

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

November 10, 2022

Board of Selectmen
Town of Colchester
127 Norwich Avenue
Colchester, CT 06415

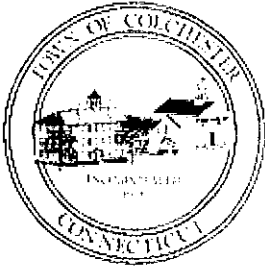
Dear Board of Selectmen:

At its regularly scheduled meeting on November 9, 2022, the Conservation Commission discussed an email we received from the Sablitz family regarding their preferred name for the 75+ acre open space the town recently purchased from the family on Route 16 (AKA Middletown Road). (MBL: 4W-09-013-000).

The Conservation Commission voted unanimously (5-0) to support the family's request to the Board of Selectmen to officially name the open space as "SABLITZ FAMILY LAND PRESERVE."

Sincerely,

Carol Szymanski,
Colchester Wetlands Agent



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Andreas Bisbikos, First Selectman

Board of Selectmen Agenda - Minutes
Thursday, November 3rd, 2022, at 7 PM

Members Present: A. Bisbikos (First Selectman), D. Bates, D. Turner, R. Coyle, and J. LaChapelle
Others Present: S. Hoffmann (Fire Chief)

RECEIVED
COLCHESTER, CT
2022 NOV -4 AM 11:28
Gayle Furnham
Town Clerk

1. Call to Order – Meeting called to order at 7 PM
2. Pledge of Allegiance
3. Correspondence
 - R. Coyle made a motion to remove the 10/20/22 Board of Selectman Meeting minutes from the consent agenda and make them 4A. 2nd by D. Bates. **Motion carried unanimously 5-0**
4. Citizens Comments
 - M. Rudko spoke about FOI. M. Dubreuil spoke about Cody Camp. K. Paquette spoke about FOI and an audio file. J. Ford spoke about a selectman’s recent social media activity.
 - 4A: R. Coyle made a motion to add a second sentence after 6 AM – 8PM which states “The budget number that we are sending is \$15,622,901.” 2nd by J. LaChapelle. **Motion carried unanimously 5-0**
5. Consent Agenda
 - A. Approve the 10/17/22 Joint Meeting of the ARPA Committee & Board of Selectmen Special Meeting minutes, the 10/20/22 Board of Selectman Meeting minutes (removed as part of 4A), the 10/24/22 Joint Meeting of the ARPA Committee & Board of Selectmen Special Meeting, and the 10/25/22 Board of Selectmen Special Meeting.
 - B. Accept the resignation of Katherine Kosiba from the Norton Park Committee
 - C. Accept the reappointment of Linda Pasternak to the Commission of Aging with a term to expire 12/31/25
 - D. Approve of the Tax Collector’s Refunds
 - D. Turner made a motion move the consent agenda. 2nd by R. Coyle. **Motion carried unanimously 5-0**
6. Fire Department
 - A. Possible action to approve the Tax Exemption List for volunteers of the Colchester Hayward Fire Department.

- R. Coyle motioned to approve the Tax Exemption List for volunteers of the Colchester Hayward Fire Department. 2nd by D. Turner. ***Motion carried unanimously 5-0***

B. Possible action to reassign the current vendor for a carry over PO 00228058 from FY 21/22 to a new vendor to purchase turnout gear for \$29,520.

- R. Coyle motioned to reassign the current vendor to Morning Pride for a carry over PO 00228058 from FY 21/22 to a new vendor to purchase turnout gear for \$29,520. 2nd by D. Bates. ***Motioned carried unanimously 5-0***

7. Executive Session

- R. Coyle made a motion to enter executive session. 2nd by J. LaChapelle. Motion carried 4-0, with D. Bates leaving before the vote. The Board of Selectmen entered executive session at 7:25 PM

A. Human Resources Coordinator Interview

B. Town Planner Interview

- The Board of Selectmen exited executive session at 8:38 PM

8. Possible action on the Human Resources Coordinator Position – No action

9. Possible action on the Town Planner Position – No action

10. ARPA Discussion

A. ARPA Playbook Review, Updates, Next Steps

- Board of Selectmen discussed joint meeting date ideas moving forward

11. Citizens Comments

- L. Pasternak asked about her reappointment. M. Dubreuil spoke about field irrigation & ARPA.

12. First Selectman's Report

1. Congratulations to the local boy scouts who participated in a very successful "Scouting for Food" drive with over 8,000 pounds of food and other items collected. Well done!!
2. A C-TIP application has been submitted to the Economic Development Commission regarding 120 South Main Street. The owner of the property will be looking to invest 1.5M to renovate and expand structure to attract quality retail establishments.
3. Our community will be celebrating Veterans Day on Nov. 11 at 11 AM on the Veterans Green. It is the day to remember our military heroes that have served or are currently serving our nation. I hope everyone can attend.
4. On October 22nd - Fire Chief Steve Hoffmann, Fire Marshal Sean Shoemaker and 9 members of the CHFD, along with 19 volunteers from the Red Cross, walked to throughout Colchester Commons educating residents on fire safety as well as installing smoke detectors in their homes. The crews were able to install 108 smoke detectors in 51 homes in the complex. Thank you for your service and commitment to our community.
5. Both the Playground Grand Opening and Trick or Trunk were a tremendous success. A special thank you to our Park & Recreation department and our Public Works department in all they did to help make these events a success.
6. The Town Green Revitalization Project is steadily moving along and still looking to meet completion by Thanksgiving. The new sign looks great!

13. Liaison Reports

- D. Turner: Youth First Coalition – Resolution Run, website revisions, and discussion on vape detectors
- J. LaChapelle: Board of Education –Administrative updates
- D. Bates inquired about updates on Norton Park donations

14. Adjourn – R. Coyle made a motion to adjourn. 2nd by D. Turner. Meeting adjourned at 9 PM

Minutes submitted by Franchesca Brown

American Rescue Plan Act (ARPA) with Board of Selectmen
November 7, 2022 - Joint Special Meeting
Via Zoom

RECEIVED
TOWN OF WESTPORT
2022 NOV -9 PM 1:49
Marge Mlodzinski
TOWN CLERK

ARPA MEMBERS PRESENT: Chair Dave Koji, Vice Chair Greg Barden, Jack Paski, Stan Soby, Jennifer Cox, Denise Mizla.

ARPA MEMBERS ABSENT: Marge Mlodzinski.

