

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Regular Meeting
Thursday, May 2, 2019 @ 7:00 PM
Colchester Town Hall**

1. Call to Order
2. Additions to the Agenda
3. Citizen's Comments
4. Consent Agenda
 - a. Tax Abatements
 - b. Approve Emergency Management Program Grant Application for FY 2017
 - c. Agent for the Elderly – Reappointment of Patty Watts for a one-year term to expire 6/17/2020
 - d. Sewer and Water Commission – Reappointment of Stephen Coyle for a three-year term to expire 6/1/2022
 - e. Approve Competitive School Readiness Grant Application including Quality Enhancement Funds
5. Boards and Commissions – Interviews and/or Possible Appointments
 - a. Economic Development Commission – Sean Nadeau possible appointment as an alternate member to expire 10/31/2019
6. Approve Minutes of the April 4, 2019 Regular Board of Selectmen Meeting
7. Update on Celebrate Colchester 57 Fest 2019 by Recreation Director
8. Discussion and Possible Action on RFP 2019-04 Concession at RecPlex
9. Discussion and Possible Action on Ethics Ordinance
10. Discussion and Possible Action on Proposed Change in Zoning Permit Fee for Commercial Portable and Commercial Temporary Signs
11. Discussion and Possible Action on Recommendation to Accept Map 03-30, Lot 031-500, 11.06 Acres on Pickeral Lake Road as Public Open Space
12. Discussion and Possible Action on Board of Finance Proposed Cuts to the 2019-2020 Town Budget
13. First Selectman's Report
14. Liaison Reports
15. Adjourn

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E.MERGENCY M.ANAGEMENT P.PERFORMANCE G.RANT

**FFY 2017 APPLICATION
Due: October 15, 2017**



State of Connecticut

**Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security**

TABLE OF CONTENTS

A. Application Instructions 3
B. EMPG Application Information and Data Sheet..... 4
C. Authorizing Resolution..... 5
D. EMPG SLA Financial Tool-Budget..... 6
E. Master Staffing Pattern and Training History 7
F. Optional NEMA Questionnaire 8

COMPLETION AID FOR GRANTEE

The following forms are necessary for the timely completion of this document. Please use this aid to ensure all documents are included in your submission. More detailed information is available in the EMPG Manual.


- Section B: Application Information and Data Sheet
- Section C: Municipal Resolution
- Section D: EMPG Financial Tool Budget Tab
- Section E: Master Staffing Pattern and Training History
- Section F: NEMA Survey attached (Optional)
- Job Descriptions have been attached if applicable (Available on website)

DEMHS REGIONAL CONTACT INFO

For assistance filling out this application please contact your DEMHS Regional Coordinator.

Region 1	Robert Kenny Regional Coordinator	149 Prospect Street, Bridgeport, CT 06601 Phone: 203.696.2640 Email: Robert.Kenny@ct.gov	Fax: 203.334.1560
Region 2	John Field Regional Coordinator	1111 Country Club Road, Middletown, CT 06457 Phone: 860.685.8105 Email: John.Field@ct.gov	Fax: 860.685.8366
Region 3	William Turley Regional Coordinator	360 Broad Street, Hartford CT, 06105 Phone: 860.529.6893 Email: William.Turley@ct.gov	Fax: 860.257.4621
Region 4	Michael Caplet Regional Coordinator	15-B Old Hartford Road, Colchester, CT 06451 Phone: 860.465.5460 Email: Mike.Caplet@ct.gov	Fax: 860.465.5464
Region 5	Thomas Vannini Regional Coordinator	55 West Main Street, Suite 300 Box 4 Waterbury, CT 06702 Phone: 203.591.3500 Email: Thomas.Vannini@ct.gov	Fax: 203.591.3529

SECTION A. APPLICATION INSTRUCTIONS

Below are brief instructions for filling out each application form. Please fill out these forms completely and accurately. **Please be reminded that all signatures are required to be original on this document. Copies will not be accepted.** Please sign or initial where you see the following tabs: 

1. **Manual:** Please print and review the EMPG Program Manual (<http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692>). The Subgrantee is responsible for the information contained in this document. More complete instructions are available in this document.
2. **Section B: Applicant Information and Datasheet:** Please fill out boxes 1-16 with the necessary information.
3. **Section C: Municipal Resolution:** Please provide a municipal resolution to grant the Chief Executive Officer the authority to sign the EMPG application package on behalf of the municipality. For more information on resolution specifics please reference the EMPG Program Manual.
4. **Section D: EMPG FINANCIAL TOOL-Budget Preparation:** Fill in your budget request for the performance period of 10/1/17-9/30/18 in the 2017 EMPG SLA Financial Tool. Please submit this budget electronically to your DEMHS Regional Office for review upon submittal of the application. Please consult the 2017 EMPG Manual for any additional forms.
5. **Section E: Master Staffing Pattern:** The Master Staffing Form comes pre-populated with the training records of local personnel who have reported completion of the IS and/or PDS course requirements. Towns may use this form to report on any additional courses completed since their last EMPG application.
6. **Additional Forms:** Please review the remaining list of forms available on our website at <http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692> to determine if any of these forms will be needed for your application:

Emergency Management Director Job Description – Use this form if you have hired a new Emergency Management Director.

Emergency Management Deputy Director Job Description – Use this form if you have hired a new Emergency Management Deputy Director.

Emergency Management Support Staff Job Description – Use this form if you have hired new Emergency Management Support Staff (e.g. Clerical).

Request for Transcripts from EMI – Use this form to request a transcript of the courses you have completed through FEMA and/or the Emergency Management Institute (EMI).

Once all of the necessary forms are filled out and signed, complete the application by signing and dating the Applicant Information and Data Sheet. Attach the Budget and all other forms and submit the Application Package to your DEMHS Regional Office.

SECTION B. EMPG APPLICATION INFORMATION AND DATA SHEET

All Forms Must Be Original - Copies Will Not Be Accepted

Additional copies of this kit are available on our website at <http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692>.

Mail Completed Applications To:
DEMHS Regional Coordinator (See Section A of this application for contact information)

SPCP Unit Use Only

1. Name of Municipality or Agency Applying for Subgrant:
Town of Colchester

2. Period of Award for this Subgrant: 10/1/17 – 9/30/18
10/1/17 - 9/30/18

3. Emergency Management Director Name & Address
Name: Richard Peruta Title: EMD
Organization: Colchester Emergency Management
Address Line 1: 52 Old Hartford Rd
Address Line 2:
City/State/Zip: Colchester Ct 06415
Phone: 860-537-2512 Fax: 860-537-3332
E-mail: rperuta@colchesterct.gov

4. Official Authorized to Sign for the Applicant:
Name: Art Shilosky Title: First Selectman
Organization: Town of Colchester
Address Line 1: 127 Norwich Ave
Address Line 2:
City/State/Zip: Colchester Ct, 06415
Phone: 860-537-7220 Fax:
E-mail: AShilosky@colchesterct.gov

5. Municipal/Agency Financial Officer
Name: Maggie Cosgrove Title: CFO
Organization: Town of Colchester
Address Line 1: 127 Norwich Ave
Address Line 2:
City/State/Zip: Colchester Ct 06415
Phone: 860-537-7229 Fax: 860-537-0547
E-mail: mcosgrove@colchesterct.gov

6. Fiscal Point of Contact: (If Different than Financial Officer)
Name: Jean Walsh Title: Admin
Organization: Town of Colchester
Address Line 1: 52 Old Hartford Rd
Address Line 2:
City/State/Zip: Colchester Ct, 06415
Phone: 860-537-2512 Fax: 860-537-3332
E-mail: firedepartment@colchesterct.gov

7. Applicant FEIN:

8. Applicant DUNS #:

9. Applicant Fiscal Year End:

10. Date of Last Audit:

11. Dates Covered by Last Audit: to

12. Date of Next Audit:

13. Dates to be Covered by Next Audit: to

Please note that the information required for boxes 9 through 13 refers to the sub-grantee's audit cycle.

FEDERAL AUDIT AND DEBARMENT REQUIREMENT CERTIFICATION

14. ACKNOWLEDGEMENT OF FEDERAL SINGLE AUDIT SELF REPORTING REQUIREMENTS

- Sub-grantees that are required to undergo a Federal Single Audit as mandated by OMB Circular A-133 must alert CT DEMHS, in writing, to any specific findings and/or deficiencies with regard to the use of federal grant funds within 45 days of receipt of their audit report. This notification must identify the finding(s) / deficiencies and a corrective action plan for each.
- All sub-grantees must submit to CT DEMHS a copy of the audit report section pertaining to use of federal grant funds regardless of any findings or deficiencies, within 45 days of the receipt of that report.

Initial to indicate that this requirement has been read and understood: _____

INITIAL

15. ACKNOWLEDGEMENT OF DEBARMENT REQUIREMENTS:

- The sub-grantee will confirm the eligibility status (via Sam.gov) of all vendors/contractors that the sub-grantee pays with EMPG SLA funds. The sub-grantee will confirm that the vendors/contractors do not appear on the SAM's Exclusion List of federally debarred or suspended vendors.

Initial to indicate that this requirement has been read and understood: _____

INITIAL

16. I, the undersigned, for and on behalf of the named municipality, state agency, or regional planning organization, do herewith apply for this subgrant, attest that, to the best of my knowledge, the statements made herein are true, and agree to any general or special grant conditions attached to this grant application form.

SIGN & DATE

Authorized Signatory: X _____

Date: _____

SECTION C. AUTHORIZING RESOLUTION

All Forms Must Be Original - Copies Will Not Be Accepted

This Blanket Resolution Can Also Be Used to Satisfy the Requirements of the Homeland Security Grant Program

AUTHORIZING RESOLUTION OF THE

Colchester Board of Selectmen

(Insert name of governing body--for example, town council)

CERTIFICATION:

I, _____, the _____ of _____,
(keeper of the records—for ex. town clerk or secretary of council)

do hereby certify that the following is a true and correct copy of a resolution adopted by
Colchester Board of Selectmen at its duly called and held meeting on _____, 20____,
(name of governing body) *(Month, Day)*

at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Town of Colchester may enter into with and deliver
(name of governing body)

to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Art Shilosky, as First Selectman of
(name and title of officer)

Town of Colchester,
(Name of governing body)

is authorized and directed to execute and deliver any and all documents on behalf of the

Town of Colchester
(name of governing body)

and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that Art Shilosky
(name of officer)

now holds the office of First Selectman and that he/she has held that office since _____.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of _____ 20____

(Name and title of record keeper)



The Chief Executive Officer has not changed since the previous resolution was authorized on _____
(Date)

SECTION D. EMPG SLA FINANCIAL TOOL-BUDGET

Please Note: Applications will not be reviewed without the submittal of the EMPG Financial Tool “Application Budget” tabs.

Fill out the Application Budget portion of the tool by filling out the teal boxes for the following:

1. Award Amounts:

Per Capita Award: This amount is based on your town’s population as listed in the State Register and Manual.

Sub grant Allocation: This totals as you fill in the categories below.

2. Enter Categories:

- **Personnel-** Enter the total estimated cost for salaries or stipends for full or part-time EMDs, Deputy EMDs and support staff.
- **Organization-** Enter the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.
- **Equipment-** Enter the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.
- **In kind-** Enter the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match.
- **All other-** Enter the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.
- **Unallocated –** This is the remaining balance of funding that you have not yet allocated to a particular category.

EMPG Subgrant Budget (Fill In Green Cells Only)	
PER CAPITA AWARD	
Total:	\$147,216.00
Federal Per Capita Share ¹ :	\$73,608.00
Local Match ² :	\$73,608.00
SUBGRANT ALLOCATION	
Total:	\$0.00
Federal Per Capita Share ¹ :	\$0.00
Local Match (Includes In-Kind) ² :	\$0.00
Personnel:	\$0.00
<i>Allocate (Enter) the total estimated cost for salaries or stipends for full or part-time EMD's, Deputy EMD's and support staff. If claiming fringe, please provide a fringe benefits letter from the Municipal Finance Director.</i>	
Organization:	\$0.00
<i>Allocate (Enter) the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.</i>	
Equipment:	\$0.00
<i>Allocate (Enter) the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.</i>	
In-Kind:	\$0.00
<i>Allocate (Enter) the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match. For a volunteer time form please visit the DEMHS website at http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692</i>	
All Other:	\$0.00
<i>Allocate (Enter) the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.</i>	
Unallocated:	\$73,608.00

Section E. EMPG Master Staffing Pattern and Training History

The purpose of this form is to collect information regarding employees who will be funded under the Emergency Management Performance Grant (EMPG). Shown on the form are the current training records (completed courses are marked with their dates of completion) by your EMPG funded staff according to our records. These courses are required for all staff funded partially or fully under the EMPG.

Instructions: If you have completed additional courses please fill in the dates of completion for any courses. Please provide a copy of the course certificate(s). The deadline for new staff to complete all of the required courses is September 30, 2018.

Name	Position	Required Training Courses (Completed Courses Shown with an X)										
		IS-100	IS- 120a	IS 200.b	IS-230	IS-235	IS-240	IS-241	IS-242	IS-244	IS-700	IS-800
Rick Peruta	EMD	3/14/06	Needed	6/13/14	Needed	Needed	Needed	Needed	Needed	Needed	Needed	5/30/07
Sean Shoemaker	Deputy EMD											

If an employee funded by EMPG has yet to complete the **Required FEMA IS courses**, please complete the missing courses and submit your training certificate to your Division of Emergency Management and Homeland Security (DEMHS) Regional Office. If you need to request training certificates from FEMA, please request your transcript using the Transcript Request Form – EMI. You can find this form on our website at <http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692>.

SECTION F. NEMA QUESTIONNAIRE

Each year the Division of Emergency Management and Homeland Security (DEMHS) fills out a survey from the National Emergency Management Association (NEMA). The purpose of the survey is to justify the funding we receive under the Emergency Management Performance Grant (EMPG).

To help us in filling out the survey for FY 2017, DEMHS is asking our EMPG participating towns to answer a few brief questions. Your answers will assist NEMA in justifying continued funding of the EMPG program to Congress.

1. What is your total emergency management budget: \$ _____
Please provide your total budget even if these costs exceed your EMPG allocation.

2. Is your Emergency Management Director?:
(Check One)
 Full-Time
 Part-Time
 Volunteer

3. Which official (if any) has the authority to issue a mandatory evacuation order?:
(Check One)
 Mayor
 First Selectman
 Town Manager
 Other



**Collaborative for
Colchester's Children**

HEALTHY. HAPPY & SUCCESSFUL CHILDREN

Dear Board Members,

Attached you will find the draft of the School Readiness Grant for FY20.

DO NOT PRINT without first reviewing as it is VERY long.

The format of the draft is a little unusual and somewhat confusing as all of the content within will need to be uploaded to a Qualtrics online platform once approved. The narrative piece of the grant is largely between pages 3 and 10. The remainder of this document includes the budgets and supporting pieces of the grant.

The blue underlined areas are either additional explanation of requirements or attachments that are necessary. It is difficult to decipher when not in the online platform. I have verified that all required content is in this pdf.

Please let me know if you have any questions or comments.

