



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

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Bernie Dennler, First Selectman

Board of Selectmen Regular Meeting

March 21, 2024 - 7:00PM

Agenda - Revised

Colchester Town Hall Meeting Room 1 and Hybrid via Zoom

<https://us02web.zoom.us/j/87837788276?pwd=c0g2dEJDT21OTIUxZ2pmRG03TFBXUT09>

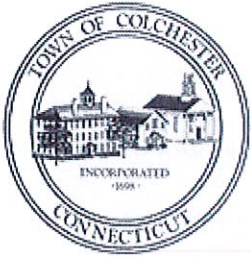
*All items on the agenda are subject to possible action*

1. Call to Order
2. Pledge of Allegiance
3. Correspondence
4. Citizen's Comments
5. Consent Agenda
  - a. Approve the Minutes from Regular Meeting March 7, 2024 **PAGE 1 - 8**
  - b. Approve the Minutes from Special Meeting March 14, 2024 **PAGE 9**
  - c. Authorize Tax Refunds **PAGE 10-11**
  - d. Approve Colchester Sewer and Water Commission FY 23-24 operating budgets and rates/fees as recommended by the Sewer and Water Commission **PAGE 12-21**
  - e. Reappointment of Patty Watts as Municipal Agent for the Aging
  - f. Reappoint Michael Dankiw and Denise Salmoiraghi to the Housing Authority with a term ending on 5/1/2029
6. Ad-Hoc Committee and Commission Interviews: **PAGE 22 -27**
  - a. Ad Hoc Recreation Needs and coordination Committee
  - b. Agriculture Commission
7. Discussion and action on approving the Section 5310 funding application for submission and authorize the First Selectman to sign all necessary documents **PAGE 28-42**
8. Presentation by the Public Works Director on FY 24-25 budget proposals including fields/grounds maintenance **Power Point in separate attachment**
  - a. Discussion and action on proposals
9. Presentation by Colchester Police regarding request to purchase of Flock Safety Cameras. **PAGE 43 -45**

10. Discussion and action on authorizing the sale of a Town of Colchester used sweeper to the Town of Lebanon **PAGE 46**
11. Discussion and action on authorizing the First Selectman to sign a proposal with New England Mechanical Services, Inc for preventative maintenance for five Modine heaters at Colchester Fire Department Head Quarters. **PAGE 47 - 52**
12. Liaison Reports
13. First Selectman Report
14. FOIA Log update
15. Citizen's Comments
16. Adjournment

Respectfully submitted,

Bernie Dennler  
First Selectman



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Bernie Dennler, First Selectman

## Board of Selectmen Regular Meeting

March 7, 2024 - 7:00PM

### Minutes

#### Colchester Town Hall Meeting Room 1 and Hybrid via Zoom

*All items on the agenda are subject to possible action*

**Members in attendance:** First Selectman Bernie Dennler, Selectmen Art Shilosky, Rosemary Coyle, Denise Turner, and Cliff O'Donal.

**Others in attendance:** Steve Hoffman, Fire Chief (via Zoom)

#### 1. Call to Order

B. Dennler called the meeting to order at 7:01pm

#### 2. Pledge of Allegiance

B. Dennler led the pledge of allegiance

#### 3. Correspondence

Commission on Aging Biennial Report submitted by Marjorie Mlodzinski, Chair

Email from Phillip Alexander regarding proposed Silver Brook Solar Project

#### 4. Citizen's Comments

Justin Ford, thanked the Board of Selectmen for their work so far.

Mike Dubreuil, spoke about BOE's proposal for the Bacon Academy Field, UHY Contract, Silver Brook Solar Company.

Skip Starks, spoke about capital improvement needs to address the field issues.

Luke McCoy, spoke about capital improvement plan and Colchester facilities, and the BOE's proposed turf contractor.

Krista Prince, spoke about the field improvement needs at Bacon Academy.

Deanna Bouchard, spoke about the proposed contract with Solar Brook Energy, the field turf proposal by the Superintendent

Brett Mahon, spoke about state of the fields and athletic facilities in Colchester, need for upgrades.

Sean Palmer, spoke about the immediate need for sports field improvements.



## 5. Consent Agenda

- a. Approve the Minutes from Regular Meeting February 15, 2024
- b. Approve the Minutes from Special Meeting February 29, 2024
- 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
- d. Authorize the Norton Park Committee to submit the 2023 Colchester Lions Club grant and authorize the First Selectman to sign all necessary documents

A. Shilosky *MOVED* to approve the consent agenda. R. Coyle *SECONDED*. *MOTION CARRIED 5:0.*

## 6. Discuss and act on authorizing the First Selectman to sign the CT DEEP Recreational Trails Grant Program Application

R. Coyle *MOVED* to authorize the First Selectman to execute all required documents associated with 2024 CT DEEP Recreational Trails Grant Program application in support of multiple recreational trail development projects throughout Colchester. C. O'Donal *SECONDED*. *MOTION CARRIED 5:0.*

## 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

Presentation by S. Hoffman, Fire Chief regarding the replacement of fire alarm panel. December 19, 2023, storm caused a surge in the Fire and EMS Headquarters and damaged the panel.

R. Coyle *MOVED* to authorize the First Selectman to sign a contract with Professional Protection Systems for replacement of the fire alarm panel at Colchester Fire & EMS Headquarters and that the funds come from Capital Reserve – Building & Grounds Maintenance, pending approval from Board of Finance. D. Turner *SECONDED*. *MOTION CARRIED 5:0.*

## 8. Discuss and act on authorizing the First Selectman to sign the State EMS Plan Mutual Aid Agreements – Hebron

Presentation by S. Hoffman, Fire Chief

D. Turner *MOVED* to authorize the First Selectman to sign the State EMS Plan Mutual Aid Agreements – Hebron. R. Coyle *SECONDED*. *MOTION CARRIED 5:0.*

## 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

D. Turner *MOVED* to authorize the First Selectman to sign a new contract with UHY LLP for consulting services with funds to come from ARPA. A. Shilosky *SECONDED*. *MOTION CARRIED 5:0.*

## 10. Discuss and act on recommendations to the Board of Finance

- a. Use of unassigned fund balance as discussed in the 2022/2023 budget development process



R. Coyle *MOVED* to recommend the Board of Finance transfer \$51,598 from the unassigned fund balance to the Debt Service Fund to finance the Heavy Rescue lease payments due in FY 22-23. A. Shilosky *SECONDED*. *MOTION CARRIED 5:0.*

R. Coyle *MOVED* to recommend the Board of Finance transfer \$38,698 from the unassigned fund balance to the Debt Service Fund to finance the Heavy Rescue lease payments due in FY 23-24. A. Shilosky *SECONDED*. *MOTION CARRIED 5:0.*

R. Coyle *MOVED* to recommend the Board of Finance transfer \$165,424 from the unassigned fund balance to the Debt Service Fund to finance the Town share of the Honeywell energy project lease payments due in FY 23-24 and FY 24-25 as originally recommended by Board of Finance in the FY23-24 budget development process. A. Shilosky *SECONDED*. *MOTION CARRIED 5:0.*

**11. Discuss and act to authorize the First Selectman to sign necessary documents with Silver Brook Solar regarding Amston Road proposal**

B. Dennler explained the request is to sign a new non-binding LOI approved by the Town's legal counsel, as the first one signed by the former administration was expired to meet the deadline to go out to bid. The lease would be negotiated at another stage should Silver Brook win the bid. The Board will address the after-site cleanup in the lease negotiation.

C. O'Donal *MOVED* to authorize the First Selectman to sign the LOI and necessary documents with Silver Brook Solar regarding the Non-Residential Renewable Energy Solutions Solicitations Bid. A. Shilosky *SECONDED*. *MOTION CARRIED 5:0.*

**12. Discuss and act on appointments**

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

Discussion by the Board.

C. O'Donal *MOVED* to approve Jeff Mastrianni as Blight Hearing Officer. R. Coyle *SECONDED*. *MOTION CARRIED 5:0.*

R. Coyle *MOVED* to approve Jeff Mastrianni as a member on the Housing Authority as a member with a term ending 5/30/2026. A. Shilosky *SECONDED*. *MOTION CARRIED 5:0.*

D. Turner *MOVED* to approve Jessica Henowitz to the Economic Development Commission as a member with term ending 10/ 1/ 2024 C. O'Donal *SECONDED*. *MOTION CARRIED 5:0.*

D. Turner *MOVED* to approve Eric Lee to the Economic Development Commission as a member with a term ending 10/ 1/ 2028. C. O'Donal *SECONDED*. *MOTION CARRIED. 5:0.*

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

The Board will hold interviews in a Special Meeting Thursday March 14, 2024, 6:00pm for the Ad Hoc Recreation Committee.

#### **14. Liaison Reports**

D. Turner reported on Youth Services

A. Shilosky reported on Zoning Board of Appeals and Norton Park Committee.

#### **15. First Selectman Report**

B. Dennler reported on:

The Planning and Zoning commission approved the development of the building where the proposed Chipotle is to be constructed on Linwood Ave.

Town was awarded a DEEP grant for \$250,000 towards Norton Park.

B. Dennler along with J. Leone, Public Works Director walked Colchester to collect nip bottle litter and are brainstorming some ideas for funds currently accumulating to put towards the issue, possibly towards time for public works to pick them up.

Youth Center received some improvements; work was done internally by Facilities Maintainer. Also provided an update on work performed in the fall: the roof project exceeds what was appropriated from ARPA, may need to fund from Capital Reserve – Building & Grounds Maintenance which was the plan from previous administration.

#### **16. Citizen's Comments**

Kevin Byrne, Norton Park Commission Member, spoke about Lions club grant approval.

Deanna Bouchard, spoke about Housing Authority Title 8 Connecticut General Statute, Field Study was already done suggested to relook at it to see if another location was identified, and Executive Session rules.

Ron Silberman, spoke about nip collection funds and pollution.

#### **17. Review of Legal Bills per Town of Colchester Budget Transfer Procedures Section 3.3**

B. Dennler explained as per section 3.3 of the Budget Transfer Procedures, the First Selectman is supposed to ask the Board of Selectmen and Board of Finance for authorization to over-expend legal line items to represent the town when the budget has been reached. The policy has not been adhered to in recent years. B. Dennler shared the ending balances of legal budgets for FY22-23 that were over-expended as of June 30, 2023. He also shared the current balances of each legal budget for FY23-24 then reviewed costs incurred based on individual cases. He offered the Board the opportunity to review any bills in Executive Session, but no Executive Session was called.



B. Dennler stated his goal was to bring the Town back in to compliance with the Budget Transfer Procedures and needed a motion from the Board authorizing the Town to continue funding its legal expenses.

*R. Coyle MOVED to recommend to the Board of Finance that the legal cases continue to be funded, and the First Selectman provide more frequent updates on legal, follow the policy for new cases. D. Turner SECONDED. MOTION CARRIED 5:0.*

**18. Adjournment**

*A. Shilosky MOVED to adjourn at 9:06pm. C. O'Donal SECONDED. MOTION CARRIED 5:0.*

Respectfully submitted,

Taryn Scott  
Executive Assistant to the First Selectman





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> |
|       |                    |                                       |               |
|       |                    |                                       |               |

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

3/7/24  
Date Requested

Bernie Dennler  
Department Director or Supervisor - Signature

Print Name Bernie Dennler, First Selectman

3/11/24  
Date Reviewed

Michele Marceen  
Finance Director

3/11/24  
Date Approved

Bernie Dennler  
First Selectman

3/11/24  
Date Approved

Chapin Scott  
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> |
|       |                    |                                       |                |
|       |                    |                                       |                |

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

3/7/24  
 Date Requested *Bernie Denler*  
 Department Director or Supervisor - Signature

Print Name Bernie Denler, First Selectman

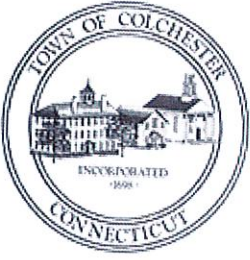
3/11/24  
 Date Reviewed *Michelle Marceau*  
 Finance Director

3/11/24  
 Date Approved *Bernie Denler*  
 First Selectman

3/11/24  
 Date Approved *Clayton Scott*  
 Board of Selectmen Clerk

Date Approved \_\_\_\_\_  
 Board of Finance Clerk





# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Bernie Dennler, First Selectman

## Board of Selectmen Special Meeting

March 14, 2024 - 6:00PM

### Minutes

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.

