,536 | 6,927 | 7,403 |
| 51702492059 | 5,616 | 5,616 | 8,527 | 8,721 | 5,803 | 5,616 |
| 51183292044 | 59 | 213 | 322 | 1,953 | 5,185 | 59 |
| 51229892013 | 5,841 | 5,776 | 4,219 | 3,307 | 4,507 | 5,841 |
| 51841392012 | 5,792 | 5,016 | 3,910 | 2,896 | 4,063 | 5,792 |
| 51082436072 | 5,592 | 5,881 | 2,600 | 3,744 | 3,707 | 5,592 |
| 51008392011 | 2,418 | 2,294 | 2,068 | 2,300 | 3,369 | 2,418 |
| 51991603093 | 6,462 | 9,485 | 8,835 | 5,614 | 9,486 | 6,462 |
| 51259503035 | - | 198 | 2,376 | 2,376 | 2,376 | - |
| 51465688026 | 2,208 | 2,208 | 2,207 | 2,207 | 2,208 | 2,208 |
| 51752103085 | 2,794 | 1,345 | 1,522 | 1,569 | 1,476 | 2,794 |
| 51723503017 | 880 | 1,240 | 800 | 580 | 720 | 880 |
| 51673292066 | 615 | 583 | 585 | 583 | 615 | 615 |
| 51855292074 | - | - | - | - | - | - |
| HIGH YEAR TOTAL | | | | | | 6,491,931 |

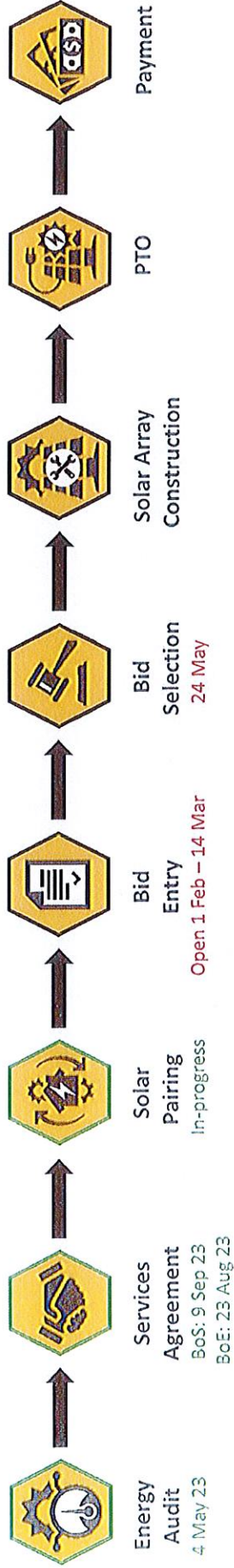


Website: <https://silverbrook-energy.com>
Email: sbs@silverbrooksolar.com
Phone: 860-908-1882

Next Steps



Services Agreement

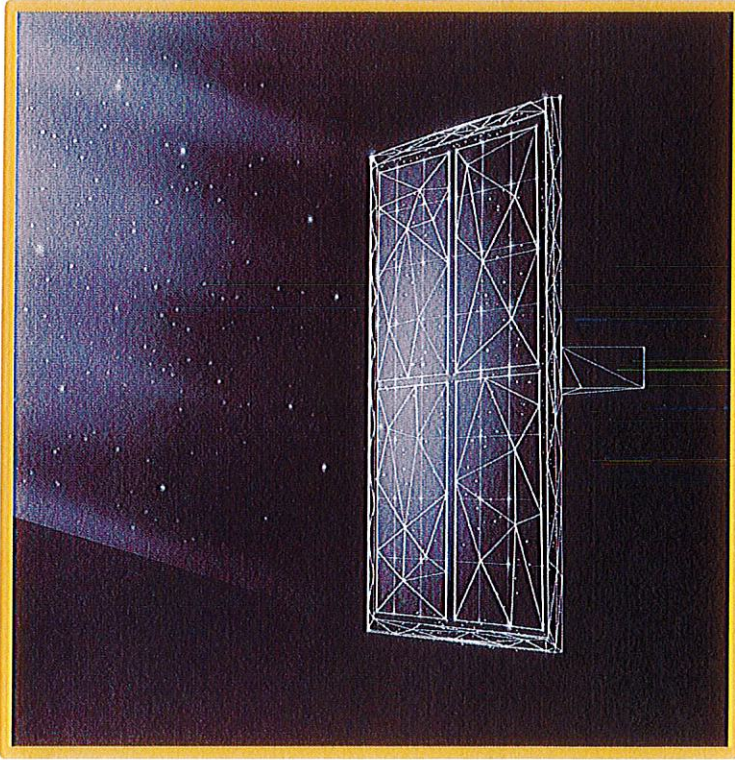


Legend: Complete To be completed by BOS To be completed by SBS



Website: <https://silverbrook-energy.com>
 Email: sbs@silverbrooksolar.com
 Phone: 860-908-1882

Solar Array



Website: <https://silverbrook-energy.com>
Email: sbs@silverbrooksolar.com
Phone: 860-908-1882

Solar Array

Proposal: Construction of a clean energy solar production facility at 89 Old Amston Road, Colchester (Town Transfer Station)

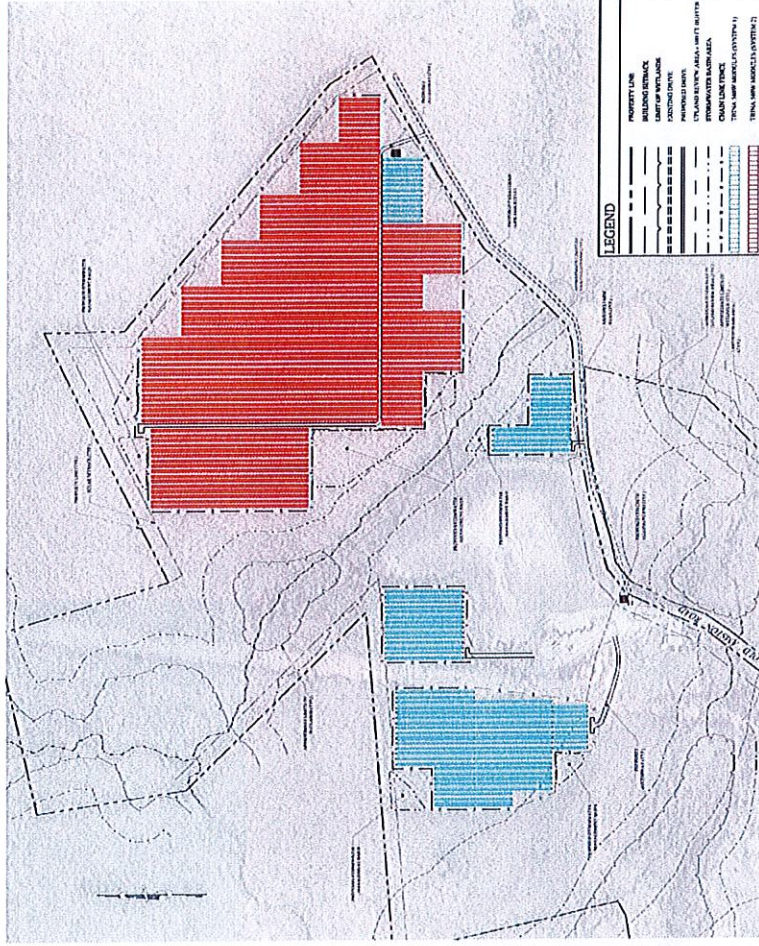
Facility Size: S1: 2.797 MW (DC) / 1.999 MW (AC)
 S1: 6.993 MW (DC) / 4.999 MW (AC)

Total Parcel Size: 83 Acres

Town Revenue Streams:

- 1) Land Lease (\$15,000 per MW DC per yr)
 - Per Year: ~\$146,850.00
 - Over 30 Years: ~\$4,405,500.00
- 2) Tax Stabilization Agreement (To Be Negotiated)

Notes: Silver Brook Energy will pair the solar array to a distressed community account to garner a 20% bid preference, thereby increasing the value of the project.

