



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Agenda

Regular Meeting via Zoom

Thursday, December 3, 2020 @ 7:00 PM

Please use the link below to join the webinar:

<https://us02web.zoom.us/j/88328352491?pwd=aTJmRWxMkVIYWZManAxNkZ0ZUZZz09>

Or Telephone:

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799

or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 883 2835 2491

Passcode: 058571

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADDITIONS AND/OR DELETIONS TO THE AGENDA
4. CITIZEN'S COMMENTS
5. CORRESPONDENCE
6. CONSENT AGENDA
 - A. Approve the Minutes of the November 19, 2020 Joint Board of Selectmen and Board of Finance Meeting
 - B. Approve the Minutes of the November 19, 2020 Board of Selectmen Meeting
 - C. Reappointment of Debbie Marvin to the Police Commission for a Term to Expire 11/15/2023
 - D. Reappointment of Carol Vaillancourt to the Police Commission for a Term to Expire 11/30/2023
 - E. Reappointment of Elizabeth Allard to Youth Services Advisory Board for a Term to Expire 12/1/2023
 - F. Reappointment of Roberta Avery to the Commission on Aging for a Term to Expire 12/1/2023
 - G. Tax Abatements
7. Boards and Commissions – Interviews and/or Possible Appointment and Resignations
 - A. Discussion and Possible Action on the Appointment of Steven Durel to the Planning and Zoning Commission for a Term to Expire 12/15/2022
 - B. Possible Appointment of Timothy Francis to the Agriculture Commission for a Possible Term to Expire 11/19/2023
 - C. Possible Appointments to Parks and Recreation Commission
 - I. Dan Eveleigh
 - II. Tim Daniels

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MARY BYLONE
TOWN CLERK

III. Rosanne Tousignant

IV. Nola Weston

V. Anna Ackroyd

- D. Possible Appointment of Lindsay Floyd to the Historic District Commission for a Possible Term to Expire 11/30/2023
- E. Possible Appointment of Gerald Dillenbeck to the Economic Development Commission for a Possible Term to Expire 12/3/2025 (see attached memo)
- F. Historic District Commission – Interview – H. Jean Smith for a Possible Term to Expire 11/30/2023
- G. Planning and Zoning Commission – Interview – Stephanie Smith for a Possible Term to Expire 12/15/2022

8. Discussion and Possible Action on Sports League Endorsement Policy

9. Discussion and Possible Action on the Platform Upgrade to the Police Pension Plan Administration

10. CITIZEN'S COMMENTS

11. FIRST SELECTMAN'S REPORT

12. LIAISON REPORTS

13. ADJOURN

11/20/2020

TO: COLCHESTER BOARD OF SELECTMAN
FROM: DAVID K. ANDERSON

127 BERRY LAKE COLCHESTER

SUBJECT: JUNKYARD ON THE CHURCHILL PROPERTY

IT SEEMS THE TOWN IS CONTINUING TO IGNORE THE JUNKYARD AND HEALTH AND SAFETY ISSUES ON THE CHURCHILL PROPERTY AT THE CORNER OF BERRY LAKE AND FERRIS DRIVE.

I PLAN ON SELLING MY HOUSE AND MOVING OUT OF CONNECTICUT ASAP I DO NOT WANT THE NEW OWNER OF MY HOUSE TO HAVE TO LOOK AT THAT JUNKYARD BECAUSE COLCHESTER TOWN EMPLOYEES FAIL TO ENFORCE THE BLIGHT ORDINANCE OR DO THEIR JOB.

IF I DO NOT GET A RESPONSE NOW I WILL CONTACT PEOPLE IN THE LOCAL HEALTH DEPT AND ON THE STATE AND FEDERAL LEVEL ALSO PEOPLE IN THE NEWS MEDIA TO EXPOSE HOW INCOMPETENT COLCHESTER EMPLOYEES ARE. PEOPLE IN THE PRIVATE SECTOR MUST DO THEIR JOB TOWN EMPLOYEES CAN CHOOSE WHAT THEY DO OR NOT DO.

EVERYONE I KNOW THAT HAS LEFT CONNECTICUT IS BETTER OFF THAT IS WHY I AM LEAVING.



DAVID K. ANDERSON

November 24, 2020

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

To the Board of Selectmen,

Thank you for taking the time to interview me last night for my application to sit on the Historic District Commission. I appreciate your time.

Per the requirement to attend a Historic District Commission meeting prior to being approved to sit on the Commission, I attempted to attend the meeting that was scheduled for November 9, 2020 at 7:00pm. I logged into the Zoom link, but no meeting happened. I followed up with Daphne Schaub via email to see if another meeting would be scheduled in its place, and she confirmed that there would be none. It is my understanding that the next Historic District Commission meeting won't be held until December 21.