Best,
Cindy Praisner
Early Childhood Coordinator



Connecticut Office of Early Childhood

School Readiness Grant Program Application Fiscal Year 2020 (July 1, 2019-June 30, 2020)

PRIORITY AND COMPETITIVE SCHOOL READINESS

FY 2020 COMMUNITY RFP

Legislative Authority

Connecticut General Statutes

Sections 10-16o through 10-16r and Sections 10-16t through 10-16u

Due Date: **May 17, 2019**

The Connecticut Office of Early Childhood is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Office of Early Childhood does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Office of Early Childhood does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Office of Early Childhood's nondiscrimination policies should be directed to:

Levy Gillespie
Equal Employment Opportunity Director
State of Connecticut Department of Education
Suite 607
450 Columbus Boulevard
Hartford, CT 06103
levy.gillespie@ct.gov
860-807-2071

Completion of this application notifies the Office of Early Childhood(OEC) that each applicant sub-grantee has met all OEC requirements of the local School Readiness (SR) application.

Each sub-grantee that provides School Readiness services, or wishes to provide School Readiness services, must submit a local proposal to the School Readiness Council for approval. The local School Readiness application must be reviewed and scored by a team.

Please write the name of the School Readiness Community for which this application is being submitted:

_____Colchester_____

OVERVIEW AND DESCRIPTION

Download and review the [School Readiness Overview and Description](#) document, which includes the purpose of the program, outlined in the Connecticut General Statutes as well as a description of Space Types and Rates, Monitoring Requirements and Reports, and Eligible Recipients for the program.

Once you have reviewed this information, please check the box below to affirm you have read the attached document and shared with all relevant stakeholders.

- I affirm that the School Readiness Council named above has reviewed and shared the Overview and Description document attached above and will follow the requirements outlined therein.

STAFF QUALIFICATIONS AND THE EARLY CHILDHOOD PROFESSIONAL REGISTRY

Download and review the [Staff Qualifications and Registry Requirements](#) of the School Readiness Grant Program.

Once you have reviewed this information, please check the box below to affirm you have read the attached document and shared with all relevant stakeholders.

- I affirm that the School Readiness Council named above has reviewed and shared the Staff Qualifications and Registry document attached above and will follow the requirements outlined therein.

LOCAL REQUESTS FOR PROPOSALS

Download and review the [Local Request for Proposals](#) requirements of the School Readiness Grant Program.

Once you have reviewed this information, please check the box below to affirm you have read the attached document and shared with all relevant stakeholders.

- I affirm that the School Readiness Council named above has reviewed and shared the Local Requests for Proposals document attached above and will follow the requirements outlined therein.

GRANT SUBMISSION INFORMATION

Download and review the [School Readiness Grant Submission Information](#) document which includes information related to **Grant Submission**, Date of Board Acceptance, Obligations of Grantees and Subgrantees, Management of Control of the Programs and Grant Consultation, Role of the State, and the Grant Process.

Once you have reviewed this information, please check the box below to affirm you have read the attached document and shared with all relevant stakeholders.

- I affirm that the School Readiness Council named above has reviewed and shared the Grant Submission document attached above and will follow the requirements outlined therein.

Freedom of Information Act

All of the information contained in the grant application submitted in response to the School Readiness Grant Program is subject to the provisions of the Freedom of Information Act (FOIA), C.G.S. Sections 1-200 et seq. The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency, as defined in the statute, are public records and every person has the right to inspect and receive a copy of such records.

- I affirm that the School Readiness Council named above understands that it is subject to the provisions of the Freedom of Information Act.

In the space below, please provide information about how the School Readiness Council makes information publicly available about its activities including, but not limited to, council membership and leadership, governance policies and decision making protocols, agendas, and meeting minutes. Please include the web address of this information if it is available--if it is not, please describe any plans the Council has to publicly post this information online.

The School Readiness Council makes some information available publicly as part of our local early childhood council's Community Plan and website. The Plan includes our School Readiness Strategies and Actions under the Ready to Learn when Entering K area (https://docs.wixstatic.com/ugd/fe80be_6212f45fe1af4ca0a88c2a70828f8fce.pdf). Information

about meeting dates (<https://www.colchesterc3.org/meeting-information>) and School Readiness applications and Student Selection Process(<https://www.colchesterc3.org/preschool>), as well as the full plan, are available on our website. Detailed information about the Council membership, agendas, minutes and policies are always available upon request. The Council does not have any plans to publicly post this information online at this time due to lack of resources. If it were required or a need arose, then we would reallocate resources to add them to our website.

SCORING RUBRIC

All School Readiness Grant applications will be scored by the OEC [School Readiness Scoring Rubric](#) .

FY20 SCHOOL READINESS GRANT APPLICATION

This grant is supported by the Connecticut Office of Early Childhood

GRANT PERIOD

July 1, 2019 to June 30, 2020

COMMUNITY NAME

Colchester

APPLICATION CONTACT PERSON

(School Readiness Liaison or Grant Application Contact if no Liaison)

Name Cindy Praisner
Title Early Childhood Coordinator
Address 315 Halls Hill Rd
City Colchester
Zip Code 06415
Telephone 860.537.0717
E-mail cpraisner@colchesterct.org

FISCAL AGENT

Fiscal Agency Town of Colchester
Address 127 Norwich Ave
City Colchester
Zip Code 06415
Federal ID# 06-6001974
Agency Contact Name Maggie Cosgrove
Agency Contact E-mail mcosgrove@colchesterct.gov

ESTIMATE FUNDING REQUESTED

School Readiness:	160,650
Quality Enhancement:	3,881
Total:	164,531

MANAGEMENT AND ACCOUNTABILITY STRUCTURE

Section 10-16p (g) of the C.G.S. requires each School Readiness community to “designate a person to be responsible for such coordination, program evaluation and administration and to act as a liaison between the town and the Commissioner of the Office of Early Childhood.”

The School Readiness Liaison (Liaison) is the person responsible for the management (as defined in GP C-01) of the grant program. Please address the following:

Describe how the School Readiness Council participated in the grant application process and what the ongoing role of the Council will be in carrying out the goals and objectives of the grant.

The School Readiness Council discussed priorities for our School Readiness funding throughout the year. Additionally, the Council revised and approved amendments to our Policies and Bylaws to be in alignment with updates to the General Policies in order to be in compliance with all grant requirements. At application time, the coordinator, health representative, and one of the co-chairs scored the local applications that were submitted. The Council reviewed the completed rubrics of each program application and decided based upon consensus to re-approve the current programs as School Readiness sites. Additionally, the Council reviewed and approved the overall plan for space allocation and budgets for this application. Needs and priorities for Quality Enhancement funds were discussed with the Council before the application was released. Proposals for the Quality Enhancement grant were reviewed and providers selected based upon our earlier discussions. The Council gave final approval on all selections for Quality Enhancement spending before submission of this application. As we implement the grant, our Council participates in the development of goals and objectives, reviews progress towards the objectives as well as implements relevant activities. The members of the Council act as champions for the goals as well and communicate the importance of the objectives to others. The Council members also assist in the dissemination of information to programs and staff. This past year we discussed ways to improve the School Readiness application, revised the our Hardship and Attendance policies for families, hosted a Preschooler's Expo, and discussed ways to increase the developmental monitoring and screening of young children in our community.

How does the Liaison carry out the fiscal and program monitoring of sub-grantees?

Please include the following information:

- How often sub-grantees are monitored and if visits are random/announced;
- What documentation is collected and/or reviewed (i.e. QSM Reports, NAEYC/Head Start Reports, Licensing Reports, Budgets/Expenditure Reports, etc.);
- How enrollment and attendance data is verified;
- How the larger School Readiness Council is informed of any findings due to monitoring activities;
- How monitoring is used for continuous quality improvement at the sub-grantee or community level (please cite a specific example if one is available such as ECIS trainings)

for appropriate program staff, use of one income verification form across all programs, TA for sub-grantees on Transition to Kindergarten, etc.).

The Liaison ensures that a Colchester School Readiness Program Provider Agreement is executed each year between the Board of Education and the sub-grantee. This agreement clearly defines the terms and conditions of the sub-grantee responsibilities in carrying out the grant program. Program visits occur at least 3 times per year; the minimum number of visits are scheduled with the sub-grantee. Additional visits may be announced or unannounced depending upon need and purpose. During the monitoring visit, health forms, parent involvement activities, nutrition services, and individual staff professional development plan progress are reviewed. Other reports such as QSM report and NAEYC status are monitored monthly through the Professional Registry by the Liaison. Upon renewal or any change in status, programs also provide NAEYC reports and/or licensing reports to the liaison. The fiscal responsibilities of the sub-grantees are monitored by the Liaison through budget updates. Budget updates are collected as of December 31 and June 30 of each fiscal year. These updates must include amounts collected from family fees where applicable. The Liaison compares the updates with the original budget submitted with the local RFP. If the sub-grantee wishes to revise its budget during the course of the year, the School Readiness Council must approve the revision. The Liaison has a self-created checklist of monitoring requirements that is completed throughout the year. Enrollment is the responsibility of the Liaison. Attendance logs are submitted monthly and reviewed by the Liaison and compared to the enrollment records. Any children with high absenteeism are discussed with the sub-grantee and potential solutions are identified. The School Readiness Council is informed of any findings from the monitoring visit that may significantly impact the compliance of the sub-grantee at the next Council meeting. Action plans will be developed to address any quality, safety, or compliance issues. These plans are developed between the Liaison and the program as well as additional members of the School Readiness Council as needed. Action deadlines are a part of the plan and are monitored by the Liaison in concert with the Program Director. Continuous quality improvement occurs at the Community level through the expansion of School Readiness requirements and/or trainings. For example, CT DOTS training was provided to our School Readiness providers as well as other interested community providers. In this way, we can expand the use of State initiatives and/or best practices with more home-based and center-based programs in Colchester.

How are sub-grantee classrooms monitored?

Please include the following information:

- The qualifications of the individual conducting classroom monitoring;
- How often classrooms are monitored and if visits are random/announced;
- How classroom monitoring is used for continuous quality improvement at the sub-grantee or community level (please cite a specific example if one is available, such as registry training to ensure classroom teachers are reflected appropriately in the registry,
- TA on appropriate hand washing or how to individualize instruction to meet the needs of all children etc.).

The Liaison oversees the classroom monitoring of sub-grantees. The monitoring visits are completed by an outside evaluator or the Liaison. The Liaison has a BS in Elementary

Education, MS in Special Education with a concentration in Infancy/Preschool, and an EdD in Curriculum and Instruction. Additionally, the Liaison has taught in preschool and school age settings. The outside evaluator has a BS in Elementary and Special Education and an MS in Clinical Psychology and Psychotherapy. She has worked as both a teacher in a preschool and school age settings as well as a counselor in a school setting. Currently, she facilitates parent and child groups in a family resource center environment. Both individuals are certified to use the CLASS and continue their own professional development in a variety of ways. Classroom monitoring occurs in the Fall, Winter, and Spring to ensure continued compliance across the school year and to provide feedback on growth for identified needs. These visits are scheduled with the programs. Unannounced visits may also occur if there are specific concerns. Learning experience plans are collected and reviewed at each visit to ensure that classrooms are using the ELDS, assessing students, promoting literacy, and differentiating instruction. Visits are done with a monitoring form that reflects many of the 11 quality components required by the grant including record keeping, parent involvement, nutrition services, and professional development needs and plans. These forms are completed by the monitor, reviewed by the Liaison, and signed by the Program Director. The Liaison receives the signed form and all supporting documents for final review and additional follow-up as needed. The CLASS is used annually in all School Readiness classrooms as a more objective monitoring tool. At year end, programs must submit their assessment data including the CTDOTS class summary and the class summary for ESGI. Learning Experience Plans are collected at each visit to ensure that classroom activities are being aligned with CTELDs. Areas that need improvement are addressed with the program and may become part of future professional development opportunities. Common areas of need such as the use of open-ended questions or increasing need to help students self-regulate are identified through the monitoring process. These skills are then integrated into professional development for the School Readiness Providers as well as other interested community providers. In this way, the School Readiness funding provides for continuous, quality improvement in many of our community centers benefitting far more children than just our School Readiness students.

OTHER COMMUNITY GRANTS

Please check those grants that are currently in your community.

- X Adult Education
- Family Resource Center
- X Head Start and/or Early Head Start
- Preschool Development Grant
- X Preschool Special Education
- Smart Start Grant
- X Birth to Three
- Home Visiting
- Other state, federal or private grants that collaborate with School Readiness programs

Please describe how the School Readiness Council ensures all early childhood grants received in the community are coordinated to maximize benefits to children and families (i.e. universal applications and/or eligibility screening of families for all programs, joint monitoring, shared resources etc.). Be sure to include information about how the Council supports outreach and recruitment of new families to the School Readiness Program to ensure full utilization of spaces without the diminution of other spaces in the community.

The School Readiness Council works to ensure that early childhood funds and initiatives are coordinated in a way that maximizes benefits to Colchester children and families. Our Adult Education program is sponsored by the Colchester Board of Education in cooperation with Vernon Regional Basic Adult Education which offers a GED, High School Diploma, and English Language programs. Our Council does not coordinate directly with this program but supports the dissemination of information about the programs to our School Readiness families. The Town of Colchester does not directly receive a grant for Early Head Start/Head Start programming but has a strong partnership with TVCCA to provide both programs within our district elementary school building. The sharing of resources through space, staff, and materials has allowed children to be served as full members of their community and families to access support for parents offered through our local early childhood council (The Collaborative for Colchester's Children of which the School Readiness Council is a sub-committee). Our Collaborative play and learn groups are offered within the Early Head Start classroom and our Head Start classroom is located within the school district's preschool wing. The Liaison works collaboratively with TVCCA to fill HeadStart and School Readiness spaces to ensure the maximum number of families are served in the program that will best meet the family's needs. Colchester's preschool special education program assists our local school readiness efforts in a variety of ways. Our public school based preschool program, the Colchester Early Childhood Program, serves students with special needs as well as School Readiness and other typical peers. CECP staff sits on the Council and on our local early childhood council. The program has served as a model site for other teachers within our School Readiness program; offering an opportunity to observe best practices. Colchester's Early Childhood Program (a School Readiness sub-grantee), as provider of preschool special education services, works closely with Birth to Three to anticipate and plan for children that will be transitioning to preschool services. The program keeps the Council updated on the numbers and types of disabilities that are moving up. Our School Readiness Council promotes the School Readiness program to all families within our community. The application is released in February immediately following the school district's lottery draw for its preschool program that serves a large percentage of our preschool children. An invitation is sent to all families with children that are not selected and remain on the "lottery wait list". Additional outreach through emails, fliers, and social media posts begin in February as well. Our sub-grantees refer families to the program as well as other social service providers. All School Readiness applications are kept in a waiting pool until selection begins in early May. The selection process for students begins in early May with children that meet the income eligibility requirement; students with the most need, based upon a rubric, are considered first. If the family is eligible for Head Start, a space is reserved for them in School Readiness until placement in Head Start is confirmed. This ensures that the family's least able to afford private preschool programming are likely able to get a placement in one of

our Federal or State supported options. If spaces remain on August 1, spaces are made available to families with higher incomes with the children with the highest need served first. This process has allowed us to maintain all of the subsidized spaces in our community and private programs have been able to adapt as well.

MONITORING AND EVALUATION OF SCHOOL READINESS QUALITY COMPONENTS

According to C.G.S. Section 10-16q, each School Readiness Program (community) shall include the following quality components:

- Collaboration with other community programs and services
- Parent involvement (family engagement)
- Health (record-keeping policies and referrals)
- Pre-literacy (teacher training)
- Nutrition
- Family literacy
- Admission policies that promote diversity
- Transition to Kindergarten
- Professional development
- Sliding fee scale
- Annual evaluation

Please provide a description of an overall approach to monitoring the set of 11 quality components (i.e. provide a high-level overview of how all components are monitored--tools used, how often the components are monitored, who conducts monitoring, etc.) The next question will ask for details of a few of the components.