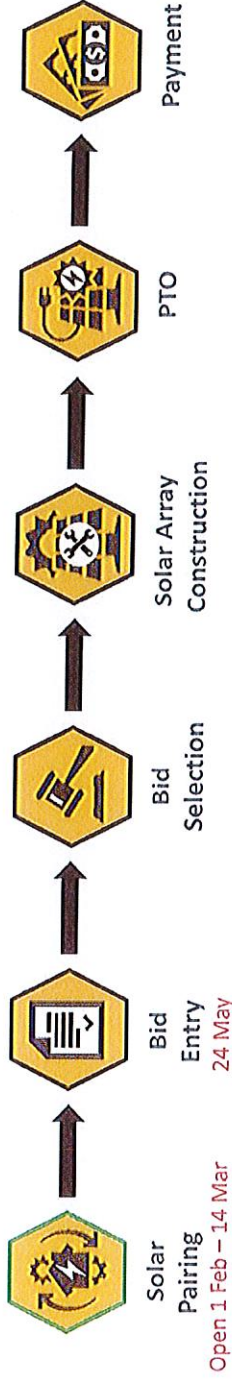
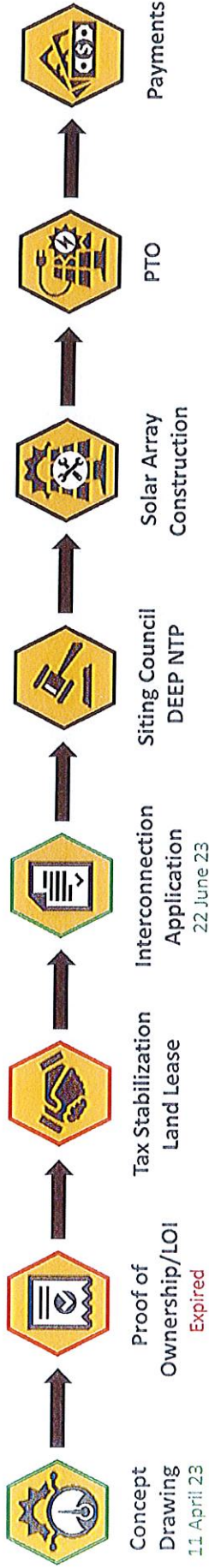


Website: <https://silverbrook-energy.com>
Email: sbs@silverbrookssolar.com
Phone: 860-908-1882

Next Steps



Solar Array



Legend: Complete To be completed by BOS To be completed by SBS



Website: <https://silverbrook-energy.com>
 Email: sbs@silverbrooksolar.com
 Phone: 860-908-1882

Solar Array – Way Forward



Required:

- Renewed Letter of Intent
- Signed Land Lease (5 MW)
- Signed Land Lease (2 MW)

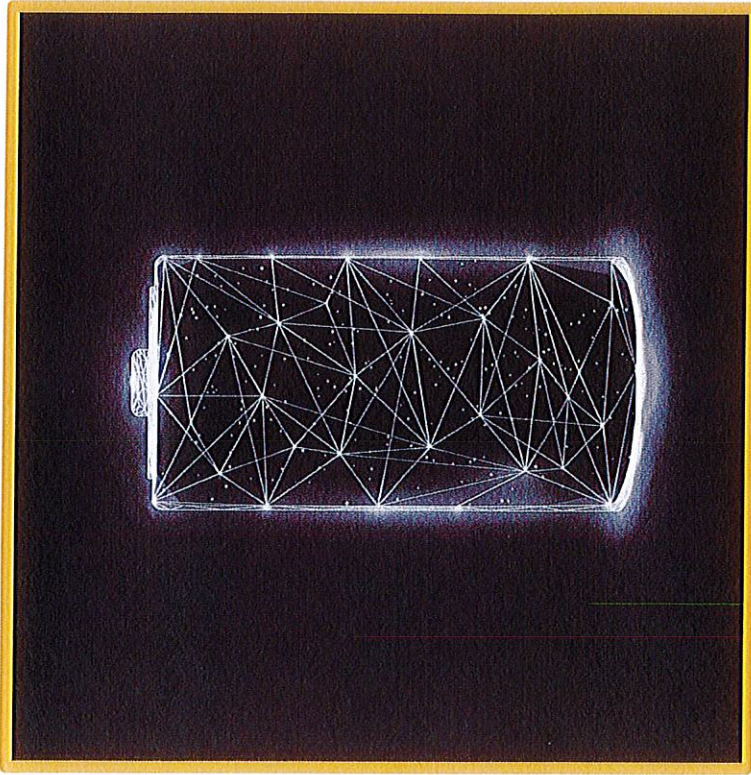
Due Date (*to make bidding cycle*):

- 8 March 2024



Website: <https://silverbrook-energy.com>
Email: sbs@silverbrooksolar.com
Phone: 860-908-1882

Battery Energy Storage System (BESS)



Website: <https://silverbrook-energy.com>
Email: sbs@silverbrooksolar.com
Phone: 860-908-1882

Battery Energy Storage System (BESS)



Proposal: Battery Energy Storage System at 89 Old Amston Road, Colchester (Town Transfer Station)

Facility Size: Large Scale (results of a site feasibility study)

Total Parcel Size: ~3 Acres

Town Revenue Streams:

- 1) Land Lease (TBD)
- 2) Tax Stabilization Agreement (To Be Negotiated)



Website: <https://silverbrook-energy.com>
Email: sbs@silverbrooksolar.com
Phone: 860-908-1882

BESS – Way Forward



Required:

- Signed Interconnection Application (site control)
- Signed Letter of Intent
- Town Endorsement Letter

Due Date (*to make bidding cycle*):

- 29 March 2024



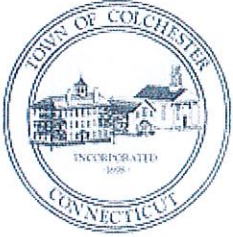
Website:
Email:
Phone:

<https://silverbrook-energy.com>
sbs@silverbrooksolar.com
860-908-1882

Questions



Website: <https://silverbrook-energy.com>
Email: sbs@silverbrooksolar.com
Phone: 860-908-1382



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Bernie Dennler, First Selectman

Board of Selectmen Special Meeting

February 29, 2024 - 7:00PM

Minutes

Colchester Town Hall Meeting Room 1 and Hybrid via Zoom

RECEIVED
COLCHESTER, CT
2024 MAR -4 PM 1:35
Bernie Dennler
First Selectman

1. Call to Order

B. Dennler called the meeting to order at 7:02pm

2. Pledge of Allegiance

B. Dennler led the pledge of Allegiance.

3. Citizen's Comments

No comments were made.

4. Boards and Commissions Interviews

B. Dennler explained these applications were solicited under the former administration and have continued to come in. Vacancies for some positions were identified as a priority to fill.

The Board interviewed the following candidates: Jeff Mastrianni for Blight Hearing Officer and Housing Authority. Shayleen Alfieri for Housing Authority. Jessica Henowitz and Eric Lee for the Economic Development Commission.

Discussion by the Board followed.

5. Discussion and possible action to authorize the First Selectman to sign a new contract with UHY LLP for consulting services.

