



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Bernie Dennler, First Selectman

Board of Selectmen Meeting Regular Meeting

January 18, 2024 – 7:00pm

Agenda – Revised

Town Hall Meeting Room 1 & Via Zoom

To join by Zoom, please click the link below to join the webinar:

<https://us02web.zoom.us/j/86846560631?pwd=d0pHc1hjRGlvcm1wTXRVUFJvdm9mUT09>

All items on this agenda are subject to possible action.

1. Call to Order
2. Pledge of Allegiance
3. Correspondence
4. Citizen's Comments
5. Additions and Deletions to the Agenda
6. Consent Agenda
 - a. Approval of Minutes of January 4, 2024 – Special Meeting
 - b. Approval of Minutes of January 4, 2024 - Joint Special Meeting
 - c. Adoption of a Board Resolution authorizing First Selectman Bernard Dennler and Michelle Marceau as signatories on VOYA Plan ZHUC08
7. ClearGov Presentation
 - a. Discussion and possible action regarding ClearGov
8. Discussion and action on Memorandum of Understanding between Joint Facilities Committee Administration and Colchester Fire & EMS for Confined Space Rescue Services
9. Discussion and action on approving the Private Duty Medical Standby Contract
10. Fire Apparatus Update
11. Discussion and action on award of Norton Park Engineering Bids
12. Discussion and action on request by the Water & Sewer Commission to reallocate ARPA funding for water tower improvements from the 70' tower to the 40' tower
13. Town Hall HVAC/Furnace Update

14. Discussion and possible action on Ad-Hoc Committees
 - a. Recreation Needs and Coordination
 - b. Facilities Planning
15. Liaison Assignments
16. Liaison Reports
17. Scheduling special meeting to do interviews for Boards/Commissions
18. First Selectman's Report
19. FOIA Log
20. Citizen's Comments
21. Adjournment

Respectfully submitted,

Bernie Dennler

First Selectman

Taryn Scott

From: Bernard Dennler
Sent: Monday, January 15, 2024 7:06 PM
To: Michael Dubreuil
Cc: Taryn Scott
Subject: Re: FOI Log Correspondence

Good evening Michael,
Taryn has been working on an updated FOI Log which we plan to include on this week's agenda.

Thank you,
Bernie

Bernie Dennler
First Selectman

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

"Colchester, Connecticut: Where tradition meets tomorrow."

From: Michael Dubreuil <dubreuilm@gmail.com>
Sent: Monday, January 15, 2024 7:01:46 PM
To: First Selectman <selectman@colchesterct.gov>; Rosemary Coyle <rcoyles@colchesterct.gov>; Denise Turner <dturner@colchesterct.gov>
Subject: FOI Log Correspondence

Hello Board of Selectmen members,
I was recently reading the BOS bylaws and noticed the section on reviewing the FOI Log. Apparently the log is presented at the second meeting every month. Coincidentally, that's the next meeting on January 18th. Could you add that to the agenda?

Thanks,
Michael Dubreuil
Colchester

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

Taryn Scott

From: Bernard Dennler
Sent: Tuesday, January 16, 2024 3:43 PM
To: Taryn Scott
Subject: Fwd: Salt Purchase - Bid Waiver

Please include as correspondence.

Bernie Dennler
 First Selectman

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

"Colchester, Connecticut: Where tradition meets tomorrow."

From: Bernard Dennler <BDennler@colchesterct.gov>
Sent: Monday, January 8, 2024 3:46:22 PM
To: Joseph Leone <Jleone@ColchesterCT.gov>
Cc: Art Shilosky <aShilosky@colchesterct.gov>; Cliff O'Donal <codonal@colchesterct.gov>; Denise Turner <dturner@colchesterct.gov>; Rosemary Coyle <rcoyle@colchesterct.gov>; Taryn Scott <tscott@colchesterct.gov>
Subject: Salt Purchase - Bid Waiver

Joe,
 As outlined in Section F of the Purchasing Manual, I am issuing a waiver of the competitive bidding requirements in order to purchase salt for the Department of Public Works from DRVN Enterprises. DRVN is the town's current vendor, our equipment is calibrated for their particular salt, and you have informed me they are the sole source for the specific treated salt we use. This request is also time sensitive.

Per the Purchasing Policy, the Board of Selectmen must be notified. All four other members have been CC'd. Per the policy, two members may object within 48 hours to pause the waiver. If there is no objection by Thursday morning, you may proceed with the order.

Taryn, please create a file "Bid Waivers - 2024" with a copy of this email.

Thank you,
 Bernie

Bernie Dennler
 First Selectman

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

"Colchester, Connecticut: Where tradition meets tomorrow."

From: Joseph Leone <Jleone@ColchesterCT.gov>
Sent: Monday, January 8, 2024 3:12:42 PM
To: Bernard Dennler <BDennler@colchesterct.gov>
Subject: RE: Salt Purchase

Bernie,

Please initiate bid waiver protocol for the purchase of our salt this year. Based on our purchasing policy below the purchase of this salt is eligible for a bid waiver because it is not only sole source, but it is also time sensitive. The salt is sole source because of the reasons described in the email below. We also need 400tN of this material within the next week or so.

Thanks,

Joe

SECTION F WAIVER OF REQUEST FOR PROPOSAL/COMPETITIVE BID PROCESS

In certain situations the bidding, quotation, and proposal processes described in this document may be waived even though the estimated cost exceeds the dollar threshold established in "Section A: Definitions & General Requirements."

The formal process may be waived for any of the following reasons:

- Only one (1) reasonable or qualified source can be identified, including those furnished by a monopoly utility. The Purchasing Agent will make the final determination of single source purchases.
- Time is a critical factor.
- A formal process would result in substantially higher costs to the Town or Board of Education, inefficient use of personnel, or cause substantial disruption of Town or Board of Education services.
- Tuition and other services as determined by Planning and Placement Team (PPT).
- Those exempted or determined by law.

The First Selectman or Superintendent may grant a waiver for any of the above-listed reasons. Upon granting such a waiver, the First Selectman or Superintendent must, in writing, state the reason(s) for granting such waiver and shall notify the Board of Selectmen or the Board of Education as applicable by such action by electronic means.

If within two business days following such notification two members or more of such board as applicable objects to the granting of such waiver then the waiver shall be suspended pending approval of the waiver by the full board. No bids shall be awarded pursuant to this process until two business days have elapsed.

