

# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Agenda

Regular Meeting via Zoom

Thursday, May 6, 2021 @ 7:00 PM

**(ALL ITEMS ON THIS AGENDA ARE SUBJECT TO POSSIBLE ACTION)**

Please use the link below to join the webinar:

<https://us02web.zoom.us/j/85919945447?pwd=cy9ESjByUFVpZUY1aHV1WG9HcE04QT09>

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: 859 1994 5447

Passcode: 404393

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADDITIONS AND/OR DELETIONS TO THE AGENDA
4. CITIZEN'S COMMENTS
5. CORRESPONDENCE: See Attached
6. CONSENT AGENDA
  - A. Approve Minutes of the April 15 Board of Selectmen Meeting
  - B. School Readiness Grant – Cindy P.
  - C. Reappointment of Merja Lehtinen as Chairwoman of the Cable Advisory Council for a five-year term to expire January 21, 2026
  - D. Tax Abatements
7. UCONN Wildlife Management Plan Presentation
8. Appointment of John Jones as Tree Warden
9. Special Duty Pay
10. InCord C-TIP Agreement
11. LTRC Recommendations
12. Accelerate CT Summer Program Expansion Grant
13. CITIZEN'S COMMENTS
14. FIRST SELECTMAN'S REPORT
15. LIAISON REPORTS
16. ADJOURN

RECEIVED  
COLCHESTER, CT  
2021 MAY -5 PM 2:27  
Mary Bylone  
FIRST SELECTMAN  
TOWN CLERK

American Transparency	Pursuant to the Open Records Act, this is a request for a copy of the following records: An electronic copy of any and all employees for year of 2020, (fiscal or calendar year). Each employee record should contain the employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year.	1/18/2021	2/24/2021* This was delayed as it was sent to Maggie and was in her junk folder.	2/24/2021
DeAva Lambert	Pursuant to Connecticut General Statutes section 1-210, concerning the property at 948 Middletown Road in Colchester, Connecticut, and its present owners, I request an electronic copy of any photographs, correspondence, notes, inspection or other reports, and all other records pertaining to the Notice of Inland Wetlands and Watercourses Violation issued to the property owners of 948 Middletown Road, Connecticut on July 7, 2020. Please do not include any correspondence, photographs, or other records that were sent by me or my attorney, Edward Moukawsher, in response to this request.	3/10/2021	3/11/2021	3/24/2021

Taras Rudko	<ol style="list-style-type: none"> <li>1. Access to a digital copy and/or link to the Zoom Town Meeting held on March 18, 2021 in its entirety.</li> <li>2. Access to the town video surveillance system for March 18, 2021 from EST 6:00pm to 7:30pm, namely the front parking area where the Town Meeting vote was conducted.</li> <li>3. As per the request of the town clerk I am seeking a copy of the voter book that was used on Thursday for the town meeting. I do not necessarily need the entire book, just the 36 individuals that came out to vote. Also looking for any tabulation forms/notes that contain the vote count as submitted as a component of the public record.</li> </ol>	3/22/2021	3/22/2021	3/24/2021
Deanna Bouchard	<p>Resumes for current employees (not the director, or stipend employees) in the Youth &amp; Social Services Department.  Employment advertisements for positions of SS and  Program Coordinator, Program</p>	4/15/2021	4/15/2021	

	Assistant and Youth Center Supervisor, for the last 3 years. Current and most recent past - Job Descriptions for SS and Program Coordinator, Administrative & Program Assistant, and Youth Center Supervisor.			
Susan Mende	<ol style="list-style-type: none"> <li>1. How many seniors have had any cataract surgery or other eye procedure using Senior transportation since you became director?</li> <li>2. Where did each such procedure take place?</li> <li>3. How long did each procedural take?</li> <li>4. Was anyone refused a ride for a cataract or other eye procedure?</li> <li>5. If so, for what reason?</li> <li>6. How many employees were hired during your tenure to date?</li> <li>7. How many are no longer in your employ?</li> <li>8. Why did they leave?</li> </ol>	4/16/2021	4/16/2021	4/27/2021
John Moritz	information on all salaries paid by the town of Colchester in calendar year 2020, showing the name, title and department of each employee, base salary, overtime pay, retroactive and extra-duty pay.	4/29/2021	4/29/2021	5/3/2021



May 3, 2021

To the Board of Selectmen:

I wish to file a formal complaint against Police Commission Chairman Jim Stavola. Since publicly questioning the timeline and cause for removal of the SRO position during the Budget Presentations, Chairman Stavola has increased his level of hostility towards me both publicly and privately. His tone has been visibly angry and reminiscent of a school yard bully. I believe a great deal of this hostility stems from the fact that I publicly thanked a member of the Board of Selectman and a member of the Board of Finance for bringing the removal of the SRO position to the public and exposing the lack of transparency that has stemmed from the Superintendent, BOE, and First Selectman on the matter. This hostility also coincides with the change of my political affiliation from Unaffiliated to Republican. It is clear to me that Mr. Stavola's behavior is in part politically motivated.

Furthermore, I have repeatedly asked Mr. Stavola to clearly define the data that is being used to justify some of the asks from the Police Department in this year's budget. He repeatedly has ignored my requests. This carelessness has resulted in a Board of Finance member finding discrepancies in the data. I feel this has reflected poorly on our commission as it has hurt our credibility.

At our last Police Commission meeting, Chairman Stavola made a scene that was unprofessional. Under Chairman's comments, he asked every commission member and the two officers present to a roll call on whether there was confidence in his leadership. He was clearly worked up over the fact that his past removal from the Police Commission had once again become part of the public conversation. Not only do I feel that the vote was scripted, but I felt intimidated into providing him an immediate answer on his performance. I voted yes under duress and fear of retaliation. The truth is, I have no confidence in Mr. Stavola.

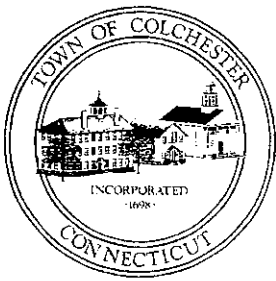
First Selectwoman Mary Bylone has enabled Mr. Stavola's behavior. She was more than happy to participate in Mr. Stavola's roll call and did nothing to condemn the behavior of the officer who made a not so thinly veiled attack at myself and previous commissioners. I filed a complaint directly with that officer's superiors. I did not feel comfortable sending that email to Mr. Stavola because he was an enabler of this condescending behavior. I also sent this email to the Diversity & Inclusion Committee. I feel that discrimination is occurring on the basis of my gender (toxic masculinity), my political affiliation, and my position as a civilian.

Mr. Stavola claims I have violated the Police Commission By-Laws and State Statutes by sending a letter of complaint directly to the Police Department. He has failed to cite what specific By-Laws or State Statutes I have violated. I have reviewed the By-Laws and cannot pinpoint to any possible violations.