I did attend the First Selectman meeting on October 15, 2020, which included a conversation about the Town Green and was attended by current members of the Historic District Commission. I have reviewed all publicly available documents associated with the Commission and possess academic experience in preserving the integrity of history and heritage.

I would like to respectfully request that the Office of the First Selectman consider my attempt to attend the Commission's meeting on November 9th and my presence at the First Selectman's meeting on October 15 as evidence of my commitment to serve on the Historic District Commission.

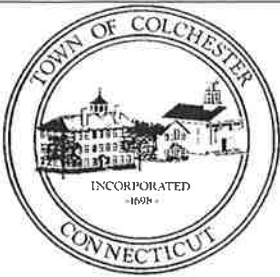
I respectfully ask for you to consider the requirement of attending a meeting in advance as being fulfilled. I look forward to being given the opportunity to serve our town by holding a seat on the Historic District Commission.

I am available for any additional questions or conversations. Thank you for your time.

Best regards,



Lindsay Floyd
4 River Road
Colchester, CT 06415
860-328-3524
lindsayfloyd@gmail.com



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Joint Meeting
(Board of Selectmen and Board of Finance)
Thursday, November 19, 2020 – 6 p.m.
Zoom Meeting

Board of Selectmen Present: Mary Bylone, Rosemary Coyle, Taras Rudko, Denise Turner, Denise Mizla

Board of Finance Present: Rob Tarlov, Bernie Dennler, Andreas Bisbikos, Andrea Migliaccio, Mike Hayes, Mike Egan

1. Call the Board of Selectmen Meeting to Order: First Selectman Mary Bylone called the Board of Selectmen meeting to order at 6:10 p.m.
2. Call the Board of Finance Meeting to Order: Board of Finance Chair Rob Tarlov called the Board of Finance Meeting to order at 6:10 p.m.
3. Discussion and Possible Action of Request to Authorize Funding in the Amount of \$14,799 to Provide Owner's Project Management Services for Phase One of the Senior Center Building Project in accordance with RFQ 2020-05 RB.
R. Coyle motioned to recommend to the BOF the funding of \$14,799 for the Owners Project Management Services by CSG for Phase 1, seconded by D. Mizla. **MOTION CARRIED UNANIMOUSLY**
Mike Egan Motion to appropriate from unassigned fund balance \$14,7999 for Owners Project Management by CSG for Phase 1, seconded by B. Dennler. **MOTION CARRIED UNANIMOUSLY**
4. Citizen's Comments: Terry Brown spoke in favor of the Senior Center
Marilynn Tuner, co-chair of Senior Center Building Committee spoke in favor of the Senior Center
Patty Watts spoke in favor of the Senior Center
Robbie Avery spoke in favor of the Senior Center
Cathy Russi spoke in favor of the Senior Center
Marge Mlodzinski spoke in favor of the Senior Center
5. Adjourn the Board of Selectmen Meeting: T. Rudko motioned to adjourn the Board of Selectmen meeting at 7:08 p.m., seconded by R. Coyle. **MOTION CARRIED UNANIMOUSLY**

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FIRST SELECTMAN
TOWN OF COLCHESTER

6. Adjourn the Board of Finance Meeting: M. Hayes motioned to adjourn the Board of Finance Meeting at 7:08 p.m. seconded by A. Migliaccio. **MOTION CARRIED UNANIMOUSLY**

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

Respectfully Submitted by:

A handwritten signature in black ink, appearing to read "Heide", followed by a long horizontal flourish.

Heide Perham, Executive Assistant to the First Selectman



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Agenda

Regular Meeting via Zoom

Thursday, November 19, 2020 @ 7:00 PM

Members in Attendance: First Selectman Mary Bylone, Selectmen Rosemary Coyle, Taras Rudko, Denise Turner, Denise Mizla