BOS MEMBERS PRESENT: First Selectman Andreas Bisbikos, Selectmen, Rosemary Coyle, Denise Turner, Debbie Bates.

BOS MEMBERS ABSENT: Jason LaChapelle.

OTHERS PRESENT: UHY Consultants Stacy Farber and Claire Collins, Interim Public Works Director John Jones, Fleet Maintenance Supervisor Steve Sharpe.

1. Call to Order – ARPA Committee

Chair Dave Koji called this Special Meeting of the ARPA Committee to order at

Call to Order – Board of Selectmen

First Selectman Andreas Bisbikos called this Special Meeting of the Board of Selectmen to order at 5:36 pm.

2. Citizens' Comments

Gerrie Transue asked what weight the survey will have with the Board of Selectman. First Selectman Bisbikos said it is important to hear what the people want and it will have a bearing on the decisions.

3. Discuss the Municipal Interview Schedule and Approach

Chair Koji presented a schedule for interviews with Department Heads to review the projects. The schedule is subject to change due to availability, discussion followed on the dates for the joint meetings. Cancel November 21, schedule new dates, November 28, December 5 and 12, 2022, for joint meetings.

4. Municipal Department Head ARPA Application Interviews

3.a Val Geato – Social Services

- Social Services Grant Program (No app)

Social Services Director Geato provided an overview for the \$100,000 request.

There are services that are needed but not in the normal budget. This request would help with home repairs, rental assistance, car repairs, etc. for residents living at or below 60% of the State Median Income.

3.b Steve Sharpe Fleet Maintenance Supervisor

- Natural Gas Extension (No app)

S. Sharpe stated the conversion to gas for the Town Hall should cost less and burn cleaner. John Jones explained how the new gas line will allow the Town Hall to connect to the gas line. Installation is ongoing, no firm date of completion as yet.

The gas conversion request is \$117,000 and will remove the underground storage tank. At this time there is a temporary tank. This will include boiler, hot water tank and generator replacement. Required inspections and fees were not taken care of for some time. Proper reporting is being taken care of now.

American Rescue Plan Act (ARPA) with Board of Selectmen
November 7, 2022 - Joint Special Meeting

3.c Andreas Bisbikos/John Jones
- HVAC (No app)

John Jones explained the situation with the oil burner and HVAC system. Both are approximately 30 years old and there is the need and cost of ongoing maintenance or replacement – the conversion should cost less in the long run. The generator is also 30 years old and parts are not available, nor has the system been properly maintained. The HVAC system, including the third floor, could be done before the gas line is completed. Two quotes were received - \$475,000 and \$415,000.

5. Citizens' Comments

No comments were received.

6. Adjournment – ARPA Committee

Motion by: G. Barden

to adjourn this meeting.

Second by: J. Faski

Vote: Unanimous to approve.

Chair Koji adjourned this meeting at 6:53 pm.

Adjournment – Board of Selectmen

Motion by: D. Turner

to adjourn this meeting.

Second by: D. Bates.

Vote: Unanimous to approve.

First Selectman Bisbikos adjourned this meeting at 6:53 pm.

Respectfully submitted,

Mary Jane Slade
Clerk

RESIDENTIAL WATER/WASTEWATER VENDOR CONDITIONS OF PARTICIPATION FORM 2022/2023 CONNECTICUT LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP)

The purpose of this Residential Drinking Water/Wastewater Vendor Conditions of Participation Form (hereinafter referred to as the "Document") is to set forth the standards under which all drinking water/wastewater providers hereinafter referred to as "vendor" or "organization" will comply in order to receive payments from the 2022/2023 Low Income Household Water Assistance Program (LIHWAP) administered by the State of Connecticut Department of Social Services (hereinafter referred to as "DSS"). The conditions referenced in this Document apply to payments made to your organization on behalf of households eligible for LIHWAP. **Please read the conditions carefully.**

If your organization wishes to participate, please complete this form, sign where indicated, and email the form with your organization's name in the subject line to WaterVendors.DSS@ct.gov.

PART I – DOCUMENT TERM AND IMPORTANT DATES

This Document shall be in effect from October 1, 2021 through September 30, 2022. Important dates:

- Nov 1, 2022 First day for acceptance of drinking water/wastewater bills that can be paid by the program
- May 31, 2023 The last day that a household can apply to establish its eligibility for benefits.
- June 16, 2023 Last day to submit drinking water/wastewater bills

| | | | |
|---|---------------------------|---------------------------|--------------|
| Primarily-Used Business Name: Colchester Water & Sewer | | | |
| Legal Business Name | Town of Colchester | | |
| Business Mailing Address | 127 Norwich Ave | | |
| Contact Person | Pam Minella | FEIN or Social Security # | 066001974 |
| Phone # | 860-537-7289 | Fax # | 860-537-7273 |
| Email Address | pminella@colchesterct.gov | | |

If your organization does business sharing different names but with the same federal identification or social security #, list all other names that your organization uses, including address and contact information. Please add additional pages if needed.

| | | | |
|--------------------------|--|---------------------------|--|
| Business Name | | | |
| Business Mailing Address | | | |
| Contact Person | | FEIN or Social Security # | |
| Phone # | | Fax # | |
| Email Address | | | |

Additional Information

1. Indicate which Community Action Agency(s) your organization will do business with.

Check all that apply

- | | |
|--|---|
| <input type="checkbox"/> ACCESS (Greater Willimantic/Danielson area) | <input type="checkbox"/> ALLIANCE (Bridgeport/Norwalk area) |
| <input type="checkbox"/> CAANH (New Haven area) | <input type="checkbox"/> CAAWC (Danbury/Stamford area) |
| <input type="checkbox"/> CRT (Hartford/Middletown area) | <input type="checkbox"/> HRA (New Britain/Bristol area) |
| <input type="checkbox"/> New Opportunities (Waterbury/Meriden area) | <input type="checkbox"/> TEAM (Derby/Ansonia area) |
| <input checked="" type="checkbox"/> TVCCA (Norwich/ New London area) | |

2. Indicate the type(s) of service that you will provide pursuant to this Document and for which the resident is charged.