I will not allow myself to be a victim to Mr. Stavola and his bullying. Our town leadership needs to stop enabling this behavior.

Sincerely,

Carol Vaillancourt  
Vice Chair Police Commission



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Minutes  
Regular Meeting via Zoom

Thursday, April 15, 2021 @ 7:00 PM

Members Present: First Selectman Mary Bylone, Selectmen Rosemary Coyle, Denise Mizla,  
Denise Turner and Taras Rudko

1. CALL TO ORDER: First Selectman Mary Bylone called the meeting to order at 7 p.m.
2. PLEDGE OF ALLEGIANCE
3. ADDITIONS AND/OR DELETIONS TO THE AGENDA: NONE
4. CITIZEN'S COMMENTS: NONE
5. CORRESPONDENCE: Attached
6. CONSENT AGENDA
  - A. Approve Minutes of the March 18 Board of Selectmen Meeting
  - B. Approve the Minutes of the April 1 Tri-Board Meeting
  - C. Approve the submission of Title III Grant Renewal Application to secure grant funding for the Making Memories Program, FY 2021-22 and authorize the First Selectman to sign all necessary documents
  - D. Approve the submission of the Strengthening Local Early Childhood Collaboration Continuation Grant and authorize the First Selectman to sign all necessary documents
  - E. Reappointment of Marion Spaulding to the Colchester Housing Authority with a term to end 5/30/2026
  - F. Tax Abatements: R. Coyle motioned to approve the Consent Agenda, seconded by D. Turner.

RECEIVED  
 COLCHESTER, CT  
 2021 APR 19 AM 11:32  
 Gayle Furman  
 TOWN CLERK

**MOTION CARRIED UNANIMOUSLY**

7. Boards and Commission – Interviews and/or Possible Appointment and Resignations
  - A. Possible Appointment of Quinn Kozak to the Commission on Aging as an Alternate with a Term to Expire on 12/31/2022: R. Coyle motioned to appoint Quinn Kozak to the Commission on Aging as an Alternate with a Term to Expire on 12/31/2022, seconded by D. Turner. **MOTION CARRIED UNANIMOUSLY**
  - B. Possible Appointment of Quinn Kozak to the Zoning Board of Appeals as an Alternate with a Term to Expire on 12/31/2023, D. Turner motioned to appoint Quinn Kozak to the Zoning Board of Appeals as an Alternate with a Term to Expire on 12/31/2023, seconded by D. Mizla. **MOTION CARRIED UNANIMOUSLY**

8. CITIZEN'S COMMENTS: Marge Mlodzinski thanked the board for appointing Quinn to the Commission on Aging

9. FIRST SELECTMAN'S REPORT: The COVID positivity rate for the State of CT is 2.04%. Colchester is still in the red.

- Budget is underway.
- Waiting on information about the American Rescue Plan funding, expecting more direction by mid-May.
- Ambulance and stretcher have been ordered.
- The town should be closing on the Open Space property on Route 16 within the month.
- We are waiting on rendering for the Town Green Project.
- Bacon Trustees want to restore the baseball field on the green.
- The police vehicle ordered last summer has arrived.
- The referendum for the budget and the fire apparatus will both be in person.
- We will not begin holding in person board and commission meetings until at least the end of May.
- Meeting with Patty Watts to discuss the reopening of the Senior Center.

#### 10. LIAISON REPORTS:

D. Mizla: Park and Recreation – The Commission is discussing naming field R4 after Norm Kaplan who was a coach with Park and Rec for a number of years. They will bring that to the Board of Selectmen at a future date. Registration is open for Summer Camp. There will be concerts on the green this summer, there may be a small registration fee. They are seeking sponsors for the events.

Youth Services Advisory Board – They didn't have a quorum but discussed Colchester Unplugged the weekend of April 24-25.

Norton Park – The Commission will be holding a spring clean up to do weeding and raking out leaves and removing invasive species. They did a presentation with the Senior Center on April 15 which is posted to the website. They are in the process of designing a banner.

R. Coyle: Commission on Aging – The Commission is hosting a Food, Stuff, Energy and Water along with Bacon Academy on April 22 via Zoom. They are sponsoring a Healthy Living for Brain and Body workshop on May 19. Additionally, the COA is planning on a health fair in Spring 2022. Senior Center Director's Report attached.

Open Space – The Open Space Advisory Board is working on the Farm and Forest Preservation program which will require amendment of the language in Chapter 92 of the Colchester Code. The Town has submitted a brownfield assessment grant to the CT Office of Brownfield Remediation and Development. The UCONN Wildlife Management Plan will be presented to the Board of Selectmen once it is completed.

Senior Center Building Committee – The Building Sub-committee presented the project to the Planning and Zoning Commission as part of the Mandatory Referral requirement of Connecticut General Statutes Section 8-



24. The Planning and Zoning Commission made a favorable report to the Board of Selectmen. The committee is working on a public information flyer to go to residents.

T. Rudko: No liaison reports.

D. Turner: Historic District Commission – The Commission approved the modified certificate of appropriateness for the Town Green Project so that will be moving forward.

11. ADJOURN: D. Turner motioned to adjourn at 7:31 p.m., seconded by T. Rudko. MOTION CARRIED UNANIMOUSLY.

**STATEMENT OF ASSURANCES**

STANDARD STATEMENT OF ASSURANCES GRANT PROGRAMS

**The Statement of Assurances Signature Page included in this grant must provide the authorized signatures of the applicant agency (e.g., mayor and superintendent of schools). Please note that the authorized signatures of the eligible applicant must also be provided on the cover page of the grant application submitted with the grant (see application instructions).**

***Applicants need only submit the Statement of Assurances Signature Page with submission of their grant application.***

**PROJECT TITLE:**            **FY 22 SCHOOL READINESS and QUALITY ENHANCEMENT  
GRANT PROGRAM**

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**THE APPLICANT:**            **Town of Colchester            HEREBY ASSURES THAT:**

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- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant’s governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut Office of Early Childhood and the Connecticut State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education for the Office of Early Childhood, including information relating to the project records and access thereto as the Connecticut Office of Early Childhood and Connecticut State Department of Education may find necessary;
- H. The Connecticut Office of Early Childhood reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the Office of Early Childhood and the State Department of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any

monies not expended in accordance with the approved program/operation budget as determined by the audit;

L. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to "contract" shall mean this grant agreement and to "contractor" shall mean the Grantee.

a) For purposes of this Section, the following terms are defined as follows:

- 1) "Commission" means the Commission on Human Rights and Opportunities;
- 2) "Contract" and "contract" include any extension or modification of the Contract or contract;
- 3) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- 4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
- 5) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- 6) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- 7) "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- 8) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- 9) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes §32-9n; and
- 10) "public works contract" means any agreement between any individual, firm or corporation and the State of any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Connecticut General Statutes § 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Connecticut General Statutes § 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

- b) (1) The Contractor agrees and warrants that in for performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the contractor agrees to provide each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §46a-68e and §46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §46a-56, 46a-68e and 46a-68f.; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes §46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.
- c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such

litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

- f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of the Section and Connecticut General Statutes § 46a-56.
- h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- M. The grant award is subject to approval of the Connecticut Office of Early Childhood and availability of state or federal funds.
- N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.
- O. The Connecticut Office of Early Childhood reserves the right to negotiate terms, including the withholding of funds, based on the grantee's inability to comply with the assurances.
- P. The Connecticut Office of Early Childhood reserves the right to de-fund sub-grantees of the School Readiness Council based on the sub-grantee's inability to comply with School Readiness General Policies.

