

Memorandum of Agreement

This Memorandum of Agreement ("Agreement") is made between the Town of Colchester ("Town") Local 1303 - 254 of Council 4 American Federation of State, County and Municipal Employees AFL-CIO Town Administrators ("Union") and Jason Nowosad ("Mr. Nowosad") (collectively referred to herein as the "Parties").

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

WHEREAS, Jason Nowosad will be appointed as the Town's Building Official position on February, 17th 2023 with modifications agreed between the employer and employee while not infringing on the position as outlined in the collective bargaining agreement

NOW THEREFORE, the parties hereby agree as follows:

1. Effective February 17th 2023, Mr. Nowosad will receive a yearly salary of \$71,000 with no health benefits
2. Mr. Nowosad will work 30 hours a week, with weekly hours flexible to Mr. Nowosad's schedule and demand.
3. Any additions to, deletions, or modifications of any provision of this Agreement shall be effective only if made in writing and executed by the Parties.
4. This Agreement constitutes the complete understanding between the Parties concerning the matters addressed herein, and supersedes any and all prior agreements or understandings, oral or written, between the Parties addressing this topic.
5. This Agreement shall not be used as precedent or cited as past practice or bargaining history by the Parties in any manner or proceeding whatsoever except to enforce the terms of this Agreement.

AGREED TO:

FOR THE UNION:

FOR THE TOWN:

Local Union Leadership

Andreas Bisbikos, First Selectman

Dated: _____

Dated: _____

Jason Nowosad:

Jason Nowosad

Dated: _____

The Commerce Center LLC
48 Westchester Rd
Colchester CT 06415
860.267.7600

February 10th 2023

Colchester Board of Selectman
127 Norwich Ave
Colchester CT 06415

Dear members of the board

The purpose of this letter is to see if the town has any interest in occupying the property we recently purchased at 120 South Main Street . We are proposing a lease purchase structure on the property where the town pays \$20,000 a month for ten years and then receives the building for no additional cost at the end of the ten year term.

The police, social services and youth services are all in need of extra space. If the town chose to use the Bendas bequeathment (\$875,000 +/- remaining) and some ARPA funds the town could renovate the space at little to no cost to the taxpayers. The monthly lease purchase funds could perhaps come out of the general budget thereby eliminating the need for a lengthy and expensive bond. The building could also be renamed The Bendas Building to commemorate his generous donation to the town

It is our belief that this approach would be less costly than an addition to the town hall for the police and/or a renovation of the current senior center to a youth center. The property also allows for future expansion as well as downtown parking for events.

If the board thinks this idea has merit then a public referendum could be held to see if the public supports the project.

Please let us know your thoughts or if you have any questions.

Sincerely ,
Brian Marvin
Todd Gustafson



FORM III VERIFICATION (Property)

DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
BUREAU OF WATER PROTECTION AND LAND REUSE
REMEDATION DIVISION www.ct.gov/deep/remediation
79 Elm St., Hartford, CT 06106-5127

Please refer to the [Verification Form Instructions](#) for more information on how to fill out and submit this form properly. The address and Rem# in the headers will automatically update upon printing (including printing to pdf) or print-previewing.

DEEP Use Only	
Date Received: DEC 27 21	Outcome: REMEDIATION DIVISION No-AUDIT <i>CAF / 2/28/22</i>
Verification #: 1999	

Part I: General Information

Establishment Name (current or former name) Former Colchester Chevrolet, Inc.		
Establishment Street Address 120 South Main Street		
City/Town Colchester	State CT	ZIP 06415



This property is described in the land records of:

Tax Assessor Town			
Tax Assessor Town			
Lot 16	Block	Map 70	Total Acreage 1.85

Licensed Environmental Professional (LEP)

Name Timothy S. Burke		
Company Groundwater & Environmental Services, Inc.		
Address 100 Sebethe Drive, Unit A-8		
City/Town Cromwell	State CT	Zip 06416
Phone 800-220-6119 x-3534		
E-mail tburke@gesonline.com		