- Drinking water
- Wastewater

3. Does your organization offer other services to assist customers?

- Yes
- No

4. Indicate the type(s) of other assistance services your organization provides.

- | | |
|--|--|
| <input type="checkbox"/> Rebate programs | <input type="checkbox"/> Free equipment (water heater, water pumps, water filters) |
| <input type="checkbox"/> Repairs | <input type="checkbox"/> Bill payment assistance |

5. Indicate emergency/special fees charged to your regular customers, if any, for the following:

| | |
|--|--------------------------|
| *Restore Service: | \$120 |
| *Disconnect Fee: | \$60 |
| *Wastewater Fee (fixed & availability): | \$8.97 per 1,000 gallons |
| *Drinking Water Fees (fixed & availability): | \$8.12 per 1,000 gallons |
| *Usage fees: | \$43.17 / qtrly |
| Residential Rate: | \$na |
| Storm water fee: | \$na |
| Meter Reading Fee: | \$na |
| Administrative Fee: | \$na |
| Other (i.e., late fees, CWP charge): | \$ late fee 1.5% |

| PART II – TERMS AND CONDITIONS | |
|---------------------------------------|--|
| Name of Authorized Agent | Andreas Bisbikos, First Selectman |

Please type or print

as a duly authorized agent of the above referenced vendor, empowered to sign legal documents, do hereby attest under the penalties for false statement, that the vendor which I represent agrees:

- A. To not bill a LIHWAP customer more for services or water used for their dwelling unit than billed to any other customer who receives the same services or quantities of water;
- B. To legibly post on all invoices the client’s name, service address, client account number, usage dates, usage amounts, previous meter reading amount and the current meter reading amount;
- C. To extend to LIHWAP customers any prompt payment discounts afforded other customers;
- D. That LIHWAP may cover the cost of fees identified in this document for a LIHWAP customer, provided that sufficient funds remain available and do not exceed the customer’s approved benefit;
- E. That LIHWAP may pay up to one (1) service restoration per household during the program year. Restoration payment will be made including past arrearages up to a maximum of \$1,000. Payment for additional restorations will be the responsibility of the participating household;
- F. That payment under the LIHWAP program is guaranteed only for those applicants that are authorized by the Community Action Agency (CAA). In order to guarantee program payment for customers the vendor must have received notification from the CAA;
- G. To provide to DSS, upon written request, the account history for LIHWAP recipient households serviced by the vendor for the previous twelve (12) months, or the available account history plus estimates if less than 12 months of billing history is available. This information shall be provided to DSS at no cost to DSS and shall be provided as an electronic record in either Microsoft Excel format or a text file in comma separated values (CSV) format that includes client level data based on a template that DSS will provide;
- H. To allow inspection by the state or an agent of the state of any vendor records deemed necessary by the state or said agent for verification of the accuracy of invoices, and shall retain all records related to participation in the program for a period of three years from the close of the program;
- I. That in the case of a disputable invoice, the state reserves the right to withhold payment until resolution of the matter;
- J. That in order to receive payment, the LIHWAP customer or the vendor must submit invoices to the Community Action Agency by June 16, 2022;
- K. To submit this properly executed Document in order to be included on the Approved Supplier Vendor List;
- L. That, based on the availability of funds, payments will be issued within thirty business days of the Community Action Agency’s receipt and approval of application/invoices;

- M. That completion of this Document obligates the vendor to all terms and conditions, as detailed herein, for the 2022/2023 LIHWAP program year and that failure to comply with these terms and conditions may result in the vendor's suspension from the program for the remainder of the 2022/2023 program year;
- N. To safeguard the use, publication, and disclosure of information on all clients who receive services under this program in accordance with all applicable federal and state laws concerning confidentiality, including but not limited to, section 17b-90 of the Connecticut General Statutes;
- O. That if a household moves and cannot be located, and a credit balance resulting from a LIHWAP payment(s) exists in the household's drinking water or wastewater services account, the vendor shall return the balance directly to DSS within sixty (60) days of the close of the drinking water or wastewater services account;
- P. That vendors who accept LIHWAP payments to restore or prevent disconnection, or reduce arrearages, shall ensure that the household's water service is maintained for a minimum of 90 days from the date of payment and shall work with clients on a payment arrangement plan for ongoing service.

In addition, the vendor agrees that if the State of Connecticut has reason to believe that the vendor may have misrepresented, violated, or attempted to violate any part of this Document, they are subject to having their participation in the water assistance program immediately suspended. Suspected violations of Connecticut law shall be investigated, and if appropriate, prosecuted. If found to be in violation, the vendor may be barred from participation in the water assistance program for five years.

This Document is subject to Section 53a-157b of the Connecticut General Statutes, which provides as follows: "A person is guilty of false statement in the second degree when he intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true, and which statement is intended to mislead a public servant in the performance of his official function."

Should at any time any provision of this Document be found by the State to be legally unenforceable, that provision will automatically be considered void, but all other provisions of this Document will remain in effect. This Document is subject to the provisions in Executive Order No. 3 and 17, as they relate to non-discrimination.

This contract is subject to the provisions of Executive Order No. 3 of Governor Thomas J. Meskill, promulgated June 16, 1971 and, as such, this contract may be canceled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. 3, or any state or federal law concerning non-discrimination, notwithstanding that the Labor Commissioner is not a party to this contract. The parties to this contract, as a part of the consideration hereof, agree that said Executive Order No. 3 is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to non-discrimination, until the contract is completed or terminated prior to completion. The contractor agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. 3, and that he will not discriminate in his employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner.

This contract is subject to the provisions of Executive Order No. 17 of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such, this contract may be canceled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. 17, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. 17 is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdictions in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service.

PART III – ACCEPTANCE

IN ORDER FOR THIS DOCUMENT TO BE COMPLETE, YOU MUST SIGN BELOW. YOUR SIGNATURE ON THIS PAGE SIGNIFIES AGREEMENT TO THE TERMS AND CONDITIONS SPECIFIED IN THIS DOCUMENT.

Signed _____

Date _____

Authorized Agent of Vendor

Print _____

Authorized Agent of Vendor

Once completed, the preferred method for submitting the document is to email it to WaterVendors.dss@ct.gov. Please enter your business name on the email subject line.

