

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Andreas Bisbikos, First Selectman

Board of Selectmen

Regular Meeting Minutes

Thursday, March 17, 2022 at 7:00 PM – via ZOOM

Members Present: First Selectman Andreas Bisbikos, Selectmen: Deborah Bates, Rosemary Coyle, Jason LaChapelle and Denise Turner

Attendees: Tim Bycholski- Red Thread; Maggie Cosgrove, CFO; Matt. Bordeaux, Town Planner

1. **Call to Order:** First Selectman, Andreas Bisbikos called the meeting to order at 7:02 p.m.
2. **Pledge of Allegiance**
3. **Correspondence:** None
4. **Citizens' Comments:** G. Transue is dismayed that Zoom is not the standard protocol for Board Selectmen meetings. Would like a vote by the Board to make this standard going forward until the hybrid equipment is in place. M. Dubreuil supports the Red Thread proposal (hybrid meeting setup). Opinion on the "cart" component is at that price of 11K, two additional ones should be included (Senior Center and Library). Supports continuing Board of Selectmen meetings in person as well as Zoom, making the hybrid proposal a must-have. J. Cox in favor of Zoom and hybrid meeting setup and thinks the ARPA funds requested should reflect the 10-year cost of the use of it. A. Bisbikos stated that the maintenance cost will be addressed during the meeting.

5. Consent Agenda

- A. Approve Minutes of the 3/3/22 Board of Selectmen Meeting: R. Coyle motioned to remove minutes off and renumber to #5 and renumber #5B as 5A, Tax Collector's Refunds. Seconded by D. Turner. Motion carried 5 – 0. R. Coyle had moved to postpone action on the minutes until next meeting when the following can be completed: Listing of which members are present, absent and any additional attendees. Seconded by D. Turner. *Motion carried 5 – 0.* R. Coyle asked to have the minutes of February 3rd and 17th, put back on the next agenda for the same missing components. Seconded by J. LaChapelle. *Motion carried 5 – 0.*

RECEIVED
COLCHESTER, CT
2022 MAR 22 PM 7:22
M. Dubreuil

B. Tax Collector's Refunds: D. Bates motioned to move forward. Seconded by J. LaChapelle. *Motion carried 5 – 0.*

6. MOU Between the Town of Colchester and the Town Administrators Union – Juneteenth Holiday

Addition: D. Turner motioned to accept the Memorandum of Understanding between the Town of Colchester and the Town Administrators Union concerning the addition of the holiday Juneteenth. Seconded by R. Coyle. *Motion carried 5 – 0.*

7. MOU Between the Town of Colchester and the Cragin Library Employees Union – Juneteenth

Holiday Addition: Town of Colchester and Cragin: D. Turner motioned to accept the MOU between the Town of Colchester and the Cragin Library Employees Union concerning the addition of the holiday Juneteenth. Seconded by R. Coyle. *Motion carried 5 – 0.*

8. MOU Between the Town of Colchester and the Town Administrators Union – Jay Gigliotti: D.

Turner motioned to accept the MOU between the Town of Colchester and the Colchester Administrators Union concerning the temporary increase in the hourly rate of pay for the Wetlands officer position currently filled by James Gigliotti. The increase will be by \$10.00/hr. to a total of \$44.99 retroactive to 2/18/2022 and ending when the Zoning Enforcement Officer position is filled or June 30, 2022, whichever comes first. Seconded by D. Bates. *Motion carried 5 – 0.*

9. ARPA

A. Hybrid Meeting Room Equipment Demonstration: Tim Bycholski shared his screen and provided video and pictures of a current customer's installation. The functionality and overview of what the camera, microphones and audio quality will provide was demonstrated. The Board of Selectmen asked various questions regarding the functionality of this setup. Zoom application as well as other applications such as other Google Teams or Webex, even off of external devices such as a laptop can still be utilized with this setup. The "cart" component with the "rally bar" was also addressed and the functionality of this component as well. The Board of Selectmen asked many questions regarding clarification on the functionality, the "cart", and the security aspects of it. Discussion covered the post-warranty with the different levels, i.e., Basic and Gold packages. Pre-purchase of maintenance will allow for the benefit of a 20% discount on either plan. The first year of maintenance is free regardless of plan chosen. It was discussed that a closer look needs to be given on the total cost of what this set up would cost and how it will be budgeted for going forward. M. Cosgrove, CFO, commented

on maintenance agreement discussion. Covered was the ARPA timeframe guidelines and the suggestion of exploring setting aside the money in our own reserves as opposed to signing up for a maintenance agreement. T. Bycholski will get pricing for the Basic and Gold plans and provide to the Board of Selectmen for review. The ARPA Committee has reviewed this and is in favor, but the official voting process should be followed as part of proper protocol.

B. Possible Action on the Hybrid Meeting Room Equipment: J. LaChapelle motioned to have A. Bisbikos sign the contract for no more than \$74,885.30. Seconded by R. Coyle. *Motion carried 5 – 0.*

C. Attestation Agreement: A. Bisbikos discussed more on the management of contract accountability. This was read aloud, and all members of the Board of Selectmen agreed on the final wording of this. The paragraph of #2 was chosen over “#2a”. Discussion was held on further wording, the deadline of the fund availability, the process our town is employing as part of the business approval process and secondary business approvals. D. Turner motioned to accept the proposed Attestation Agreement with the suggested corrections. Seconded by R. Coyle. *Motion carried 5 – 0.* A. Bisbikos recommended to put the Attestation Letter sample up on the ARPA page to make businesses aware of it.

10. Staffing Updates

Current Status: Final day on March 18, 2022, for the Health & Safety Officer, Walter Cox who was the former Fire Chief. A. Bisbikos thanked him for his service and wished him the best on his retirement. Applicants for the positions of Director of Public Works and Payroll Assistant were received. Any subsequent updates will be provided by A. Bisbikos for any outstanding positions. M. Cosgrove spoke to the Town Finance Director position, which would be specifically for the town only and provided information on the restructuring of the Finance Department. This job posting will be shared to various sources within the next few days. Ultimately there will be two Finance Directors, one on the town side and the other for the Board of Education. Comparisons to other Town Districts were highlighted based on our town size and the benefit a larger staff would provide. Discussion ensued by the Board of Selectmen for clarification on the most recent job description and split-fund positions. R. Coyle motioned to accept the job description of the Finance Department, Town Finance Director. Seconded by D. Bates. *Motion carried 5 – 0.*

11. Selection of New Logo for Colchester Senior Center: There are four designs that P. Watts presented to various groups, which included the COA, Sr. Ctr, and SCBC. Of all four, #3 received the most votes. Discussion involved choosing a finalist and then asking the community to engage in the decision-making process. Also explored was the prospect of engaging with BA art students, the community at large and any senior artists for logo submissions. P. Watts spoke to her goals of rebranding the Senior Center logo. A. Bisbikos and P. Watts will draft parameters, guidelines, and a timeline for the community participation.

12. Regulating Cannabis in response to Public Act 21-1: M. Bordeaux gave overview on ACT 21- and zoning regulations for various license types. Matt would like the Board of Selectmen support to have The Planning & Zoning Commission move forward with a thoughtful and appropriate regulation process for those license types/establishments throughout town. Also addressed the Board of Selectmen's authority for the determination of appropriate areas of usage as it pertains to public spaces, schools, for example. Overview of licensing process was covered in relation to local zoning approval. R. Coyle made a motion that the Board of Selectmen charge the P&Z Commission to move forward on a thoughtful development and adoption of regulations for each potential establishment allowed by the law. Seconded by J. LaChapelle. *Motion carried 5 – 0.*

13. Design Services – Police Department Renovations: Police Department Renovations: Discussion was covered on the need to start an ongoing discussion regarding the expansion of the Police Department space and to get an idea of what an improvement project might cost working with a design professional. Consideration of appropriate ARPA funds might be explored as well as the possibility of utilizing the natural gas pipeline coming into town. This will be step one as part of an evolving conversation. R. Coyle moved to authorize the First Selectman to sign all necessary documents related to the fee proposal dated February 17, 2022, re: expansion of existing Police Department from Stephen Jager Associates, LLC for conceptual floor plans for the proposed renovation and expansion of the Police Department. Fees, not to exceed \$3,200, for this service will be provided by the Public Works Department's Professional Services budget. Seconded by D. Bates. *Motion carried 5 – 0.*

14. Removal of Dog Litter Ordinance Update: A. Bisbikos provided an update. A poll was put out on Facebook and the community responded with 69% in favor, about 23% were not, and around 8% were not sure. There were 357 respondents to this poll. CCM was contacted and A. Bisbikos is waiting to hear back from them regarding effectively enforcing an ordinance such as this. Discussion ensued around the

enforceability and not putting on the books an ordinance that turns out to not be effectively enforced. As more information is received, A. Bisbikos will update the Board of Selectmen.

15. Citizens' Comments: C. Russi – Spoke to the fact that there is a lot of lead and asbestos in the Senior Center Building. Supports community involvement for the new Senior Center logo. Expressed her opinions on the various logos being presented, the limited choices and its uses. R. Silberman commented on bi-partisan interaction on the board this evening. Not sure how the dog litter ordinance would be successfully enforced. Supports the Zoom platform until hybrid meeting set up is available and supports setting money aside in a town fund for maintenance costs for that hybrid setup. L. Pasternak agrees with involving the community for the Senior Center Building logo. K. Yu is a small business owner and is curious what are the next steps for business owners now that ARPA has passed the Attestation Letter. A. Bisbikos spoke to different options to have that addressed, probably a special meeting to be held. M. Dubreuil enjoyed the bi-partisan meeting and unanimous approval of the hybrid meeting room. Spoke to support of using the Open Budget software. A. Bisbikos stated that it is in his budget and will have to go through the budget process.

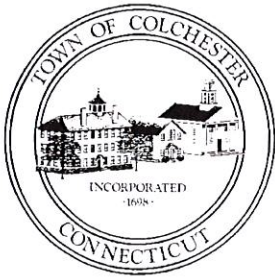
16. First Selectman's Report

1. Before our meeting, the C-Tip application for ARK Distillery was approved. Congratulations to ARK Distillery and thank you for choosing Colchester!!
2. On Monday, March 7th, the Recreation Commission voted unanimously to recommend that the Board of Selectman approve naming R-4 in honor of Norm Kaplan. According to the Town policy, we need a petition signed by 3% (347) of the registered voters in the Town of Colchester. Once the Town Clerk has verified the signatures, the recommendation will be sent to the Board of Selectman's for a vote to send the proposal to a Town meeting for approval by the townspeople. On a personal note, Norm Kaplan was an excellent all-around guy, and I was fortunate enough to have him as my youth soccer coach. Collaborating with him on the Park & Rec Commission via the Board of Finance was always a pleasure. I strongly endorse this proposal to honor Norm. If a citizen is interested in obtaining a petition for signatures, please contact me or Tiffany Quinn, our Park & Rec Director.
3. The 2022 Colchester Budget Survey results are available! Please go online to see the results. I am also currently working on the budget, which will be presented to the public on April 5th.
4. The ARPA committee is still accepting small business applications. As a reminder, there is \$1M in ARPA funds specifically earmarked for our local businesses. A business may receive up to \$25K in federal funds. Deadlines for local businesses are April 30th. The Board of Selectmen will begin the process of approving applications very soon.
5. ARPA Initiative Update 1: RFPs (Requests for Purchase) for our Recreational Playgrounds and our Field Irrigation will be going out to bid this Friday. I expect to bring the Playgrounds, the Field Irrigation, the Tennis Courts, the Pickleball Courts, and the Strategic Planner requests to the Board of Selectmen in April for approval.