A waiver for any reason other than those above requires the approval of the Board of Selectmen or Board of Education as applicable. For a requesting department or school to obtain a waiver, a written waiver request including specific reasons for the waiver shall be provided to the First Selectman or Superintendent. The request must be signed by a department head, principal, or director. Upon receipt of the waiver request, the First Selectman or Superintendent will notify the requestor if the waiver has been granted.

Joseph Leone, EIT, M.Ed
 Director of Public Works
 127 Norwich Ave, Colchester CT, 06415
 Direct: (860) 537-7286



From: Joseph Leone
Sent: Monday, January 8, 2024 2:03 PM
To: Bernard Dennler <bdennler@colchesterct.gov>
Subject: Salt Purchase

Bernie,

Unfortunately no one is posting their bid results on CT source. When I search for "Salt", of the 274 bids that went out only 10 have been posted as awarded. These 10 don't have anything to do with road salt. CRCOG keeps a spreadsheet, I have seen it for the field maintenance supplies, but I can't find the master on their website.

I have attached the quotes we have received this fall. We have used Drivn for years, and their product and service is consistent and reliable which is very important with our snow removal effort. The salts, depending on what kind they are and what additive are in them, behave differently and our truck is calibrated based upon the Drivn material that we are currently using. We would like to order 400 TN this week

Thanks,

Joe

Joseph Leone, EIT, M.Ed
Director of Public Works
127 Norwich Ave, Colchester CT, 06415
Direct: (860) 537-7286



Taryn Scott

From: Bernard Dennler
Sent: Tuesday, January 16, 2024 3:43 PM
To: Taryn Scott
Subject: Fwd: Waiver for Well Redevelopment
Attachments: 2021 Well Redevelopment Results.pdf; 2023.08.16_Colchester#5A_Rehab&Pump_Proposal.pdf

Please include as correspondence.

Bernie Dennler
First Selectman

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

“Colchester, Connecticut: Where tradition meets tomorrow.”

From: Bernard Dennler <BDennler@colchesterct.gov>
Sent: Friday, January 12, 2024 9:42:50 AM
To: Art Shilosky <aShilosky@colchesterct.gov>; Cliff O'Donal <codonal@colchesterct.gov>; Rosemary Coyle <rcoyle@colchesterct.gov>; Denise Turner <dturner@colchesterct.gov>; Joseph Leone <Jleone@ColchesterCT.gov>
Subject: Fwd: Waiver for Well Redevelopment

Joe: Per your request and the request of the Water and Sewer Commission, I will approve a bid waiver for the well redevelopment. As you noted, we have a single source vendor with experience and knowledge regarding our town wells. To obtain a new vendor at bid, we would need to have an RFP developed by a professional engineer at what you believe would be a five figure cost. For these reasons, I will approve the waiver.

BOS: Per the bid policy, BOS members have two business days to object. If you have questions or concerns please let me know today or Monday. Joe will be available to answer any questions you may have. If there are no objections, the waiver will become effective on Tuesday 1/16.

Bernie

Bernie Dennler
First Selectman

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

“Colchester, Connecticut: Where tradition meets tomorrow.”

From: Joseph Leone <Jleone@ColchesterCT.gov>
Sent: Monday, January 8, 2024 3:05:51 PM
To: Bernard Dennler <BDennler@colchesterct.gov>
Cc: Robert Peter <rnppeter@sbcglobal.net>; Water Department <waterdepartment@colchesterct.gov>
Subject: Waiver for Well Redevelopment

Bernie,

The water department has performed a draw down on well 5A and has confirmed that the specific capacity has dropped by 33% since 2021. The well was tested today 1/8/24 to have a specific capacity of 6.7 GPM/FT. in 2021 is had a specific capacity of 10.08 GPM/FT. The original specific capacity when the well was installed in 2009 was 15.7 GPM/FT. in the report from 2021 it recommends that the town performs well redevelopment every 2 years to keep it producing.

Please initiate bid waiver protocol for this item. This purchase qualifies for a bid waiver based upon Town Purchasing policy below. Church is the only local contractor with the expertise and working knowledge regarding the redevelopment of our wells in town. We can place out to public bid but we would get a job of unknown quality by and unknown contractor. Well redevelopment hasn't been placed out to bid ever in the past. If we put it out to bid the town would need to have an RFP developed by the professional engineer at a (likely) 5 figure additional cost. Please notify the board and let me know if they have any objections within the two-day timeframe.

Thanks,

Joe

SECTION F WAIVER OF REQUEST FOR PROPOSAL/COMPETITIVE BIDDING

In certain situations the bidding, quotation, and proposal processes described in this section may be waived even though the estimated cost exceeds the dollar threshold established in Section 27B-100 & General Requirements."

The formal process may be waived for any of the following reasons:

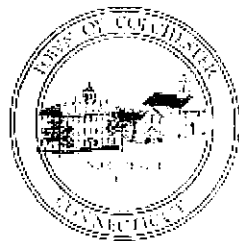
- Only one (1) reasonable or qualified source can be identified, including those with a monopoly utility. The Purchasing Agent will make the final determination of whether to proceed with purchases.
- Time is a critical factor.
- A formal process would result in substantially higher costs to the Town or Board of Education, inefficient use of personnel, or cause substantial disruption of Town or Board of Education services.
- Tuition and other services as determined by Planning and Placement Team
- Those exempted or determined by law.

The First Selectman or Superintendent may grant a waiver for any of the above-listed reasons. In granting such a waiver, the First Selectman or Superintendent must, in writing, state the reasons for granting such waiver and shall notify the Board of Selectmen or the Board of Education of such action by electronic means.

If within two business days following such notification two members or more of such board objects to the granting of such waiver then the waiver shall be suspended pending a vote by the full board. No bids shall be awarded pursuant to this process until two business days have elapsed.

A waiver for any reason other than those above requires the approval of the Board of Selectmen or Board of Education as applicable. For a requesting department or school to obtain a waiver request including specific reasons for the waiver shall be provided to the First Selectman or Superintendent. The request must be signed by a department head, principal, or director. If the waiver request, the First Selectman or Superintendent will notify the requestor if the waiver has been granted.

Director of Public Works
127 Norwich Ave, Colchester CT, 06415
Direct: (860) 537-7286





Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Bernie Dennler, First Selectman

Board of Selectmen Special Meeting
January 4, 2024 – 5:30 PM
Town Hal Meeting Room 1 & via Zoom

Members Present: First Selectman Bernie Dennler, Selectmen Denise M. Turner, Art Shilosky, Cliff O'Donal and Rosemary Coyle (via Zoom).