As an alternative, you can fax a copy to LIHWAP Services at **(860) 424-4952**
or you can mail the document to:

LIHWAP Services
Connecticut Department of Social Services
Office of Community Services
55 Farmington Avenue, 10th floor
Hartford, CT 06105

AGREEMENT BETWEEN THE TOWN OF EAST HADDAM
AND
TOWN OF COLCHESTER CONCERNING PRIVATE DUTY POLICE ASSIGNMENTS

WHEREAS, the Town of East Haddam a municipal corporation having its territorial limits within Middlesex County and Town of Colchester a municipal corporation having its territorial limits within New London County both of which are in the State of Connecticut (hereinafter "East Haddam" and "Colchester", respectively and "the TOWN/TOWN" collectively); and

WHEREAS, the TOWN/TOWN desire to provide better coverage for traffic control operations at roadway construction sites and other private duty hiring requests, during those times when either TOWN/TOWN is unable to fill such private duty assignments; and

WHEREAS, the TOWN/TOWN desire to achieve said improved coverage and services by better utilizing existing personnel; and

WHEREAS, Connecticut General Statutes 7-148(c)(1)(A) authorizes municipalities to enter into contracts with each other and Connecticut General Statutes 7-277a authorizes municipalities to enter into police assistance agreements with other municipalities; and

NOW THEREFORE, the TOWN/TOWN agree as follows:

1. **Private Duty Support.** The TOWN/TOWN agree that each shall designate a municipal official (Chief of Police or designee) who shall be authorized to request the services of sworn police officers of the other municipality when required due to the unavailability of the requesting TOWN/TOWN's sworn police officers to perform private duty assignments due to work schedule or other causes, included but not limited to, the inability of the TOWN/TOWN to fill the assignment from its own private duty rotation list. The TOWN/TOWN requesting such services shall hereinafter be referred to as "REQUESTING TOWN/TOWN", and the TOWN/TOWN providing such services in response to the request shall hereinafter be referred to as "REQUESTED TOWN/TOWN". The REQUESTED TOWN/TOWN agrees, in good faith, to provide such services, if possible, when requested.
The REQUESTING TOWN/TOWN shall cooperate with the REQUESTED TOWN/TOWN to provide as much information as it has available with respect to the private duty contractor, including but not limited to, contractor's name, business address, telephone numbers, and names of contact persons.
2. **No Compensation by REQUESTING TOWN/TOWN.** The TOWN/TOWN agrees that any services provided by the REQUESTED TOWN/TOWN to the REQUESTING TOWN/TOWN shall be paid for by the REQUESTED TOWN/TOWN, including any overtime, mileage or similar traveling expenses, and liability, workers compensation, or other insurance expenses. The TOWN/TOWN anticipate that, on average, they will each require the assistance of the other on a roughly equal basis, and that any additional burden on one TOWN/TOWN be balanced, over time, by the other. Should this assumption prove incorrect, the TOWN/TOWN may revise this agreement accordingly on any renewal of the term hereof.

3. **No Fiscal Impact.** The TOWN/TOWN agree and intend that this agreement shall not have any unbudgeted fiscal impact upon either municipality. The private duty rates shall be paid by the private duty contractor and the REQUESTED TOWN/TOWN shall be responsible for the billing and collection thereof.

4. **Term.** This agreement shall commence on the execution hereof by the First Selectman of East Haddam and the First Selectman of Colchester, and shall continue in force and effect until the TOWN/TOWN shall provide written notice to the other municipality that it intends to terminate this agreement. Either TOWN/TOWN may withdraw from the agreement at any time upon sixty (60) days written notice. Nothing herein shall prevent the TOWN/TOWN from revisiting or terminating this agreement by mutual consent at any time.

5. **No Liability/Indemnification.** The TOWN/TOWN agree to waive any and all claims for liability arising out of the REQUESTED TOWN/TOWN's failure, for any reason, to respond to a request for services under this agreement; it being acknowledged that both municipalities will respond in good faith to the needs of the other to the extent that it is reasonably able to do so. The REQUESTING TOWN/TOWN shall indemnify and hold harmless the REQUESTED TOWN/TOWN from any claim arising out of the provision of services under the agreement, and shall carry appropriate insurance to protect each other from such liability. Each municipality shall carry appropriate Workers Compensation insurance for the protection of its employees and each municipality shall be responsible for the Workers Compensation claims of its own employees.

6. **Notice.** Any notice arising under this agreement, other than the request for services set forth, shall be sent to each TOWN/TOWN by certified mail.

FOR THE TOWN



East Haddam, First Selectman

11/3/22

Dated

FOR THE TOWN

Colchester, First Selectman

Dated

| Contract Details | | Order Details | |
|---|--|--------------------------------|--------------------------|
| Account Number: A-477950 | Customer: Colchester Police Department (CT) | Sales Rep: Paige Kransberg | |
| Order #: Q-193671 | | Order Date: 11/11/2022 | Valid Until: 11/11/2022 |
| Subscription Start Date: Per signature date below | | Subscription Term (months): 36 | |
| Customer Contact | | Billing Contact | |
| Billing Contact: | Colchester Police Department (CT) Darrell Tetreault | Billing Contact Email: | darrell.tetreault@ct.gov |
| Address: | | Phone: | (860) 537-7272 |
| | | Fax: | |
| Payment Terms | | | |
| Payment Term: | Net 30 | Notes: | |
| PO Number: | | | |
| Subscription Service | | | |

YEAR-1

| Item | Type | Qty | Total |
|--|-----------|-----|-------------------|
| PowerPolicy Professional Subscription | Recurring | 19 | \$2,187.03 |
| A policy and compliance management platform that lets you create, edit, organize, and distribute content from a secure, cloud-based site. Included are key features such as automatic workflows, signature capture and tracking, side-by-side comparison, Public-Facing Documents, PowerDMS University, and Analytics for advanced reporting. | | | |
| PowerTraining | Recurring | 19 | \$123.50 |
| A training solution that lets you create, deliver, and track training content online, including videos and PowerPoint presentations. It integrates with PowerPolicy Select and Professional, giving you the ability to attach policies to training courses while ensuring version control. | | | |
| CT POSTC Manual | Recurring | 1 | \$0.00 |
| View Standards manual electronically. | | | |
| PowerDMS Standards for CT POSTC | Recurring | 1 | \$1,150.00 |
| Attach proofs to show compliance with CT POSTC Standard, assign assessment tasks, track revisions, and status-based grading. | | | |
| PowerPolicy Professional Setup (Onboarding) | Services | 1 | \$500.00 |
| This package ensures a smooth implementation and successful ongoing use of PowerPolicy. This package includes Implementation Management: Led by a designated Implementation Specialist, guiding administrators through predetermined milestones to lead to a successful product launch, Project Management, Document and User Import and Site Configuration. | | | |
| YEAR-1 TOTAL: | | | \$3,960.53 |