1. CALL TO ORDER: FS called the meeting to order at 7:09 p.m.
2. PLEDGE OF ALLEGIANCE
3. ADDITIONS AND/OR DELETIONS TO THE AGENDA: R. Coyle motioned to move item number 10 to 5 on the agenda and renumber accordingly, seconded by D. Turner. **MOTION CARRIED UNANIMOUSLY**
4. CITIZEN'S COMMENTS: None
5. Discussion and Possible Action to Award Contract to Construction Solutions Group for Phase 1 OPM Services for the Senior Center Building Committee: R. Coyle motioned to award the contract for Phase I – Conceptual and Schematic Design for the new Senior Center Building at the cost of \$14,798.65 with Construction Solutions Group and authorize the First Selectman to sign any and all documents, seconded by T. Rudko. **MOTION CARRIED UNANIMOUSLY**
6. CORRESPONDENCE: Attached to agenda
7. CONSENT AGENDA
 - A. Approve the Minutes of the November 5, 2020 Board of Selectmen Meeting
 - B. Reappointment of Roberta Avery to the Commission on Aging for a Term to Expire on 12/1/2023
 - C. Reappointment of Sandra Gaetano to the Commission on Aging for a Term to Expire on 12/1/2023
 - D. Reappointment of Geraldine Transue to the Commission on Aging for a Term to Expire on 12/1/2023
 - E. Reappointment of Dean Hunniford as Tree Warden for a Term to Expire on 11/17/2021
 - F. Reappointment of Ursula Tschinkel to the Ethics Commission for a Term to Expire 11/1/2023D. Mizla motioned to approve the Consent Agenda, seconded by R. Coyle. **MOTION CARRIED UNANIMOUSLY**
8. Boards and Commissions – Interviews and/or Possible Appointment and Resignations
 - A. Interviewed – Timothy Francis for a Possible Term to Expire 11/19/2020 on the Agriculture Commission
 - B. Interviewed – Dan Eveleigh for Parks and Recreation Commission

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Mary Bylone
ROSEMARY COYLE
TARAS RUDKO
DENISE TURNER
DENISE MIZLA

- C. Interviewed – Tim Daniels for Parks and Recreation Commission
- D. Interviewed – Rosanne Tousignant for Parks and Recreation Commission
- E. Interviewed – Nola Weston for Parks and Recreation Commission
- F. Interviewed – Anna Ackroyd for Parks and Recreation Commission
- G. Interviewed – Lindsay Floyd for a Possible Term to Expire 11/30/2023 on the Historic District Commission
- H. Interviewed – Gerald Dillenbeck for a Possible Term to Expire 12/3/2025 on the Economic Development Commission
9. Presentation and Discussion from Sustainable CT: Jessica LeClair from Sustainable CT provided a PowerPoint presentation.
10. Discussion and Possible Action to Accept the list of Colchester Hayward Volunteer Fire Department Members Eligible for a Tax Exemption: R. Coyle motioned to accept the list of Colchester Hayward Volunteer Fire Department Members eligible for a tax exemption, seconded by D. Mizla. MOTION CARRIED UNANIMOUSLY.
11. Discussion and Possible Action on Contract with Microsoft Office 365: R. Coyle motioned to approve the contract with Novus for Microsoft 365 as presented and authorize the FS to sign all documents, seconded by D. Turner. MOTION CARRIED UNANIMOUSLY
12. CITIZEN’S COMMENTS: None
13. FIRST SELECTMAN’S REPORT: Today Colchester entered the red alert for COVID. Colchester had 39 cases last week. Peak of COVID is likely one to two months away. Increased activity around economic development in town.
14. LIAISON REPORTS: **R. Coyle** – Long Term Recovery Committee is beginning the implementation of their recommendations from the survey, there is a focus on mental health.
Agriculture Commission – They elected officers, reviewed their mission and discussed easements.
Commission on Aging – They are printing their senior resource guide. Senior Center still holding off opening.
Open Space – They elected their officers and approved meeting dates.
Board of Finance – Attended for First Selectman.
D. Mizla – Board of Education – The budget presentation will be ready in late February or early March, CES is back full time. There have been 16 cases of COVID in the schools since September.
Norton Park – 129 Westchester Road purchase is going forward, it will come to the Board of Selectmen and then a town meeting. Cragin Memorial Library will hold a virtual information session about Norton Park on November 23 at 6 p.m. The committee has received over \$12,000 in donations
Parks and Recreation – Interviewed the 5 applicants, approved meeting dates for 2021 and moving forward with hybrid programs.

T. Rudko – Attended the Board of Finance

Planning and Zoning – Had a presentation by Desegregate CT, their goal is to provide legislative solutions for land use policy in an around greater equality economics the environment. Proposal for project on Broadway is a state assisted initiative 60 units 3 stories behind Noel's Market.

D. Turner – CC hearing on an enforcement issue on Middletown road, continued to next months meeting so commissioners can go out and view the property. There were three pending applications, one tabled two approved and two permits issued.

FS – Economic Development Commission is reviewing the C-TIP application. There will be a field presentation on Dec. 10 at 6 p.m.