The Liaison is responsible for the monitoring of the 11 quality components. This is accomplished through our self-created monitoring tool that includes all of the components as part of a checklist as well as through Council efforts. Using the monitoring tool, the components are reviewed at least three times per year through the program monitoring visit. This visit is conducted by the Liaison or a contracted outside evaluator. Discussions occur with program staff about their efforts to comply with program components such as family engagement, collaboration with community programs, transition planning, and nutrition. Records are reviewed to ensure compliance with the health, pre-literacy, and professional development requirements. Admission policies, use of the sliding scale fee, annual evaluation data, and referral to literacy and adult education programs are the responsibility of the Council and Liaison. Sub-grantees participate in the implementation of each of the above by submitting data and documents, participating in Collaborative and Council meetings, implementing activities and practices in their programs, and by referring families to the Liaison for additional assistance.

Please provide at least two, but not more than four, recent and specific examples of how the School Readiness Council has worked to improve at least two of the 11 quality components at the sub-grantee level.

Annual Evaluation-The School Readiness Council has elected to use Quality Enhancement funds and staff time to improve the assessment practices in School Readiness programs. The Council elected to purchase an ESGI software subscription for each sub-grantee to use as a one-on-one assessment to measure progress on early literacy and math skills. Additionally, the Liaison was trained as a trainer for CT DOTS. CT DOTS training was then offered to teachers in both sub-grantee programs as well as to other community providers. Teachers are now transitioning from CTPAF to CTDOTS as their assessment tool and have begun to gather family input as part of the assessment process. The School Readiness Monitor checks with teachers during each site visit to ensure that the assessment tools are being used. If required, the School Readiness Council has monitored the use of the assessment tools to ensure their completion. The data from these assessment tools is submitted to the Liaison at the end of the school year for review and becomes part of our Annual Evaluation measures.

Collaboration with community programs and services- The School Readiness Council monitors and supports the collaborative efforts of our community programs through our local early childhood council and School Readiness Council meetings. Our council, the Collaborative for Colchester's Children (C3), serves as a platform for networking and collaboration with many regional and local programs and services including the Colchester Public Schools, Cragin Memorial Library, Youth and Social Services, Recreation Department, UCFS, TVCCA Head Start and parents. At these meetings, our School Readiness programs bring offerings for others to the table as well as learn about potential programs and services to be used with the children and families in their School Readiness programs. Attendance by representatives from each of our community sites is monitored at both the School Readiness Council and C3 meetings. This year, our Liaison added another collaboration by engaging the Early Childhood Consultation Partnership (ECCP) representative to provide Mental Health Consultation Groups on a regular basis for all of our community providers. The Group serves as an opportunity to learn, ask questions, problem-solve, and support other providers. Initial reaction has been positive and more requests for services in programs is an anticipated result as providers are learning what ECCP has to offer them.

EARLY CHILDHOOD PROFESSIONAL REGISTRY (REGISTRY) GP A-03

By checking below you are verifying the following:

- New applicant - School Readiness Liaison not yet assigned
- School Readiness Liaison has an account with the Registry
- X School Readiness Liaison has Liaison Access to the Registry
- X School Readiness Liaison verifies that sub-grantees update Registry information EVERY month

By checking below you are verifying that:

- X School Readiness Liaison is completing a quarterly check of each sub-grantee's education qualifications, and progress toward meeting and maintaining compliance with both NAEYC Accreditation candidacy requirements and the state-legislated education requirements.

SCHOOL READINESS GRANT SIGNATURE PAGE

Complete and upload the School Readiness Grant Signature Page

COMMUNITY NAME FY 20 School Readiness Grant Signature Page

The page must ALSO be submitted in hard-copy format with original signatures by the RFP deadline, May 17, 2019.

SCHOOL READINESS COUNCIL

Identify all members of the community's School Readiness Council for the School Readiness Grant Program in FY 2020.

Council members shall be representative of the community and include the Chief Elected Official or designee, the Superintendent of Schools or designee, parents, the McKinney-Vento Liaison, representatives from local programs associated with young children such as Family Resource Centers, non-profit and for-profit preschool programs and Head Start, a public librarian, and other local community organizations that provide services to young children. Complete and upload the School Readiness Membership Form.

COMMUNITY NAME FY 20 School Readiness Council Membership Form

Attach a copy of a sample local monitoring site visit form.

Attach a sample of how monitoring findings are shared with the larger School Readiness Council (copy of email, official document/memo, meeting minutes etc.).

Attach a sample of how monitoring results are shared directly with programs (i.e. copy of email, official document/memo etc.).

SCHOOL READINESS PROGRAM INFORMATION

NOTE: All program/site names MUST match the name on the official license (if applicable). See [GP A-03](#) for detailed naming protocol.

Complete and upload the FY20 School Readiness Program Applicant's contact page

[COMMUNITY NAME FY 20 School Readiness Program Applicant Contact Page](#)

PROGRAM SPACE GRID

Complete and upload the FY20 School Readiness Program Space Grid.

[COMMUNITY NAME FY 20 School Readiness Program Space Grid](#)

LICENSING AND ACCREDITATION

Complete and upload the FY 20 School Readiness Licensing and Accreditation information page.

[FY 20 Licensing and Accreditation](#)

Upload NAEYC Accreditation Candidacy Report

Upload the Designated QSM Compliance Report

SCHOOL READINESS BUDGET

Applicants must complete the School Readiness Budget Justification Page (tab 1 of the SR Budget Workbook), providing a brief justification for each line item expenditure in the grant budget. The ED114 Budget Page (tab 2 of the SR Budget Workbook) will auto-calculate based on totals from the Budget Justification Page.

An explanation of budget codes can be found here:

[School Readiness Community Budget Codes](#)

Complete and upload the FY 20 SR Budget Workbook

[TOWN NAME FY 20 Community Budget Workbook](#)

Community Admin Match

If a community receives more than \$75,000 in admin, there may be a local match of up to \$25,000. If there is a local match, please upload a letter to the OEC indicating a local match and the amount.

LOCAL REQUEST FOR PROPOSALS

Each community is required to publicly issue a Local RFP for FY 2020 identifying new or continuing eligible local early care and education providers, which shall provide School Readiness services to eligible children and their families. In its review of these applications, the School Readiness Council must ensure the proposals address all the statutory requirements specifying how the program will meet these requirements and only submit those proposals that are complete and in compliance with such requirements.

Each community must provide a copy of the School Readiness Council's scoring summary sheet which includes scores for each local School Readiness Program applicant as well as the Council's recommendation for funding.

Agencies with multiple sites may submit one (1) application with the individual sites, spaces, and cost information and include site-specific information for licensing, accreditation, staff grids, program administration and operation pages, budget and justifications, budget attachments, and collaboration agreements.

Upload a copy of your community's public notice for the local RFP.

Complete and upload the Local School Readiness RFP Scoring Summary Sheet.

COMMUNITY NAME Local SR RFP Scoring Summary Sheet

Complete and upload every Local Request for Proposal for every sub-grantee (even those not recommended for funding)

PROGRAM NAME Local RFP

Local RFP Attachments:

PROGRAM NAME Local Data Workbook FY 20 (to be e-mailed to your Liaison)

PROGRAM NAME Local Budget Workbook FY 20 to be e-mailed to your Liaison)

PROGRAM NAME Local RFP Scoring Packet

Note: Local RFP attachments do not need to be uploaded but should be kept on file at the program.

Local RFP - Program 1

Local RFP - Program 2

Local RFP - Program 3

FY20 QUALITYENHANCEMENT GRANT APPLICATION

This grant is supported by the Connecticut Office of Early Childhood

GRANT PERIOD

July 1, 2019 to June 30, 2020

OVERVIEW AND DESCRIPTION

Please click [here](#) to download and review the School Readiness Quality Enhancement Grant Program document which includes the purpose of the program outlined in the Connecticut General Statutes as well as priorities for funding and funding amounts.

Once you have reviewed this information, please check the box below to affirm you have read the attached document and shared with all relevant stakeholders.

- x I affirm that the School Readiness Council named above has reviewed and shared the School Readiness Quality Enhancement Grant Program document attached above and will follow the requirements outlined therein.

QUALITY ENHANCEMENT (QE) INDIVIDUAL VENDOR REQUESTS FOR PROPOSAL

Each community is required to publicly issue a QE RFP for FY 2020 to identify eligible local vendors to provide School Readiness quality enhancement services to local School Readiness providers.

Requirement: The QE RFP is for use when soliciting applications for projects. The general public must be notified of the opportunity to bid. Include a copy of the public notice with this application. The School Readiness Council will collect, review and score the application(s).

The School Readiness Council must ensure that all local procurement processes are followed.

COMMUNITY NAME QE RFP FY 20

QE Individual Vendor Budget Workbook FY 20 (to be e-mailed to your Liaison)

*QE Individual Vendor Budget Workbook(s) do not need to be uploaded but should be kept on file at the program.

Upload a copy of your community's public notice for the QE Individual Vendor RFP.

Local QE - Approved Vendor 1

Local QE - Approved Vendor 2

Local QE - Approved Vendor 3

QUALITY ENHANCEMENT BUDGET

Using the QE budget workbook provided, indicate how the funds will be expended through June 30, 2020. There are no administrative, indirect costs or carryover funds allowed. The fiscal agent may request funds through the online prepayment grant system.

Complete and upload the FY20 QE Approved Vendor Summary Budget Workbook (summary of all vendor budgets).

COMMUNITY NAME QE Vendor Summary Budget Workbook FY 20

Applicants must complete the Quality Enhancement Budget Justification Page (tab 1 of the QE Budget Workbook), providing a justification for each line item expenditure proposed in the grant budget. The ED114 Budget Page (tab 2 of the QE Budget Workbook) will auto-calculate based on totals from the Justification Page.

An explanation of budget codes can be found here:

[Quality Enhancement Budget Object Codes](#)

Statement of Need, Goals and Indicators:

Describe the need for the proposed activities, the intended goals and the indicators of achievement that will be used to measure the success of the activity.

Complete and upload the Statement of Need, Goals and Indicators of Progress Form.

COMMUNITY NAME Summary of Needs, Goals and Indicators of Progress Form FY 20

If additional Quality Enhancement funds were to become available, please provide a description of how these funds would be used in your community to support one, two or all three of the elements below. Please provide a brief summary of activities that would be achieved, the cost of these activities, and a timetable in which the activities would occur. Provide comprehensive services, such as enhanced access to health care, a health consultant, a mental health consultant, nutrition, family support services, parent education, literacy and parental involvement, and community and home outreach programs; and provide information concerning access when needed to a speech and language therapist; Provide for educational consultation and staff development; Provide technical assistance services to enable providers to develop child care facilities pursuant to C.G.S. Sections 17b-749g, 17b-749h and 17b-749i.

Additional funds for Quality Enhancement would be used to provide staff development. Colchester would provide the Circle of Security for Classrooms training to area providers. The cost would be \$1201.49. The series of four 2-hour workshops would occur over the course of the 2019-2020 school year and be open to any area early educator. Unfortunately, we are not

currently prepared to begin new programs such as home visiting though they would benefit families in Colchester.

STATEMENT OF ASSURANCES

CONNECTICUT OFFICE OF EARLY CHILDHOOD
STANDARD STATEMENT OF ASSURANCES
GRANT PROGRAMS

Review Statement of Assurances

[School Readiness Statement of Assurances](#)

Complete and upload the School Readiness Statement of Assurances Signature Page.

This page must ALSO be submitted in hard-copy format with original signatures by the RFP deadline.

[COMMUNITY NAME Statement of Assurances Signature Page](#)

AFFIRMATIVE ACTION CERTIFICATE

CERTIFICATION THAT CURRENT AFFIRMATIVE ACTION PACKET IS ON FILE

According to the Connecticut Commission on Human Rights and Opportunities (CHRO) **municipalities** that operate **school districts** and also file a federal and/or state Affirmative Action Plan(s) are exempt from the requirement of filing an Affirmative Action Plan with the Connecticut State Department of Education. **Agencies with an Affirmative Action Plan on file need to certify such by signing the statement below.**

Download the Affirmative Action Certificate.

The page must ALSO be submitted in hard-copy format with original signatures by the RFP deadline.

[COMMUNITY NAME Affirmative Action Certificate](#)

CERTIFICATION PAGE There are no further questions in this RFP. Please be sure to go back and check that all questions have been answered. After you certify below that all

questions have been answered and click the "Next" button, your RFP will have been submitted. The next page that appears will be a summary response. Please click on the PDF icon at the top of the next page to download a summary of your responses.



CERTIFICATION PAGE: You will not be able to reopen this RFP once you click "Next".

Are you sure you want to submit this RFP?

By clicking here, I certify that I have answered every question to the best of my knowledge and belief and that all of the information contained herein this School Readiness Community RFP is truthful and accurate.

Yes, I am sure I want to submit this RFP.



**Collaborative for
Colchester's Children**
HEALTHY, HAPPY & SUCCESSFUL CHILDREN

Dear Board Members,

Attached you will find the draft of the School Readiness Grant for FY20.

DO NOT PRINT without first reviewing as it is VERY long.

The format of the draft is a little unusual and somewhat confusing as all of the content within will need to be uploaded to a Qualtrics online platform once approved. The narrative piece of the grant is largely between pages 3 and 10. The remainder of this document includes the budgets and supporting pieces of the grant.

The blue underlined areas are either additional explanation of requirements or attachments that are necessary. It is difficult to decipher when not in the online platform. I have verified that all required content is in this pdf.

Please let me know if you have any questions or comments.

Best,
Cindy Praisner
Early Childhood Coordinator



Connecticut Office of Early Childhood

School Readiness Grant Program Application Fiscal Year 2020 (July 1, 2019-June 30, 2020)

PRIORITY AND COMPETITIVE SCHOOL READINESS

FY 2020 COMMUNITY RFP

Legislative Authority

Connecticut General Statutes

Sections 10-16o through 10-16r and Sections 10-16t through 10-16u

Due Date: May 17, 2019

The Connecticut Office of Early Childhood is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Office of Early Childhood does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Office of Early Childhood does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Office of Early Childhood's nondiscrimination policies should be directed to:

Levy Gillespie
Equal Employment Opportunity Director
State of Connecticut Department of Education
Suite 607
450 Columbus Boulevard
Hartford, CT 06103
levy.gillespie@ct.gov
860-807-2071

Completion of this application notifies the Office of Early Childhood(OEC) that each applicant sub-grantee has met all OEC requirements of the local School Readiness (SR) application.

Each sub-grantee that provides School Readiness services, or wishes to provide School Readiness services, must submit a local proposal to the School Readiness Council for approval. The local School Readiness application must be reviewed and scored by a team.

Please write the name of the School Readiness Community for which this application is being submitted:

_____ Colchester _____

OVERVIEW AND DESCRIPTION

Download and review the [School Readiness Overview and Description](#) document, which includes the purpose of the program, outlined in the Connecticut General Statutes as well as a description of Space Types and Rates, Monitoring Requirements and Reports, and Eligible Recipients for the program.

Once you have reviewed this information, please check the box below to affirm you have read the attached document and shared with all relevant stakeholders.

- I affirm that the School Readiness Council named above has reviewed and shared the Overview and Description document attached above and will follow the requirements outlined therein.

STAFF QUALIFICATIONS AND THE EARLY CHILDHOOD PROFESSIONAL REGISTRY

Download and review the [Staff Qualifications and Registry Requirements](#) of the School Readiness Grant Program.

