

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Regular Meeting
Thursday, March 7, 2019 @ 7:00 PM
Colchester Town Hall**

RECEIVED
COLCHESTER, CT
2019 FEB 28 AM 9:58
John J. ...

1. Call to Order
2. Additions to the Agenda
3. Citizen's Comments
4. Consent Agenda
 - a. Tax Abatements
 - b. Approve Minutes of the February 21, 2019 Board of Selectmen Meeting
 - c. Approval of Senior Services Submission of Title III Grant Renewal Application for the Making Memories Program FY 2019-2020
5. Boards and Commissions – Interviews and/or Possible Appointments
 - a. Economic Development – Lisandro Suarez possible appointment as a member to expire 10/1/2023
 - b. Housing Authority – Cathy Forcier Kosmo possible appointment as a member to expire 5/30/2023
 - c. Youth Services Advisory Board – Russell Melmed to be interviewed
6. Approve Minutes of the February 20, 2019 Joint Board of Selectmen and Board of Finance Meeting
7. Discussion and Possible Action on Munis Financial Software Contract Renewal
8. Discussion and Possible Action on Lawrence Green 3 Lot Subdivision #96-273 Bond Release
9. Discussion and Possible Action on Charter Revision
10. Citizen's Comments
11. First Selectman's Report
12. Liaison Reports
13. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Meeting Minutes
Thursday, February 21, 2019
Colchester Town Hall @ 7:00pm

MEMBERS PRESENT: First Selectman Art Shilosky, Selectman Stan Soby, Selectman Rosemary Coyle, Selectman Denise Mizla, and Selectman Jim Ford

MEMBERS ABSENT: none

OTHERS PRESENT: Town Clerk G Furman, Registrars D Mrowka and L Grzeika, Recreation Director T Quinn, Fire Chief W Cox, Tax Collector M Wyatt, BOE M Bylone, BOF A Migliaccio and A Bisbikos, D Turner, D Marvin, C Jaskiewicz, two citizens and clerk T Dean

1. Call to Order

A Shilosky called the meeting to order at 7:00 pm.

2. Additions to the Agenda

A Shilosky asked to add #12 Discussion and Possible Action on the Paramedic Program, #13 Discussion and Possible Action on Open Colchester Going Public, and delete #5.d. Fair Rent Commission and Recreation Commission interview of Shelby Vance, renumber remaining items accordingly.

R Coyle moved to add/delete the agenda items as presented, seconded by S Soby. Unanimously approved. MOTION CARRIED.

3. Citizen's Comments – none

4. Consent Agenda

a. Tax Abatements

b. Approve Minutes of the February 7, 2019 Board of Selectmen Meeting

R Coyle moved to approve the consent agenda, seconded by D Mizla. Unanimously approved. MOTION CARRIED

5. Board and Commissions – Interviews and/or Possible Appointments

a. Board of Selectmen – Resignation of James Ford

The Board thanked Jim for all his years of service for the town in a variety of capacities.

R Coyle moved to accept, with regret, the resignation of James Ford from the Board of Selectmen, seconded by S Soby. Unanimously approved. MOTION CARRIED

b. Conservation Commission – Michelle Renee Kosmo possible appointment as an alternate member to expire 10/1/2021

R Coyle moved to appoint Michelle Renee Kosmo as an alternate member to the Conservation Commission for a term to expire on 10/1/2021, seconded by S Soby. Unanimously approved. MOTION CARRIED

c. Economic Development Commission

1. Bernard Dennler III possible appointment as a member to expire 10/1/2023

R Coyle moved to appoint Bernard Dennler III as a member to the Economic Development Commission for a term to expire on 10/1/2023, seconded by S Soby. Unanimously approved. MOTION CARRIED

2. Lisandro Suarez to be interviewed – was interviewed

d. Housing Authority – Cathy Forcier to be interviewed – was interviewed

agenda item #12 moved before agenda item #6, renumbered going forward

6. Discussion and Possible Action on the Paramedic Program

A Shilosky stated the presentation last night was exceptional, and he felt comfortable with what was presented.

R Coyle moved that the paramedic program go forward and be put in this year's budget, seconded by S Soby.

Unanimously approved. MOTION CARRIED

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7. Discussion and Possible Action on Colchester Connections Fee

T Quinn stated that the Connections Brochure goes out quarterly in the Rivereast. The cost incurred is from the shipping. Looking to clarify who pays what. S Soby asked if T Quinn has touched base with non-profits to see if they have the ability to pay. T Quinn stated yes, that it was a concern for some. R Coyle asked what the process is if an organization doesn't have the ability to pay. T Quinn stated it comes out of the program fund. The Board would like to re-evaluate results of the change after two cycles of publication.

S Soby moved to charge a fee for any local organization or town department wishing to advertise their events and program in the quarterly Colchester Connections. Fee will be established quarterly by calculating the total charge divided by the total number of pages. This will be the "per page" fee. In addition, each organization will be charged a flat rate of \$20 per quarter that they use the Colchester Connections, seconded by R Coyle. Unanimously approved. MOTION CARRIED

8. Discussion and Possible Action on Recreation Facility Reservations/Special Event Policy

S Soby asked if there is an online process, so that people don't have to make a trip into town hall. Also suggested to streamline the sign off process for departments by making it an electronic process. T Quinn stated that the pavilion reservation process is online but not the special event reservation process, she will look into that option. J Ford suggested a software program that may be utilized similar to what Planning & Zoning uses. S Soby inquired about parking and portable restrooms. D Mizla inquired about if leagues pay for lighting. T Quinn stated yes, they have been since 2010. The Board agreed to re-evaluate in two years.

R Coyle moved to update the Recreation Department's Facility Reservation Policy and the Special Event Policy as highlighted in the attached document, and to be re-evaluated in two years, seconded by D Mizla. Unanimously approved. MOTION CARRIED

9. Discussion and Possible Action on Recreation Refund Policy

T Quinn stated that previously they would refund anyone, anything without charging a refund fee. The software program they uses charges a 7% fee to the town for cancellations. The 7% fee is on the cost of the program activity that was charged to the participant. R Coyle amended the section under Program or activity refunds, third sentence, to add 'prior' after the word 'weeks' and before the word 'of' to read; "Any request made within two weeks prior of the start of the program will be used as a credit to the participants' account for future use. J Ford asked T Quinn to look into if the current contract with the software company they use has a non-appropriation clause.

D Mizla moved to update the Recreation Department's Refund Policy as follows: Refund Policy –Colchester Parks & Recreation stands behind all of our community offerings. All programs, events and activities are self-funded and must cover all costs associated with the activity. With that in mind, we will gladly help all participants with any registration or refund requests to the best of our ability, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

10. Discussion and Possible Action on 57 Fest Funding

T Quinn stated the idea is to have a car raffle to fund the 57 Fest rather than ask businesses to sponsor the event. The Recreation Commission qualifies to hold a raffle. Winner would receive a gift card to Troiano valued at \$20,000 towards a vehicle, not to include tax, title, and registration. A Shilosky asked what happens if they don't sell 800 tickets. T Quinn answered that the funds would have to be taken out of the program fund, but that she was confident that they would sell 800 tickets to cover the cost. J Ford suggested that all promotional materials are clear that it is up to \$20,000, and that there is no cash value or a particular car they are winning. T Quinn stated she is working with USI on all legalities, and has also cleared it through the towns CFO.

D Mizla moved to authorize the First Selectman to sign the raffle permit to conduct a raffle being held by the Recreation Commission, seconded by J Ford. Unanimously approved. MOTION CARRIED

11. Discussion and Possible Action on Senior Center Copier Lease

S Soby moved to approve the lease of a new copier with Ricoh USA, Inc. for the period February 28, 2019 through February 28, 2024 and authorize the First Selectman to sign all necessary documents, seconded by D Mizla. Unanimously approved. MOTION CARRIED

12. Discussion and Possible Action to Approve an Appropriation from Fund Balance of \$45,000 for Purchase and Attorney Fees for the Property 108 Mill Street

R Coyle moved to approve the appropriation from General Fund Unassigned Fund Balance to fund the purchase of the property at 108 Mill Street and associated legal fees for an amount not to exceed \$45,000 as approved by the Board of Selectmen on 2/7/2019, seconded by S Soby. Unanimously approved. MOTION CARRIED

13. Discussion and Possible Action on Open Colchester Going Public

A Shilosky stated that the Board of Finance made a recommendation to go public at their meeting last night. The information available to go out to the public is only up until December 2018 due to an integration issue on Opengov's end. S Soby suggested not to go live until the issue is figured out. Stated the need to resolve what the issue is rather than put up something that is half baked, that it needs to be right, works and is up to date. J Ford stated they need to figure out what is wrong. Stated it has been almost two years and there are still issues. Opengov has accepted our fees and they need to provide the town with something that works. Stated it would be harmful to the town's reputation if we were to publish something that was not correct. A Shilosky stated that R Tarlov is working with Opengov to get the town's contract extended. Further discussion on the Board regarding their lack of confidence to date with Opengov. NO ACTION

14. Citizen's Comments – A Bisbikos stated his disappointment to hear about Opengov. Read statement (attached)

15. First Selectman's Report

A Shilosky stated the town received a grant from the state for \$396,000 to do repairs on the Town Green. He will work with the Historic Commission. Firewalls have been installed at Town Hall last night. Yesterday there was a data breach through email that affected some offices, as well as Board of Education. The IT coordinator is slowly getting data back. S Soby inquired as to what steps are being taken to educate staff. A Shilosky stated that he is coordinating with USI to come in and do training. Senior Center director has asked if the Senior Center can hold a program for its seniors on medical marijuana. The Board indicated they would need more details on who is presenting and what will be discussed. Library computers will be replaced for \$12,000 due to the XP machines not supporting Microsoft.