YEAR-2

| Item | Type | Qty | Total |
|---|-----------|-----|------------|
| PowerPolicy Professional Subscription | Recurring | 19 | \$3,477.38 |
| A policy and compliance management platform that lets you create, edit, organize, and distribute content from a secure, cloud-based site. Included are key features such as automatic workflows, signature capture and tracking, side-by-side comparison, Public-Facing Documents, PowerDMS University, and Analytics for advanced reporting. | | | |
| PowerTraining | Recurring | 19 | \$196.37 |
| A training solution that lets you create, deliver, and track training content online, including videos and PowerPoint presentations. It integrates with PowerPolicy Select and Professional, giving you the ability to attach policies to training courses while ensuring version control. | | | |

| Item | Type | Qty | Total |
|--|-----------|-----|-------------------|
| CT POSTC Manual | Recurring | 1 | \$0.00 |
| View Standards manual electronically. | | | |
| PowerDMS Standards for CT POSTC | Recurring | 1 | \$1,150.00 |
| Attach proofs to show compliance with CT POSTC Standard, assign assessment tasks, track revisions, and status-based grading. | | | |
| YEAR-2 TOTAL: | | | \$4,823.75 |

YEAR-3

| Item | Type | Qty | Total |
|---|-----------|-----|--------------------|
| PowerPolicy Professional Subscription | Recurring | 19 | \$4,423.22 |
| A policy and compliance management platform that lets you create, edit, organize, and distribute content from a secure, cloud-based site. Included are key features such as automatic workflows, signature capture and tracking, side-by-side comparison, Public-Facing Documents, PowerDMS University, and Analytics for advanced reporting. | | | |
| PowerTraining | Recurring | 19 | \$249.78 |
| A training solution that lets you create, deliver, and track training content online, including videos and PowerPoint presentations. It integrates with PowerPolicy Select and Professional, giving you the ability to attach policies to training courses while ensuring version control. | | | |
| CT POSTC Manual | Recurring | 1 | \$0.00 |
| View Standards manual electronically. | | | |
| PowerDMS Standards for CT POSTC | Recurring | 1 | \$1,150.00 |
| Attach proofs to show compliance with CT POSTC Standard, assign assessment tasks, track revisions, and status-based grading. | | | |
| YEAR-3 TOTAL: | | | \$5,823.00 |
| Subscription Term Total : | | | \$14,607.28 |

This price does not include any sales tax.

Additional Terms and Conditions

Payment Terms All invoices issued hereunder are **due upon the invoice due date**. The fees labeled "Year 1 Total" shall be invoiced immediately, and if the Subscription Term is for a period longer than one year, the fees for future years shall be invoiced annually in advance of each 12 month period of the Subscription Term, but regardless of the billing cycle, Customer is responsible for the fees for the entire Subscription Term. The fees set forth in this Service Order are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable.

Terms & Conditions Unless otherwise agreed in a written agreement between GovernmentJobs.com, Inc. (D/B/A/ NEOGOV), parent company of PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, "NEOGOV") and Customer, this Service Order and the services to be furnished pursuant to this Service Order are subject to the terms and conditions set forth here: <https://www.neogov.com/service-specifications>. The Effective Date (as defined in the terms and conditions) shall be the date set forth below.

Accepted and Agreed By Authorized Representative of:
Colchester Police Department (CT)

Signature: _____

Printed Name: _____

Title: _____

Date _____

THE INFORMATION AND PRICING CONTAINED IN THIS SERVICE ORDER IS STRICTLY CONFIDENTIAL



AGREEMENT TO PROVIDE SERVICES

This Agreement, dated November __, 2022, is made between the AGENCY,

Colchester Police Department
127 Norwich Avenue
Colchester, CT 06415

referred to as the "Agency" or "You", and **Daigle Law Group, LLC** "DLG", whose address is: 960 South Main Street, Plantsville, CT 06479, referred to as the "Law Firm."

1. SERVICES TO BE PROVIDED. You agree that Attorney Eric P. Daigle, the Law Firm and its contractors will conduct Consulting Services for the Colchester Police Department.

The scope of the work includes: Review and analyze the current policy and procedure manual in operation at the Colchester Police Department. Development of policies and procedures that meet common practice in the industry, CT accreditation standards, and CT legal standards.

2. ADDITIONAL LEGAL SERVICES. If you need any other services which may or may not be related to the above matter, you and the Law Firm may make a new agreement to provide the other services.

3. FEES. The Law Firm cannot predict or guarantee the final amount of the bill. The final amount will depend on the total amount of time required to develop, review and implement new policies and procedures.

A. INITIAL PAYMENT. No initial payment is required.

B. PAYMENT. You agree to pay the Law Firm for consulting services at the rate of \$200.00 per hour.

C. ALL SERVICES WILL BE BILLED. You will be billed at the hourly rates set forth in paragraph 3B for all services rendered. These services include: review, developing, drafting policies and procedures. Also, telephone calls, reviewing documents, analysis of information, participate in conferences, as well as any other service relating to this matter.

D. COSTS AND EXPENSES. In addition to fees, you must pay the all reasonable costs and expenses directly related to the policy development and consultant services described in section 1 above.

4. TERMINATION. You have the right to terminate services at any time by delivering a signed letter notifying DLG of the termination of our relationship. You shall remain liable for, and shall promptly pay, all fees earned and costs advanced through the time and date of my receipt of such notice of termination. Similarly, we shall retain my right to withdraw from this project at any time, and for any reason (including, without limitation, nonpayment of my fees and costs) upon reasonable written notice to you.

