

First Selectman

From: First Selectman
Sent: Wednesday, February 15, 2023 4:55 PM
To: Senior Center Building Committee; Andrea Migliaccio; Mike Clifford
Cc: Rosemary Coyle; Art Shilosky; Marilyn Turner; msrmlodzinski@gmail.com; Madelyn Starkey; Gerie Transue; Kevin Hastings; Joe Ruiz; nadeaus@gmail.com; Ron Silberman; Dawn Lepage; Patty Watts; David Stein; Chris Nardi; Mark Garilli; Jonathan Gumbotz
Subject: RE: Additional Funding for Senior Center Project

Hi Everyone,

Upon consultation with Andrea Migliaccio, the Board of Finance Chair, the next step in this process is to see the impact of value engineering on the total cost of the project. As promised to the public, the expectations were that the community would see the impact of value engineering before engaging in the referendum process and alternative funding sources. Mike Clifford, please reach out to the Senior Center Building Committee, and send me and Andrea an invite on updates related to value engineering.

Sincerely,

Andreas Bisbikos
First Selectman

From: Senior Center Building Committee <seniorcenterbuildingcommittee@colchesterct.gov>
Sent: Wednesday, February 15, 2023 2:19 PM
To: First Selectman <selectman@colchesterct.gov>; Andrea Migliaccio <BOFChair@colchesterct.gov>
Cc: Rosemary Coyle <rcoyles@colchesterct.gov>; Art Shilosky <artshilosky@yahoo.com>; Marilyn Turner <msturner@snet.net>; msrmlodzinski@gmail.com; Madelyn Starkey <madelynstarkey@comcast.net>; Gerie Transue <gkwer1945@gmail.com>; Kevin Hastings <kevin-hastings@comcast.net>; Joe Ruiz <jruiz@zciinc.com>; nadeaus@gmail.com; Ron Silberman <ron@aslockco.com>; Dawn Lepage <dlepage@colchesterct.org>; Patty Watts <seniorcitizens@colchesterct.gov>; David Stein <dstein@silverpetrucelli.com>; Chris Nardi <cnardi@silverpetrucelli.com>; Mark Garilli <markg@csgroup-llc.com>; Jonathan Gumbotz <jonathang@csgroup-llc.com>
Subject: Additional Funding for Senior Center Project

Andreas/Andrea:

At last night's Senior Center Building Committee meeting, a motion was unanimously approved to request the Board of Selectmen and the Board of Finance hold a joint meeting to consider appropriating an additional \$1,500,000.00 to the Senior Center Building Project. This amount was arrived and is based on the attached Budget Worksheet we discussed and reviewed at last night's meeting.

At the joint meeting, we would like to discuss and answer any questions that members of both committees may have regarding this request and how we arrived at the figures presented. It would be up to the two boards on the vehicle the Town of Colchester would use to appropriate the additional funds. We would appreciate the meeting being held as soon as possible so we can continue to move forward and make commitments based on the additional funding.

Please contact me if you have any questions.

Thank you for your consideration in this matter.

Tony Tarnowski, LEED A.P.

Chairman

Senior Center Building Committee

First Selectman

From: First Selectman
Sent: Monday, February 27, 2023 3:55 PM
To: klynchmus@gmail.com; Andreas Bisbikos
Subject: RE: [Colchester CT] Colchester Community Theater (CCT) funding (Sent by Kathleen Lynch-Mussen, klynchmus@gmail.com)

Hi Kathleen,

Great news, the town is actively working to find a solution to the insurance concern. I am 100% behind finding a solution and productive meetings to move the needle forward have already occurred. Thank you for reaching out.

Sincerely,

Andreas

From: Contact form at Colchester CT <cmsmailer@civicplus.com>
Sent: Monday, February 27, 2023 2:14 PM
To: Andreas Bisbikos <abisbikos@colchesterct.gov>
Subject: [Colchester CT] Colchester Community Theater (CCT) funding (Sent by Kathleen Lynch-Mussen, klynchmus@gmail.com)

Hello abisbikos,

Kathleen Lynch-Mussen (klynchmus@gmail.com) has sent you a message via your contact form (<https://www.colchesterct.gov/user/30/contact>) at Colchester CT.