16. Liaison Reports

S Soby reported on Agriculture Commission - Discussion around a presentation coming up at the CT Land Conservation Council conference on March 23rd. Leslie Curtis has been a big proponent for the farming signs and has submitted a proposal for a workshop session put together by the Colchester Land Trust. Chris Borque, Chair, will also join, along with S Soby and a local farmer. Linda Akerman will be videotaping.

Planning & Zoning – continue to work on signage regulations. Working on the regulation toward something that will be beneficial to all. ZEO is working on wayfarer sign program to point people to local businesses, attractions, and activities. Health District – Public hearing on the budget was today and will be approved at their next regular meeting. Follow up interviews will be held for the Director position, with the hopes to be completed in March.

17. Adjourn

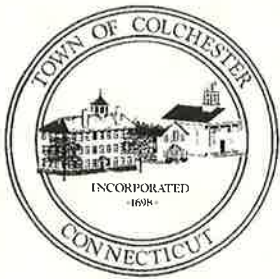
J Ford moved to adjourn at 8:10 p.m., seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Attachment: A Bisbikos correspondence

Respectfully submitted,



Tricia Dean, Clerk



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: 02/28/2019

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 \$14,665.00. 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 \$10,142.00.00 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 March 21, 2019 by 3:00 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 2019-20 and authorize the First Selectman to sign all necessary documents.

Respectfully Submitted,

Patricia A. Watts



PROGRAM DESCRIPTION AND WORK PLAN – FY 2020 TITLE III FUNDING

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

Agency Type: Choose an item. **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: Choose an item. **Title III B (Social Services)**

Category Choose an item. **Other Community Services**

How many years has this program been funded by Title III? 10

TOTAL TITLE III REQUEST

\$14,665.00

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 Arthur Shilosky
Signature
Title First Selectman, Town of Colchester
Date 2/28/2019

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 steady growth. Despite cuts in State Aid this fiscal year, 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. In the space below explain the goal that will address the priority area.

Long Term Supports and Services

By providing activities which engage the brain and promote socialization; this program serves to encourage cognitive orientation, functionality and social engagement. This program serves as a safety net for early intervention when changes are observed in an individual's behavior, cognition or physical condition. This 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."

b. Describe the services to be provided to address the goal, 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 18 hours per week. She is responsible for developing a monthly activities calendar, which is specific to the class (i.e. different than the Colchester Senior Center activities). She conducts 3-4 small group activities per program day, with a daily program theme in addition to planning monthly group outings. The MMP Coordinator is supervised by the Director of Senior Services, who oversees the operations of the Colchester Senior Center. There is an available Per Diem staff member who is able to cover for any absences, so the program can meet continuously throughout the year.

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 a clear background check is a condition for hire for the Town of Colchester. The Human Resources Department is responsible for this aspect of hiring. The Making Memories Program 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 Town

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). 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 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 a senior group in Salem, which does not have a senior center facility. Annual mailings will be sent to local area physicians serving senior patients with dementia and related disorders. On an annual basis or as program vacancies exist, we will contact our regional Alzheimer's Association to market the program to prospective participants, as well.

8. **ACTIVITIES AND PROGRAM INDICATORS.** List the proposed service to be provided in order to reach the expected goal listed under question number three. List the indicators to be used to measure the success of the goal.

SERVICE	PROGRAM INDICATORS
The Montreal Cognitive Assessment (MoCA) will be administered to all participants twice annually, at time of intake or March (6 mos.) and in August (12 mos.)	At least 50% of participants will exhibit stability or improvement in their test results, as measured within 2 points above/below their last recorded score of 0-30 points.

9. **DATA COLLECTION.**

a. describe the program’s plan for measuring client impact including proposed methodology, frequency of measurement;

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 by a lay person with detailed instructions for administration and scoring. The results are tabulated and assigned a numerical score of 0-30 points. Any score of 26 or more 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 6 month mark and at the 12 month mark in the grant cycle. The findings will be reported at the 6 month and year end reports.

b. describe the measurement tool to be used;

The Montreal Cognitive Assessment (MoCA) is a free assessment tool, which can be downloaded from the Internet with instructions for administering and scoring the tests. The MoCA is graded on a scale from 0-30 points, with any score of 26 or greater considered "normal" and any score below 25 showing some cognitive impairment or decline. Tracking MoCA scores across time are a helpful way for us and family members of participants to quantify cognitive change. The data is reported at the 6 month and year end narrative reports for goal achievement analysis.

c. describe follow-up activities to ensure quality improvement

The Making Memories Program Coordinator solicits feedback from participants, as she plans and facilitates group activities and incorporates the interests of all, so everyone in class has a moment to shine. Annually, in September, the Director of Senior Services conducts an Annual Client Satisfaction Survey, where each client is interviewed privately to gain insight into whether the program is meeting the expectations of the participants or not. We have had an excellent history of high satisfaction scores throughout this 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 upon the Federal Poverty Level Guidelines, which is updated annually and given out as part of the orientation packet, as well as discussed by the class at the beginning of the grant year (October) and when the Sliding Fee Scale is updated (January/February). There is a locked donation box in the classroom, where participants or their families can place donations. Additionally donations can 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 2019 and (b) as anticipated for the program in FY 2020.

Program Funding				
Foundation, Fundraising, Corporation, Government Funding Source	FY 19 Status*	FY 19 Amount	FY 20 Status*	FY 20 Projected Amount
Lions' Club of Colchester	awarded	\$800.00	applied	\$1,000.00

*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, 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 class occupies 12 hours would not enable her to have adequate time to plan class activities, conduct new client assessments and other necessary duties. The Town's budget has been impacted by cuts in State Aid, and anticipate being further cut this year. The Town's operational budget cannot support beyond the cost of the cost-share obligations. For 4 years, our funding levels have not been increased, despite the fact that program costs, both labor and supplies, continue to grow. 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 2018, please respond to the following as they apply to the period October 1, 2017 to September 30, 2018:

a. Explain the successes of the program

The Making Memories Program has been successful at the Colchester Senior Center, since it opened 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 programs that 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 depressed. This program also allows important respite for caregivers and family members.

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

One challenge of a program which is developed to serve those experiencing memory loss and dementia is that it can be difficult to plan programs for the spectrum of abilities and interests that our participants have. MMP addresses this by incorporating a wide variety of activities, so everyone is at times challenged and other times have activities which they prefer. The MMP Coordinator communicates any significant physical or cognitive changes with the Director, who works with the families of participants to establish appropriate discharge planning from the program, while educating them about potential future needs. We have worked to improve our customer service to act as a better support to families, spouses and friends through these difficult but inevitable transitions.

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

In FY 2018, the MMP provided 3,432 service units to 14 unduplicated individuals. The total program costs for the year was \$25,706.39, offset by \$16,553.92 in Title III funding and client, memorial and organizational donations. The remaining \$9,152.47 was absorbed by Town of Colchester funding, through the operational budget of the Colchester Senior Center. Most expenses were in line with projected program costs.

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.).

a. describe how unmet needs are identified

The Colchester Senior Center is a designated Community Focal Point for programs and services for seniors. The Colchester Senior Center serves as a Senior Nutrition Program site, where we serve a lunchtime meal at noon on weekdays. Most MMP participants, opt to receive a noontime meal on program days. We are also an intake site for Renter's Rebate, CT Energy Assistance Program, SNAP applications, MSP screenings and we have a CHOICES counselor who can help with Medicare issues. Our MMP participants who meet the income criteria are screened for benefits. Additionally, we help to manage appointments with the Colchester Social Service Department for use of the Food Bank and Mobile Food Pantry services. The Director serves as the Municipal Agent for the Elderly and can help with additional referral needs for housing, or other beneficial programs. Any issues which arise with a participant while attending the MMP are brought to the attention of the Director for follow up.

- b. describe how referrals will be made to help clients access needed services.

Most of our MMP participants receive the Community Cafe meal at the Colchester Senior Center, as part of the program day on Mondays, Tuesdays and Wednesdays. When a participant has a need, the MMP Coordinator makes it known to the Director of senior Services, who works with the 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).

The Colchester Senior Center is the only office in town which processes the Renters' Rebate Program. Because eligible recipients must apply in the town where they reside, there is no way services can be duplicated. The Colchester Senior Center and the Department of Social Services both process Energy Assistance applications, but the universal system does not allow for anyone to apply multiple times. When we have a client need which we cannot meet, we make referrals to our Area Agency on Aging, Senior Resources.

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.

During our new participant orientation/assessment, each prospective participant and their family members is given a packet of information, which is theirs to take home. Within the packet is a form entitled, "Making Memories Program Participation Guidelines" which details, among other things, 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 06360. 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 internal grievance procedures, which includes no more than 72 hour response to any complaints from the Director of Senior Services and, if necessary, the involvement of the First Selectman of 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

ADDRESS: 95 Norwich Ave. Colchester, CT 06415

17.