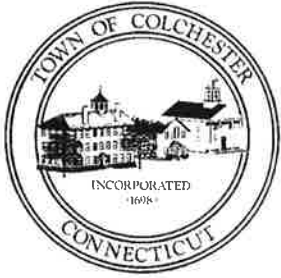
15. ADJOURN: T. Rudko motioned to adjourn at 9:35 p.m., seconded by D. Turner. **MOTION CARRIED UNANIMOUSLY**

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

Respectfully Submitted by:



Heide Perham, Executive Assistant to the First Selectman



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Memorandum

To: Board of Selectmen,

From: First Selectman's Office

Date: Tuesday, November 24, 2020

Subject: Steven Durel's Appointment to Planning and Zoning

Steven Durel was appointed on February 6, then resigned, before being sworn in, on February 27, then was reappointed on October 1. He was sent a letter on October 5, but never appeared to be sworn in. He was called and left messages on November 19 and 20, being asked to return the phone call by end of day November 23, or the board would consider the appointment at the next meeting. Our office received no phone call by end of day November 23rd.

Agriculture Commission-5 Members, 2 Alternates, 3 year terms

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	Donna Rosenblatt	D	860-267-4975	rosenpetal@sbcglobal.net	11/30/2023
Vice Chair	Carla Rosselli	U	203-415-2598	carlanh@aol.com	11/30/2021
Member	Leslie Curtis	D	860-537-8208	lesliecurtis@yahoo.com	11/30/2022
Member	VACANT				
Member	VACANT				
Alternate	David Wasniewski	R	860-861-0231	david.w.wasniewski@gmail.com	12/31/2022
Alternate	VACANT				

Agriculture Commission

Parks and Recreation Commission-8 Members, 2 Alternates, Members=4 years, Alternates=3 years

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	VACANT				
Vice Chair	Kristin Moody	U	860-537-1400	moodyones@comcast.net	11/30/2022
Secretary	Tracey Bruni	U	860-861-9823	teb516@yahoo.com	11/1/2023
Member	Brenda Kniska	U	860-917-8171	bkniska@hotmail.com	11/1/2023
Member	VACANT				11/1/2021
Member	Norman Kaplan	D	860-537-1457	nkaplan@snet.net	11/1/2021
Member	Matt Pulse	D	860-508-5445	mattpulse@gmail.com	11/30/2023
Member	Lynne Stephenson	D		lweir@uaw.net	11/1/2023
Alternate	VACANT				1/1/2022
Alternate	VACANT				11/30/2021

Historic District Commission-5 Members, 3 Alternates, Members=5 years, Alternates=3 years

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	Ellen Sharon	D	860-537-6731	ellensharon@att.net	11/1/2024
Vice Chair	Linda Akerman	U	860-267-6507	fyrwmn@mac.com	11/30/2023
Member	Robert Kvederas	U	860-537-1998	rkvederas@snet.net	11/1/2023
Member	Stanley Stefanowicz	U	860-334-0634	sstefanowicz96@comcast.net	11/30/2022
Member	VACANT				
Alternate	Janice Adams	R	860-537-4412	janice-adams@sbcglobal.net	11/30/2022
Alternate	Theresa Congdon	R	860-367-7858	theresa_congdon@yahoo.com	11/30/2023
Alternate	VACANT				

Historic District Commission



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Memorandum

To: Board of Selectmen

From: First Selectman's Office

Date: Tuesday, December 1, 2020

Subject: Application of Gerald Dillenbeck for Economic Development Commission

Mr. Dillenbeck withdrew his application today for the Economic Development Commission. In our conversation, Mr. Dillenbeck revealed that he felt the interview process allowed him to recognize his short-term residency in Colchester would inhibit his ability to fully contribute to the commissions mission. He plans to stay engaged and learn more about our community and will likely reapply in the future.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 11/18/2020

BOARDS & COMMISSIONS APPLICATION

Name: H Jean Smith

Address: 12 Broadway St Colchester, CT. 06415

Home Phone: 860 617 5581 Email hjean.smith@gmail.com FAX: _____

Cell Phone: 860 617 5581 Town Residency 38 Years

Party Affiliation: Democrat Republican Unaffiliated (check one)

Commission or Board you are interested in serving on: Historic District Commission

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

High School: East Lyme High School 12 yes

College: Central Conn. State University
yes BS Accounting

Trade, Business Air B+B owner
Or Correspondence
School _____

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

Conn Dept Revenue Services 32 yrs Retired
Air B+B owner
Land lord

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

Why are you interested in serving? Former Chairman Historic District Commission 5yrs. We own several historic properties in heart of downtown + are interested in protecting/preserving historic character of what's left of our historic town
Town resident of 3 1/2 years

Do you have any experience or familiarity with this area? yes - 5yrs member + chair of H.D.C. ; own 3 +200yr historic houses in downtown.

