



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Special Meeting Agenda
Thursday, May 28, 2020 @ 4:30 PM
Zoom Meeting

Please use the link below to join the webinar:

<https://us02web.zoom.us/j/87967375045>

Or Telephone:

US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833

or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 879 6737 5045

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. CITIZEN'S COMMENTS
4. CORRESPONDENCE – See Attached
5. CONSENT AGENDA
 - A. Approve the minutes of the May 12, 2020 Board of Selectmen Special Meeting
 - B. Tax Abatements
 - C. Boards and Commission - Reappointment of Kenneth Farinoli to the Sewer and Water Commission for a term to expire on 6/1/2023
 - D. Boards and Commission – Reappointment of Ronny Segura to the Sewer and Water Commission for a term to expire 6/30/2020
6. Discussion and Possible Action on Scotland Hardwoods Request for an Extension of the Use of Usher Swamp Road.

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COLCHESTER, CT
2020 MAY 27 PM 1:53
Mary Bylone
GAYLE FURMAN
JOHN CLENN

7. Discussion and Possible Action to Waive Permit Fees for the Installation of a Parking Area at the Bulkley Hill Nature Preserve.
8. Discussion and Possible Action to authorize the First Selectman to sign documents related to Section 5310 Program Grant Application
9. Discussion and Possible Action Regarding 16” Sewer Force Main Rupture Airline Trail East Hampton
10. Executive Session – Contract Negotiations
11. Discussion and Possible Approval of Collective Bargaining Agreement between the Town of Colchester and the Library Employees, Local 1303-448 of Council 4, AFSCME, AFL-CIO
12. CITIZEN’S COMMENTS
13. FIRST SELECTMAN’S REPORT
14. LIAISON REPORT
15. ADJOURN

May 19, 2020

Taras W. Rudko	Andreas Bisbikos
71 Jurach Road	155 Standish Road
Colchester, CT 06415	Colchester, CT 06415
(860) 705-3070	(860) 908-2392
trudko@colchesterct.gov	abisbikos@colchesterct.gov

Mr. Corey R. Amundson
Chief, Public Integrity Section
Office of Professional Responsibility
U.S. Department of Justice
950 Pennsylvania Avenue, N.W., Suite 3266
Washington, DC 20530-0001
(202) 514-1412

Dear Mr. Amundson:

We are drafting this correspondence to seek assistance in order to gain a remedy to an existing situation here in the state of Connecticut. Please accept this correspondence as an official complaint against Governor Ned Lamont.

DEFINITION OF ROLES

Taras W. Rudko, currently serving as a member of the Board of Selectmen in the town of Colchester, CT
Andreas Bisbikos, currently serving as a member of the Board of Finance in the town of Colchester, CT

BACKGROUND

Colchester, Connecticut operates under a TOWN MEETING FORM OF GOVERNMENT. This means that over the course of our annual budget season, the Board of Finance proposes what we consider to be a reasonable budget at a PUBLIC HEARING, and subsequently, at our ANNUAL TOWN MEETING, which serves as the voting body to send the proposed budget on to referendum for an in-person/absentee vote.

Governor Ned Lamont has issued a series of Executive Orders that have culminated in the usurpation of the right to vote by the taxpayers of the town of Colchester. The most recent Executive Order supersedes all others with regard to voting:

“Clarification of Executive Order No. 71, Section 13 - Mandatory Suspension of In-Person Voting Requirements by Members of the Public on Municipal Budgets. Executive Order No. 71, Section 13 shall be deemed to require the budget-making authority of every municipality to adopt a budget for the July 1, 2020 - June 30, 2021 fiscal year and to set a mill rate sufficient, in addition to the other estimated yearly income of such town and in addition to such revenue surplus, if any, as may be appropriated, not only to pay the expenses of the municipality for said fiscal year, but also to absorb the revenue deficit of such town, if any, at the beginning of said fiscal year using the procedures set forth therein, and to suspend any requirement for a vote on such budgets or mill rates by residents, electors, or property owners, including, but not limited to, any vote by annual town meeting or referendum. All conditions precedent to any such adoption, including without limitation, public notices, hearings, or presentations, shall proceed in a manner as closely consistent with the applicable statutes, special acts, town charters, municipal

ordinances, resolutions or procedures as possible, and in compliance with the open meeting provisions set forth in Executive Order No. 7B. Nothing in this order shall invalidate or repeal the results of any vote on a budget or tax rate held by annual town meeting or referendum before the effective date of this order."