Others Present: Fire Chief Steven Hoffman

1. Call to Order: First Selectman Bernie Dennler called the meeting to order at 5:34pm
2. Pledge of Allegiance
3. Correspondence
4. Citizens Comments:

Micheal Dubreuil of Woodbine Road expressed concern about the Finance Director's position and the union process. Deanna Bouchard of Meadow Drive also expressed concern about the Finance Director's position and the union process.

5. Consent Agenda
 - a. Approval of 12/7/23 Regular Meeting Minutes
 - b. Approval of 12/13/23 Special Meeting Minutes
 - c. Authorize Tax Refunds
 - d. Re-appointment of Nancy Nelson to the CORE Commission with a term to expire 1/20/2026
 - e. Re-Appointment of Jeffrey Koonankeil to the CORE Commission with a term to expire 1/20/2026
 - f. Authorize the First Selectman to sign a contract with Connecticut Propane and Petroleum for the 2024-2025 Fiscal Year for a fixed price of \$1.659 per gallon.
D. Turner MOVED to approve the agenda. R. Coyle SECONDED. MOTION CARRIED 5-0.
6. Discussion and possible action to authorize the First Selectman to sell the used AH-75 Ladder Truck to North Stonington for \$50,000

R. Coyle MOVED the Motion to authorize the First Selectman to sell the used AH-75 Ladder Truck to North Stonington for \$50,000, D. Turner SECONDED. A. Shilosky, raised a friendly amendment that the money received from the sale goes into vehicle reserve fund MOTION CARRIED 5-0.

7. Discussion and possible action to authorize First Selectman to sign Collective Bargaining Agreement between the Town of Colchester and Municipal Employees Union "Independent" MEUI Local 506, SEIU, AFL-CIO, CLC representing Town Administrators July 1, 2024, to June 30, 2028

R. Coyle proposes memorandum to be attached D. Turner MOVED the motion to authorize First Selectman to sign Collective Bargaining Agreement between the Town of Colchester and Municipal Employees Union "Independent" MEUI Local 506, SEIU, AFL-CIO, CLC representing Town Administrators July 1, 2024, to June 30, 2028, A. Shilosky SECONDED. B. Dennler provides clarifying information on the contract. MOTION CARRIED 5-0.

- a. Discussion and possible action to authorize the First Selectman to sign a Memorandum of Agreement between the Town of Colchester and Municipal Employees Union "Independent" MEUI Local 506, SEIU, AFL-CIO, CLC regarding the position of Assessor.

C. O'Donal MOVED to authorize the First Selectman to sign a Memorandum of Agreement between the Town of Colchester and Municipal Employees Union "Independent" MEUI Local 506, SEIU, AFL-CIO, CLC regarding the position of Assessor D. Turner SECONDED. MOTION CARRIED 5-0.

- b. Discussion and possible action to authorize the First Selectman to sign a Memorandum of Agreement between the Town of Colchester and Municipal Employees Union "Independent" MEUI Local 506, SEIU, AFL-CIO, CLC regarding the position of Senior Center Director

R. Coyle MOVED to authorize the First Selectman to sign a Memorandum of Agreement between the Town of Colchester and Municipal Employees Union "Independent" MEUI Local 506, SEIU, AFL-CIO, CLC regarding the position of Senior Center Director. D. Turner SECONDED. MOTION CARRIED 5-0.

- c. Discussion and possible action to authorize the First Selectman to sign a Memorandum of Agreement between the Town of Colchester and Municipal Employees Union "Independent" MEUI Local 506, SEIU, AFL-CIO, CLC regarding the position of Fire Chief

R. Coyle MOVED to authorize the First Selectman to sign a Memorandum of Agreement between the Town of Colchester and Municipal Employees Union "Independent" MEUI Local 506, SEIU, AFL-CIO, CLC regarding the position of Fire Chief. C. O'Donal SECONDED. MOTION CARRIED 5-0.

- d. Discussion and possible action to authorize the First Selectman to sign a Memorandum of Agreement between the Town of Colchester and Municipal Employees Union "Independent" MEUI Local 506, SEIU, AFL-CIO, CLC regarding the position of Recreation Director

D. Turner MOVED to authorize the First Selectman to sign a Memorandum of Agreement between the Town of Colchester and Municipal Employees Union "Independent" MEUI Local 506, SEIU,

AFL-CIO, CLC regarding the position of Recreation Director C. O'Donal SECONDED. MOTION CARRIED 5-0.

- e. Discussion and possible action to authorize the First Selectman to sign a new Memorandum of Agreement between the Town of Colchester and Municipal Employees Union "Independent" MEUI Local 506, SEIU, AFL-CIO, CLC regarding the expired April 22, 2022, MOA between the Town of Colchester and MEUI

D. Turner MOVED to authorize the First Selectman to sign a new Memorandum of Agreement between the Town of Colchester and Municipal Employees Union "Independent" MEUI Local 506, SEIU, AFL-CIO, CLC regarding the expired April 22, 2022, MOA between the Town of Colchester and MEUI. R. Coyle SECONDED. MOTION CARRIED 5-0.

8. Discussion and possible action on approving a job description for a Deputy Finance Director/Acting Finance Director

B. Dennler, spoke to needing consistency in the Finance Office especially when the Director of Finance is away for an extended period. He proposed a new position be created to provide that consistency in the future and the need to fill the position as soon as possible. Board members agreed to the concept of the position. Discussion followed about a proposed job description.

Discussion held by the Board Members: R. Coyle recommends the name of the position be changed to Deputy Director of Town Finance instead of Deputy Finance Director. A. Shilosky expressed support for the need for the role in the Finance Department. R. Coyle explains there were always more positions in the finance department before the Town and BOE were separated. D. Turner expresses support for the role and add the job description should be made clear that it is a nonunion job. R. Coyle added the caveat that the Deputy Director of Town Finance role can act as Finance Director with approval by the Board of Selectmen.

R. Coyle MOVES, on approving a job description for a Deputy Director of Town Finance/Acting Director of Town Finance with the understanding that the First Selectman can hire for the role and the employee will immediately assume the Acting duties, C. O'Donal SECONDED. MOTION CARRIED 5-0.

9. Citizen's Comments

M. Debreuil, Woodbine Rd. Thanks R. Coyle for attending under the weather, asked the BOS to check with the Union on the new job description. Asked if there is an active investigation.