#### 1. Call to Order

B. Dennler called the meeting to order at 6:00pm

#### 2. Pledge of Allegiance

B. Dennler led the pledge of allegiance.

#### 3. Citizen's Comments

No citizen comments were given.

#### 4. Recreation Needs & Coordination Ad Hoc Committee Interviews

B. Dennler explained Ad-Hoc Committees hold a term of 12 months or less.

The Board interviewed the following candidates: Suzanne Salemi, Michael Dubreuil, Seth Breitmaier, Luke McCoy, Christopher Pianta and Matthew Parsons.

#### 5. Discussion and possible action to authorize the First Selectman to sign the MSRB required G-17 letter for \$15 million Bond Anticipation Note with Oppenheimer & Co. Inc.

*D. Turner MOVED to authorize the First Selectman to sign the MSRB required G-17 letter for \$15 million Bond Anticipation Note with Oppenheimer & Co. Inc. C. O'Donal SECONDED. MOTION CARRIED 5:0.*

#### 6. Citizen's Comments

Deanna Bouchard spoke about the letter the board is signing with Oppenheimer & Co. Inc. and the town's bonds, the BOE budgets and field studies previously done by the town.

#### 7. Adjournment

*D. Turner MOVED to adjourn at 8:12pm. C. O'Donal SECONDED. MOTION CARRIED 5:0.*

Respectfully submitted,

Taryn Scott

Executive Assistant to the First Selectman

[Selectman@ColchesterCt.gov](mailto:Selectman@ColchesterCt.gov)

860-537-7220

[www.ColchesterCT.gov](http://www.ColchesterCT.gov)

# TAX COLLECTOR'S REFUNDS SELECTMAN'S MEETING

**MEETING DATE:**

**3/21/2024**

Check Date:

| Taxpayer Name          | List Number      | Amount        | Breakdown | Check #   |  |
|------------------------|------------------|---------------|-----------|-----------|--|
| NISSAN INFINITI LT LLC | 2022-03-60648    | \$199.19      | C: 199.19 |           |  |
|                        | 2022-04-81691    | \$287.85      | C: 287.85 |           |  |
| LOUISE F STEFANOWICZ   | 2022-03-64035    | \$9.25        | C 9.25    |           |  |
| EAN HOLDINGS LLC       | 2022-03-54362    | \$403.78      | C: 403.78 |           |  |
|                        | 2022-03-54365    | \$286.33      | C: 286.33 |           |  |
|                        | 2022-03-54366    | \$132.89      | C: 132.89 |           |  |
|                        | 2022-03-54367    | \$495.65      | C: 495.65 |           |  |
|                        | 2022-03-54368    | \$557.33      | C: 557.33 |           |  |
|                        | 2022-03-54369    | \$354.60      | C: 354.60 |           |  |
|                        | 2022-03-54370    | \$546.55      | C: 546.55 |           |  |
|                        | 2022-03-54371    | \$546.55      | C: 546.55 |           |  |
|                        | 2022-03-54372    | \$376.05      | C: 376.05 |           |  |
|                        | 2022-03-54373    | \$125.59      | C: 125.59 |           |  |
|                        | 2022-03-54374    | \$689.67      | C: 689.67 |           |  |
|                        | 2022-03-54375    | \$77.83       | C: 77.83  |           |  |
|                        | 2022-03-54380    | \$320.24      | C: 320.24 |           |  |
|                        | 2022-03-54385    | \$432.12      | C: 432.12 |           |  |
|                        | 2022-03-54397    | \$379.10      | C: 379.10 |           |  |
|                        | 2022-03-54399    | \$541.68      | C: 541.68 |           |  |
|                        | 2022-03-54400    | \$188.64      | C: 188.64 |           |  |
|                        | 2022-03-54401    | \$464.43      | C: 464.43 |           |  |
|                        | 2022-03-54402    | \$328.28      | C: 328.28 |           |  |
|                        | 2022-03-54404    | \$396.87      | C: 396.87 |           |  |
|                        | 2022-03-54381    | \$531.61      | C: 531.61 |           |  |
|                        | EAN HOLDINGS LLC | 2022-03-54405 | \$547.89  | C: 547.89 |  |
|                        |                  | 2022-03-54420 | \$432.99  | C: 432.99 |  |
| 2022-03-54421          |                  | \$295.20      | C: 295.20 |           |  |
| 2022-03-54422          |                  | \$304.05      | C: 304.05 |           |  |
| 2022-03-54423          |                  | \$346.94      | C: 346.94 |           |  |
| 2022-03-54424          |                  | \$53.08       | C: 53.08  |           |  |
| 2022-03-54429          |                  | \$251.43      | C: 251.43 |           |  |
| 2022-03-54436          |                  | \$485.74      | C: 485.74 |           |  |
| 2022-03-54437          |                  | \$293.89      | C: 293.89 |           |  |
| 2022-03-54441          |                  | \$267.24      | C: 267.24 |           |  |
| 2022-03-54446          |                  | \$469.33      | C: 469.33 |           |  |
| 2022-03-54447          |                  | \$396.24      | C: 396.24 |           |  |
| 2022-03-54451          |                  | \$488.92      | C: 488.92 |           |  |
| 2022-03-54453          |                  | \$490.56      | C: 490.56 |           |  |
| 2022-03-54454          |                  | \$108.20      | C: 108.20 |           |  |
| BRIAN M ROBERSON       | 2022-03-62378    | \$104.30      | C: 104.30 |           |  |

03-21-2024

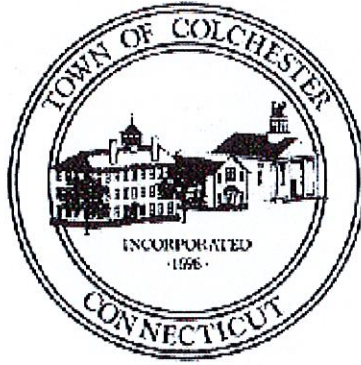
**TAX COLLECTOR'S REFUNDS**  
**SELECTMAN'S MEETING**

TOTAL

\$14,370.60

03-21-2024





# Colchester Sewer and Water Commission

Fiscal Year 2023 – 2024

## Operating Budgets

Contents:

Budget In Brief Description

Use Rates

Connection Fees and Policies

Fees for Services

Water Operating Budget Spreadsheet

Sewer Operating Budget Spreadsheet

The Colchester Sewer and Water Commission will hold a Public Hearing to present and gather public comment on the proposed budget for the 2023/2024 Fiscal Year including proposed rate schedules on Wednesday, March 19, 2024 at 7:00 p.m. at the Colchester Town Hall and/or Virtual Zoom Meeting

1-24-24 Motion made and approved to approve Sewer and Water budget

3-19-24 Motion made and passed unanimously to send Sewer and water budget to WPCA for approval and adoption.

## Colchester Sewer and Water Commission FY 2023 -2024 Budget in Brief

The Town is behind schedule adopting adjusted budget/rates in Fiscal Year 23-24. This was due to the Sewer & Water Commission having difficulty meeting due to changes in its personnel and inability to have a quorum to hold meetings.

The bills that were sent out in October or December were billed on the FY 22-23 rates. However, the material costs and the amount owed to the Joint Facility for our sewage usage has increased from the previous FY 22-23. Due to these increases, and in an attempt to offset their cost, the Sewer & Water Commission has voted to increase the rates in town for the remaining 2 quarters of billing in Fiscal Year 23-24.

Please note that this increase for FY 23-24 is late, the Sewer and Water Commission is also developing and voting on the rates for next year, FY 24-25. Given material pricing trends and the capital funding shortfalls for asset maintenance, the FY 23-24 will likely see an additional increase in FY 24-25.

The initial increase planned and voted upon in the Spring of 2023 was 6.5% for both water and sewer. This increase also had additional \$5 applied to the base rate quarterly charges. In the fall of 2023, the Sewer and Water Commission revisited the increase and voted to reduce the increase from 6.5% for both water and sewer to 3.4% for water and 4% for sewer. The rates enclosed in this document reflect that increase. **Due to the late adoption of these rates (it applies to only ½ of the year) the effective annual increase is 1.7% for water and 2% sewer.**

As Director of Public Works, I have personally reviewed the water and sewer rates in many other Connecticut towns and have compared them with the rates in Colchester. While not all towns are the same, my research has shown Colchester's revised FY 23-24 rates to be very competitive and fair:

- For a residential 1" water service, the 83 towns/utility regions surveyed were 119% more expensive than Colchester per quarter and 13% more expensive than Colchester per 1000 gal.
- For a residential 1" sewer service, the 28 towns/utility regions surveyed were 28% less expensive than Colchester per 1000 gal. 25/28 towns charge an average service charge of \$62.75 per quarter, where Colchester does not.

Based upon some aspects unique to Fiscal Year 23-24; net gain personnel changes, lower electricity usage trends, and other factors this budget looks like it will balance, and we will be able to get through the remainder of this year without major overruns.

Capital Projects that are taking place this year are:

- Upgrading storage tank/filter plant computerized communication (SCADA)
- Redevelopment of Well 5A including new pump/piping
- Painting of the 40' Storage tank on Elmwood Heights

In my short time here, I have already made it a personal commitment of mine to make our billing easier to understand, our communication more regular, and our payment methods more accessible. If you have concerns regarding your water and sewer service here in Colchester, please attend one of our Sewer & Water Commission Meetings on the last Wednesday of each month. Please see the town calendar for exact dates and location.

Thank you,

Joseph Leone, EIT, M.Ed  
Director of Public Works  
Direct: (860) 537-7286



PROPOSED USAGE RATES  
COLCHESTER SEWER AND WATER COMMISSION  
**2023 - 2024 FISCAL YEAR**

Residential-Use Rates

|  |                  |              |              |
|--|------------------|--------------|--------------|
|  | Annual increase: | <b>1.70%</b> | <b>2.00%</b> |
| Increase for April & July Billing due to late adoption of revised rates: |                  | <b>3.40%</b> | <b>4.00%</b> |

| (thousands of gallons) | Existing<br><u>Water</u> | Existing<br><u>Sewer</u> | New<br><u>Water</u> | New<br><u>Sewer</u> |
|------------------------|--------------------------|--------------------------|---------------------|---------------------|
| Serv Charge per qtr.   | \$ 43.17                 | \$ -                     | \$ <b>44.64</b>     | \$ -                |
| 0 to 10                | \$ 8.12                  | \$ 8.97                  | \$ <b>8.40</b>      | \$ <b>9.33</b>      |
| 10 to 20               | \$ 8.44                  | \$ 9.08                  | \$ <b>8.73</b>      | \$ <b>9.44</b>      |
| 20 plus                | \$ 10.80                 | \$ 9.38                  | \$ <b>11.17</b>     | \$ <b>9.76</b>      |