Certifying Party (CP)

Name of Signatory for CP Edward J. Sharr, Jr.		
CP 120 South Main, LLC		
Address 139 South Main Street		
City/Town Colchester	State CT	Zip 06416
Phone 860-836-8496		
E-mail rsharr51@gmail.com		

Part II: Verification Information

This verification pertains to the following Property Transfer Filing:

①	Date (complete all)	Rem #	Effective Date of Verification (select one)
Date of Form III Filing (Date Received by the Department)	02/26/2016	12683	<input type="radio"/>
Date of Phase II Completion	12/30/2017		<input type="radio"/>
Date of this Verification	12/23/2021		<input checked="" type="radio"/>

Prior Property Transfer Filings to be Closed with this Verification

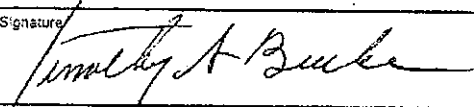
List Rem #(s) if any
Rem #s

LEP Certification ①

"I verify in accordance with §22a-134(19) of the CGS and §22a-133v-1(z) of the RCSA, that an investigation has been performed at the parcel in accordance with prevailing standards and guidelines, and that...

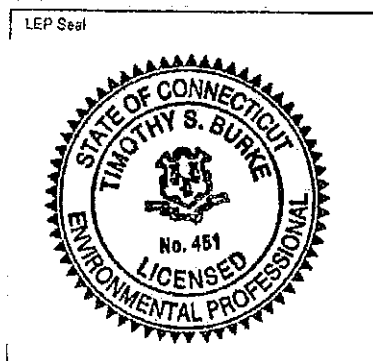
(select one)

<input type="radio"/>	The establishment was in compliance with the remediation standards (RCSA §22a-133k-1 - 22a-133k-3) as of the date indicated above, without requiring remediation. "
<input checked="" type="radio"/>	All releases existing at the establishment as of the date indicated above, have been remediated in accordance with the remediation standards (RCSA §22a-133k-1 - 22a-133k-3)."

LEP Signature: 

LEP Printed/Typed Name:
Timothy S. Burke

License #
451

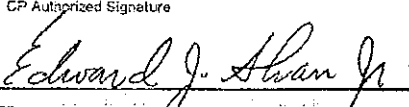


CP Certification

"In accordance with §22a-134a(g) of the CGS, I submit this Verification that has been signed and sealed by a licensed environmental professional (LEP), and the attached Verification Report, which has been approved in writing by a LEP, and other applicable documentation.

I understand that:

- this verification is being applied to all releases existing at the establishment as of the date indicated above and that
- this Verification **does not** attest to any release that may have occurred after the effective date of the verification indicated above."

CP Authorized Signature: 

CP Authorized Signature Printed/Typed Name:
Edward J. Sharr, Jr.

Date of CP Signature
12/23/2021

JOB DESCRIPTION

Job Title: Human Resources Director

Department: Human Resources

Classification: Professional, Part-time, Salaried-Exempt

Reports to: First Selectman

Supervises: None

Non-Union

Reviewed: February 2023

PHYSICAL REQUIREMENTS WITH OR WITHOUT A REASONABLE ACCOMMODATION

- Sit for extended periods of time
- Occasionally lift, carry and move parcels weighing up to 20 lbs.
- Bend, stretch, reach and stoop
- Independently move throughout the town and town facilities
- Operate equipment commonly found in an office environment such as computer, telephone, photocopier, FAX, calculator etc.
- Hearing requirements include the ability to effectively interact with customers in person or by telephone

MENTAL REQUIREMENTS WITH OR WITHOUT A REASONABLE ACCOMMODATION

- Ability to plan, direct, coordinate, and manage multiple priorities under sometimes severe time constraints
- Ability to work under stress from demanding deadlines, competing priorities and changing conditions; may have occasional interactions with people who, at times, may be agitated.
- Must be able to concentrate on fine details, remember multiple assignments given over long periods of time, and understand theories behind several related concepts.
- Ability to problem solve and communicate effectively in written and verbal contexts

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Responsible for the day-to-day management of human resource processes; oversees the effective implementation of human resources programs and services.