SCHOOL READINESS FY22

STATEMENT OF ASSURANCES SIGNATURE PAGE

We, the undersigned authorized officials, do hereby certify that these assurances shall be fully implemented.

Signature of Chief Elected Official:

\_\_\_\_\_  
Mary Bylone

Name: (please type)

\_\_\_\_\_  
First Selectman of the Town of Colchester

Title: (please type)

\_\_\_\_\_  
May 12, 2021

Date:

Signature of Superintendent:

\_\_\_\_\_  
Jeffrey Burt

Name: (please type)

\_\_\_\_\_  
Superintendent of Colchester Public Schools

Title: (please type)

\_\_\_\_\_  
May 12, 2021

Date:

To Be Signed if the Fiscal Agent is other than the Municipality or the School District:

Signature of Fiscal Agent:

\_\_\_\_\_

Name: (please type)

\_\_\_\_\_

Title: (please type)

\_\_\_\_\_

Date:

\_\_\_\_\_

FISCAL YEAR 2022			
ED 114 SCHOOL READINESS BUDGET FORM			
<b>GRANTEE NAME:</b>			
<b>GRANT TITLE:</b>	School Readiness Grant Program	<b>Grant Period:</b>	7/1/2021 to 6/30/2022
<b>Project Title</b>	School Readiness Grant Program	<b>Total Award:</b>	\$ 157,500.00
<b>Accounting Classification:</b> Fund 11000 SPID: 16274 Year: 2022 PROG: 83013/83014 CF1: 170002/170003			
<b>CODES</b>	<b>DESCRIPTIONS</b>	<b>Admin Budget</b>	<b>Space Allocation Budget</b>
100	Personal Services Salaries	\$ 7,500.00	
200	Benefits	\$ -	
300	Purchased professional and technical services	\$ -	
500	Other purchased services	\$ 150,000.00	\$ -
600	Supplies	\$ -	
	<b>Subtotals</b>	<b>\$ 157,500.00</b>	<b>\$ -</b>
		Original Date:	Revised Date:

**SCHOOL READINESS AND QUALITY ENHANCEMENT GRANT**  
**SIGNATURE PAGE**

**FY 22 GRANT PERIOD**

July 1, 2021 to June 30, 2022

<b><u>COMMUNITY:</u></b> <b>Colchester</b>	
<b><u>APPLICATION CONTACT PERSON:</u></b> (Name, Address, Telephone, E-mail) Cindy Praisner 315 Halls Hill Rd, Colchester, CT 06415 860.537.0717 cpraisner@colchesterct.org	<b><u>ESTIMATED FUNDING:</u></b> School Readiness: \$157,500 Quality Enhancement: \$3,881 Total: \$161,381

We, Mary Bylone and Jeffrey Burt, the undersigned authorized chief administrative officials submit this proposal on behalf of the applicant agency, attest to the appropriateness and accuracy of the information contained therein, and certify that this proposal, if funded, will comply with all relevant requirements of the state and federal laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein.

**Signature: (Chief Elected Official)**

Name: (typed)

Mary Bylone

Title: First Selectman

Agency:

Town of Colchester

Date: May 12, 2021

**Signature: (Superintendent)**

Name: (typed)

Jeffrey Burt

Title: Superintendent

Agency:

Colchester Public Schools

Date: May 12, 2021



**QE BUDGET JUSTIFICATION PAGE**

\*\*\*All totals in budget justification page are linked to the  
ED114 budget form and will auto-calculate\*\*\*

Municipality: Colchester

July 1, 2021 to June 30, 2022

Line Items	NARRATIVE	
111A	NON-INSTRUCTIONAL	ANNUAL
	TOTALS	\$ -
111B	INSTRUCTIONAL	ANNUAL
	CECP paid professional development time for paraprofessionals	\$ 350.00
	TOTALS	\$ 350.00
200	PERSONNEL SERVICES / BENEFITS	ANNUAL
	TOTALS	\$ -
320	PROFESSIONAL EDUCATION SERVICES	ANNUAL
	TOTALS	\$ -
321	TUTORS (NON-PAYROLL SERVICES)	ANNUAL
	TOTALS	\$ -
322	IN-SERVICE (INSTRUCTIONAL PROGRAM IMPROVEMENT SERVICES)	ANNUAL
	CASTLE paid professional development time for teachers	\$ 350.00
	EASTCONN 2 workshops on Diverse Learners and Math Literacy	\$ 1,050.00
	ACES 1 workshop on Use of Data	\$ 450.00
	TOTALS	\$ 1,850.00
323	PUPIL SERVICES (NON-PAYROLL SERVICES)	ANNUAL
	TOTALS	\$ -
324	FIELD TRIPS	ANNUAL
	TOTALS	\$ -

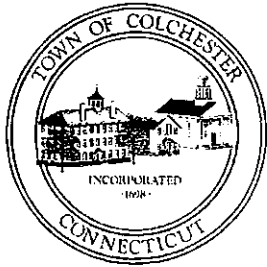
**QE BUDGET JUSTIFICATION PAGE**

\*\*\*All totals in budget justification page are linked to the ED114 budget form and will auto-calculate\*\*\*

Municipality: Colchester

July 1, 2021 to June 30, 2022

<b>325</b>	<b>PARENT ACTIVITIES</b>	<b>ANNUAL</b>
	<b>TOTALS</b>	\$ -
<b>330</b>	<b>EMPLOYEE TRAINING AND DEVELOPMENT SERVICES</b>	<b>ANNUAL</b>
	CLASS Recertification for Liaison and Monitor at \$125 each	\$ 250.00
	<b>TOTALS</b>	\$ 250.00
<b>340</b>	<b>OTHER PROFESSIONAL TECHNICAL SERVICES</b>	<b>ANNUAL</b>
	<b>TOTALS</b>	\$ -
<b>400</b>	<b>PURCHASED PROPERTY SERVICES</b>	<b>ANNUAL</b>
	<b>TOTALS</b>	\$ -
<b>500</b>	<b>OTHER PURCHASED SERVICES</b>	<b>ANNUAL</b>
	3 ESGI subscriptions @ \$199 per classroom	\$ 597.00
	Provision of School Readiness Monitoring/Coaching/Assessment	\$ 750.00
	<b>TOTALS</b>	\$ 1,347.00
<b>600</b>	<b>SUPPLIES</b>	<b>ANNUAL</b>
	PreK Materials	\$ 84.00
	<b>TOTALS</b>	\$ 84.00
<b>700</b>	<b>PROPERTY</b>	<b>ANNUAL</b>
	<b>TOTALS</b>	\$ -
	<b>GRAND TOTAL</b>	\$ 3,881.00