6. ARPA Initiative Update 2: I am consulting with UHY on the Community Gift Card Proposal. The intent is to provide each household the opportunity to claim a \$100 Gift Card. With historic inflation and rising gas prices, this will be an opportunity to directly help our citizens. With the geofencing technology that the cards will have, purchases will be limited to Colchester – allowing our local businesses to benefit as well.
7. The Colchester Business Association will be hosting a ribbon cutting ceremony for The Colchester Urgent Care Center on Saturday, March 19th for 2 pm at their 100 Linwood Ave location. We hope you all can make it.

17. Liaison Reports: J. LaChapelle – BOE met, budget has been increased by an additional \$125K. D. Bates – no updates. D. Turner – Conversation Commission had one pending application for improvements in the Old Amston Road area for which it was approved. One request for work within the conservation easement at 584 Lebanon Avenue, which was tabled for further discussion with the applicant. S&W/BA subcommittee elected Steve Coyle as Chairman and Tom Dessureault as Vice Chairman. A meeting scheduled was agreed upon and they will meet the second and fourth Thursdays of each month until the issue is resolved. Pam Minella from the water department was there. Discussion eliminated all potential causes except for the meter. They will be requesting further information from the meter company before bringing to the Board of Selectmen for a possible solution. CORE met firmed up schedule for 2022. They drafted a core mission statement, as well as bylaws and possible yearly event participation. R. Coyle – Senior Center Building Committee met and approved an invoice for \$6,800, which is 30% of the design development. CSG, Project Manager will be assuming responsibility for all the budget reports. The architects, Silver Petrucelli & Assoc., talked about the wetlands mapping and test pits and that the project is on schedule. Design groups passed a change order for additional \$5,400 for additional work on test pits. Commission on Aging, the Chair encouraged members to complete the Youth First Coalition survey. Discussion on May 15, Wellness Fair to be held at WJJMS from 10:00 a.m. to 2:00 p.m. Themes for the booths were shared and information on breakout sessions. Senior Center membership is now at 1,515 members. ARPA met and approved 15 business applications that are ready to come to the Board of Selectman for approval which totals \$375K. As of yesterday, business applications received totals \$891K. Discussed the Attestation Agreement. Open Space met and discussed two lot subdivision on Bigelow Road. Due to overall size, amount of undesirable ledge and steep slopes, recommendation was fee in lieu of open space to meet the requirement. Open Space passed that unanimously. A. Bisbikos – Board of Finance reviewed Survey Monkey results, preliminary discussions of proposals by Superintendent and the First Selectman’s budget as well. Mentioned Public Safety Committee coming up next week and will suggest to the group there be citizen involvement.

18. Adjourn: D. Turner made a motion to adjourn at 10:16 p.m. Seconded by D. Bates.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Andreas Bisbikos, First Selectman

Board of Selectmen Minutes - Amended
Thursday, February 3rd, 2022, at 7 PM
Meeting Room 1, Town Hall

Members Present: First Selectman – Andreas Bisbikos; Selectmen – Deborah Bates, Rosemary Coyle, Jason LaChapelle, and Denise Turner

Attendees: Maggie Cosgrove, CFO; Karen Romero, D-Registrar; Donna Rosenblatt, Chairman of the Agriculture Commission; Russ Melmed, Director of Chatham Health; Ron Silberman, Sewer & Water Commission member

1. Call to Order: First Selectman, A. Bisbikos called the meeting to order at 7:00 p.m.
2. Pledge of Allegiance
3. Correspondence: Attached
4. Citizens Comments: J. Malsbenden spoke regarding BOS voting authority and Robert's Rules. D. Lambert read a very lengthy letter, submitted into record, regarding a Cease-and-Desist Order involving the Conservation Commission. G. Transue spoke in favor of Zoom meetings because of the convenience of the technology although she does support in-person as well. A. Bisbikos responded stating his support for hybrid technology and maximum participation. B. Dennler spoke about his support for Zoom vs. current choice for in-person meeting platform. R. Silberman spoke to his support for Zoom capability, made claims against a private citizen, and spoke about Colchester government. K. Kardys spoke about J. LaChapelle views and supports Zoom vs. in-person meetings right now. V. Rose spoke to trends he is observing in town government and supports a Zoom platform for meetings.

Consent Agenda: R. Coyle motioned to remove the 1/20/22 minutes of Selectmen Meeting from the Consent Agenda and renumber it as "5" and renumber the second part (B) Reappointment of Eleanor Phillips to the Board of Trustees of the Thames Valley Council for Community Action with a term set to expire on 3/22/23 as number "6". Seconded by D. Bates. Motion carried – 5-0.

5. Approve Minutes of the 1/20/22 Board of Selectmen Meeting: R. Coyle motioned to make a correction on the 1/20/22 minutes with the following: on 8A remove the words "who resides on the Bacon Academy Board of Trustees: and replace with "chair of the Sewer and Water Commission". Seconded by A. Bisbikos. Motion carried 5-0.

6. Reappointment of Eleanor Phillips to the Board of Trustees of the Thames Valley Council for Community Action with a term set to expire on 3/22/23: Motion made by D. Turner for reappointment of Selectman@ColchesterCt.gov 860-537-7220 www.ColchesterCT.gov

Eleanor Phillips to the Board of Trustees of the Thames Valley Council for Community Action with a term set to expire on 3/22/23. Seconded by R. Coyle. Motion carried 5-0.

7. Acceptance of the DECD Urban Act Grant of 2.5 million

A. Authorization for the First Selectman to sign any necessary paperwork associated with the grant. Maggie spoke to provide clarification to this line item. Grant has already been awarded through the State Bond Commission. Looking to have the Board of Selectmen allow acceptance of the grant and authorize the First Selectmen to sign any and all paperwork that will continue to come from DECD to avoid a bottleneck in progression of this grant. R. Coyle motioned to authorize the First Selectmen to sign any necessary paperwork associated with the grant of 2.5 million for the Senior Center. Seconded by J. LaChapelle. Motion carried 5-0.

8. Financial Accounting Rudko Legal Engagement and Recount

A. Luis Medina Invoice: totaled \$7,110.00.
B. Shipman & Goodwin Cost: estimation for their part in the case is estimated at \$18,500.
C. Recount Cost: Per K. Romero, payroll costs are just under \$1,600 which includes all poll workers. Registrars did not put in any additional charge other than their standard pay. Additional cards were \$125, and this information is just for the most recent recount.

9. Transfer Requests: Maggie spoke to the fact these are transfers related to the last fiscal year budget. D. Turner made a motion to move the block of Transfer Requests forward. Seconded by D. Bates. Motion carried 5-0.

10. Staffing Updates

A. Current Status: New hires - A. Bisbikos, First Selectman; Rachel Fuller, the Department Assistant; and Marli Rudko as Executive Assistant to the First Selectman's office. K. Rowley resigned as Deputy CFO for the Finance Department. S. Hoffman hired as Fire Chief. P. Medlinger hired as part-time Parks and Recreation employee. Jean Walsh retired as Administrative Assistant to the Fire Department. R. Sperrin is an inactive temp counselor per diem six times per year. C. Strickland resigned from payroll benefits Finance Department. There is a replacement for the position for the Administrative Assistant to the Fire Department with the individual start date to be 2/28/22. R. Coyle said name needs to be sent to Board of Selectmen prior to the board meeting because they have the right to agree or disagree on anyone and by majority could vote to overturn any candidate chosen for a position. The position for payroll benefits is Union, is posted, is open until filled and applications, per Maggie, have not yet been reviewed. Discussions are underway with A. Bisbikos, J. Burt, Superintendent and M. Cosgrove in Finance about the potential of a structural change regarding the Finance Department between the Town and the Board of

Education. Agreement was attained to hold further discussion on this during the next Board of Selectmen meeting on 2/17/22.

B. Possible Special Meeting date to discuss Public Works Director position: The Public Works Director job description requires modifications, and it was agreed upon to hold this discussion at the next regularly scheduled meeting on 2/17/22 with an earlier start time of 6:00 p.m. to cover the two aforementioned discussion items.

11. Agri-Tourism Webpage: D. Rosenblatt, Chairman of the Agriculture Commission spoke on ways to improve the agriculture and town relationship. They would like to create an agricultural tourism page on the town website. She outlined all the different types of farmers that Colchester currently has. Engaging with our schools, they would like Bacon Academy students to partake in this initiative as videographers, journalists, and public speakers as well as opening this to all other grade levels for various levels of engagement. Goal is to have an interactive map to view farm offerings. Initially there would be links to farm websites, working towards video offerings, and the possibility of a Facebook platform. A. Bisbikos offered his staff to get a page created for this initiative. M. Rudko will engage with CivicPlus (the town website provider) and Novus (our off-site tech support company) to review what options are available to provide video content and what server storage capacity the town has available. J. LaChapelle suggested utilizing YouTube. R. Coyle motioned to allow the Agricultural Commission to develop the Agri-tourism website with the assistance of everybody they need. Seconded by D. Turner. Motion carried 5-0.

12. Connecticut Propane & Petroleum Fixed Price Agreement: A. Bisbikos read the agreement. R. Coyle moved to authorize the First Selectman to sign the Connecticut Propane document at the stipulated price of \$2.00/gallon for the duration of the agreement. Seconded by J. LaChapelle. Motion carried. 5-0.

13. Kiosk Testing Agreement: New company just moving into CT to provide Covid testing. R. Melmed stated this will be a kiosk set up in one of the parking spots at the Rec Plex. The proposal includes public hours of operation Monday through Saturday, 8 a.m. to 4 p.m. The long parking lot with cul-de-sac will be utilized near the pavilion. Details were provided on what components of the Rec Plex and Public Works will be used in order to provide this service and also the protocol on how to obtain testing. Extension option and cost to the town was touched upon. Some outstanding questions remain that will be explored. D. Bates made a motion to move the Kiosk Testing agreement forward and authorize the First Selectman to sign any necessary documents. Seconded by R. Coyle. Motion carried 5-0.

14. Sewer & Water Proposals:

A. Professional Engineering Services, Conduct Water Tank Inspection and Alternatives Evaluation, 40 Tall Tank at Elmwood Heights

B. Professional Engineering Services, Conduct Investigation into Filter Plant Underdrain Failure and Upgrade Options. S. Coyle spoke to these water proposals. A. Bisbikos spoke to the poor condition of these items. J. LaChapelle motioned to table this discussion and expressed his opposition to allowing S. Coyle to speak via Zoom because in all fairness these links were only provided to the Board of Selectman and not to the general public and he asserted that favoritism was at play here because public members had to attend in person. A. Bisbikos stated this needs immediate attention and discussion ensued around attention to this matter. R. Silberman added some information to the discussion. R. Coyle motioned to hire Lenard Engineering for this proposal for engineering services and conduit investigation into the filter plant underdrain failure, upgrade options for Colchester for an amount not to exceed \$8,000. Seconded by D. Bates. J. LaChapelle abstained. Motion carried 4-0-1.

15. Sewer & Water/Bacon Academy Board of Trustees

A. Possible appointment of J. LaChapelle and D. Turner to represent the Board of Selectmen on the Sewer & Water/Bacon Academy Board of Trustees subcommittee. Possible appointment of S. Coyle and G. Lepage to represent the Sewer & Water Commission on the Sewer & Water/Bacon Academy Board of Trustees subcommittee. Possible appointment of T. Dessureault and A. Norton to represent the Bacon Academy Board of Trustees on the Sewer & Water/Bacon Academy Board of Trustees subcommittee. R. Coyle motioned to appoint J. LaChapelle, D. Turner, S. Coyle, G. LePage, T. Dessureault and A. Norton to the Sewer and Water/Bacon Academy Board of Trustees subcommittee. Seconded by D. Turner. J. LaChapelle stated that his interpretation of the Town Charter was that elected officials can not serve on committees or subcommittees. Discussion ensued about the proper naming of this temporary panel of volunteers based on the wording of the Town Charter. It was agreed upon that this would be a renamed to a "study group". Agreed upon name: Sewer & Water/Bacon Academy Board of Trustees Study Group. Minority representation was discussed in regard to party affiliation. A question was raised as a concern to clarify that none of these members serve on the Bacon Academy Board of Trustees so there is no conflict of interest. A. Bisbikos will reach out to the Bacon Academy Board of Trustees to get their full list of who serves on that board. They will appoint individuals to this study group and will approve this contingent upon the list. Previous motion modified by R. Coyle to state this panel of individuals serve on the Sewer & Water/Bacon Academy Board of Trustees Study Group contingent upon the previously mentioned full list. Seconded by D. Bates. Motion carried 5-0.