B. Dennler explained that UHY was previously hired as consultants to help the town with the administration of the ARPA business grants. Their contract expired on December 31, 2023. B. Dennler discussed having UHY come back to finish the ARPA grant compliance monitoring, review taxes as not all businesses awarded the grants received 1099's in 2022, and help the town catch up on 14 months of bank reconciliations.

D. Turner MOVED to accept the terms of the proposal between UHY, and the Town of Colchester as written in the Memo from UHY. C. O'Donal SECONDED. MOTION CARRIED 5:0.

The board will approve funding and finalize a contract from UHY at the next Board of Selectmen meeting.

Selectman@ColchesterCt.gov

860-537-7220

www.ColchesterCT.gov

6. Citizen's Comments

Deanna Bouchard, Meadow Dr. spoke about the Boards and Commissions Interviews, Housing Authority, existing Colchester event space, and ARPA fund allocations.

7. Adjournment

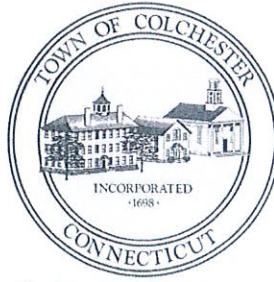
C. O'Donal MOVED to adjourn the meeting at 8:07pm. A. Shilosky SECONDED. MOTION CARRIED 5:0.

Respectfully submitted,

Taryn Scott
Executive Assistant to the First Selectman

Town of Colchester

Land Use Department
127 Norwich Ave, Suite 105
Colchester, CT 06415
www.colchesterct.gov



Demian Sorrentino, AICP, Planning Director
Stacey Churchill, Land Use Assistant
Isabelle Kisluk, Asst. Planner/ZEO
Carol Szymanski, Wetlands Agent
T: (860) 537-7278

Date: March 5, 2024

To: Colchester Board of Selectmen

From: Demian A. Sorrentino, AICP, CSS, Planning Director 

RE: 2024 CT DEEP Recreational Trails Program Grant Application

In cooperation with the Parks & Recreation and Public Works Departments, the Land Use Department intends to submit an application to the CT DEEP under their 2024 Recreational Trails Grant Program, which is due to be submitted on or before March 11, 2024.

As of the time of drafting of this memorandum, the Town's proposal for this application is intended to consist of several individual projects, as follows, listed in order of increasing complexity:

1. Approximately 90' of concrete sidewalk on the southwesterly side of Chestnut Hill Road linking Country Place Apartments to the existing concrete sidewalk on the southwesterly side Chestnut Hill Road.
2. Establishment of a trail network and picnic area at the former Sablitz Property on Middletown Road, and possibly the establishment of a disk golf course, as well.
3. Approximately 325' of new concrete sidewalk and maintenance/repair of the existing concrete sidewalk on the westerly side of Westchester Road (CT Route #149), to connect the Air Line Trail State Park (ALTSP) parking area to the future Norton Park.
4. Stormwater management improvements to resolve persistent erosion issues, widening for consistent width, and resurfacing of the walking trail at the Colchester Recreation Complex (Rec Plex) on Old Hebron Road.

Recommended Motion:

The Board of Selectmen move to adopt a resolution allowing the First Selectman to execute all required documents associated with the 2024 CT DEEP Recreational Trails Grant Program application in support of multiple recreational trail development projects throughout Colchester.

Attach: 2024 CT DEEP Recreational Trails Program Grant Announcement



Connecticut Recreational Trails Program Grant Information and Application

(For any State funds that may become available in 2023-24)

Deadline for Submission is March 11, 2024

Eligible Applicants: Eligible sponsors include private organizations; municipalities; federal, state and regional agencies and other government entities such as tribal.

Eligible Uses: Grants to be used for planning/design, trail corridor acquisition, construction, construction administration, maintenance equipment, amenities and publications/outreach related to bikeways, multi-use trails (including motorized) and water trails (blueways).

Grant Making Process: The following outlines the general grant making process. Once program funds have been secured by DEEP, the process can take up to 6 months or more; please plan accordingly. The grant requires a 20% match which can be accrued up to 18 months prior to your contract document finalization. Match can be provided as cash or in-kind services.

1. You will receive an email or letter acknowledging receipt of your application.
2. Applications will be assessed for eligibility and given a score according to the program guidelines on page 2 of this application.
3. The program's Advisory Committee will advise DEEP on scores and ultimate rankings.
4. A short list of projects recommended for potential funding will be created. Applicants on this short list will be contacted and will be required to provide the following relevant items:
 - a. Copies of permits obtained and time-frames for necessary, but still outstanding permits (Part III, Item 1);
 - b. Copies of relevant excerpts of local and/or regional plan documents that reference your project (Part III, Item 3);
 - c. Evidence of public participation, such as public notices, news releases, public surveys, minutes and news articles (Part III, Item 6);
 - d. Any additional information requested by the Advisory Committee.
5. A final list of applications to be funded will be generated. You will be notified by DEEP via email that our contracting process has begun. You must not begin any project work that you intend to be reimbursed for prior to your receipt of an executed DEEP contract.

Submission and Deadline: Proposals must be received by **March 11, 2024**.

- a. Email to DEEP.CTTrails@ct.gov, CC: kimberly.bradley@ct.gov

OR

- b. Mail reports **on a CD** or other electronic storage device as appropriate to:
Kimberly Bradley, Trails & Greenways Program Coordinator
Department of Energy and Environmental Protection
79 Elm Street
Hartford, CT 06106-5127

CT DEEP Recreational Trails Program Grant Application

Guidelines: The CT Department of Energy and Environmental Protection (DEEP) staff and its advisory committee [The CT Greenways Council](#) (CGC) score proposals based upon the following criteria. Final proposal ranks (High, Medium and Low) will be developed based upon the score and other potential information associated with the project provided by DEEP Staff and the CGC.

Table 1. Standard RTP Proposal Review Guidelines

| Section | Project Attribute | Tiers | Value | Total Points Per Section |
|---|---------------------------|---|-------|--------------------------|
| Proposal Completion | | General Information and Applicant Contact Information Complete and Accurate | 1 | |
| | | Project description complete and detailed. | 1 | |
| | | Maps included and complete, provide ease of site review. | 1 | |
| | | Scope of Work/ Timeline complete and per requested format. | 1 | |
| | | Project Cost Estimate complete and per requested format | 1 | 0-5 pts |
| Impact / Budget | Distressed Municipalities | Project location is within a CT DECD Listed Distressed Municipality : https://portal.ct.gov/DECD/Content/About_DECD/Research-and-Publications/02_Review_Publications/Distressed-Municipalities | 10 | |
| | | Project area is NOT within a distressed community. | 0 | 0-10 pts. |
| | Budget Review | Funding from range of other state or federal agencies secured, and 20% match is fully secured through this funding and volunteer commitments. | 5 | |
| | | Additional funding is not fully secured to proposed RTG application, 20% match is fully secured through staff time volunteer efforts. | 3 | |
| | | No additional funding secured, and match is not documented as secure. | 0 | 0-5 pts. |
| Land Ownership | Type of Land | Public Lands - Fee Simple (State/ Municipal/ Land Trust) | 5 | |
| | | Public Lands - Easement (State/ Municipal/ Land Trust) | 3 | |
| | | Private Land Allowing Public Use | 1 | 1-5 pts |
| | Agreement | Ownership of land or complete land use agreement executed upon application. | 4 | |
| | | Letter of support from landowner included, no full use agreement established. | 3 | |
| | | No land use agreement provided. | 0 | 0-4 pts |
| CT Greenways & Trail Connections | | Project is a part of a CT Greenway Council designated Greenway and connects to trails on municipal, state, and private land (land trusts, public allowed open space). | 10 | |
| | | Project includes connections to trails on municipal, state, and private land (land trusts, public allowed open space), NOT a Greenway (more than one type land). | 8 | |
| | | Project is self-contained trail on single ownership land. | 5 | |