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes  
Regular Meeting Minutes  
Immediately following Commission Chairmen Meeting  
Thursday, January 21, 2016  
Colchester Town Hall @ 7PM**

RECEIVED  
TOWN OF COLCHESTER  
2016 JAN 22 PM 1:4

**MEMBERS PRESENT:** First Selectman Art Shilosky, Selectman Stan Soby, Selectman Denise Mizla, Selectman John Jones, and Selectman Rosemary Coyle

**MEMBERS ABSENT:** none

**OTHERS PRESENT:** Public Works Director J Paggioli, BOF R Esteve, Engineer S Tassone, R Benson, Registrar D Mrowka, D Wasniewski, K Nielson, C Borque, D Henderson, Clerk T. Dean, and other citizens.

**1. Call to Order**

First Selectman A Shilosky called the meeting to order at 7:37 p.m.

**2. Additions to the Agenda**

A Shilosky asked that the following be deleted on the agenda #9 Discussion and Possible Action on the Recreation Park Improvement Fund and add #9 Discussion and Possible Action on Board of Finance Facebook page. S Soby asked that the following be added to the agenda #6.e. Discussion and Possible Action on appointment of Karen Godbout to Planning & Zoning Commission.

S Soby moved to approve the deletion and additions as presented, seconded by R Coyle. Unanimously approved. MOTION CARRIED

**3. Approve Minutes of the January 7, 2016 Regular Board of Selectmen Meeting**

D Mizla moved to approve the Regular Board of Selectmen meeting minutes of January 7, 2016, seconded by R Coyle. Unanimously approved. MOTION CARRIED

**4. Citizen's Comments**

D Wasniewski announced that the coordinator of Farm to School program will conduct a community input event for the project. Also asked about public questions being posed to Town Planner position applicants.

**5. Town Planner Interviews**

1. Kerry Nielson was interviewed
2. Randall Benson was interviewed

**6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations**

- a. **Cable Advisory Board – Merja Lehtinen possible reappointment for a five-year term to expire 1/21/2021**  
D Mizla moved to reappoint Merja Lehtinen to the Cable Advisory Board for a five-year term to expire 1/21/2021, seconded by S Soby. Unanimously approved. MOTION CARRIED.
- b. **Planning & Zoning Commission – Beverly Seeley to be interviewed – was interviewed**
- c. **Open Space Commission – Linda Grzeika to be interviewed – was interviewed**
- d. **Charter Revision Commission**
  1. **Betty Wagner to be interviewed – was interviewed**
  2. **Daniel Henderson to be interviewed – was interviewed**
  3. **Don Phillips to be interviewed – was interviewed**
- e. **Discussion and Possible Action on appointment of Karen Godbout to Planning & Zoning Commission**  
S Soby moved to appoint Karen Godbout as an alternate member to the Planning & Zoning Commission for a three-year term to expire 12/31/2017, seconded by J Jones. Unanimously approved. MOTION CARRIED.

**7. Budget Transfers - none**

**8. Tax Refunds & Rebates**

S Soby moved to approve tax refunds in the amount of \$66.88 to Jacob Kniska, \$630.27 to ARI Fleet LT, \$4257.19 to John Bochain & Veronica Ballass, and \$960.18 to Core Plus Federal Credit Union, seconded by R Coyle. Unanimously approved. MOTION CARRIED

## **Town of Colchester Interoffice Memorandum**

**To:** Mary Bylone, First Selectman  
**From:** James Paggioli, Director of Public Works  
**CC:**  
**Date:** April 30, 2021  
**Re:** Tree Warden Appointment –John Jones

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In accordance with State of Connecticut General Statute Chapter 451, Sec. 23-58, the Town of Colchester is required to appoint a Tree Warden. Previously, the position was held by Mr. Dean Hunniford , and Mr. Kenneth Angell as a part of the Director of Operations (and Acting) position of the Department of Public Works. Technically, the Duties of Tree Warden are not included within the job description of the Director of Operations. Mr. Hunniford has previously been hired by The Town of Lebanon, and Mr. Angell has retired from Employment from the Town of Colchester.

Requirements to be appointed as Tree Warden include the passing of State of Connecticut Tree Warden School Exam. The course is only available in the fall of each calendar year. As such, the need to appoint a qualified Tree Warden is required on an outsourced based. The Town of Marlborough is under the same circumstances as Colchester, as has appointed Mr. John Jones of Colchester to provide Tree Warden services to the Town of Marlborough for up to 5 hours per week and at a rate of \$23.20 per hour.

Mr. Jones been a former employee, Tree Warden and Selectman of the Town of Colchester, is willing to provide the same service to the Town of Colchester that he is providing to the Town of Marlborough.

I highly recommend his appointment by the Board of Selectman to said position.

**Proposed Motion: That the Board of Selectman hereby appoints Mr. John Jones as the Tree Warden of the Town of Colchester in accordance with State of Connecticut General Statute Chapter 451, Sec. 23-58.**

**Sec. 23-58. Tree wardens; appointment; compensation; supervision.** The selectmen of each town, except those having cities with coextensive boundaries within their limits, which cities have an officer with similar duties to those of a tree warden who in fact assumes control of all the territory embraced within their limits, and the warden or burgesses of each borough shall, within thirty days of their election, appoint a town or borough tree warden, as the case may be. Such tree wardens shall be appointed for the term of one year and until their successors are appointed and have qualified. Any tree warden may appoint such number of deputy tree wardens as he deems expedient and he may, at any time, remove them from office. A town or borough tree warden and his deputies shall receive for their services such reasonable compensation, from the town or borough, as the town or borough may determine or, in default of such determination, as the selectmen or borough warden prescribes.