16. Public Safety Committee

A. Possible appointment of A. Bisbikos and R. Coyle to represent the Board of Selectmen on the Public Safety Committee subcommittee. Possible appointment of Fire Chief S. Hoffmann and B. Bernier to present the Fire Department on the Public Safety Committee subcommittee. Possible appointment of Sergeant Tetreault and Officer S. Owens to represent the Police Department on the Public Safety Committee subcommittee. A. Bisbikos stated this will be called a study group as well. D. Turner motioned to appoint A. Bisbikos, R. Coyle, S. Hoffman, and B. Bernier, Sergeant Tetreault, Officer Owens to serve on the Public Safety Committee Study Group. Question was raised by J. LaChapelle that the Town Charter states that even study groups must contain electors. J. LaChapelle cited the Town Charter C-101. Definitions, General Provisions, Appointed Board. Discussion ensued between a few members on the Board of Selectmen regarding the diction in the Town Charter. A. Bisbikos stated only people who reside in Colchester would be allowed to participate in the study group to vote. A. Bisbikos said no action will be taken on this and will be reviewed at the next meeting.

17. Citizen's Comments: M. Egan in reference to the Public Safety Committee offered a suggestion on how to structure the makeup of the Committee so even those who are not electors can participate at some level. J. Malsbenden agreed with Jason's stance on his abstention during the Sewer & Water proposal. He also offered suggestions on recording minutes. B. Dennler spoke to J. LaChapelle's most recent Facebook comments and reiterated again the in-person platform vs Zoom for holding Board of Selectmen meetings. D. Lambert finished the reading of her letter, stating Town Charter codes in reference to removal of a Conservation Committee member.

18. First Selectman's Report:

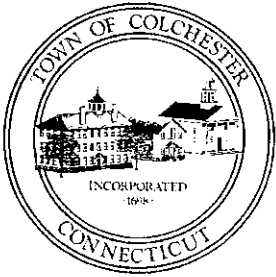
- I. Special thank you to Public Works Department for their fantastic job handling of snowstorm Bobby. Had the opportunity to see the conditions firsthand with Mike Previti. We are very fortunate for the overall level of dedication.
- II. Big thank you to the Colchester Business Association for the inviting me to speak and present the First Selectman's "State of Colchester". It has been a very exciting and productive first three months.
- III. The 13th Annual Freezin' for a Reason will be Friday, February 12th to Sunday, February 14th to raise money for the Colchester Fuel Bank. In twelve years, the cause has raised \$140K.
- IV. Request for proposals for an independent consultant to review ARPA applications are now closed. RFPs are being reviewed and recommendations will be sent to the Board of Selectmen for vote by Thursday, February 17th meeting.

- V. Possibility of freezing rain along Southeastern CT on Friday. Most roads will be wet with a thin coating of sleet on the shoulders and minor impact for morning rush hour. Precipitation forecasted to end by noon. Flash-freeze black ice possible on roads. Minor to moderate impact on the afternoon rush hour.
- VI. The Board of Finance has their annual budget survey available to the public. The survey can be completed on the town website, and it will be put out on an email blast on Friday. This survey closes on February 13th.
- VII. Town Planner, Matt Bordeaux is asking the community to fill out the Housing Affordability survey which can also be completed on the town website. This will also be in the email blast and on social media.
- VIII. A new C-TIP application has officially been received. ARK Distillery (Acts of Random Kindness) is a vision by two women to start a whiskey infusion business which is fun, socially responsible, environmentally friendly and produces an enjoyable product. They will be partnering with an established distiller in Kentucky with a 6-year goal of distilling bourbon and whiskey. This will be located on Lebanon Avenue.
- IX. Colchester Veterans Honor Guard is actively looking for veterans to become members to provide funeral honors to all deceased veterans. They meet the first and third Tuesday of every month from 7:00 pm to 8:00 pm in the Veteran's Room of the Colchester Senior Center on 95 Norwich Avenue.

19. Liaison Reports: D. Bates nothing to report. R. Coyle Agricultural Commission did not receive the CT Grown Educational Grant they applied for because of overwhelming applications and not enough funds for distribution. They will apply again next year. Mentioned the Agri-business town web page that was spoken about during the meeting. Very detailed overview on the Senior Center Building Committee preliminary schedule for the timeline related to the construction of the new Senior Center Building. Chatham Health Board Covid-19 case update, virtually schedule programs, vaccine clinic info. Budget was also discussed and impact to Colchester is projected to be 0.83% translates into an increase of \$1,700. Attended, along with D. Koji a CCM virtual workshop on ARPA Final Rule and forwarded pdf to First Selectman to share with other board members. D. Turner: Youth First Coalition discussion on subcommittee regarding Resolution Run which turned a profit of \$800. Discussion took place on mental health with focus on a YouTube video that they are utilizing for a campaign on addressing mental health issues. J. LaChapelle. Nothing to report. A. Bisbikos: Board of Finance survey which is currently available to the public.

Adjourn: J. LaChapelle motioned to adjourn at 9:07 p.m. Seconded by D. Turner.

Respectfully submitted by Marli Rudko



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Andreas Bisbikos, First Selectman

Board of Selectmen Special Meeting Minutes - Amended
Thursday, February 17th ,2022, at 6 PM Meeting Room I, Town Hall

Members Present: First Selectman, Andreas Bisbikos; Selectmen – Deborah Bates, Rosemary Coyle, Jason LaChapelle and Denise Turner.

Attendees: Maggie Cosgrove, CFO; Shannon Ramsby, HR Director; Mike Previti, Public Works Director; Pam Minella, Sewer & Water Supervisor; Anton Smith

1. **Call to Order:** First Selectman, A. Bisbikos called the meeting to order at 6:03 p.m.
2. **Pledge of Allegiance**
3. **Correspondence:** Attached.
4. **Citizens Comments:** K. Russi spoke in support of having Zoom capability and logo for new Senior Center. A. Bisbikos responded with information on the upcoming hybrid capability for meetings at Town Hall. B. Dennler spoke in support of having Zoom capability.
5. **Consent Agenda:** *J. LaChapelle motioned to approve the Consent Agenda. Seconded by D. Turner. Motion carried unanimously.*
 - A. Approve Minutes of the 2/3/22 Board of Selectmen Meeting
 - B. Tax Collector's Refunds
6. **MOU Between the Town of Colchester and the Colchester Police Union:** R. Coyle recommended to put on the next agenda updating the Employee Handbook and Personnel Policy and add this to list of holidays because this will affect all employees including unions. *No action taken.*
7. **ARPA Consultant Recommendation – UHY:** A. Bisbikos discussed an independent review of eight ARPA consultant firms by a group of individuals: Those individuals were CFO, M. Cosgrove; Town Planner, M. Bordeaux; ARPA Chair, D. Koji and A. Bisbikos. All individuals chose UHY as their number one choice. Examples were given on why UHY was chosen above all others. The annual fee is 30K per year. An example was given of a contender that quoted 730K. M. Cosgrove stated that the top two firms were interviewed and addressed specific questions asked of the board regarding their business processes. R. Coyle would like UHY to come and speak to the board. A discussion ensued about the differences between the various vendors and what ultimately led to the group's decision to choose UHY. *J. LaChapelle motioned to approve Andreas to sign the contract with UHY. Seconded by D. Bates. Motioned carried unanimously.*
8. **Staffing Updates:**
 - A. **Current Status** – Ruby York will be the Fire Administrative Assistant and her start date is February 28, 2022. Daphne Schaub, the Zoning Enforcement Officer, her last day was February 17. She is heading to Florida. Six per diem firefighters were added.

- B. **Zoning Enforcement position:** New language added which relates to blight responsibilities. *R. Coyle motioned to make changes to the Zoning Enforcement Officer/Assistant Building official job description as presented. Seconded by D. Bates. Motion carried unanimously.* A. Bisbikos will be posting the position asap.
- C. **Public Works Director position:** R. Coyle outlined the differences between the previous job description and the current updated one. S. Ramsby clarified an item within this job description that addresses drug testing. *R. Coyle motioned to move the document as it exists with all the changes for sewer and water. Seconded by D. Turner. Motion carried unanimously.* A. Bisbikos stated he will post this position for a month to see what applicants apply. There is an internal candidate and some previous ones that will be included as well in the process.
- D. **Water Supervisor position:** Changes were made, and R. Coyle gave a quick overview of the history of this position and questions arose regarding compensation. A. Bisbikos stated this position will be posted for a month to see what applicants apply and there is an internal applicant as well. *R. Coyle motioned to move the updated sewer/water updated job description. Seconded by D. Turner. Motion carried unanimously.* J. LaChapelle questioned why there was a resurrection for a position that has been dormant since 2017 and how will it affect the budget. M. Previti, interim Public Works Director and Pam Minella, the Sewer/Water Supervisor were asked to give their perspective and provided insight on the need for these positions. They each gave an overview of their current responsibilities that are undertaken and spoke to the absolute need for these positions to alleviate the overburdening workload that currently is being experienced.

9. **Sewer & Water/Bacon Academy Board of Trustees**

- A. Possible appointment of Stephen Coyle and Gregg Lepage to represent the Sewer & Water Commission on the Sewer & Water/Bacon Academy Board of Trustees subcommittee. Possible appointment of Tom Dessureault and Andrew Norton to represent the Bacon Academy Board of Trustees on the Sewer & Water/Bacon Academy Board of Trustees subcommittee. Water bill was initially 15K in 2020 and with interest is now 17K. An overview was given on the history of this bill's origin and determining the responsible party/parties for the monetary responsibility of payment. The subcommittee was suggested to be formed so discussions between these two groups can be held to reach an agreement and then a recommendation would be presented to the Board of Selectmen. Brief discussion initiated by J. LaChapelle on the political makeup of the subcommittee. J. LaChapelle insisted on having a balanced point of view on the subcommittee, but because minority representation will not be in place, felt that the viewpoint will be skewed. A. Bisbikos provided an overview of what this subcommittee will be tasked with and what the entire process will entail. *R. Coyle motioned that S. Coyle, G. LePage, T. Dessureault and A. Norton represent the Bacon Academy Board of Trustees on the Sewer & Water/Bacon Academy Board of Trustees subcommittee. Seconded by D. Bates. Motion carried 4-1 with J. LaChapelle as the dissenting vote.*

10. **Public Safety Committee**

- A. Possible appointment of Chuck Maynard and Brad Bernier to represent the Fire Department on the Public Safety Committee subcommittee. Possible appointment of Officer Bryan Kowalsky and Trooper First Class Ian Hawed to represent the Police Department on the Public Safety Committee subcommittee. J. LaChapelle raised the question as to what the point of the subcommittee is and why there is no citizen involvement to sit on this subcommittee. A. Bisbikos responded regarding transparency as being a purpose for this. R. Coyle provided the overview of the process for the makeup and charge of this subcommittee. Discussion ensued regarding the viewpoints on having citizens involved or not on the subcommittee itself and what the charge of this subcommittee would be. *R. Coyle motioned to appoint Chuck Maynard and Brad Bernier to represent the Fire Department on the Public Safety Committee subcommittee and appointment of Officer Bryan Kowalsky and Trooper First Class Ian Hawed to represent the Police Department on the Public Safety Committee subcommittee. Seconded by D. Turner. Motion carried 4-1 with J. LaChapelle as the dissenting vote.*