Coordinates activities involved in recruitment and testing, position classification and pay administration, compensation and benefit administration, collective bargaining, employee training and development, employee records administration, and employee relations including performance management and disciplinary action.

Assists in the creation of performance standards and reviews.

Interprets Personnel Rules, policies and procedures and participates in the enforcement of regulations and applicable contract agreements, including the adjustment of grievances.

Assists in budget preparation, including changes to personnel.

Conducts research to help develop procedural and policy recommendations.

Coordinates drug and alcohol testing program for CDL holding employees.

Serve as the ADA Coordinator for the Town.

JOB DESCRIPTION

Job Title: Human Resources Director

Department: Human Resources

Classification: Professional, Part-time, Salaried-Exempt

Reports to: First Selectman

Supervises: None

Non-Union

Reviewed: February 2023

SUMMARY

The Human Resources Director (Part-Time) coordinates the broad range of activities associated with human resources for the Town encompassing the entire employee life cycle. Work is performed with considerable independence and initiative and with the widest possible latitude for the exercise of professional judgment.

QUALIFICATIONS

- Bachelor's degree in human resources, public administration, business administration, labor relations, or a related field
- Two years of professional experience in personnel/labor relations, preferably in a municipal setting, or any equivalent combination of education and experience

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Familiarity with human resources management principles and practices related to recruitment, selection, labor relations, performance evaluation, discipline, equal employment opportunity/non-discrimination, compensation and benefits, Worker's Compensation, and Unemployment benefits administration.

Knowledge of state and federal employment laws and the ability to apply such laws as they relate to municipalities (ADA, ADEA, COBRA, FMLA, ERISA, FLSA, NLRA, Title VII, etc.).

Ability to support a broad range of management responsibility over supervisory, professional, and administrative personnel.

Ability to provide leadership in implementing town policies and employment related programs.

Ability to analyze, interpret and apply relevant applicable Federal, State and Town laws, rules and regulations.

Ability to establish and maintain cooperative work relationships with town management, labor organization representatives, other town employees and the general public.

Ability to build relationships and work collaboratively with individuals and groups from all levels of the organization based on trust, confidence and strict adherence to confidentiality.

Ability to initiate projects and manage priorities while balancing commitments to multiple stakeholders and operating in and being committed to a team environment.

Ability to handle sensitive and confidential information.

Ability to communicate in the English language with customers, clients, and the public using a telephone or computer or in a one-on-one or group setting.

Ability to produce employment related documents in the English language with clearly organized thoughts with proper sentence construction, punctuation, and grammar.

JOB DESCRIPTION

Job Title: Human Resources Director

Department: Human Resources

Classification: Professional, Part-time, Salaried-Exempt

Reports to: First Selectman

Supervises: None

Non-Union

Reviewed: February 2023

Maintains contact with all Town departments to determine changing personnel needs and problems; coordinates departmental personnel activities and explains personnel policies, procedures, and regulations.

Advises and consults with Town management, labor representatives, employees, retirees, and representatives of other jurisdictions regarding a variety of personnel actions, laws, programs and services.

Monitors legislation and labor union agreements and helps develop policies, programs and procedures to ensure compliance with federal, state, and local laws, regulations and agreements.

Responsible for the proper storage and maintenance of employee personnel files.

Maintains OSHA log of injuries, reports annually as required.

Documents FMLA leave requests.

Executes Worker's Compensation reporting to carrier.

Facilitates ADA accommodation dialogues with guidance from legal counsel.

Serves on the Town's labor negotiation team and participates in the preparation, negotiation, and implementation of collective bargaining agreements.

Meets and confers with staff members, job applicants, and employees or their representatives to discuss and resolve personnel matters.

Monitors and advises the First Selectman on unusual personnel trends and problems.