Head of Organization Arthur Shilosky

Title First Selectman, Town of Colchester

Email ashilosky@colchesterct.gov



BUDGET - FY 2020 Title III Funding

Organization's Name: Colchester Senior Center

Service Name: Making Memories Program

Organization's Annual Operating Budget: \$294,463.00

Total Program Cost is 9.85% of the Organization's Annual Operating Budget

Budget Summary:

A	Total Program Cost	<u>\$29,019</u>		
	Less:			
B	Client Donations	<u>\$2,000</u>		
C	Other Cash	<u>\$1,000</u>		
D	Net Cost	<u>\$26,019</u>	<u>100%</u>	
	Less Match:			
E	Non-Federal Cash	<u>\$10,142</u>	<u>38.98%</u>	OF NET COST
F	Non-Federal In-Kind	<u>\$1,212</u>	<u>4.66%</u>	OF NET COST
G	Total Title III Request FY 20	<u>\$14,665</u>	<u>56.36%</u>	OF NET COST

FY 19 Award Amount (if applicable) \$14,665

Increase/Decrease from FY 19 Title III Award \$0

DOCUMENTATION OF FUNDING SOURCES

OTHER CASH

<u>SOURCE (itemize)</u>	<u>DOLLAR AMOUNT -</u> should equal C above
Gift from Colchester Lions' Club	\$1,000

NON-FEDERAL CASH MATCH

<u>SOURCE (itemize)</u>	<u>DOLLAR AMOUNT -</u> should equal E above
Colchester Senior Center Budget	\$10,142

NON-FEDERAL IN-KIND MATCH

<u>SOURCE (itemize)</u>	<u>DOLLAR AMOUNT -</u> should equal F above
1 Volunteer @ CT minimum wage of \$10.10/hr. 3 hours per week, 40 weeks per year	\$1,212

Signed: _____

Date: _____

Name: Arthur Shilosky

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	\$60,763	2		\$3,038			\$3,038
MMP Coordinator	\$18,921	18	\$14,665	\$1,256	\$1,000	\$2,000	\$18,921
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
TOTALS			\$14,665	\$4,294	\$1,000	\$2,000	\$21,959

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 \$10.10 State Min. Wage	3	40	\$1,212
TOTALS			\$1,212

Total Program Budget

Organization Name Colchester Senior Center

Organization's Annual Operating Budget

\$294,463.00

Program Year:

FY '20

Expenses	NET COST									
	A	B		C	D		E	F	G	H
	Title III	Non-Federal Cash	Non-Federal In Kind	Non-Federal In Kind	Other Cash	Client Donations	TOTAL	Admin Costs	Direct Service Costs	
Personnel	\$14,665	\$4,294	\$1,212	\$1,212	\$1,000	\$2,000	\$23,171	\$3,038	\$20,133	
Fringe		\$1,680					\$1,680		\$1,680	
Travel		\$25					\$25		\$25	
Rent		\$0					\$0		\$0	
Telephone		\$360					\$360		\$360	
Utilities		\$1,360					\$1,360		\$1,360	
Vehicle Operations		\$1,545					\$1,545		\$1,545	
Equipment		\$50					\$50		\$50	
Repairs/Maintenance		\$150					\$150		\$150	
Conferences/Training		\$25					\$25		\$25	
Contractual Services		\$0					\$0		\$0	
Insurance		\$0					\$0		\$0	
Postage		\$50					\$50		\$50	
Supplies/Printing		\$473					\$473		\$473	
Dues/Subscriptions		\$30					\$30		\$30	
Audit		\$100					\$100		\$100	
Other		\$0					\$0		\$0	
TOTALS	\$14,665	\$10,142	\$1,212	\$1,212	\$1,000	\$2,000	\$29,019	\$3,038	\$25,981	

	Title III	Non-Federal Cash	Non-Federal In Kind	Other Cash	Client Donations	TOTAL	Admin Costs	Direct Service Costs
Percentage of Total Cost	51%	35%	4%	3%	7%	100%	10%	90%

INCLUDE IN ALL COPIES OF APPLICATION
Budget Page 14

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 \$1,680
Total FICA of MMP Coordinator's salary (\$1,448) and % FICA of the Director's Salary at 2 hrs/wk. ($\$3,038 \times .0765 = \232)

TRAVEL \$25
10% of the budgeted amount for travel, calculated at the IRS mileage reimbursement rate.

RENT \$0
N/A

TELEPHONE \$360
10% of the projected expenses of \$3,600, annually

UTILITIES \$1,360
Total of 10% projected expense of \$7595 for heating fuel + 10% of \$6,000 for electricity ($\$760 + \$600 = \1360)

BUDGET NARRATIVE/COST EXPLANATION (continued)

VEHICLE OPERATIONS \$1,545
10% of projected cost of gasoline and vehicle maintenance/repairs of \$15,448

EQUIPMENT \$50
10% of small equipment repairs of \$500, annually

REPAIRS/MAINTENANCE \$150
10% of the projected cost of routine building maintenance and repairs of \$1,500, annually

CONFERENCES/TRAINING \$25
10% of annual budgeted amount of \$250.

CONTRACTUAL SERVICES \$0

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

INSURANCE \$0

BUDGET NARRATIVE/COST EXPLANATION (continued)

POSTAGE \$50
10% of the budgeted amount for postage of \$500, annually.

SUPPLIES/PRINTING \$473
Total of 10% of annual printing/publication cost of \$1,000 + 10% of annual copier lease of \$1428 + 10% of per copy charges of \$1,300 + 10% of office supplies of \$1,000.
(\$100+\$143+\$130+\$100=\$473)

DUES/SUBSCRIPTIONS \$30
10% of annual dues to NISC, CASCP and CAMAE of \$295.

AUDIT \$100
Projected cost share of annual audit.

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	3,500	14	4	1	0	0	9	0	0	8	8

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	3,500	\$26,019	\$7.43	\$14,665	\$4.19	100%
0		0		#DIV/0!		#DIV/0!	0%
0		0		#DIV/0!		#DIV/0!	0%
0		0		#DIV/0!		#DIV/0!	0%
TOTALS			\$26,019		\$14,665		

**CERTIFICATION OF NON-FEDERAL MATCH FOR TITLE III PROGRAM
(must be completed by the donor)**

Applicant Agency Name Colchester Senior Center, Town of Colchester

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, 2019
and ending September 30, 2020

SOURCE	CASH AMOUNT	IN-KIND VALUE
Colchester Senior Center Budget	\$10,142.00	
Volunteer Labor		\$1,212.00
Colchester Lions' Night of Giving	\$1,000.00, if awarded	
TOTAL	\$11,142.00	\$1,212.00

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: Arthur Shilosky

Title: First Selectman, Town of Colchester

Agency: Colchester Senior Center

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, Town of Colchester

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

Title First Selectman, Town of Colchester

ACCOUNTING SYSTEMS CERTIFICATION
This form must be submitted by all applicants.

1. Does the agency maintain a general ledger monthly including this program? Yes
2. Does the agency maintain separate cash receipts and disbursements journals? Yes
3. Does the agency require an independent, certified audit annually? If not, why not? If not annually, how often? Yes

Please provide name of current contractor for independent audit services. RSM LLP

Agency Fiscal Year 2018-2019

Date of last audit 6/30/18

4. Does the agency employ a paid bookkeeper? Yes
IF yes, please provide bookkeeper's name: N. Maggie Cosgrove, CFO
If not, explain who is responsible for the maintenance of financial record keeping system and provide some explanation of person's financial qualifications.

5. What positions are authorized to sign checks for your agency? Board of Selectmen, Treasurer

Is the person who maintains fiscal records (named above) also authorized to sign checks? No

Are corporation resolutions on file for authorized check signers? Yes

6. Describe the agency's insurance and bonding coverage relevant to the proposed project. Include copy of bonding document and insurance. N/A
7. The cash and in-kind items listed in the budget do not come from federal funds (only General Revenue Sharing, Community Development Block Grant and Legal Services Corporation funds are allowable match) and they are not used to match any other federal grant.
8. Client contributions cannot be used for federal matching funds.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 1/4/2019

BOARDS & COMMISSIONS APPLICATION

Name: Russell Melmed

Address: 219 Carli Blvd Colchester, CT. 06415

Home Phone: _____ Email rmelmed@sbcglobal.net FAX: _____

Cell Phone: 860-705-4453 Town Residency 8 Years

Party Affiliation: Democrat Republican Unaffiliated (check one)

Commission or Board you are interested in serving on: Youth Services Advisory Board/Youth First Coalition

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

High School: _____

College: University of Connecticut, Farmington, CT, 5 years, graduated with a Masters Degree in Public Health
Clark University, Worcester, MA, 4 years, graduated with a Bachelor's Degree in Biology

Trade, Business _____
Or Correspondence _____
School _____

CONTINUED ON REVERSE SIDE

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

8 Years, Ledge Light Health District, 216 Broad St. New London, CT 06320, Epidemiologist and Supervisor of Health Education, Current

5 Years, American Red Cross, 209 Farmington Ave. Farmington, CT 06032, Senior Research Associate, Left to pursue a career in local public health practice

4 Years, American Red Cross, 15601 Crabbs Branch Way Rockville, MD 20855, Left to move to Connecticut

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

Why are you interested in serving? I have children in Colchester and want to do what I can to help ensure a healthy, safe, and drug-free environment in which they, their friends, and hopefully one day their own children can grow up.

Do you have any experience or familiarity with this area? At my current place of employment I manage the coordinators of two similar youth coalitions, one each in Groton and Ledyard. Through that work I have experience in identifying and evaluating evidence-based youth substance abuse prevention programs.

If you are not appointed to this board or commission, would you be interested in other forms of public service? Which ones? Yes, I have previously offered to serve on the Board of Health of the Chatham Health District, and would do so again if there were a vacancy.