5. NO GUARANTEE. The Law Firm agrees to provide conscientious, competent and diligent services and at all times will seek to achieve solutions which are just and reasonable for you.
6. YOUR RESPONSIBILITY. You must fully cooperate with the Law Firm and provide all information relevant to the issues involved in this matter. You must also pay all bills as required by this Agreement
7. PRIVACY POLICY. DLG will hold all information Agency provides in confidence unless required to provide information in accordance with an order from a court or other governmental agency or other legal process. Agency acknowledges that DLG may provide view-only access and summary information to the Agency's affiliated Risk Management Authority, Insurance Pool or Group if they have provided an economic subsidy. However, Agency acknowledges and agrees that Internet data transmission is not always 100% secure and DLG does not warrant or guaranty that information Agency transmits utilizing the DLG system or online platform is 100% secure.
8. POLICY ADOPTION. Agency hereby acknowledges and agrees that any and all policies included in the Material provided by DLG have been individually reviewed, customized and adopted by Agency for use by Agency. Agency further acknowledges and agrees that neither DLG nor any of its agents, employees or representatives shall be considered "policy makers" in any legal or other sense and that the chief executive of Agency will, for all purposes, be considered the "policy maker" with regard to each and every such policy.
9. INDEMNIFICATION. In developing the policies, DLG has made a good faith effort to comply with all applicable statutes, case law and industry standards in effect at the time such Materials are provided to Agency. While DLG has made such a good faith effort, Agency acknowledges and agrees that DLG will have no liability to Agency or any other person or entity arising from or related to the Subscription Materials, or any act or omission by Agency or its personnel pursuant to, or in reliance on, any of the Materials.
10. LIMITATION OF LIABILITY. DLG's cumulative liability to Agency and any other person or entity for any loss or damages resulting from any claims, demands, or actions arising out of or relating to this Agreement or the use of any Materials shall not exceed the subscription fees actually paid to DLG for the use of the Materials under this Agreement during the twelve-month period immediately prior to the assertion of such claim, demand or action. In no event shall DLG be liable for any indirect, incidental, consequential, special, or exemplary damages or lost profits, even if DLG has been advised of the possibility of such damages. The limitations set forth in this Section shall apply whether Agency's claim is based on breach of contract, tort, strict liability, product liability or any other theory or cause of action.
11. MISCELLANEOUS.
- A. Governing Law. This Agreement shall be construed in accordance with, and governed by, the laws of the State of Connecticut without giving effect to any choice of law doctrine that would cause the law of any other jurisdiction to apply.
- B. Entire Agreement. This Agreement embodies the entire agreement and understanding of the parties hereto with respect to the subject matter hereof. No



representation, promise, inducement, or statement of intention has been made by any party hereto that is not embodied in this Agreement. Terms and conditions set forth in any purchase order, or any other form or document of Agency, which are inconsistent with, or in addition to, the terms and conditions set forth in this Agreement, are hereby objected to and rejected in their entirety, regardless of when received, without further action or notification by DLG, and shall not be considered binding on DLG unless specifically agreed to in writing by it.

C. Headings. The captions and other headings contained in this Agreement are for convenience only and shall not be considered a part of or affect the construction and interpretation of any provision of this Agreement.

D. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same document.

E. Amendment. No amendment, modification, or supplement to this Agreement shall be binding unless it is in writing and signed by the party sought to be bound thereby.

F. Attorneys' Fees. If any action is brought by either party to this Agreement against the other party regarding the subject matter hereof, the prevailing party shall be entitled to recover, in addition to any other relief granted, reasonable attorneys' fees and expenses of litigation.

G. General Interpretation. The language used in this Agreement shall be deemed to be the language chosen by the parties hereto to express their mutual intent. This Agreement shall be construed without regard to any presumption or rule requiring construction against the party causing such instrument or any portion thereof to be drafted, or in favor of the party receiving a particular benefit under the Agreement. No rule of strict construction will be applied against any person or entity.



H. Notices. Any notice required by this Agreement or given in connection with it, shall be in writing and shall be given by personal delivery, by certified mail, postage prepaid, or by recognized overnight delivery service to the appropriate party at the address of such party stated on the cover sheet to which these General Terms and Conditions are attached, or such other address as such party may indicate by a notice delivered to the other party in accordance with the terms of this Section. Alternatively, electronic mail or facsimile notice is acceptable when acknowledged by the receiving party.

I. Invalidity of Provisions. Each of the provisions contained in this Agreement is distinct and severable and a declaration of invalidity or unenforceability of any such provision or part thereof by a court of competent jurisdiction shall not affect the validity or enforceability of any other provision hereof. Further, if a court of competent jurisdiction finds any provision of this Agreement to be invalid or unenforceable, then the parties agree that the court should endeavor to give effect to the parties' intention as reflected in such provision to the maximum extent possible.

J. Waiver. DLG's failure to exercise, or delay in exercising, any right or remedy under any provision of this Agreement shall not constitute a waiver of such right or remedy

End of General Terms and Conditions

SIGNATURES. You and the Law Firm have read and agree to this Agreement. The Law Firm has answered all of your questions and fully explained this Agreement to your complete satisfaction. You have been given a copy of this Agreement.

By: _____
ATTORNEY: Eric P. Daigle
Date: _____

CLIENT:
Date: _____

Economic Development Commission

Introduction to the Colchester Tax Incentive Program:

Thank you for your interest in considering the Town of Colchester as a location for your business operation. Over the last decade, Colchester has experienced significant growth within all demographic areas and in 2005 Colchester was included on the prestigious *Money Magazine's Top 100 Best Places to Live* list.

In an effort to foster commercial development within the Colchester, the Town has initiated a program for awarding real property tax incentives to owners of new and expanding commercial and manufacturing enterprises in Colchester. We encourage you to contact us during the preliminary stages of your business planning as we want to be proactive in making the Town of Colchester your location of choice.

For those interested in applying for tax incentives, the following pages provide an explanation of the program and the necessary application forms. We welcome the opportunity to answer any questions you may have and provide guidance in completing the application. I can be contacted through the First Selectman's office at (860) 537-7220.

The Economic Development Commission thanks you for your interest in Colchester, and we look forward to helping your business grow!

Sincerely yours,

Cathy Pompei
Chairman Colchester Economic Development Commission
127 Norwich Avenue, Colchester, CT 06415
(860) 537-7220 Fax: (860) 537-0547

Town Of Colchester Tax Incentive Program

A. Purpose and Philosophy of the Tax Incentive

The Colchester Tax Incentive Program ("the C-TIP") attracts new businesses and commercial interests to Colchester and encourages existing businesses and interests to expand by offering partial relief from local property tax burdens.

The C-TIP developed pursuant to a directive from the members of the Colchester Board of Selectmen, who have made economic development a priority for the Town. The Town has experienced a tremendous amount of residential growth over the past few years, and C-TIP is intended to foster the commercial development that is necessary when such growth occurs. With residential growth comes the need for jobs and many types of commercial development. Also needed is growth in the Town tax base, for as a community grows so too does the demand for Town services.