Commercial-Use Rates

|  | Existing<br><u>Water Rate</u> | Existing<br><u>Sewer Rate</u> | New<br><u>Water Rate</u> | New<br><u>Sewer Rate</u> |
|--|-------------------------------|-------------------------------|--------------------------|--------------------------|
| Service charge, per quarter<br><b>(Includes up to 20,000 Gal. use)</b> |                               |                               |                          |                          |
| 3/4 in. meter  | \$ 217.41                     | \$181.06                      | \$ <b>224.80</b>         | \$ <b>188.30</b>         |
| 1 in. meter  | \$ 218.65                     | \$181.06                      | \$ <b>226.08</b>         | \$ <b>188.30</b>         |
| 1-1/2 in. meter  | \$ 220.34                     | \$181.06                      | \$ <b>227.83</b>         | \$ <b>188.30</b>         |
| 2 in. meter  | \$ 224.96                     | \$181.06                      | \$ <b>232.61</b>         | \$ <b>188.30</b>         |
| 3 in. meter  | \$ 259.00                     | \$181.06                      | \$ <b>267.81</b>         | \$ <b>188.30</b>         |
| 4 in. meter  | \$ 271.61                     | \$181.06                      | \$ <b>280.84</b>         | \$ <b>188.30</b>         |
| 6 in. meter  | \$ 301.02                     | \$181.06                      | \$ <b>311.25</b>         | \$ <b>188.30</b>         |
| 8 in. meter  | \$ 334.66                     | \$181.06                      | \$ <b>346.04</b>         | \$ <b>188.30</b>         |

|                             |                          |                          |                                 |                                 |
|-----------------------------|--------------------------|--------------------------|---------------------------------|---------------------------------|
| <b>Over 20,000 Gal. use</b> | \$8.40 per<br>1,000 gals | \$9.06 per<br>1,000 gals | <b>\$8.69 per</b><br>1,000 gals | <b>\$9.42 per</b><br>1,000 gals |
|-----------------------------|--------------------------|--------------------------|---------------------------------|---------------------------------|

| Private Fire Service: | Existing<br><u>Water Rate</u> | New<br><u>Water Rate</u>       |
|-----------------------|-------------------------------|--------------------------------|
| Up to 4 in.           | \$24.13 per quarter           | \$ <b>85.00</b> per quarter    |
| 4 in.                 | \$145.29 per quarter          | \$ <b>308.02</b> per quarter   |
| 6 in.                 | \$422.36 per quarter          | \$ <b>589.50</b> per quarter   |
| 8 in.                 | \$899.77 per quarter          | \$ <b>1,179.06</b> per quarter |
| 10 in.                | \$1,618.22 per quarter        | \$ <b>1,843.21</b> per quarter |

**Town of Colchester  
Sewer and Water Commission**

**Proposed Water and Sewer Connection Fees**

(approved Colchester Sewer and Water Commission on 2-11-1999, revised and approved **TBD 3-19-24**)  
 (approved Colchester Board of Selectmen on 3-11-1999, revised and approved **TBD 3-21-24**)  
 (Updated to reflect approved Fire Sprinkler charges and material cost increases – **TBD 3-21-24**)

**Proposed Change Effective 4-1-2024**

The listed connection fees will be charged in accordance with the Colchester Sewer and Water Commission “Sewer and Water Service Connection Policy”. In accordance with the policy, sewer and water connection fees shall be assessed based on the size of the customer’s meter or service size (whichever is less), as shown below:

Water and Sewer Service

| <u>Water Meter Size (in.)</u> | <u>Water Branch Size (in.)</u> | <u>Exist Water Fee</u> | <u>Prop. Water Fee</u> | <u>Exist Sewer Fee</u> | <u>Prop. Sewer Fee</u> |
|-------------------------------|--------------------------------|------------------------|------------------------|------------------------|------------------------|
| ¾ or less                     | 1                              | \$ 3,650               | \$4,000                | \$ 1,500               | \$2,500                |
| 1                             | 1-1/2                          | \$ 8,750               | \$9,000                | \$ 3,750               | \$4,240                |
| 1-1/2                         | 2                              | \$16,000               | \$16,000               | \$ 7,100               | \$7,500                |
| 2                             | 4                              | \$31,970               | \$32,000               | \$14,200               | \$14,500               |

Meters in excess of two (2) inches and/or connections, services, or branches, in excess of three (3) inches shall be reviewed and assessed individually based on demand capacity at the rate of \$11.45 per 1,000 gpd water and/or \$7.96 per 1,000 gpd sewer. However, in no case will the charges be less than those for a two (2) inch meter or three (3 inch) service.

Fire Sprinkler Connections

Customers with separate fire service or fire service connections shall pay a separate quarterly fee for such service at the rates shown below:

| <u>Fire Service Size (in.)</u> | <u>Quarterly Fee</u>                     |
|--------------------------------|--|
| Less than 4 in.                | \$ 85.00                                 |
| 4 in.                          | \$ 308.02                                |
| 6 in.                          | \$ 589.50                                |
| 8 in.                          | \$ 1,179.06                              |
| 10 in.                         | \$ 1,843.21                              |
| 12 in. or greater              | to be reviewed and assessed individually |

Existing Laterals

Laterals already in place and paid for by the Town (Commission), shall be charged to the property owner at an additional rate of \$1,000 for each water or sewer lateral above the connection fee at the time of connection.

Separation of Service

Active services existing at the time of adoption of this fee schedule, which are subsequently separated into multiple metered units, shall be charged a “Separation of Service” fee of \$200 per service (water or sewer) plus the cost of all Town-supplied labor and materials. Services which are constructed and separated subsequent to adoption of this fee schedule shall pay the applicable rate per meter (Section 4D of Sewer and Water Service Connection Policy) less any connection fees previously paid.

**Service Fees**

**Construction Fees**

**On site work**

hourly rate                   \$ 125.00 7:00AM to 3:30PM - Monday-Friday except holidays  
\$ 250.00 all other times

New Water Main Flush                   \$    500.00 2 operators for 2 hours  
water charged at \$100 per 1,000 gallons u

Pressure and Leakage Test               \$    350.00

Chlorination of new water main         \$    350.00

Inspection of new water main

Water Construction Inspection Fee       \$    200.00

Sewer Construction Inspection Fee       \$    200.00

**Office Processing:**

Water Application Fee                    \$    200.00

Sewer Application Fee                    \$    200.00

Water Adbandonment Application Fee     \$    200.00

Sewer Adbandonment Application Fee     \$    200.00

Water service line repair permit        \$    200.00

Sewer service line repair permit        \$    200.00

**Infrastructure connection - per unit cost one inch pipe**

Sewer connection                         \$   2,500.00

Water connection                         \$   4,000.00

**Fire Sprinkler connection - per building cost two inch pipe**

Water connection                         \$ 16,000.00

**Fire Sprinkler connection - per building cost four inch pipe**

Water connection                         \$ 32,000.00

**Fire Sprinkler connection - per building cost six inch pipe**

Water connection                         \$ 48,000.00

**Other**

Hydrant Meter                             \$   2,000.00

monthly rental                             \$     120.00

Materials:                                 (Price determined at time of order)

Curb Box                                    \$     100.00

1" Corp                                     \$     150.00

Meter Setter                                \$     500.00

Cost per foot                               \$      20.00

1" Tap                                      \$   1,200.00

2" tap                                        \$   1,600.00

|                |          |   |
|----------------|----------|---|
| Device Testing | \$ 55.00 | per device tested while on site doing cross connection inspection Otherwise 1 hr service call rate is added to device testing fee |
|----------------|----------|---|

**Multiple units on one meter**

|                      |          |   |
|----------------------|----------|---|
| Commerical Buildings | \$ 10.00 | per billing cycle                                   |
| Residential          | \$ 10.00 | per additional unit in building with only one meter |

**Note - new buildings require individual meters**

**Lien/Caveat fee**

|                   |          |
|-------------------|----------|
| Lien Recording    | \$ 80.00 |
| Caveat Recording  | \$ 80.00 |
| Release Recording | \$ 80.00 |

**Profile of Water consumption**

|           |  |
|-----------|--|
| Free      | One profile within a 12 month period         |
| \$ 125.00 | Additional profiles within a 12 month period |

**Delivered Water**

|                |          |                                   |
|----------------|----------|-----------------------------------|
| delivery truck | \$ 87.00 | per truckload under 6,000 gallons |
|----------------|----------|-----------------------------------|

**Misc Charges**

|                         |           |  |
|-------------------------|-----------|--|
| Late fee                | 1.5%      | per month  |
| Returned Ck fee         | \$ 35.00  |  |
| Fat Oil & Grease Permit | \$ 100.00 |  |
| Account Activation Fee  | \$ 50.00  |  |
| Temporary Account fee   | \$ 20.00  |  |
| Final reading invoice   | \$ 25.00  |  |
| Hydrant Repairs         | \$ 400.00 |  |
| Hydrant Raising         | \$ 400.00 | private customers hydrants                               |
| Fire Hydrant valve      | \$ 10.00  | per hydrant per year to Colchester (approx 400 hydrants) |

Service Fees

Construction Fees

**On site work**

hourly rate                   \$ 125.00 7:00AM to 3:30PM - Monday-Friday except holidays  
\$ 250.00 all other times

New Water Main Flush

This fee is for two Operators for two hours of work.

Water consumed is charged at \$9.00 per thousand gallons

Pressure and Leakage Test

A Water dept. employee witnesses the results and verifies the third party contractor

Chlorination of new water main

A Water dept. employee witnesses the results and verifies the third party contractor

Inspection of new water main

Pays for a Water dept. employee visit for on site inspection.

Water Construction Inspection Fee

Pays for an operator lateral inspection. Includes up to one hour of time. Additional time is billed in half hour increments at the current service call rate.

Pays for an operator lateral inspection. Includes up to one hour of time. Additional time is billed in half hour increments at the current service call rate.

Sewer Construction Inspection Fee

**Office Processing:**

Water Application Fee

Processing of the application.

Sewer Application Fee

Processing of the application.

Water Adbandonment Application Fee

Processing of the application.

Sewer Adbandonment Application Fee

Processing of the application.

Temporary Account fee

A landlord or property manager holds an account between tenants

**Infrastructure connection**

Sewer connection

This connection fee pays for the construction and maintenance of the sewer system infrastructure.

This connection fee pays for the construction and maintenance of the water system infrastructure.

Water connection

**Other**

Hydrant Meter

This is a deposit to cover expenses incurred to replace equipment. Water is also billed at \$9.00 per thousand gallons.

Rental fee charged monthly.

monthly rental

Materials:

Material costs are examined at the time of the order. They can change, depending on the market cost of copper.