Date: 1/4/2019

Signature: 



Colchester Youth & Social Services

127 Norwich Avenue, Suite 205, Colchester, Connecticut 06415

P: 860-537-7255 F: 860-537-1731 E: youthservices@colchesterct.gov

www.colchesterct.gov



MEMO

To: Board of Selectman

From: Valerie Geato, Colchester Youth & Social Services

Date: February 6, 2019

RE: Appointment of Advisory Board members

At the February 2019 meeting of the Youth Services Advisory Board, members agreed to recommend to the Board of Selectman the following member be appointed to the Board:

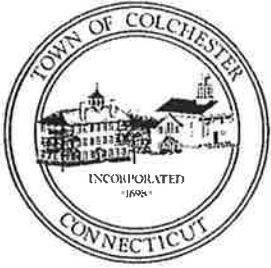
1. Russell Melmed

The appointed member agrees and would like to join the Board for a full term.

Youth Services Advisory Board - 7 members or up to 15, 3 year terms

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	Pamela Scheibelein	R	537-1261 pamslog@comcast.net	12/1/2019
Vice Chair	Lorraine Marvin	U	537-2687	12/1/2019
Member	Jacquelyn Rose	U	860-837-6250 jacquelyn.rose87@gmail.com	12/1/2021
Member	Linda Bromley	D	537-3115	12/1/2021
Member	Josh Vinoski	D	jvino5@colchesterct.org	12/1/2019
Member	Rob Suchecki	D	537-7272 rsuchecki@colchesterct.org	12/1/2021
Member	Heide Perham	D	993-5867 h.e.perham@gmail.com	12/1/2020
Member	Christos Stravoravdis	D	884-9538 cstravoravdis9627@yahoo.com	12/1/2019
Member	Elizabeth Allard	D	860-215-1821 allardeliz@gmail.com	12/1/2020
Member				12/1/2019
Member				12/1/2021
Member				
Member				
Non Voting Members				
	Christine Miskell		SERAC	
	Chris Bennett		WJIMS - Principal	
	Lily Wonderly		Student - BA	

Youth Services Advisory Board



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Joint Board Meeting Minutes
(Board of Selectmen and Board of Finance)
Wednesday, February 20, 2019
Colchester Town Hall @ 6:30pm**

MEMBERS PRESENT:

Board of Selectmen: First Selectman Art Shilosky, Selectman Stan Soby, Selectman Rosemary Coyle and Selectman Jim Ford

Members Absent: Selectman Denise Mizla

Board of Finance: Chairman Rob Tarlov, Mike Egan, Nilda Negron, Andrea Migliaccio, Andreas Bisbikos
Members Absent: none

1. Call to Order

A Shilosky called the Board of Selectmen meeting to order at 6:30 pm.
R Tarlov called the Board of Finance meeting to order at 6:30 pm.

- 2. Procedure for this Joint Board Meeting**– A Shilosky conducted an overview and explanation of each agenda item.
- 3. Presentation of the Paramedic Program by Chief Cox** – Colchester Fire Chief Cox presented an overview of the Paramedic Program, along with Charlie Jaskiewicz, BSN, EMTP and former emergency services instructor. Additional comments were made by the Backus Medical Control Director Dr. Kyle McClaine. (presentation attached)

Board of Finance members posed questions regarding;

What should motivate the town to participate – response was connectivity of care, ALS response time, medical control standpoint, good fit, makes sense, early interception and increased survival.

What is the difference between contracting out services vs in town – response was if using a commercial service they come in and it is only paramedic service, vs the Fire dept. would be able to provide both paramedic and firefighter first response.

If we had ALS service would we provide service to other towns – response yes, would provide as part of mutual aid. Has the Fire dept. thought about streamlining the department budget they currently have to offset the paramedic program cost – response was they can take a look and scrutinize what can be reduced. Also stated that can apply for grants to subsidize the cost of personnel and equipment.

What is the process for state authorization – response was once the town endorses it, the state process gets completed and looking at about 3 months to be up and running after that.

A Bisbikos stated his support of the program and urged the BOS to bring it to referendum.

4. Question and Answer Session for Citizens Regarding the Paramedic Program Presentation

1. Evan Evans – What is the down side and challenges – response was they won't know what they need for staffing, no medical downsides, can't hire until 7/1/2019 if approved.
2. David Laspino – stated he is a career paramedic and supports the Middlesex program currently in place. Stated his concern of medical malpractice, cost, new inexperienced paramedics, and new training costs. Stated the current wait time for Middlesex response is not that bad – response was that in Dr. McClaine's experience, minutes do matter, all commercial services also have different level of paramedic experiences, level of assessment is much quicker with an in house program, liability comes with all medical control and firefighter response, best outcomes come with an earlier response time.
3. James McNair – How has Middlesex reacted to the fact that they might be losing revenue – response was they are in the business to make a profit, and we are not. They have other services they can do with transporting.

5. Non-Binding Straw Poll Regarding the Paramedic Program

Majority of attendees in the room were in support of the Paramedic Program. Three attendees indicated they were undecided.

6. Adjourn

S Soby moved to adjourn the Board of Selectmen at 7:57 p.m., seconded by R Coyle. Unanimously approved.
MOTION CARRIED.

A Migliaccio move to adjourn the Board of Finance at 7:57 p.m., seconded by N Negron. Unanimously approved.

RECEIVED
COLCHESTER, CT
2019 FEB 22 AM 8:53

MOTION CARRIED.
Joint BOS, BOF 2/20/2019
Page 2

Attachment: Paramedic Program Presentation

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tricia Dean', with a long horizontal flourish extending to the right.

Tricia Dean, Clerk



**N. Maggie Cosgrove
Chief Financial Officer
Finance Department**

Date: February 26, 2019

To: Board of Selectmen

From: N. Maggie Cosgrove, CFO

Subject: Munis Financial Software Contract Renewal

Background

Our current three-year contract with Tyler Technologies – Munis Division for our financial software expires June 30, 2019. Attached is an amendment to that contract for an Application Service Provider (ASP) renewal for an additional three-year term through June 30, 2022. The total fee for all three years is \$232,443 with annual payments of \$77,481 – this contract is funded by both the Town and Board of Education budgets and is included in the proposed budgets for FY 2019-2020. This proposal reflects a total increase in cost of \$11,073 for the entire three year period over the current three-year agreement (\$221,370).

Recommendation

Approval of the amendment to the contract with Tyler Technologies – Munis Division for an additional three-year term through June 30, 2022 for a total fee of \$232,443 and authorization for the First Selectman to sign all documents related to the amendment to the agreement.

AMENDMENT TO APPLICATION SERVICE PROVIDER AGREEMENT

This amendment ("Amendment") is made the _____ day of _____, 2018 between Tyler Technologies, Inc., with offices at 1 Tyler Drive, Yarmouth, Maine 04096 ("Tyler") and the Town and Board of Education of Colchester, with offices at 127 Norwich Avenue, Colchester, Connecticut 06415 ("Client").

WHEREAS, Tyler and the Client are parties to the Application Service Provider Agreement dated May 29, 2001 ("Agreement"); and

WHEREAS, Tyler and Client desire to amend the terms of the Agreement as provided herein.

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Tyler and the Client agree as follows:

1. SaaS Term. The term of the Agreement is hereby renewed for a three (3) year term commencing on July 1, 2019 and expiring on June 30, 2022 ("Renewal Term"). After the Renewal Term, the term will renew automatically for additional one (1) year terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current term. We will provide you notice of any increase in SaaS Fees no less than ninety (90) days prior to the commencement of the renewal term.
2. SaaS Fees. SaaS Fees, as detailed in the attached Sales Quotation, for year one (\$77,481) are invoiced annually in advance, beginning on the Renewal Term commencement date. Subsequent annual SaaS Fees are invoiced annually in advance, beginning on the anniversary of the initial invoice date.
3. Concurrent Users. The SaaS fees are based on concurrent users indicated in the attached Sales Quotation and the Agreement, with the Sales Quotation controlling in the event of conflict. Should the number of concurrent users be exceeded, Tyler reserves the right to re-negotiate the SaaS fees based upon any resulting changes in the pricing categories.
4. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement.
5. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, persons having been duly authorized and empowered to enter into this Amendment hereunto executed this Amendment effective as of the date last set forth below.

Tyler Technologies, Inc.

Town and Board of Education of Colchester

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Quoted By: Christopher Vose
 Date: 12/7/2018
 Quote Expiration: 6/1/2019
 Quote Name: Colchester, CT - ERP - SaaS Renewal Quote
 Quote Number: 2018-62146
 Quote Description: SaaS Renewal Quote

Sales Quotation For
 Town of Colchester
 Suite 203
 127 Norwich Avenue
 Colchester, CT 06415
 Phone +1 (860) 537-7220

SaaS

Description	Annual Fee Net	# Years	Total SaaS Fee	Impl. Hours
Financials:				
Accounting/GL	\$41,675.00	3.0	\$125,025.00	0
BMI Asset Track Interface	\$0.00	3.0	\$0.00	0
Capital Assets	\$7,872.00	3.0	\$23,616.00	0
Purchase Orders	\$0.00	3.0	\$0.00	0
Requisitions	\$4,863.00	3.0	\$14,589.00	0
Human Capital Management:				
HR Management	\$5,789.00	3.0	\$17,367.00	0
Payroll	\$13,230.00	3.0	\$39,690.00	0
Productivity:				
Munis Office	\$2,315.00	3.0	\$6,945.00	0
Tyler Forms Processing	\$1,737.00	3.0	\$5,211.00	0
TOTAL:	\$77,481.00		\$232,443.00	0

Summary	One Time Fees	Recurring Fees
Total SaaS	\$0.00	\$77,481.00
Total Tyler Software	\$0.00	\$0.00
Total Tyler Services	\$0.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$0.00	\$77,481.00
Contract Total	\$232,443.00	

Unless otherwise indicated in the contract or Amendment thereto, pricing for optional items will be held for Six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____
 Print Name: _____ P.O. #: _____

All primary values quoted in US Dollars

Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Implementation hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

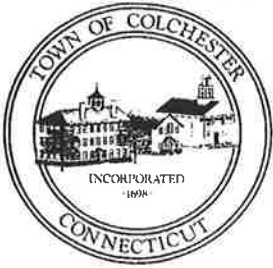
Tyler's form library prices are based on the actual form quantities listed, and assume the forms will be provided according to the standard Munis form template. Any forms in addition to the quoted amounts and types, including custom forms or forms that otherwise require custom programming, are subject to an additional fee. Please also note that use of the Tyler Forms functionality requires the use of approved printers as well. You may contact Tyler's support team for the most current list of approved printers.