11. **Donate Life Flag for the month of April:** A. Bisbikos read an email from Colchester citizen, P. Kupczak, who is committed to raising awareness for organ donation. April is national organ donation and awareness month. He has asked that again this year, the flag be raised from April 11 to April 22. The POW MIA is taken down for this period and the local Veterans have always supported this. The flag would be raised by a Parks and Recreation employee. *J. LaChapelle motioned to approve of the Donate Life Flag being raised for two weeks beginning Monday morning at 10:00 a.m. April 11, until Friday afternoon, April 22, 2022. Seconded by D. Bates. Motion carried unanimously.*
12. **Concession Stand Agreement:** A. Smith spoke to his involvement in the community and why this concession stand should be opened again. A. Smith is the only applicant that has applied for this endeavor. In addition to servicing games at the Rec Plex, the day camp children will also be able to purchase lunches. The board conveyed their thanks for this becoming an offering on behalf of the community. *R. Coyle motioned to authorize A. Bisbikos to sign this contract to operate the food and soft drink concession awarded to Anton Smith. Seconded by J. LaChapelle. Motion carried unanimously.*
13. **Citizens' Comments:** D. Antonacci and her son Raphael, expressed their excitement about the future concession stand. A. Shilosky spoke in favor of the Public Safety Commission and agreed with J. LaChapelle that there should be citizens on that commission. He also spoke to some substantial hurdles that would need to be addressed regarding the ordinances. P. Bureau agreed with J. LaChapelle with involving the citizens on the Public Safety Committee and spoke to his disappointment about three of the Selectmen not appearing in person at the last BOS meeting and this one as well. B. Dennler spoke in support of the town staffing the Public Works Director and Water Supervisor positions. M. Egan commended the Board of Selectmen for wanting to create the Public Works and Water Supervisor positions. T. Rudko spoke to state and Town Charter requirement for minimum party representation for town boards and committees and spoke in favor of having a Police Commission and the distinction of authority between the Public Safety Commission and the Police Commission. T. Vaillancourt spoke to the backstory of the Police Commission, his negative family consequences, and his opinion on the charge to have only a Public Safety Commission and not entertain bringing back the Police Commission. C. Vaillancourt spoke to the targeting of the Police Commission against her and her daughter and their censorship towards her while she served on that commission. She expressed her disgust for the past regime who shuffled this under the rug and how she was bullied and silenced when she brought up questions fighting for the town. A. Bisbikos asked for community members to partake in the process of this subcommittee. C. O'Donnell agreed with the formation of the Public Safety Commission but thinks that there should be a citizen's Police Commission reinstated in the town for oversight. A. Bisbikos stated that the citizens will have a voice in it. K. Cardys critiqued the First Selectman, previous speakers and their delivery of their speeches, the format of the BA parents meeting held at Town Hall and the First Selectman's statement regarding the Bacon/Ledyard basketball incident. A. Bisbikos responded by stating he stands behind his statement 110%. A Shilosky interjected reviewing the Resident State Trooper contract and how it oversees the Police Commission.
14. **First Selectman's Report:**
 1. The Colchester Senior Center just received its Community Focal Point designation through Senior Resources Area Agency on Aging. Community Focal Points provide critical information and services to older adults through a variety of means and serve as a community hub for local senior activity.
 2. In case you missed it, both Channel 3 and Channel 8 did a wonderful story on "Freezin' for a Reason". A big thank you to Fred Brown, Greg Cordova, and Rob Suchecki for bearing the chilly temperatures and raising money for the Colchester Fuel Bank. The 2022 total raised was \$14,987.80
 3. An oil leak at Bacon Academy occurred Tuesday night. The Fire Department and Public Works were immediately on the scene. Our town and school system are collaborating with the Department of Energy and Environmental Protection, the Connecticut Department of Public Health, and our friends at Chatham Health. It is estimated that up to 2,000 gallons had spilled, with some of it making it into Sherman Brook, which runs behind the school. The oil spill is contained and should not affect the neighboring homes who have wells. Nonetheless, homes will be contacted and offered a free sampling of their wells. Officials will be sealing off the affected space of the leak to contain current odors. Air quality tests and filtering are being processed to ensure a safe environment once students return to school. The cleanup process is expected to take months and will be expensive.

4. Eversource will be investing \$20 million in a significant gas project. The project could generate up to \$650K in additional revenue for next year. Natural gas will become available in the coming years, potentially at a reduced price for residents. More details on the project, including its expected start time, will be forthcoming.
5. I had the pleasure of attending the Valentine's Day party at the Senior Center. Patty Watts, the Senior Center Director, and her staff did a fantastic job hosting the event. I enjoyed breaking bread with our invaluable senior population and listening to their guest performer playing Billy Joel songs.
6. I had the pleasure of doing a library tour with Kate Byroade, Cragin Memorial Library Director. I was particularly fascinated with all the rich history that has become a fixture of our library. In support of historical documentation, Ms. Byroade and I would like to gather historical Bacon Academy yearbooks to document our town with. Yearbooks are very interesting for people doing genealogy and can help give a sense of a relative's interests and personality. Please reach out to me or Ms. Byroade if you have a yearbook to donate. We are looking for year books for the following years:

Before 1930
 1932-1943
 1945-1952
 1956-1959
 1962
 1964-1965
 1968-1977
 1989
 1991-1993
 1995-2012
 2014-Present

15. **Liaison Reports:** **J. LaChapelle:** reported on various Board of Education items. A special meeting regarding state mask guidance for February 17th, was cancelled due to oil leak. Talk of annual oil contract and investigating an underground oil storage tank option. Field trip and policy discussions. **D. Turner:** the CORE Commission met for the first time, elected Chair and Vice Chair and set a tentative schedule for meetings. Their next meeting is scheduled for March 23rd. **D. Bates:** Parks and Rec approved concession stand. Norton Park is continuing fundraising and hoping for the ARPA funds. Ethnic Commission received positive feedback from a citizen on how well they work together. Cragin Library is having a big book sale fundraising event March 3rd to March 8th and have ongoing monthly fundraising. **R. Coyle:** Commission on Aging met, and the Chair encouraged members to complete town budget and also the affordable housing survey. Bylaw change was voted on regarding a nominated officer which will ultimately come to the Board of Selectmen for a vote. Continuing work on Health Fair scheduled for May which focuses on mental health. Senior Center Director provided possible logo designs which resulted in lots of discussion. Open Space Advisory Commission waiting on the state's response to the Brownfield grants. Talk around developing a new Wildlife Management Plan (WMP). **A. Bisbikos** spoke to various Board of Finance activities.
16. **Adjourn:** J. LaChapelle motioned to adjourn at 7:49 p.m. Seconded by D. Turner.

Respectfully submitted by Marli Rudko.

First Selectman

From: Marjorie Mlodzinski <mrsmlodzinski@gmail.com>
Sent: Thursday, March 10, 2022 8:00 PM
To: First Selectman; Marli Rudko
Cc: Rosemary Coyle; slademaryjane@gmai.com; Linda Pasternak; Roberta Avery
Subject: Commission on Aging By-Law Change

Hello —

At the February 14, 2022 Commission on Aging meeting, members unanimously approved the By-Law change listed below:

https://www.colchesterct.gov/sites/g/files/vyhlif4286/f/uploads/commission_on_aging_bylaws_2-20-15.pdf

Under Article II - Officers

Revise G to read:

Eligibility: In order to be nominated for an office on the Commission of Aging, the nominee must be an active member of the Commission for at least one year prior to nomination. In the event there is no member willing to serve, this By-Law may be suspended by majority vote of Commission members.

Tenure of Officers: No change to verbiage but becomes H:

Officers will be elected for a term of one year. No person shall serve in the same office for more than three consecutive years.

Per Article VI - Amendments - A of our By-Laws:

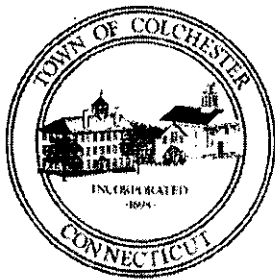
“Except as otherwise required by law, these By-Laws may be amended for acceptance by the Commission on Aging at any Regular or Special Meeting provided that written notice of the proposed amendment(s) is given to each member of the Commission at least 10 days prior to such meeting. Such amendment(s) shall require a majority vote. Upon acceptance of amendments, the proposed changes will be submitted to the Board of Selectmen by the Commission Chair”.

Written notice to Commission members was sent on January 31, 2022, prior to our February 14, 2022 meeting and vote.

I ask that you include this information in an upcoming Board of Selectmen meeting packet.

Thank you,

Marge Mlodzinski
Chair, Commission on Aging



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 03/13/2022

BOARDS & COMMISSIONS APPLICATION

Name: William Otfinoski

Address: 100 West Road Colchester, CT. 06415

Home Phone: 860-537-6650 Email billyot79@gmail.com FAX: _____

Cell Phone: 860-705-6275 Town Residency 31 Years

Party Affiliation: Democrat Republican Unaffiliated (check one)

Commission or Board you are interested in serving on: Commission On Aging

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

High School: Meriden High School: Was in the college program. Graduated

College: University of Connecticut: BS degree in Engineering and an MBA

Trade, Business _____

Or Correspondence _____

School _____

CONTINUED ON REVERSE SIDE

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

Pratt & Whitney, Project Engineer, Retired, 40 years of service

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

Why are you interested in serving? I found serving on a Commission (Police Commission, 10 years) very challenging and rewarding. At this time I would like to serve again. I am interested in serving on the Commission On Aging. I fully support their mission and goals.

Do you have any experience or familiarity with this area? I am living through the senior years and have accumulated experiences that will be helpful. I was a member of the Senior Center Strategic Planning Team. I am also a member of the Senior Center and AARP.

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

Which ones? This is my only choice.

Date: 03/13/2022

Signature: 

Memorandum of Understanding

between

The American National Red Cross, CT Chapter

and

Town of Colchester, CT

2022



American Red Cross

I. Purpose

The purpose of the Memorandum of Understanding (MOU) is to document the relationship between the Red Cross CT Chapter (the "Red Cross") and the Town of Colchester (hereinafter "Colchester"). This MOU provides a broad framework for cooperation between the Red Cross and Colchester to provide collaboration and coordination in carrying out their respective responsibilities in the event of a natural or man-made disaster.

II. Independence of Operations

Each party to this MOU will maintain its own identity, establish its own policies, and finance its own activities.

III. Organization Descriptions

The American Red Cross, founded in 1881, is dedicated to helping people in need throughout the United States and, in association with other Red Cross networks, throughout the world. Through its mission, the Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. The Red Cross provides services to those in need regardless of citizenship, race, religion, age, sex, national origin, disability, sexual orientation, veteran status or political affiliation.

The mission of the Colchester Office of Emergency Management is to ensure that the Town of Colchester is prepared for, able to respond to and successfully recover from any emergency or natural/manmade disaster that affects the Town of Colchester.

IV. Methods of Cooperation

Colchester and the Red Cross have identified the following methods of cooperation

1. Communication between organizations

Representatives of Colchester and the Red Cross will maintain open communication. Both parties will encourage their respective organizations to maintain open communication at the state and local levels. The parties will share information (except for client information which may be confidential or privileged, unless disclosure has been expressly authorized by the client), relevant reports and contact information for key personnel. See *Attachment A: Organization Contact Information*.

2. Engagement at the Local Level:

- a. Both organizations will encourage their affiliates to collaborate and develop plans for partnership activities.
 - To locate a Red Cross chapter, go to www.redcross.org - "Find Your

Local Red Cross."