Assumes responsibility for continuing education and professional development for self.

Other related duties as assigned by the First Selectman.

KEY COMPETENCIES

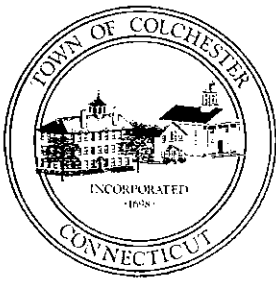
1. Collaborative inter-personal relationship building
2. Facility with Human Resource and Office Productivity computer programs
3. Focused attention to detail while juggling competing priorities

CONDITIONS OF EMPLOYMENT

Schedule: 8:30 a.m. to 4:30 p.m. with a ½ hour unpaid lunch Monday through Thursday. 30 hours total. Flexibility of schedule outside these parameters is contingent upon the approval of the First Selectman. Attendance and participation required at occasional extended night meetings outside the normal business workday, usually with advance notice.

Salary Range: \$65,000 to \$71,000 annual depending on education and experience.

Benefits: Eligible per Colchester Employee Handbook & Personnel Policies



Town of Colchester, Connecticut

OFFICE OF THE TAX COLLECTOR

127 Norwich Avenue, Colchester, Connecticut 06415

MEMORANDUM

To: Board of Selectmen

From: Michele Wyatt; Tax Collector

Date: February 13, 2023

Re: RFP for Banking Services

Over the last 25 years the Town of Colchester has been in a banking agreement with People's Bank. Last year People's Bank was purchased by M&T Bank and over Labor Day weekend the transition occurred. As you may be aware from all the ongoing press M&T's transition has some issues and the town was also affected. During this time Town Treasurer John Ringo, Town Finance Director Debbie Kratochvil, First Selectman Andreas Bisbikos, and Town Tax Collector Michele Wyatt had a conversation and it was decided that this would be a good time to put out a request for proposal for banking services. Michele Wyatt contacted several surrounding municipalities asking for advice and direction. In the Request we were looking for the following services:

- Depository Services
- Positive Pay Services
- Remote Deposit Capture
- Electronic Funds Transfer-ACH, Wires
- Cash Management and investment Services
- Merchant Services

The Comprehensive Banking Services Bid # 2022-014 was issued with the following schedule:

Issue RFP	11/04/2022
Written Clarifications Due	11/18/2022
Responses to Questions	12/02/2022
Proposals Due	12/16/2022
Bid Reviews /Evaluations	12/16/2022
Award bid-Selection (Board of Selectmen Meeting)	TBD
Implementation/Go-live	TBD

On December 16, 2022 the Town received 6 proposals that were opened at 2:10pm: Berkshire Bank, Dime Bank, Webster Bank, TD Bank, M&T Bank & Liberty Bank. During our bid review and evaluations, the committee narrowed down to three banks and asked them to come in for an interview. All three banks were asked the same questions; all three banks were very competitive and would be great but there was one bank that hit all our criteria. They even went over and above our criteria.

The committee is making a recommendation to move our banking services (operations cash receivables, payables, and a savings account) to Dime Bank. Additionally, they have offered the Town a sweep account with +10 basis points. They are offering a monthly fee to the town of \$224.68 which will be offset with the income earned from the sweep account. Included in this monthly fee are three remote capture machines, and a cash management team that will oversee our accounts and provide us with a hands-on support system that we have been lacking for a very long time.

The committee is also recommending that we implement positive pay with our cash receivables account. Positive Pay system detects fraudulent checks at the point of presentation and prevents them from being paid. It is an effective way to stop check fraud. The cost for this service is \$40.00/mo.

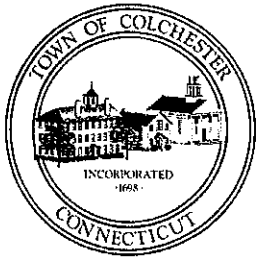
All documents have been submitted and approved to Matt Ritter, Attorney for the town of Colchester.