Once you have reviewed this information, please check the box below to affirm you have read the attached document and shared with all relevant stakeholders.

- I affirm that the School Readiness Council named above has reviewed and shared the Staff Qualifications and Registry document attached above and will follow the requirements outlined therein.

LOCAL REQUESTS FOR PROPOSALS

Download and review the [Local Request for Proposals](#) requirements of the School Readiness Grant Program.

Once you have reviewed this information, please check the box below to affirm you have read the attached document and shared with all relevant stakeholders.

- I affirm that the School Readiness Council named above has reviewed and shared the Local Requests for Proposals document attached above and will follow the requirements outlined therein.

GRANT SUBMISSION INFORMATION

Download and review the [School Readiness Grant Submission Information](#) document which includes information related to **Grant Submission**, Date of Board Acceptance, Obligations of Grantees and Subgrantees, Management of Control of the Programs and Grant Consultation, Role of the State, and the Grant Process.

Once you have reviewed this information, please check the box below to affirm you have read the attached document and shared with all relevant stakeholders.

- I affirm that the School Readiness Council named above has reviewed and shared the Grant Submission document attached above and will follow the requirements outlined therein.

Freedom of Information Act

All of the information contained in the grant application submitted in response to the School Readiness Grant Program is subject to the provisions of the Freedom of Information Act (FOIA), C.G.S. Sections 1-200 et seq. The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency, as defined in the statute, are public records and every person has the right to inspect and receive a copy of such records.

- I affirm that the School Readiness Council named above understands that it is subject to the provisions of the Freedom of Information Act.

In the space below, please provide information about how the School Readiness Council makes information publicly available about its activities including, but not limited to, council membership and leadership, governance policies and decision making protocols, agendas, and meeting minutes. Please include the web address of this information if it is available--if it is not, please describe any plans the Council has to publicly post this information online.

The School Readiness Council makes some information available publicly as part of our local early childhood council's Community Plan and website. The Plan includes our School Readiness Strategies and Actions under the Ready to Learn when Entering K area (https://docs.wixstatic.com/ugd/fe80be_6212f45fe1af4ca0a88c2a70828f8fce.pdf). Information

about meeting dates (<https://www.colchesterc3.org/meeting-information>) and School Readiness applications and Student Selection Process(<https://www.colchesterc3.org/preschool>), as well as the full plan, are available on our website. Detailed information about the Council membership, agendas, minutes and policies are always available upon request. The Council does not have any plans to publicly post this information online at this time due to lack of resources. If it were required or a need arose, then we would reallocate resources to add them to our website.

SCORING RUBRIC

All School Readiness Grant applications will be scored by the OEC [School Readiness Scoring Rubric](#) .

FY20 SCHOOL READINESS GRANT APPLICATION

This grant is supported by the Connecticut Office of Early Childhood

GRANT PERIOD

July 1, 2019 to June 30, 2020

COMMUNITY NAME

Colchester

APPLICATION CONTACT PERSON

(School Readiness Liaison or Grant Application Contact if no Liaison)

Name Cindy Praisner
Title Early Childhood Coordinator
Address 315 Halls Hill Rd
City Colchester
Zip Code 06415
Telephone 860.537.0717
E-mail cpraisner@colchesterct.org

FISCAL AGENT

Fiscal Agency Town of Colchester
Address 127 Norwich Ave
City Colchester
Zip Code 06415
Federal ID# 06-6001974
Agency Contact Name Maggie Cosgrove
Agency Contact E-mail mcosgrove@colchesterct.gov

ESTIMATE FUNDING REQUESTED

School Readiness:	160,650
Quality Enhancement:	3,881
Total:	164,531

MANAGEMENT AND ACCOUNTABILITY STRUCTURE

Section 10-16p (g) of the C.G.S. requires each School Readiness community to “designate a person to be responsible for such coordination, program evaluation and administration and to act as a liaison between the town and the Commissioner of the Office of Early Childhood.”

The School Readiness Liaison (Liaison) is the person responsible for the management (as defined in GP C-01) of the grant program. Please address the following:

Describe how the School Readiness Council participated in the grant application process and what the ongoing role of the Council will be in carrying out the goals and objectives of the grant.

The School Readiness Council discussed priorities for our School Readiness funding throughout the year. Additionally, the Council revised and approved amendments to our Policies and Bylaws to be in alignment with updates to the General Policies in order to be in compliance with all grant requirements. At application time, the coordinator, health representative, and one of the co-chairs scored the local applications that were submitted. The Council reviewed the completed rubrics of each program application and decided based upon consensus to re-approve the current programs as School Readiness sites. Additionally, the Council reviewed and approved the overall plan for space allocation and budgets for this application. Needs and priorities for Quality Enhancement funds were discussed with the Council before the application was released. Proposals for the Quality Enhancement grant were reviewed and providers selected based upon our earlier discussions. The Council gave final approval on all selections for Quality Enhancement spending before submission of this application. As we implement the grant, our Council participates in the development of goals and objectives, reviews progress towards the objectives as well as implements relevant activities. The members of the Council act as champions for the goals as well and communicate the importance of the objectives to others. The Council members also assist in the dissemination of information to programs and staff. This past year we discussed ways to improve the School Readiness application, revised our Hardship and Attendance policies for families, hosted a Preschooler's Expo, and discussed ways to increase the developmental monitoring and screening of young children in our community.

How does the Liaison carry out the fiscal and program monitoring of sub-grantees?
Please include the following information:

- How often sub-grantees are monitored and if visits are random/announced;
- What documentation is collected and/or reviewed (i.e. QSM Reports, NAEYC/Head Start Reports, Licensing Reports, Budgets/Expenditure Reports, etc.);
- How enrollment and attendance data is verified;
- How the larger School Readiness Council is informed of any findings due to monitoring activities;
- How monitoring is used for continuous quality improvement at the sub-grantee or community level (please cite a specific example if one is available such as ECIS trainings)

for appropriate program staff, use of one income verification form across all programs, TA for sub-grantees on Transition to Kindergarten, etc.).

The Liaison ensures that a Colchester School Readiness Program Provider Agreement is executed each year between the Board of Education and the sub-grantee. This agreement clearly defines the terms and conditions of the sub-grantee responsibilities in carrying out the grant program. Program visits occur at least 3 times per year; the minimum number of visits are scheduled with the sub-grantee. Additional visits may be announced or unannounced depending upon need and purpose. During the monitoring visit, health forms, parent involvement activities, nutrition services, and individual staff professional development plan progress are reviewed. Other reports such as QSM report and NAEYC status are monitored monthly through the Professional Registry by the Liaison. Upon renewal or any change in status, programs also provide NAEYC reports and/or licensing reports to the liaison. The fiscal responsibilities of the sub-grantees are monitored by the Liaison through budget updates. Budget updates are collected as of December 31 and June 30 of each fiscal year. These updates must include amounts collected from family fees where applicable. The Liaison compares the updates with the original budget submitted with the local RFP. If the sub-grantee wishes to revise its budget during the course of the year, the School Readiness Council must approve the revision. The Liaison has a self-created checklist of monitoring requirements that is completed throughout the year. Enrollment is the responsibility of the Liaison. Attendance logs are submitted monthly and reviewed by the Liaison and compared to the enrollment records. Any children with high absenteeism are discussed with the sub-grantee and potential solutions are identified. The School Readiness Council is informed of any findings from the monitoring visit that may significantly impact the compliance of the sub-grantee at the next Council meeting. Action plans will be developed to address any quality, safety, or compliance issues. These plans are developed between the Liaison and the program as well as additional members of the School Readiness Council as needed. Action deadlines are a part of the plan and are monitored by the Liaison in concert with the Program Director. Continuous quality improvement occurs at the Community level through the expansion of School Readiness requirements and/or trainings. For example, CT DOTS training was provided to our School Readiness providers as well as other interested community providers. In this way, we can expand the use of State initiatives and/or best practices with more home-based and center-based programs in Colchester.

How are sub-grantee classrooms monitored?

Please include the following information:

- The qualifications of the individual conducting classroom monitoring;
- How often classrooms are monitored and if visits are random/announced;
- How classroom monitoring is used for continuous quality improvement at the sub-grantee or community level (please cite a specific example if one is available, such as registry training to ensure classroom teachers are reflected appropriately in the registry,
- TA on appropriate hand washing or how to individualize instruction to meet the needs of all children etc.).

The Liaison oversees the classroom monitoring of sub-grantees. The monitoring visits are completed by an outside evaluator or the Liaison. The Liaison has a BS in Elementary

Education, MS in Special Education with a concentration in Infancy/Preschool, and an EdD in Curriculum and Instruction. Additionally, the Liaison has taught in preschool and school age settings. The outside evaluator has a BS in Elementary and Special Education and an MS in Clinical Psychology and Psychotherapy. She has worked as both a teacher in a preschool and school age settings as well as a counselor in a school setting. Currently, she facilitates parent and child groups in a family resource center environment. Both individuals are certified to use the CLASS and continue their own professional development in a variety of ways. Classroom monitoring occurs in the Fall, Winter, and Spring to ensure continued compliance across the school year and to provide feedback on growth for identified needs. These visits are scheduled with the programs. Unannounced visits may also occur if there are specific concerns. Learning experience plans are collected and reviewed at each visit to ensure that classrooms are using the ELDS, assessing students, promoting literacy, and differentiating instruction. Visits are done with a monitoring form that reflects many of the 11 quality components required by the grant including record keeping, parent involvement, nutrition services, and professional development needs and plans. These forms are completed by the monitor, reviewed by the Liaison, and signed by the Program Director. The Liaison receives the signed form and all supporting documents for final review and additional follow-up as needed. The CLASS is used annually in all School Readiness classrooms as a more objective monitoring tool. At year end, programs must submit their assessment data including the CTDOTS class summary and the class summary for ESGI. Learning Experience Plans are collected at each visit to ensure that classroom activities are being aligned with CTELDs. Areas that need improvement are addressed with the program and may become part of future professional development opportunities. Common areas of need such as the use of open-ended questions or increasing need to help students self-regulate are identified through the monitoring process. These skills are then integrated into professional development for the School Readiness Providers as well as other interested community providers. In this way, the School Readiness funding provides for continuous, quality improvement in many of our community centers benefitting far more children than just our School Readiness students.

OTHER COMMUNITY GRANTS

Please check those grants that are currently in your community.

- X Adult Education
- Family Resource Center
- X Head Start and/or Early Head Start
- Preschool Development Grant
- X Preschool Special Education
- Smart Start Grant
- X Birth to Three
- Home Visiting
- Other state, federal or private grants that collaborate with School Readiness programs

Please describe how the School Readiness Council ensures all early childhood grants received in the community are coordinated to maximize benefits to children and families (i.e. universal applications and/or eligibility screening of families for all programs, joint monitoring, shared resources etc.). Be sure to include information about how the Council supports outreach and recruitment of new families to the School Readiness Program to ensure full utilization of spaces without the diminution of other spaces in the community.

The School Readiness Council works to ensure that early childhood funds and initiatives are coordinated in a way that maximizes benefits to Colchester children and families. Our Adult Education program is sponsored by the Colchester Board of Education in cooperation with Vernon Regional Basic Adult Education which offers a GED, High School Diploma, and English Language programs. Our Council does not coordinate directly with this program but supports the dissemination of information about the programs to our School Readiness families. The Town of Colchester does not directly receive a grant for Early Head Start/Head Start programming but has a strong partnership with TVCCA to provide both programs within our district elementary school building. The sharing of resources through space, staff, and materials has allowed children to be served as full members of their community and families to access support for parents offered through our local early childhood council (The Collaborative for Colchester's Children of which the School Readiness Council is a sub-committee). Our Collaborative play and learn groups are offered within the Early Head Start classroom and our Head Start classroom is located within the school district's preschool wing. The Liaison works collaboratively with TVCCA to fill HeadStart and School Readiness spaces to ensure the maximum number of families are served in the program that will best meet the family's needs. Colchester's preschool special education program assists our local school readiness efforts in a variety of ways. Our public school based preschool program, the Colchester Early Childhood Program, serves students with special needs as well as School Readiness and other typical peers. CECP staff sits on the Council and on our local early childhood council. The program has served as a model site for other teachers within our School Readiness program; offering an opportunity to observe best practices. Colchester's Early Childhood Program (a School Readiness sub-grantee), as provider of preschool special education services, works closely with Birth to Three to anticipate and plan for children that will be transitioning to preschool services. The program keeps the Council updated on the numbers and types of disabilities that are moving up. Our School Readiness Council promotes the School Readiness program to all families within our community. The application is released in February immediately following the school district's lottery draw for its preschool program that serves a large percentage of our preschool children. An invitation is sent to all families with children that are not selected and remain on the "lottery wait list". Additional outreach through emails, fliers, and social media posts begin in February as well. Our sub-grantees refer families to the program as well as other social service providers. All School Readiness applications are kept in a waiting pool until selection begins in early May. The selection process for students begins in early May with children that meet the income eligibility requirement; students with the most need, based upon a rubric, are considered first. If the family is eligible for Head Start, a space is reserved for them in School Readiness until placement in Head Start is confirmed. This ensures that the family's least able to afford private preschool programming are likely able to get a placement in one of

our Federal or State supported options. If spaces remain on August 1, spaces are made available to families with higher incomes with the children with the highest need served first. This process has allowed us to maintain all of the subsidized spaces in our community and private programs have been able to adapt as well.

MONITORING AND EVALUATION OF SCHOOL READINESS QUALITY COMPONENTS

According to C.G.S. Section 10-16q, each School Readiness Program (community) shall include the following quality components:

- Collaboration with other community programs and services
- Parent involvement (family engagement)
- Health (record-keeping policies and referrals)
- Pre-literacy (teacher training)
- Nutrition
- Family literacy
- Admission policies that promote diversity
- Transition to Kindergarten
- Professional development
- Sliding fee scale
- Annual evaluation

Please provide a description of an overall approach to monitoring the set of 11 quality components (i.e. provide a high-level overview of how all components are monitored--tools used, how often the components are monitored, who conducts monitoring, etc.) The next question will ask for details of a few of the components.

The Liaison is responsible for the monitoring of the 11 quality components. This is accomplished through our self-created monitoring tool that includes all of the components as part of a checklist as well as through Council efforts. Using the monitoring tool, the components are reviewed at least three times per year through the program monitoring visit. This visit is conducted by the Liaison or a contracted outside evaluator. Discussions occur with program staff about their efforts to comply with program components such as family engagement, collaboration with community programs, transition planning, and nutrition. Records are reviewed to ensure compliance with the health, pre-literacy, and professional development requirements. Admission policies, use of the sliding scale fee, annual evaluation data, and referral to literacy and adult education programs are the responsibility of the Council and Liaison. Sub-grantees participate in the implementation of each of the above by submitting data and documents, participating in Collaborative and Council meetings, implementing activities and practices in their programs, and by referring families to the Liaison for additional assistance.

Please provide at least two, but not more than four, recent and specific examples of how the School Readiness Council has worked to improve at least two of the 11 quality components at the sub-grantee level.

Annual Evaluation-The School Readiness Council has elected to use Quality Enhancement funds and staff time to improve the assessment practices in School Readiness programs. The Council elected to purchase an ESGI software subscription for each sub-grantee to use as a one-on-one assessment to measure progress on early literacy and math skills. Additionally, the Liaison was trained as a trainer for CT DOTS. CT DOTS training was then offered to teachers in both sub-grantee programs as well as to other community providers. Teachers are now transitioning from CTPAF to CT DOTS as their assessment tool and have begun to gather family input as part of the assessment process. The School Readiness Monitor checks with teachers during each site visit to ensure that the assessment tools are being used. If required, the School Readiness Council has monitored the use of the assessment tools to ensure their completion. The data from these assessment tools is submitted to the Liaison at the end of the school year for review and becomes part of our Annual Evaluation measures.