Curb Box

black box that sticks up out of the ground

1" Corp

fitting that is drilled into the water main

Meter Setter

double check valve and a master valve that connects to the lateral

Cost per foot

copper prices are volatile

1" Tap

process of drilling the water main for the corp insert and lateral

2" tap

process of drilling the water main for the corp insert and lateral



2023-2024 Fiscal Year Sewer and Water Comm. Operating Budget

1.7% Increase

| <b>EXPENSE</b>                                     | <b>21/22 Actual BUDGET</b> | <b>22/23 ACTUAL BUDGET</b> | <b>23/24 PROPOSED BUDGET</b> | <b>DIFFERENCE</b> |
|--|----------------------------|----------------------------|------------------------------|-------------------|
| <b>WATER OPERATING</b>                             |                            |                            |                              |                   |
| 4003210 40101 Regular Payroll                      | \$ 311,542                 | \$ 338,119                 | \$ 344,119                   | \$ 6,000          |
| 4003210 40103 Overtime                             | \$ 39,868                  | \$ 40,936                  | \$ 48,394.82                 | \$ 7,459          |
| 4003210 40105 Contr Temp Occas                     | \$ -                       | \$ -                       | \$ -                         | \$ -              |
| 4003210 40106 Misc Payroll                         | \$ 9,100                   | \$ 9,100                   | \$ 9,100.00                  | \$ -              |
| 4003210 41210 Employee Related Insurance 4         | \$ 76,456                  | \$ 63,297                  | \$ 67,866                    | \$ 4,569          |
| 4003210 41230 FICA & Pension                       | \$ 49,560                  | \$ 55,363                  | \$ 32,143                    | \$ (23,220)       |
| 4003210 42301 Office Supplies                      | \$ 2,300                   | \$ 2,300                   | \$ 2,400                     | \$ 100            |
| 4003210 42323 Prot Clothing & Safety Equipment     | \$ 2,609                   | \$ 2,892                   | \$ 3,301                     | \$ 409            |
| 4003210 42340 Operating Supplies                   | \$ 60,076                  | \$ 78,943                  | \$ 97,763                    | \$ 18,820         |
| 4003210 43213 Travel Training & Meetings           | \$ 2,500                   | \$ 2,500                   | \$ 3,000                     | \$ 500            |
| 4003210 43258 Dues & Subscriptions                 | \$ 10,495                  | \$ 10,636                  | \$ 10,698                    | \$ 62             |
| 4003210 44203 Legal                                | \$ 1,000                   | \$ 1,000                   | \$ 1,000                     | \$ -              |
| 4003210 44206 Municipal Insurance                  | \$ 18,833                  | \$ 19,435                  | \$ 19,435                    | \$ -              |
| 4003210 44208 Professional Services                | \$ 21,250                  | \$ 66,750                  | \$ 95,400                    | \$ 28,650         |
| 4003210 44217 Postage                              | \$ 3,500                   | \$ 5,100                   | \$ 5,525                     | \$ 425            |
| 4003210 44223 Service Contracts                    | \$ 17,105                  | \$ 17,305                  | \$ 20,698                    | \$ 3,393          |
| 4003210 44231 Advertising                          | \$ 500                     | \$ 500                     | \$ 500                       | \$ -              |
| 4003210 44238 Uniform Rentals                      | \$ 1,735                   | \$ 1,912                   | \$ 1,912                     | \$ -              |
| 4003210 44244 Refunds for Overpayments             | \$ 50                      | \$ 50                      | \$ 50                        | \$ -              |
| 4003210 44255 Refunds for Tax or Liens             | \$ 300                     | \$ 300                     | \$ 300                       | \$ -              |
| 4003210 44262 Audit                                | \$ 6,000                   | \$ 6,000                   | \$ 6,500                     | \$ 500            |
| 4003210 44285 Lab Fees                             | \$ 9,137                   | \$ 24,936                  | \$ 21,338                    | \$ (3,598)        |
| 4003210 45216 Telephone                            | \$ 6,720                   | \$ 8,628                   | \$ 7,914                     | \$ (714)          |
| 4003210 45221 Fuel/Heating                         | \$ 11,200                  | \$ 14,000                  | \$ 14,525                    | \$ 525            |
| 4003210 45622 Electric                             | \$ 95,000                  | \$ 100,750                 | \$ 100,750                   | \$ -              |
| 4003210 46224 Equipment Repairs                    | \$ 15,000                  | \$ 15,000                  | \$ 15,000                    | \$ -              |
| 4003210 46226 Building Repairs                     | \$ 6,000                   | \$ 6,000                   | \$ 6,000                     | \$ -              |
| 4003210 46390 Vehicle Maintenance                  | \$ 3,000                   | \$ 3,000                   | \$ 3,000                     | \$ -              |
| 4003210 48404 Machinery & Equipment                | \$ 1,000                   | \$ 6,000                   | \$ 6,000                     | \$ -              |
| 4003210 48416 Office Equipment                     | \$ 600                     | \$ 3,000                   | \$ 3,000                     | \$ -              |
| 4003210 49245 Bond Principal                       | \$ 131,916                 | \$ 134,740                 | \$ 137,625                   | \$ 2,885          |
| 4003210 49246 Bond Interest                        | \$ 19,870                  | \$ 17,046                  | \$ 14,162                    | \$ (2,884)        |
| 4003210 49247 Bond Issuance Costs                  | \$ -                       | \$ -                       | \$ -                         | \$ -              |
| 4003210 50700 Transfers Out to Debt Service        | \$ 13,580                  |                            | \$ 13,580                    | \$ 13,580         |
| 4003210 50474 Transfers Out to Capital Reserve     | \$ -                       | \$ 100,000                 | \$ 45,000                    | \$ (55,000)       |
| 4003210 50500 Transfers to Capital Projects        | \$ 205,000                 | \$ 13,580                  | \$ 31,790                    | \$ 18,210         |
| 4003210 50900 Contingency                          | \$ 19,186                  | \$ 25,000                  | \$ 25,000                    | \$ -              |
| 4003210 90800 Depreciation - Buidings              |                            |                            | \$ -                         | \$ -              |
| 4003210 91800 Depreciation - Machinery & Equipment |                            |                            | \$ -                         | \$ -              |
| 4003210 92800 Depreciation - Infrastructure        |                            |                            | \$ -                         | \$ -              |
| 4003210 93800 Depreciation - Improvements          |                            |                            | \$ -                         | \$ -              |
| 4003210 99999 GAAP Audit Adjustment                |                            |                            | \$ -                         | \$ -              |
| <b>TOTAL</b>                                       | <b>\$ 1,171,988.00</b>     | <b>\$ 1,194,118</b>        | <b>\$ 1,214,787</b>          | <b>\$ 20,669</b>  |

|  |          |           |
|--|----------|-----------|
|  | \$22,130 | \$ 20,669 |
|  | 1.9%     | 1.7%      |

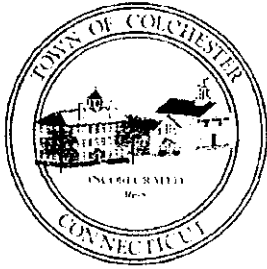


2023-2024 Fiscal Year Sewer and Water Comm. Operating Budget 2.0% Increase

| <b>EXPENSE</b>                                  | <b>21/22 ACTUAL</b> | <b>22/23 APPROVED BUDGET</b> | <b>23/24 PROPOSED BUDGET</b> | <b>DIFFERENCE</b> |
|---|---------------------|------------------------------|------------------------------|-------------------|
| <b>SEWER OPERATING</b>                          |                     |                              |                              |                   |
| 2403207 40101 Regular Payroll                   | \$ 78,860           | \$ 88,003                    | \$ 91,732                    | \$ 3,729          |
| 2403207 40102 Other Regular & Part Time Payroll | \$ -                |                              | \$ -                         | \$ -              |
| 2403207 40103 Overtime                          |                     | \$ -                         | \$ -                         |                   |
| 2403207 40105 Misc Payroll                      |                     |                              | \$ 4,550                     | \$ 4,550          |
| 2403207 41210 Employee Related Insurance        | \$ 15,000.00        | \$ 16,500                    | \$ 10,534                    | \$ (5,966)        |
| 2403207 41230 FICA & Pension                    | \$ 13,140.00        | \$ 13,049                    | \$ 10,556                    | \$ (2,493)        |
| 2403207 42301 Office Supplies                   | \$ 1,300.00         | \$ 2,600                     | \$ 2,600                     | \$ -              |
| 2403207 42323 Prot Clothing & Safety Equipment  | \$ 652.00           | \$ 723                       | \$ 880                       | \$ 157            |
| 2403207 42340 Operating Supplies                | \$ 47,852.00        | \$ 60,000                    | \$ 18,520                    | \$ (41,480)       |
| 2403207 43213 Travel, Training & Meetings       | \$ 100.00           | \$ 100                       | \$ 300                       | \$ 200            |
| 2403207 42358 Dues & Subscriptions              |                     |                              | \$ 345                       | \$ 345            |
| 2403207 44203 Legal                             | \$ 250.00           | \$ 250                       | \$ 250                       | \$ -              |
| 2403207 44206 Municipal Insurance               | \$ 18,833.00        | \$ 19,435                    | \$ 21,721                    | \$ 2,286          |
| 2403207 44208 Professional Services             |                     |                              | \$ 25,000                    | \$ 25,000         |
| 2403207 44217 Postage                           | \$ 3,500.00         | \$ 3,500                     | \$ 4,000                     | \$ 500            |
| 2403207 44223 Service Contracts                 | \$ 5,500.00         | \$ 6,806                     | \$ 13,626                    | \$ 6,820          |
| 2403207 44231 Advertising                       | \$ 100.00           | \$ 100                       | \$ 100                       | \$ -              |
| 2403207 44238 Uniform Rentals                   | \$ -                | \$ -                         | \$ 319                       | \$ 319            |
| 2403207 44244 Refunds for Overpayment           | \$ -                |                              | \$ -                         | \$ -              |
| 2403207 44255 Refunds for Tax or Liens          | \$ 250.00           | \$ 250                       | \$ 250                       | \$ -              |
| 2403207 44262 Audit                             | \$ 6,000.00         | \$ 6,025                     | \$ 6,513                     | \$ 488            |
| 2403207 44268 Joint Sewer Facility Personnel    | \$ 126,251.00       | \$ 128,628                   | \$ 134,882                   | \$ 6,254          |
| 2403207 45216 Telephone                         | \$ 2,500.00         | \$ 600                       | \$ 780                       | \$ 180            |
| 2403207 45221 Fuel/Heating                      | \$ 1,695.00         | \$ 3,503                     | \$ 3,626                     | \$ 123            |
| 2403207 45622 Electric                          | \$ 75,000.00        | \$ 79,800                    | \$ 79,800                    | \$ -              |
| 2403207 46224 Equipment Repairs                 | \$ 10,000.00        | \$ 15,000                    | \$ 10,000                    | \$ (5,000)        |
| 2403207 46224 BLDG Repairs                      |                     |                              | \$ 3,000                     | \$ 3,000          |
| 2403207 46269 Joint Sewer Facility Maintenance  | \$ 823,041.00       | \$ 854,563                   | \$ 893,364                   | \$ 38,801         |
| 2403207 48404 Vehicle Repair                    |                     |                              | \$ 750                       | \$ 750            |
| 2403207 48404 Machinery & Equipment             | \$ 14,000.00        | \$ 18,000                    | \$ 6,000                     | \$ (12,000)       |
| 2403207 48416 Office Equipment                  | \$ 200.00           | \$ 3,000                     | \$ 3,000                     | \$ -              |
| 2403207 50413 Transfers Out to General Fund     |                     |                              | \$ -                         | \$ -              |
| 2403207 50474 Transfers Out to Capital Reserve  |                     | \$ -                         | \$ -                         | \$ -              |
| 2403207 50500 Transfers to Capital Project      | \$ -                | \$ -                         | \$ -                         | \$ -              |
| 2403207 50900 Contingency                       | \$ -                | \$ 6,708                     | \$ 6,854                     | \$ 146            |
|   |                     |                              | \$ -                         | \$ -              |
| <b>TOTAL</b>                                    | \$ 1,244,024.00     | \$ 1,327,143.00              | \$ 1,353,850                 | \$ 26,707         |

|          |
|----------|
| \$83,119 |
| 6.7%     |

|           |
|-----------|
| \$ 26,707 |
| 2.0%      |



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: Feb. 19, 2024

## BOARDS & COMMISSIONS APPLICATION

Name: David Emery

Address: 16 Hi Lea Farm Rd Colchester, CT. 06415

Home Phone: \_\_\_\_\_ Email dme527@hotmail.com FAX: \_\_\_\_\_

Cell Phone: 860 919 2308 Town Residency 4 Years

Party Affiliation:  Democrat  Republican  Unaffiliated (check one)

Commission or Board you are interested in serving on: Recreation Needs and Coordination

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

High School: Plainville High School

Graduated 1978

College: University of Connecticut

Bachelor of Science in Commercial Horticulture 1982

Trade, Business \_\_\_\_\_

Or Correspondence \_\_\_\_\_

School \_\_\_\_\_

CONTINUED ON REVERSE SIDE



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

Tunxis Plantation Country Club Farmington CT Assistant Superintendent 1988-1998

Town of Plainville Superintendent of Buildings and Grounds 1998-2023 Retired

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


Why are you interested in serving? I have always had a strong commitment to public service and wish to offer my experience and abilities to improve recreation opportunities to the residents of Colchester.