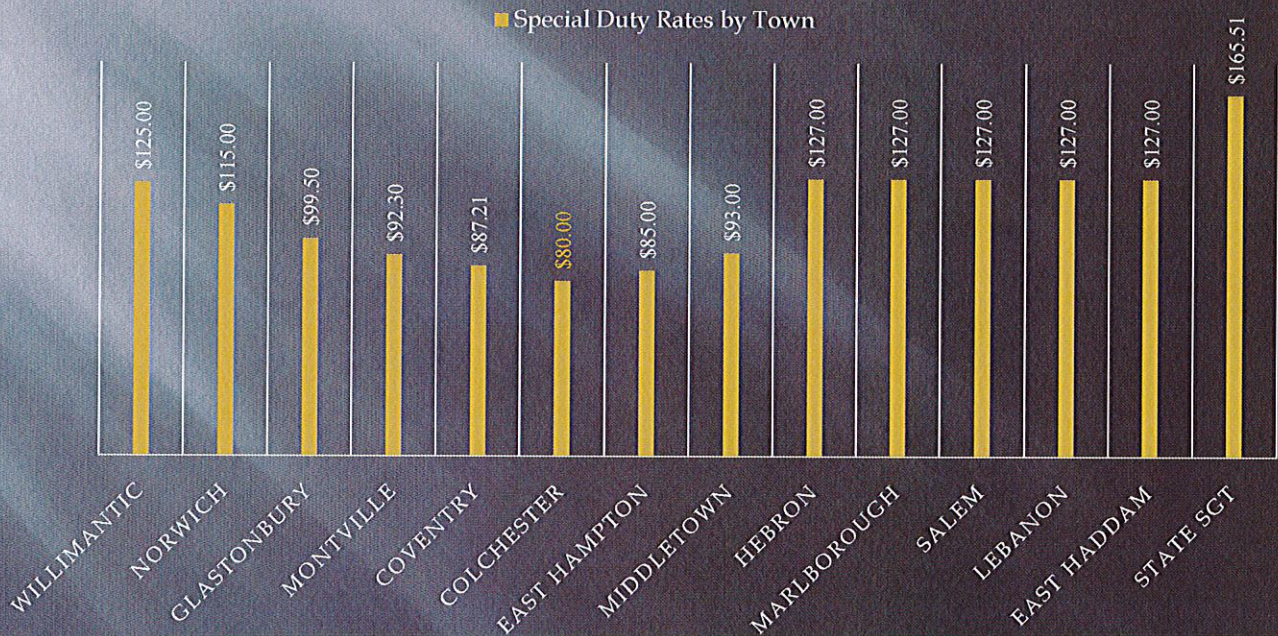
**Sec. 23-59. Powers and duties of wardens.** The town or borough tree warden shall have the care and control of all trees and shrubs in whole or in part within the limits of any public road or grounds and within the limits of his town or borough, except those along state highways under the control of the Commissioner of Transportation and except those in public parks or grounds which are under the jurisdiction of park commissioners, and of these the tree warden shall take the care and control if so requested in writing by the park commissioners. Such care and control shall extend to such limbs, roots or parts of trees and shrubs as extend or overhang the limits of any such public road or grounds. The tree warden shall expend all funds appropriated for the setting out, care and maintenance of such trees and shrubs. The tree warden shall enforce all provisions of law for the preservation of such trees and shrubs and of roadside beauty. The tree warden shall remove or cause to be removed all illegally erected signs or advertisements, placed upon poles, trees or other objects within any public road or place under the tree warden's jurisdiction. The tree warden may prescribe such regulations for the care and preservation of such trees and shrubs as the tree warden deems expedient and may provide therein for a reasonable fine for the violation of such regulations; and such regulations, when approved by the selectmen or borough warden and posted on a public signpost in the town or borough, if any, or at some other exterior place near the office of the town or borough clerk, shall have the force and effect of town or borough ordinances. Whenever, in the opinion of the tree warden, the public safety demands the removal or pruning of any tree or shrub under the tree warden's control, the tree warden may cause such tree or shrub to be removed or pruned at the expense of the town or borough and the selectmen or borough warden shall order paid to the person performing such work such reasonable compensation therefor as may be determined and approved in writing by the tree warden. Unless the condition of such tree or shrub

constitutes an immediate public hazard, the tree warden shall, at least ten days before such removal or pruning, post thereon a suitable notice stating the tree warden's intention to remove or prune such tree or shrub. If any person, firm or corporation objects to such removal or pruning, such person, firm or corporation may appeal to the tree warden in writing, who shall hold a public hearing at some suitable time and place after giving reasonable notice of such hearing to all persons known to be interested therein and posting a notice thereof on such tree or shrub. Within three days after such hearing, the tree warden shall render a decision granting or denying the application, and the party aggrieved by such decision may, within ten days, appeal therefrom to the superior court for the judicial district within which such town or borough is located. The tree warden may, with the approval of the selectmen or borough warden, remove any trees or other plants within the limits of public highways or grounds under the tree warden's jurisdiction that are particularly obnoxious as hosts of insect or fungus pests.

**Sec. 23-60. Appropriations. Public trees; removal.** Each town, city or borough may appropriate annually a suitable sum to be expended by the town tree warden, borough tree warden, city forester or other similar officer, in the planting, trimming, spraying, care and preservation of shrubs or ornamental or shade trees within the limits of any public highway or grounds under his control and, at the discretion of the tree warden or other similar officer and with the written consent of the owner thereof, upon land adjoining such highway or grounds, if not more than ten feet therefrom, for the purpose of shading or ornamenting such highway or grounds. All shrubs and trees planted under the provisions of this section shall be deemed public shrubs and trees and shall be under the care and control of the tree warden, city forester or other similar officer and may be removed only upon a written permit from him.

# Compare Special Duty Rates

## SPECIAL DUTY RATES BY TOWN



Willimantic	\$125.00
Norwich	\$115.00
Glastonbury	\$99.50
Montville	\$92.30
Coventry	\$87.21
Colchester	\$80.00
East Hampton	\$85.00
Middletown	\$93.00
Hebron (TPR)	\$127.00
Marlborough (TPR)	\$127.00
Salem (TPR)	\$127.00
Lebanon (TPR)	\$127.00
East Haddam (TPR)	\$127.00
State Police SGT	\$165.51
State Police TPR	\$127.00

## **Extra Duty Pay**

Current hourly amount billed is \$80.00 per hour. \$70 per hour to the officer working the job and \$10.00 per hour to the town. Propose raising the billable amount to \$95.00 per hour paid by the contractor or entity hiring the officer. This will bring Colchester in line with surrounding towns pricing. The comparative info is attached.

### **Proposed motion to be made:**

“Raise the total billable hourly amount for Extra Duty hours worked by Colchester Police Officers from \$80.00 per hour to \$95.00 per hour.”

**TOWN OF COLCHESTER  
PLANNING AND ZONING DEPARTMENT**

**TO:** Board of Selectmen

**FROM:** Matthew R. Bordeaux, Planning Director *MRB*

**DATE:** April 27, 2021

**RE:** Colchester Tax Incentive Program  
Written Agreement with 181 Upton Road LLC (InCord Ltd.)

On December 7, 2017, a Colchester Tax Incentive Program (C-TIP) real property tax abatement was approved by Special Town Meeting for 181 Upton Road LLC. The approved C-TIP was for a term of five years following the issuance of a Certificate of Occupancy for the proposed building addition and associated site improvements at the existing manufacturing and wholesale/distribution facility at 181 Upton Road.