Collaboration with community programs and services- The School Readiness Council monitors and supports the collaborative efforts of our community programs through our local early childhood council and School Readiness Council meetings. Our council, the Collaborative for Colchester's Children (C3), serves as a platform for networking and collaboration with many regional and local programs and services including the Colchester Public Schools, Cragin Memorial Library, Youth and Social Services, Recreation Department, UCFs, TVCCA Head Start and parents. At these meetings, our School Readiness programs bring offerings for others to the table as well as learn about potential programs and services to be used with the children and families in their School Readiness programs. Attendance by representatives from each of our community sites is monitored at both the School Readiness Council and C3 meetings. This year, our Liaison added another collaboration by engaging the Early Childhood Consultation Partnership (ECCP) representative to provide Mental Health Consultation Groups on a regular basis for all of our community providers. The Group serves as an opportunity to learn, ask questions, problem-solve, and support other providers. Initial reaction has been positive and more requests for services in programs is an anticipated result as providers are learning what ECCP has to offer them.

EARLY CHILDHOOD PROFESSIONAL REGISTRY (REGISTRY) GP A-03

By checking below you are verifying the following:

- New applicant - School Readiness Liaison not yet assigned
- School Readiness Liaison has an account with the Registry
- X School Readiness Liaison has Liaison Access to the Registry
- X School Readiness Liaison verifies that sub-grantees update Registry information EVERY month

By checking below you are verifying that:

- X School Readiness Liaison is completing a quarterly check of each sub-grantee's education qualifications, and progress toward meeting and maintaining compliance with both NAEYC Accreditation candidacy requirements and the state-legislated education requirements.

SCHOOL READINESS GRANT SIGNATURE PAGE

Complete and upload the School Readiness Grant Signature Page

COMMUNITY NAME FY 20 School Readiness Grant Signature Page

The page must ALSO be submitted in hard-copy format with original signatures by the RFP deadline, May 17, 2019.

SCHOOL READINESS COUNCIL

Identify all members of the community's School Readiness Council for the School Readiness Grant Program in FY 2020.

Council members shall be representative of the community and include the Chief Elected Official or designee, the Superintendent of Schools or designee, parents, the McKinney-Vento Liaison, representatives from local programs associated with young children such as Family Resource Centers, non-profit and for-profit preschool programs and Head Start, a public librarian, and other local community organizations that provide services to young children. Complete and upload the School Readiness Membership Form.

COMMUNITY NAME FY 20 School Readiness Council Membership Form

Attach a copy of a sample local monitoring site visit form.

Attach a sample of how monitoring findings are shared with the larger School Readiness Council (copy of email, official document/memo, meeting minutes etc.).

Attach a sample of how monitoring results are shared directly with programs (i.e. copy of email, official document/memo etc.).

SCHOOL READINESS PROGRAM INFORMATION

NOTE: All program/site names MUST match the name on the official license (if applicable). See [GP A-03](#) for detailed naming protocol.

Complete and upload the FY20 School Readiness Program Applicant's contact page

[COMMUNITY NAME FY 20 School Readiness Program Applicant Contact Page](#)

PROGRAM SPACE GRID

Complete and upload the FY20 School Readiness Program Space Grid.

[COMMUNITY NAME FY 20 School Readiness Program Space Grid](#)

LICENSING AND ACCREDITATION

Complete and upload the FY 20 School Readiness Licensing and Accreditation information page.

[FY 20 Licensing and Accreditation](#)

Upload NAEYC Accreditation Candidacy Report

Upload the Designated QSM Compliance Report

SCHOOL READINESS BUDGET

Applicants must complete the School Readiness Budget Justification Page (tab 1 of the SR Budget Workbook), providing a brief justification for each line item expenditure in the grant budget. The ED114 Budget Page (tab 2 of the SR Budget Workbook) will auto-calculate based on totals from the Budget Justification Page.

An explanation of budget codes can be found here:

[School Readiness Community Budget Codes](#)

Complete and upload the FY 20 SR Budget Workbook

[TOWN NAME FY 20 Community Budget Workbook](#)

Community Admin Match

If a community receives more than \$75,000 in admin, there may be a local match of up to \$25,000. If there is a local match, please upload a letter to the OEC indicating a local match and the amount.

LOCAL REQUEST FOR PROPOSALS

Each community is required to publicly issue a Local RFP for FY 2020 identifying new or continuing eligible local early care and education providers, which shall provide School Readiness services to eligible children and their families. In its review of these applications, the School Readiness Council must ensure the proposals address all the statutory requirements specifying how the program will meet these requirements and only submit those proposals that are complete and in compliance with such requirements.

Each community must provide a copy of the School Readiness Council's scoring summary sheet which includes scores for each local School Readiness Program applicant as well as the Council's recommendation for funding.

Agencies with multiple sites may submit one (1) application with the individual sites, spaces, and cost information and include site-specific information for licensing, accreditation, staff grids, program administration and operation pages, budget and justifications, budget attachments, and collaboration agreements.

Upload a copy of your community's public notice for the local RFP.

Complete and upload the Local School Readiness RFP Scoring Summary Sheet.

COMMUNITY NAME Local SR RFP Scoring Summary Sheet

Complete and upload every Local Request for Proposal for every sub-grantee (even those not recommended for funding)

PROGRAM NAME Local RFP

Local RFP Attachments:

PROGRAM NAME Local Data Workbook FY 20 (to be e-mailed to your Liaison)

PROGRAM NAME Local Budget Workbook FY 20 to be e-mailed to your Liaison)

PROGRAM NAME Local RFP Scoring Packet

Note: Local RFP attachments do not need to be uploaded but should be kept on file at the program.

Local RFP - Program 1

Local RFP - Program 2

Local RFP - Program 3

FY20 QUALITYENHANCEMENT GRANT APPLICATION

This grant is supported by the Connecticut Office of Early Childhood

GRANT PERIOD

July 1, 2019 to June 30, 2020

OVERVIEW AND DESCRIPTION

Please click here to download and review the School Readiness Quality Enhancement Grant Program document which includes the purpose of the program outlined in the Connecticut General Statutes as well as priorities for funding and funding amounts.

Once you have reviewed this information, please check the box below to affirm you have read the attached document and shared with all relevant stakeholders.

- x I affirm that the School Readiness Council named above has reviewed and shared the School Readiness Quality Enhancement Grant Program document attached above and will follow the requirements outlined therein.

QUALITY ENHANCEMENT (QE) INDIVIDUAL VENDOR REQUESTS FOR PROPOSAL

Each community is required to publicly issue a QE RFP for FY 2020 to identify eligible local vendors to provide School Readiness quality enhancement services to local School Readiness providers.

Requirement: The QE RFP is for use when soliciting applications for projects. The general public must be notified of the opportunity to bid. Include a copy of the public notice with this application. The School Readiness Council will collect, review and score the application(s).

The School Readiness Council must ensure that all local procurement processes are followed.

COMMUNITY NAME QE RFP FY 20

QE Individual Vendor Budget Workbook FY 20 (to be e-mailed to your Liaison)

*QE Individual Vendor Budget Workbook(s) do not need to be uploaded but should be kept on file at the program.

Upload a copy of your community's public notice for the QE Individual Vendor RFP.

Local QE - Approved Vendor 1

Local QE - Approved Vendor 2

Local QE - Approved Vendor 3

QUALITY ENHANCEMENT BUDGET

Using the QE budget workbook provided, indicate how the funds will be expended through June 30, 2020. There are no administrative, indirect costs or carryover funds allowed. The fiscal agent may request funds through the online prepayment grant system.

Complete and upload the FY20 QE Approved Vendor Summary Budget Workbook (summary of all vendor budgets).

COMMUNITY NAME QE Vendor Summary Budget Workbook FY 20

Applicants must complete the Quality Enhancement Budget Justification Page (tab 1 of the QE Budget Workbook), providing a justification for each line item expenditure proposed in the grant budget. The ED114 Budget Page (tab 2 of the QE Budget Workbook) will auto-calculate based on totals from the Justification Page.

An explanation of budget codes can be found here:

Quality Enhancement Budget Object Codes

Statement of Need, Goals and Indicators:

Describe the need for the proposed activities, the intended goals and the indicators of achievement that will be used to measure the success of the activity.

Complete and upload the Statement of Need, Goals and Indicators of Progress Form.

COMMUNITY NAME Summary of Needs, Goals and Indicators of Progress Form FY 20

If additional Quality Enhancement funds were to become available, please provide a description of how these funds would be used in your community to support one, two or all three of the elements below. Please provide a brief summary of activities that would be achieved, the cost of these activities, and a timetable in which the activities would occur. Provide comprehensive services, such as enhanced access to health care, a health consultant, a mental health consultant, nutrition, family support services, parent education, literacy and parental involvement, and community and home outreach programs; and provide information concerning access when needed to a speech and language therapist; Provide for educational consultation and staff development; Provide technical assistance services to enable providers to develop child care facilities pursuant to C.G.S. Sections 17b-749g, 17b-749h and 17b-749i.

Additional funds for Quality Enhancement would be used to provide staff development. Colchester would provide the Circle of Security for Classrooms training to area providers. The cost would be \$1201.49. The series of four 2-hour workshops would occur over the course of the 2019-2020 school year and be open to any area early educator. Unfortunately, we are not

currently prepared to begin new programs such as home visiting though they would benefit families in Colchester.

STATEMENT OF ASSURANCES

CONNECTICUT OFFICE OF EARLY CHILDHOOD
STANDARD STATEMENT OF ASSURANCES
GRANT PROGRAMS

Review Statement of Assurances

School Readiness Statement of Assurances

Complete and upload the School Readiness Statement of Assurances Signature Page.

This page must ALSO be submitted in hard-copy format with original signatures by the RFP deadline.

COMMUNITY NAME Statement of Assurances Signature Page

AFFIRMATIVE ACTION CERTIFICATE

CERTIFICATION THAT CURRENT AFFIRMATIVE ACTION PACKET IS ON FILE

According to the Connecticut Commission on Human Rights and Opportunities (CHRO) **municipalities** that operate **school districts** and also file a federal and/or state Affirmative Action Plan(s) are exempt from the requirement of filing an Affirmative Action Plan with the Connecticut State Department of Education. **Agencies with an Affirmative Action Plan on file need to certify such by signing the statement below.**

Download the Affirmative Action Certificate.

The page must ALSO be submitted in hard-copy format with original signatures by the RFP deadline.

COMMUNITY NAME Affirmative Action Certificate

CERTIFICATION PAGE There are no further questions in this RFP. Please be sure to go back and check that all questions have been answered. After you certify below that all

questions have been answered and click the "Next" button, your RFP will have been submitted. The next page that appears will be a summary response. Please click on the PDF Icon at the top of the next page to download a summary of your responses.



CERTIFICATION PAGE: You will not be able to reopen this RFP once you click "Next".

Are you sure you want to submit this RFP?

By clicking here, I certify that I have answered every question to the best of my knowledge and belief and that all of the information contained herein this School Readiness Community RFP is truthful and accurate.

Yes, I am sure I want to submit this RFP.

SCHOOL READINESS GRANT SIGNATURE PAGE

GRANT PERIOD

July 1, 2019, to June 30, 2020

<u>COMMUNITY</u> : Colchester	
<u>APPLICATION CONTACT PERSON:</u> (Name, Address, Telephone, E-mail) Cindy Praisner 315 Halls Hill Rd Colchester, CT 06415 860.537.0717 cpraisner@colchesterct.org	<u>ESTIMATED FUNDING:</u> School Readiness: \$160,650 Quality Enhancement: \$3,881 Total: \$164,531

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

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

Signature: (Chief Elected Official)

Name: (typed) Arthur Shilosky Title: First Selectman
Agency: Town of Colchester Date: _____

Signature: (Superintendent)

Name: (typed) Jeffrey Burt Title: Superintendent
Agency: Colchester Public Schools Date: _____

* Send hard copy with original signatures to doreen.culver@ct.gov



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes
Meeting Minutes
Thursday, April 4, 2019
Colchester Town Hall @ 7:00pm**

RECEIVED
COLCHESTER
2019 APR -8 PM 02

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

MEMBERS ABSENT: none

OTHERS PRESENT: Public Works Director J Paggioli, BOF R Tarlov, Registrar D Mrowka, J Campbell, BOE M Blyone, D Turner, S Nadeau, D Dander and clerk T Dean

1. **Call to Order**
A Shilosky called the meeting to order at 7:00 pm.
2. **Additions to the Agenda - none**
3. **Citizen's Comments** – A Shilosky read correspondence from D Dander attached. A Shilosky stated he reviewed the Administrative Policy that was approved by the BOS in 1995, which was then revised by draft in 1998 but never voted on. The ordinance was then revised in 2004 from 713 to 98. The current ordinance specifies that nonprofits are exempt from the vendor's fee. The email sent out from Chatham Health was incorrect and they have since sent out a retraction email. D Dander spoke regarding the Chatham correspondence and the Fire Marshals concern of vendors. Also suggested having a nominal fee for vendors doing civic and nonprofit events so the town can keep track on activities in town.
4. **Consent Agenda**
 - a. Tax Abatements
 - b. Approve Minutes of the March 7, 2019 Board of Selectmen Meeting

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

5. **Board and Commissions – Interviews and/or Possible Appointments**
 - a. **Youth Services Advisory Board– Russell Melmed possible appointment as a member to expire 12/1/2019**
R Coyle moved to Russell Melmed as a member to the Youth Services Advisory Board for a term to expire on 10/1/2023, seconded by D Mizla. Unanimously approved. MOTION CARRIED.
 - b. **Historic District Commission – Resignation of Nancy Anderson**
R Coyle moved to accept, with regret, the resignation of Nancy Anderson, seconded by S Soby. Unanimously approved. MOTION CARRIED
 - c. **Board of Selectmen**
 1. **Denise Turner to be interviewed** – was interviewed
 2. **Sean Nadeau to be interviewed** – was interviewed

6. **Discussion and Possible Action on Board of Selectmen Vacancy**
R Coyle moved to appoint Denise Turner to the Board of Selectmen for a term to expire at the next municipal election in November 2019, seconded by S Soby. Unanimously approved. MOTION CARRIED.

R Coyle swore in Denise Turner. Denise Turner joined the Board.

7. **Approve Minutes of the March 11, 2019 Emergency Meeting**
S Soby moved to approve the minutes of the March 11, 2019 Emergency Meeting, seconded by R Coyle. Unanimously approved, with one abstention by D Mizla. MOTION CARRIED
8. **Update on Early Childhood Initiative by the Collaborative for Colchester's Children**
C Praisner presented information on C3. Attached

9. Discussion and Possible Action on Well 3A Drilling Contract

R Coyle moved that the Board of Selectmen awards the well drilling portion of the replacement Well 3A project to the S.B. Church Company for the Single Core Well Drilling as detailed in the February 14, 2019 quote for a price of \$175,000, and that the First Selectmen be authorized to sign any documents required, seconded by S Soby. Unanimously approved. MOTION CARRIED

10. Discussion and Possible Action on Water Treatment Plant Filter Vessel Repair

D Mizla moved that the Board of Selectmen award the repair of Filtration Vessels #1 and #2 to Weston and Sampson as detailed in quote dated February 26, 2019 for a cost of \$39,500 and to Water Service Professionals as detailed in quote date March 5, 2019 for \$25,500 and that the First Selectman be authorized to sign any documents required, seconded by S Soby. Unanimously approved. MOTION CARRIED.