- To locate a local Colchester affiliate, Red Cross chapters can go to <https://www.colchesterct.gov>

3. Preparedness Activities

- a. Could include the Home Fire Campaign or the Pillowcase project
- b. Information about our disaster library
- c. Information about our disaster apps
- d. Community preparedness
- e. Ready Rating – Organizational readiness and continuity planning

4. Response Activities

- a. Could include readiness activities
- b. How and when partner is activated for disaster response
- c. Referrals
- d. Training, drills, exercises
- e. Participation on local disaster committees and/or boards

5. Recovery Activities

- a. Does the partner have recovery services?
- b. How can they participate in community recovery?

6. Supporting Community Blood Drives

- a. This collaboration can take the form of blood drives hosted by Colchester, educational information about the need for regular blood donations and donor eligibility through established Colchester communication channels, and/or active blood donor recruitment by Colchester volunteers and chapters to established Red Cross blood collection facilities.
- b. Colchester residents can reach out individually to 1-800-RED-CROSS to schedule blood donations or go to www.redcrossblood.org to find donation opportunities, schedule an appointment and get information about giving blood.

7. Other cooperative actions

The Red Cross and Colchester will actively seek to identify other areas within their respective organizations where cooperation and support will be mutually beneficial.

V. General

- a. Both parties agree not to use or display any trademarks of the other without first receiving the express written permission to do so.
- b. Both parties will keep the public informed of their cooperative efforts.
- c. Both parties will widely distribute this partnership agreement within their respective organizations and urge full cooperation.
- d. Both parties will allocate responsibility for any shared expenses in writing in advance of any commitment.
- e. Colchester agrees to adhere to *the Principles of Conduct for the International Red Cross and Red Crescent Movement and NGO's in Disaster Response Programs (Attachment B)* when engaging in any cooperative disaster response activities with the Red Cross.

VI. Periodic Review and Analysis

Representatives of the Red Cross and Colchester will jointly evaluate their progress in implementing this MOU every 4 years and revise and develop new plans or goals as appropriate.

VII. Term and Termination

This MOU is effective as of the date of the last signature below and expires 4 years from the last signature date. The parties may extend this MOU for additional periods not exceeding five years each time, and if so should confirm this in writing. This MOU may be terminated at any time upon written notice from either party to the other.

VIII. Miscellaneous


Neither party to this MOU has the authority to act on behalf of the other party or bind the other party to any obligation. This MOU is not intended to be enforceable in any court of law or dispute resolution forum. The sole remedy for non-performance under this MOU shall be termination, with no damages or penalty.

IX. Signatures

American Red Cross CT Chapter

Town of Colchester, CT

By:



By:

Signature

Signature

Name: Mario Bruno

Name: Andreas Bisbikos

Print Name

Print Name

Title: Regional CEO

Title: First Selectman

Print Title

Print Title

Date: March 30, 2022

Date:

ATTACHMENT A – Organization Contact Information**Primary Points of Contact**

The primary points of contact in each organization will be responsible for the implementation of the MOU in their respective organizations, coordinating activities between organizations, and responding to questions regarding this MOU. In the event that the primary point of contact is no longer able to serve, a new contact will be designated and the other organization informed of the change.

NOTE: When any attachment is updated, the revised attachment is inserted in the MOU. The MOU **does not** need to be signed again.

Relationship Manager Contact*

Red Cross CT Chapter – Eastern CT Office		Town of Colchester	
Contact	Sue Rochester-Bolen	Contact	Andreas Bisbikos
Title	Deputy Regional Disaster Officer	Title	First Selectman
Office phone	860-625-0825	Office phone	860-537-7220
Mobile	860-961-9725	Mobile	860-908-2392
e-mail	Sue.Bolen@redcross.org	e-mail	selectman@colchesterct.gov

*The Relationship Manager is the person that works with the partner organization in developing and executing the MOU.

Operations Contact**

Red Cross CT Chapter – Eastern CT Office		Town of Colchester	
Contact	Sue Rochester-Bolen	Contact	Sean Shoemaker
Title	Deputy Regional Disaster Officer	Title	Emergency Management Dir.
Office phone	860-625-0825	Office phone	860-207-6870
Mobile	860-961-9725	Mobile	860-209-6271
e-mail	Sue.Bolen@redcross.org	e-mail	oem@colchesterct.gov

**The Operations Contact is the person each organization will call to initiate operations activities as defined in the MOU.

Organization Information

Red Cross CT Chapter- Eastern CT Office		Town of Colchester	
Department	Disaster Cycle Services	Department	Colchester Emergency Mgt.
Address	1031 Rte 32 Uncasville, CT 06382	Address	127 Norwich Ave Colchester, CT 06415
e-mail	Sue.Bolen@redcross.org	e-mail	oem@colchesterct.gov
Website	Redcross.org	Website	www.colchesterct.gov

ATTACHMENT B

**Principles of Conduct for
The International Red Cross and Red Crescent Movement and
NGOs in Disaster Response Programs**

Principle Commitments:

1. The Humanitarian imperative comes first.
2. Aid is given regardless of the race, creed or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone.
3. Aid will not be used to further a particular political or religious standpoint.
4. We shall endeavor not to act as instruments of government foreign policy.
5. We shall respect culture and custom.
6. We shall attempt to build disaster response on local capacities.
7. Ways shall be found to involve program beneficiaries in the management of relief aid.
8. Relief aid must strive to reduce future vulnerabilities to disaster as well as meeting basic needs.
9. We hold ourselves accountable to both those we seek to assist and those from whom we accept resources.
10. In our information, publicity and advertising activities, we shall recognize disaster victims as dignified human beings, not hopeless objects.

More information about the code of conduct can be found at
<http://www.ifrc.org/en/publications-and-reports/code-of-conduct>

**Memorandum of Agreement
Between the Town of Colchester
and**

Municipal Employees Union "Independent" (MEUI) Local 506, SEIU, AFL-CIO, CLC

This Memorandum of Agreement ("Agreement") is made between the Town of Colchester ("Town") and the Local 506 ("Union").

WHEREAS, the Town and the Union are parties to a Collective Bargaining Agreement (CBA) dated July 1, 2021-June 30, 2024; and

WHEREAS, the Director of Public Works position is currently vacant and some functions of that position have been temporarily assigned to bargaining unit member Pam Minella ("Ms. Minella"), including preparation of annual operating and capital budgets for review, overseeing and evaluating the overall operation of all Sewer and Water personnel and activities and attending Sewer and Water Commission and Joint Facilities meetings in addition to her normal duties assigned to her position as Chief Operator; and

NOW THEREFORE, the parties hereby agree as follows:

1. Effective and retroactive to January 1, 2022, the Town agrees to pay a stipend of four hundred dollars (\$400.00) per week to Ms. Minella for each week she performs these additional duties or other related duties as may be assigned from time to time.
2. This Agreement will be in effect until such time as the Town reassigns the additional duties being temporarily assigned to Ms. Minella or June 30, 2022, whichever shall occur first.
3. Any additions to, deletions, or modifications of any provision of this Agreement shall be effective only if made in writing and executed mutually by the parties.
4. This Agreement constitutes the complete understanding between the Parties concerning the matters addressed, and supersedes any and all prior agreements or understandings, oral or written, between the Parties addressing this topic.

AGREED TO:

FOR THE UNION:

FOR THE TOWN:

MEUI Local Union Leadership

Andreas Bisbikos
First Selectman

Dated: _____

Dated: _____

Pam Minella

Dated: _____

**Memorandum of Agreement
Between the Town of Colchester
and**

Municipal Employees Union "Independent" (MEUI) Local 506, SEIU, AFL-CIO, CLC

This Memorandum of Agreement ("Agreement") is made between the Town of Colchester ("Town") and the Local 506 ("Union").

WHEREAS, the Town and the Union are parties to a Collective Bargaining Agreement (CBA) dated July 1, 2021-June 30, 2024; and

WHEREAS, the Director of Public Works position is currently vacant and some functions of that position have been temporarily assigned to bargaining unit member Michael Previti ("Mr. Previti"), including to develop, manage, administer, supervise and direct the programs and activities of the Public Works Department in the functional areas of road, sidewalk, bridge, and storm water construction, maintenance and repair; snow and ice control; transfer station management; vehicle and equipment maintenance; maintenance of all public grounds and buildings, including buildings under the operation of the Board of Education. in addition to his normal duties assigned to his position as Director of Operations; and

NOW THEREFORE, the parties hereby agree as follows:

1. Effective and retroactive to January 1, 2022, the Town agrees to pay a stipend of four hundred dollars (\$400.00) per week to Mr. Previti for each week he performs these additional duties or other related duties as may be assigned from time to time.
2. This Agreement will be in effect until such time as the Town reassigns the additional duties being temporarily assigned to Mr. Previti or June 30, 2022, whichever shall occur first.
3. Any additions to, deletions, or modifications of any provision of this Agreement shall be effective only if made in writing and executed mutually by the parties.
4. This Agreement constitutes the complete understanding between the Parties concerning the matters addressed, and supersedes any and all prior agreements or understandings, oral or written, between the Parties addressing this topic.

AGREED TO:

FOR THE UNION:

FOR THE TOWN:

MEUI Local Union Leadership

Andreas Bisbikos
First Selectman

Dated: _____

Dated: _____

Michael Previti

Dated: _____

**Memorandum of Agreement
Between the Town of Colchester
and**

Municipal Employees Union "Independent" (MEUI) Local 506, SEIU, AFL-CIO, CLC

This Memorandum of Agreement ("Agreement") is made between the Town of Colchester ("Town") and the Local 506 ("Union").

WHEREAS, the Town and the Union are parties to a Collective Bargaining Agreement (CBA) dated July 1, 2021-June 30, 2024; and

WHEREAS, the Director of Public Works position is currently vacant and a significant amount of the responsibilities of that position has fallen on the Director of Operations, who in turn has left some functions of that position temporarily assigned to bargaining unit member Tyler Molcan ("Mr. Molcan"), including supervising work crews to carryout assignments, scheduling with work crews, handling concerns and complaints with the public, additional storm management responsibilities, and as tree warden. in addition to his normal duties assigned to his position as DPW Supervisor; and

NOW THEREFORE, the parties hereby agree as follows:

1. Effective and retroactive to January 1, 2022, the Town agrees to pay a stipend of three hundred eighty dollars (\$380.00) per week to Mr. Molcan for each week he performs these additional duties or other related duties as may be assigned from time to time. Two hundred dollars eighty dollars (\$280.00) are from the Director of Operations duties while one hundred dollars (\$100.00) are from the tree warden duties.
2. This Agreement will be in effect until such time as the Town reassigns the additional duties being temporarily assigned to Mr. Molcan or June 30, 2022, whichever shall occur first.
3. Any additions to, deletions, or modifications of any provision of this Agreement shall be effective only if made in writing and executed mutually by the parties.
4. This Agreement constitutes the complete understanding between the Parties concerning the matters addressed, and supersedes any and all prior agreements or understandings, oral or written, between the Parties addressing this topic.

AGREED TO:

FOR THE UNION:

FOR THE TOWN:

MEUI Local Union Leadership

Andreas Bisbikos
First Selectman

Dated: _____

Dated: _____

Tyler Molcan

Dated: _____

First Selectman

From: Mary Jane Slade <slademaryjane@gmail.com>
Sent: Tuesday, March 29, 2022 9:42 AM
To: First Selectman; Marli Rudko
Subject: Motion from ARPA

Below is the motion from the ARPA meeting or you can get a copy of the minutes I just filed with the Town Clerk.

6. DISCUSS NON-PROFIT FUNDING CAP

Discussion followed about placing a cap for non-profit organizations.