Tyler's cost is based on all of the proposed products and services being obtained from Tyler. Should significant portions of the products or services be deleted, Tyler reserves the right to adjust prices accordingly.

The Munis SaaS fees are based on 32 concurrent users. Should the number of concurrent users be exceeded, Tyler reserves the right to re-negotiate the SaaS fees based upon any resulting changes in the pricing categories.

The Tyler Software Product Tyler Forms Processing must be used in conjunction with a Hewlett Packard printer supported by Tyler for printing checks.

Accounting/GL includes Accounts Payable and Budgeting.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

February 27, 2019

To: Colchester Board of Selectmen

From: Salvatore Tassone P.E. – Town Engineer

Re: Planning & Zoning Subdivision # 96-273, Lawrence Green 3 lot Subdivision, Harbor Road, Colchester CT.

The attorney for the Estate of Lawrence Green has requested the release of the public improvement/sidewalk bond previously posted for the above referenced subdivision.

The Town is currently holding a sidewalk bond in the original amount of \$1,250. This bond is currently in the form of TD Bank Passbook Savings Account #030555143, Town of Colchester for Larry Green. The updated passbook savings account shows a balance of \$1,397.62 as of 11/30/2018.

As shown on the attached Colchester P&Z Notice of Decision and Memo from Town Planner to Town Engineer, a Subdivision modification plan to remove the requirement for installation of sidewalks on Harbor Road was approved at the 2/20/2019 P&Z meeting, thereby negating the need for the existing bond. It is therefore recommended that the referenced bond be released to the Estate of Lawrence Green as requested by Attorney Peter Alter of Alter, Pearson, LLC. P.O.Box 1530, Glastonbury, CT. 06033.

RECOMMENDED MOTION:

Motion that the Town of Colchester release the balance of TD Bank Passbook Savings Account # 030555143 plus all accrued interest to the Estate of Lawrence Green in care of Attorney Peter Alter as recommended by the Town Engineer.



TOWN OF COLCHESTER
PLANNING & ZONING COMMISSION
NOTICE OF DECISION

Attorney Peter Alter
Alter, Pearson, LLC
PO Box 1530
Glastonbury, CT 06033

February 22, 2019

RE: MODSUB#2019-001 Request to not require sidewalks for Su#96-273 for 3 lot subdivision on Harbor Road.

Dear Mr. Alter:

The Planning & Zoning Commission, at their 2/20/2019 meeting, **APPROVED** the modification to the approved subdivision plans to remove the requirement for the installation of sidewalks on Harbor Road.

The request for the removal of the requirement of sidewalks as shown on the approved plans was approved for the following reasons:

1. The property is located on Harbor Road which is a dead end road with low density development. There are 12 properties on Harbor Road and there are currently no sidewalks on any portion of Harbor Road.
2. Harbor Road is not within the area planned to be serviced by sidewalks in the Plan of Conservation and Development.
3. Harbor Road is within 1 mile of Bacon Academy but there are no sidewalks along Norwich Avenue between Bacon Academy and Harbor Road for pedestrian access to a public school.

Notice of this decision is scheduled to be published in the *Rivereast News Bulletin* on March 1, 2019. Anyone appealing this decision must appeal within fifteen days of the date of publication through the Superior Court of the State of Connecticut. This approval is specific to the development plans approved under application SUB#96-273. The modification of this approval and any change in the development plan layout other than those identified herein shall constitute a new application. The owner/applicant shall be bound by the provisions of this application and approval.

Sincerely,

Randall Benson
Town Planner, Colchester

MEMO

To: Sal Tassone, Town Engineer

From: Randy Benson, Town Planner

DATE: 2/22/2019

Re: Release of sidewalk bond for Lawrence Green SU#96-273 for the 3 lot subdivision on Harbor Road.

The Planning and Zoning Commission at their 2/20/2019 approved the modification of SU#96-273 to not require sidewalks as proposed on the approved plan on Harbor Road.

The bond for the construction of sidewalks in regards to this application may be released at this time.

Re: Charter

Monica Egan <monicacegan@gmail.com>

Mon 2/25/2019 3:05 PM

To: Art Shilosky <aShilosky@colchesterct.gov>;

Cc: Don Philips <dphilips58@gmail.com>; LePage, Gregg G <GLEPAGE@travelers.com>;

Art,

Gregg and Don are correct. I remember specifically when we removed the word "developing" and I pulled out my notes yesterday. We had interpreted "developing" as building the charter from the ground up, which is done by the First Selectman and department heads. When we stated that the Board of Finance would have all of the powers conferred in the statutes, we meant that they would be able to review, adjust, and modify the budget developed by the BOS as they always had.

Shipman and Goodwin did not flag any implications to this change. The traditional process was followed last year. As you know, we did not write explanatory text around the change or ever mention it in our presentations because we saw it to be a minor clarification to reflect actual process.

We never had any intention to change the powers of the BOF. In fact, right next to my notes on the word "developing" I had written that the BOF provides checks and balances in the budget process.

Changing their powers would have been a major shift in our form of government towards a town council format. That was definitely not the plan.

Best Regards,
Monica

Sent from my iPhone

On Feb 25, 2019, at 1:19 PM, Don Philips <dphilips58@gmail.com> wrote:

All,

My recollection of the revision to 601(C) jibes with Gregg's comments, particularly with respect to the issue of intent. I don't remember a single discussion about eliminating the Board of Finance's ability to make revisions to the budget once the Selectmen and CFO developed it - that is, once the BOS and CFO completed adding all the details to the budget. I also don't recall the Town's attorneys flagging this revision or providing advice to the Commission as to the substantive change to the process this revision would cause.

Don

On Mon, Feb 25, 2019 at 12:26 PM LePage, Gregg G <GLEPAGE@travelers.com> wrote:

Hi Art,

The intention of the Charter Revision Commission was not to cut the BOF out of the budget process. We were merely trying to clarify the BOF's role with respect to the CT General Statutes but we were not suggesting that anything change regarding the process. In our view, the Town Budget is developed by the First Selectman, Department Heads, and the Office of the CFO. This is evidenced by the fact that the bottoms up budget is initially created and then presented to the BOF during the budget workshops. The BOF reviews, modifies and adjusts the budget as the process goes along.

In Section 601 C(1) we give the BOF the authority to approve supplemental appropriations from, and transfers within the BOS Budget as recommended by the BOS.

- It wouldn't make sense for the BOF to be involved in a supplemental appropriation or a transfer within the BOS budget after the fact if they weren't involved in the initial budget process.

I have attached a few documents:

1. Presentation at the Public Hearing on May 1, 2017. No significant changes to the BOF roles and responsibilities were outlined.
2. The identification of the various sections in the Charter that were changing as reviewed by Lisa Gladke at S&G. This change was deemed "Clarification".
3. The comments from Lisa on 3/17/17 that make no mention to this change significantly impacting the role of the BOF.

I have copied Monica and Don on my response as they have been looking back on some old notes.

Monica/Don – Feel free to respond if you have anything to add.

Gregg

This message (including any attachments) may contain confidential, proprietary, privileged and/or private information. The information is intended to be for the use of the individual or entity designated above. If you are not the intended recipient of this message, please notify the sender immediately, and delete the message and any attachments. Any disclosure, reproduction, distribution or other use of this message or any attachments by an individual or entity other than the intended recipient is prohibited.

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CHARTER REVISION COMMISSION PUBLIC FORUM

May 1, 2017

7:00 PM

Town Hall

Charter Revision History

- ❖ Current Charter adopted in November 2006.
- ❖ Charter Review was initiated by BOS in September 2014 and completed in September 2015.
- ❖ Charter Revision Commission appointed March 2016.
- ❖ Draft Revision to be submitted to BOS in the next 30-45 days
 - Public input and comments to be gathered.
 - Public information sessions to be held in July/August.
- ❖ Amended charter to be sent to vote November 2017.
 - Commission is targeting six questions on the ballot.

Question: Should the Tax Collector be appointed?

- Currently elected to a four year term.
- There are no qualifications to run for office other than being a resident of the Town of Colchester.
- Would serve at the pleasure of the Board of Selectman like other department heads.
- Allows defined qualifications and experience necessary for position.
 - ❖ Town currently funds certification for employees that may not get re-elected.
- Expanded pool of candidates beyond Colchester.
- Eliminates distractions associated with re-election.

Question: Should the Town Clerk be appointed?

- Currently elected to a four year term.
- There are no qualifications to run for office other than being a resident of the Town of Colchester.
- Would serve at the pleasure of the Board of Selectman like other department heads.
- Allows defined qualifications and experience necessary for position.
 - ❖ Town currently funds certification for employees that may not get re-elected.
- Expanded pool of candidates beyond Colchester.
- Eliminates distractions associated with re-election.