Specifically, the goals of the Colchester Tax Incentive Program are to:

- Encourage new job creation and expansion of existing businesses
- Attract forms of commercial development not currently offered
- Foster the development of start-up companies within the Town
- Grow the Town tax base and more equitably distribute tax burdens

B. Qualifying Applicants

Applications to C-TIP will be accepted from any individual, group or entity that pays or will pay real estate taxes in the Town, provided: (i) the applicant is not delinquent in the payment of any taxes or service charges to the Town; (ii) the applicant plans to invest at least \$25,000 for either the construction of a new facility or the expansion of a current operation; and (iii) the applicant evidences a solid financial base and potential for growth.

C. The Application and Approval Process

Qualified applicants for tax incentives are required to present their application to the Town's Economic Development Commission. The members of the Commission review each application and make a determination as to whether incentives are appropriate, based on certain criteria established annually by the Commission. If they determine that incentives are appropriate, Commission members will further determine the appropriate amount and duration for the incentive.

From this review by the Economic Development Commission, the application and recommended incentive package is sent to the Board of Selectmen. The Selectmen consider the recommendation and may adjust the package, as they deem appropriate. After the Selectmen's review, the package is brought before the legislative body of the Town, (the Town Meeting), for approval. The Town Meeting is the sole decision-maker regarding the approval of the incentive package. The members of the Economic Development Commission and the Board of Selectmen simply develop recommendations

for the package. Only those in attendance at the Town Meeting can actually award the incentives to the applicant.

D. Criteria for Incentive Recommendations

The Economic Development Commission will recommend tax incentives as allowed by state statute after considering the following criteria:

- Need for incentives
- Potential for new job creation
- Providing a product, need or service to the local community
- Appropriateness of the business to its proposed location
- Possibility for the business to spawn other new businesses
- Planned use by the business of other Colchester vendors
- Compatibility of the project with the environment and town resources
- Contribution to the Town's infrastructure, including roads and utilities
- Net gain provided to the Town tax base
- Improvement or renovation to historic structures

These are not exclusive criteria, and the members of the Commission may consider other issues when appropriate to do so. Each application presents a unique set of circumstances, and should those circumstances require the consideration of additional factors, the applicant should make the Commission so aware.

E. Incentive for Developers of Commercial Real Estate

In the event a developer of commercial real estate applies to C-TIP, the members of the Commission may award tax incentives to the developer, provided the developer covenants to pass through to tenants, on a prorated basis, the benefit of the incentive award. The commission may award tax incentives to developers prior to full occupancy. Applications from developers will be reviewed subject to the same criteria as in "C." above.

Application for Property Tax Incentive

Date & Applicant Information

Full Name:

Address:

Relationship to Project:

Business Name and Address:

Telephone and Email:

Business Project Information

Please provide the following information. Use additional pages to provide more detail and attach any relevant documents as needed

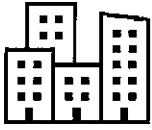
1. Background information on yourself, other key members of your management team and your company
2. A brief project description and include how you feel the Town of Colchester and its residents would benefit from your business or project.
3. Attach your business plan for the project or business including any capital improvements, projected income and hiring plans, including what type of jobs, for the next five years.
4. The estimated cost of the proposed real property to be constructed/renovated for this business?
5. Will your project require any improvements to, or extension of the Town infrastructure and/or utility systems? If so, please describe.
6. To what extent do you plan to employ Colchester-based vendors in the planning, design, and construction of this project? If possible, please provide the Colchester-based contractors you intend to use and the estimated value of your contracts to them.
7. How many jobs, if any, do you expect to create as a result of this business?
8. What is the planned start up and completion dates of this project? Are there multiple phases to this project?
9. What other locations besides Colchester are being considered for this project?

If you are applying as the lessor of commercial space:

10. Please provide the type of lessees you are targeting (types of business tenants)

11. Are these new tenants to Colchester or existing businesses?

12. If you have signed tenants and/or leases in process, please share the percentage of open lease space you currently have.



Town of Colchester Tax Incentive Program

Economic Development Commission/Administered by Planning & Zoning Dept.

A. Purpose and Intent of the Tax Incentive

The Colchester Tax Incentive Program ("the C-TIP") is intended to attract new businesses and commercial interests to Colchester and encourage existing businesses and interests to expand by offering partial relief from local property tax burdens.

The C-TIP was developed pursuant to a directive from the members of the Colchester Board of Selectmen, who have made economic development a priority for the Town.

The goals of the Colchester Tax Incentive Program are to:

- Encourage new job creation and expansion of existing businesses
- Attract forms of commercial development not currently offered
- Attract forms of development that expand opportunities and services
- Foster the development of start-up companies within the Town
- Grow the Town tax base and more equitably distribute tax burdens

B. Qualifying Applicants

Applications to C-TIP will be accepted from any individual, group or entity that pays or will pay real estate taxes in the Town, provided: (i) the applicant is not delinquent in the payment of any taxes or service charges to the Town; (ii) the proposal is consistent with the enabling legislation of Connecticut General Statutes Section 12-65b; and (iii) the applicant evidences a solid financial base and potential for growth.

C. The Application and Approval Process

Qualified applicants for tax incentives are required to present their application to the Town's Economic Development Commission. The members of the Commission review each application and make a determination as to whether incentives are appropriate, based on certain criteria established annually by the Commission. If they determine that incentives are appropriate, Commission members will further consider the appropriate amount and duration for the incentive.

From this review by the Economic Development Commission, the application and recommended incentive package is sent to the Board of Selectmen. The Selectmen consider the recommendation and may adjust the package, as they deem appropriate. After the Selectmen's review, the package is brought before the

legislative body of the Town, (the Town Meeting), for approval. The Town Meeting is the sole decision-maker regarding the approval of the incentive package. The members of the Economic Development Commission and the Board of Selectmen simply develop recommendations for the package. Only those in attendance at the Town Meeting can actually award the incentives to the applicant.

D. Criteria for Incentive Recommendations

The Economic Development Commission will recommend tax incentives as allowed by state statute after considering the following criteria:

- Demonstrated need for the property tax incentive
- Potential for new job creation
- Providing a product, need or service to the local community
- Appropriateness of the use to its proposed location
- Possibility for the use to generate additional economic development
- Planned use by the business of other Colchester vendors
- Compatibility of the project with the environment and town resources
- Impact on the Town's infrastructure, including roads and utilities
- Net gain provided to the Town tax base overall
- Improvement or renovation to historic structures
- Repurpose existing structure

These are not exclusive criteria, and the members of the Commission may consider other issues when appropriate to do so. Each application presents a unique set of circumstances, and should those circumstances require the consideration of additional factors, the applicant should make the Commission so aware.