CT DEEP Recreational Trails Program Grant Application

| | | | | |
|--|--|---|----|-----------|
| | | No clear connections identified. | 0 | 0-10 pts. |
| Community Connections | | Project will connect schools, downtown, public spaces for a community within a city, urban area (as defined by CTDOT), or tribal land that have limited access to trails and outdoor recreation opportunities within a 10-minute (1/2 mile) walk. | 10 | |
| | | Project will connect schools, town centers, public spaces for a rural region (as defined by CTDOT) that have limited access to trails and outdoor recreation opportunities within a 10-mile drive. | 10 | |
| | | Project doesn't meet either condition above but is still underserved by public trail opportunities; applicant has provided sufficient detail to justify the need. | 5 | |
| | | Project area is already served by public trail opportunities. | 0 | 0-10 pts. |
| User Groups Served | | Project includes concurrent and diverse multiple trail uses. | 10 | |
| | | Project involves two or more concurrent uses. | 8 | |
| | | Project involves single trail use (pedestrian use alone is considered a single use). | 5 | 0-10 pts. |
| Adherence to Local / Regional / State Plans | | Project addresses specific needs identified in local, regional (Regional Council of Governments) and state level plans and is a component of a regional, statewide or national trail system as identified in the SCORP. | 10 | |
| | | Project furthers a specific goal of the SCORP and/or regional (Regional Council of Governments) transportation or planning document. | 8 | |
| | | Project furthers a general goal of the SCORP, regional or local plan. | 5 | |
| | | Project does not document plan inclusion, or further objectives of state, local or regional plans. | 0 | 0-10 pts. |
| Accessibility / ADA | | Project is fully ADA accessible and compliant. | 10 | |
| | | Project is partially ADA accessible/compliant where feasible. | 5 | |
| | | Project has no ADA accessible features or is not compliant. | 0 | 0-10 pts. |
| Equity / Service | | Project provides new opportunities where none previously existed, where input from the underserved community was part of the planning process and indications are strong that they will benefit from the resource. | 10 | |
| | | Project provides new opportunities and evidence indicates the underserved community will use/ benefit. Direct public outreach planned within project scope. | 8 | |
| | | Project enhances existing resources to improve probability of use. | 5 | |
| | | No evidence of consideration for underserved populations. | 0 | 0-10 pts. |
| Environmental / Cultural Review | | Environmental and cultural site suitability has been reviewed (ie. FEMA, NDDDB, Aquifer Protection, Historic Preservation, Coastal area, hazardous material, etc.) and required permits have been identified. | 8 | |
| | | Project is a planning project and while preliminary information is provided in application, scope will take into account environmental and cultural review and identify appropriate permit identification. | 5 | |

CT DEEP Recreational Trails Program Grant Application

| | | | | |
|---------------------------------------|--|--|--------------|----------|
| | | Environmental and cultural evaluations require further development in project proposal materials or built into scope. | 3 | |
| | | Environmental and cultural evaluation not completed or considered. | 0 | 0-8 pts |
| Public Support / Participation | Public Participation | Documentation and summary of public support for proposal planning (public meetings, public notices, news releases, public surveys, minutes and news articles), and detailed plan for public engagement in scope. | 8 | |
| | | Limited public engagement documented prior to proposal, with detailed public engagement process proposed within scope. | 5 | |
| | | No documentation of public engagement. | 0 | 0-8 pts. |
| | Letters of Support | Letters of support from regional, state, and federal organizations and officials. | 5 | |
| | | Letters of support from local organizations and officials. | 3 | |
| | | Letters of support not included with application. | 0 | 0-5 pts. |
| Maintenance Plan | | Detailed maintenance plan developed, and includes summary of how the project will be maintained including who will be responsible, who will perform the maintenance and how will it be performed, anticipated maintenance schedule, anticipated maintenance budget and funding mechanism(s). | 5 | |
| | | Application provides a general overview of maintenance and includes maintenance plan in scope of work. | 3 | |
| | | No maintenance plan included. | 0 | 0-5 pts. |
| Additional Considerations | Prior Involvement in CT Recreational Trails Grants | Successful participation in the CT Recreational Trails Grant program, with timely reporting, project execution, and successful completion of contract. Projects with previous success in the CT RTP, which request funding for continuing phases in development of a project. | Up to 5 pts | 0-5 pts. |
| | Geographic Distribution | Consideration may be given to projects in areas that have or have not received funding in recent cycles. This will be based on the proximity to other funded sites and the diversity of projects being funded on a regional and local basis, as well as the service area of the developed or planned facilities. | Up to 5 pts. | 0-5 pts. |
| | Innovation | Consideration may be given to develop particularly significant resources and facilities or to develop innovative approaches to preserve valuable resources. This will be based on the type of resource being developed or rehabilitated, its rarity on a local, regional, statewide, and national basis. Innovative technology or approaches to address an emergency or mitigate future problems; how well an innovation/technology can be applied on other properties and resources, and/or how the project will allow public access that would not otherwise be available. | Up to 5 pts. | 0-5 pts. |

CT DEEP Recreational Trails Program Grant Application

Table 2. Education RTP Proposal Review Guidelines

| Section | Project Attribute | Tiers | Value | Total Points per Section |
|---|---------------------------|---|-------|--------------------------|
| Proposal Completion | | General Information and Applicant Contact Information Complete and Accurate | 1 | |
| | | Project description complete and detailed. | 1 | |
| | | Maps included and complete, provide ease of site review. | 1 | |
| | | Scope of Work/ Timeline complete and per requested format. | 1 | |
| | | Project Cost Estimate complete and per requested format | 1 | 0-5 pts |
| Impact / Budget | Distressed Municipalities | Project will serve CT DECD Listed Distressed Municipalities : https://portal.ct.gov/DECD/Content/About_DECD/Research-and-Publications/02_Review_Publications/Distressed-Municipalities | 10 | 0-10 pts. |
| | Budget Review | Funding from other state or federal agencies is secured, and 20% match is fully secured through funding, staff time and volunteer commitments. | 5 | |
| | | Additional funding is not fully secured to proposed RTG application, 20% match is fully secured through staff time volunteer efforts. | 3 | |
| | | No additional funding secured, and match is not documented as secure. | 0 | 0-5 pts. |
| Adherence to Local / Regional / State Plans | | Project addresses specific goals identified is local, regional, and state level plans including the CT SCORP. | 10 | |
| | | Project furthers a general goal of the SCORP, regional or local plan. | 5 | |
| | | Project does not document plan inclusion, or further objectives of state. Local or regional plans | 0 | 0-10 pts |
| Target Audience | | Audience of programs ranges between statewide, regional, and local participants, and can serve as a reproducible model. | 15 | |
| | | Audience is focused on state-wide, regional, OR local participants. | 10 | |
| | | Audience is small-scale local program. | 5 | 0-15 pts. |
| Educational Method / Materials | | Program provides long standing resources available to public and sustained plan for continued development and sustained public access to websites, learning materials including signage, lecture & workshop materials. | 15 | |
| | | Program provides access to learning material for those participating in activities and may require educational assoc. fees for workshops, etc. | 10 | |
| | | Programs are in person with limited sustained educational materials provided. | 8 | |
| | | Not clear on educational method approach and supporting materials. | 0 | 0-15 pts. |
| Public Outreach / Partnerships | Outreach / Partnerships | Program includes a detailed overview of public outreach and collaboration priorities and plans with volunteers, public participants, and other supporting organizations on statewide, regional and local levels. An advisory committee is proposed for the program. | 10 | |
| | | Program includes an overview of collaboration on regional scale with supporting advisory authority. | 8 | |

