



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Bernie Dennler, First Selectman

Board of Selectmen Special Meeting

February 29, 2024 - 7:00PM

Colchester Town Hall Meeting Room 1 and Hybrid via Zoom

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

<https://us02web.zoom.us/j/83421065096?pwd=Z25hVGhURloxSHNiTS8yb2V4K3VCdz09>

Passcode: 561988

Webinar ID: 834 2106 5096

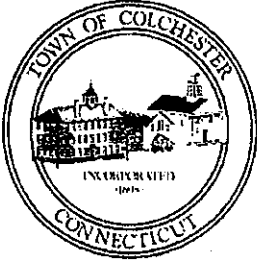
Or Dial-in at: 1 646 931 3860

All items on this agenda are subject to possible action.

1. Call to Order
2. Pledge of Allegiance
3. Citizen's Comments
4. Boards and Commissions Interviews **PAGE 2 – 10**
 - a. Blight Hearing Officer
 - b. Housing Authority
 - c. Economic Development Commission
5. Discussion and possible action to authorize the First Selectman to sign a new contract with UHY LLP for consulting services. **PAGE 11-12**
6. Citizen's Comments
7. Adjournment

Respectfully submitted,

Bernie Dennler
First Selectman



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: July 24, 2023

BOARDS & COMMISSIONS APPLICATION

Name: Jeffrey M. Mastrianni

Address: 47 Veccadola Drive Colchester, CT. 06415

Home Phone: _____ Email jmast831@gmail.com FAX: _____

Cell Phone: (860) 614-1554 Town Residency 5 Years

Party Affiliation: Democrat Republican Unaffiliated (check one)

Commission or Board you are interested in serving on: Blight Hearing Officer / Housing Authority

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

High School: Farmington High School
Attended: 4 years; Subjects/Major: N/A; Graduated: 2007

College: University of Connecticut
Attended: 4 years; Subjects/Major: BA History, Minor in Psychology; Graduated: 2011

Trade, Business School University of Connecticut School of Law
Or Correspondence School Attended: 3 years; Subjects/Major: N/A; Graduated: 2015

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

See attached resume.

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 believe strongly that government only functions if all of its levels do so independently. Municipal government is just as important as, and often more impactful on the daily lives of its constituents, than state or federal government. Beyond that, I am passionate about improving housing opportunities. My job has revealed to me many fundamental flaws in how our state approaches housing (both affordable and otherwise), and I feel it would be beneficial to share that knowledge through the very fora meant to address such flaws.

Do you have any experience or familiarity with this area? Yes. I have practiced housing law, representing landlords throughout the State of Connecticut since 2017. I am familiar with the Uniform Administrative Procedures Act (as well as general court and administrative proceeding procedure) and have reviewed the statutes and ordinances relevant to this position, including Public Act 23-33, passed this year, which has modified municipal authority to combat blight.

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

Which ones? Yes, I would consider appointment to other boards or commissions.

Date: 7/24/2023

Signature: 

J E F F M A S T R I A N N I

jmast831@gmail.com | (860) 614-1554
47 Veccadola Drive, Colchester, CT 06415

MEMBERSHIPS

STATE OF CONNECTICUT BAR, June 2016

EDUCATION

UNIVERSITY OF CONNECTICUT SCHOOL OF LAW
JURIS DOCTOR, MAY 2015

HARTFORD, CT
GPA: 3.243 / 4.0

Editor-in-Chief, *Connecticut Insurance Law Journal*, Vol. 21
Vice President & Treasurer, Public Interest Law Group
Sustainability Chair, Energy & Environmental Law Society
Burton D. Wechsler Interscholastic Moot Court Competition, American University, Fall 2013

Connecticut Moot Court Board
Treasurer, International Law Society
Treasurer, Phi Alpha Delta Law Fraternity

Insurance Law Center Juris Doctor Prize for 2015
CALI Excellence Award in Topics in Employment Discrimination

Thomas J. Staley '60 Scholarship, 2013-14
CALI Excellence Award in Topics in Family Law