The Executive Order in its entirety may be found here:

<https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7HH.pdf>

In years past the town has operated under the previous year's budget until at such point a town referendum could be scheduled. Governor Lamont has already taken measures for in-person voting in August of this year for primaries and is coordinating with local Boards of Selectmen and Registrar of Voters to lay the groundwork for that event.

Currently our avenues of redress are limited. Local courts are either closed or running under suspended operations. Privately held conversations with legal counsel is anticipating that the advancement of such a case as this to the Supreme Court would be accompanied by an untenable financial burden. Our legislature is currently out of session due to the Covid-19 pandemic and I am uncertain when they will re-convene again.

We also question the legal ramifications of simply not complying with the Executive Order and holding a town referendum during the already scheduled primaries in August of this year.

COMPLAINT

We believe that Connecticut Governor Ned Lamont is in violation of his oath of office, as a result of a series of Executive Orders which usurp the right to vote from the taxpayers of Colchester, by incrementally restricting and ultimately depriving us of our right to vote by referendum on our annual budget.

CONCLUSION

We seek no remedy other than the restoration of our voting rights and the freedom to vote in our Town Meeting Form of Government through an in-person/absentee referendum on the 2020-21 annual budget. The Governor's Executive Orders denying our right to vote not only disenfranchises the voters of Colchester, but also any Board of Finance and Board of Selectmen members, who are now struggling with an unconstitutional authority that we neither anticipated nor want. It is our sworn duty to uphold both the State Constitution as well as the Constitution of the United States of America, not only as citizens but as duly elected officials on behalf of our constituents.

I thank you for both your time and consideration.

Sincerely,



Taras W. Rudko
Member Board of Selectmen
Town of Colchester, Connecticut



Andreas Bisbikos
Member Board of Finance
Town of Colchester, Connecticut



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Special Meeting Agenda
Tuesday, May 12, 2020 @ 4:30 PM
Zoom Meeting

Members Present: First Selectman Mary Bylone, Rosemary Coyle, Denise Mizla, Denise Turner and Taras Rudko
Others Present: Matthew Bordeaux, Michele Wyatt, Marjorie Mlodzinski, Tiffany Quinn and John Malsbenden

1. CALL TO ORDER: First Selectman called the meeting to order at 4:30 p.m.
2. PLEDGE OF ALLEGIANCE
3. CITIZEN'S COMMENTS: None
4. Approve the minutes of the May 7, 2020 Board of Selectmen Regular Meeting: R. Coyle motioned to approve the minutes, seconded by D. Turner. **MOTION CARRIED UNANIMOUSLY**
5. Presentation and Discussion by Town Planner Matt Bordeaux on the development and charge of the Long Term Post Recovery Committee: M. Bordeaux presented a power point outlining the goals of the committee. M. Bordeaux to return to the May 19 Board meeting to update on formation of committee.
6. CITIZEN'S COMMENTS: None
7. FIRST SELECTMAN'S REPORT: FS and Chatham Health held Zoom meeting for nail and salon owners as they prepare to reopen May 20, 2020. Update on COVID numbers in town and state. Primary Election will be held on August 11, 2020 by absentee and in person voting. FS sent letter to Secretary of State requesting that Bacon be only polling location for safety purposes. BOF will vote on the budget on or before June 16, 2020.
8. LIAISON REPORT: R. Coyle attended Senior Center Building Committee had virtual meeting with the architect.

RECEIVED
COLCHESTER, CT
2020 MAY 14 AM 9:41
Mary Bylone
GAYLE FURMAN
TOWN CLERK

R. Coyle attended Open Space Advisory Committee: the town will apply for the CT DEEP Open Space and Watershed Lands Acquisition Program for 65 acres off Route 16.