E. Incentive for Developers of Commercial Real Estate

In the event a developer, or other ownership-entity, of commercial real estate applies to C-TIP, the members of the Commission may award tax incentives to the developer, provided the developer covenants to pass through to tenants, on a prorated basis, the benefit of the incentive award. The Commission may award tax incentives to developers prior to full occupancy. Applications from developers will be reviewed subject to the same criteria as in Section "C" above.



Town of Colchester

Application for Property Tax Incentive

Economic Development Commission/Administered by Planning & Zoning Dept.

Applicant Information: (The applicant shall be the individual or group recipient of the real property tax abatement)

Full Name (as it appears, or will appear, on the Land Records):

Address:

Relationship to Project:

Company Name and Address:

Telephone and Email:

Business / Project Information

Please provide the following information. Use additional pages to provide more detail and attach any relevant documents as needed.

1. Background information on yourself, other key members of your management team and your company.
2. A brief project description and include how you feel the Town of Colchester and its residents would benefit from your business or project.
3. Attach your business plan for the project or business including any capital improvements, projected income and hiring plans, including what type of jobs, for the next five years.
4. The estimated cost of the proposed real property to be constructed/renovated for this project?
5. Will your project require any improvements to, or extension of the Town infrastructure and/or utility systems? If so, please describe.
6. How many permanent jobs will be created?
7. What are the planned start up and completion dates of this project? Are there multiple phases to this project?
8. What other locations besides Colchester are being considered for this project?

If you are applying as the lessor of commercial space:

9. Please provide the type of lessees you are targeting (types of business tenants) and whether or not your tenants are new to Colchester or an existing business from Town.
10. If you have signed tenants and/or leases in process, please share the percentage of open lease space you currently have.

Town Of Colchester Tax Incentive Program

A. Purpose and Intent of the Tax Incentive

The Colchester Tax Incentive Program ("the C-TIP") is intended to attract new businesses and commercial interests to Colchester and encourage existing businesses and interests to expand by offering partial relief from local property tax burdens.

The C-TIP was developed pursuant to a directive from the members of the Colchester Board of Selectmen, who have made economic development a priority for the Town.

The goals of the Colchester Tax Incentive Program are to:

- Encourage new job creation and expansion of existing businesses
- Attract forms of commercial development not currently offered
- Attract forms of development that expand opportunities and services
- Foster the development of start-up companies within the Town
- Grow the Town tax base and more equitably distribute tax burdens

B. Qualifying Applicants

Applications to C-TIP will be accepted from any individual, group or entity that pays or will pay real estate taxes in the Town, provided: (i) the applicant is not delinquent in the payment of any taxes or service charges to the Town; (ii) the proposal is consistent with the enabling legislation of Connecticut General Statutes Section 12-65b; and (iii) the applicant evidences a solid financial base and potential for growth.

C. The Application and Approval Process

Qualified applicants for tax incentives are required to present their application to the Town's Economic Development Commission. The members of the Commission review each application and make a determination as to whether incentives are appropriate, based on certain criteria established annually by the Commission. If they determine that incentives are appropriate, Commission members will further consider the appropriate amount and duration for the incentive.

From this review by the Economic Development Commission, the application and recommended incentive package is sent to the Board of Selectmen. The Selectmen consider the recommendation and may adjust the package, as they deem appropriate. After the Selectmen's review, the package is brought before the legislative body of the Town, (the Town Meeting), for approval. The Town Meeting is the sole decision-maker regarding the approval of the incentive package. The members of the Economic Development Commission and the Board of Selectmen simply develop recommendations

for the package. Only those in attendance at the Town Meeting can actually award the incentives to the applicant.

D. Criteria for Incentive Recommendations

The Economic Development Commission will recommend tax incentives as allowed by state statute after considering the following criteria:

- Need for incentives
- Potential for new job creation
- Providing a product, need or service to the local community
- Appropriateness of the use to its proposed location
- Possibility for the use to generate additional economic development
- Planned use by the business of other Colchester vendors
- Compatibility of the project with the environment and town resources
- Impact on the Town's infrastructure, including roads and utilities
- Net gain provided to the Town tax base overall
- Improvement or renovation to historic structures

These are not exclusive criteria, and the members of the Commission may consider other issues when appropriate to do so. Each application presents a unique set of circumstances, and should those circumstances require the consideration of additional factors, the applicant should make the Commission so aware.

E. Incentive for Developers of Commercial Real Estate

In the event a developer of commercial real estate applies to C-TIP, the members of the Commission may award tax incentives to the developer, provided the developer covenants to pass through to tenants, on a prorated basis, the benefit of the incentive award. The Commission may award tax incentives to developers prior to full occupancy. Applications from developers will be reviewed subject to the same criteria as in "C." above.

Application for Property Tax Incentive

Applicant Information

Full Name (as it appears, or will appear, on the Land Records):

Address:

Relationship to Project:

Company Name and Address:

Telephone and Email:

Business / Project Information

Please provide the following information. Use additional pages to provide more detail and attach any relevant documents as needed

1. Background information on yourself, other key members of your management team and your company.
2. A brief project description and include how you feel the Town of Colchester and its residents would benefit from your business or project.
3. Attach your business plan for the project or business including any capital improvements, projected income and hiring plans, including what type of jobs, for the next five years.
4. The estimated cost of the proposed real property to be constructed/renovated for this project?
5. Will your project require any improvements to, or extension of the Town infrastructure and/or utility systems? If so, please describe.
6. To what extent do you plan to employ Colchester-based vendors in the planning, design, and construction of this project? If possible, please provide the Colchester-based contractors you intend to use and the estimated value of your contracts with them.
7. What are the planned start up and completion dates of this project? Are there multiple phases to this project?
8. What other locations besides Colchester are being considered for this project?

If you are applying as the lessor of commercial space:

9. Please provide the type of lessees you are targeting (types of business tenants)
10. Are these new tenants to Colchester or existing businesses?
11. If you have signed tenants and/or leases in process, please share the percentage of open lease space you currently have.