10. Adjournment

A. Shilosky MOVED to adjourn at 6:20pm, D. Turner SECONDED. MOTION CARRIED 5-0.

Submitted by:
Taryn Scott
Executive Assistant to the First Selectman



Town of Colchester and Colchester Board of Education

Finance Department Deputy Director of Town Finance Director

General Statement of Duties

The overall Finance Department is responsible for maintaining all budgets, accounts, and financial records of the Town and School District. This position assists the Director of Town Finance with overseeing all aspects of daily operations of the Town's financial management. This is a highly responsible position requiring strong financial management and analytical skills. This position involves the performance of a wide variety of professional accounting and financial control functions for the Town.

The Deputy Director of Town Finance shall act as the Director of Town Finance when the position is either vacant or whenever the Board of Selectmen determines the Director is on an extended absence that will require the Deputy to assume the duties of the Director. When serving as Acting Finance Director, the Deputy shall be paid a rate equivalent to the Director of Town Finance.

Terms of Employment

Non-union; 12-month employee

Supervisor

Works under the direct supervision of the Director of Town Finance or the First Selectman when acting as Director.

Supervision Exercised

Assists the Director of Town Finance with overseeing the operation of the joint Finance Department as it relates to the Town's financial management, including supervision of all department employees performing work for the Town.

Essential Duties and Responsibilities:

1. Assists the Director with to evaluate, administer and oversee the financial management of the Town. Specific functions include, but are not limited to: accounting and financial reporting, general ledger, budgeting, financial and capital planning, financial software, cash/investment management, debt management, accounts receivable, accounts payable, purchasing, payroll, and grants. Working directly with the Human Resources department, other functions include risk management, contract, and collective bargaining negotiations, benefits administration and workers compensation claims.
2. Assists the Director with supervision of the daily activities of employees performing financial tasks for the Town, and prepares performance evaluations.
3. Assists with the development and implementation of internal control policies, guidelines, and procedures for activities such as budget administration, cash/investment management, accounting and payroll. Interprets and enforces policies and procedures.
4. Assists with drafting and presenting policies, financial plans and goals for the overall Town to the First Selectman, and the Treasurer when applicable, and makes recommendations as appropriate to the various Town Boards and Commissions.
5. When acting as Director, attends Board of Selectmen and Board of Finance meetings as necessary.
6. Participates, as needed, in the development of all Town budgets, including Capital Improvement Plans, and oversees the administration of all such budgets once adopted.
7. Works with the external auditors associated with the preparation of year-end financial reports in accordance with Generally Accepted Accounting Principles (GAAP), including the compilation of data, preparing and entering journal entries.
8. Assists with the preparation and timely submission of a variety of internal and external financial reports including monthly, quarterly and annual reports for all funds.
9. When Acting as Director, performs responsibilities of the Town Treasurer in the event of the absence of the Town Treasurer.
10. Trains and cross-trains departmental personnel in Town department operations and basic financial practices.
11. Perform such other duties as may be required and assigned by the First Selectman.

Required Knowledge, Skills and Abilities

- Thorough understanding of the principles of government finance.
- Knowledge of the practices and procedures used in governmental accounting, including generally accepted accounting principles (GAAP), pronouncements of the Government Accounting Standards Board (GASB), relevant CT General Statutes regarding Town finances, and State Office of Policy & Management (OPM) financial reporting requirements.
- Ability to analyze financial statements and budget reports and develop projections.
- Strong verbal and written communication skills.
- Strong administrative and supervisory abilities.
- Comprehensive knowledge of various computer software programs, including Microsoft Office Suite with emphasis on Excel, and Adobe Acrobat, and various municipal finance systems with preference for experience with Tyler Technologies Munis.

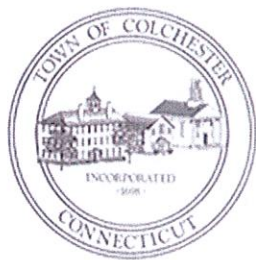
Education and Experience

1. Bachelor's degree in accounting, finance, public or business administration or a related field from an accredited college or university or equivalent combination of experience
2. Minimum of five (5) years of progressively responsible experience in public or governmental accounting
3. Certified Public Accountant (CPA) and/or Certified Public Finance Officer (CPFO) preferred
4. Equivalent combination of training and experience to the above requirements will be considered.

Work Environment

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

*Note: This description is illustrative of tasks and responsibilities.
It is not meant to be inclusive of every task or responsibility.*



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Bernie Dennler, First Selectman

Board of Selectmen and Board of Finance Joint Special Meeting

January 4, 2024 – 7:00 PM

Town Hall Meeting Room 1 & via Zoom

Members Present:

First Selectman Bernie Dennler, Selectmen Denise M. Turner, Art Shilosky, Cliff O'Donal and Rosemary Coyle (via Zoom).

Board of Finance: Chair Scott A. Chapman, Vice Chair Michael Egan, Members Karen Belding, John Thomas, Timothy Vaillancourt, Michael Hayes.

Others Present:

Town of Colchester Department Heads: Valerie Geato, Director Youth and Social services (Via Zoom), Gayle Furman, Town Clerk, Demian Sorrentino, Town Planner, Zach Cash, Resident Trooper, Joe Leone, Director of Public Works, Tiffany Quinn Recreation Director, Michele Wyatt, Tax Collector, Patty Watts, Director Senior Services, John Chaponis, Assessor, Kate Byroade, Director Craigan Library, Steven Hoffman, Fire Chief and Brad Bernier, Deputy Fire Chief, Julie Shilosky and Jayme La Grega, Registrars, Steve Sharpe, Fleet Supervisor.

1. Call to Order

- a. Call to Order by Board of Selectmen: B. Dennler, First Selectman called the meeting to order at 7:00pm
- b. Call to Order by Board of Finance: S. Chapman, Chair called the meeting to order at 7:00pm

2. Pledge of Allegiance

B. Dennler led the Pledge of Allegiance.

3. Statement by First Selectman:

B. Dennler stated the purpose of the meeting is for the public to hear from the town department heads on the state of the budget. This meeting's purpose is to be used as a starting point not as an end point for figuring out the state of the town's budgets. He has provided the MUNIS reports and attached commentary provided by Maggie Cosgrove. B. Dennler warns because of tonight's meeting he will likely impose a form of spending freeze. He will not be commenting on personnel matters in tonight's meetings.

4. Citizens Comments

Public comment was given by M. Dubreuil, Woodbine Rd. who raised concerns regarding using M. Cosgrove's opinion and stated she is not a Town Employee.