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

Which ones? _____

Date: 11/18/2020

Signature: Wjean Smith



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 11/18/2020

BOARDS & COMMISSIONS APPLICATION

Name: Stephanie Smith

Address: 12 Broadway St. Colchester, CT. 06415

Home Phone: _____ Email stephanie.garvinsmith@gmail.com FAX: _____

Cell Phone: 860-617-5582 Town Residency 23 Years

Party Affiliation: Democrat Republican Unaffiliated (check one)

Commission or Board you are interested in serving on: Planning & Zoning Commission

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

High School: Bacon Academy, 4 yrs, graduated 2005

College: Manist College - Poughkeepsie, NY, 4 yrs,
BA. Communication, minor Studio Art
graduated 2009

Trade, Business Sales + graphic design
Or Correspondence
School

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

TEAM Enterprises - Bacardi USA, Fort Lauderdale FL
Teeling Whiskey Brand Ambassador - Philadelphia, PA
2 years - moved back to Connecticut.

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

Why are you interested in serving? Recently moved back to town after living in Philadelphia for 10 years. I have a vested interest in the town's growth + development and want to become involved to share ideas and take action in areas that will improve the town - specifically, tourism.

Do you have any experience or familiarity with this area? My family has lived in downtown Colchester for over 30 years - so I have witnessed many changes within the town. Having lived 10 years in Philadelphia, I offer a fresh perspective on how to embrace historic integrity and beauty without sacrificing commercial and economic development. As someone who plans to invest myself, via a business, in town, it is of great interest.

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

Which ones? _____

Date: 11/18/2020

Signature: Stephan Lynn

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

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	Joseph Mathieu	R	860-537-5918	jmathieu@comcast.net	11/30/2022
Vice Chair	John R. Novak	R	860-537-4566	jrn4@snet.net	12/1/2021
Secretary	Mark Noniewicz	R	860-537-5066	mnoniewicz@comcast.net	12/31/2020
Member	Bruce Hayn	U	860-885-6189	brunohayn@yahoo.com	12/31/2022
Member	Meaghan Kehogreen	D	860-861-5924	meaghanerin@hotmail.com	12/1/2022
Member	Jason Tinelle	U	860-537-1613	tinelle_bosnia@yahoo.com	12/31/2020
Member	Ian Lilly	D	860-593-2363	ian_lilly@yahoo.com	11/5/2023
Alternate	Beverly Seeley	R	860-267-8580	b_seley@sbcglobal.net	12/31/2022
Alternate	VACANT				

To: Board of Selectman
From: Tiffany Quinn, Recreation Director
Date: Dec. 1, 2020
Memo: Town Policy Change/Update

For discussion and possible action

Please see attached policy revision. Policy changes have been discussed and were approved unanimously at a Special Meeting of the Recreation Commission on November 30, 2020.

Proposal:

1. To remove **4.4 Sport League Endorsement**
2. To incorporate the benefits and requirements of being an endorsed sports league into **4.3 Field Scheduling**
 - Increased the % of Colchester residents required in recognition of the limited/overused field conditions;
 - ensure that Colchester recreational leagues have priority to reserve fields;
 - maintain fields when not in use;
 - prevent/limit reservations to non-Colchester leagues to preserve fields
3. Update both 4.3 & 4.4 to current standards
 - a. Leagues have their own governing bodies
 - b. Town reserves facilities/fields for league
 - c. Town has no vested interest, seat on Board, vote or oversight of private leagues
 - d. Term "Endorsement" can be misleading to the public as well as league participants
 - e. Term "Endorsement" implies a relationship exists between the Town and the league. Creates a liability for the Town based on a perceived relationship and responsibility.
4. Policy change benefits the Leagues and the Recreation Department
 - a. No Endorsement paperwork will be required every 3 years or when a change in league presidency occurs.
 - b. Priority reservation of fields to local recreation leagues (adult and youth)
 - c. No field reservation fees
5. Current Requirements that will remain unchanged
 - a. Field Sustainability Fund fee of \$10 per player will continue.
 - b. Annual liability waiver, Certificate of Insurance with the Town named as additional insured will be required to reserve fields.
 - c. Local teams will receive priority scheduling

4.3 Sports League Field Use

APPLICATION TIMELINES

Sports Leagues

Any sports league wishing to use facilities under the jurisdiction of the Colchester Parks & Recreation Commission should make their request to the Director of Parks & Recreation at the appropriate Facility Scheduling Meeting (see below.) Meetings are held at 6:00pm, prior to that month's Parks & Recreation Commission meeting, which is typically the first Monday of each month.