Recommended Motion

Motion to approve the recommendation resolution designating Dime Bank as the Town of Colchester's Public Depository and Authorizing Withdrawal of Municipal Public Moneys and positive pay services and allow the First Selectman and any authorized parties to sign the necessary documents.

Respectfully Submitted,

Michele Wyatt – Tax Collector
John Ringo – Town Treasurer



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

INTER-OFFICE MEMORANDUM

DATE: February 2, 2023

TO: Mr. David Koji, Chairman, American Rescue Plan Act (ARPA) Committee
Mr. Andreas Bisbikos, First Selectman, Board of Selectmen

FROM: Demian A. Sorrentino, AICP, CSS, Planning Director

RE: Request for Re-allocation of Previously Approved ARPA Funding

Dear Chairman Koji and First Selectman Bisbikos,

Upon review of the minutes of the Regular Meeting of the Board of Selectmen held June 17, 2021, agenda item #13 specifically, it appears that the Board may have authorized the use of \$15,000 of ARPA funding for preparation of an Affordable Housing Plan, one of a group of FY 2021/2022 general government budget reductions made by the Board of Finance dated May 19, 2021 (copy of referenced BoS minutes and list of BoF reductions dated 5-19-21 are attached).

If the Board determines that the aforementioned action did indeed allocate \$15,000 in ARPA funds for the preparation of an Affordable Housing Plan, I would like to request that said \$15,000 be re-allocated for use by my department in completing comprehensive revisions to the Town of Colchester Land Development (Zoning) Regulations.

Due in part to the efforts of my predecessor, the Affordable Housing Plan was adopted August 17, 2022, and was completed utilizing a \$15,000 grant from the Connecticut Department of Housing "Affordable Housing Plan Technical Assistance Program" at no cost to the Town. Likewise, the allocated ARPA funds were never used.

With regard to the Town's Land Development (Zoning) Regulations, I have worked diligently during my first weeks of employment to incorporate the twenty-seven (27) approved amendments with effective dates ranging from October 2015 through February 2023 into the master document, but much work remains to be done. In addition to resolving existing inconsistencies, inaccuracies and outdated language, the CT General Assembly has passed several Public Acts (PA21-1, PA21-29, PA22-25, etc.) related to land use since 2021 that require substantial revision to our Regulations to bring them into compliance with statutory requirements.

Clear, concise and statutorily compliant Regulations are a principal component of my department's ability to effectively and efficiently administrate the responsible development of this Town. For the herein stated reasons, I respectfully request the re-allocation of \$15,000 of ARPA funds previously approved for the Affordable Housing Plan to be utilized by my department in completing comprehensive revisions to the Colchester Land Development (Zoning) Regulations.

If you have any questions or concerns, please contact me at your convenience.

Sincerely,

Demian A. Sorrentino, AICP, CSS
Planning Director

Attachments: (2)

First Selectman

From: Steven Hoffmann
Sent: Wednesday, January 25, 2023 1:29 PM
To: Andreas Bisbikos; First Selectman
Cc: Ruby York; Franchesca Brown; Sean Shoemaker; Steve Morris; Brad Bernier; Don Lee
Subject: Heating Oil System Issues at Fire Headquarters

Importance: High

Andreas,

This morning we found our furnaces, hot water heater and apparatus bay modines all not working thus there was no heat in the building. After process of elimination, we found that the day tank located on the 2nd floor was not filling leading to a lack of heating oil getting to the appliances. The system at Fire Headquarters is a gravity system, heating oil is pumped from the main above ground tank outside the firehouse to a "day" holding tank on the 2nd floor. Through gravity, oil flows down to all the appliances in the fire station. The float inside this day tank is not working thus not calling to be filled. Our HVAC vendor came to look at it and will not replace the float due to liability concerns. The system is very old (they dont even make this style day tank anymore) and the overflows go out into the parking lot. Basically, should the float, which currently is unreliable, fail it will spill all outside creating another Bacon Academy type incident that occurred last year. In addition, this system was designed when the tank was underground, which with the outside main holding tank now above ground, the turns in the piping will not provide for ability for overflow to even make it back to the tank. A member who is also a HVAC professional gave me the background on the system that was installed when the building was assembled in 1985.