Do you have any experience or familiarity with this area? In my capacity as Buildings and Grounds Superintendent for the Town of Plainville, I oversaw the maintenance and improvements to Town Parks, Athletic Fields, Municipal Buildings and all other Public Grounds for 25 years. I have extensive knowledge of Public Works operations and have been involved in the installation of both natural and synthetic Football and Softball Fields.

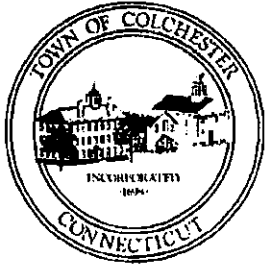
If you are not appointed to this board or commission, would you be interested in other forms of public service?

Which ones? Facilities Planing Committee

Date: Feb. 19, 2024

Signature: 





# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 3/13/2024

## BOARDS & COMMISSIONS APPLICATION

Name: Kyle Calash

Address: 853 Old Hartford Rd. Colchester, CT. 06415

Home Phone: N/A Email kylecalash@gmail.com FAX: \_\_\_\_\_

Cell Phone: 860-367-1522 Town Residency 3 Years

Party Affiliation:  Democrat  Republican  Unaffiliated (check one)

Commission or Board you are interested in serving on: Recreation Needs and Coordination

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

High School: Montville High School - 2010

College: Mount Ida College - 2014

BSBA in Sports Management (Concentration in Athletic Administration)

Trade, Business N/A

Or Correspondence

School \_\_\_\_\_

CONTINUED ON REVERSE SIDE

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

Senior Recruiter - Foxwoods Resort Casino - Mashantucket, CT (May 2022 - Present)

Senior Technical Recruiter - Millennium Consulting - Remote (June 2021 - May 2022)

Division Director-Staffing - Robert Half International - Danvers, MA (April 2018 - March 2020)

General/Operations Manager- The Bell in Hand Tavern - Boston, MA (Aug 2013 - June 2021)

Sales Recruiter - iPayment Inc. - Charlestown, MA (May 2016 - January 2018)

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

**Why are you interested in serving?** \_\_\_\_\_

As a local taxpayer, community member, and parent to young children, I am excited to get involved in the town I call home.

I grew up using my local town facilities and would love to play an active role in maintaining and updating the ones that the children get to use throughout their childhood.

**Do you have any experience or familiarity with this area?** \_\_\_\_\_

I have an undergraduate degree in Sports Management and spent many of my young adult years completing internships

that directly align with the work of this ad-hoc committee -- eg. at Qual Ridge Country Club in Acton, MA conducting grounds

and facilities maintenance, managing events, running the pro shop, and more. I also interned with the Wheelock College

Athletics Department and worked directly with the athletes and facilities there. Growing up, I played high school and college

sports and played through 2 turf projects during my time and a high school and collegiate athlete. While I recognize this

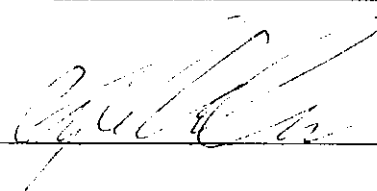
committee is charged with taking a holistic look at town facilities, I'd love to bring my unique perspective to the table.

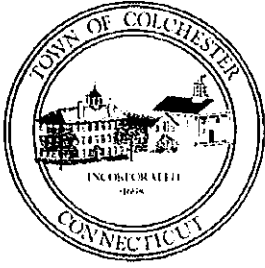
**If you are not appointed to this board or commission, would you be interested in other forms of public service?**

**Which ones?** Possibly

**Date:** 3/13/2024

**Signature:** \_\_\_\_\_





# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

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

## BOARDS & COMMISSIONS APPLICATION

Name: Sam Wilson

Address: 292 Prospect Hill Rd Colchester, CT. 06415

Home Phone: \_\_\_\_\_ Email Sam@hopculturefarms.com FAX: \_\_\_\_\_

Cell Phone: 8609660525 Town Residency 6 Years

Party Affiliation: Democrat Republican  Unaffiliated (check one)

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

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

High School: St Paul CHS 4

College: Western CT State Univ. 4 years BS Justice and Law  
University of New Haven MPA - Labor Relations  
Post Graduate Human Resource management

Trade, Business Or Correspondence School Paramedic Capital Community College  
State Certified Fire Marshal  
Numerous NFPA Fire Rescue Certifications

CONTINUED ON REVERSE SIDE

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

Town of Wallingford - Deputy Fire Chief - 17 Years

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


Why are you interested in serving? Im interested in volunteering my time to better my community

Do you have any experience or familiarity with this area? Yes- Public Policy and experience starting and running an agricultural business

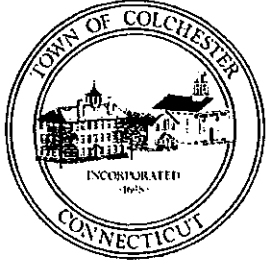
If you are not appointed to this board or commission, would you be interested in other forms of public service?

Which ones? Yes. Open to all oppurtunities to serve

Date: 11/20/2023

Signature: 





# Town of Colchester, Connecticut

95 Norwich Avenue, Colchester, Connecticut 06415

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

## MEMORANDUM

**To:** Board of Selectmen  
**From:** Patricia A. Watts, Director of Senior Services  
**Date:** 03/08/2024  
**Re:** Section 5310 Program Grant Application

Section 5310 funding is used to fund the acquisition of vehicles equipped with wheel chair lifts to serve seniors over the age of 60 and individuals with disabilities over the age of 18. Pending the approval from the Board of Finance and the Board of Selectmen, the grant application for the Section 5310 Program will be submitted to CTDOT by April 2, 2024. Should funding be awarded, it will be approved for up to \$66,744.00. This funding will be utilized for the procurement of a new passenger van to be used for Medical Transportation Services through the operations of the Colchester Senior Center in the Department of Senior Services. This vehicle would accommodate up to 4 walk-on passengers and an additional 2 passengers in wheelchairs. The cost of the van will be approximately \$83,430, with \$66,744 (80%) of the funding provided through the DOT and up to \$16,686 (20%) required as local matching funds. The Town cost share portion is available through the Vehicle Reserve Fund, once approved by the Board of Finance at their meeting on March 20, 2024.

### Recommended Motion

Motion to approve the Section 5310 funding application for submission and authorize the First Selectman to \*sign all necessary documents.

\*Please note that the Section 5310 requires a digital (typed) signature for submission, which has been entered where applicable, but will only be submitted with the approval of the Board of Finance and Board of Selectman.

Respectfully Submitted,

Patricia A. Watts

2023 TRADITIONAL SECTION 5310 CAPITAL APPLICATION

**SECTION I. APPLICANT INFORMATION**

|   |                        |
|---|------------------------|
| Legal Name of Organization: <b>Town of Colchester</b> |                        |
| Address: <b>127 Norwich Ave.</b>                      |                        |
| City/Town: <b>Colchester</b>                          | Zip code: <b>06415</b> |

|                                      |
|--------------------------------------|
| Website: <b>www.colchesterct.gov</b> |
| Phone Number: <b>860-537-3911</b>    |

|   |
|---|
| Application Contact Name: <b>Patricia A. Watts</b>                |
| Application Contact Title: <b>Director of Senior Services</b>     |
| Application Contact Email Address: <b>pwatts@colchesterct.gov</b> |

|   |
|---|
| Authorized Official Name: <b>Bernie Dennler</b>                     |
| Authorized Official Title: <b>First Selectman</b>                   |
| Authorized Official Email Address: <b>bdennler@colchesterct.gov</b> |

|  |
|--|
| Agency/Organization Type:<br><input type="checkbox"/> Private Nonprofit Organization <sup>1</sup> <input checked="" type="checkbox"/> State or Local Governmental Entity |
|--|

|   |
|---|
| What is your organization's mission and purpose? (Limited to 400 Characters):<br><b>The Colchester Senior Center is a social, educational, recreational and wellness resource center for older adults, serving citizens ages 55 and over. We provide an array of programs and services to meet the needs, abilities and interests of those we serve; information and referrals; local and out-of-town transportation services and are a Senior Nutrition Services Site.</b> |
|---|

|  |
|--|
| What are the transportation services your organization provides? (Limited to 400 Characters):<br><b>We operate a fleet of 3 wheelchair lift equipped buses and a mini-van to provide transportation services for seniors (age 60+) and younger disabled passengers (18-59) Monday through Friday between 8:a.m. -3:30 p.m. Dial-A-Ride services within the borderd of the Town of Colchester and out of town medical rides within a 40-mile radius of the Town center,</b> |
|--|

|   |
|---|
| What is the current number of drivers in your organization with (only) a Public Passenger Endorsement (PPE)?:<br><b>1</b> |
|---|

|   |
|---|
| What is the current number of drivers in your organization with a Commercial Driver's License (CDL)?:<br><b>2</b> |
|---|

<sup>1</sup> Additional Requirement

If your organization is a Private Nonprofit Organization, include a copy of your *Articles of Incorporation* with this application, even if your organization has previously received Section 5310 grant funding.

2023 TRADITIONAL SECTION 5310 CAPITAL APPLICATION

What is the current number of vehicles in your organization's fleet?:  
4

**SECTION II. PROJECT PROPOSAL**

1. Why is your organization requesting funding for a vehicle? Select one.

- To continue to provide existing service by replacing a vehicle in the current fleet
- To expand on existing service
- To start a new service

If your organization is requesting funding to continue to provide existing service, indicate the following information for the vehicle proposed for replacement.

| Year | Make | Model | VIN Number | Mileage | License Plate |
|------|------|-------|------------|---------|---------------|
|      |      |       |            |         |               |

Does your organization have the title to the vehicle proposed for replacement?  Yes  No

Does your organization wish to replace a vehicle that has not met its useful life but requires excessive maintenance?  Yes  No

If yes, explain below any major component problems of the vehicle proposed for replacement, including but not limited to repeated engine replacement, excessive repairs during the warrantee period due to a design flaw or repair costs that amount to more than the vehicle replacement cost.<sup>2</sup>

2. How would your organization manage access to the transportation services it provides? Select all limits that apply and explain below.

To qualify to use your organization's transportation services:

- Passengers must travel to/from a select list of destinations or origins
- Passengers must have a qualifying trip purpose (i.e., medical)
- Passengers must be members of the organization
- Passengers are asked to make a donation
- Passengers must reside in certain municipalities

Explanation:

Passengers must be registered members of the Colchester Senior Center (ages 60 and over or 18 and over and disabled) and reside in Colchester in order to ride our buses. In-town transportations

<sup>2</sup> Additional Requirement

Attach copies of repair bills and correspondence with the vendor and/or original equipment manufacturer for a vehicle proposed for replacement that has not met its useful life and requires excessive maintenance.

**2023 TRADITIONAL SECTION 5310 CAPITAL APPLICATION**

remains within town limits, however out-of-town medical rides go up to a 40-mile radius outside of Colchester.

3. Identify the type of vehicle your organization is interested in obtaining. This should be consistent with the vehicle type indicated in the budget page.

|           | Vehicle Type             |                          |                          |                          |                          |                          |                          |                          |                          |                                     |
|-----------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|
|           | Conf. A                  | Conf. B                  | Conf. C                  | Conf. D                  | Conf. E                  | Conf. F                  | Conf. Fa                 | Conf. G                  | Conf. H                  | Conf. I                             |
| Vehicle 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

4. Describe how your organization would use the vehicle to serve seniors and/or individuals with disabilities.

This funding, if awarded would be used to procure an additional vehicle for our fleet so that we could expand upon our ability to serve passengers who need rides to medical appointments outside of town limits. The larger vans can be difficult to maneuver and park in cities such as Hartford, New London and Middletown (we are permitted to travel up to a 40-mile radius outside of the Colchester's center). We created a new position already, but we would be looking to purchase a passenger van equipped with a wheelchair lift. Our rate of refusals for medical rides has increased by 300% over the past 5 years. This new position and vehicle will substantially increase our ability to serve those in need of transportation services outside of Colchester.