11. Discussion and Possible Action on Memorandum of Understanding between Board of Selectmen and Board of Finance Regarding Town Charter Section C-601C

R Coyle moved to approve the Memorandum of Understanding between Board of Selectmen and Board of Finance Regarding Town Charter Section C-601C as presented, seconded by S Soby. Unanimously approved. MOTION CARRIED.

12. Update on Norton Paper Mill Project

A Shilosky stated the final piece to be done will be completed in 2020. The town has received the go ahead to start removing debris. J Paggioli stated the interested party has been notified by letter. Also stated there will be no issues with the work that will also be done on Paper Mill Bridge during the debris removal.

13. Discussion and Possible Action on Canna Care Docs – Medical Marijuana Informational Session

A Shilosky stated the Board has reviewed the information on a potential seminar to the seniors at the Senior Center. S Soby stated if they are going to be offering an informational session he would like to work through the Health District so that any information they are getting is coming directly from the Department of Public Health and not through a for-profit company that is engaged in the process as they may have an interest in this. The Board agreed they would rather receive information that is reliable and neutral. NO ACTION

14. Update on Fair Housing Program Coordinator L. Wagner & Associates

A Shilosky stated that Larry Wagner has retired and he is closing the business. He was one of the few companies that handles these types of grants. The Dublin Village project is complete. No other company was recommended at this time.

15. Discussion and Possible Action on Recreation Department ActiveNet Software

A Shilosky stated this software is currently being utilized by the Recreation Department. As the contract stands they do not have an out of the current contract. The current contract was not brought before the Board of Selectmen in 2012 when it was signed. To cancel the contract would cost \$36,000, with a 12 month notice. S Soby suggested giving notice immediately, then start the search for a new vendor and determine what the cut over process would be. NO ACTION.

16. Discussion and Possible Action on Chatham Health Educational Topics

R Coyle stated that Chatham is interested in finding out what topics towns would like to have more information about. She would like the Board's input on what to relay to Chatham. S Soby suggested the town set up a survey monkey and send it out on our list serves and have residents tell us what they would like. The Board also agreed to add information on recreational marijuana topic to the survey choices.

S Soby moved that the First Selectman's Office set up and send out a survey monkey asking residents what topics they would like to get information on from Chatham Health, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

17. Discussion and Possible Action on Solaware from Chatham Health

R Coyle stated that the Solaware display is a sun safety education system that measures the local UV radiation level in real-time and displays the average time that one can expect skin damage. The device also has a sunscreen dispenser. Chatham is providing the unit to selected towns at no cost to the town, we just need to let them know where to place the device. Chatham will install and remove the device. If the town wanted to utilize the sunscreen component, the sunscreen will need to be provided and paid for by the town. The Recreation Dept. stated they can order and pay through the program fund. Discussion on cost for any maintenance that might be needed for the season, the purpose of the unit, as well as any liability for using the sunscreen component.

D Mizla moved to accept the offering from Chatham Health District for the Solaware display and to place the device at the RecPlex, seconded by D Turner. Unanimously approved. MOTION CARRIED.

18. Citizen's Comments - none

19. First Selectman's Report

A Shilosky reported that he met with the owners of Lincoln Lake. They have reinforced the bridge to allow vehicles to drive over. They are in the plans for renovations. Thanked R Coyle for her work on the Senior Center update this past week.

20. Liaison Reports

R Coyle reported on Chatham Health – Russell Melmed from Colchester was appointed the new director and starts on 4/23. Continue to work on regulations for salons and will have a Public Hearing in April or May.

Open Space – North Pond Windham Ave Subdivision agreed to fee in lieu for Open Space. Expect to start in June.

Commission On Aging – New program coordinator M Snyder started in March. Donated \$60 to the Heart Association through collections. 4/23 they will be sponsoring a program on senior bullying. Meal and transportation stats given.

S Soby reported on Planning & Zoning – North Pond application was not accepted due to not all the information needed was submitted to the ZEO. The Board will get a recommendation soon for temporary signage fees, which will be \$50 annually. There will be a limitation on use for the signage in the new regulations. An issue came up and the group is looking at set back regulations in a particular zone.

Open Colchester Subcommittee – reviewed policy and possible reports. S Soby was made chair. The requested reports will be made available to BOS, BOF and BOE for review and then once they determine usefulness, the reports will open up to the public

Sewer & Water – addressed issues that were on today's agenda regarding Well 3A and water treatment plant filter. Water & Sewer has a solid plan for maintaining the infrastructure.

Leslie Curtis working with the state on state right of ways for Right to Farm Colchester community signs that the Land Trust initiated. L Curtis submitted presentation to CT Land Conservation Council for their annual conference and it was accepted. C Borque, chair of the Agriculture Commission and S Soby were asked to participate in the presentation at Wesleyan University on the 23rd. L Curtis and C Shea did a great job of putting the presentation together.

D Mizla reported on Parks & Recreation – 4/27 will be the annual Spring Cleanup event. Boy Scouts will also have a shredding event at the Town Hall parking lot that day from 9am-2pm. A bottle drive will also be held. There will be a mattress recycling event at the Transfer Station this day as well. RFP for food concessions at the RecPlex has gone out.

Tag Sale on the Green will be 6/9 with rain date of 6/23. 57 Fest will be 9/21 at either the RecPlex or Zagray Farm.

Youth Services Advisory Board – discussed the survey results.

21. Adjourn

S Soby moved to adjourn at 8:33 p.m., seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Attachment: D Dander correspondence

C3 Presentation

Memorandum of Understanding regarding Town Charter Section C-601C

Norton Paper Mill Tentative Schedule of Deliverables

L. Wagner & Associates Correspondence

Solaware Program

Respectfully submitted,

Tricia Dean, Clerk

Sent: Friday, March 29, 2019 4:11 PM
To: Art Shilosky
Subject: Celebrate Colchester-57 Fest 2019

After meeting with everyone who worked with us last year, the following suggestions were discussed and agreed to:

2019 Celebrate Colchester-57 Fest

1. Car Raffle to fund the event (800 tickets at \$50 each)
2. Fireworks (RFP has been issued)
3. DJ or MC to provide music and announcements throughout the event.
4. Invite local businesses, organizations to set up tables- no items for sale (information and free give away/games only)
5. 2nd Annual Teen Battle of the Bands
6. Carnival and Midway games (RFP being worked on now) to provide rides, games, activities
7. Food Trucks (one per food offering- no duplications)

We would no longer offer:

1. Concert
2. Paid vendor booths (sales and independent contractors)
3. Performances such as dance teams, martial arts etc.

To be decided:

1. Location (RecPlex or Zagray)
2. Police coverage (to meet with new sargent after April 1)
3. Shuttle Bus (coverage not used much in 2018, not needed if we move to Zagray)
4. Volunteer needs (based on location)

Thank you,

Tiffany Quinn
Recreation Director
Town of Colchester, CT
(860) 537-7297

Town of Colchester Interoffice Memorandum

To: Art Shilosky, First Selectman

From: Tiffany Quinn, Recreation Director

Date: April 22, 2019

Re: Award recommendation RFP 2019-04 Operation of Food and Soft Drink Concession, Colchester Recreation Complex

There was one response to the RFP 2019-04 Operation of Food and Soft Drink Concession, Colchester Recreation Complex.

The bid received was from J. Sawchuk Catering and Concession with a minimum bid of \$1500 for one year (2019). Mr. Sawchuk has provided the same service for several years in Colchester.

Proposed Motion: That the RFP 2019-04 Operation of Food and Soft Drink Concession, Colchester Recreation Complex be awarded to J. Sawchuk Catering and Concession for the minimum bid of \$1500 and hereby authorize the first Selectman to enter into a contract with J. Sawchuk Catering and Concession and to sign and deliver said agreement and any necessary documents required.

Town of Colchester
And
Colchester Public Schools
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT., 06415-1260

Art Shilosky
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

Jeffrey E. Burt
Superintendent of Schools

(860) 537 - 7208
FAX: 537 - 1252

LEASE

THIS AGREEMENT made this ___th day of May, 2019, by and between J. Sawchuk Catering and Concession herein after called the "Lessee", and the Town of Colchester.

WITNESSETH, that the Lessee and the Town of Colchester for the bid sum of one thousand, five hundred dollars (\$1500.00) and considerations stated herein mutually agree to provide as described in RFP 2019-04 Request for Proposals Town of Colchester- Operation of a Food & Soft Drink Concession, Colchester Recreation Complex and submitted response by the lessee.

Article 1. Statement of Work: The Lessee shall furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment and service and perform and complete in an efficient and workmanlike manner all work required for the Professional services in strict accordance with the Lease Documents, including all Addenda, thereto, all as prepared by the Town of Colchester. It is recognized that the general and specific scope of the project is outlined within the Proposal documents.

Article 2. The Lease Price: The Lessee will pay the Town of Colchester a rental fee for the use of the Lease in current funds for the total amount stipulated in the Bid for the exclusive use of the Concession Stand at the Colchester Recreation Complex. The minimum acceptable bid will be \$1500.

Article 3. Lease Documents: The executed lease documents shall consist of the following:

- | | | |
|---------------------------|-----------------------------------|-----------------------|
| a. This Agreement | e. Resume/Certifications of staff | i. Signed Copy of Bid |
| b. Insurance Certificate | f. Menu with prices | j. Hours of Operation |
| c. Invitations for Bids | g. Notice of Award | k. Deposit |
| d. Instruction to Bidders | h. Bid Proposal | l. Lessee References |

THIS AGREEMENT, together with other documents enumerated in this Article 3, which said other documents are as fully a part of the Lease as if thereto attached or herein repeated, form the Lease between the parties thereto. In the event that any provision in any component part of this Lease conflicts with any other component part, the provision of the component part first enumerated in this Article 3, shall govern, except as otherwise specifically stated.

Concession Stand Addendum

1. Weekly facility inspections will occur. A checklist will be signed by the person completing the inspection and a copy will be emailed to the Lessee. The facility is new and must be properly maintained and cleaned.
2. Grease and used oil must be disposed of properly.
3. A copy of the lessee's Chatham Health inspection will be provided to and kept on file with Colchester Recreation. A copy will be posted in a visible location at the concession stand.
4. The Lessee and their staff must follow all food safety regulations as stated by Chatham Health.
5. All employees will be Serve Safe certified. A copy of these certifications will be provided to and kept on file with Colchester Recreation and posted in a visible location at the concession stand.
6. All Day Camp food sales, forms and notifications must receive prior approval from the Recreation Director.
7. Open lines of communication will be maintained throughout the year.
8. All facility damage will be reported to Colchester Recreation within 24 hours, in writing. If repairs are needed, all contractors and repair work will be approved by the Recreation Director prior to any work being done.
9. All facility improvements, changes or upgrades and the proposed contractors will be approved by the Recreation Director prior to any work being done.
10. Access to the concession stand will be made via a "Do Not Duplicate" key. All keys will be signed out to the user by the Recreation Department. Keys are expected to be returned at the end of the contract. No locks or access may be changed by the lessee.
11. No permanent structures may be added to the concession stand. This includes shelving attached to the walls.

COLCHESTER ETHICS COMMISSION

April 2, 2019

Town Hall , Colchester, Connecticut

Meeting Minutes

Members present: Ursula Tschinkel, Dean Dest, Teresa Pineau, John Malsbenden and Betty Wagner
Guests: None.

1. Call to order. Chairman Ursula Tschinkel called the meeting to order at 600 p.m.

2. Additions to the Agenda. None

3. Approval of the Minutes of February 5, 2019. Motion by Mr. Malsbenden, second by Mr. Dest to accept the minutes with the date of tonight's meeting corrected to April 2, 2019.

Vote: Three yes. Two abstaining because they had not attended the February meeting.

4. Citizens Comments. None.

5. Review and Discussion of Colchester Ethics Ordinance. Chairman Tschinkel began the discussion with information regarding potential bills before the legislature that involve ethics. Following that, the commission began to review the Code of Ethics.

53.1. Statement of purpose. The commission will propose that it be shortened as follows: Public office is a public trust which must be based on honest and fair deliberations and decisions, which are free of threats, favoritism, undue influence and all forms of impropriety to maintain and increase the confidence of our citizens in the integrity and fairness of their government. The Town of Colchester Code of Ethics was enacted to ensure the public's trust in their government.

For 53.2. Definitions, the Commission will recommend the following:

BUSINESS. No changes are recommended at this time.

BUSINESS WITH WHICH HE/SHE IS ASSOCIATED. No changes are recommended at this time.

CODE. No changes are recommended at this time.

COMMISSION. No changes are recommended at this time.

COMPLAINT. No changes are recommended at this time.

COMPLAINANT. No changes are recommended at this time.

CONFIDENTIAL INFORMATION. The commission recommends adding "electronically" so the first sentence will read: Information, whether transmitted orally, in writing, **electronically** or by any other means...

FINANCIAL INTEREST. The Commission recommends that the amount be set at \$50.00.

GIFT. The Commission is not recommending any changes at this time, but will revisit this section at a later date.

IMMEDIATELY FAMILY. No changes are recommended at this time.

INDIVIDUAL. The Commission recommends that the words “A natural person” be replaced with “Any person.”

INDIVIDUAL WITH WHOM ONE IS ASSOCIATED. The Commission recommends that the words “mutually has an interest” be changed to “has a mutual interest.”

OFFICIAL RESPONSIBILITY. The Commission will not recommend changes at this time, but will review on a future date.

PERSON. No changes are recommended at this time.

PUBLIC EMPLOYEE. No changes are recommended at this time.

PUBLIC OFFICIAL. No changes are recommended at this time.

RESPONDENT. No changes are recommended at this time.

SPECIAL DISTRICT. No changes are recommended at this time.

6. Citizens Comments. None.

7. Adjournment. Motion Mr. Durst, Second by Ms. Pineau. The meeting was adjourned at 7:00 p.m. The next meeting will be June 4, 2019.

Respectfully submitted,

Betty Wagner
Member

Chapter 53 Ethics, Code of

[HISTORY: Adopted by the Town Meeting of the Town of Colchester 5-26-1998. Amendments noted where applicable.]

GENERAL REFERENCES

Conflicts of interest and Board of Ethics — See Charter § C-1408.

§ 53-1 Statement of purpose.

Public office is a public trust. The trust of the public is essential for government to function effectively. Public policy developed by government officials and employees affects every citizen of the municipality, and it must be based on honest and fair deliberations and decisions. This process must be free from threats, favoritism, undue influence and all forms of impropriety so that the confidence of the public is not eroded. By enacting this code, this municipality seeks to avoid any loss of trust and to maintain and increase the confidence of our citizens in the integrity and fairness of their government.

§ 53-2 Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

BUSINESS

Any entity through which business for profit or not for profit is conducted, including without limitation a corporation, partnership, proprietorship, firm, enterprise, limited liability company, franchise, association, organization or self-employed individual.

BUSINESS WITH WHICH HE/SHE IS ASSOCIATED

A business of which the person or a member of his/her immediate family is a director, officer, owner, partner, member, employee, compensated agent or holder of stock which constitutes 5% or more of the total outstanding stock of any class.

CODE

This Code of Ethics.

COMMISSION

The Municipal Ethics Commission established in § 53-3.