UNIVERSITY OF CONNECTICUT
BACHELOR OF ARTS IN HISTORY, MAY 2011
Graduation with Honors

STORRS, CT
GPA: 3.399 / 4.0
Minor in Psychology

LEGAL EXPERIENCE

CHESSON & SCHWEICKERT, LLC
ASSOCIATE ATTORNEY

MILFORD, CT
May 2017-Present

Practice landlord/tenant and associated fields of law, representing landlords in summary process, housing code enforcement, small claims, collections, Freedom of Information Commission, probate, and other types of cases. Settle or try hundreds of cases yearly, compose and argue pre- and post-judgment motions, and appear in court on a daily basis. Draft contracts, appellate briefs, releases, and stipulations, and research pressing and current legal issues. Manage the firm's creation and integration of a collections practice.

NEW LONDON SUPERIOR COURT CIVIL CLERK'S OFFICE
TEMPORARY ASSISTANT CLERK

NEW LONDON, CT
Dec. 2015 – May 2017

Oversaw summary process docket from initiation to execution, including hearings, weekly mediation calendars, and trials. Prepared and conducted monthly hearing in damages docket. Performed civil caseload duties at all stages of litigation. Wrote and processed court orders, clerked jury trials, court trials, hearings, and short calendar proceedings, answered civil procedure questions for attorneys and pro se litigants, and used e-filing system to oversee case progress.

CONNECTICUT INSURANCE LAW JOURNAL
EDITOR-IN-CHIEF

HARTFORD, CT
May 2014 – May 2015

Supervised 44 editors and managed a budget of over \$15,000 to edit over 600 pages of sophisticated insurance law literature. Allocated personnel and resources and balanced the workload to set and meet publication deadlines. Liaised regularly with over 80 attorneys, professors, and industry experts to ensure their satisfaction with the final publication.

CONSUMER FINANCIAL PROTECTION BUREAU
POLICY ASSISTANT

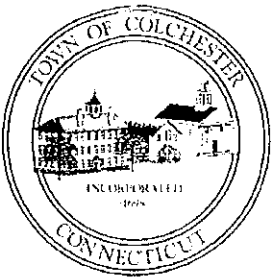
WASHINGTON, D.C.
June 2014 – Aug. 2014

Drafted language for Notices of Proposed Rulemaking and conducted extensive research in the areas of consumer finance and consumer protection. Co-authored legal memoranda for Director Richard Cordray and agency attorneys. Collaborated with the Consumer Education and Engagement division on several major projects to shape future policymaking.

PRZYBYSZ & ASSOCIATES GOVERNMENT AFFAIRS, LLC
LOBBYIST INTERN

HARTFORD, CT
Feb. 2014 – May 2014

Examined bills for potential impact on emergency services clients. Attended various committee hearings, met with other lobbyists, and researched the potential effects of pending bills to communicate those details to clients' key decision makers. Proposed bill revisions to better reflect the interests of clients, and discussed revisions with clients.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 9/22/23

BOARDS & COMMISSIONS APPLICATION

Name: Shayleen Alfieri

Address: 28 Waterhole Road Colchester, CT. 06415

Home Phone: (860)334-3792 Email shayleen.pagnotta@yahoo.com FAX: _____

Cell Phone: same Town Residency 4 Years

Party Affiliation: Democrat Republican Unaffiliated (check one)

Commission or Board you are interested in serving on: Colchester Housing Authority and/or Fair Rent Commission

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

High School: Norwich Free Academy, Norwich, CT attended 1997-2001, graduated with High School Diploma

College: Eastern Connecticut State University, Willimantic, CT, attended 2001-2006, graduated with a B.S. in Business Administration

Three Rivers Community College, Norwich, CT took one course in 2021 for Microsoft Office

Trade, Business _____
Or Correspondence _____
School _____

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

Employed January 2014-Current with the City of Norwich, Dept. of Public Utilities (NPU)
16 South Golden Street, Norwich, CT. Positions held - Customer Service Representative I &
Customer Service Representative II. Will not be leaving this position.

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 am interested in serving to expand my footprint and become more active in my community. I am looking to provide rational and thoughtful insight to these committees to help them provide the best service to our residents.