9. ADJOURN: D. Turner motioned to adjourn at 5:25, seconded by R. Coyle. **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

To: Colchester Board of Selectmen,

From: Salvatore Tassone P.E. – Town Engineer

A handwritten signature in black ink, appearing to read "Sal Tassone", is written over the printed name.

Re: Request by Rod Burgess (Division Manager for Scotland Hardwoods, A Rossi Company) to use the abandoned gravel section of Usher Swamp Road (commencing from the paved cul-de-sac closest to Founders Way) for access to Land owned by The Ashburn Family Trust (Assessors Map #2-14, lot #10) for the purpose of conducting a logging operation.

The Board of Selectmen approved the referenced request at their Thursday May 16, 2019 meeting with conditions, the first being that "All proposed work including logging activity will be completed within 1 year from commencement". The attached letter from Rod Burgess of Scotland Hardwoods, indicates that the project has not been completed. In a phone conversation with Mr. Burgess on May 19, 2020, he indicated that he estimates the work to be approximately 1/3 complete and would like a 1 year extension to complete the project. Wetlands agent Jay Gigliotti and I have been monitoring the work and as of this date there are no permit violations or concerns.

Recommended Motion:

Motion that the Town of Colchester approve the request by Rod Burgess, Division Manager of Scotland Hardwoods for a 1 year extension to his original May 16, 2019 approval to perform work within the abandoned portion of Usher Swamp Road right-of-way for the purpose of gaining access to conduct a proposed logging operation on the Ashburn Family Trust land, with the following conditions:

- 1) All proposed work including logging activity will be completed within 1 year from commencement.
- 2) If any areas within the public right-of-way are disturbed as a result of this activity, Mr. Burgess/Scotland Hardwoods will be responsible for repair/restoration.
- 3) The Town of Colchester does not intend to formally resume maintenance of this portion of roadway.

May 15, 2020

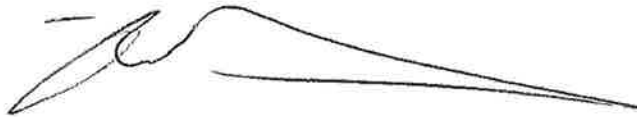
Town Of Colchester C/O Sal Tassone
#127 Norwich Avenue
Colchester, Ct. 06415

Dear Sal :

Concerning our approval, by the Town of Colchester Board of Selectman at their Thursday May 16, 2019 meeting, to perform work within the town right of way for the abandoned portion of Usher Swamp Road as related to the Ashburn logging project please note the following.

Although we have started the project, due to a mainly excessively wet and mild winter we have not been able to complete the project and are currently not working on the project at this time. We expect to be back on the project this summer or fall if weather conditions permit us to do so.

Thank you,
SCOTLAND HARDWOODS
(A ROSSI COMPANY)



Rod Burgess
Division Manager

(860) 345-8741 (Home)

cc: Jay Gigliotti

**TOWN OF COLCHESTER
LAND USE DEPARTMENT**

TO: Board of Selectmen

FROM: Matthew R. Bordeaux, Planning Director

DATE: May 18, 2020

RE: Fee Waiver Request – Colchester Land Trust

On behalf of the Colchester Land Trust, Mr. John Barnowski, Secretary, is requesting that the Board of Selectmen waive a \$50 driveway permit and \$50 zoning permit fee for the proposed parking area project at the Bulkeley Hill Nature Preserve.

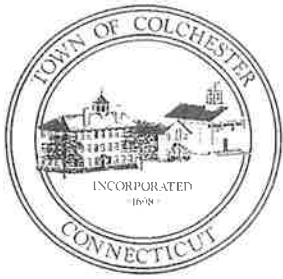
The Colchester Land Trust (CLT), is a non-profit land conservation entity dedicated to preserving open space and natural resources. In 2016, the CLT acquired 130 acres of open space located on Bulkeley Hill Road, now known as the Buckeley Hill Nature Preserve. The CLT is planning to install a formal parking area (eight spaces) to mitigate the potential hazards of the current road-side parking.