The system being proposed is a loop/pressurized system with a power station. This will eliminate the need for a day tank and provide constant oil to all appliances. This will eliminate the need for an overflow as the loop system provides that return within the design. Air Temp (our vendor) will be out tomorrow to work up the job and give me an estimate on cost. He was unable to give me a ballpark figure. Once obtained, I am going to be putting in a request for funding via unassigned fund balance, or other source at your determination. None the less, the firehouse needs heat for the personnel that staff it, the equipment that is maintained in it and the apparatus that are housed in it. Without hot water and heat we are going to have more issues emerge, not to mention employee complaints on the working conditions.

Temporarily, tomorrow an oil tank is going to be connected to the two furnaces and the hot water heater so we at least have that. The apparatus bay modines will not work with this temporary set up. This is the same set up we had last year when the pump that pumps the oil form the main tank to the day tank failed. We still have the 250 gallon oil tank and piping so we can hook this temporary set up back up in the interim. This is not ideal, but again we will at least have heat in the main quarters of the fire station.

I left a voicemail on your phone. Any questions please feel free to call me. I have included my Chief Officers on the email so they are aware of the issue we are currently facing with the heating oil system.

Thanks,

Steven Hoffmann
Fire Chief
Colchester Hayward Fire Department



(o) 860-537-2512

(c) 860-705-9382

shoffmann@colchesterct.gov

First Selectman

From: Shawn Stula <shawn@stulallc.com>
Sent: Friday, February 3, 2023 2:44 PM
To: Steven Hoffmann; Ruby York; Sean Shoemaker
Subject: Day tank

Good afternoon all! The day tank is back up and running as it was requested, we ended up putting the "critical high" float inside the daytank itself so that if that gets to high it would shut the pump off before it even has the chance to dump fuel outside,

We had discussed making it so that if the critical high float is tripped it would make it so that the day tank system would shut down, that didn't end up working out with the supplies we had, so the critical high float will self reset

My recommendation is that this should all be closely monitored, the way that this system was originally installed is definitively not to code, the critical high float we installed is just an extra layer of security. I would have someone do inspections once an hour to ensure that there isn't oil flowing into the tank outside, as well as inspect inside to make sure there is no oil spilling from the day tank.

Another thing for them to check, is up near the day tank there's a grey electrical relay box with a little red light, that light should always be on, If that is ever off the entire day tank pump system should be shut down.

If you guys have any question feel free to reach out, my number is 860-639-1351, as I've said many times this whole thing is a temporary setup and should be monitored closely, I know that we did not do the plumbing for the day tank, but it still concerns me for the towns liability and safety, especially after the bacon incident !

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



Colchester Hayward Fire Department

52 Old Hartford Road Colchester, CT 06415

Phone (860)537-2512 Fax (860)531-9393

firedepartment@ColchesterCT.gov

MEMORANDUM

February 7, 2023

TO: Andreas Bisbikos, First Selectman

FROM: Steve Hoffmann, Fire Chief

RE: Fire Headquarters (52 Old Hartford Rd) Emergency Heating System Repairs

First Selectman,

As discussed late last week, Fire Headquarters experienced a failure in the heating system prior to the incoming arctic blast. The day tank located on the 2nd floor had a float failure that resulted in the heating system not providing oil to appliances throughout the facility. The town's vendor came and looked at possible repairs ultimately refusing to work on the system due to it not being up to code as well as the overflow pipe directly exiting the side of the building into the parking lot. Due to the incoming arctic temperatures, an immediate temporary solution was needed to provide heat to the building for our personnel and as a warming center for our residents. An overflow capture system was created to allow the system to provide heating oil to get to appliances throughout the facility. However, this is an extremely temporary repair and needs a permanent solution as soon as possible. I have included the following documents to illustrate the temporary work completed, the risk associated if this is not repaired properly as well as a quote for the work to be completed. I consider this an emergency repair that needs to be addressed immediately as to not create an environmental hazard as well as to ensure that heat is provided to the facility during the winter months.