CT DEEP Recreational Trails Program Grant Application

| | | | | |
|----------------------------------|--|---|---------------|-----------|
| | | Program focuses on local public outreach and partnerships, with no clear advisory role. | 5 | |
| | | Limited overview of public outreach and partnership priorities and plans | 0 | 0-10 pts. |
| | Letters of Support | Letters of support from regional, state, and federal organizations and officials. | 10 | |
| | | Letters of support from local organizations and officials. | 8 | |
| | | Letters of support not included with application. | 0 | 0-10 pts. |
| Equity / Service | Equity / Service | Project provides new opportunities where none previously existed, where input from the underserved community was part of the planning process and indications are strong that they will benefit from the resource. | 15 | |
| | | Project provides new opportunities and evidence indicates the underserved community will use/ benefit. Direct public outreach planned within project scope. | 10 | |
| | | Project enhances existing resources to improve probability of use. | 5 | |
| | | No evidence of consideration for underserved populations. | 0 | 0-15 pts. |
| Program Evaluation | | Project includes detailed evaluation plan with target metrics, reviewed by advisory committee, and reporting to participants/public. | 10 | |
| | | Project includes general evaluation supported by advisory committee. | 5 | |
| | | No evaluation plan proposed. | 0 | 0-10 pts. |
| Maintenance Plan | | Detailed maintenance plan developed, and includes a summary of how the project will be maintained including who will be responsible, who will perform the maintenance and how will it be performed, anticipated maintenance schedule, anticipated maintenance budget and funding mechanism(s). | 5 | |
| | | Application provides a general overview of maintenance and includes maintenance plan in scope of work. | 3 | |
| | | No maintenance plan included. | 0 | 0-5 pts. |
| Additional Considerations | Prior Involvement in CT Recreational Trails Grants | Successful participation in the CT Recreational Trails Grant program, with timely reporting, project execution, and successful completion of contract. Projects with previous success in the CT RTP, which request funding for continuing phases in development of a project. | Up to 5 pts | 0-5 pts. |
| | Geographic Distribution | Consideration may be given to projects in areas that have or have not received funding in recent cycles. This will be based on the proximity to other funded sites and the diversity of projects being funded on a regional and local basis, as well as the service area of the developed or planned facilities. | Up to 5 pts. | 0-5 pts. |
| | Innovation | Consideration may be given to develop particularly significant resources and facilities or to develop innovative approaches to preserve valuable resources. This will be based on the type of resource being developed or rehabilitated, its rarity on a local, regional, statewide and national basis. Innovative technology or approaches to address an emergency or mitigate future problems; how well an innovation/technology can be applied on other properties and resources, and/or how the project will allow public access that would not otherwise be available. | Up to 10 pts. | 0-10 pts. |

Outline of the Application:

Part I: General Information

Ensure your general information section is filled out completely. Include the Estimated Total Project Cost (Requested Grant Amount PLUS Estimated Total Match Contributions), as well as the Total Amount Requested for this grant.

Check all appropriate project types associated with your proposal.

Part II: Applicant Information

Complete all requested information. Please ensure the individual identified as the Grant Administrator will serve as the main contact for reporting and reimbursement requests and correspondence. We will use the Applicant and Grant Administrator contacts for award decision notification.

Please ensure if the property owner differs from the applying organization, that permission of recreational access is documented as **Attachment A**.

Part III: Project Information

1. **Project Description** Provide the following information (no more than 3 pages) as **Attachment B**:
 - what is the overall purpose and need for this project and what user group(s) will it serve;
 - what is the physical extent of the project (refer to your map, Item 2 below and in **Attachment C**); Note is the trail system is on state, municipal or land trust owned land. Identify if the property has been acquired through OSWA or has a Conservation Easement.
 - what type of ground disturbance (specify depth and any tree cutting if stumps will be removed) will occur and what type of equipment will be used (if applicable);
 - what type of amenities will be installed or repaired (for example: parking lots, benches, signs which must be located on your map in **Attachment C**);
 - will bridges or boardwalks be installed or repaired?
 - are permits necessary (**list them**) and are they obtainable?
 - If you are proposing an Educational Project, Project Description should provide project overview, with focus on guiding questions of the "Educational Project Supplemental Application" (DEEP-TRAILS-APP-001A) as Attachment H.
2. **Project Maps.** Your application will be rejected unless you provide maps that will allow a field inspection to occur **with ease**. Include a town level project location map **and** a more detailed site plan showing the proposed trail bed improvements, trail heads, locations, and technical drawings of trail amenities (parking areas, benches, plantings, fencing, bathrooms, etc.) and signs and/or kiosks and bridges and/or boardwalks as **Attachment C**. Digital photos and maps (digital photos taken of hard copy maps are acceptable) are preferred.
3. **Grant Selection Criteria.** The Grant selection criteria provide check the Yes or No box as applicable and provide details as specified.
4. **Site Suitability:**

The DEEP CT Recreation Trail Funding webpage includes a grant application tool that can support completion of the site suitability evaluation for the grant application <https://portal.ct.gov/DEEP/Outdoor-Recreation/Trails/CRT--Funding>

 - You can find FEMA information at your town hall in the building department or on the Internet at FEMA's map center (<https://msc.fema.gov/portal/home>): If your proposal is recommended for funding, it will be forwarded to DEEP's Inland Water Resources Division staff for assessment of the need for Flood

CT DEEP Recreational Trails Program Grant Application

Management Certification (FMC). As a part of your contractual obligations, your project work within the flood plain will not be able to begin until FMC is obtained. Other restrictions may be attached.

- To view the applicable list of towns and maps visit the DEEP website at www.ct.gov/deep/aquiferprotection. To speak with someone about the Aquifer Protection Areas, call 860-424-3020.
- If the project lies within an area identified by the CT DEEP Natural Diversity Data Base as possibly containing endangered species, and your proposal is recommended for funding, you will be required to submit an NDDDB Environmental Review filing through DEEP' ezFile Portal. Any restrictions will become part of your contractual obligations. For more information visit the DEEP website <https://portal.ct.gov/DEEP/NDDDB/Requests-for-NDDDB-Environmental-Reviews>.
- If the project may impact significant historical or archaeological sites and your proposal is recommended for funding, you may be required to complete DEEP's Historic Preservation Review (can be found within Appendix G of The DEEP General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities ("Construction General Permit")). Any costs you incur in obtaining the required SHPO finding will be applied toward your 20% match requirement. Non-profit organizations and municipalities are eligible for up to \$20,000.00 on a non-matching basis to undertake general area archaeological reconnaissance surveys. Contact SHPO for details at 860-256-2761.
- Review whether the project is in a coastal area www.ct.gov/deep/gis (GIS Data)
- Take into consideration if there are rights or restrictions to environmental intrusions (power lines, dumps, factories, roads, etc.) on or in close proximity to the trail, or if there may be suspected property containing hazardous and/or contaminated materials. Identify in detail what has been done to address such issues/concerns.

5. Site Accessibility and User Group Information:

- Include review and evaluation of how the proposed trail project will serve any elderly housing projects, housing authority (public housing), underserved communities, affordable housing developments, or low or very low-income areas or neighborhoods.
- To be considered multi-use the trail must allow two (2) or more of the following four main user group categories: foot-travel (hike, ski, roller blade, etc.), bicycle/mountain bike, equestrian, and motorized.
- Your project must use the best information available to ensure broad usability. List any ADA trailside amenities or trailhead facilities that are available (such as platforms, parking areas, shelters, compost toilets, etc.) to improve accessibility for people with disabilities. Please note: Accessibility measures may not be feasible on trails due to trail terrain, environmental conditions, nature of the setting, prevailing construction methods or required materials that would be prohibited by federal, state, or local laws or where compliance would cause substantial harm to or alter cultural, historic, religious, or significant natural features of the setting. See the Forest Service website for the best available guidance for trail projects (<https://www.fs.usda.gov/managing-land/national-forests-grasslands/accessibility/resources>).