B. Dennler provided clarification that the former administration hired M. Cosgrove as a Town of Colchester employee.

5. Discuss current standing of Fiscal Year 23/24 Budgets by Department

The Current standing of Fiscal Year 23/24 Budgets was presented by each Department head as follows:

P. Watts, Director of Senior Services, shared there were changes made to her budgets from what she asked for in the budget planning process. P. Watts explained processes changed in that they no longer use RFP's it is now through purchase orders which make everything encumbered upfront; she will be correcting line items showing over expenditures at this time. A specific example is that the temporary staffing line item was reduced by 50% to \$1500.00 and further reduced to \$0.00 so she will have to make some transfers as they cannot operate with zero for temporary staffing in the senior center budget. However, she feels she will be able to deliver her budgets mainly due to additional personnel roles not being fulfilled yet and will continue to be tight on spending at this time.

Discussion followed from board members regarding part time medical driver position.

Valery Geato, Director of Youth and Social Services, joined via zoom. V. Geato explained operating piece of her budget did not have huge losses in any one area, however, there were arbitrary cuts to her budget. She looks forward to new ways of doing the budget because she never had a conversation with the Board of Finance last year. She learned about her new budget on the town website. Examples of arbitrary cuts include telephone bills, oil, memberships, professional services, but those expenses are set prices so it did not make sense to cut them as they will be overspent at their baseline. The biggest cut to the Youth and Social Services budget was the program line item which was \$12500.00 cut by \$10000.00 to \$2500.00 with no discussion. V. Geato explained she found a solution and proposed it to the former administration who agreed using the state DCF grant fund which she applies for and the matching fund that is generally in the general fund to be put back into her program budget to cover the cuts. However, that has not been placed in her budget yet, it is still going into the general account. Overall if the state funding is not put into her accounts as promised, she will go over approximately \$15000.00.

R. Coyle asked clarifying questions on the DCF grants.

Michele Wyatt, Tax Collector, explained her budgets are flat, there will be overages in a few line items due to cost increases and additional legal notices. However, there will be savings of about \$19000.00 in salaries due to not having an assistant in her department from July to the middle of October, therefore she anticipates her overall budget coming out with a surplus.

Gayle Furman, Town Clerk, explained her budget is flat as of now and feels the budget will balance by end of year.

Demian Sorrentino, Planning Director shared he is at 49% on expenditures overall on his budgets and is under on personnel as he did not have two positions filled at the beginning of the budget year. The overtime line, which is used for clerks, specifically to have a union member in his department cover the six boards and commissions under his department's control, that line item is now at \$0.00 but understood that it may have been the Board of Finance's intention to return that \$1500.00, but it has not happened yet. The contract temp line item was \$5000.00

previously but was cut to \$0.00 as well and is now maxed out. This is for when the department needs another licensed professional such as the building inspector, the current one has not yet taken vacation. The biggest issue is with the legal line item, there were charges for cases he was involved in but were not related to directives from his department. Now their department has current legal cases, so the line item is now showing -175% for legal fees. Other initiatives and the current legal case on Cabin Rd. have been charged to his department budget, but that is not necessarily where they were supposed to come from in his understanding. D. Sorrentino offers to meet in executive session with the Board of Finance to discuss the current legal case further.

D. Sorrentino adds if the legal fees are removed retroactively and moving forward his budget can be on target. Explained some instances he found the expenditures and encumbrances are counted twice so that will also need to be corrected.

Discussion followed by Board Members.

John Chaponis, Assessor, explained he has a small budget, he does some estimates for cars and pro-rates for new construction, and he came in over for this budget. J. Chaponis also shared an update that the town won a court case vs the state recently and the town will be getting approximately a \$325,000 to \$340,000 check coming in that was not planned for in the budget.

Kate Byroade, Cragin Library Director explained she had communicated with the Board of Finance and Board of Selectmen early in the budget process because the budget she requested was changed and it was not restored. Operationally certain costs cannot be changed. The revenue she brings in from the copies is put in general fund not returned to the library's budget. K. Byroade explained every year she will ask for more money in the books line, it's everything they have at the library for this budget she asked for \$55,000, it was cut by \$5,000 making it \$3,000 less than what she previously had. Supplies were cut 50%. For the service contracts line, she asked for \$16,000 it was cut to \$12,500. Specifically, the line for emergencies was reduced to \$500 and in August a pump on their boiler went and the work came to \$5,200. The elevator maintenance that was planned and budgeted for last year was never serviced as planned, the service company was never able to schedule it, so the \$3,000 for it will need to be spent this year. Fire alarm systems have not been inspected since before covid, she has quotes out for that now. A light fixture fell off the wall, which will need to be fixed eventually but for now has been secured. Another issue with the budget is she planned on and intended to make a part-time position go full-time, however the full-time salary was not budgeted properly for this budget, so she could not make the position full-time this year. In not using the extra money for that position will as it is more than a part-time salary but less than a fulltime salary should help her balance her budget this year. The payroll budget did not have a contingency line for negotiations. Overall, she thinks she could potentially be \$12,000 under budget.

Discussion followed from board members.

Steve Hoffman, Fire chief and Brad Bernier, Deputy Fire Chief explained once he recalculated his budget it looked better than he initially thought. Overtime is accounted for through projections, fuel bill may be over but has not been documented in MUNIS, building issues specifically the furnace is 35 years old and always getting fixed. Chief Hoffman clarified he was expecting physical testing as it is a requirement to be budgeted higher, but it did not get increased. Other line items on par. Trucks coming next week.

Tiffany Quinn, Parks, and Recreation Director explained her copier budget is over which needs to be sorted out. The salary line for her stipend which was not accounted for is showing over, which has now ended. Program Supervisor has been hired back since covid being paid out of the general fund with expectation it would be paid out of the program fund, can be reclassified but the budget will still be about \$10,400 over due to the stipend.

Zach Cash, Resident Sergeant, his budget will be close because he has not been able to hire their new hire and the process is so long that should cover the overtimes that are already over for this year. They had an emergency purchase for guns. Miscellaneous items were cut where the cost will never change so they will be over in those line items. Could explore some revenue lines like pistol permits to cover overtime. They cannot see their grant accounts and where the money is being pulled from for the overtime, he will work with finance to sort it out.

Discussion followed by board members.