In July 2019, the Board approved a fee reduction of \$954 for an inland wetlands permit application to the Conservation Commission for regulated activity to construct this parking area.

Recommended Motion: Move to approve the Colchester Land Trust's request to waive the \$50 driveway permit and \$50 zoning permit application fees for the installation of a parking area at the Bulkeley Hill Nature Preserve.

MRB

R:\Miscellaneous\Fee Waiver Requests\CLT - Bulkeley Hill Preserve.docx



Town of Colchester, Connecticut

95 Norwich Avenue, Colchester, Connecticut 06415

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

MEMORANDUM

To: Board of Selectmen

From: Patricia A. Watts, Director of Senior Services

Date: 05/20/2020

Re: Section 5310 Program Grant Application

Section 5310 funding is used to fund the replacement of vehicles which have exhausted their useful life. Our 10 passenger 2010 Ford mini-bus is slated for retirement. The grant application for CTDOT requesting Section 5310 funding will be submitted by June 26, 2020 and will be utilized for the procurement of a new 14 passenger mini-bus. This vehicle would accommodate up to 12 walk on passengers and 2 passengers in wheelchairs. This vehicle will be used to provide transportation services for seniors and disabled individuals ages 18 and older through the operations of the Colchester Senior Center in the Department of Senior Services. The cost of the bus will be approximately \$75,000, with \$60,000 (80%) of the funding provided through the DOT and \$15,000 (20%) provided through the Vehicle Reserve Fund in Fiscal Year 2021-2022. If funding is awarded, the anticipated delivery date would be fall 2021.

Recommended Motion

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

Respectfully Submitted,

Patricia A. Watts

SECTION I. APPLICANT INFORMATION

Legal Name of Organization: **Town of Colchester**

Address: **127 Norwich Ave.**
 City/Town: **Colchester** Zip code: **06415**

Website: **www.colchesterct.gov**
 Phone Number: **860-537-3911**

Contact Name: **Patricia A. Watts**
 Contact Title: **Director of Senior Services**
 Contact Email Address: **pwatts@colchesterct.gov**

Agency/Organization Type:
 Private Nonprofit Organization* State or Local Governmental Entity

***Additional Requirement**

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

Description of Organization Mission & Purpose (Limited to 400 Characters):
The Colchester Senior Center is a social, educational, recreational and wellness resource center for older adults, serving citizens ages 55 and over. We provide and array of programs and services to meet the needs, abilities and interests of those we serve; information and referrals; local and out-of-town transportation services and a are a Senior Nutrition Service Site.

Description of Transportation Services Provided (Limited to 400 Characters):
We operate a fleet of 3 wheelchair lift equipped buses and a mini-van to provide transportation services for seniors and younger disabled passengers, Monday through Friday between 8 a.m.-3:30 p.m.. Dial-A-Ride services within the borders of the Town of Colchester and out of town medical rides within a 40 mile radius of the Town of Colchester.

Current Transportation Service Operating Hours:

	Start (AM/PM)	End (AM/PM)	# of Passenger Trips
Sunday	special events		
Monday	8:00 a.m.	3:30 p.m.	*40
Tuesday	8:00 a.m.	3:30 p.m.	*40
Wednesday	8:00 a.m.	3:30 p.m.	*40
Thursday	8:00 a.m.	3:30 p.m.	*40
Friday	8:00 a.m.	3:30 p.m.	*40
Saturday	special events		*based on averages 2019

Current Transportation Service Area (Limited to 750 Characters):
In-Town Transportation: Colchester only, out of town for special excursions/events i.e. shopping trips, restaurant outings and travel destinations in-state.
Out-of-Town Medical Transportation: Norwich, New London, Groton, Middletown, Manchester,

Glastonbury, Hartford, Farmington. Up to a 40 mile radius outside of Colchester.

Description of Current Coordination Efforts w/ NPOs or Municipalities to Provide Transportation Service* (Limited to 750 Characters):
The Town of Colchester's provision of senior/disabled transportation is the only senior/disabled transportation service which is available to our residents, which is not fee-based service. Due to the fact that our rides are solely donation based, no one is excluded from this critical service based on ability to pay. The Town of Colchester, through the Colchester Senior Center, dispatches its own transportation services and does not at this time coordinate services with other entities and/or municipalities.