Motion by: J. Faski

to set the individual non-profit cap up to \$50,000 and up to \$250,000 for the category total.

Second by: G. Barden.

Vote: Unanimous to approve.

Mary Jane

First Selectman

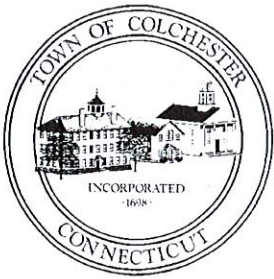
Staffing Updates

Chris Bellantone: Health & Safety Officer – Fire Department; Starting Date: April 4th

Alexis Salvagna: Payroll & Accounts Payable Assistant – Finance Department; Starting Date: April 18th

Ariel Lago: Assistant Town Planner/Zoning Enforcement Officer – Planning & Zoning; Starting Date April 5th

Vacancy: Town Planner; Matt Bordeaux's final day will be Friday, April 29th



Town of Colchester, Connecticut

95 Norwich Avenue, Colchester, Connecticut 06415

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

MEMORANDUM

To: Board of Selectmen

From: Patricia A. Watts, Director of Senior Services

Date: 03/31/2022

Re: Application for Title III Grant Renewal

Title III grant funding is being requested from Senior Resources, Area Agency on Aging in the amount of \$19,000.00. These funds would be used to continue the Making Memories Program, a beneficial social-model program for individuals facing memory loss/dementia and/or social isolation, at the Colchester Senior Center on Mondays, Tuesdays and Wednesdays from 9:00 a.m.- 1:00 p.m. Please note that on the Certification of Non-Federal Match for the Title III Program worksheet, the Cash Amount listed of \$9,029.00 is already built into the Colchester Senior Center budget and does not require additional funding from the Town of Colchester. Please see budget pages of the application for additional information. Application deadline is April 29, 2021 by 4:00 p.m.

Recommended Motion

Motion to approve the submission of Title III Grant Renewal Application to secure grant funding for the Making Memories Program, FY 2022-23 and authorize the First Selectman to sign all necessary documents.

Respectfully Submitted,

Patricia A. Watts



PROGRAM DESCRIPTION AND WORK PLAN – FY 2023 TITLE III FUNDING

Legal Name of Organization Colchester Senior Center
Address, City, State, Zip 95 Norwich Ave. Colchester, CT 06415
Phone Number 860-537-3911
Fax Number 860-537-5574
Organization Website www.colchesterct.gov

Agency Type: Public Municipality

DUNS Number (http://www.dnb.com/get-a-duns-number.html) 177899317
Employer Identification Number 06-6001974

Program Name Making Memories Program
Program Address same

Program Contact Name Patricia A. Watts
Title Director of Senior Services
Phone 860-537-3911
Fax 860-537-5574
Email pwatts@colchesterct.gov

Title of the Older Americans Act under which funding is requested: Title III B (Social Services)

Category Health/Dental

How many years has this program been funded by Title III? 13

TOTAL TITLE III REQUEST **\$19,000.00**

It is understood and agreed by the undersigned that funds awarded as a result of this request are to be expended for the purposes set forth herein and in the Standard Assurances document in accordance with all applicable laws, regulations, policies and procedures of Senior Resources Agency on Aging, the State Unit on Aging, the Administration for Community Living and the U. S. Department of Health and Human Services.

Authorized Signatory Andreas Bisbikos
Signature
Title First Selectman, Town of Colchester
Date

1. ORGANIZATIONAL OVERVIEW.

a. Organization's mission statement.

It is the mission of the Colchester Senior Services Department to support older adults by providing programs and services which promote their independence, health, wellness and overall quality of life.

b. Describe the organization's financial position, including trends, challenges, or unusual developments over the last three years.

The Town of Colchester's financial position is good with General Fund balance showing growth. There are no challenges which cannot be met.

2. PROGRAM SUMMARY. ***Briefly** describe the proposed program in one paragraph.*

The Making Memories Program is a social model therapeutic recreation program designed to help seniors (ages 60+) who are experiencing mild/moderate memory loss, cognitive impairment and/or those at risk for social isolation. The goal of the program is to help each participant reach and maintain their optimal level of functionality in a structured and supportive environment, while encouraging individual independence and engagement. We strive to empower each participant to enjoy a variety of group activities which promote an ongoing sense of contentment, vitality and cognitive engagement.

3. DETAILED PROGRAM DESCRIPTION.

a. Identify the community need this program proposes to address. How does this need address a Senior Resources priority as defined in the Area Plan (plan summary available in the RFP Guidelines and Application Instructions)? Identify the Area Plan Priority Area by choosing one in the drop-down box. Long Term Supports and

By providing activities which engage the brain and promote socialization, this program serves as a safety net for early intervention when changes are observed in an individual's behavior, cognition or physical condition. The program addresses the Area Plan's Priority Area 2 for Long Term Supports and Services to "support and increase access to community based long term supports and services" with a focus on dementia.

b. Describe the service(s) to be provided, including all major components of the program. Include how often the service will be provided and where (facility).

The Making Memories Program is offered at the Colchester Senior Center at 95 Norwich Avenue, Colchester, CT. The program is held on Mondays, Tuesdays and Wednesdays from 9:00 a.m. to 1:00 p.m. Classes are structured with multiple small group activities designed to stimulate the brain. Each day is a similar format, which helps to promote cognitive orientation, while providing a variety of activities which keep participants engaged and interested. The socialization combined with the small group activities enhance cognition and helps participants remain independent for a longer period of time.

4. PROGRAM RESOURCES. Describe how management, staff and resources will be utilized to ensure success of this program such as: staffing pattern, specific training/certifications, funding, etc.

The Making Memories Program is planned and facilitated by the Making Memories Program Coordinator, who is a part-time staff member working an 18 hour week. She is responsible for developing a monthly activity calendar, specific to the class. According to the job description, the MMP Coordinator must possess a bachelor's degree in gerontology, therapeutic recreation or related field, with a minimum of 3 years experience in social/recreational programming and/or services to the elderly. Additionally, the MMP Coordinator attends ongoing trainings related to dementia, as approved by the Director of Senior Services. A Per Diem staff member exists to fill in for any absences for the MMP Coordinator.

5. BACKGROUND CHECKS. The State requires all Contractors, employees and volunteers undergo criminal background checks to ensure the safety of clients. Describe the process your Agency has for completing background checks on all client contact employees and volunteers.

Criminal background checks are mandatory for all employees of the Town of Colchester and clear background checks are a condition of hire at the Colchester Senior Center. The HR department is responsible for this aspect of hiring. The Making Memories Coordinator who leads the class and the Director of Senior Services, who supervises the MMP Coordinator have both passed background checks.

6. GEOGRAPHY. Using the lists below, indicate the town(s) to be targeted for service provision.

Estuary Region:

- Chester
- Clinton
- Deep River*
- Essex
- Killingworth*
- Lyme*
- Old Lyme
- Old Saybrook
- Westbrook

Midstate Region:

- Cromwell
- Durham*
- East Haddam*
- East Hampton
- Haddam *
- Middlefield
- Middletown
- Portland

Northeast Region:

- Brooklyn
- Canterbury*
- Eastford*
- Killingly
- Plainfield
- Pomfret*
- Putnam
- Sterling*
- Thompson*
- Union*
- Woodstock*

Windham Region:

- Ashford*
- Chaplin*
- Columbia*
- Coventry*
- Hampton*
- Lebanon*
- Mansfield
- Scotland*
- Willington*
- Windham

Southeast Region:

- Bozrah*
- Colchester*
- East Lyme
- Franklin*
- Griswold*
- Groton
- Ledyard
- Lisbon*
- Montville

- New London
- North Stonington
- Norwich
- Preston*
- Salem*
- Sprague*
- Stonington*
- Voluntown
- Waterford

* Denotes rural towns

7. PLAN TO REACH TARGET POPULATIONS. The Older American's Act requires outreach efforts to certain target populations. Outreach for each chosen population must be specific to the population.

a. Indicate which target group(s) will be identified and encouraged to participate in the program.

NOTE: Only select the group(s) that will be specifically targeted (all groups will be reported on monthly, however). There is no need to select all.

Individuals with Low Income
(100% of federal poverty level or below)

Individuals from Minority Population
Group

Low Income Minority Individuals

Individuals at or below 150% of Poverty

Individuals Living in Rural Areas

Individuals with Limited English Proficiency

Individuals with Severe Disabilities

Individuals at Risk of Institutionalization

Individuals with Alzheimer's and related Disorders

b. Identify and describe **outreach methods** and **time frames** for each outreach method for each selected target group. The outreach plan **must** be specific to each group selected. Give details.

This program was designed for those who are experiencing mild/moderate dementia. On a bi-annual basis and/or as program vacancies exist, the MMP Coordinator will reach out to local senior centers to market the program, as well as to a senior group which meets in Salem, a neighboring town which does not have a senior center. Annual mailings are sent to local area physicians serving senior patients with dementia or related disorders. On an annual basis or as program vacancies exist, we contact our regional Alzheimer's Association to market the program to prospective participants, as well.

8. ACTIVITIES AND PROGRAM INDICATORS. List the proposed measurable goal. List the indicators to be used to measure the success of the goal.

MEASURABLE GOAL(S)	MEASUREMENT FOR THAT GOAL (must be a percentage or number)
Goal is that at least 50% of participants will exhibit stability or improvement in their MoCA test results, as measured within 2 points above/below their last recorded score of 0-30 points, tracked across time.	The Montreal Cognitive Assessment (MoCA) is a widely used instrument to test for cognitive function. MoCA testing will be administered twice annually in March and August. Scores range from 0-30, with 26 and above considered within normal limits.

9. DATA COLLECTION.

- a. describe the program’s plan for measuring client impact including proposed methodology, frequency of measurement. (How is the client’s life going to be changed by receiving this service?)

The Montreal Cognitive Assessment, commonly known as the MoCA, is a widely accepted assessment tool to test cognitive orientation for individuals with dementia. It is easily administered, with detailed instructions for testing and scoring. The results are tabulated and assigned a numerical score ranging between 0 and 30 points. Any score of 26 or over is considered within the normal range, with increased deficits noted with lower scores. This test is administered upon intake, as part of the assessment and orientation; at the six month mark (in March) and the 12 month mark (August) during the grant cycle. The findings are quantified and reported in the year-end narrative report.

- b. describe the measurement tool to be used;

The Montreal Cognitive Assessment (MoCA) is an assessment tool readily available on the internet with detailed instructions included both on testing and scoring the test results. The MoCA is graded on a scale from 0-30, with any score of 26 or greater considered normal and any score of 25 or below showing some evidence of cognitive impairment or decline. Tracking MoCA scores across time is a helpful way for us and family members of class participants to quantify cognitive changes. The data is tracked from the initial test at intake into the program, and at six month intervals, thereafter. We are looking for stability of test scores (within a 2 point swing above/below) from the previous test. The data is reported at the year-end narrative report for goal achievement for all class participants.

- c. describe follow-up activities to ensure quality improvement (action plan)

The Making Memories Program Coordinator has developed a curriculum which allows for a daily theme. Within these themes, she plans diverse activities which utilize different aspects of brain stimulation--reading, creating, music, movement, puzzle solving, etc. to challenge each participant. Annually in September, the Director of Senior Services conducts an Client Satisfaction Survey, where each client is interviewed privately to gain insight into whether the program is meeting expectations or not. We have an excellent record of high satisfaction scores throughout the program's history.

10. VOLUNTARY CONTRIBUTION PLAN. Describe HOW the following Title III requirements will be met: Fees may not be charged to program participants; however, it is a requirement to offer all clients an opportunity to donate to the program. Donations must be confidential, and no person may be denied involvement if s/he chooses not to contribute. All contributions received are to be used to expand the services of the program being funded under the grant.