The 12,000 sq. ft. building addition has been completed and a Certificate of Occupancy has been issued. In accordance with the approved tax abatement, the fixed assessment was subsequently applied for the fiscal year commencing July 1, 2020.

Following the recent approval of the C-TIP for DVI Properties LLC at 124 Upton Road, it was brought to my attention that a written agreement required in accordance with Connecticut General Statutes 12-65b was not executed for the InCord building addition. The following request would authorize the First Selectman to execute said agreement with InCord and ratify the portion of the fixed assessment applied to date.

Recommended Motion:

*Authorize the First Selectman to execute the Colchester Tax Incentive Program real property tax abatement written agreement entered into with 181 Upton Road LLC approved by Special Town Meeting on December 7, 2019.*

*Upon execution of the written agreement, abatement of the real property tax assessment taken to date is hereby ratified and confirmed.*

MRB

R:\Boards and Commissions\EDC\C-TIP\InCord Material\Memo to BOS.docx



**Town of Colchester**  
**Tax Assessment Agreement**

This Tax Assessment Agreement (the "Agreement"), is made and entered this \_\_\_\_ day of \_\_\_\_\_, 2021, by and between 181 Upton Road LLC, an LLC organized and existing under the laws of the State of Connecticut having an office and principal place of business in the Town of Colchester and State of Connecticut (the "Company"), and the TOWN OF COLCHESTER, a municipal corporation located in the County of New London and State of Connecticut, acting herein by Mary Bylone, its First Selectman, hereunto duly authorized (the "Town"),

WITNESSETH:

WHEREAS, 181 Upton Road LLC will own and InCord, Ltd. will occupy certain facilities (the "facility") on land located in the Town at 181 Upton Road, which land is more particularly described on Schedule A attached hereto (the "Land"); and

WHEREAS, Section 12-65b of the Connecticut General Statutes ("Section 12-65b") provides, among other things, that a municipality may enter into a written agreement, for a period of not more than ten years, with any party owning or proposing to acquire an interest in real property in such municipality, or with any party owning or proposing to acquire an interest in air space in such municipality, or with any party who is the lessee of, or who proposes to be the lessee of, air space in such municipality in such a manner that the air space leased or proposed to be leased shall be assessed to the lessee pursuant to section 12-64, fixing the assessment of the real property or air space which is the subject of the agreement, and all improvements thereon or therein and to be constructed thereon or therein, subject to the provisions of subsection (b) of this section. For purposes of this section, "improvements to be constructed" includes the rehabilitation of existing structures for retail business use. The provisions of subsection (a) of this section shall only apply if the improvements are for at least one of the following: (1) Office use; (2) retail use; (3) permanent residential use in connection with a residential property consisting of four or more dwelling units; (4) transient residential use in connection with a residential property consisting of four or more dwelling units; (5) manufacturing use; (6) warehouse, storage or distribution use; (7) structured multilevel parking use necessary in connection with a mass transit system; (8) information technology; (9) recreation facilities; (10) transportation facilities; (11) mixed-use development, as defined in section 8-13m; or (12) use by or on behalf of a health system, as defined in section 19a-508c; and

WHEREAS, the Company has commenced construction on the Land of a building addition and associated improvements (the "Addition") complying with the requirements of Section 12-65b, which Addition shall (i) cost approximately \$600,000 to construct, (ii) contain approximately 12,000 square feet and (iii) be used for Manufacturing and Wholesale/Distribution purposes; and

WHEREAS, the Town desires to enter into this Agreement fixing the assessment with respect to the Addition; and

WHEREAS, at a meeting on December 7, 2017, this Agreement was approved by an affirmative vote of the legislative body of the Town in accordance with Section 12-65b.

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

1. Fixed Assessment Period. The fixed assessment period shall cover five (5) consecutive fiscal years commencing with the fiscal year of the Town for which a tax list is prepared on the October first immediately following the issuance of a final certificate of occupancy (the "Certificate of Occupancy") for the Addition (the "Fixed Assessment Period"). The tax assessment of the Addition shall be fixed to grant the Company a property tax abatement in the amounts of:
  - a. 100% in year one;
  - b. 90% in year two;
  - c. 80% in year three;
  - d. 70% in year four;
  - e. 50% in year five, of the increase in real property tax for the Addition at 181 Upton Road.

Customary Assessed Valuation shall mean seventy percent (70%) of the fair market value of the Improvements as determined by the assessor after physical inspection of the Improvements following the issuance of the Certificate of Occupancy; provided, however, that in the event of a general revaluation by the Town during the Fixed Assessment Period, Customary Assessed Valuation shall mean seventy percent (70%) of the fair market value of the Improvements as a result of such general revaluation.

2. Cost and Use. The Town has entered into this Agreement on the basis of the Company's representations as to the cost of constructing the Addition and the intended use of the Addition. In the event that the Addition is not used for one of the purposes set forth in Section 12-65b, the Agreement shall become null and void, and the Addition will be assessed at one hundred percent (100%) of the Customary Assessed Valuation.
3. Condemnation. In the event the Addition or any part thereof, or any estate therein, is taken by condemnation or eminent domain during the Fixed Assessment Period, the applicable fixed assessment specified in Section 1 shall be adjusted to reflect the diminution of value arising out of said ordinances, such that said adjusted assessment shall remain fixed in accordance with the schedule outlined in Section 1 (above), of the Customary Assessed Valuation during the Fixed Assessment Period.
4. Fire or Other Casualty. In the event the Addition or any part thereof or any estate therein is damaged or destroyed by fire or other casualty therein is damaged or destroyed by fire or other casualty during the Fixed Assessment Period, the applicable fixed assessment shall be adjusted to reflect the diminution of value arising out of said fire or other casualty, in the manner provided by state and local laws and ordinances, such that said adjusted assessment shall remain fixed in accordance with the schedule outlined in Section 1 (above), of the Customary Assessed Valuation during the Fixed Assessment Period.
5. Other Assessments. This Agreement shall apply only to the assessment of the Addition and shall not affect any current or future assessments of (i) any Existing Facility (ii) the Land, (iii) personal property of the Company or (iv) any additions or improvements to, or renovation or rehabilitation of, the Improvements after the issuance of the Certificate of Occupancy.



**TOWN OF COLCHESTER  
PLANNING AND ZONING DEPARTMENT**

**TO:** First Selectman  
Board of Selectmen

**FROM:** Matthew R. Bordeaux, Planning Director *MRB*

**DATE:** May 3, 2021

**RE:** Long-Term Recovery Committee

At the recommendation of the Governor's Office, the Ad Hoc Long-Term Recovery Committee was appointed by the Board of Selectmen to gather information on the impacts on the COVID-19 pandemic on the community and make recommendations to guide recovery.

Early on, the Committee prepared and conducted a survey generating over 1000 responses from a wide range of community members. Many respondents expressed struggles with fear and anxiety, social isolation, the increased dependency on technology, and the challenges that came with the transition to remote learning; from loss of learning to frustrated parents trying to keep everything together.