COMPLAINT

Any complaint received by the Commission alleging a violation of this Code of Ethics. See §§ 53-5 through 53-8.

COMPLAINANT

A party that makes the complaint as described in §§ 53-5 through 53-8.

CONFIDENTIAL INFORMATION

Information, whether transmitted orally, in writing or by any other means, which is obtained by reason of the public position or office held and is of such nature that it is not, at the time of transmission, a matter of public record or public knowledge.

FINANCIAL INTEREST

Any interest with a monetary value of \$100 or more or which generates a financial gain or loss of \$100 or more in a calendar year.

GIFT

Anything of value, including entertainment, food, beverage, travel and lodging, given or paid to a public official or public employee to the extent that consideration of equal or greater value is not received. A gift does not include:

- A. A political contribution otherwise reported as required by law or a donation or payment as described in Subdivision (9) or (11) of Subsection (b) of C.G.S. § 9-333b.
- B. A commercially reasonable loan made on terms not more favorable than loans made in the ordinary course of business.

- C. A gift received from an individual's spouse, significant other, fiancée or fiancé, the parent, brother or sister of such spouse or such individual, or the child of such individual or the spouse of such child.
- D. Goods or services which are provided to the municipality and facilitate governmental action or functions.
- E. A certificate, plaque or other ceremonial award costing less than \$100.
- F. A rebate or discount on the price of anything of value made in the ordinary course of business without regard to that person's status.
- G. Printed or recorded informational material germane to governmental action or functions.
- H. Items of nominal value, not to exceed \$10, containing or displaying promotional material.
- I. An honorary degree bestowed upon a public official or public employee by a public or private university or college.
- J. A meal provided at an event and/or the registration or entrance fee to attend such an event, in which the public employee or public official participates in his/her official capacity.
- K. A meal provided in the home by an individual who resides in the municipality.
- L. Gifts of nominal value not to exceed \$25 tendered on generally recognized gift-giving occasions such as Christmas, Hanukkah, birthdays, the birth or adoption of a child, weddings, confirmations or bar/bat mitzvahs, provided that the total value of such gifts from any person in any calendar year does not exceed \$100.

IMMEDIATE FAMILY

Any spouse, child or dependent relative who resides in the individual's household.

INDIVIDUAL

A natural person.

INDIVIDUAL WITH WHOM ONE IS ASSOCIATED

An individual with whom the person or a member of his/her immediate family mutually has an interest in any business.

MUNICIPALITY

The Town of Colchester and shall include any special district contained therein.

OFFICIAL RESPONSIBILITY

The direct administrative or operating authority, whether intermediate or final and whether exercisable personally or through subordinates, to approve, disapprove or otherwise direct government action.

PERSON

An individual, sole proprietorship, trust, corporation, union, association, firm, partnership, committee, limited liability company, club or other organization or group of persons.

PUBLIC EMPLOYEE

A person employed, whether part time or full time, by the municipality or a political subdivision thereof.

PUBLIC OFFICIAL

An elected or appointed official, whether paid or unpaid or full or part time, of a municipality or political subdivision thereof, including candidates for the office, and shall also include a district office elected pursuant to C.G.S. § 7-327.

RESPONDENT

One who answers to an allegation of a violation of this Code of Ethics contained in a complaint.

SPECIAL DISTRICT

A district established pursuant to C.G.S. § 7-324.

§ 53-3 Municipal Ethics Commission.

- A. There shall be a Municipal Ethics Commission consisting of five members. The members shall be appointed by vote of the Board of Selectmen for terms of three years, except that, of the initially appointed members, one shall serve for one year, two for two years and two for three years. No individual shall be appointed to more than two consecutive three-year terms, provided that any member may continue in office until a successor has been appointed. No more than three members shall be members of the same political party.
- B. All members shall be electors of the municipality. No member shall:
 - (1) Have held public office or have been a candidate for public office for a two-year period prior to appointment;
 - (2) Hold office in any political party or political committee; or
 - (3) Be a public official in any other capacity other than a notary public or Justice of the Peace.
- C. The Commission shall elect a Chairperson who shall preside at meetings of the Commission and a Vice Chairperson to preside in the absence of the Chairperson. Three members shall constitute a quorum. A majority vote of the Commission shall be required for action of the Commission. The Chairperson or any three members may call a meeting.

§ 53-4 Duties of Commission.

- A. The Commission shall:
 - (1) Compile and maintain a record of all reports, advisory opinions, statements and memoranda filed by and with the Commission to facilitate public access to such reports and statements.
 - (2) Issue opinions with regard to the requirements of this code upon the written request of any person. Advisory opinions rendered by the Commission, until amended or revoked, shall be binding on the Commission and shall be deemed to be final decisions of the Commission. Any person who requested an advisory opinion and who acts in good-faith reliance on such advisory opinion shall be entitled to use such reliance as an absolute defense to any complaint brought under the provisions of the code in connection with the specific activities that were subject of the advisory opinion.
 - (3) Report annually on or before February 1 to the Board of Selectmen summarizing the activities of the Commission.
- B. The Commission may adopt, after a public hearing, rules and regulations not inconsistent with this code for the administration and implementation of the code.
- C. The Commission may employ necessary staff or outside counsel within available appropriations.

§ 53-5 Procedure for receiving complaint.

- A. The Commission shall receive complaints from any person alleging violation of the code. Any complaint received by the Commission must be in writing on a form prescribed by the Commission and signed under penalty of false statement by the individual making said complaint before:
 - (1) A Judge of a court of record;
 - (2) A clerk or deputy clerk of a court having a seal;
 - (3) A Commissioner of Deeds or Town Clerk;
 - (4) A notary public;
 - (5) A Justice of the Peace; or
 - (6) An attorney admitted to the bar of the State of Connecticut.
- B. If the complainant intentionally makes a false statement, he/she shall be subject to fines of up to \$ 1,000 and penalties of up to one year imprisonment under the provisions of C.G.S. § 53a-157b for a Class A misdemeanor.

§ 53-6 Investigation procedures; time limits; notice and hearings.

- A. Upon the complaint of any person on a form prescribed by the Commission, signed under penalty of false statement, or upon its own complaint, the Commission shall investigate any alleged violation of this code. Until such time as the Commission makes a determination of probable cause, any allegations and any information supplied to or received from the Commission shall not be disclosed to any party by a complainant, witness or Commission or staff member, except upon the written request of the respondent.
- (1) Not later than 10 days after the receipt or issuance of such complaint, the Commission shall provide notice of such receipt or issuance and a copy of the complaint by registered or certified mail to any respondent against whom such complaint is filed and shall provide notice of the receipt of such complaint to the complainant. Complaints shall be noted as received at a scheduled meeting.
 - (2) If the complaint has been filed by a member of the public, the Commission shall review the complaint to determine:
 - (a) Whether the allegations contained therein if proved would constitute a violation of any provision of the code. If the Commission determines that the complaint does not allege sufficient facts to constitute a violation, the Commission shall dismiss the complaint and duly notify the complainant and respondent by registered or certified mail.
 - (b) If the Commission determines that the complaint alleges sufficient facts to constitute a violation, then within 30 days after so determining, the Commission shall fix a date for the commencement of the hearing on the allegation contained therein. Such hearing shall be conducted in two phases. In the first phase, the Commission will make a confidential determination as to whether there is probable cause to believe the facts alleged in the complaint actually occurred. If the Commission does not make a finding of probable cause, the complaint and all records for the hearing shall remain confidential except upon the written request of the respondent. If the Commission makes a finding of probable cause, the Commission shall proceed to the second phase, which shall be a public hearing to determine whether a violation has occurred. The hearing date regarding any complaint shall be not more than 60 days after the filing of the complaint.
- B. In the conduct of an investigation of an alleged violation of this code:
- (1) The Commission shall have the power to hold hearings, administer oaths, examine witnesses, receive oral and documentary evidence, subpoena witnesses and require the production for examination by the Commission of any books and papers that the Commission deems relevant in any matter under investigation or in question. In the exercise of such powers, the Commission may use the services of the municipal police, who shall provide the same upon the Commission's request.
 - (2) The respondent shall have the right to appear and to be represented by legal counsel and to examine and cross-examine witnesses. All witnesses will be sworn.
- C. The Commission shall make no finding that there is a violation of any provision of the Code, except upon the concurring vote of at least four of its members.
- D. Any hearing conducted by the Commission shall be governed by the Administrative Procedures Act, C.G.S. § 4-178.
- E. No complaint may be made under this code, except within three years after the violation alleged in the complaint has been committed.
- F. No person shall take or threaten to take official action against an individual for such individual's disclosure of information to the Commission under the provisions of this code.

§ 53-7 Confidentiality of complaints; evaluations of possible violations and investigations; publication of findings.

- A. Unless the Commission makes a finding of probable cause, a complaint alleging a violation shall be confidential, except upon the written request of the respondent unless such information is required to be disclosed pursuant to the Freedom of Information Act, C.G.S. § 1-200 et seq.

- B. Prior to any other action on a complaint, the Commission may conduct a preliminary investigation to determine whether the filing of a complaint is warranted. This preliminary investigation shall be confidential, except upon the written request of the respondent.
- C. If the Commission makes a finding of no probable cause, the complaint and the record of its investigation shall remain confidential, except upon the request of the respondent. No complainant, witness, designated party or Commission or staff member shall disclose to any third party any information learned from the investigation, including knowledge of the existence of a complaint, which the disclosing party would not otherwise have known. The Commission shall inform the complainant and the respondent of its finding by registered or certified mail not later than three business days after termination of the hearing or investigation.
- D. The Commission shall make public a finding of a violation not later than five business days after the termination of the hearing. At such time, the entire record of the investigation shall become public. The Commission shall inform the complainant and the respondent of its finding and provide them a summary of its reasons for making such a finding by registered or certified mail not later than three business days after termination of the hearing.

§ 53-8 Penalties for offenses.

- A. Upon determination that a violation of any provision of the code has occurred, the Commission will impose sanctions as follows:
 - (1) Public censure and reprimand;
 - (2) A civil penalty of not more than \$100 per violation; and/or
 - (3) Restitution of any pecuniary benefits received because of the violation committed.
- B. Upon determination that a violation of any provision of this code has occurred, the Commission may also recommend to the Board of Selectmen the following actions:
 - (1) In the case of a public employee, disciplinary action as provided for by town policy and/or collective bargaining agreement.
 - (2) In the case of an appointed official, removal from office as provided in the Town Charter.^[1]
 [1] *Editor's Note: See Charter § C-207.*
 - (3) In the case of an elected official, removal from office as provided in Connecticut General Statutes.

§ 53-9 Public employees and officials.

- A. No public employee or public official shall engage in or participate in any business or transaction, including but not limited to outside employment with a private business, or have an interest, direct or indirect, which is incompatible with the proper discharge of his/her official responsibilities in the public interest or which would tend to impair his/her independent judgment or action in the performance of his/her official responsibilities.
- B. Gifts.
 - (1) No public employee or public official shall solicit or accept any gift from any person which to his/her knowledge is interested in any pending matter within such employee's or official's official responsibility.
 - (2) If a prohibited gift is offered, he/she must refuse it, return it, pay the donor the full value of the gift or donate it to a nonprofit organization, provided that he/she does not receive the corresponding tax benefit. Alternatively, it may be considered a gift to the municipality, provided that it remains in the municipality's possession permanently.
- C. Voting.
 - (1) A public employee or public official shall refrain from voting upon or otherwise participating in any matter on behalf of the municipality if that employee or official, a business with whom he/she is associated, an individual with which he/she is

associated or a member of his/her immediate family has a financial or personal interest in the transaction or contract, including but not limited to the sale of real estate, materials, supplies or services to the municipality; provided, however, that the restrictions of this Subsection C(1) shall not apply if such financial or personal interest accrues to him/her, his/her spouse, a dependent child or a business with which he/she, his/her spouse or a dependent child is associated as a member of a profession, occupation or group to no greater extent than to any other member of such profession, occupation or group.

- (2) If such participation is within the scope of the public employee's or public official's official responsibility, he/she shall be required to provide written disclosure, which sets forth in detail the nature and extent of such interest, to the Commission.
- (3) Notwithstanding the prohibition in Subsection C(1), a public employee or public official may vote or otherwise participate in a matter if it involves a determination of general policy and the interest is shared with a substantial segment of the population of the municipality.

D. Appearance on behalf of private interests.

- (1) Except for a public official who receives no compensation for his/her service to the municipality other than per diem payments and reimbursement of expenses, no public employee or public official shall appear on behalf of private interests before any board, agency or committee of the municipality.
- (2) Except for a public official who receives no compensation for his/her service to the municipality other than per diem payments and reimbursement of expenses, no public employee or public official shall represent private interests against the interests of the municipality in any litigation to which the municipality is a party.

E. Appearance on own behalf.

- (1) Nothing contained in this code shall prohibit or restrict a public employee or public official from appearing before any board or commission of the municipality on his/her own behalf, or from being a party in any action, proceeding or litigation brought by or against the public employee or public official to which the municipality is a party.
- (2) No public official or public employee shall appear on behalf of private interests before any board, commission or agency of the municipality, nor shall he/she represent private interests in any action or proceeding against the town in any litigation, when such appearance or representation would be in conflict with or would impair his/her independence of judgment and action in the performance of his/her official duties as such officer or employee.

F. No public employee or public official shall disclose confidential information concerning municipal affairs, or use confidential information acquired in the course of and by reason of his/her official duties nor shall he/she use such information for the financial interests of himself/herself or others.

G. No public employee or public official shall request or permit the use of municipal-owned vehicles, equipment, facilities, materials or property for personal convenience or profit, except when such are available to the public generally or are provided as municipal policy for the use of such public employee or public official in the conduct of official business.

H. No public employee or public official, or a business with which he/she is associated, or member of his/her immediate family shall enter into a contract with the municipality unless it is awarded through a process of public notice and competitive bidding; provided, however, that this restriction shall not apply to any contract the total value of which is \$1,000 or less.

I. No public employee or public official shall use his/her position or office to take any action that would benefit, financially or otherwise, such employee or official or any other person or organization in a manner that is not available to all similarly situated persons or organizations, nor shall any public employee or public official take any action in his/her official capacity in exchange for or as a quid pro quo for any benefit of any kind that he/she has received from any persons or organization.

J. No public employee or public official shall accept a fee or honorarium for an article, appearance or speech, or for participation at an event, in his/her official capacity.

K. No public employee or public official, or member of such individual's immediate family or business with which he/she is associated, shall solicit or accept anything of value, including but not limited to a loan, political contribution, reward or

promise of future employment based on any understanding that the vote, official action or judgment of the public employee or public official would be or had been influenced thereby.

- L. No public official or public employee shall grant or accept any special consideration, treatment or advantage to or from any person beyond that which is available to every other person.

§ 53-10 Paid consultants of municipality.

- A. No paid consultant of the municipality shall represent a private interest in any action or proceeding against the interest of the municipality which is in conflict with the performance of his/her duties as a consultant.
- B. No paid consultant may represent anyone other than the municipality concerning any matter in which he/she participated personally and substantially as a consultant to the municipality.
- C. No paid consultant shall disclose confidential information learned while performing his/her duties for the municipality nor shall he/she use such information for the financial interests of himself/herself or others.

§ 53-11 Former public employees and officials.