***Additional Requirement**

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

Description of Contracted Transportation Services & Identification of Service Provider*:
(If your organization does not currently contract out service, indicate as such)
The Town of Colchester does not contract with any other entities for senior/disabled transportation services, at this time.

***Additional Requirement**

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

How do you manage access to your organization's transportation services? Select any passenger or service restrictions that apply and explain below.

- Restrictions on destination or origin
- Restrictions on trip purpose
- Restrictions by membership and/or fee
- Restrictions by residency

Explanation:

Passengers must be registered members of the Colchester Senior Center (ages 60 and over or 18 and over with proof of disability) and reside in Colchester in order to ride our buses. In-town transportation remains within town limits, however out-of-town medical rides go up to a 40 mile radius outside of Colchester.

Number of Drivers with (only) a Public Passenger Endorsement (PPE):
1

Number of Drivers with a Commercial Driver's License (CDL):
2

Number of Vehicles in Current Fleet:

***Additional Requirement**

Include the Current Vehicle Inventory Sheet containing a complete listing of your organization's vehicles with this application. Organizations with more than sixty (60) vehicles in their fleet may add to the spreadsheet.

SECTION II. PROJECT PROPOSAL

1. Is your organization requesting funding for one (1) or two (2) vehicles?

<input checked="" type="checkbox"/> One (1)	<input type="checkbox"/> Two (2)
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2. Identify the type of vehicle(s) your organization is interested in obtaining. Refer to the Application Instructions for vehicle specifications and seating capacity.

	Vehicle Type								
	Conf. A	Conf. B	Conf. C	Conf. D	Conf. E	Conf. F	Conf. F-a	Conf. G	Conf. H
Example	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Why is your organization requesting funding? Select one.

Vehicle 1	Vehicle 2
<input checked="" type="checkbox"/> Replace a current vehicle in the fleet <input type="checkbox"/> Expand on existing service <input type="checkbox"/> Offer new service	<input type="checkbox"/> Replace a current vehicle in the fleet <input type="checkbox"/> Expand on existing service <input type="checkbox"/> Offer new service
If requesting funding for a replacement vehicle, has the vehicle to be replaced reached its useful life*? yes	If requesting funding for a replacement vehicle, has the vehicle to be replaced reached its useful life*?

***Additional Requirement**

If your organization wants to replace a vehicle that has not met its useful life but requires excessive maintenance, include a document that describes the major component problems. These may include repeated engine replacement, excessive brake and transmission replacement, excessive repairs during the warranty period due to a design flaw, or repair costs that amount to more than the vehicle replacement cost. Attach copies of the repair bills, as well as letters submitted to the vendor and/or original equipment manufacturer to this application.

4. Indicate the vehicle(s) from the Current Vehicle Inventory Sheet that your organization would replace, if applicable. Select up to a maximum of two (2).

<input checked="" type="checkbox"/> Vehicle 1 <input type="checkbox"/> Vehicle 2 <input type="checkbox"/> Vehicle 3 <input type="checkbox"/> Vehicle 4 <input type="checkbox"/> Vehicle 5 <input type="checkbox"/> Vehicle 6 <input type="checkbox"/> Vehicle 7	<input type="checkbox"/> Vehicle 8 <input type="checkbox"/> Vehicle 9 <input type="checkbox"/> Vehicle 10 <input type="checkbox"/> Vehicle 11 <input type="checkbox"/> Vehicle 12 <input type="checkbox"/> Vehicle 13 <input type="checkbox"/> Vehicle 14	<input type="checkbox"/> Vehicle 15 <input type="checkbox"/> Vehicle 16 <input type="checkbox"/> Vehicle 17 <input type="checkbox"/> Vehicle 18 <input type="checkbox"/> Vehicle 19 <input type="checkbox"/> Vehicle 20 <input type="checkbox"/> Other (specify):
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2020 TRADITIONAL SECTION 5310 CAPITAL APPLICATION