Documents:

- PowerPoint presentation on issues and temporary repairs made
- Email from Shawn Stula about concerns & risks
- Quote from Roach Plumbing & Heating to create a permanent solution

CC: Ruby York, Assistant to the Fire Chief

Roach Plumbing & Heating/ RWA

6 Independence Drive
Marlborough, CT. 06447
(860) 295-9982

Plumbing#0280044-P1

Heat# 306756

Water System Operator #2002195

Fire Protection # 11033

Homeowner Contract #61098

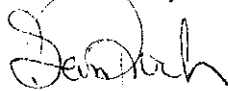
Chief Steve Hoffman

Re: 52 Old Hartford Rd. Colchester, CT 06415

ryork@colchester.gov

Here is the price for the fuel oil looped system to be installed at the Colchester Fire Department. Upon acceptance a final estimate/final contract will be forwarded for approval. \$9600 of labor and \$3112.60 worth of parts. Total: 12,712.00.

Sincerely, Sean Roach/ Roach Plumbing and Heating/RWA



Town Green Gazebo repair bid

Sal Tassone <townengineer@colchesterct.gov>

Mon 1/30/2023 11:32 AM

To: Debbie Kratochvil <dkratochvil@colchesterct.gov>

Cc: First Selectman <selectman@colchesterct.gov>; Demian Sorrentino
<dsorrentino@colchesterct.gov>; Tiffany Quinn <RecDirector@colchesterct.gov>

Good morning Debbie,

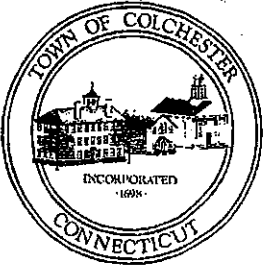
On 1/26/23 we opened the two bids submitted for the referenced project. The low bid from General Builders LLC of Wethersfield CT. is for \$51,800.00.

The current Town Green Bicycle and Pedestrian Improvement project funded by a State Community Connectivity Grant includes an allowance of \$20,900.00 for repairs to the Gazebo. In order to move forward with the currently needed repairs to the Gazebo and award the Gazebo bid, the Town will need to come up with an additional \$30,900.00. Andreas asked me to send you an email to see where we can get these additional necessary funds. Please let me know ASAP so I may inform the low bidder and the grant administrator that we intend to move forward with this project.

Please let me know if you have any questions

Thanks

Sal Tassone P.E.
Town Engineer
860-537-7281



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

February 2, 2023

To: Colchester Board of Selectmen and Board of Finance

From: Sal Tassone P.E. – Town Engineer

Re: Town Green Gazebo Repair Bids

The Town Green Bicycle and Pedestrian Improvements project which is funded by a Community Connectivity Grant Program (CCGP) includes an Allowance of \$20,900.00 for repairs to the existing Town Green Gazebo. This amount was based on a cursory look at the condition of the Gazebo approximately 5 years ago when the grant application process began. Unfortunately, due to continued material decay and inflationary costs attributed to the Covid Pandemic, the cost of needed repairs has gone up significantly.

The attached Bid Tabulation dated 1/26/23 shows that two contractors submitted bids and the lowest qualified bidder is General Builders from Wethersfield CT with a bid of \$51,800.00. In order to complete the necessary structural/safety and aesthetic improvements shown on the attached BID ADVERTISEMENT prepared by the Town's consultant, it is recommended that this Gazebo Repair project be funded using a combination of the CCGP grant's \$20,900 allowance and an additional \$30,900 in Town Funds.

Both The Town's consultant and the State of Connecticut DOT grant administrator have reviewed and approved the low bidder's proposed bid and the above recommended funding mechanism.