During a new participant's orientation, the policies regarding the voluntary contribution plan are discussed. We have developed a Sliding Fee Scale based on the Federal Poverty Level Guidelines, which is updated annually and given out as part of the orientation packet, as well as discussed in class annually at the start of the grant year in October. There is a locked donation box in the classroom, where participants or their families can place donations. Additionally, donors may mail their contributions into the office, to the attention of the Director. No one is ever refused service due to lack of ability to pay and there are no daily fees assessed.

11. FINANCIAL SUPPORT. Foundation, Fundraising, Corporate and Government Grant Details: Title III Contractors are required to initiate efforts to obtain additional support from private sources and other public organizations for grant-funded programs. List Other funding sources for the program described in this application and the amount provided by each (a) during FY 2022 and (b) as anticipated for the program in FY 2023.

Program Funding				
Foundation, Fundraising, Corporation, Government Funding Source	FY 22 Status*	FY 22 Amount	FY 23 Status*	FY 23 Projected Amount
Lions' Club of Colchester	applied	\$1,000	plan to apply	\$1,000

*Status – Awarded, Applied, Plan to Apply, Denied

12. REDUCED FUNDING ALTERNATIVE. If the full amount requested is not funded, how would the program be adjusted? Please be specific in terms of staff reductions, and/or the reduced number of clients/units to be served. Applicants are cautioned to respond carefully as reduction should not be made solely to persons served or units of service to be provided. Please review your overhead/administrative costs for potential reductions that would correspond to less federal funding. Give specific details such as; staffing patterns, number of clients served, alternate funding sources, etc.

We have one dedicated staff member for this program and if her hours were reduced as a cost-savings measure her position would become untenable. She works an 18 hour work week. Reducing her hours to 13.5 hours per week, when facilitating the class takes 12 hours would not enable her to have adequate time to plan activities, conduct new client assessments and other necessary duties. The Town budget required 3 referendum votes to pass last year, with cuts at each failed attempt to pass. Unfortunately, our operational budget cannot support this program beyond its cost-share obligations. A 25% reduction in Title III funding would effectively close this valuable, well-established and respected community-based program.

13. PROGRAM MANAGEMENT. If funds were received in fiscal year 2021, please respond to the following as they apply to the period October 1, 2020 to September 30, 2021:

a. Explain the successes of the program

The Making Memories Program has been successful at the Colchester Senior Center, since its opening in 2008. This program provides a supportive, caring, engaging and socially and intellectually stimulating environment. The small, close-knit group of participants creates a "safe space" for those facing memory loss and the social isolation which so often accompanies it. We seek to provide a program which encourages its participants to reach their highest potential, try new things, make good friends and thrive, despite their challenges. The Making Memories participants are more socially engaged, mentally stimulated, have improved cognitive orientation and report feeling happier, less lonely and less depressed. This program allows for critical respite for caregivers, too.

b. Identify challenges within the program. Explain how these challenges were addressed

There were challenges this year, mostly posed by the Coronavirus Pandemic. The Colchester Senior Center was forced to close its doors from March 2020 through April 2021. Though we made efforts to stay closely connected with participants throughout our shutdown, we found that when we were able to transition back to meeting in-person, that there were participants who had significant cognitive changes while we were closed. Several participants could not come back due to cognitive status, several due to health challenges, and we are still working on rebounding from those losses in attendance. We are actively marketing the program in several ways to get our class census back up to its historically full levels.

c. Explain the differences between the approved budget and the actual year end expenses

Last FY, the program provided 2984.5 units of service to 14 unduplicated individuals. All financials came in at approximately projected rates. Anticipated costs for the year were \$30,157, with actual spending at \$27,188. Of the grant award of \$14,665, \$12,505.07 was expended. Giving was below projections, but our building was closed to the public from March 2020-April 2021. Low giving is a trend which has continued into this year coming out of the pandemic, with increasing cost of living for food, gasoline and most utilities.

14. REFERRALS. Title III Contractors are required to assist clients in taking advantage of benefits under other programs (i.e.; energy assistance, food security, health insurance counseling, etc. **letters b and c** below are referring to this question also).

a. describe how unmet needs are identified

The Colchester Senior Center is a designated Community Focal Point for programs and services for seniors. We serve as a Senior Nutrition Program site. We provide referrals to beneficial programs such as Renters' Rebate, CT Energy Assistance programs, assist with SNAP applications, MSP screenings, and we have a CHOICES counselor who can assist with Medicare and other insurance issues. The Director is the Municipal Agent for the Elderly and can help with additional referral needs for housing or other programs. As a new initiative, through a grant with NCOA, we are hosting educational programs and Benefits Screening and Enrollment Events in partnership with Senior Resources, new this year.

- b. describe how referrals will be made to help clients access needed services. (**This pertains to question 14 above.**)

Most of our MMP participants receive the Community Cafe meal, for a suggested donation of \$2.00 per meal. When there is an identified need, the MMP Coordinator makes it known to the Director of Senior Services who works with other staff and family members, as appropriate, to access or apply for beneficial programs for which they may be eligible.

- c. describe how the proposed program will coordinate with other appropriate services to avoid duplication (ex: receiving the same service from two different agencies). (**This pertains to question 14 above.**)

Beneficial programs have been migrated from the Colchester Senior Center to the Colchester Social Services Department. This means that one department is now in charge of all applications for beneficial programs, town-wide. All of the programs safeguard against duplication. For example, the Renters' Rebate Program application process does not allow for individuals to apply multiple times under the same address for the season. It's the same situation for Energy Assistance Programs. When we have identified a need which we cannot meet, we make appropriate referrals to other agencies, such as Senior Resources Agency on Aging, TVCCA, etc.

15. GRIEVANCE PROCEDURE. Describe how clients participating in the program will be informed of the procedures to notify the Area Agency on Aging of complaints based on denial of services.

We have a thorough orientation and assessment process for all new or prospective participants, which is required prior to joining the Making Memories Program. The participant and their family member who accompanies them is given a packet of information to take home. Within the packet is a form entitled "MMP Participation Guidelines" which details the grievance procedures. Point 12 reads, "Persons served under Title III funding, such as those participating in the Making Memories Program, should submit complaints in writing to Senior Resources Agency on Aging, 19 Ohio Ave. Suite 2, Norwich, CT 06030. The complaint will be brought before the Board of Directors for Senior Resources within 60 calendar days of the original written complaint filed by the consumer." The Colchester Senior Center also has an internal grievance procedure, which includes no more than 72 hour response to any complaint brought to the Director of Senior Services and, if necessary, involvement of the First Selectman for the Town of Colchester.

16. NAME AND ADDRESS OF PERSON TO WHOM CHECKS SHOULD BE MAILED:

ORGANIZATION NAME: Colchester Senior Center

NAME: Patty Watts, Director of Senior Services

ADDRESS: 95 Norwich Ave. Colchester, CT 06415

17.

Head of Organization Andreas Bisbikos

Title First Selectman, Town of Colchester

Email selectman@colchesterct.gov



BUDGET - FY 2023 Title III Funding

Organization's Name: Colchester Senior Center

Service Name: Making Memories Program

Organization's Annual Operating Budget: \$301,453.00

Total Program Cost is 10.56% of the Organization's Annual Operating Budget

Budget Summary:

A	Total Program Cost	<u>\$31,829</u>		
	Less:			
B	Client Donations	<u>\$1,000</u>		
C	Other Cash	<u>\$1,000</u>		
D	Net Cost	<u>\$29,829</u>	<u>100%</u>	
	Less Match:			
E	Non-Federal Cash	<u>\$9,029</u>	<u>30.27%</u>	OF NET COST
F	Non-Federal In-Kind	<u>\$1,800</u>	<u>6.03%</u>	OF NET COST
G	Total Title III Request FY 23	<u>\$19,000</u>	<u>63.70%</u>	OF NET COST

Enter in the FY 22 Award Amount (if applicable) \$19,000
 Increase/Decrease from FY 22 Title III Award \$0

DOCUMENTATION OF FUNDING SOURCES

OTHER CASH

<u>SOURCE (itemize)</u>	<u>DOLLAR AMOUNT -</u>
	should equal C above
Lions Club Donation-Night of Giving	\$1,000

NON-FEDERAL CASH MATCH

<u>SOURCE (itemize)</u>	<u>DOLLAR AMOUNT -</u>
	should equal E above
Colchester Senior Center's Operational Budget	\$9,029

NON-FEDERAL IN-KIND MATCH

<u>SOURCE (itemize)</u>	<u>DOLLAR AMOUNT -</u>
	should equal F above
In-Kind Personnel (Volunteer)	\$1,800

Signed: _____

Date: _____

Name: Andreas Bisbikos

Title: First Selectman, Town of Colchester

Positions	Total Annual Salary for Position	Number of Hours Per Week Working on this Program	Title III	Non-Federal Cash	Other Cash	Client Donations	TOTAL
Dir. of Senior Services	\$65,116	2		\$2,385		\$871	\$3,256
MMP Coordinator	\$20,129	18	\$19,000		\$1,000	\$129	\$20,129
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
TOTALS			\$19,000	\$2,385	\$1,000	\$1,000	\$23,385

In-Kind Personnel (Volunteers working in the program - not paid staff)

Positions	Number of Hours Per Week Working on this Program	Number of Weeks Per Year	Value of In-Kind Salary
Debra K. (Tuesdays) x \$15.00 (minimum wage)	3	40	\$1,800
TOTALS			\$1,800

Total Program Budget

Organization Name Colchester Senior Center

Organization's Annual Operating Budget \$301,453.00

Program Year: FY '23

Expenses	NET COST						F	G	H	
	A	B		C		D				E
	Title III	Non-Federal Cash	Non-Federal In Kind	Other Cash	Client Donations	TOTAL				Admin Costs
Personnel	\$19,000	\$2,385	\$1,800	\$1,000	\$1,000	\$25,185	\$3,100	\$22,085		
Fringe		\$1,789				\$1,789		\$1,789		
Travel		\$25				\$25		\$25		
Rent		\$0				\$0		\$0		
Telephone		\$330				\$330		\$330		
Utilities		\$1,948				\$1,948		\$1,948		
Vehicle Operations		\$2,106				\$2,106		\$2,106		
Equipment		\$50				\$50		\$50		
Repairs/Maintenance		\$200				\$200		\$200		
Conferences/Training		\$25				\$25		\$25		
Contractual Services		\$0				\$0		\$0		
Insurance		\$0				\$0		\$0		
Postage		\$61				\$61		\$61		
Supplies/Printing		\$80				\$80		\$80		
Dues/Subscriptions		\$30				\$30		\$30		
Audit		\$0				\$0		\$0		
Other		\$0				\$0		\$0		
TOTALS	\$19,000	\$9,029	\$1,800	\$1,000	\$1,000	\$31,829	\$3,100	\$28,729		

Percentage of Total Cost	MATCH			OTHER RESOURCES		TOTAL	Admin Costs	Direct Service Costs
	Title III	Non-Federal Cash	Non-Federal In Kind	Other Cash	Client Donations			
60%	60%	28%	6%	3%	3%	100%	10%	90%

BUDGET NARRATIVE/COST EXPLANATION

Please show your computation for determining the cost and your justification of each line item expense in the budget by providing the underlying rationale.

FRINGE \$1,789
Total FICA of MMP Coordinator's salary ($\$20,129 \times .0765 = \$1,540$) plus % FICA of the Director's salary calculated at 2 hrs./wk ($\$3,256 \times .0765 = \249) $\$1,540 + 249 = \$1,789$

TRAVEL \$25
10% of the budgeted amount for travel as required to attend meetings and/or trainings, calculated at the IRS mileage reimbursement rate of \$0.585 per mile.

RENT \$0
N/A

TELEPHONE \$330
10% of the projected expenses annually of \$3,300 for the Colchester Senior Center.