Question: Should the Treasurer position be eliminated?

- Currently elected to a two year term, there are no qualifications to run for office other than being a resident of the Town of Colchester.
- Main duties include reviewing check registers, transferring money between bank accounts, and handling investments.
- These duties would be assumed by the CFO Department resulting in a savings of \$4,500 per year to the Town.
- Additional checks and balances would be provided through the annual audit process and oversight provided by other elected officials.

Question: Should all elected positions be four year terms?

- There is inconsistency in the terms of elected officials:
 - Proposal would move all elected positions to a four year term.
 - This would increase the term for the Board of Selectman and Board of Assessment and Appeals from two years to four years and decrease the term of the Board of Finance from six years to four years.
- Rationale:
 - Two years is a short time period for a new member of the BOS or BAA to get up to speed and become familiar with their responsibilities before it's time for re-election.
 - The Board of Finance term of six years is a long time and there have been few members to make it the entire six years.
 - Four years seems like a more reasonable time in the position and most Boards of Finance in towns with a Charter serve a four year term.

Question: Technical Modifications

- These updates are meant to streamline and organize the document in a way that increases its effectiveness.
- One example is to update the list of Town Departments in a manner that is consistent with current practice. At the same time, the description of the functions of each Department have been removed because they are constantly changing and do not reflect what is currently in the Charter. The Town would be better served to include the functions in an operations manual.
- Another example is adding definitions to clarify what is currently included in the Combined Budget, Board of Selectman Budget and Board of Education Budget.

Question: Streamlining Budget Process

- Reorganization to minimize confusion
- Recounts on budget vote consistent with statutes
- Updated dollar amounts to reflect current spending (ex. real estate)
- Lower thresholds to reconvene annual budget meeting
- Closed loopholes on borrowing
 - All borrowing agreements above threshold go to Town Meeting
- Transfer Process
 - Added emergency contingency for public safety
 - BOS and BOF approve transfers between adopted town dept. budgets
- Supplemental Appropriations process
 - Added emergency contingency for public safety
 - Removed redundant requirements
 - Town meeting or referendum required for appropriations above 2.0%

Colchester Charter - Summary of Proposed Changes

Article 1	General Provisions	Change	Question	Type
§ C-101	Definitions	Yes	1	Technical Change
§ C-102	Rights & Obligations	No	N/A	
§ C-103 A	General Powers of Town	No	N/A	
§ C-103 B	General Powers of Town	Yes	1	Grammar
§ C-104	Construction	No	N/A	

Article 2	Elected Officials & Boards	Change	Question	Type
§ C-201 A	First Selectman	No	N/A	
§ C-201 B	Town Clerk	Yes	6	Town Clerk Appointed
§ C-201 C	Tax Collector	Yes	4	Tax Collector Appointed
§ C-201 D	Town Treasurer	Yes	5	Treasurer Eliminated
§ C-201 E	Registrars of Voters	New	1	Clarification
§ C-202	Elected Boards	No	N/A	
§ C-203 A	Eligibility for election of ...	No	N/A	
§ C-203 B	Eligibility for election of ...	Yes	1	Grammar
§ C-203 C	Eligibility for election of ...	No	N/A	
§ C-203 D	Eligibility for election of ...	Yes No	N/A 1	Grammar
§ C-204	Succession provisions	New	1	Technical Change

Article 3	First Selectman	Change	Question	Type
§ C-301	Manner of election & term	Yes	2	Terms of office
§ C-302 A	Powers and duties	Yes	1	Clarification
§ C-302 B	Powers and duties	Yes	1	Clarification/ Grammar
§ C-302 C	Powers and duties	Yes	1	Clarification
§ C-302 D	Powers and duties	Yes No	N/A 1	Grammar
§ C-302 E	Powers and duties	Yes	1	Clarification
§ C-302 F	Powers and duties	Yes	1	Clarification
§ C-303 A	Succession provisions	No	N/A	
§ C-303 B	Succession provisions	No	N/A	
§ C-303 C	Succession provisions	Yes	1	Technical Change

Article 4	The Board of Selectmen	Change	Question	Type
§ C-401	Manner of election & term	Yes	2	Terms of office
§ C-402 A	Powers and duties - CGS	No	N/A	
§ C-402 B	Contracts	Yes	1	Clarification
§ C-402 C	Personnel	No	N/A	
§ C-402 D	Creation & abolition of boards	Yes	1	Technical
§ C-402 E	Temporary boards & study groups	No	N/A	
§ C-402 F	Government contracts	Yes	1	Clarification
§ C-402 G	Appointment & removal of board members	Yes	1	Clarification
§ C-402 H	Oversight of Town departments	Yes	1	Clarification
§ C-402 I	Supplemental appropriations & transfers	Yes	3	Budget Process
§ C-402 J	Acceptance of roads	Yes No	N/A 1	Clarification Grammar
§ C-402 K	Delegation of authority	No	N/A	
§ C-402 L	Water Pollution Control Authority	No	N/A	
§ C-403 A	Limited power to adopt ordinances	Yes	1	Clarification
§ C-403 A1	Limited power to adopt ordinances	No	N/A	
§ C-403 A2	Limited power to adopt ordinances	Yes	1	Clarification
§ C-403 B	Limited power to adopt ordinances	Yes	1	Grammar
§ C-403 C	Limited power to adopt ordinances	Yes	1	Grammar
§ C-403 D	Limited power to adopt ordinances	Yes	1	Clarification
§ C-403 E	Limited power to adopt ordinances	Yes	1	Grammar
§ C-404	Succession provisions	Removed	1	Technical - Covered under C-204
§ C-405	Limited power of investigation	No	N/A	

all into Q 2 of some into Q 1 - technical, grammar

new §

Colchester Charter - Summary of Proposed Changes

Article 5	Other Elected Officials	Change	Question	Type
§ C-501	The Town Clerk	Removed	6	Covered under Article VII
§ C-502	Tax Collector	Removed	4	Covered under Article VII
§ C-503	The Treasurer	Removed	5	Covered under Article VII

Article 6	Other Elected Boards	Change	Question	Type
§ C-601 A	BOF - Membership	Yes/No	N/A	Clarification/minor change
§ C-601 B	BOF - Terms	Yes	2	Terms of office
§ C-601 C	BOF Duties	Yes	1	Clarification
§ C-601 C1	BOF Duties	Yes	1	Clarification
§ C-601 C2	BOF Duties	Yes	1	Grammar/Clarification
§ C-601 C3	BOF Duties	New	1	Technical Change
§ C-601 D	Succession provisions	Removed	1	Technical - Covered under C-204
§ C-602 A	BOE - Membership	Yes/No	N/A	Clarification/minor change
§ C-602 B	BOE - Terms	No	N/A	
§ C-602 C1	BOE Duties	No	N/A	
§ C-602 C2	BOE Duties	Yes	1	Grammar/Clarification
§ C-602 D	Succession provisions	Removed	1	Technical - Covered under C-204
§ C-603 A	BOAA - Membership	Yes/No	N/A	Clarification/minor change
§ C-603 B	BOAA - Terms	Yes	2	Terms of office
§ C-603 C	BOAA - Duties	No	N/A	
§ C-603 D	Succession provisions	Removed	1	Technical - Covered under C-204

C-701 Yes - technical

Article 7	Appointed Officials & Appointed Boards	Change	Question	Type
§ C-701 A	Assessor	Yes/No	N/A	Technical
§ C-701 B	Tax Collector	New	4	Tax Collector Appointed
§ C-701 C	Town Clerk	New	6	Town Clerk Appointed
§ C-701 D	Treasurer	New	5	Treasurer Eliminated
§ C-702	Appointed Boards	Yes	1	Technical Change
§ C-703	Eligibility & appointment of Appointed Officials	No	N/A	
§ C-704	Removal of Appointed Officials	No	N/A	
§ C-705 A	Eligibility & appointment of Appointed Boards	Yes	1	Grammar/Clarification
§ C-705 B	Eligibility & appointment of Appointed Boards	Yes	1	Technical Change/Grammar
§ C-706 A	Removal of Appointed Board member	Yes	1	Grammar
§ C-706 B	Removal of Appointed Board member	No	N/A	
§ C-706 C	Removal of Appointed Board member	No	N/A	
§ C-707	Appointment of alternates to Appointed Boards	Yes	1	Grammar

Article 8	Reserved	Change	Question	Type
	No change. No change.			

Article 9	Appointed Boards	Change	Question	Type
§ C-901	Police Commission	Removed	1	Technical Change, Covered in C-702
§ C-902	Sewer and Water Commission	Removed	1	Technical Change, Covered in C-702

C-701 Yes - technical

and by ordinance

Colchester Charter - Summary of Proposed Changes

Article 10	Town Meeting and Annual Budget Meeting	Change	Question	Type
§ C-1001 A	Overview	Yes	1	Clarification
§ C-1001 B	Items requiring Town Meeting	No	N/A	
§ C-1001 B(1)	Issuance of bonds and all other forms of borrowing	Yes	3	Financial Matters - Moved to 1109a
§ C-1001 B(2)	Supplemental appropriation >0.5% Town Budget	Yes	3	Financial Matters - Moved to 1111a
§ C-1001 B(3)	Transfers between Town departments >0.5% Town Budget	Yes	3	Financial Matters - Moved to 1110a
§ C-1001 B(4)	Cumulative transfer / appropriation exceeding 4% Town Budget	Removed	3	Financial Matters - Removed
§ C-1001 B(5)	Real estate purchases >\$10,000	Yes	3	Financial Matters - Moved to 1107a
§ C-1001 B(6)	Real estate sales >\$10,000	Yes	3	Financial Matters - Moved to 1107a
§ C-1001 B(7)	Creation or abolition of any permanent Town board	Yes	3	Grammar, Now 1001 B(2)
§ C-1001 B(8)	Creation or abolition of any position for an elected official	Yes No	N/A 3	Now 1001 B(3)
§ C-1001 B(9)	Leases	Yes	3	Financial Matters - Moved to 1108a
§ C-1001 B(10)	Grants	Yes	3	Financial Matters - Moved to 1112a
§ C-1001 B(11)	Adopting or Repealing Town ordinances	Yes No	N/A 3	Now 1001 B(1)
§ C-1001 B(12)	Other Matters BOS deems worthy of Town meeting	Yes No	N/A 3	Now 1001 B(5)
§ C-1001 C	BOS power to hold Town Meeting	Yes	1	Minor Change
§ C-1002	Annual Budget Meeting	Yes	3	Financial Matters - Moved to 1105a
§ C-1003	Procedures	Yes	1	Clarification

may want these to be "former"

may want to indicate new sections which should be #3

Add new 1001 B (1) - (5) - Q. 3.