5. Describe how your organization would use the vehicle(s) to serve seniors and/or individuals with disabilities.

This funding, if awarded, would be utilized to replace the oldest bus in our fleet, which is a 10 passenger 2010 Ford bus. This vehicle is used for Dial-A-Ride transportation services in the Town of Colchester during the senior center's hours of operation of 8:00 a.m. to 4:00 p.m. Monday through Friday, with occasional weekend excursions, as scheduled in our monthly newsletter. The priorities for these services include to/from home to the senior center, to/from local medical appointments, transportation to/from work, and for necessary errands such as grocery shopping, banking, salon appointments and other needs, as well as special trips and outings.

6. What is the proposed service area? List all of the towns that the vehicle(s) would regularly travel to and indicate the primary service location(s).

The vehicle will primarily serve for in-town transportation services within the Town of Colchester. On occasion, this vehicle may also be used for out-of-town transportation throughout the state, for special trips and outings sponsored by the Colchester Senior Center. Some examples include shopping trips, Lunch Bunch outings to area restaurants and trips to see area attractions for recreational, social and/or educational purposes.

7. Specify the hours of operation and expected number of one-way trips **per day** for the requested vehicle(s).

	Vehicle 1			Vehicle 2		
	Start (AM/PM)	End (AM/PM)	# of Passenger Trips	Start (AM/PM)	End (AM/PM)	# of Passenger Trips
Sunday	occasional					
Monday	8:00 a.m.	3:30 p.m.	25			
Tuesday	8:00 a.m.	3:30 p.m.	25			
Wednesday	8:00 a.m.	3:30 p.m.	25			
Thursday	8:00 a.m.	3:30 p.m.	25			
Friday	8:00 a.m.	3:30 p.m.	25			
Saturday	occasional					

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

Information & Awareness Gaps

Inter-regional coordination

Informational awareness & service marketing

Centralized information resource

Passenger training

Geographical Gaps

Service to/from rural areas

Inter/Intra-regional transportation

Temporal Gaps

Weekday off-peak service

Weekend service

Holiday service

Urgent Non-Emergency Medical Transportation (NEMT)

2020 TRADITIONAL SECTION 5310 CAPITAL APPLICATION

Same-day service

Client Gaps

Non-ADA eligible service

Door-to-Door service

Door-through-Door service

Service Quality Gaps

Accessible vehicle (non-taxi)

Other (specify):

9. Explain how the current transportation services in your area are insufficient in serving the needs of seniors and individuals with disabilities.

The Colchester Senior Center is the only organization which offers wheelchair accessible transportation services to seniors/disabled individuals solely for donations. No individuals are refused service based upon ability to pay. In rural communities, like Colchester, there just aren't many available transportation options, especially that are handicapped accessible. The transportation services which we offer through the Colchester Senior Center allows our 1,120+ members living in Colchester access to transportation.

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

By replacing the oldest vehicle in our fleet with a new one, we can continue to provide transportation services for the seniors and younger disabled populations of Colchester. The Colchester Senior Center's membership has grown by over 143% in the last 7 years and we are currently in the planning stages for a new senior center for the Town of Colchester. We expect exponential growth in the wake of that expansion and we will need vehicles in order to serve even more senior citizens and disabled individuals over the age of 18, as our membership continues to realize unprecedented growth.

11. How would your organization inform seniors and individuals with disabilities about the service provided with the vehicle(s)?

The Town of Colchester lists senior/disabled transportation services on its website, under Town Services, Senior Center. Additionally, the Colchester Senior Center distributes approximately 500 paper copies of our monthly newsletter to senior and congregate housing communities, which details our transportation services. A digital copy is also available on our website and we have noticed an increase in members/family members accessing this information digitally. The Department of Senior Services disseminates information about senior center programs and services through local press releases, email blasts through the office of the First Selectman and statewide resources, such as 211. The Department of Youth and Social Services gives their clients referrals about transportation services, as well.

12. How would your organization inform seniors and individuals with disabilities with Limited English Proficiency about the service provided with the vehicle(s)?