5. What is your organization's proposed service area? List all of the municipalities the requested vehicle would regularly travel to and indicate the primary service location(s).

|   |                                      |
|---|--------------------------------------|
| Municipality 1: <b>Norwich</b>  | Municipality 6: <b>Glastonbury</b>   |
| Municipality 2: <b>New London</b>   | Municipality 7: <b>Hartford</b>      |
| Municipality 3: <b>Groton</b>   | Municipality 8: <b>West Hartford</b> |
| Municipality 4: <b>Middletown</b>   | Municipality 9: <b>Newington</b>     |
| Municipality 5: <b>Manchester</b>   | Municipality 10: <b>Farmington</b>   |
| Additional municipalities: <b>any up to a 40 mile radius outside Colchester</b> |                                      |

6. Specify the hours of operation and expected number of one-way trips per day for the requested vehicle.

|           | Start (AM/PM) | End (AM/PM) | # of Passenger Trips |
|-----------|---------------|-------------|----------------------|
| Sunday    |               |             |                      |
| Monday    | 8:00 a.m.     | 3:30 p.m.   | 50                   |
| Tuesday   | 8:00 a.m.     | 3:30 p.m.   | 50                   |
| Wednesday | 8:00 a.m.     | 3:30 p.m.   | 50                   |
| Thursday  | 8:00 a.m.     | 3:30 p.m.   | 50                   |
| Friday    | 8:00 a.m.     | 3:30 p.m.   | 50                   |
| Saturday  |               |             |                      |



**2023 TRADITIONAL SECTION 5310 CAPITAL APPLICATION**

7. What gap identified in the Locally Coordinated Public Transit Human Service Transportation Plan (LOCHSTP) does your organization’s proposal address? Select all that apply.

|  |  |
|--|--|
| <p><b>Information &amp; Awareness Gaps</b></p> <p><input type="checkbox"/> Inter-regional coordination</p> <p><input type="checkbox"/> Informational awareness &amp; service marketing</p> <p><input type="checkbox"/> Centralized information resource</p> <p><input type="checkbox"/> Passenger training</p> <p><b>Temporal Gaps</b></p> <p><input type="checkbox"/> Weekday off-peak service</p> <p><input type="checkbox"/> Weekend service</p> <p><input type="checkbox"/> Holiday service</p> <p><input checked="" type="checkbox"/> Urgent Non-Emergency Medical Transportation (NEMT)</p> <p><input type="checkbox"/> Same-day service</p> | <p><b>Geographical Gaps</b></p> <p><input checked="" type="checkbox"/> Service to/from rural areas</p> <p><input type="checkbox"/> Inter/Intra-regional transportation</p> <p><b>Client Gaps</b></p> <p><input type="checkbox"/> Non-ADA eligible service</p> <p><input checked="" type="checkbox"/> Door-to-Door service</p> <p><input checked="" type="checkbox"/> Door-through-Door service</p> <p><b>Service Quality Gaps</b></p> <p><input checked="" type="checkbox"/> Accessible vehicle (non-taxi)</p> <p><input type="checkbox"/> <b>Other (specify):</b></p> |
|--|--|

8. CTDOT continuously updates the LOCHSTP plan, to identify existing gaps in transportation for seniors, people with disabilities and persons earning low-income, and devise strategies to address those gaps and improve coordination of services. Would your organization be interested in participating in the process or receiving information about it?

- Yes       No

If yes, *and* your organization has not already received LOCHSTP outreach from CTDOT, a regional Mobility Manager or the local Regional Council of Governments, indicate your organization’s designated contact information below and the Section 5310 team will relay your organization’s interest to the appropriate CTDOT contact.

| Name        | Title                       | Email Address           | Phone Number |
|-------------|-----------------------------|-------------------------|--------------|
| Patty Watts | Director of Senior Services | pwatts@colchesterct.gov | 860-537-3911 |

9. How are the current transportation services in your organization’s proposed service area insufficient in serving the needs of seniors and individuals with disabilities? Select all that apply.

- Other services in the proposed service area do not have accessible transportation or vehicles
- Other services require a fee
- Other services have more restrictive operating hours or days
- Other services have more restrictions on trip purpose
- Other services don’t provide transportation to the necessary trip destinations or origins
- Other services have a more limited geographic service area
- Other services require transfers or additional connections to access trip destinations
- Other services can only be accessed by overcoming physical barriers, such as inaccessible bus stops or sidewalks
- No other services exist for seniors and/or people with disabilities in the proposed service area
- Miscellaneous (specify):

**2023 TRADITIONAL SECTION 5310 CAPITAL APPLICATION**

10. How would your organization's vehicle fulfill the unmet needs identified in question #9?

**The Colchester Senior Center is the only local organizations which offers wheelchair accessible transportation services to seniors/disabled individuals solely for donations. No individuals are refused services based on ability to pay. By increasing our fleet and staffing size, we would have the capability to serve additional seniors and/or disabled individuals. Medical transportation availability is very limited in rural communities, such as Colchester, and this would help to mitigate the growing number of ride refusals that we have experienced in recent years. We have over 1,800 registered members.**

11. How does your organization determine that there are no (other) nonprofit organizations readily available in the area to provide the proposed service?

**By working with organizations like Eastern CT Transportation Consortium (ECTC) who are aware of all of the transportation options, we keep our records up-to-date to refer any passengers which we are unable to serve to other resources. But when we consider affordability of transportation services for clients with low incomes, the options are really quite limited, especially in rural communities.**

12. How would your organization inform seniors and individuals with disabilities about the service provided with the vehicle?

**We market our services in many different ways: the Town website has a description of services as well as a copy of the digital newsletter; for folks without access to technology, we print approximately 750 paper copies of our newsletter every month which are available at all senior living communities, Town Hall, the Library, local pharmacies, and of course the senior center; we maintain a social media presence on Facebook under "Colchester Senior Center" and advertise in quarterly publications delivered to every household in Colchester called "Colchester Connections."**

13. How would your organization inform seniors and individuals with disabilities with Limited English Proficiency (LEP) about the service provided with the vehicle? Select all that apply.

- Enlist the help of bilingual staff or employees proficient in another language, including sign language
- Utilize a professional translation service
- Offer Language Identification and/or I Speak cards
- Subscribe to a language interpretation service on an as-needed basis
- Communicate with relatives or guardians of the LEP individual
- Provide picture cards or visual aids
- Coordinate with another municipal department, nonprofit organization or local government to share translation resources
- Miscellaneous (specify): **Colchester has a very limited number of non-english speaking citizens, and we are unaware of any needs, at this time. However, if a non-english speaker were to require translation services, we would follow our established Title VI plan.**

14. Estimate the number of individuals in the following groups to be served by the vehicle(s):

|         |                    |                  |           |
|---------|--------------------|------------------|-----------|
| 4 Black | 0 Pacific Islander | 0 Alaskan Native | 160 White |
|---------|--------------------|------------------|-----------|

**2023 TRADITIONAL SECTION 5310 CAPITAL APPLICATION**

|            |                   |         |         |
|------------|-------------------|---------|---------|
| 4 Hispanic | 2 American Indian | 2 Asian | 0 Other |
|------------|-------------------|---------|---------|

15. Explain how the number of individuals in question #14 were estimated. Note that organizations not currently collecting this information from passengers may request it on a voluntary basis.

**The Colchester Senior Center uses a data management and tracking system called, My Senior Center, which we use to calculate statistics. Racial demographics as well as many other items are easily reportable with this system. All statistics above were taken from the 2023 calendar year.**

16. Would your organization make the requested vehicle available for use by another nonprofit organization, municipal department, or other municipality outside of your organization's transportation service operating hours?  Yes  No

If yes, explain the arrangement in detail below and note the organization or municipality with whom the vehicle would be shared.

17. Would your organization coordinate with a nonprofit organization or municipality to provide service using the requested vehicle?  Yes  No

If yes, explain the coordination in detail below<sup>3</sup>:

If no, explain why and indicate any ongoing discussions or proposed plans to coordinate that have not yet been implemented:

**Senior Services staff who are appropriately licensed would be operating the vehicles and providing the services, as we dispatch out own transportation services. The Colchester Senior Center has been providing transportation services continuously since its inception is 1978.**

18. Would your organization operate the service provided with the vehicle?  Yes  No

19. Would your organization contract out the service?  Yes  No

If yes, identify the service provider below<sup>4</sup>:

<sup>3</sup> **Additional Requirement**

If your organization currently coordinates with a nonprofit organization or municipality to provide transportation service or share a vehicle, include a copy of the interagency agreement with the application.

<sup>4</sup> **Additional Requirement**

If your organization currently contracts out service, include a copy of the service agreement with this application.

**2023 TRADITIONAL SECTION 5310 CAPITAL APPLICATION**

20. Has your organization published a Public Notice<sup>5</sup> in a major newspaper to notify other transportation operators of your intent to apply for Section 5310 capital funding?

Yes       No

21. How does your organization's request for vehicle funding complement other sources of funding or grants received from local, state and/or federal public resources?

**Annually, we apply to the CTDOT for available funding for the municipality through the Municipal Grant Program (MGP), which we have utilized to provide enhanced service for out-of-town rides specifically for medical appointments. Living in a rural community, such as Colchester, out members often have to travel outside of town to visit some, if not all, of their medical providers. These funds have been essential in providing health access for out members.**

22. How would your organization resolve a complaint regarding the vehicle or service?

**We have complaint procedures, as detailed in our Policies and Procedures Manual for the Colchester Senior Center. Complaints may be made to the Director of Senior Services for resolution. If not satisfactory, that individual could bring their complaint to the First Selectman for further guidance toward resolution. There are also Title VI policies in place, should complaints of that nature arise. A complaint form may be found on the Town website, Senior Center, Senior Transportation page at <https://www.colchesterct.gov/senior-center/pages/senior-transportation>**

23. Who in your organization would be responsible for ensuring timely maintenance of the vehicle, completing quarterly reporting and communicating with the Connecticut Department of Transportation (CTDOT)? Include the name, title and contact information of the responsible individual(s) for each.

|                | Name         | Title                         | Email Address           | Phone Number |
|----------------|--------------|-------------------------------|-------------------------|--------------|
| Maintenance:   | Steve Sharpe | Director of Fleet Maintenance | fleet@colchesterct.gov  | 860-537-3462 |
| Reporting:     | Patty Watts  | Director of Senior Services   | pwatts@colchesterct.gov | 860-537-3911 |
| Communication: | Patty Watts  | Director of Senior Services   | pwatts@colchesterct.gov | 860-537-3911 |

<sup>5</sup> Additional Requirement

Attach evidence of efforts made to notify other transportation providers of your proposed service. This must include 1) A copy of the Public Notice as it was published, 2) A paid invoice from the newspaper (tear sheet), 3) A copy of each email or letter sent to transit operators in the proposed service area no less than one week prior to the publish, and 4) Any written comments received from interested parties



**2023 TRADITIONAL SECTION 5310 CAPITAL APPLICATION**

24. Where would the vehicle be located when not in use?

**Locked behind a gate at our Town Garage**

25. Who would perform preventative maintenance and repairs on the vehicle? (Name and full address)

**The Fleet Maintenance Department of the Town of Colchester**

26. Who would perform preventative maintenance and repairs on the vehicle lift? (Name and full address)

**The Fleet Maintenance Department of the Town of Colchester**

27. Describe your organization's proposed maintenance plan and schedule for the vehicle.

**Fleet Manitenance will perform monthly safety inspections and exterior wash, initial oil change at 5,000 miles & 10,000 miles and every 10,000 miles thereafter with a synthetic motor oil, annual brake inspections, following the manufacturer's recommended service intervals for all other maintenance issues.**

**2023 TRADITIONAL SECTION 5310 CAPITAL APPLICATION**

**SECTION III. ANNUAL BUDGET**

The annual budget page is available on the state contracting portal (CTsource) with the 2023 Section 5310 grant application materials and is titled *Section 5310 Traditional Capital Application – Budget Page*. The budget page must be completed and submitted as part of the application package.