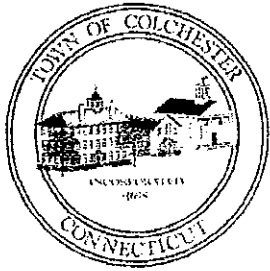
Do you have any experience or familiarity with this area? I have been a resident of Colchester since 2019 and am familiar with the area and New London County in general. I do not have any non-employment experience in regards to serving the community.

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

Which ones? I would possibly be interested in the Sewer and Water Commission .

Date: 9/22/23

Signature: Grayleen Aj.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: February 17, 2024

BOARDS & COMMISSIONS APPLICATION

Name: Jessica Henowitz

Address: 110 Deer Run Drive Colchester, CT. 06415

Home Phone: 860-267-1080 Email: jheno47@comcast.net FAX: _____

Cell Phone: 860-707-9697 Town Residency 26 Years

Party Affiliation: Democrat Republican Unaffiliated (check one)

Commission or Board you are interested in serving on: Economic Development Commission

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

High School: Bacon Academy; Colchester, CT; attended 4 years; graduated in 2015

College: Eastern Connecticut State University; Willimantic, CT; 4 years; B.S. in I/O Psychology and Communication; 2019

University of Hartford; West Hartford, CT; MBA; 2023

University of Hartford; West Hartford, CT; M.S. Organizational Psychology; 2023

Trade, Business _____
Or Correspondence _____
School _____

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

Collins Aerospace; Windsor Locks, CT; HR Business Partner; January 2022-July 2023;
accepted position with the State of CT

State of CT; Hartford, CT; Leadership Associate--Equal Employment Opportunity; July 2023-
present

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

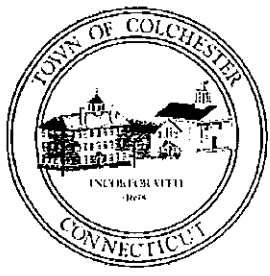
Why are you interested in serving? As a lifelong resident of Colchester, I have a deep interest in the
growth and advancement of our town. I am passionate about attracting new businesses to our
community while maintaining the historic charm of our town as well as assisting established local
businesses to succeed.

Do you have any experience or familiarity with this area? I have an MBA from the University of Hartford
through which I completed several courses regarding economics and business management.
I also currently work for the State of CT and am familiar with working in the public sector.

If you are not appointed to this board or commission, would you be interested in other forms of public service?
Which ones? I would be interested in serving on other committees.

Date: February 17, 2024

Signature: Jessica Hernandez



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 01.22.2024

BOARDS & COMMISSIONS APPLICATION

Name: Eric Lee

Address: 237 New London Rd Colchester, CT. 06415

Home Phone: _____ Email eleeconsultingnyc@gmail.com FAX: _____

Cell Phone: 914-574-1859 Town Residency 1.5 Years

Party Affiliation: Democrat Republican Unaffiliated (check one)

Commission or Board you are interested in serving on: EDC

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

High School: Pensacola Catholic High School Pensacola, FL

College: The University of Tampa Tampa, FL

Business Management

Trade, Business _____
Or Correspondence _____
School _____

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

E Lee Consulting (Hospitality Consultant) - Owner/Operator 2018 to Current

Neiuw Group 2015-2018, Director Of Operations - left to open own consulting business

The One Group 2010-2015 Food and Beverage Director, left to lead a multi-venue operation

China Grill MGT 2008-2010, Beverage Director/AGM, left to advance career to a higher position

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


Why are you interested in serving? My wife and I moved to the area in July of 2021. Now that we have settled down, we are looking to be productive and helpful members of our new community. I believe strongly in helping out, when and where you can. I am always interested in bettering my community and I feel that improving the business activity in the area will only help improve our community and open up even more opportunity. I have always felt that a strong and friendly business environment will eventually spill over to help all other needs in the community. More business equals more tax revenue which makes our communities stronger.

Do you have any experience or familiarity with this area? I do not have any direct experience with municipal functions or services but have been involved with many business related activities most importantly strategy, P&L management, business development, vendor relations, etc.