Sports Season	Facility Usage Period	Facility Scheduling Meeting
Spring – Outdoor	April through August	February
Fall – Outdoor	August through November	June
Winter – Indoor	November through March	September

Special Events

Special Event facility requests may be made up to one year in advance by submitting the appropriate paperwork to the Parks & Recreation Office. Please see the document entitled "Policy Governing Issuance of Special Events Permits."

Miscellaneous Rentals

All other reservation requests may be made according to the policy entitled "Park Pavilion/Sport Field Rental Policy".

CONFIRMATION OF APPLICATION

The Department strives to confirm all requests within 10 business days following the Application submittal. Note that it is possible that some delays may take place during the application review process due to unique case-specific situations, and that these situations will be addressed as soon as possible. Note: changes in dates, times or cancellation could result in a permit fee assessment.

Permit applications must be filed annually. Release form, insurance certificates expire and must be renewed. Please notify us of any changes in your board of directors, coaches and managers.

PRIORITY SCHEDULING

1. Town-sponsored programs will receive first preference and may override outside confirmed reservations.
2. League, scheduled, and make-up games will take preference over practices.

FACILITY RENTAL FEES

By default, all leagues must pay all applicable fees. However, "endorsed" leagues may have field rental fields waived; amenity fees (lights, pavilion rental, etc.) will not be waived.

BALLFIELD LIGHT FEES

Lights are billed on an hourly basis, based on the current fee schedule:

LIGHT OPERATION

Sport Leagues will receive league-specific codes and instructions for operation of the lights, and will be billed on a monthly basis.

Other rentals will be arranged as either pre-set times for the lights to be on/off, or controlled by on-site staff, which may be billed to the rental group.

RESIDENT STATUS/ELIGIBILITY

1. The Colchester Parks and Recreation Department reserves the right to request proof of eligibility for all applicants using Colchester facilities.
2. Non-Resident Fees are charged as follows:
 - Adult Sports (Men and Women) – \$20.00 per non-resident player

TEAM ROSTER

Team rosters are due to Parks & Recreation Office prior to league game play start date. Residency proof must be included with rosters. Valid proof is a copy of CT Driver's license listing Colchester as address (front & back must be on copy), copy of lease or rental agreement, or a warrantee deed to your property. Team roster will be spot-checked by staff periodically throughout the season. Nonresident fees will be accepted by mail or walk-in, or by credit card.

MAINTENANCE & SUPERVISION REQUIREMENTS

1. Maintenance of facilities, field preparation needs, and special requests must be submitted in writing to the Director, who shall coordinate scheduling with the Parks Maintenance Division. Field maintenance will follow the established guidelines.
2. Cooperation with the Parks Maintenance Division is expected at all times. This includes altering practice schedules if necessary to accommodate field maintenance. A pre-event on-site inspection with the Parks Crew Leader or Director of Parks and Recreation may be required.
3. Any group or organization using facilities will be responsible for providing proper supervision and janitorial services for the area in use.
4. Custodial fees will be charged when services are requested for special setups and area restoration, if personnel are not normally scheduled. Custodial fees shall be paid at an hourly rate set by the Parks and Recreation Department, which may be for a minimum of two hours.

INCLEMENT WEATHER

Caution must be exercised with the use of facilities when wet. Rescheduling of events may be required. Two considerations follow:

1. Should the Parks and Recreation Department determine that the fields should not be used due to inclement weather, the league will be notified by 3:00 p.m. If conditions dictate closure after 3:00 p.m., it will be up to the discretion of the officials and/or coaches using established guidelines.
2. The Parks and Recreation Department has the discretionary right to cancel events scheduled to be held at the Town Green.

FOOD CONCESSIONS

1. Organizations must request permission for the sale of food and/or beverages for their events separately from this form. Applications are available at the offices of the Town Code Enforcement Department.
2. Rights to the Football Field concession stand are only provided to Colchester non-profit youth organizations.

SECURITY DEPOSITS/DAMAGES

Security deposits may be required.

1. The amount of the deposit will be determined on a case by case basis by the Director of Parks and Recreation. The deposit must be received no later than 14 days prior to the event in the form of a bank or certified check, made out to the "Town of Colchester".

2. Should damages occur during use, a written report must be filed with the Parks and Recreation Department within 24 hours by the person identified on the application.

3. The Parks and Recreation Department will inspect the facilities for damage at the close of the event. Failure to exercise reasonable care in the use of the facility or field will result in the forfeiture of all or part of the security deposit and will limit the applicant's ability to obtain permits in the future.

4. The cost of repair will be based upon three (3) written estimates. Should the cost of repair exceed the security deposit, the applicant will be billed for the balance, with payment to be made within 30 days.