RECOMMENDED MOTION:

Motion that the Board of Selectmen and the Board of Finance approve the use of \$30,900.00 from account 20019690-48734 Facility & Maintenance Grounds Reserve to help pay for necessary Town Green Gazebo Repairs and that the Board of Selectmen and Board of Finance approve the contract award for "Colchester Town Green Gazebo Repairs" to the apparent low bidder, General Builders, LLC in the amount of \$51,800.00 and allow the First Selectman to sign any necessary documents associated with said contract as recommended by the Town Engineer.

BID OPENING

DATE: 1/26/23 TIME: 2:00 pm

PLACE: First Selectman's Office, Suite 201, 127 Norwich Avenue, Colchester, CT 06415.

BID OPENING: Colchester Town green gazebo repairs

IN ATTENDANCE FOR THE TOWN: Sal Tassore, Tiffany Quinn

The following companies submitted bids. Those in attendance were advised that the decision to award the bid would be made at the later date by the Board of Selectmen.

COMPANY

BID AMOUNT

General Builders LLC - Wetherfield of (T²) \$ 51,800.00

Scholar painting/restoration - Seymour	\$ 64,890.00
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Figure 1: Schematic representation of the experimental design. The figure is divided into two main sections: 'Pretest' and 'Main Experiment'. The 'Pretest' section includes 'Pretest 1' (N=10) and 'Pretest 2' (N=10). The 'Main Experiment' section includes 'Main Experiment 1' (N=20) and 'Main Experiment 2' (N=20). Each section shows a timeline of events: 'Introduction', 'Practice', 'Test', and 'Debrief'. The 'Pretest' section also includes 'Feedback' and 'Debrief'.

A. B. C. D. E. F. G. H. I. J. K. L. M. N. O. P. Q. R. S. T. U. V. W. X. Y. Z.



January 5, 2023

RE: Colchester Town Green - Gazebo Repairs

To Whom it May Concern,

The Town of Colchester is requesting proposals from qualified contractors to perform repairs to the existing gazebo on the Town's historic town green, located at the intersections of Route 85, Route 16 and Hayward Avenue.

The gazebo repairs shall generally include the following scope of work:

1. Replace carrying beams that have been impacted by rot and deterioration.
2. Replace roof rafters, soffits and wood sheathing that have been impacted by rot and deterioration.
3. Replace asphalt roof materials including underlayment and shingles. This shall include installing ice and water shield on entire roof, aluminum drip edge and architecture asphalt 30yr. shingles. Town staff shall select colors.
4. Replace lower wooden supports, trim, moldings, etc. that have been impacted by rot and deterioration.
5. Replace steel plate connections between posts and supports that show signs of rust and deterioration.
6. Restore painted metal posts and railings. This shall include sandblasting, priming and painting all surfaces.

All work noted above shall be performed in compliance with applicable building codes and in compliance with all health and safety regulations. All new materials shall replace 'in-kind' to the existing materials, unless otherwise specifically recommended by the contractor and approved by Town staff.

Interested bidders shall visit the site to familiarize themselves with the gazebo's existing condition and the project's scope of work prior to submitting a bid.

Questions shall be submitted in writing to townengineer@colchesterct.gov by the close of business on Thursday, January 19, 2023.



Bids shall include all materials and labor to complete the project and shall comprise the following items:

- Schedule of values.
- Supporting documentation to allow Town staff to review the bids in sufficient detail to determine they are complete and balanced.
- Three project references including contact information, total construction cost and date completed.
- General contractor's CT license number and proof of insurance.
- List of any subcontractors who will be used on the job.
- Any exclusions, exceptions or clarifications made by the bidder.
- The anticipated length of construction including the proposed start date and the date of substantial completion.

Proposals will be received at the office of the First Selectman of the Town of Colchester, 127 Norwich Avenue, Suite 201, Colchester, Connecticut, 06415 until 2:00pm prevailing time on Thursday, January 26, 2023.

Sealed proposals shall be labeled "Colchester Town Green - Gazebo Repairs" and addressed to the attention of; Andreas Bisbikos, First Selectman.