**SECTION 5310 TRADITIONAL CAPITAL APPLICATION BUDGET PAGE**

How much funding does your organization estimate it has or will have annually to operate and maintain the vehicle being applied for? Indicate the income from all applicable funding sources below.

| ESTIMATED OPERATING INCOME      | ANNUAL BUDGET       |
|---------------------------------|---------------------|
| Passenger Revenue               | \$4,000.00          |
| Municipal or Agency Budget      | \$175,829.00        |
| CTDOT Matching Grant Program    | \$34,261.00         |
| Other Grant Source              | \$0.00              |
| Charitable Donations/Fundraiser | \$0.00              |
| Miscellaneous Funding Source(s) | \$0.00              |
| TOTAL                           | <b>\$214,090.00</b> |

How much does your organization estimate it will spend annually to operate and maintain the vehicle being applied for? Indicate the costs of all applicable expenses below.

| ESTIMATED OPERATING EXPENSES | ANNUAL BUDGET       |
|------------------------------|---------------------|
| Wages, Salaries & Benefits   | \$110,767.00        |
| Maintenance & Repair         | \$4,000.00          |
| Fuel                         | \$16,524.00         |
| Insurance                    | \$2,108.00          |
| Administrative Overhead      | \$7,673.00          |
| Contract Services            | \$0.00              |
| Miscellaneous Expenses       | \$1,970.00          |
| TOTAL                        | <b>\$143,042.00</b> |

The amount below is the difference between your organization's estimated operating income and estimated operating expenses. Any amount below \$0 indicates an estimated shortage of funding and an inability to operate an awarded vehicle.

|                   |                    |
|-------------------|--------------------|
| <b>DIFFERENCE</b> | <b>\$71,048.00</b> |
|-------------------|--------------------|

What is the estimated cost of the vehicle your organization is interested in? Please select desired vehicle configuration (A through I). Please refer to the Application Instructions for available vehicle configurations and estimated cost.

|   |          |
|---|----------|
| <b>CONFIGURATION (please select from available choices)</b> | <b>I</b> |
|---|----------|

| VEHICLE COST | ESTIMATED COST     |
|--------------|--------------------|
| I            | \$81,000.00        |
| TOTAL        | <b>\$81,000.00</b> |

An approximate 3% allowance is included in the event that the vehicle price increases between the time this application is submitted and vehicle procurement. The Federal Share below represents 80% of Total Vehicle Cost and is the maximum amount of funding that the FTA will pay towards the requested vehicle. The remaining 20% is the responsibility of the Applicant. If selected for award, your organization will be expected and required to pay for any amount greater than the Federal Share indicated in this application.

|   |                    |
|---|--------------------|
| <b>REVISED TOTAL VEHICLE COST (incl 3% allowance)</b> | <b>\$83,430.00</b> |
| <b>FEDERAL SHARE</b>                                  | <b>\$66,744.00</b> |
| <b>LOCAL (APPLICANT) SHARE</b>                        | <b>\$16,686.00</b> |

**SECTION IV. CERTIFICATION FOR NONPROFIT ORGANIZATIONS & ELIGIBLE PUBLIC BODIES**

Federal Transit Administration Section 5310 Program  
2023 Funding Cycle

Title 49 U.S.C. 5310(a)(1) authorizes funding for public transportation capital projects planned, designed and carried out to meet the special needs of elderly individuals and individuals with disabilities.

Title 49 U.S.C. 5310(a)(2) provides that a State may allocate the funds apportioned to it to a governmental authority that certifies that there are not any non-profit organizations readily available in the area to provide the special transportation services.

I, **Bernie Dennler, First Selectman**, (Name of Authorized Official) certify that there are no non-profit organizations serving **The Town of Colchester** (Name of Organization) that meet the special transportation needs of seniors and individuals with disabilities.

Bernie Dennler, First Selectman  
Printed Name of Authorized Official

Bernie Dennler  
Signature of Authorized Official<sup>6</sup>

03/22/2024  
Date

<sup>6</sup> Authorized official may be an Executive Director, Mayor, Town Manager, First Selectman or the lead of an organization. CTDOT will only accept electronic signature.



**SECTION V. TITLE VI REQUIREMENTS ACKNOWLEDGEMENT**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.<sup>7</sup>

If awarded Section 5310 funding, your organization:

1. Would be responsible for reviewing and ensuring compliance with all applicable provisions and requirements of FTA Circular 4702.1B "Title VI Requirements and Guidelines For Federal Transit Administration Recipients."
2. Would be required to develop a Title VI Program and submit it to the Connecticut Department of Transportation (CTDOT) Office of Contract Compliance (OCC) for acceptance prior to receiving funding.
3. Would be required to include the documents listed below into a Title VI program:
  - a. Title VI Notice to the Public
  - b. Title VI Complaint Process and Procedures
  - c. Title VI Complaint Form
  - d. Title VI Complaint Log
  - e. Public Participation Plan
  - f. Language Assistance Plan (including a Four-Factor Analysis)
  - g. A table depicting the membership of non-elected committees and councils (membership of which is selected by the recipient), broken down by race, and a description of the process the organization uses to encourage minority participation.
4. Would be required to update the Title VI Program periodically (at least every three years), to incorporate changes and additional responsibilities that may arise.

I have read and been informed of the Title VI requirements my organization would need to comply with if awarded Section 5310 funding. I understand that failure to comply with the requirements under Title VI may result in a delay or denial of funding.

Grant Applicant Signature: Patricia A. Watts

Printed Name: Patricia A. Watts, Director of Senior Services

Date: 03/22/2024

<sup>7</sup> Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d).

**SECTION VI. APPLICANT SIGNATURE**

**Required Signature:** By typing my name on the signature line below, I confirm that I have completed this application to the best of my knowledge on behalf of my organization, and that I have read and understand the *2023 Section 5310 Application Instructions*. I have made a copy of the completed application packet for my records.

Grant Applicant Printed Name: Patricia A. Watts

Grant Applicant Signature<sup>8</sup>: Patricia A. Watts      Date: 03/22/2024

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<sup>8</sup> Name of person who completed the grant application. CTDOT will only accept electronic signature.



**Resident Trooper**  
Sergeant Zachary Cash #104

STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
DIVISION OF STATE POLICE  
TROOP K, COLCHESTER



**Administrative Sergeant**  
Sergeant Adam Regnere #KC90

COLCHESTER POLICE DEPARTMENT

Date: March 16, 2024  
To: Board of Selectmen  
From: Sergeant Zachary Cash #104  
Re: Flock Safety Camera – Justification Memorandum

This justification memorandum is to request the purchase and subsequent use of three (3) Flock Safety Falcon ALPR cameras in the Town of Colchester. Flock Falcon cameras are fixed mounted, AI enabled, license plate reader cameras (ALPR) that provide valuable, real-time data and safety alerts, to officers on patrol. The cameras are used by over 30 local municipalities in Connecticut, including numerous throughout Southeastern Connecticut. Data can be sharable amongst agencies, in an effort to solve multi-jurisdictional crimes and locate missing or endangered persons.

Flock Safety communicates with various State and national “hot-lists” providing real-time monitoring and alerts for missing persons, stolen vehicles, and Amber Alerts. Colchester Police recently signed an MOU granting limited access to certain data collected by municipalities on this platform. Using this data, a number of investigative leads were developed regarding larcenies, missing parties, and stolen property offenses directly involving the Colchester community.

The Falcon cameras will be used to prevent crime, enhance public safety, and provide peace of mind to citizens, businesses, and other stakeholders throughout the Colchester community. They will not be used for enforcement of minor traffic violations or speeding complaints. Access to the Flock camera network requires strict guidelines and justifications in order to view collected data. These cameras will allow the Colchester Police Department the ability to proactively target stolen vehicles, identify vehicles used in the commission of crimes, and obtain key evidence to solve cases. Securing funding for this platform will immediately enhance public safety and provide a higher level of policing in our community.

Very Respectfully,

**//Sgt. Zachary Cash #104//**

Sergeant Zachary Cash #104  
Colchester Resident Trooper Sergeant  
Troop K – Colchester

15A Old Hartford Road  
Colchester, Connecticut 06415  
Phone (860) 465-5400



State of Connecticut  
 Department of Emergency Services and Public Protection  
 Division of State Police  
*Troop K - Colchester*



INTERDEPARTMENTAL MEMORANDUM

**To:** Board of Selectmen  
 Town of Colchester

**From:** Sergeant Zachary Cash #104  
 Colchester Resident Trooper Sergeant

**Date:** March 16, 2024

**Subject:** Flock Safety ALPR System

First Selectman Dennler,

Per your request, I am providing you with some information on the Flock Safety Automatic License Plate Reader (ALPR).

In October of 2022, the Colchester Resident Trooper’s Office signed an MOU with Flock Safety for a trial period prior to the purchase and installation of LPR cameras throughout the Town of Colchester. Upon signing the MOU, Colchester Police were provided access to the data recorded by nearby police agencies.

This data has provided great assistance for a number of cases throughout the Town of Colchester. Notable cases include:

23-00428480, Smash and Grab. Using Flock’s AI technology, the make, model, and color of the vehicle with unknown Virginia registration was entered. The Flock Safety system was able to provide us with a picture of the accused vehicle with a registration plate. When queried in COLLECT, it was determined the vehicle was being investigated by Federal Authorities for a nation-wide fraud ring.

23-00428949, Missing Person. A party was reported missing who took off in a vehicle. We were able to utilize the Flock Safety LPR system to gather more information about the person’s whereabouts.

23-00418341, Larceny. The Flock Safety network was able to provide us real-time updates and travel patterns of the accused party and vehicle, assisting with locating and identifying the suspect.

23-00466589, Threatening. The Flock Safety network was able to confirm the path of travel and timeline of a threatening and criminal mischief case.

24-00034836, Robbery. Colchester recently had an armed robbery, and from utilizing the Flock Safety network, we were able to confirm the vehicle used in the crime and track the vehicle in real-time.

These few cases do not encompass the total success the Flock Safety system has had with Colchester Police and Troop K. The Flock Safety network is queried daily to help Colchester Police locate erratic operators, missing persons, and tracking and locating wanted persons. The success of our MOU with Flock Safety is not always reduced to writing in the Report Management System but has provided numerous investigative leads for Troopers and Town Officers. Having a Flock Safety network within the Town of Colchester would certainly assist with apprehending criminals, reducing crime, and protecting persons and property. In addition, we have used the Flock Safety network to determine if damage is fresh on vehicles, or if it was pre-existing.

*Colchester Resident Trooper’s Office  
 Connecticut State Police Troop K - Colchester  
 Telephone: (860) 465-5400 / Fax: (860) 465-5450  
 15A Old Hartford Road  
 Colchester, CT 06415*

I believe these LPR cameras would be an asset to Troops, Units, and other municipal Police Departments, specifically to the Town of Colchester. The intelligence gathering and data obtained by these systems would certainly assist Town Officers daily with their investigations. Data is automatically purged after a set period of time.

Please, let me know if you have any further questions.

Respectfully submitted,

*Sgt. Zachary Cash #104*

Sergeant Zachary Cash #104  
Colchester Resident Trooper Sergeant

*Colchester Resident Trooper's Office  
Connecticut State Police Troop K - Colchester  
Telephone: (860) 465-5400 / Fax: (860) 465-5450  
15A Old Hartford Road  
Colchester, CT 06415*



## Taryn Scott

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**From:** Bernard Dennler  
**Sent:** Friday, March 8, 2024 2:32 PM  
**To:** Taryn Scott  
**Subject:** FW: Used Sweeper

For next BOS.

Bernie Dennler  
First Selectman  
Town of Colchester  
127 Norwich Ave  
Colchester, CT 06415  
Phone: 860-537-7222

“Colchester, Connecticut: Where tradition meets tomorrow.”