The survey also provided an abundance of testimony citing positive impacts encountered. Neighbors helping neighbors, friends helping friends, and in significant numbers, families that were able to spend more together and bond than in the past. These comments reinforced the Committee's belief in what a caring and compassionate community Colchester is and continues to be.

The Committee then invited leaders from the Senior Center, Recreation Department and Youth & Social Services Department to join in discussions regarding how the pandemic had impacted the ability for those departments to meet the needs of their constituents. The Committee was impressed with the passion and competency of these departments to meet the varied needs of the communities they serve. Despite mandated limitations, the Committee found that these departments were utilizing every resource available to communicate and even engage individuals in ways that mitigated the fear and isolation new to many. Through these channels, needs continued to be acknowledged and addressed.

The First Selectman's Office kept regular updates, via live reports and in email blasts with relevant information and guidance from the Governor's Office and regional health and safety officials. This effort, including coordination with our own local emergency services professionals, was key to this community's contribution to "flattening the curve."

Residents were encouraged to support local businesses and restaurants by balancing the increasing trend toward online consumerism with purchasing goods and services from our community

resources. Most of the Committee members hold overlapping roles with several of the community service organizations in town, strengthening the ability to communicate ideas and activities of each across a wider range of potential contributors.

### *Community Impacts*

As the impacts of the pandemic vary so widely, amongst those that may still have unmet needs include religious organizations and service organizations such as the Lions and Rotary. The inability to hold the events, typically relied upon to generate operating funds, may have stymied their ability to perform their community functions.

The Committee also remains concerned that there are folks still struggling with issues that go unaddressed either due to the inability to gain access or the lack of understanding that help may be available. Once an individual in need is identified, it becomes easier to provide direction to the appropriate source of relief, or to find advocacy groups to help fill the void. Identifying the individual in need is often the hardest part.

There are many, many great ideas and abundant human capital available in the Town of Colchester. The struggle comes with implementation. Mobilizing the volunteer services to help implement special programs, such as those derived in Youth & Social Services or at the Senior Center, is a challenge. The Committee learned that implementation can be complicated by privacy concerns and the need for special training that is often a component of the effort to put well-intentioned volunteers to work in a productive and efficient manner. To best make use of this human capital, the Town may benefit from the preparation of a coordinated approach to volunteer service.

As the numbers of those infected with the coronavirus decline and vaccinations continue to contribute to herd immunity, it is anticipated that long-term needs will still exist.

While the local effort in Colchester, and many communities across the state, got underway shortly after the magnitude of the crisis was fully recognized, only recently did regional long-term recovery efforts get started. Currently, the Southeastern and Northeastern Regional Council of Governments are facilitating working groups broken into broad categories to again identify and make recommendations on the outstanding, long-term needs in CT. These working groups consist of "Health and Social Service/Housing Working Group", "Economic/Natural and Cultural Resources Working Group", and "Community Planning and Capacity Building/Infrastructure Working Group". The results of said working groups is yet to be determined.

The Committee met frequently from the get-go, gathering and sharing anecdotal information gathered from each individual's constituent group. The make-up of the group was effective in that it had open lines of communication with a wide swath of the Colchester community. This reach was part of the reason the survey was completed by as many people as it was.

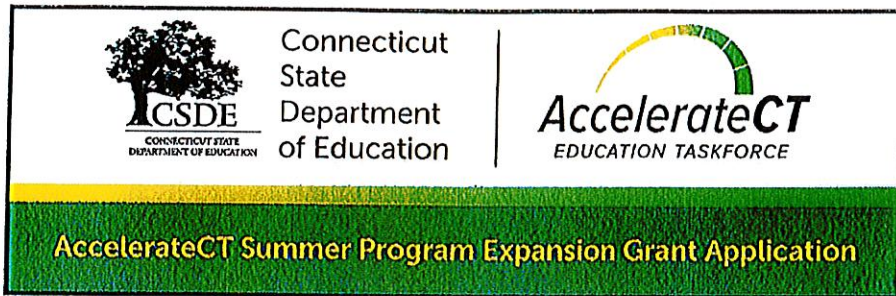
In such unprecedented territory, the Ad Hoc Committee found it difficult to articulate specific recommendations that could lead to an effective action to be implemented. As stated earlier, we found that communication is often the biggest challenge. In some cases, it wasn't until the

Committee spoke directly with the source of the relief or assistance, that we were aware that many of the biggest needs were already being met.

As is often the case, we typically seek information most relevant to us. The pandemic challenged providers of very relevant information to make it as readily and intuitively available to the public as possible. This will always remain a challenge but warrants an appropriate allocation of resources to keep pace with the seemingly moving target.

As a Committee, we discussed communication several times, acknowledging that the public seeks information from a wide range of resources, but recognizing that once established, a central source, or clearinghouse, so to speak, could be a most efficient means of communicating, particularly when it comes to information that affects practically everyone. This effort is a heavy lift for any organization, and especially overwhelming for government. When misinformation became a dangerous threat to an effective response to the short-term recovery effort, regular, fact-based information, communicated from officials that community members know by first name, can be a comforting default resource. Additional investment and further development of a strategy to best meet this need will make Colchester more prepared in the future.

The Committee now seeks input from the Board. Is there a role, now or in the future, for the Long-Term Recovery Committee, that isn't already provided elsewhere in the community?



## **AccelerateCT Summer Program Expansion Grant: Request for Proposals**

**Purpose:** Expand the number of Connecticut children that can participate in summer programs.

**Time Period:** June 1, 2021 – September 3, 2021

**Published:** April 26, 2021

**Application Due Date:** May 10, 2021, 5:00 PM EST

**Awards Announced:** by May 24, 2021

[Programs may submit an application here.](#) Questions may be directed to [SDE.Summerenrichment@ct.gov](mailto:SDE.Summerenrichment@ct.gov). All interested applicants are also welcome and encouraged to join an online application webinar on April 28, 2021 from 11:00 - 12:00 PM to learn more about the process. The registration link can be found [here](#).

### **Equal Opportunity Statement**

The Connecticut State Department of Education (CSDE) and the CT Regional Educational Service Centers (RESCs) are committed to a policy of equal opportunity/affirmative action for all qualified persons. The CSDE and RESCs do not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director/American with Disabilities Act Coordinator  
State of Connecticut Department of Education  
450 Columbus Boulevard, Suite 607  
Hartford, CT 06103-1841  
860-807-2101  
[Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov)

## I. Introduction

With the passage of the American Rescue Plan (ARP) in March, Connecticut has an unprecedented opportunity to improve learning and support for all students. The federal stimulus package will help Connecticut address unfinished teaching and learning and meet students' social, emotional and mental health needs as we move ahead and begin to advance from the disruption of the past year. Now more than ever, it is critical that communities come together to plan for impactful out-of-school time learning and enrichment opportunities.