Article 11	The Annual Budget Referendum and Special Referenda	Change	Question	Type
§ C-1101	The Annual Budget Referendum	Yes	1	Technical Change / Moved to 1106a
§ C-1102	Special Budget Referenda	Yes	1	Clarification / Moved to 1103
§ C-1103 A	Special Referenda	Yes No	N/A 1	Now 1102 A
§ C-1103 B	Special Referenda	Yes No	N/A 1	Now 1102 B
§ C-1103 C	Special Referenda	Yes No	N/A 1	Now 1102 C
§ C-1104	Recount of Annual Budget Referendum or special referenda	Yes	3	Financial Matters / moved to 1106b

remaining Article 11 question 1

Clarification / Now

Grammar

* Add new sections - Q. 3 (?)

Article 12	Town Departments and Administration	Change	Question	Type
§ C-1201	Town Departments	Yes	1	Clarification / change (add new depts)
§ C-1202	Department of Finance	Removed	1	Clarification / Minor Change / Technical Change
§ C-1203	Department of Public Works	Removed	1	Clarification / Minor Change / Technical Change
§ C-1204	Department of Planning and Zoning	Removed	1	Clarification / Minor Change / Technical Change
§ C-1205	Department of Public Health	Removed	1	Clarification / Minor Change / Technical Change
§ C-1206	Department of Parks and Recreation	Removed	1	Clarification / Minor Change / Technical Change
§ C-1207	Department of Code Administration	Removed	1	Clarification / Minor Change / Technical Change
§ C-1208	Department of Engineering	Removed	1	Clarification / Minor Change / Technical Change

Article 13	Town Employees and Appointed Officials	Change	Question	Type
§ C-1301	Town Employees and Appointed Officials	Yes	1	Technical Change

Article 14	Mandatory Periodic Charter Review	Change	Question	Type
§ C-1401	Charter Review Commission	No	N/A	

A - tech.
B - removed

Article 15	Miscellaneous Provisions	Change	Question	Type
§ C-1501	Consolidation	No	N/A	
§ C-1502	Existing Laws and Ordinances	Yes	1	Technical Change
§ C-1503	Commencement of terms of Elected Officials	No	N/A	
§ C-1504	Minority Political Representation	Yes No	N/A 1	technical
§ C-1505	Justice of the Peace	No	N/A	
§ C-1506	Quarterly Meeting	Removed	1	Minor Change
§ C-1507	Transfer of Power	No	N/A	
§ C-1508	Continuation of Appropriation of Town Funds	No	N/A	
§ C-1509	Legal Proceedings	No	N/A	
§ C-1510	Savings Clause	No	N/A	
§ C-1511	Effective date	No	N/A	

4/21/17

Shipman & Goodwin LLP Initial Comments and Questions regarding Proposed Revisions to the Charter of the Town of Colchester (revisions received 3/17/17)

Below please find our initial comments regarding the Proposed Revisions the Charter of the Town of Colchester based on our cursory review of the changes to date. Please note that these initial comments will be supplemented by additional comments as we continue our review and based on any further proposed changes of the Town, specifically the Board of Selectmen and the Charter Revision Commission. We have noted items to be reviewed or researched further.

We have also included the attached blackline which contains some of the changes referenced below.

On any items that we have not suggested language, we are happy to either draft language or provide example sections.

General Comments:

1. Defined words/terms must be capitalized throughout the document for purposes of clarity. The proposed revisions were inconsistent regarding capitalization. We have had our secretaries start to make these changes in the draft, but the Commission should review in more detail to ensure all terms they intend to be capitalized are actually capitalized. Terms that are not defined terms in the Charter but that have statutory definitions (e.g., First Selectman) are also capitalized. The original 2007 version of the Charter (the version approved by the voters) had many defined terms capitalized. General Code had changed this when they codified the Charter. We have discussed this matter with the Town Clerk and in the future General Code will not change the capitalization.
2. We changed the words “will” and “should” to “shall” in the few places it appears in the proposed revisions. “Shall” is the preferred legal term in statutes and other laws, and it is important to make these changes because there is a body of case law that interprets the word “shall.”
3. In several places we have changed words or phrases for purposes of clarity or consistency.
4. Where a numbered or lettered provision has been deleted in the proposed revisions, we have retained the number or letter followed by “[Reserved].” This is important to avoiding confusion and maintaining the integrity of the document for historical research (which is often necessary when interpreting charter provisions). We have also made new proposed sections into subsections in the document so that original

section numbers are not changed (see Articles XIa - XIg in our mark-up of the Charter).

Specific Comments/Questions/Research Questions:

Section C-101. Definitions:

1. Appointed Board. The proposed revisions limit the members of Appointed Boards to Electors (rather than “individuals”). We wanted to point out that this means that, for example, people such as business owners who do not happen to live in town, and young people under age 18, could not be appointed to boards, commissions, committees or study groups. This limitation certainly is appropriate for the PZC, but would it be too narrow if the Town wanted to appoint a study group to come up with, for example, recommendations on bicycle use in the town center (you may want a particular business owner or high school student on such as study group).
2. Board of Education Budget, Board of Selectmen Budget and Combined Budget.
 - a. Should the word “expenditures” be replaced by the word “budget”? Or as to the Board of Education Budget and Board of Selectmen Budget, should this refer to particular types of line items so that it is clear what is included or excluded from the defined term?
 - b. In the defined term “Board of Selectman Budget”, the expenditures include “the capital expenditures budget and payments of debt service”. This concept is only in two places in the existing Charter (the definition of “Combined Town Budget” and Section 1101), but is now in multiple places in the current draft of the Charter. Is this clear enough in these sections so one doing the required calculations knows what to include or exclude?
 - c. The wording on these items should be consistent throughout the Charter as well. (For example, the Section 101 says “capital expenditure budget,” but Section 1401 says “capital expenditures”).
3. Certified Petition. Research question: Is this defined term used throughout the Charter in a manner that is allowable under CGS? (Note: This term is only used in Section 1001.B)
4. Department Head. Item to be reviewed further: can a Department Head have supervision of Appointed Officials, because by definition Appointed Officials serve at the pleasure of the Board of Selectmen and should be responsible to the Board of Selectmen. (For example, the fire marshal is appointed by the Board of Selectman and per the General Statutes, is responsible for implementing the State Fire Code in the Town, and can be removed by the Board of Selectmen for cause. If the fire marshal is part of the larger Department of Code Enforcement, should the Department Head of that department have supervisory responsibility for the fire marshal?)

5. Election. Research question: The proposed revisions use “regular,” “municipal,” “special,” and “Town” to describe elections. What should this definition be and should there be a defined term for each type of election for clarity given how it is used in the Charter? Is this defined term used throughout the Charter in a manner that is consistent with CGS?
6. Minority Representation. We recommend that this defined term be deleted. Minority representation is governed by the General Statutes and cannot be changed by Charter. We recommend addressing the applicability of minority representation in general in existing Section C-1504, and deleting all references to minority representation in the body of the Charter to avoid confusion re whether the minority representation law applies to only the designated situations.
7. Municipal Election. Same issue as defined term “Election.” See item 5 above.
8. Town Employee. Should also exclude Appointed Officials. Normally, a Department Head would not have any supervisory authority over an Appointed Official.
9. Town Meeting. Items to be reviewed further: Is the annual budget meeting the same as annual Town meeting? Are these terms, as well as “special Town Meeting,” used correctly throughout the Charter?

Section C-201B. Registrar of Voters.

1. It should be registrars of voters. See CGS Section 9-190.

Section C-203D. CGS 7-421.

1. Research Question: Need to check reference to statutory section.

Section C-204. Succession Provisions.

1. Should exclude vacancies in the Office of First Selectman, since section 303C shall control.
2. Should make it clear that there shall be an election for a successor only if there is remaining term for the prior member.
3. Research Question: Are these provisions applicable to each Elected Board (CGS may have different succession provisions for different boards). Are any variations from CGS allowed under Home Rule Act? [Note: Section 7-343 allows succession of Board of Finance to be determined by charter.]

Section C-301. First Selectman Term.

1. The Charter should be clear when the first four year term would commence.
2. Re-election every odd-numbered year does not work if changed to four year term. This section needs to be revised. We can provide appropriate language.

Section C-302. First Selectman Duties.

1. We recommend that the shift in grammatical style (e.g., “is” instead of “shall” and “ensures” instead of “shall ensure”) between this section and the rest of the Charter be eliminated. Again, the customary legal usage would be “shall.”