Julie Shilosky and Jamie La Grega, Registrars, J. Shilosky explains when they put their budgets together last year there was no early voting. Budgets are all off, they were cut considerably last year. J. Shilosky explains the early voting tab for 5-7 personnel comes to \$4,500, need 2 fireproof cabinets \$6,200, special ballots \$2,500 bringing their estimate to over \$2,3000 applied to a grant from the state of Connecticut for \$10,000 still over \$10,000 short and these figures which does not account for the presidential primary which is estimated at \$14,000. They will have to plan for a lot more in next years budget as well.

Clarifying questions and comments from the board.

Joe Leone, Department of Public Works, he has a few orgs in MUNIS under his department. Public Works: administration will be on budget.

Highway: is over on professional services, overtime, and under purchase supplies and on road improvements. The full amount will be spent on road improvements. Late budgets did not allow us to hire pavers in time for the fall. They will hire for the spring. Significant requests for the trees that need to be cut in the right of way roads. Still over 600 trees to be cut, it is a multiyear budget investment. There are emergencies that also require immediate attention. Overtime that is showing over on highway, was miscoded from grounds crew's overtime. Estimate for roads is \$375,000. Vacancies may cover the overages.

Fleet: 30% cut from last year but overall, they will be under. Grounds, overtime was used to address the appearance of the town.

Capital projects: In the Green, he did not know it was coming out of his budget. The splash pad was leaking a lot of water, repairs were longer than anticipated and the bill was applied to this fiscal year. Snow removal is fully encumbered in the budget, salt is purchased as needed. Salaries are over, funding has yet to be pushed over for facility maintenance salary. Service contracts, senior center gas line should be a capital expense and building repairs in the youth center were emergencies, mold, water getting in, roof falling apart, larger concern about lead. The Town Hall roof replacement designer miscoded all coming from DPW operating budget. Budget is \$164,000 over; J. Leone can account for \$115,000 of it. Some will have to be reclassified.

Transfer station: cost spent \$194,000 on transportation budgeted \$170,000, looking like \$21,0000 so there will be an overage, also spent \$10,000 to clear out hazardous waste someone dropped off.

Facilities and transfer station will be over. Payroll may help offset the 5-figure number.

Discussion by the Members of the Boards

Bernie Dennler, First Selectman professional services (ClearGov) and copier budgets do not necessarily count as funds available. Legal is over in the budget. Union contracts under negotiations start without legal counsel. However, legal council needs to be involved and personal matters require legal counsel. HR Director Shannon Ramsby is leaving at the end of the week. There could be a vacancy and some savings looking to fill the vacancy as soon as possible not to burden the finance department further.

B. Dennler also presented the finance department has been overspent; Maggie Cosgrove was hired as a town employee in the summer. Audit is ongoing and she is now working more than anticipated. Issues found in the audit and not closing out properly. Health insurance payments appear to have not been made for six months and are not encumbered.

Discussion by Boards Members

a. Discuss next steps

B. Dennler wants to propose a soft spending freeze and asks the Board for their opinion.

Discussion by Board Members expressing they were in favor of a soft spending freeze until the state of the budget is understood.

B. Dennler shared the BOS approved the position for the town to hire a Deputy Director of Town Finance/Acting Finance Director. Someone has been identified to fill the role, to help the Finance Department as soon as possible. Which should also help move forward correcting the reporting. There will be a balance of correcting the past, planning for the next budget, and doing the next audit.

Further Discussions by the Board members.

6. Citizen's Comments

Public comment was given by:

Jeremy McKenzie of Bull Hill Rd. thanked the boards and expressed his concern over the past budget process and the need to fund the town appropriately.

Ron Silberman, of Boretz Rd. Vice Chair of Water and Sewer Commission expressed he has not had an accurate report in a year and a half. Thanked the boards.

Michelle Millington Skinner Rd. thanked both boards for the work and the collaboration made by the boards.

7. Adjournment Board of Selectmen: A. Shilosky **MOTION to adjourn**, R. Coyle
SECONDED. MOTION CARRIED 5-0 9:31pm
 Adjournment Board of Finance: K. Belding **MOTION to adjourn**, M. Egan
SECONDED. MOTION CARRIED 6-0 9:31pm

Submitted by:

Taryn Scott
Executive Assistant to the First Selectman



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Bernie Dennler, First Selectman

Board Resolution

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF SELECTMEN OF THE TOWN OF COLCHESTER HELD ON JANUARY 18, 2024, AT 127 NORWICH AVENUE COLCHESTER, CT 06415.

RESOLVED THAT the Board of Selectmen of the Town of Colchester has decided to authorize, **First Selectman Bernie Dennler and Deputy Director of Town Finance/ Acting Director of Town Finance Michelle Marceau** and is hereby authorized to sign, and submit all the necessary forms, etc. to be submitted in connection with "authorized plan representatives for VOYA Financial Plan ZHUC08. The acts carried out and documents shall be binding, until the same is withdrawn by giving written notice thereof.

Specimen Signatures of Authorized Signatories

Bernie Dennler

Michelle Marceau

RESOLVED FURTHER THAT, A copy of the above resolution duly certified as true by the designated authorized signatory of the Town of Colchester be furnished to VOYA financial.

For the Town of Colchester,



Colchester Fire & EMS

52 Old Hartford Road Colchester, CT 06415

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

firedepartment@ColchesterCT.gov

MEMORANDUM OF UNDERSTANDING

FOR THE PROVISIONS OF EMERGENCY CONFINED SPACE RESCUE SERVICES

(the "MOU")

This Memorandum of Understanding made this day January 1, 2024

BETWEEN:

JOINT FACILITIES COMMITTEE ADMINISTRATION

AND

COLCHESTER FIRE & EMERGENCY MEDICAL SERVICES

(Town Of Colchester)

WHEREAS:

A. Colchester Fire & EMS has the ability to provide confined space rescue services described in Schedule A (the "Confined Space Rescue") and the Joint Facilities Committee Administration wishes to retain the Colchester Fire & EMS to provide, when requested, Confined Space Rescue Services with the assistance and incorporation of other mutual aid fire departments to create a Regional Confined Space Rescue Team.

NOW THEREFORE, the parties have agreed to the following:

1. DEFINITIONS

In this MOU:

"Confined Space Rescue" is the removal of a person/s from a fully or partially enclosed space,

(a) that is both not designed or constructed for continuous human occupancy, and

(b) in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it

"Incident Commander" is the person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources, and overall responsibility for all persons involved.

"Technical Rescue" refers to those aspects of saving life or property that employ the use of tools and skills that exceed those normally reserved for firefighting, medical emergency and rescue.