An important asset in that recovery is the federal funding provided in Public Law 117-2, American Rescue Plan of 2021 under the Elementary and Secondary School Emergency Relief Fund (ARP ESSER). ARP ESSER requires states to reserve at least 1% of the state set aside for summer learning and enrichment programs. In order to utilize Connecticut's set aside, the Connecticut State Department of Education (CSDE) in partnership with the six Regional Education Service Centers (RESCs) is releasing the **AccelerateCT Summer Program Expansion Grant** application for Summer 2021 programming.

The application is designed to expand opportunities for children to participate in high quality summer programming including summer camp, theme based enrichment programming, and programs combining academic and enrichment activities. We encourage applicants to take a communitywide approach in developing their application and partner with other stakeholders in their communities or regions to strengthen the opportunities available to children and youth.

Accordingly, the funding distributed as a result of this **AccelerateCT Summer Program Expansion Grant** may be used for expanding existing programs or creating new programs to serve students who would otherwise not have access to summer camp or programs. Programs should respond to students' academic, social, and emotional needs and address the disproportionate impact of COVID-19 on student subgroups (each major racial and ethnic group, children from low-income families, children with disabilities, English learners, gender, migrant students, students experiencing homelessness, and children and youth in foster care).

Funding will be provided for programming and activities during the summer of 2021 only. The grant period begins on June 1, 2021 and ends on September 3, 2021. Applicants can apply for grants up to \$25,000 per program site. Applicants may submit up to three separate applications for different sites. A maximum of one grant will be awarded per site/location, with a maximum of three per organization. Applicants should only apply for the amount that they are certain they will be able to spend efficiently during the grant period.

The number of grants awarded will depend on the number of applicants, the quality of the proposals, and the amount of funds available. Awards will be made in all six RESC regions.



## ACCELERATE CT SUMMER PROGRAM EXPANSION GRANT

### Colchester Parks and Recreation summer camp meets the qualifying criteria:

YES License-exempt childcare center, youth camp, or other summer program operated by a municipal agency.

YES Programs must serve school-age children who have completed kindergarten and are within the age group of 5-18, with the exception that programs may serve youth with special needs, still enrolled in their school district, up to their 22nd birthday.

YES Programs may be either expansions of existing programs or new programs that would not otherwise be able to operate without this funding, although additional points will be awarded to applicant organizations that have operated summer or after-school programs for school-age youth in the past three years.

YES Program providers should prioritize expanding access to children from traditionally underserved communities (including students eligible for free or reduced-price school meals, students on the Supplemental Nutrition Assistance Program (SNAP) or other assistance programs.

YES Programs must provide enrichment activities designed to encourage "purposeful play," which could include: sports, music, art, hands-on experiences, mentorship, teamwork, field trips, guest speakers, career/college exploration, cooking, food and nutrition, wellness, physical activity, and physical education. Applications should describe what a typical daily/weekly activity schedule would look like. Enrichment activities should make up at least 50 percent of all structured programming.

YES Programs that serve children under age 13 should be open for a minimum of 5 hours each day, 4 days per week.

YES Additional points will be awarded for programs that provide more hours/days/weeks of programming to meet families' childcare needs.

### Grant Requirements:

YES License-exempt programs that do not receive Care 4 Kids must submit as part of their application a **letter signed by the Municipal Lead Administrator** or the Private School Lead Administrator attesting that the municipality/private school administers the above-named program and therefore retains ultimate responsibility for the management and oversight of such program, for the staff employed at the program, and the children attending the program.

YES Applicants must commit to using the funding in at least one of the following ways:

X to serve additional children or youth through existing programming (e.g., hire more staff/lifeguards, rent a larger facility, expand hours/weeks, expand ages served, etc.); and/or

X to subsidize enrollment costs for students, particularly those eligible for free or reduced-price school meals; and/or

to provide transportation for program participants (up to a maximum of 40% of the total grant award).

YES X All organizations receiving grant funding must adhere to the following quality requirements. Note that nothing in this section shall be construed to affect existing legal requirements established for individuals with access to minor children, including but not limited to those related to youth camps, employee criminal background checks, and any relevant licenses and permits. All subcontracted/partner staff must meet the same requirements as if they were actual staff of the grantee.

X All camp/program staff that supervise children must have participated in a minimum of two (2) hours of training on supporting student social-emotional learning at some point between August 15, 2020 the start of their work with children. Free on-line training opportunities will be made available through the Connecticut After School Network to meet these requirements.

X In addition to safety training, all staff must receive training on safe operations including COVID-19 mitigation strategies, (e.g., mask wearing, social distancing, hand hygiene, cleaning and disinfecting), infection control requirements, and Centers for Disease Control and Prevention (CDC) and state guidelines and protocols.

X There shall be a designated staff person in charge who is eighteen years of age or older on site at all times the childcare program is in operation.

N/A If any program/camp includes activities at a waterfront or swimming area, whether as a regular part of their location or as a field trip, each separate water location must have an appointed on-site director who shall be at least twenty years of age and shall possess an American Red Cross Lifeguard Training current rating or its equivalent.

N/A Staff acting in a lifeguard capacity shall meet the requirements of section 19a-113a-1 of the Regulations of Connecticut State Agencies.

N/A Staff-to-student ratios when students are in or on the water is one staff person to six students. Licensed programs may continue to operate at a 1:12 staff to student ratio for students age 6 or older or a 1:9 ratio for students under age 6 when children are on or in the water.

X Staff acting as counselors shall be at least sixteen years of age. Youth acting as counselors-in-training shall be at least fourteen years of age. Each staff member shall meet the age requirements prescribed in this section on or before the date such staff member commences employment at the program/camp.

X Programs must maintain a ratio of at least one staff to ten children under age six, one staff to twelve children under age eleven, and one staff to fifteen children over the age of eleven. The ratio of staff to children shall be maintained at all times. When there is a mixed age group, the lower required ratio for the age of the youngest child shall prevail. The ratio of staff to campers, as specified in this subsection, shall be maintained at all times, including during all outings and trips except for structured activities offered exclusively for school age children.

X Prior to the start of the program/camp, administrators shall develop a written emergency management plan for matters that include, but are not limited to: fire, crisis response, medical incidents, weather related incidents, man-made disasters, natural disasters or acts of terrorism.

X   The plan shall address (1) the evacuation and removal of children to a safe location, (2) lock-down procedures, (3) notification and reunification of parents with their children, (4) process for notifying emergency personnel, and (5) any necessary methods and procedures for the evacuation and relocation of children with special needs, developed in consultation with the parents of such children. All staff shall be trained on the details of the plan and a copy shall be maintained on-site and available to all staff.

**Grant Request:**

\$25,000

- To offer free and reduced camp and/or extended care to Colchester children who qualify for free and reduced lunches.
- To offer extended care to campers whose parents work or need a later pick up.
- Expand Playful Learning opportunities to all campers.