At this time, we are not aware of any needs. Colchester has very few non-English speaking residents. If a request was made, the office of the First Selectman manages all Title VI requests.

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

2020 TRADITIONAL SECTION 5310 CAPITAL APPLICATION

6 Black	0 Pacific Islander	0 Alaskan Native	191 White
5 Hispanic	1 American Indian	3 Asian	0 Other

14. Explain how the number of individuals in question #13 were estimated. Note that organizations not currently collecting this information from passengers may request it on a voluntary basis.

We have a data management and tracking system called My Senior Center, which we use to calculate statistics. Racial demographics as well as many other items are easily reportable with this system. All statistics were taken from the 2019 calendar year.

15. Would your organization coordinate with an NPO or municipality to provide service using the vehicle(s) or to share the vehicle(s) during off-peak hours?

<input type="checkbox"/> Yes Explain the coordination in detail:	<input checked="" type="checkbox"/> No Explain any ongoing discussions or proposed plans to coordinate that have not yet been implemented: There have not been any discussions or proposed plans.
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16. Would your organization operate the service provided with the vehicle(s) or contract out the service?

<input checked="" type="checkbox"/> Applicant would operate service How does your organization determine that there are no (other) nonprofit organizations readily available in the area to provide the proposed service? I have a detailed listing of transportation providers which serve Colchester. They are limited and some of our clientele are not eligible for their services or they are not affordable to them.	<input type="checkbox"/> Contracted provider would operate service Identify the service provider below:
---	--

17. Has your organization published a Public Notice in a major newspaper to notify other transportation operators of your intent to apply for Section 5310 capital funding*?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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***Additional Requirement**

Attach evidence of efforts made to notify other transportation providers of your proposed service. This must include

- 1) A copy of the Public Notice as it was published
- 2) A paid invoice from the newspaper (tear sheet)
- 3) A copy of each letter sent to transit operators in the proposed service area no less than one week prior to the publish, and
- 4) Any written comments received from interested parties

2020 TRADITIONAL SECTION 5310 CAPITAL APPLICATION

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

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

19. How would your organization resolve a complaint regarding the vehicle(s) or service?

We have complaint procedures, as detailed on our Policies and Procedures Manual for the Colchester Senior Center. Complaints can be made to the Director of Senior Services for resolution. If not satisfactory, that person could bring their complaint to the First Selectman for further guidance toward resolution. There are also Title VI policies in place, should complaints of that nature arise.

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

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

21. Where would the vehicle(s) be located when not in use?

Locked behind a gate, at the Town Garage

22. Who would perform preventative maintenance and repairs on the vehicle(s)?

Fleet Maintenance at the Town of Colchester

23. Who would perform preventative maintenance and repairs on the vehicle lift(s)?

Fleet Maintenance at the Town of Colchester

24. Describe your organization's proposed maintenance plan and schedule for the vehicle(s).

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

SECTION III. ANNUAL BUDGET

VEHICLE 1

<u>Estimated Operating Expenses¹</u>	
a. Wages, Salaries & Benefits	\$85,361.00
b. Maintenance & Repair	\$4,000.00
c. Fuel	\$10,530.00
d. Insurance	\$1,545.00
e. Administrative Overhead & General Expenses:	\$0.00
f. Contract Services: driver physicals/licenses/randomized testing	\$400.00
g. Other Expenses (specify): substitute coverage for drivers	\$1,500.00
TOTAL OPERATING EXPENSES	\$103,336.00
<u>Estimated Operating Income²</u>	
a. Passenger Revenue	\$0.00
b. Other Funding Sources (Ex. Agency budget, Fundraisers, Other grants)	
Funding Source 1 – Town of Colchester (operational budget)	\$72,402.00
Funding Source 2 – Municipal Grant Program (CTDOT)	\$33,320.00
Funding Source 3 – Passenger Donations	\$4,800.00
Funding Source 4 -	\$
Funding Source 5 -	\$
Funding Source 6 -	\$
TOTAL OPERATING INCOME	\$110,522.00
<u>Total Vehicle Cost³</u>	
Vehicle 1 Cost	\$75,000.00
TOTAL VEHICLE COST	\$75,000.00
<u>Federal Subsidy Requested⁴</u>	
Vehicle 1 FTA Subsidy Amount (80% of Vehicle 1 Cost)	\$60,000.00
TOTAL FEDERAL SUBSIDY REQUESTED	\$60,000.00
<u>Source of Match</u>	
Source of Match - Vehicle 1 (specify): Town Vehicle Replacement Fund	\$15,000.00
TOTAL MATCH	\$15,000.00