2. PURPOSE

The purpose of this MOU is to set forth the terms by which Colchester Fire & EMS, the Regional Confined Space Rescue Team, will provide emergency Confined Space Rescue Services to the Joint Facilities Committee Administration.

3. ROLES AND RESPONSIBILITIES

Colchester Fire & EMS with Regional Confined Space Rescue Team, shall:

- a) Respond when requested by the Joint Facilities Committee Administration, through QV Dispatch, subject to availability and the operational needs of Colchester Fire & EMS at the time of the request.
- b) Upon arrival at an incident, and after consultation with the Incident Commander, establish and manage the operations sector. Rescue entry into a confined space by Colchester Fire & EMS and Regional Confined Space Rescue Team personnel will be at the sole discretion of Colchester Fire & EMS and Regional Confined Space Rescue Team officers.

The Joint Facilities Committee Administration shall:

- a) Be responsible for recognizing the nature of the incident and determining whether Confined Space Rescue Services are required. If a need is determined, the Joint Facilities Committee Administration is responsible for providing Colchester Fire & EMS with appropriate information about the nature and location of the incident.
- b) Will work within the incident command system and work jointly with Colchester Fire & EMS staff and the on-scene commanders of other responding agencies.
- c) Provide additional personnel, equipment, support and agencies as may be requested or available
- d) Ensure that none of its employees, agents, representatives, or subcontractors, enters such zones without the approval of Colchester Fire & EMS upon their arrival.

4. ACTIVATION OF TECHNICAL RESCUE TEAMS

Activation - shall be made by an authorized representative of the Joint Facilities Committee Administration or by a Municipal Incident Commander.

Response – Colchester Fire & EMS shall respond subject to the operational requirements of Colchester Fire & EMS at the time of the request for activation.

5. PAYMENT OF COSTS

Payment of Annual Fee — The Municipality shall pay a one-time fee of \$15,000.00 and an annual fee, commencing year three (3) of \$6,000 to Colchester Fire & EMS. Payable on July 1st of each year during this agreement. The first payment will be prorated from the time of signing.

Invoices — Colchester Fire & EMS shall issue to the Joint Facilities Committee Administration an invoice for authorized costs incurred pursuant to this MOU.

Restriction on Compensation – Colchester Fire & EMS shall not charge the Joint Facilities Committee Administration for costs for which it has already been, or will be reimbursed by another organization, including any other government, or agency thereof.

6. TERM AND TERMINATION

Term — This MOU shall come into force on the date first above written and shall, unless terminated earlier, remain in effect until June 31, 20XX.

Renewal - This MOU shall automatically renew for a five (5) year period on the same terms and conditions unless a party gives written notice of termination to the other Party at least six (6) months prior to June 31, 20XX.

Termination- This MOU may be terminated by either party, at any time, upon such party giving the other party six (6) months' written notice. Termination of this MOU shall not relieve any party, from any existing and outstanding obligation on its part that was incurred pursuant to this MOU prior to the date of termination.

7. DISPUTE RESOLUTION

Dispute Resolution —If any dispute arises between the Parties as to their respective rights and obligations under this MOU, the representatives of the parties named as points of contact shall attempt to settle the dispute within fourteen (14) business days of the dispute arising. If the representatives of the disputing parties are unable to resolve the dispute within fourteen (14) business days the matter can be sent to mediation with the governing authorities of each party.

8. RECORDS AND INFORMATION

Records — Each party shall keep and maintain all records, reports, invoices and other documentation and all costs incurred by such party under this MOU, in a manner consistent with generally accepted accounting principles and clerical practices, and shall maintain such records and keep them available for review by the other party for a period for seven (7) years from the date this MOU expires or is terminated. The parties shall be able to inspect and to request a copy of any and all such records, invoices or other documents, as the case may be, for any purpose including the completion of an audit, on providing five (5) business days' notice. This clause shall survive the termination or expiry of this MOU.

Confidential Information — The Parties agree that except where required by law, or for the purpose of performing duties or obligations under this MOU, neither party shall directly or indirectly disclose, destroy, exploit or use, either during or after the term of this MOU, any confidential information belonging to the other party, unless the other party has provided their written consent. The parties further agree that when this MOU terminates or expires, they shall return all confidential information belonging to the other party.

9. INSURANCE, INDEMNITY AND LIMITS ON LIABILITY

Indemnity - Each party, shall indemnify, defend and hold harmless the other party, its councilors, employees, contractors, agents or authorized representatives (indemnitees), both during and following the term of this MOU, from and against any and all claims, demands, suits, losses, liabilities, damages, obligations, payments, costs, fines and expenses and incurred interest thereon, including the costs and expenses of, and accrued interest in respect of any and all actions, suits, proceedings, assessments, judgements, awards, settlements and compromises relating thereto and reasonable lawyers' fees and reasonable disbursements in connection therewith (each, an indemnifiable loss), asserted against or suffered by an indemnitee relating to, or in connection with, or resulting from or arising out of any action or omission of the other party, its employees, contractors, agents or authorized representatives, including any of its subcontractors, consultants, agents or advisors, in connection with this MOU or Confined Space Rescue services provided hereunder, except such claims, demands, suits, losses, liabilities, damage, obligations, payments, costs, fines, expenses, and interest as are occasioned by the negligence of willful default of the indemnitees.

No Liability — No Party shall be responsible for any delay or failure to perform its obligations under this MOU where such delay or failure is due to causes or circumstances beyond its control.

10. GENERAL

Points of Contact - Any notice required or permitted to be given pursuant to this MOU shall be in writing and delivered personally, sent by facsimile transmission, email or by registered mail to the contact persons at

The following addresses:

Colchester Fire & EMS

Fire Chief Steve Hoffmann

52 Old Hartford Rd

Colchester, CT 06415

Joint Facilities Committee Administration

Superintendent (XXXXXXXXXX)

20 Gildersleeve Drive

East Hampton, CT 06424

Each party shall provide the other party with written notification of any changes to the address or contact information for a party set out above.

Amendments — any changes to this MOU shall be in writing and shall be agreed to by both parties before taking effect.

Legal Relationship — In this MOU nothing gives rise to an employment relationship between the parties in respect of either party's participation in or contribution to this MOU. The parties hereto expressly acknowledge that they are independent contractors. An agency, partnership or employer —employee relationship is not intended or created by this MOU.

Laws —All Parties warrant that the Parties to this agreement shall operate in compliance with all federal, provincial or municipal laws and/or regulations.