UTILITIES \$1,948
Total of 10% of projected heating costs of \$13,480 + 10% of \$6,000 for electricity for the Colchester Senior Center. ($\$1,348 + \$600 = \$1,948$)

BUDGET NARRATIVE/COST EXPLANATION (continued)

VEHICLE OPERATIONS \$2,106

10% of the projected cost of gasoline and vehicle maintenance/repairs of \$21,064, as provided by Town of Colchester Fleet Maintenance Department.

EQUIPMENT \$50

10% of small equipment repairs, \$500 annually for the Colchester Senior Center.

REPAIRS/MAINTENANCE \$200

10% of the projected cost of routine building maintenance and repair, \$2,000 annually for the Colchester Senior Center.

CONFERENCES/TRAINING \$25

10% of budgeted amount of \$250 for staff to attend relevant training sessions for ongoing education.

CONTRACTUAL SERVICES \$0

N/A

Name of subcontractor: _____
Activity to be subcontracted: _____
Cost: _____

INSURANCE \$0

N/A

BUDGET NARRATIVE/COST EXPLANATION (continued)

POSTAGE \$61
10% of budgeted amount for postage, \$605 annually, for the Colchester Senior Center.

SUPPLIES/PRINTING \$80
10% of Printing & Publications budget of \$800 to print program related supplies for the Making Memories Program.

DUES/SUBSCRIPTIONS \$30
10% of annual dues to CASCP & CAMAE of \$295 for our relevant professional organizations.

AUDIT \$0
N/A

OTHER \$0
N/A

Service Targets

Use the following definitions:

Low Income: All clients 100% or below poverty line.

Minority: African American/Black, Hispanic/Latino, Native American, Asian American, and Pacific Islander

Low Income Minority: All Minority clients 100% or below poverty line

Near Poor: All clients at or below 150% of poverty

Rural: Encompasses all population, housing, and territory not included within an urban area. (See page 5 of application for rural towns)

Limited English Proficiency: Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English, can be limited English proficient, or "LEP". These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter

Severely Disabled: All clients with reported need for assistance with 3 or more ADL's

At Risk of Institutionalization: All severely disabled clients who do not reside in nursing homes and lives alone or is below 100% FPL or over 80

Alzheimer's & Related Disorders: All clients with neurological or organic brain dysfunction

SERVICE NAME (Refer to Reference Material for Service Name)	Units of Service	Total Number of Unduplicated Clients	Clients with Low Income	Clients from Minority Population Groups	Clients from Low Income Minority Population Groups	Clients at or below 150% of the Federal Poverty Limit	Clients Living in Rural Areas	Clients with Limited English Proficiency	Clients with Severe Disabilities	Clients At Risk of Institutionalization	Clients with Alzheimer's and Related Disorders
Therapeutic Activity	3,750	14	4	1	1	3	11	0	0	10	10

Unit Cost

A	B	C	D	E	F	G	H
Service Name	Unit of Measure	Total Units	Net Cost Assigned	Net Cost Per Unit	Title III Cost Assigned	Title III Cost Per Unit	Percentage of Title III Request
Therapeutic Activity	one hour	3,750	\$29,829	\$7.95	\$19,000	\$5.07	100%
0		0		#DIV/0!		#DIV/0!	0%
0		0		#DIV/0!		#DIV/0!	0%
0		0		#DIV/0!		#DIV/0!	0%
TOTALS			\$29,829		\$19,000		

The correct unit of measure can be found in the Reference Material guide

STANDARD ASSURANCES

I. OLDER AMERICANS ACT

The undersigned HEREBY AGREES THAT it will comply with the Older Americans Act of 1965, as amended, all requirements imposed by the applicable HHS regulations and all guidelines issued pursuant thereto.

As a condition of receipt of funds under this act, each provider shall assure that they will:

- a. Provide the area agency, in a timely manner, with statistical and other information which the area agency requires in order to meet its planning, coordination, evaluation and reporting requirements established;
- b. Provide each older person with an opportunity to voluntarily contribute to the cost of the service;
- c. Protect the privacy of each older person with respect to his or her contributions;
- d. Establish appropriate procedures to safeguard and account for all contributions;
- e. May not deny any older person a service because the older person will not or cannot contribute to the cost of the service;
- f. With the consent of the older person or his or her representative, bring to the attention of appropriate officials for follow-up, conditions or circumstances which place the older person, or the household of the older person, in imminent danger;
- g. Where feasible and appropriate, make arrangements for the availability of services to older persons in weather related emergencies;
- h. Assist participants in taking advantage of benefits under other programs;
- i. Assure participants in taking advantage of benefits under other programs;
- j. Assure that persons age 60 or over who are frail, homebound by reason of illness or incapacitating disability, or otherwise isolated, shall be given priority in the delivery of services; and
- k. Assure that the proposed project intends to satisfy the service needs of older persons with disabilities and severe disabilities.

II. CIVIL RIGHTS ACT OF 1964 (AMENDED TO THE CIVIL RIGHTS ACT OF 1991)

The undersigned also AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-353) and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, 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 otherwise subjected to discrimination under any program or activity for which the Subgrantee receives Federal financial assistance from Senior Resources Agency on Aging, a recipient of Federal financial assistance from the Department (hereinafter called "Grantor"); and HEREBY GIVES ASSURANCE THAT it will immediately take any measure necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Subgrantee by the Grantor, this assurance shall obligate the Subgrantee, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a structure is used for a purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Subgrantee for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Subgrantee for the period during which the Federal financial assistance is extended to it by the Grantor.

III. REHABILITATION ACT OF 1973

The undersigned also HEREBY AGREES THAT it will comply with section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulation (45 C.F.R. Part 84), and all guidelines and interpretations issued pursuant thereto.

IV. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

The undersigned HEREBY AGREES THAT it will comply with the terms of the Health Insurance Portability and Accountability Act of 1996, as appropriate.

V. CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

c. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

VI. CERTIFICATION OF DRUG FREE WORKPLACE

The undersigned HEREBY AGREES THAT it will comply with the Drug-Free Workplace Act of 1988 in matters relating to providing a drug-free work place. The undersigned contractor will:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations of such prohibition;

b. Establish a Drug-Free Awareness Program to inform employees about all of the following:

1. The dangers of drug abuse in the work place,
2. The person's or organization's policy of maintaining a drug-free work place,
3. Any available counseling, rehabilitation and employee assistance programs, and
4. Penalties that may be imposed upon employees for drug abuse violations.

c. Provide that every employee who works on the proposed contract or grant:

1. Will receive a copy of the company's drug-free policy statement, and
2. Will agree to abide by the terms of the company's statement as a condition of employment the contract or grant.

VII. NON-DISCRIMINATION REGARDING SEXUAL ORIENTATION

The undersigned contractor AGREES THAT it 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 of the State of Connecticut. The contractor also agrees to the following:

1. Employees are treated when employed without regard to their sexual orientation.
2. A notice stating the above to be posted in conspicuous places available to employees and applicants.
3. To comply with Connecticut General Statutes 46a-56.

VIII. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

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 race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation 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. 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, mental retardation, 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;

2. The Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that 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 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 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 sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to sections 46a-56, 46a-68e and 46a-68f;

5. The Contractor agrees to provide the Commission of 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 related to the provisions of this section and section 46a-56.

IX. AMERICANS WITH DISABILITIES ACT OF 1990

The undersigned contractor states they are familiar with the terms of this Act and are in compliance with said Act.

X. UTILIZATION OF MINORITY BUSINESS ENTERPRISES

The undersigned contractor AGREES to use best efforts consistent with 46C.F.R. 74.160 et seq. (1992) and paragraph 9 of Appendix G; Connecticut General Statutes 13a-95a, 4a-60, 4a-62, 4b-95(b), and 32-9e.

THESE ASSURANCES are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property discounts or other Federal financial assistance extended after the date hereof to the Subgrantee by the Grantor, including installment payments after such date on account of application for Federal financial assistance which was approved before such date. The Subgrantee recognizes and agrees that such Federal financial assurance, and that the Grantor or the United States or both shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Subgrantee, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the subgrantee.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of Connecticut.

Date _____

Agency Name Colchester Senior Center, Making Memories Program

Signature _____
(President, Chairperson of Board, or comparable authorized official)

Title First Selectman, Town of Colchester

**CERTIFICATION OF NON-FEDERAL MATCH FOR TITLE III PROGRAM
(must be completed and signed by the donor NOT the applicant)**

Applicant Agency Name Colchester Senior Center

Program Name Making Memories Program

This is to certify that I (as an individual) or my agency/organization will provide the following cash and/or in-kind resources for the support of the program entitled Making Memories Program for period beginning October 1, 2021 and ending September 30, 2022

SOURCE	CASH AMOUNT	IN-KIND VALUE
Colchester Senior Center Budget	\$9,029.00	
Volunteer Labor-Debra K.		\$1,800.00
Colchester Lions' Night of Giving	\$1,000, if awarded	
TOTAL	\$10,029.00	\$1,800.99

The above cash and in-kind items do not come from Federal funds (except as may be allowed via the use of Community Development Block Grants and/or General Revenue Sharing monies), and they are not used to match any other Federal program.

Signed: _____ Date: _____

Name: Andreas Bisbikos

Title: First Selectman, Town of Colchester

Agency: Colchester Senior Center

First Selectman

From: Brian West <BWEST@CCM-CT.ORG>
Sent: Thursday, March 31, 2022 2:13 PM
To: Andreas Bisbikos
Subject: Dog Litter-Waste Ordinances

March 31, 2022

The Honorable Andreas Bisbikos
First Selectman
Town of Colchester
127 Norwich Avenue
Colchester, CT 06415

Dear Andreas,

The following is in response to your request for the following information on dog waste ordinances:

- 1) How many towns have dog litter ordinances and which towns specifically have dog litter ordinances?
- 2) How does a town go about enforcing a dog litter ordinance?
- 3) Have dog litter ordinances been effective and what data is available to back the effectiveness (or lack thereof)

I surveyed twelve towns that we believed to have dog litter/waste ordinances and received the following five responses:

Cheshire – animal control is responsible for enforcing the ordinance. They occasionally get complaints and in those cases where they can identify the culprit they have been able to resolve the issue without taking any formal action.

Enfield – has a \$50 fine which hasn't been applied. When someone is caught they are given the ability to pick up the waste. The law seems to be more effective in the more urban areas of town and lesser so in the rural parts of town.

Shelton – police and animal control would enforce the ordinance with a fine, but you would literally have to catch them in the act. This hasn't occurred.

Simsbury – don't have the ordinance

Wilton – when someone is caught they are offered the use of a plastic bag or a fine. They believe that the law has been effective.

I hope this information is helpful. If you have any additional inquiries, please feel free to contact me directly at (203) 498-3077 or by email at bwest@ccm-ct.org.

Sincerely,

Brian

Brian West
Senior Research Analyst
Connecticut Conference of Municipalities (CCM)
545 Long Wharf Drive, 8th Floor
New Haven, CT 06511
P: 203-498-3077
C: 203-401-1075
E: bwest@ccm-ct.org
www.ccm-ct.org



[f @CCM.ForCT](https://www.facebook.com/CCM.ForCT) | [t @CCM ForCT](https://twitter.com/CCM_ForCT) | [i @CCM CT](https://www.instagram.com/CCM_CT)

CCM Research and Information Services does not provide legal advice, opinions or conclusions. Any information provided in response to a research request is for general reference purposes only. If you have questions about a legal issue, the application of the law to specific factual situations, or the interpretation of any statutes, ordinances or case law, CCM strongly recommends that you consult your municipal attorney or other relevant party. An electronic carbon copy of all research request responses is provided to the chief elected official of the requesting member municipality. This message (including any attachments) may contain confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message.

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