6. Public Participation: Public participation can be defined as: special public meetings, proposal reviewed by special interest groups or advisory councils and boards, public fund raising, construction or maintenance, etc.

You will describe how public participation at the local level was included in planning this project or how you intend to include public participation within your planning or design project. If your project is recommended for funding, you will be required to provide evidence of this public participation, such as public notices, news releases, public surveys, minutes and news articles if your project is moving toward implementation. Please do not provide this evidence in advance.

7. Letters of Support – Include as Attachment D.

CT DEEP Recreational Trails Program Grant Application

8. **Scope of work:** You will be granted 3 years to complete your project. Provide your “Project Tasks, Subtask identification and deliverables, and Timeline,” as **Attachment E** in a table format as shown below.

**Per CGS 23-103(c) Trail Publications referencing specific bikeways, pedestrian walkways, greenways, or multi-use trails.*

| <i>Project Tasks and Anticipated Completion Timeline</i> | | | |
|--|---------------------------|---|------------------|
| Tasks | Project Task Types | Project Subtasks | Timeline |
| Task A | Planning | Subtasks may include (not limited to): <ul style="list-style-type: none"> • Environmental studies • Survey • Alternative Route Analysis • Public Participation | September 2023 |
| Task B | Design | Subtasks may include (not limited to): <ul style="list-style-type: none"> • Engineering • Conceptual Design • Final Design • State & Local Permitting | Oct – Dec 2023 |
| Task C | Land Acquisition | Subtasks may include (not limited to): <ul style="list-style-type: none"> • Land purchase costs • Legal support | January 2024 |
| Task D | Construction | Subtasks may include (not limited to): <ul style="list-style-type: none"> • Construction Administration • Mobilization/ Site Prep • Materials and Activities (Including Trail Attributes such as signs/kiosks, benches, bathrooms, parking lots, bollards, etc.) • Labor • Trail Attributes • Equipment | June-August 2024 |
| Task E | Maintenance | Maintenance activities can be construction on <u>existing</u> trails and may include trail attributes as sub-items. Subtasks may include (not limited to): <ul style="list-style-type: none"> • Resurfacing • Trail / Bridge repairs • Trail Attributes such as signs/kiosks, benches, bathrooms, parking lots, bollards, etc.) • Drainage upgrades • Equipment | November 2024 |
| Task F | Trail Publications* | Subtasks may include (not limited to): <ul style="list-style-type: none"> • Websites • Hard copy books, handouts, reports • Data visualizations • Educational Signage | January 2025 |

9. **Project Cost Estimates:** Provide an itemized project cost breakdown as **Attachment F**. Describe the means by which said cost was derived. List any engineers, appraisers, contractors or manufacturers that were consulted. Use the following table format shown below:

CT DEEP Recreational Trails Program Grant Application

| Name of Applicant | |
|---|--------------------|
| Project Cost Estimates | |
| Item (should correspond to your scope of work and may have more detail) | Cost |
| Task A – Planning Subtask 1 – Public Outreach | \$3,000.00 |
| Task B – Design Subtask 1 - Survey | \$5,000.00 |
| Task B – Design Subtask 2 - Final Design | \$20,000.00 |
| Task C – Construction Subtask 1 - Construction Administration | \$15,000.00 |
| Task C – Construction Subtask 2 - Materials and Activities | \$50,000.00 |
| Task C – Construction Subtask 3 – Equipment rental | \$1,500.00 |
| TOTAL Project Costs | \$94,500.00 |
| Match ($\geq 20\%$ of total project costs.) | \$18,900.00 |
| Grant Amount ($\leq 80\%$ of total project costs) | \$75,600.00 |

10. **Maintenance Plan:** Grantees are required to maintain projects that utilize CT Recreational Trails Grant funds and to provide assurance of such operation and maintenance for a period of at least the life expectancy of the trail, twenty years, or until total destruction or degradation by an act of nature, whichever comes first. All projects **must** provide a description of how the trail will be maintained including who will be responsible, who will perform the maintenance and how will it be performed, anticipated maintenance schedule, anticipated maintenance budget and funding mechanism(s).

Provide a maintenance plan as **Attachment G**.

11. If you are proposing a Land Acquisition Project and your project is recommended for funding by the Recreational Trails Advisory Committee, you will be required to provide an appraisal of the land to be acquired, and a review of the appraisal by an independent review appraiser. You will also be required, when the grant agreement is executed, to provide assurances that the property will be dedicated to public passive recreation for a period of at least the life expectancy of the trail, twenty years, or until total destruction or degradation by an act of nature, whichever comes first.
12. If you are proposing an **Educational Project**, complete and submit the “Educational Project Supplemental Application” (DEEP-TRAILS-APP-001A) as **Attachment G**.



Colchester Fire & EMS

52 Old Hartford Road Colchester, CT 06415
Phone (860) 537-2512 Fax (860) 531-9393
firedepartment@ColchesterCT.gov

MEMORANDUM

February 13, 2024

TO: Bernie Dennler, First Selectman

RE: Fire Alarm Panel Replacement – Colchester Fire & Ems Headquarters

First Selectman,

On 12/19/23, Colchester Fire & EMS Headquarters experienced a power surge after a storm which resulted in damage to the fire alarm panel and associated modules. Additional impacts as a result were a burnt-up breaker, communication failure in our station alerting system, two kusmaul charging issues on apparatus and a loss of internet services. All the additional issues have been repaired and are working at this point. An insurance claim was submitted to Travelers as well as a request for a letter from Eversource with regards to the power surge from their system. Currently, we are awaiting the letter from Eversource. Once the letter is received the insurance company will evaluate and determine if they will provide support for the claim in some capacity.

The fire alarm panel was inspected by FASD, our current vendor, and determined that due to the damage produced by the power surge it is unrepairable. This equates to the need to replace the panel and some associated modules. Two quotes were secured by vendors who already provide service to the town, Professional Protective Systems and FASD. A third quote was attempted to be secured by CINTAS, but after two attempts and voicemails left no one has returned a phone call. Based on the attempts and lack of response I would consider this a declined quote from the vendor. FASD quoted the replacement for \$16,074.08 and Professional Protective Systems quoted the replacement for \$14,033.48. In discussion with the Public Works Director, Joe Leone, we recommend moving forward with the quote from Professional Protective Systems.

Based on the Purchasing Policy, two quotes have been officially obtained and a third quote was attempted twice with no call back from the vendor. The referenced quotes are attached with this correspondence. This system is required by the state fire code and needs to be replaced as soon as possible. We have personnel in the fire station 24/7, a sprinkler system that needs to be monitored and our meeting room is used for outside events with the public in attendance.