5. If a security deposit is not made as part of the reservation, and damages occur, the applicant will be billed for all damages incurred, with payment to be made within 30 days.

6. Any refunds of the security deposit will be processed within 30 days of the close of the event.

7. In the event that the user's insurance has a deductible, the user shall provide a security deposit to cover the difference between the deductible and \$1,000, or a determined portion thereof.

Your deposit will be retained by the Town for any of the following:

1. Failure to have the required number of chaperones.
2. Damage to building, equipment, or property (you will also be billed in addition to retained deposit, according to the cost of repairs).
3. Failure to clean up properly.
4. Failure to surrender the facilities at the scheduled time.
5. Unruly or disruptive actions of participants.
6. Use of rooms not rented or areas reserved but not used.
7. Misrepresentation of your organization and the type of activity.
8. Cancellation of the event within one week after payment is received.
9. Failure to hire Police for the event when required.

SAFETY PLAN/PROCEDURES

4.4 Sport League Endorsement

Mission:

To encourage and promote youth development and adult recreation as the primary goals of community sports programs, and to facilitate the responsible use of fields and facilities.

Eligibility*:

- For youth leagues, at least 75% of league participants must be Colchester residents.
- For adult leagues, at least 50% of league participants must be Colchester residents or taxpayers, or employed in Colchester.
- Established policies that promote proper youth development as primary goal of league. (youth sports only)
- Endorsed eligibility and requirements are over and above standard field use policies.

Requirements:

- Submission of league regular meeting agendas and minutes to the Parks & Recreation Commission through the Department.
- Initial NYSCA certification of all coaches. (youth sports only)
- Background checks of all coaches, and volunteers who have direct contact with children. (youth sports only)

Benefits:

- Free use of fields.
- Primary access to field scheduling.

Procedure for Endorsement:

- Initial application to Parks & Recreation Commission (PRC)
- Re-approval every 3 years, or sooner if change in league leadership
- Notarized form acknowledging compliance with all requirements
- PRC member may serve as liaison to endorsed league.

* Please note that suggested additions to the policy have been highlighted and deletions have been crossed out.

4.3 Sports League Field Use

APPLICATION TIMELINES

Sports Leagues

Any sports league wishing to use facilities under the jurisdiction of the Colchester Parks & Recreation Commission should make their request to the Director of Parks & Recreation ~~at the appropriate Facility Scheduling Meeting (see below.)~~ Meeting are held at 6:00pm, ~~prior to that month's Parks & Recreation Commission meeting, which is typically the first Monday of each month.~~ by the deadline indicated below:

Sports Season	Facility Usage Period	Facility Scheduling Meeting
Spring - Outdoor	April through August	February
Fall - Outdoor	August through November	June
Winter - Indoor	November through March	September

Sports Season	Field Usage Period	Field Scheduling
Spring -Outdoor	April 1 - June 15	Due February 1st
Summer-Outdoor	June 16 -August 15	Due March 1st
Fall - Outdoor	August 16 -first weekend in November	Due May 1st
Winter-Outdoor	First weekend in November-April 1	Fields Closed
Winter – Indoor	November 1 – March 1	See Board of Ed Policy

Special Events

Special Event facility requests may be made up to one year in advance by submitting the appropriate paperwork to the Parks & Recreation Office. Please see the document entitled "Policy Governing Issuance of Special Events Permits."

Miscellaneous Rentals

All other reservation requests may be made according to the policy entitled "Park Pavilion/Sport Field Rental Policy".

Confirmation of Application

The Recreation Department strives to confirm all requests within 10 business days following the Application submittal. Note that it is possible that some delays may take place during the application review process due to unique case-specific situations, and that these situations will be addressed as soon as possible. Note: changes in dates, times or cancellation could result in a permit fee assessment.

Permit applications, liability waivers, and the certificate of insurance must be filed annually. ~~Release form, insurance certificates expire and must be renewed.~~ Please notify us of any changes to the President of your Board of Directors. ~~in your board of directors, coaches and managers.~~

Priority Scheduling

1. Town-sponsored programs or events will receive first preference. ~~and may override outside~~ Confirmed reservations may be cancelled or rescheduled in the event of unforeseen circumstances such as weather, field conditions, emergencies or other circumstances that may arise.
2. Colchester Leagues that meet the criteria below will be given scheduling priority when requests are submitted before the deadline.
 - a. Colchester Youth Leagues that meet the following criteria:
 - i. 90% Colchester residents
 - ii. Recreational league (a league that allows all those that register and/or try out to participate in the league)
 - iii. Primary Season
 - b. Colchester Adult Leagues:
 - i. 65% Colchester residents or employed in Colchester
 - ii. Primary Season
 - c. Colchester School Teams:
 - i. Primary Season
3. All other Colchester organizations, including AAU and Premier teams.
4. Scheduled games and make-up games will take preference over practices.