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

Which ones? None at the moment

Date: 01.22.2024

Signature: 

UHY Advisors Northeast, Inc.
15 North Main Street
West Hartford, CT 06109
Phone: 860-221-7609
Fax: 860-519-1982

Via Email

Bernie Dennler
Town of Colchester
127 Norwich Avenue
Colchester, CT 06415

Dear Bernie:

Thank you for the opportunity to provide you with our qualifications to assist you with certain financial management assistance services with the Town of Colchester, CT (Town).

Understanding of Work

Based on our discussions with you, we understand that the Town is substantially behind in closing its financial books and records, including reconciling bank accounts for the last eighteen months. We further understand from our discussion that the Town has engaged an independent auditor who is prepared to conduct the audits of fiscal years 2022 through 2023 once the books and records are prepared to be audited.

In addition to the bank reconciliations, it's our understanding that the Town did not complete its 2022 1099 filing completely for the businesses who received grants through ARPA funding.

Lastly, the monitoring of the business recipients for the ARPA grants needs to be completed now that the spending deadline of December 31, 2023 has passed.

This letter only addresses our assistance in completing the bank reconciliations, 2022 1099 amended filing, and the monitoring of the ARPA business recipients.

To begin the engagement, we will meet with the Director of Finance to obtain an understanding of the monthly closing process. We will obtain, or develop, a list of all bank reconciliations that get prepared monthly and who is responsible for the preparation. For each open fiscal year (2022-2023), we will obtain an understanding of the status of each of those reconciliations.

Beginning with fiscal year 2022, for any bank reconciliation that is not complete, or that would not provide sufficient, competent audit evidence to substantiate the account balance to the independent auditor, we will complete that reconciliation.

We will review the 1099's that were completed for 2022 and amend the filing to include any of the businesses who received an ARPA grant but did not receive a 1099. We will help draft a letter to send to each recipient to explain the 1099.

For the monitoring, UHY will review information submitted by each business and follow up on any not received to ensure compliance with the Town's requirements.

Bernie Dennler
 Town of Colchester
 February 22, 2024
 Page - 2 -

Personnel

We propose the following personnel to serve you on this project:

Stacy Farber, CPA, will serve as the engagement partner on this engagement. Stacy is the leader of the Connecticut audit and assurance practice. Stacy has over 25 years of professional experience serving in both public accounting and private industry. Stacy has been part of the ARPA consulting efforts throughout Connecticut.

Claire Collins, will serve as the engagement senior manager on this engagement to help provide oversight. Claire is consulting senior manager in the Audit & Assurance Department serving state and local government clients throughout the United State. She has over 30 years of successful professional executive and management level experience working in the private, non-profit, and public sectors.

Sarah Goss, CPA, is an accounting senior in the Connecticut office. She has over 20 years of experience providing accounting and consulting services to businesses and municipalities. Sarah has been working as part of the ARPA team working on several of the CT towns and cities that UHY is engaged.

Costs

We would propose that, initially, we provide our services on a rate per hour basis since we are not fully aware of the depth of work needed to fully perform the bank reconciliations and other services noted. Below is an estimate of hours and cost based on those hours. Depending on the amount of time required to perform the work, it could be lower or higher than estimated.

We estimate for the bank reconciliations the time estimate is between 72-90 hours for a total estimated cost range of \$15,000-\$20,000.

We estimate for the 1099's approximately 10-15 hours for approximately \$2,000-\$3,000.

For the monitoring we estimate a range of 40-80 hours depending on how responsive the recipients are and how much effort is needed to obtain their records for an estimated cost range of \$9,000-\$15,000.

Our discounted rates, by level, are as follows:

Managing Director	\$400
Director	\$300
Manager	\$250
Senior Accountant	\$220
Accountant	\$185
Bookkeeper	\$95

We would welcome the opportunity to discuss further our qualifications with you should you have any questions. I can be reached at 860-221-7609 and sfarber@uhy-us.com.

Yours truly,

Stacy R. Farber

Stacy Farber
 Managing Director
 UHY Advisors