Feel free to contact me if any additional information is required,

Yours In Service,

Steve Hoffmann
Fire Chief
Colchester Fire & EMS



Colchester Fire & EMS

52 Old Hartford Road Colchester, CT 06415

Phone (860) 537-2512 Fax (860) 531-9393

firedepartment@ColchesterCT.gov

CC: Brad Bernier, Deputy Fire Chief
Sean Shoemaker, Assistant Fire Chief/Fire Marshal
Ruby York, Assistant to the Fire Chief



WORK ESTIMATE

P.O. box 733
 Colchester CT, 06415
 Phone: (860)267-0766
 ELC.0182940-L5

ATTN: Steven Hoffmann, Sean Shoemaker
 Colchester Fire & EMS
 52 Old Hartford Rd, Colchester, Connecticut 06415

| ESTIMATE # | DATE |
|------------|-----------|
| 6076 | 1/31/2023 |

DESCRIPTION OF WORK

Gentlemen, this estimate represents the installation of the fire alarm equipment at Station 1 HQ. Professional Protection will be installing and programming one Fire-Lite ES50X alarm control panel, eight manual pull stations, two addressable heat detectors, two addressable smoke / co detectors, four horn / strobe, four strobe only, and six monitor modules. Professional Protection will also remove old fire alarm equipment no longer in use.

| QTY | ITEM | AMOUNT |
|-------------------------------------|--|--------------------|
| 1 | Fire-Lite ES50X Control Panel | |
| 8 | Addressable Manual Pull Station w/ BB | |
| 2 | Adressable 190F Fixed Heat Detector | |
| 2 | Addressable Smoke / Carbon Monoxide Detector | |
| 6 | Dual Monitor Module | |
| 4 | Horn / Strobe Red | |
| 4 | Strobe Only Red | |
| 1 | Miscellaneous Hardware & Material | |
| 1 | Scissor Lift Rental | |
| 1 | Commercial Installation Labor... | \$14,033.48 |
| SALES TAX | | Exempt |
| <i>Thank you for your business!</i> | | |
| TOTAL ESTIMATE | | \$14,033.48 |

Note: This estimate is not a contract or a bill. It is our best guess at the total price to complete the work stated above, based upon our initial inspection. If prices change or additional parts and labor are required, we will inform you prior to proceeding with the work.

FASD
Fire Alarm Specialty Design, LLC
 415 Boston Post Rd.
 North Windham, CT 06256
 (860) 786-1849 / FAX8607861850
 Customer@Firealarmsd.com

Estimate

| | |
|------------------|------------|
| ESTIMATE# | 20201462-R |
| DATE | 07/27/2022 |
| PO# | |

| CUSTOMER |
|--|
| Town Of Colchester Sean Shoemaker 127 Norwich Ave Colchester , CT 06415 (860) 207-6870 |

| SERVICE LOCATION |
|---|
| Town Of Colchester Sean Shoemaker Fire Department 52 Old Hartford Road Colchester, CT 06415 (860) 207-6870 |

| DESCRIPTION |
|--|
| Revised as of 1/6/2024 |
| We will repair deficiencies from the test and inspection previously done. We will utilize existing wire and Fire Alarm Panel. We will change all pull stations into addressable devices. Smoke Detectors will be removed throughout building and keep only for bunks rooms and new offices being installed, and above fire panel. We will remove all heats in the apparatus bay and install ceiling mount horn strobes. We will also add strobes to bathrooms and (1) horn strobe to the gym area. |
| We will be responsible for removal of all existing devices. |
| Update as of 12/29/2023 |
| We will also Install a new fire panel due to a recent storm caused failure of the fire panel and it will need to be replaced. |
| (8) Addressable Pull Stations (6) Photo Detectors (2) Combo Fire/CO Detection For bunks (8) SB-I/O Back Boxes for Pull Stations (2) B200S-LFH Sounder Bases For Smokes in bunk rooms (6) Dual Monitor Modules (2) Kitchen Heat Detectors (8) Detector Base (3) SRL (1) PR2L (4) PC2RL (1) Control Panel Labor Lift Rental |

| Estimate | | | |
|--|-----|------|-----------|
| Description | Qty | Rate | Total |
| Parts and Labor including lift rental 32' FT | | | 16,074.08 |

CUSTOMER MESSAGE

Excludes items not listed, permits and fees, installation or repair to devices or field wiring.

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed upon written orders and will become an extra charge over and above the sum mentioned in this contract. Agreements are contingent upon strikes, accidents, or delays beyond our control.

Estimate Total:

\$16,074.08

PRE-WORK SIGNATURE

Signed By:



Hebron Fire Department
44 Main Street, PO Box 911
Hebron, CT 06248
(860) 228-3022

This Agreement is a formalized understanding of Mutual Aid assistance for the provision of emergency medical services between the Hebron Fire Department and the following:

EMS organization: _____

Authorized Name & Title: _____

Signature: _____

Date: _____

In the event that the Hebron Fire Department is requesting mutual aid, the service to which the request is made shall, unless unavailable, function as an assisting emergency service in that particular instance. Once a service has agreed to assume the responsibilities of mutual aid, it shall provide assistance in accordance with this agreement.

The mutual aid service shall maintain all the necessary records of the service provided, including all records required by the Connecticut General Statutes and DPH Regulations.

Both the requesting and the mutual aid service shall be liable for their own actions regardless of where operating or at whose request. This agreement remains in full force and effect until such a time as written notice to revoke or amend is communicated with all parties.

Mutual Aid, as defined in EMS Statutes CGS§19a-175(21) Definitions "Mutual aid call" means a call for emergency medical services that, pursuant to the terms of a written agreement, is responded to by a secondary or alternate emergency medical services provider if the primary or designated emergency medical services provider is unable to respond because such primary or designated provider is responding to another call for emergency medical services or the ambulance or non-transport emergency vehicle operated by such primary or designated provider is out of service. For purposes of this subdivision, "non-transport emergency vehicle" means a vehicle used by emergency medical technicians or paramedics in responding to emergency calls that is not used to carry patients.

March 1, 2024

Via Email

Bernie Dennler
Town of Colchester
127 Norwich Avenue
Colchester, CT 06415

Dear Bernie:

Thank you for the opportunity to provide you with our qualifications to assist you with certain financial management assistance services with the Town of Colchester, CT (Town).

Understanding of Work

Based on our discussions with you, we understand that the Town is substantially behind in closing its financial books and records, including reconciling bank accounts for the last eighteen months. We further understand from our discussion that the Town has engaged an independent auditor who is prepared to conduct the audits of fiscal years 2022 through 2023 once the books and records are prepared to be audited.

In addition to the bank reconciliations, it's our understanding that the Town did not complete its 2022 1099 filing completely for the businesses who received grants through ARPA funding.

Lastly, the monitoring of the business recipients for the ARPA grants needs to be completed now that the spending deadline of December 31, 2023 has passed.

This letter only addresses our assistance in completing the bank reconciliations, 2022 1099 amended filing, and the monitoring of the ARPA business recipients.

To begin the engagement, we will meet with the Director of Finance to obtain an understanding of the monthly closing process. We will obtain, or develop, a list of all bank reconciliations that get prepared monthly and who is responsible for the preparation. For each open fiscal year (2022-2023), we will obtain an understanding of the status of each of those reconciliations.

Beginning with fiscal year 2022, for any bank reconciliation that is not complete, or that would not provide sufficient, competent audit evidence to substantiate the account balance to the independent auditor, we will complete that reconciliation.

We will review the 1099's that were completed for 2022 and amend the filing to include any of the businesses who received an ARPA grant but did not receive a 1099. We will help draft a letter to send to each recipient to explain the 1099.

For the monitoring, UHY will review information submitted by each business and follow up on any not received to ensure compliance with the Town's requirements.

Personnel

We propose the following personnel to serve you on this project:

Stacy Farber, CPA, will serve as the engagement partner on this engagement. Stacy is the leader of the Connecticut audit and assurance practice. Stacy has over 25 years of professional experience serving in both public accounting and private industry. Stacy has been part of the ARPA consulting efforts throughout Connecticut.

Claire Collins, will serve as the engagement senior manager on this engagement to help provide oversight. Claire is consulting senior manager in the Audit & Assurance Department serving state and local government clients throughout the United State. She has over 30 years of successful professional executive and management level experience working in the private, non-profit, and public sectors.

Sarah Goss, CPA, is an accounting senior in the Connecticut office. She has over 20 years of experience providing accounting and consulting services to businesses and municipalities. Sarah has been working as part of the ARPA team working on several of the CT towns and cities that UHY is engaged.