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**From:** Kevin Cwikla <kcwikla@lebanonct.gov>  
**Sent:** Thursday, March 7, 2024 9:48 AM  
**To:** Bernard Dennler <BDennler@colchesterct.gov>  
**Subject:** Used Sweeper

Dear First Selectman Dennler,

I hope this email finds you well. I am reaching out to inform you that the Board of Selectmen recently held a vote, and we are interested in purchasing the used sweeper from the Town of Colchester for \$28,000.

Please let me know the next steps we should take to proceed with the purchase.

Thank you for your attention to this matter.

Best regards,

Kevin T. Cwikla  
First Selectman  
Town of Lebanon  
579 Exeter Road  
Lebanon, CT 06249  
860-642-6100

**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.

A SPECIAL PROPOSAL TO:



FOR A

**PREVENTIVE  
MAINTENANCE PROGRAM**

February 26, 2024

By:

Ken Welsh

Service Sales Representative

NEW ENGLAND MECHANICAL SERVICES, INC.

860-442-1855



70 Foster Road • Waterford, CT 06385  
 Phone (860) 442-1855 • Fax (860)-442-2139

**MAINTENANCE AGREEMENT FOR MECHANICAL SYSTEMS**

Colchester Fire & EMS  
 52 Old Colchester Rd.  
 Colchester, CT 06415

Proposal Date: February 26, 2024  
 Page: 1 of 5  
 Agreement Number: \_\_\_\_\_

Hereinafter CUSTOMER

New England Mechanical Services, Inc., hereinafter **NEMSI**, agrees to provide the services described in the maintenance program and services specified below, which are attached hereto and made part of this Agreement, in accordance with the terms and conditions set forth on the following pages.

**Mechanical System Locations:** 52 Old Colchester Road  
Colchester, CT  
 NEMSI – Annual Preventive Maintenance Program

**INCLUDED SERVICES:**

**HVAC Service**

- HVAC Systems
- Computer Environmental Systems
- Refrigeration Systems

**Air Filter Service**

- Pleated (pre filters only)
- Dustlok
- Other
- Box Filters (Enter Frequency)
- Bag (Enter Frequency)
- HEPA (Enter Frequency)

**Control /Automation Systems**

- Stand-alone Thermostats
- Direct Digital Controls
- Pneumatic Controls

**Other Services**

- Annual Condenser Coil Cleaning
- Special Services/Provisions (See Below)

**Special Services & Provisions**

Lift rental is covered by the PM agreement.

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**INSPECTION AND PREVENTIVE MAINTENANCE PROGRAM**

NEMSI's Inspection and Preventive Maintenance Program is designed for our customers to best insure the proper and efficient operation of their heating, ventilating, and air conditioning systems. This comprehensive program is completely administered by NEMSI. The maintenance tasks and service activities are scheduled by our maintenance scheduling system and it is based upon our own expertise as a long term mechanical services contractor, the recommendations of equipment manufacturers, system design and application. Following each service call, a detailed service report is presented to our customer and their representative for review and approval.

**INSPECTION and PREVENTIVE MAINTENANCE**

Inspections of equipment and systems are pre-scheduled and will be performed regularly throughout the agreement period. Inspections include the testing of the system components to determine equipment status. Needed repairs of deficiencies that are uncovered during the course of inspections are noted and handled in accordance with prompt repair procedures.

Preventive Maintenance will be performed professionally and in a thorough manner. The preventive maintenance tasks are planned and scheduled by NEMSI's maintenance scheduling system. The intended result of NEMSI's preventive maintenance is to increase equipment reliability, life expectancies and operating efficiencies.

As applicable to the equipment and systems listed on the list of equipment page herein, listed below are typical preventive maintenance tasks.

- ↳ **CONTROL CALIBRATION and ADJUSTMENT** - of pneumatic temperature controls, refrigeration controls, pressure controls, operating controls and safety controls.
- ↳ **TESTING - CHECKING** - operating refrigerant pressures; voltages and amperages; belts and belt tension; drive couplings; proper control sequencing; electrical connections; rotation; contactors; and starters. Checks on the overall operating performance of heating & cooling systems.
- ↳ **CLEANING** - condenser coils, blower wheels; condensate pans, cooling tower basins; cooling tower nozzles and boiler combustion chambers.
- ↳ **LUBRICATION MAINTENANCE** - Greasing of motor and fan bearings, changing oil; renewing oil filters, oiling damper linkages and bearings.
- ↳ **ADJUSTING and FINE-TUNING** - of superheat settings; capacity control modules; belt tension; oil burners; gas burners; starter transfer timers, compressor cylinder unloaders; outside air dampers, and outdoor switch-over controls.

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| Annual service of the Modine oil fired heaters. |
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| Proposal Date     | Proposal Number | Page   |
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| February 26, 2024 | 002577          | 2 of 5 |



### LIST OF EQUIPMENT

| QTY | SYSTEM COMPONENT(S) | MANUFACTURER | MODEL NUMBER | SERIAL NUMBER | LOCATION   |
|-----|---------------------|--------------|--------------|---------------|------------|
| 1   | Unit Heater         | Modine       |              |               | Truck Bays |
| 1   | Unit Heater         | Modine       |              |               | Truck Bays |
| 1   | Unit Heater         | Modine       |              |               | Truck Bays |
| 1   | Unit Heater         | Modine       |              |               | Truck Bays |
| 1   | Unit Heater         | Modine       |              |               | Truck Bays |

|                                  |                        |             |
|----------------------------------|------------------------|-------------|
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| <b>Colchester Fire &amp; EMS</b> |                        |             |

**Terms and Conditions**  
**Service Contracts & Agreements**

1. Planned and / or routine maintenance services and non-critical repairs provided under this agreement will be performed during normal working hours.
2. The guarantees and services provided under the scope of this agreement are conditioned upon customer properly operating and maintaining systems / equipment. Customer will do so according to industry accepted practices and in consideration of New England Mechanical Services, Inc. (hereinafter NEMSI) recommendations.
3. Customer will provide and permit safe, reasonable means of access per local building codes to all covered equipment. NEMSI will be allowed to start and stop equipment as necessary to perform its services.
4. The quoted annual rate is based upon the system(s) listed to be in a maintainable condition. If repairs are found necessary after the initial inspection or initial seasonal startup inspection, a quotation will be submitted for approval. Should customer decline to authorize the repairs to be performed, NEMSI may eliminate those items from its scope of responsibility and adjust the agreement price accordingly.
5. The agreement shall be in effect from year to year unless either party gives written notice of its intent not to renew thirty (30) days prior to the agreement anniversary date.
6. The agreement price may be adjusted on each anniversary date. Adjustments will not occur without written notification.
7. Customer agrees to pay invoices within thirty (30) days of receipt. Any fees, payments, reimbursements or credits owing to either party pursuant to this Agreement not paid when due shall accrue simple interest at the rate of one and one-half percent (1-1/2%) per month, but in no event to exceed the highest lawful rate of interest, calculated from the date such amount was due until the date payment is received by the party to whom debts are owed. NEMSI reserves the right to terminate and/or suspend work under this agreement without prior notice should payment become more than ten (10) days past due.
8. It is agreed that the repair, replacement, and emergency service provisions apply only to the equipment and systems listed. Repair and replacement of non-maintainable portions, such as duct work, furnace heat exchangers, shell and tube heat exchangers, all diffusers, cabinetry, inter-connecting piping, main power service and electrical distribution system, automation workstations, variable frequency drives, valve bodies, coils, pipe insulation, glycol, storage tanks, piping systems, structural supports, etc. are excluded.
9. This Agreement applies to the functional components and parts of mechanical systems as typified in the scope of work of this Agreement.
10. At its prevailing rates or at negotiated lump sum prices, NEMSI will perform work not covered by this agreement. This shall include responding to abnormal conditions for systems and equipment not covered by this agreement, change in scope of work and/or undeclared or hidden conditions. Repairs or replacements necessitated by reason of customer negligence or misuse are excluded.
11. In the unlikely event of failure to perform its obligations, NEMSI's liability is limited to repair or replacement at its option and such shall be customer's sole remedy. Under no circumstances will NEMSI be responsible for loss of use, loss of profits, increased operating or maintenance expense, claims of customer's tenants or clients, or any special, indirect or consequential damages.
12. The Agreement excludes responsibility for system design deficiencies, such as, but not limited to, poor air distribution, water flow imbalances, etc. It does not include responsibility for system, equipment and component obsolescence, refrigerant obsolescence, electrical failures, unserviceable equipment, and operating the system(s). We do not assume responsibility for asbestos, lead, mold, acts of God, or other hazardous conditions.
13. NEMSI will not be liable for delays or failure to obligate due to fire, flood, strike, lockout, freezing, unavailability of material, riot, acts of God, or any cause beyond our reasonable control.
14. Work necessitated by present or future requirements of government or insurance laws and / or requests is not included.
15. Only NEMSI's personnel or agent are authorized to perform the work included in the scope of this Agreement. NEMSI may, at its option, cancel this Agreement should non-authorized individuals perform such work.
16. In the event either party must commence a legal action in order to enforce any rights under this contract, the successful party shall be entitled to reasonable collection fees or all court costs and reasonable attorney's fees as determined by the court for prosecuting and defending the claim, as the case may be.
17. In addition to the prices quoted, customer shall be responsible for all taxes applicable to the services and / or material provided hereunder.
18. The customer acknowledges that employees assigned by NEMSI to perform services pursuant to this Agreement represent a valuable asset to NEMSI. The customer agrees that during the term of this Agreement, or renewal thereof, it shall not offer to employ or accept for employment, any such employee of NEMSI without the prior written consent of NEMSI. In the event this Agreement is terminated by customer for any reason at any time, other than default, customer agrees that it shall not offer to employ or accept for employment, any such employee of NEMSI for a period of four (4) months following termination of this Agreement.

In the event customer hires any employee of NEMSI in contravention of the provisions of this paragraph, customer agrees to pay to NEMSI a sum equal to the salary paid by NEMSI to such employee during the four (4) months preceding the date of such hiring by customer.

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**MULTI - YEAR SERVICE AGREEMENTS**

This agreement shall remain in effect for a period of **(60)** months, commencing on July 1, 2024 and ending on June 30, 2029

The **Preventive Maintenance** agreement price is:


|            |                   |         |                            |
|------------|-------------------|---------|----------------------------|
| Year One   | <u>\$2,772.00</u> | Payable | <u>\$2,772.00 Annually</u> |
| Year Two   | <u>\$2,880.00</u> | Payable | <u>\$2,880.00 Annually</u> |
| Year Three | <u>\$3,000.00</u> | Payable | <u>\$3,000.00 Annually</u> |
| Year Four  | <u>\$3,120.00</u> | Payable | <u>\$3,120.00 Annually</u> |
| Year Five  | <u>\$3,240.00</u> | Payable | <u>\$3,240.00 Annually</u> |

If a cancellation is requested before the agreement expires, by either party, the following prorated termination schedule shall apply:

| <u>Months Into Agreement</u> | <u>Termination Schedule</u> |
|------------------------------|-----------------------------|
| 0 - 2 Months                 | 0 % Yearly Price            |
| 3 - 12 Months                | 15 % Yearly Price           |
| 13 - 24 Months               | 10 % Yearly Price           |
| 25 - 60 Months               | 5 % Yearly Price            |

**NEMSI** guarantees the price quoted in this Maintenance Agreement for thirty days from the proposal date. This proposal becomes binding after acceptance by Customer and approval by **NEMSI**. This proposal is the proprietary property of **NEMSI** and is provided for customer's use only.

**NEW ENGLAND MECHANICAL SERVICES, INC.**

By:   
 Ken Welsh  
 Title: Service Sales Representative

**Approved by:**  
 By: \_\_\_\_\_  
 Michael K. Bliven  
 Title: General Manager

**COLCHESTER FIRE & EMS**

By: \_\_\_\_\_  
 Approval Signature

Approval Printed \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

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