By default, all leagues must pay all applicable fees, including the Field Sustainability Fee. However, ~~"endorsed"~~ leagues Colchester Youth and Adult leagues that meet the criteria in #1 and #2 above may have field rental fees waived; amenity fees (lights, pavilion rental, etc.) will not be waived.

Ballfield Light Fees

~~Lights are billed on an hourly basis, based on the current fee schedule.~~

Ballfield Light Fees and Operation

Sport Leagues will receive league-specific codes and instructions for operation of the lights and will be billed on a quarterly basis for the actual usage.

Other rentals will be arranged as either pre-set times for the lights to be on/off or controlled by on-site staff. ~~which may be~~ Light fees will be billed to the rental group on an hourly basis.

Resident status/Eligibility Permit Reservations and Fees

1. The Colchester Parks and Recreation Department reserves the right to request proof of eligibility for all applicants using Colchester facilities.
2. Non-Resident Fees are charged as follows:
*Adult Sports (Men and Women) - \$20.00 per non-resident player

Team Roster

3. Team rosters are due to Parks & Recreation Office prior to league game play start date. Proof of residency must be included with rosters. ~~Valid proof is a copy of CT Driver's license listing Colchester as address (front & back must be on copy), copy of lease or rental agreement, or a warrantee deed to your property.~~ Team roster may be spot-checked by Recreation Department staff periodically throughout the season. Failure to submit rosters and proof of residency to the Recreation Department may result in the cancellation of the permit for the remaining season.
4. Payment of all fees is due no later than ½ way through each season. Failure to submit payment to the Recreation Department may result in the cancellation of the permit for the remaining season.
5. ~~Nonresident~~ The payment of all fees ~~will be accepted by mail or walk in, or by credit card.~~ can be made online, in person or by mail using a check, credit card or cash.
6. If a problem should arise with any league while using a Town facility, the President of the League will be asked to discuss the concerns at the next Recreation Commission meeting. If the League cannot rectify the problem the permit may be suspended, cancelled or terminated indefinitely. Notification will be made to the Board of Selectman.

Maintenance & Supervision Requirements

1. Maintenance of facilities, field preparation needs, and special requests must be submitted in writing to the Director, who shall evaluate and coordinate ~~scheduling~~ these requests with Public Works and the Parks Maintenance Division. Field maintenance will follow the established guidelines.
2. Cooperation with the Parks Maintenance Division is expected at all times. This includes altering practice schedules if necessary, to accommodate field maintenance. A pre-event on-site inspection with the Parks Crew Leader or Director of Parks and Recreation may be required.
3. Any group or organization using facilities will be responsible for providing proper supervision and janitorial services for the area in use.
4. Custodial fees will be charged when services are requested for special setups and area

restoration, if personnel are not normally scheduled. Custodial fees shall be paid at an hourly rate set by Public Works ~~the Parks and Recreation Department~~, which may be for a minimum of two hours.

Inclement weather

Caution must be exercised with the use of facilities when wet. Rescheduling of events may be required. Two considerations follow:

1. Should ~~the Parks and Recreation Department~~ Public Works determine that the fields should not be used due to inclement weather, the league president will be notified by 3:00 p.m. If conditions dictate closure after 3:00 p.m. or on weekends, it will be up to the discretion of the officials and/or coaches using established guidelines.
2. The Parks and Recreation Department and Public Works has the discretionary right to cancel events scheduled ~~to be held at~~ on the Town Green.

Food Concessions

1. Organizations must request permission for the sale of food and/or beverages for their events separately from this form. Applications are available at the offices of the Town Code Enforcement Department.
2. Rights to the Football Field concession stand are only provided to Colchester non-profit youth organizations.

Security Deposits/Damages

Security deposits may be required.

1. The amount of the deposit will be determined on a case by case basis by the Director of Parks and Recreation. The deposit must be received no later than 14 days prior to the event in the form of a bank or certified check, made out to the "Town of Colchester".
2. Should damages occur during use, a written report must be filed with the Parks and Recreation Department within 24 hours by the person identified on the application.
3. The Parks and Recreation Department and/or Public Works will inspect the facilities for damage at the close of the event. Failure to exercise reasonable care in the use of the facility or field will result in the forfeiture of all or part of the security deposit and will limit the applicant's ability to obtain permits in the future.
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APPROVED 03/15/2012