Costs

We would propose that, initially, we provide our services on a rate per hour basis since we are not fully aware of the depth of work needed to fully perform the bank reconciliations and other services noted. Below is an estimate of hours and cost based on those hours. Depending on the amount of time required to perform the work, it could be lower or higher than estimated.

We estimate for the bank reconciliations the time estimate is between 72-90 hours for a total estimated cost range of \$15,000-\$20,000.

We estimate for the 1099's approximately 10-15 hours for approximately \$2,000-\$3,000.

For the monitoring we estimate a range of 40-80 hours depending on how responsive the recipients are and how much effort is needed to obtain their records for an estimated cost range of \$9,000-\$15,000.

Our discounted rates, by level, are as follows:

| | |
|-------------------|-------|
| Managing Director | \$400 |
| Director | \$300 |
| Manager | \$250 |
| Senior Accountant | \$220 |
| Accountant | \$185 |
| Bookkeeper | \$95 |

Any of the costs above are permitted to be spent under the current ARPA funding under revenue loss, the provision of government services.

Bernie Dennler
Town of Colchester
March 1, 2024
Page - 3 -

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

Very truly yours,

WNY Advisors, N.E., Inc.

RESPONSE: This letter correctly sets forth the understanding of the Town of Colchester.

Board of Selectman signature: _____
Title: _____
Date: _____

Taryn Scott

From: Bernard Dennler
Sent: Tuesday, March 5, 2024 3:40 PM
To: Taryn Scott
Subject: Fwd: Fund Balance appropriations
Attachments: Heavy Rescue Lease Payments FY 22-23.pdf; Heavy Rescue Lease Payments FY 23-24.pdf; Energy Project Lease Payments - Town.pdf; Energy Project Lease Payments - BOE.pdf

Bernie Dennler
First Selectman

Town of Colchester
127 Norwich Ave
Colchester, CT 06415
Phone: 860-537-7222

“Colchester, Connecticut: Where tradition meets tomorrow.”

From: Maggie Cosgrove <mcosgrove@colchesterct.gov>
Sent: Tuesday, March 5, 2024 3:25:30 PM
To: Bernard Dennler <BDennler@colchesterct.gov>
Cc: Michelle Marceau <mmarceau@colchesterct.gov>
Subject: Fund Balance appropriations

Attached are 4 requests to use unassigned fund balance to finance lease payments as follows:

FY 2022/2023 - Town lease payments for Heavy Rescue vehicle

FY 2023/2024 - Town lease payments for Heavy Rescue vehicle (final payments)

FY 2023/2024 - Town lease payments for Energy Project covering FY 23/24 & FY 24/25 payments (final payments)

Above requests must be presented to both BOS & BOF.

FY 2023/2024 - BOE lease payments for Energy Project covering FY 23/24 & FY 24/25 (final payments) - this request is not subject to BOS action.

All of the above requests are under the 2% threshold as defined in the Town Charter as follows:

FY 2022/2023 Town adopted budget less debt service and capital (15,622,901-2,075,164-504,775-82,375-82,712) is \$12,877,875. 2% of that number is \$257,557.

FY 2023/2024 Town adopted budget less debt service and capital (15,660,140-2,075,164-501,000-94,400) is \$12,989,576. 2% of that number is \$259,791.

FY 2023/2024 BOE adopted budget is \$43,979,351. 2% of that number is \$879,587.

Unassigned fund balance per the 6/30/2022 audit is \$7,960,638 or 13.9% of total general fund budgetary basis expenditures and transfers out.

Let me know if you have any questions.

Maggie

Maggie Cosgrove
Town Finance Department Advisor

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: Transfers

Reason for Request: Finance Heavy Rescue lease payments due in FY 22/23 - funding was not included in adopted FY 22/23 budget with understanding that appropriation from unassigned fund balance would be requested

Reason for Available Funds: Unassigned fund balance

| From: | Account Number | Account Name | Amount |
|-------|----------------|--------------------------------|--------|
| | 18501-36250 | Use of Unassigned Fund Balance | 51,598 |
| | | | |
| | | | |
| To: | | | |
| | 18501-50700 | Transfer to Debt Service Fund | 51,598 |
| | | | |
| | | | |

Date Requested

Department Director or Supervisor - Signature

Print Name

Bernie Dennler, First Selectman

Date Reviewed

Chief Financial Officer

Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Transfers

Reason for Request: Finance Heavy Rescue lease payments due in FY 23/24 - funding was was not included in adopted FY 23/24 budget

Reason for Available Funds: Unassigned fund balance

| From: | Account Number | Account Name | Amount |
|-------|--------------------|---------------------------------------|---------------|
| | <u>18501-36250</u> | <u>Use of Unassigned Fund Balance</u> | <u>38,698</u> |
| | <u> </u> | <u> </u> | <u> </u> |
| | <u> </u> | <u> </u> | <u> </u> |

| | | | |
|-----|--------------------|--------------------------------------|---------------|
| To: | <u>18501-50700</u> | <u>Transfer to Debt Service Fund</u> | <u>38,698</u> |
| | <u> </u> | <u> </u> | <u> </u> |
| | <u> </u> | <u> </u> | <u> </u> |

| | | | |
|--|--|-----------------------|--|
| | | Date Requested | Department Director or Supervisor - Signature |
| | | | Print Name <u>Bernie Dennler, First Selectman</u> |
| | | Date Reviewed | Chief Financial Officer |
| | | Date Approved | First Selectman |
| | | Date Approved | Board of Selectmen Clerk |
| | | Date Approved | Board of Finance Clerk |

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Transfers

Reason for Request: Finance Town share of Energy project lease payments due in FY 23/24 and FY 24/25 - funding was not included in adopted FY 23/24 budget, and will not be included in FY 24/25 proposed budget with understanding that an appropriation from unassigned fund balance would be requested

Reason for Available Funds: Unassigned fund balance

| From: | Account Number | Account Name | Amount |
|-------|--------------------|---------------------------------------|----------------|
| | <u>18501-36250</u> | <u>Use of Unassigned Fund Balance</u> | <u>165,424</u> |
| | <u></u> | <u></u> | <u></u> |
| | <u></u> | <u></u> | <u></u> |

| | | | |
|-----|--------------------|---|----------------|
| To: | <u>18501-50700</u> | <u>Town - Transfer to Debt Service Fund</u> | <u>165,424</u> |
| | <u></u> | <u></u> | <u></u> |
| | <u></u> | <u></u> | <u></u> |

Date Requested **Department Director or Supervisor - Signature**
Print Name Bernie Dennler, First Selectman

Date Reviewed **Chief Financial Officer**

Date Approved **First Selectman**

Date Approved **Board of Selectmen Clerk**

Date Approved **Board of Finance Clerk**

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:
Informational for BOS

Reason for Available Funds:
NO BOS Action Required

| From: | Account Number | Account Name | Amount |
|-------|--|---|--------------------------------------|
| | <input type="text" value="18501-36250"/> | <input type="text" value="Use of Unassigned Fund Balance"/> | <input type="text" value="424,672"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | | |
|-----|---|--|--------------------------------------|
| To: | <input type="text" value="251007-50700"/> | <input type="text" value="BOE - Transfer to Debt Service Fund"/> | <input type="text" value="424,672"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | |
|----------------|--|
| | |
| Date Requested | Department Director or Supervisor - Signature |
| | Print Name <input type="text" value="Daniel Sullivan, Superintendent of Schools"/> |
| | |
| Date Reviewed | Chief Financial Officer |
| | |
| Date Approved | First Selectman |
| | |
| Date Approved | Board of Selectmen Clerk |
| | |
| Date Approved | Board of Finance Clerk |