Section C-302B. First Selectman Duties.

1. We recommend keeping the original wording as to the Board of Education.

Section C-302C. First Selectman Duties.

1. We have expressly carved out Board of Education contracts except for those relating to real property owned by Town (e.g., leases, construction contracts). **The current wording in the Charter has caused considerable unnecessary confusion on this issue in the past.**

Section C-303C. Succession Provisions.

1. Should the language in the last section be similar to the provisions in Section 204?
2. Would such successor First Selectman hold such role until the next municipal election or the next municipal election in which the First Selectman would be elected?

Section C-401. Board of Selectmen Term.

1. The Charter should be clear when the first four year term would commence.
2. Re-election every odd-numbered year does not work if changed to four year term. This Section needs to be revised. We can provide appropriate language.

Section C-402B. Board of Selectmen Duties.

1. We have changed the requirement that the Board of Selectmen “execute” contracts to “approve” contracts. The execution language has caused confusion in the past given the language in the First Selectmen section and the fact that it would be awkward, time-consuming, unnecessary and not customary for an entire board to have to execute a contract. Also, we recommend that the execution of contracts on behalf of the Town should not be delegated to Department Heads.
2. We have expressly carved out Board of Education contracts except for those relating to real property owned by Town (e.g., leases, construction contracts). **The current wording in the Charter has caused considerable unnecessary confusion on this issue in the past.**

Section C-402D. Board of Selectmen Duties.

1. Should the word “permanent” be removed in the second line since the meaning of permanent has been removed?

Section C-403(A)(2) Limited Power to Adopt Ordinances.

1. The word “fix” was changed to “adjust,” but should it be changed to “set and adjust” so that it is clear that the Board of Selectmen can set new charges and not just adjust existing charges?

Section C-601B. Board of Finance.

1. You are changing the Board of Finance from six year terms to four year terms. This should be done as existing terms expire. This section needs to describe when and how elections for the four year terms will commence.
2. Research question: Need to confirm 4-year terms is permissible for Board of Finance members.

Section C-601C. Board of Finance.

1. Should the new term “Combined Budget” replace the reference to budgets for the overall Town government?

Section C-603B. Board of Assessment Appeals Term.

1. The Charter should be clear when the first four year term would commence.
2. Re-election every odd-numbered year does not work if changed to four year term. This section needs to be revised. We can provide appropriate language.
3. We note that the prior succession provisions had the Board of Selectmen appoint Board of Assessment Appeal successors. Does it potentially create issues in the future to have two Board of Assessment Appeal members select the third since there is no majority and both members would have to agree?

Section C-701. Appointed Officials.

1. We suggest listing the major appointed officials: Town Clerk, Tax Collector and Assessor. Also, even though you will not have an appointed official with the title “Treasurer,” the statutes require that the Town have an official who has the duties of a town treasurer. Therefore, we have included Treasurer in the list but have indicated that the duties may be held by another official or employee.

Section C-702. Appointed Boards.

1. Have the ordinances relating to the Police Commission and Sewer and Water Commission been reviewed to confirm whether or not any changes need to be made to those ordinances if the changes to Sections 702, 901 and 902 are approved.

Section C-705B. Eligibility and appointment of members of appointed boards.

1. Research question: Review CGS to confirm there are no statutory restrictions on other positions a registrar of voters can hold.

Section C-1001. Town Meeting.

1. We note that in the current Charter, all actions for which a Town Meeting must be called are listed in C-1001. This has always been an extremely clear and useful format for Charter research and interpretation purposes. **We strongly urge you to return to this format and bring the real estate, leasing and other Town Meeting provisions back into C-1001.** It is OK if the individual subsections are longer -- we can do the revisions or work with you on them.

Section C-1001B(4). Town Meeting.

1. We note that Sections 1601 and 1701 do not require Town Meetings.

Section C-1002. Town Meeting Procedure.

1. The change appears to be to remove the requirement for publication in a newspaper and replace it with a reference to the general statutes. Is the intent of this change to defer to the provisions in the general statutes as to notice requirements? If so, we suggest putting in a more specific reference, such as replacing “in accordance with general state statutes” with “in the manner required in the General Statutes for notices of town meetings.”

Section C-1102. Special Budget Referenda.

1. It appears that the only sections that require a special budget referendum are Sections 1601 (bonding) and 1801 (supplemental appropriations), but not Sections 1401, 1501, 1701 or 1901. Given these referenda cover also cover bonding, should another term be used?

Section C-1201A. Annual Budget Meeting.

1. Is it clear what extenuating circumstances would be?

Section C-1201B. Annual Budget Meeting.

1. As to summaries of department’s budgets and comparisons to be done, are these items clear as to what is intended to those parties responsible for preparing the required information?
2. Research question. Are the provisions relating to the reduction of Board of Education budget permissible?

Section C-1201E. Annual Budget Meeting.

1. We have revised wording to make it more consistent with statutory provisions.

Section C-1201. Annual Budget Meeting.

1. Should there be a tie-in to the section on Town Meeting procedures to be clear the notice and other applicable requirements apply to the Annual Budget Meeting?

Section C-1301. Annual Budget Referendum.

1. We suggest adding the phrase “The Combined Budget shall not be effective until all questions are approved” after the phrase “The second question shall require a vote of “Yes” or “No” on whether to approve the budget of the Board of Education as recommended by the Annual Budget Meeting.”
2. Research question. Are the provisions of voting on the separate budgets permissible?

Section C-1401. Real Estate Purchases and Transfers.

1. We would recommend adding to the phrase “subject to express overrule by a special referendum” the phrase “as described in Section 1101 herein” so it is clear it refers back to the special referendum provisions in the case of a petition not the mandatory special referendum provisions.
2. As referenced in earlier comments, is it clear what “2% of the Board of Selectmen budget, excluding debt service and capital expenditures” is and means?
3. We did not think subsection B was clear. We have proposed revised language.

Section C-1501. Leases.

1. We would recommend adding to the phrase “subject to express overrule by a special referendum” the phrase “as described in Section 1101 herein” so it is clear it refers back to the special referendum provisions in the case of a petition not the mandatory special referendum provisions.
2. This Section, as revised, only appears to apply to capital leases. In particular, it appears to only apply to capital lease options with a nonappropriation clause. This provision would not apply to real estate leases. Is that the intent? (We note that a non-appropriation clause allows the Town to terminate the lease if funds for such lease are not available, which makes the lease a year-to-year obligation).
3. As referenced in earlier comments, is it clear what “2% of the Board of Selectmen budget, excluding debt service and capital expenditures” is and means?
4. We did not think subsection B was clear. We have proposed revised language.

Section C-1601 Bonds

1. What is the process for bond issues going to be going forward? It should be clear that authorizations/resolutions for bond issues are subject to referendum (not that there needs to be a referendum each time the Town issues bond from an already approved authorization).
2. The revisions require any authorization for bond issue to be approved by a special budget referendum. We note that this could be costly to approve small projects that the Town may want to do, which in the past would have only required Town Meeting approval.

3. We also note that refunding bonds pursuant to the General Statutes only need to be approved by the Board of Selectmen.
4. We also recommend that prior to these provisions being finalized, the Town has the Town's bond counsel review such provisions as well.

Section C-1701 Budget Transfers.

1. This provision is not clear. Does subsection B only apply with regards to emergency transfers or all transfers?
2. Subsection C needs to be clear that the transfers can only occur with the general government line items (the Board of Selectmen Budget.) The Board of Selectmen and Board of Finance can authorize transfers to, but not transfers from, the Board of Education Budget.

Section C-1801 Supplemental Appropriations.

1. As to the provision "This requirement does not pertain to appropriations of grant monies or matching funds received by the Town," would it be clearer to make a new Section in this Article and state how supplemental appropriations to spend grants or matching funds are to be done?

Section C-1901 Grant Programs.

1. We would recommend adding to the phrase "subject to express overrule by a special referendum" the phrase "as described in Section 1101 herein" so it is clear it refers back to the special referendum provisions in the case of a petition not the mandatory special referendum provisions.
2. As referenced in earlier comments, is it clear what "3% of the Board of Selectmen budget, excluding debt service and capital expenditures" is and means?
3. This section does not seem to have the concept that these provisions would only apply if the Town contribution is in the budget. That concept is in the existing Charter.
4. Should the phrase "lifetime of the project" be replaced with the "term of the grant" since this should only apply for the period of the grant?
5. It is unclear what the phrase "(excluding monies received from outside grant sources and matching funds)" refers to. Is it the Town contributions?
6. Subsections (2) and (3) are not actions for the town meeting. Should they be under their own subsections (B and C)? The provisions in subsection (2) and the first sentence of subsection (3) appear to be duplicative.
7. Does the word expenditures in subsection (3) mean contributions by the Town?
8. We did not think subsection B was clear. We have proposed revised language.

Section C-1201 Town Departments.

1. Should there be a general statement about town departments since all of the particular provisions are being removed?

Section C-1301 Town Employees and Appointed Officials.

1. Why was the phrase “except those who are . . . under the jurisdiction of the Board of Police Commissioners” removed? Is there a change?
2. Why was Board of Selectmen replaced with First Selectman since the Board is the one that acts under this Section?

Section C-1501 of the existing Charter. Consolidation.

1. We reinserted the Consolidation section, as it is important to continue to have this in the Charter as a record of the consolidation of the Town and borough and the effect of the Charter on the consolidation.

Section C-1511 of the existing Charter. Effective Date.

1. The prior Charter was presented to the voters in November, 2006 and was effective as of November 19, 2007.
2. Note that all changes to the Charter will need to have an effective date in the approval.