Severability — If any terms of the MOU shall be held to be illegal, invalid, unenforceable, null, void or inoperative by a court of competent jurisdiction, the remaining terms shall remain in full force and effect.

No Waiver — the failure of the Parties to enforce any of the provisions of this MOU or any of its rights in respect thereto or to insist strict adherence to any term of this MOU shall not be considered to be a waiver of such provision, right or term or in any way affect the validity of this MOU.

Regional/Other Municipal Resources – Colchester Fire & EMS may enter into agreements with other municipalities willing and able to provide support, equipment and/or personnel, to maintain and establish a Confined Space Rescue Team. These other municipal resources will be under the authority of Colchester Fire & EMS and be responsible for the expectations as any other team member

Training – Colchester Fire & EMS will maintain a Confined Space Rescue Team who are trained to meet all state and federal requirements. Training will be conducted on a frequency that meets state and federal requirements, as well as ensures maintenance of knowledge, skills, abilities and competencies. At least two (2) times a year, Confined Space Rescue Team will conducted joint training with Joint Facilities Committee Administration personnel to maintain familiarization with concepts, expectations, facilities, etc.

IN WITNESS WHEREOF each of the Parties hereto have executed the Memorandum of Understanding effective as of the date first above written.

Joint Facilities Committee Administration

Date: _____

Representative Name: _____

Representative Signature: _____

Colchester Fire & EMS

Date: _____

First Selectman Bernie Dennler

Signature: _____

Date: _____

Fire Chief Steve Hoffmann

Signature: _____

SCHEDULE A

Services to be provided by Colchester Fire & EMS.

Annual Fees for services

2023	waived
2024	waived
2025	\$6,000
2026	\$6,000

Appendix A

Mutual Aid Department Agreement

Regional Confined Space Team

INTRODUCTION

The following Departments have agreed to join the Regional Confined Space Rescue Team under the governance and authority of Colchester Fire & EMS for purposes of providing Confined Space Emergency Response to the JOINT FACILITIES COMMITTEE ADMINISTRATION and as requested for any emergency.

- East Hampton Volunteer Fire Department
- Hebron Fire Department

QUALIFICATIONS

Personnel from included mutual aid Departments shall ensure that all personnel meet the qualifications to be SCBA certified and have annual physicals by their approved medical director/physician. Personnel shall maintain the required annual training to remain on the Team.

WORKERS COMPENSATION/INSURANCE

All workers' compensation for injuries sustained during an emergency deployment, training or other sanctioned event for the Confined Space Regional Rescue Team shall be under the Department that they are affiliated with. Colchester Fire & EMS shall hold no workers compensation or insurance for personnel from mutual aid departments.

COSTS FOR SERVICES

All billing for services shall be through Colchester Fire & EMS and shall be utilized for the purpose of equipment maintenance, training and needs directly affiliated with the Regional Confined Space Rescue Team.

DISOLUTION OF AGREEMENT

Any Department who decides to remove themselves from this agreement shall do so by notifying Colchester Fire & EMS in writing.

AUTHORITY/POLICIES

Colchester Fire & EMS, as the umbrella agency, reserves the right to ensure that all personnel, regardless of affiliation with Departments, maintain the required training for Confined Space Rescue Operations. Operations, Deployment, Training, and additional expectations shall be dictated by Policies created by the Regional Confined Space Rescue Team. The Chief of the Fire

Departments included in this agreement shall be included in the decision making process for training, purchases or additional needs for the betterment of the confined Space Rescue Team.

In the event of disciplinary issues, the Chief of the Department of the personnel involved along with the Chief of Colchester Fire & EMS shall meet to review the issue and come to a decision. Final decision on personnel disciplinary action shall be with the Chief of Colchester Fire & EMS and only affect the personnels involvement or alignment with the Confined Space Regional Rescue Team.

ATTESTATION:

Colchester Fire & EMS

Fire Chief Steve Hoffmann

Signature: _____

Date: _____

Town of Colchester

First Selectman Bernie Dennler

Signature: _____

Date: _____

East Hampton Volunteer Fire Department

Fire Chief Rob Rainville

Signature: _____

Date: _____

Town of East Hampton

Town Manager David Cox

Signature: _____

Date: _____

Hebron Fire Department

Fire Chief Peter Starkel

Signature: _____

Date: _____

Town of Hebron

Town Manager Andrew Tierney

Signature: _____

Date: _____



Colchester Fire & EMS

52 Old Hartford Road Colchester, CT 06415

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

firedepartment@ColchesterCT.gov

Private Duty Medical Standby Contract

The Colchester Fire & EMS will provide Emergency Medical personnel (EMT and/or EMR) to staff Private Duty Medical Standbys upon request.

EMS personnel supplied by the Colchester Fire & EMS will come equipped with Emergency Medical Supplies to perform Basic Life Support Functions, a radio to contact the QV Communications Center (Dispatch) and, if warranted, an emergency response vehicle.

The function of EMS personnel that are contracted to staff a Private Duty Medical Standby is to recognize that a medical emergency has occurred, notify the QV Communications Center to activate the Town of Colchester Emergency Response System, and to render Basic Life Support until additional emergency responders arrive on scene.

Private Duty Medical Standbys are billed out at **\$30 per EMT per Hour**. Entities who contract Private Duty Medical Standbys shall be responsible for paying for all hours that are requested, even if the Private Duty Medical Standby is completed earlier than anticipated. In the event that a Private Duty Medical Standby runs longer than requested, such entity shall be responsible for paying for the actual length of the Private Duty Standby, rounded up to the nearest hour.

Full payment will be due for any Private Duty Medical Standby that is cancelled by the requesting entity less than one business day in advance unless other arrangements were made at the time the contract was arranged. Invoices for Private Duty Medical Standbys will be generated by Colchester Fire & EMS following the completion of all standbys. Payment is due within 30 days of receipt of the invoice.

I have read, understand and agree to all of the terms and conditions of Colchester Fire & EMS Private Medical Duty Standby Contract.

Signature: _____ Date: _____

Print Name: _____ Contact Phone Number: _____

Contact Email Address: _____

Mailing Address: _____

Type of Event for which Medical Standby is requested: _____

Number of people involved in event: _____

Date of Event : _____ Location of Event: _____

Start Time: _____ End Time: _____

Service Requested (circle one): BLS Ambulance(min 2 EMS Personnel) First Responder Vehicle

Hours of Medical Standby: _____ Number of EMTs requested: _____

**Private Duty Medical Standby Contract
Colchester Fire & EMS**