- A. No former public employee or public official shall appear for compensation before any municipal board or agency in which he/she was formerly employed or with which he/she formerly served at any time within a period of one year after termination of his/her employment or service with the municipality.
- B. No former public employee or public official shall represent anyone other than the municipality concerning any particular matter in which he/she participated personally and substantially while in municipal service.
- C. No former public employee or public official shall disclose or use confidential information acquired in the course of and by reason of his/her official duties, for any reason, unless compelled to do so by law.
- D. No former public employee or public official who participated substantially in the negotiation or award of a municipal contract obliging the municipality to pay an amount of \$100,000 or more, or who supervised the negotiation or award of such a contract shall accept employment with a party to the contract other than the municipality for a period of one year after such contract is signed.
- E. No former public official or public employee shall appear before any board, commission, committee or agency of the municipality in relation to any case, proceeding, application or contract in which he/she personally participated during the period of his/her service or employment, or which was under his/her active consideration for a period of 12 months from the date of termination of his/her employment with or service to the town.

§ 53-12 Conflict of interest statement; filing requirements.

- A. All appointed members of town boards and commissions, elected officials and department heads shall file, under penalty of false statement, on a form designated by the Ethics Commission, a statement declaring any conflict of interest or potential conflict of interest as defined in §§ 53-9 through 53-11 of this code.
- B. All appointed members of town boards and commissions, elected officials and department heads must recuse themselves from any decision that would incur a conflict of interest or potential conflict of interest. Failure to do so will constitute a violation of this code.
- C. Failure to file this conflict of interest statement as required by this section of this code shall constitute a violation of the code, subject to penalties as defined in § 53-8.

§ 53-13 Distribution of code.

The Commission shall cause a copy of this Code of Ethics to be distributed to every public employee and public official within 60 days after enactment of this code. Each public employee and public official shall be furnished a copy before entering upon the

duties of his/her office or employment. A signed receipt for all copies shall be returned to the Chair of the Commission and retained on file.^[1]

[1] *Editor's Note: The Complaint Form and explanation of the Code of Ethics are on file in the office of the Town Clerk.*



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

April 10, 2019

To: Colchester Board of Selectmen

From: Randy Benson, Town Planner

Re: Proposed Change in Zoning Permit Fee for Commercial Portable and Commercial Temporary Signs

The Planning and Zoning Commission has been working on a comprehensive review and amendments to Section 11 of the Colchester Land Development Regulations for Signs. Some of the amendments were to try to resolve many of the continuous sign violations by businesses while giving businesses opportunities for new and different ways to advertise and stay within the Colchester Regulations. The amendments to the sign regulations were created as a result of numerous meetings with the Planning and Zoning Commission and input from the business community.

One of the amendments to the sign regulations is for commercial portable and commercial temporary signs. The new amendment will allow for a business owner to apply for a zoning permit for their temporary signs on an annual basis rather than on a per sign basis. The intent is if a business owner wishes to have a sandwich board sign for lunch specials, a temporary banner for a sale or a sign for a special event for example, they could apply for and receive a permit annually and not for each sale they may have where they may erect a new sign for a particular sale.

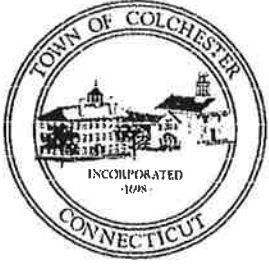
The Colchester Town Code currently, in Chapter 56-7(C) under "Administrative zoning fees" list the Zoning Permit Fee of \$50.00. The Planning and Zoning Commission approved unanimously at their April 3, 2019 meeting to recommend to the Board of Selectmen to amend Chapter 56-7(C) to add a line for Zoning Permit Fees for Commercial Portable and Commercial Temporary Signs - Annual Zoning Permit Fee \$50.

RECOMMENDED MOTION:

Motion that the Town of Colchester approve the amendment of Chapter 56-7(C) of the Code of the Town of Colchester to add under "Administrative zoning fees" to add "Zoning Permit Fees for Commercial Portable and Commercial Temporary Signs Zoning Permit Fee \$50 Annually" as recommended by the Colchester Planning and Zoning Commission.

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415



March 29, 2019

To: Colchester Planning and Zoning Commission

From: Randy Benson, Town Planner

Re: Proposed Amendment of Fees for Zoning Permits for Temporary Signs

COPY

The Colchester Planning and Zoning Commission had approved amendments to the Sign Regulations (Section 11 of the Colchester Land Development Regulations). Under the new regulations there is now a provision for Commercial Portable Signs and Commercial Temporary Signs (Section 11.4). These signs will require a Zoning Permit from the Zoning Enforcement Officer. The intent of the new regulations for Commercial Portable and Temporary Signs is the Zoning Official would be able to issue a permit on an annual basis for the signs and give the business owner the ability to change the signs throughout the year as long as they fall within the Regulations without the need to keep applying for a new sign permit for each individual sign. The amendment will permit the business owner one annual fee of \$50 for the Zoning Permit rather than incur a \$50 fee for each individual sign. This fee will only apply to commercial portable and temporary signs. All other signs requiring a permit will be subject to the Zoning Permit Fee.

RECOMMENDED MOTION:

The Planning and Zoning Commission recommends the Town of Colchester Board of Selectmen amend the Colchester Town Code, Chapter 56-7(C) under "Zoning Permit Fee's" to add a section for Annual Zoning Permit Fee for Commercial Portable and Temporary Signs. The amendment will state an annual Zoning Permit fee of \$50.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

April 10, 2019

To: Colchester Board of Selectmen

From: Randy Benson, Town Planner

Re: Recommendation to Accept Map 03-30, Lot 031-500 11.06 Acres on Pickeral Lake Road as
Public Open Space

The Planning and Zoning Commission approved a Subdivision in 2010 of a 44 acre parcel into 3 lots on Pickeral Lake Road. Condition 8. B of the subdivision approval was to grant an 11.06 acre parcel to the State of Connecticut or another non-profit. The intent was to grant the land to the State of Connecticut because the land abuts a State Forest. At the time there was a tax lien on the parcel so the State was unwilling to accept the parcel until the tax lien was paid.

The tax lien was paid in 2019 so now the parcel is free of any liens and the property can be transferred. The owner wishes to sell the remaining lots. The State of Connecticut DEEP is still willing to accept the land but the process with the State will take until the end of the year as the State Open Space Commission only meets twice a year. To meet the conditions with the Planning and Zoning Commission so the lots may be sold, staff is recommending the Town accept the 11.06 acre parcel as Public Open Space with the intent the land will be transferred to the State of Connecticut. If the Town wishes to keep the land as Public Open Space it will still meet Condition 8. B of the Subdivision approval.

The Colchester Open Space Commission and the Colchester Conservation both have recommended the 11.06 acre parcel known as Map 03-20, Lot 031-500 be accepted by the Town of Colchester as Public Open Space. The Open Space Commission and the Colchester Conservation Commission recommend the parcel is transferred to the State of Connecticut as the land abuts the State Forest.

RECOMMENDED MOTION:

Motion that the Town of Colchester approve the acceptance of Map 03-20, Lot 031-500, 11.06 acres on Pickeral Lake Road as Public Open Space and that the land is then transferred to the State of Connecticut once approved by the State of Connecticut Department of Energy and Environmental Protection Open Space Division once it is accepted by the State.



TOWN OF COLCHESTER
PLANNING & ZONING COMMISSION
NOTICE OF DECISION

CERTIFIED MAIL-RETURN RECEIPT REQUESTED

Jess McMinn & Associates, LLC
P.O. Box 15
Colchester, CT 06415

February 4, 2010

RE: **SUB#10-419-Jess McMinn, Applicant, Estate of Robert & Elin Baroni & Susan Pughm Owner**; Application for a 4-Lot subdivision of 44 acres, Assessors Map 03-20, Lot # 031 located on the North side of Pickereel Lake Road, R-60/80 Zone.

Dear Applicant:

The Planning & Zoning Commission, at their February 3, 2010 regular meeting, voted to APPROVE the above referenced subdivision and the requested waiver for the construction of sidewalks, with the following conditions:

1. Final plans for Commission Chairman's signature are to be signed and sealed by the surveyor, engineer and the Soil Scientist.
2. The Town Engineers Review Comments dated 1/12/10 are to be addressed on final plans.
3. Lot line adjustment plans and permit applications are to be submitted and approved for the land conveyances to adjacent property owners prior to filing the approved subdivision plans.
4. If the two land conveyances to N/F Ostrowski do not take place, the land is to be incorporated into the adjacent lots and new plans submitted for review and sign-off.
5. If the land conveyance to N/F Baroni does not take place, the land is to be incorporated into the adjacent lots and new plans submitted for review and sign-off.
6. If the State of CT does not accept the "Open Space", the land is to be offered to a non-profit Conservation organization.
7. The Planning & Zoning Commission has approved the follow waiver associated with this subdivision:
A waiver to Section 6.3.12; has been granted waiving the requirements for sidewalks in this subdivision. A note is to be put on the plan to this effect.
8. Prior to the issuance of a Zoning Permit for individual lot development:

- A. A signed and sealed letter from a licensed surveyor stating that all lot boundary corners have been set per Section 7.1.1 and the Open Space/Conservation Easement corners and markers have been permanently delineated in the field per the approved Open Space/Conservation Easement language is required.
- B. The "Open Space" has been conveyed to the State of CT or to a Non-profit Conservation Organization.

This approval is specific to the development plan and materials submitted under application SUB#10-418. The modification of these approvals and any change in the development plan layout other than those identified herein shall constitute a new application. Notice of this decision will be published in the *Rivereast News Bulletin* on February 12, 2010. Anyone appealing this decision must appeal through the Superior Court of the State of Connecticut prior to the expiration of the 15-day appeal period.

Please note, prior to filing your approved subdivision mylars a performance bond in an amount with surety or without surety with a cash bond, and conditions satisfactory to its securing to the municipality the actual construction and installation of all improvements as required by Section 7 of the Subdivision Regulations which have not been completed by the applicant. The amount of the bond shall be suitable to the Town Engineer and in a form acceptable to the Town of Colchester must be filed to or in conjunction with filing the approved Subdivision Mylars.

If you have any further questions, please do not hesitate to contact me at 860-537-7294.

Sincerely,



Craig Grimord, CZEO
Assistant Planner & Zoning Enforcement Officer

From: Robert Tarlov
Sent: Wednesday, April 24, 2019 9:44 AM
To: Art Shilosky
Cc: Board of Finance Members
Subject: List of possible budget reductions

Art-

At the last meeting, we ended the budget discussion saying each board member would look for areas to cut to equal Paramedic ALS cost in this year's budget and send the lists to you.

Attached is my list of department reductions along with the line items I used in coming up in my process of arriving at the department totals. The production of this list should not be viewed as my support for every item included.

The financial impact of reducing the Library and Senior Center hours still needs to be calculated.

I did not look at any cuts to Public Works (other than the previous board discussion of the request for additional positions), Public Safety, Building Department, Registrars or IT.

Although there are some reductions on the list for 2019/2020 which would provide additional savings in 2020/2021, they would not come close to the additional cost of the first full year of the paramedic program and we would need to look for additional reductions elsewhere if we were looking to offset the increase due to a full year of implementation.

Rob

Submitted by Board of Finance Chair Rob Tarlov 4/24/2019	Department Reduction	Rationale For Department Reductions				2020-2021 - balance of partial year savings
		2019 - 2020				
		Salary	FICA	401a	Insurance	
Boards and Commissions Opengov Transparency Opengov Productivity, Accountability and Reporting	(10,000)			no change		
				(9,650)		
First Selectmen Annual Raise - change policy to exclude elected officials Eliminate 401 a Contributions effective 12/1 GOFA Application	(6,000)	(1,948)	(149)	(117)		
		(425)		(3,216)		(2,213)
			(5,855)			
Finance Treasurer - eliminate stipend (effective 12/01)	(3,000)					
				(3,015)		(2,154)
Tax Collector Salary Reduction for Tax Collector - (effective 12/1/2019) bring in line with some other towns similar to ours Eliminate 401 a Contributions effective 12/1 Annual Raise - change policy to exclude elected officials	(6,500)	(3,500)	(268)	(210)		
				(2,503)		
				effective 7/1/2020		
				(6,480)		(4,629)
Assessor Deputy Assessor - eliminate position	(85,000)	(73,688)	(5,637)	(5,527)	(281)	
			(85,133)			

Town Clerk Salary Reduction for Town Clerk - (effective 12/1/2019) bring in line with some other towns similar to ours Eliminate 401 a Contributions effective 12/1 Annual Raise - change policy to exclude elected officials	(6,500)	(3,500)	(268)	(210)	(2,503)	
				effective 7/1/2020	(6,480)	(4,629)
Youth and Social Services Increase Social Services from 29 to 35 (vacant) Move one Program Coordinator to vacant Social Services Coordinator Eliminate 1 Youth Center Coordinator	(50,000)	(49,885)	10,315 (3,816)	(3,991)	(198)	
		(2,086)	(160)		(49,821)	
Community Agencies C-3	(25,000)				(25,000)	
Recreation Eliminte Position - Recreation Supervisor	(70,000)	(59,535)	(4,554)	(4,763)	(414)	
					(69,266)	
OTHER REDUCTIONS IN SERVICE - need to quantify						
Library Current Library Hours of Operation: Mon, Wed, & Thurs - 10:00 am to 8:00 pm Tues - 10:00 am to 5:00 pm Fri & Sat - 10:00 am to 4:00 pm Suggested Reduction in Library Hours of Operation:				49 hours		

Mondays – closed Tues, Wed, & Thurs - 10:00 am to 8:00 pm Friday – closed Saturday - 10:00 am to 4:00 pm		36 hours	
Senior Center Current Senior Center Hours of Operation: Monday-Friday 8:00 am to 4:00 pm		40 hours	
Suggested Reduction in Senior Center Hours of Operation: Monday-Thursday 8:00 am to 4:00 pm		32 hours	
TOTAL ADDITIONAL REDUCTIONS	(262,000)		(13,625)
REDUCTIONS PREVIOUSLY CONSIDERED			
Public Works - Grounds Maintenance Remove one grounds maintainer	(44,000)	(43,905)	
Debt Service reduce using designated Fund Balance (approximate)	(97,000)	(97,000)	
		(140,905)	
TOTAL REDUCTIONS	(403,000)		

Compensation Policy for Non-union Employees (N-U) and Elected Officials (EO)

In an effort to ensure that compensation for non-union employees and elected officials remains relevant over time, commencing with the Fiscal Year beginning July 1, 2015 the Town will include in the proposed budget an annual salary/wage increase for non-union and elected officials equal to the average increase computed from all contracts in effect at the time.

An increase will not be included in the current budget for any position that has negotiated their salary within the last two fiscal year(s).

Examples of how this policy would be implemented in two different years as follows:

Contract	% Increase	% Increase
A	1.50	1.50
B	2.00	2.00
C	1.50	*
D	1.25	*
E	2.25	2.25
Average N-U, EO	1.70	1.92
Increase	1.75	2.00

* denotes contract expired/in negotiations

The percentages shown above are for explanatory purposes and do not represent actual percentages.

Percentages will be rounded up to the nearest .25%.

Explanation:

This does not tie any subset of the group to a particular contract, which might mean they might not receive an increment due to an expired contract and on-going negotiations. This also avoids the potential vagaries of a merit system not designed, implemented or funded to work as intended.

This policy does not apply to non-union employees of the Board of Education, or employees in positions jointly hired by the Board of Selectmen and Board of Education as set forth in the Town Charter

Approved, Board of Finance, February 18, 2015
Approved, Board of Selectmen, February 19, 2015

Rev: 4/15/2016; Rev: 2/18/15; Rev: 2/2/15; Originated: 1-13-15