¹ Estimate all of the expenses associated with operating the requested vehicle.

² Indicate how your organization will pay for the expenses associated with operating the requested vehicle.

³ See the Application Instructions for available vehicle category classifications and pricing estimates. Applicants may contact CTDOT or the vendor Matthews Buses with additional questions on vehicle pricing.

⁴ The FTA will pay 80% of the cost of an accessible vehicle, not to exceed the amount estimated in the application or 80% of the actual vehicle cost, whichever is lower. The awarded recipient must fund the remaining cost (match).

2020 TRADITIONAL SECTION 5310 CAPITAL APPLICATION

VEHICLE 2

<u>Estimated Operating Expenses⁵</u>	
a. Wages, Salaries & Benefits	\$
b. Maintenance & Repair	\$
c. Fuel	\$
d. Insurance	\$
e. Administrative Overhead & General Expenses:	\$
f. Contract Services:	\$
g. Other Expenses (specify):	\$
TOTAL OPERATING EXPENSES	\$
<u>Estimated Operating Income⁶</u>	
a. Passenger Revenue	\$
b. Other Funding Sources (Ex. Agency budget, Fundraisers, Other grants)	
Funding Source 1 -	\$
Funding Source 2 -	\$
Funding Source 3 -	\$
Funding Source 4 -	\$
Funding Source 5 -	\$
Funding Source 6 -	\$
TOTAL OPERATING INCOME	\$
<u>Total Vehicle Cost⁷</u>	
Vehicle 2 Cost	\$
TOTAL VEHICLE COST	\$
<u>Federal Subsidy Requested⁸</u>	
Vehicle 2 FTA Subsidy Amount (80% of Vehicle 2 Cost)	\$
TOTAL FEDERAL SUBSIDY REQUESTED	\$
<u>Source of Match</u>	
Source of Match - Vehicle 2 (specify):	\$
TOTAL MATCH	\$

⁵ Estimate all of the expenses associated with operating the requested vehicle.

⁶ Indicate how your organization will pay for the expenses associated with operating the requested vehicle.

⁷ See the Application Instructions for available vehicle category classifications and pricing estimates. Applicants may contact CTDOT or the vendor Matthews Buses with additional questions on vehicle pricing.

⁸ The FTA will pay 80% of the cost of an accessible vehicle, not to exceed the amount estimated in the application or 80% of the actual vehicle cost, whichever is lower. The awarded recipient must fund the remaining cost (match).

SECTION IV. CERTIFICATION FOR NONPROFIT ORGANIZATIONS & ELIGIBLE PUBLIC BODIES

Federal Transit Administration Section 5310 Program
2020 Funding Cycle

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

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

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

Signature of Authorized Official⁹

Date

⁹ Authorized official may be an Executive Director, Mayor, Town Manager or First Selectman.

SECTION V. TITLE VI REQUIREMENTS ACKNOWLEDGEMENT

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.¹⁰

If awarded Section 5310 funding, your organization:

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

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

Grant Applicant Signature: _____

Printed Name: Patricia A. Watts

Date: 5/21/2020

¹⁰ Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d).

SECTION VI. APPLICANT SIGNATURE

Required Signature: By typing my name on the signature line below, I confirm that I have completed this application to the best of my knowledge on behalf of my organization, and that I have read and understand the *2020 Section 5310 Application Instructions*. I have made a copy of the completed application packet for my records.

Grant Applicant Signature¹¹: Patricia A. Watts Date: 5/21/2020

¹¹ Name of person who completed the grant application.