If you don't want to receive such e-mails, you can change your settings at <https://www.colchesterct.gov/user/30/edit>.

Message:

Please resume your sponsorship and payment for the insurance for the CCT organization. I want my taxpayer dollars to support this very special, highly professional group in town. I have been a member for many years and had the privilege of performing with them, as have my children, and their children.

CCT has been a vital part of our community for 25 years providing a venue for residents to showcase talents, offering activities that families can do together, bringing our community professional level theater performances, and providing workshops for children to learn communication and team-building skills in addition to giving them the opportunity to shine on stage. CCT has educated children and adults in the crafts associated with theater: acting, singing, dancing, set design, prop management, make-up and hair styling to name a few. People from greater Colchester are attracted to come to the high-level performances that this group puts together.

Don't jeopardize the life of this group by taking away the funding and support the town has provided all these past years.

I hope you, and the other Selectmen, will give the CCT the financial support they need to continue to bring our community members together to provide joyful, memorable theater for this town, now, and for future generations.

Thank you.

Kathleen Lynch-Mussen

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.

First Selectman

From: First Selectman
Sent: Wednesday, February 15, 2023 9:12 AM
To: rgallaher149@comcast.net
Subject: RE: [Colchester CT] Have a heart! (Sent by Rich Gallacher, rgallaher149@comcast.net)

Hi Rich,

I'm 100% behind finding a solution to the insurance concern. I will also be appearing in Young Frankenstein in support of CCT. Please see Tiffany Quinn's statement below:

I want to take a minute to assure you that we are fully committed to helping Colchester Community Theatre and Colchester Choir and Orchestra succeed. We value their contributions to Colchester, including the countless volunteer hours, professional productions, and the incredible learning opportunities for people of all ages and abilities.

When the concern about insurance coverage was raised, we made it a priority to work collaboratively with all of the people involved to research solutions and options to make these organizations even stronger.

Together, we have shared ideas including municipal and private arts commissions. We are optimistic that this could be the start of a strong organization that could include all art forms and disciplines. More importantly, with deep roots in the arts and so many talented people, we believe this would benefit the entire community.

The challenge we face is finding a way to meet the insurance requirements. To provide some clarity, these are the parameters we need to work within:

To be covered by the Town's liability insurance, the event, program, or activity, including its employees, and volunteers, must operate under the direction, control, and management of the Town. It also has to be under the control and oversight of a Town budget or account.

The questions that determine if something meets these requirements are:

1. Who is directing, managing, and controlling the event, program?
2. Does it fall under a Town department's own budget?

It is important that we find solutions that prevent these organizations, their employees volunteers, and the Town from liability exposures. We are wholeheartedly committed to working together to finding these solutions.

If you would like to ask questions, discuss ideas or suggestions, please reach out. We are happy to help.

We hope you all enjoy your weekend and this incredible weather.

Thank you,

Tiffany Quinn, Director
Colchester Parks and Recreation
(860) 537-7297

From: Contact form at Colchester CT <cmsmailer@civicplus.com>
Sent: Tuesday, February 14, 2023 5:00 PM
To: Andreas Bisbikos <abisbikos@colchesterct.gov>
Subject: [Colchester CT] Have a heart! (Sent by Rich Gallacher, rgallaher149@comcast.net)

Hello abisbikos,

Rich Gallacher (rgallaher149@comcast.net) has sent you a message via your contact form (<https://www.colchesterct.gov/user/30/contact>) at Colchester CT.

If you don't want to receive such e-mails, you can change your settings at <https://www.colchesterct.gov/user/30/edit>.

Message:

First Selectman Bisbikos,

I am writing you on behalf of the Colchester Community Theatre (CCT), specifically, the threat of Colchester's only community theater group losing its insurance from the Town. Please don't do it! Please don't erase a 25 year old member of the community that has provided first class musical theater to this wonderful mix of pickup trucks and minivans. Please don't close the door on so many kids who are simply looking for their place on the stage. Kids who may not excel in sports or be in the top five of their class and need someplace to shine and feel the heat of the lights when the audience stands without hesitating. Many of those kids can forget that they are the "G" or the "T" or the "Q" of LGBTQ and just perform with their friends - leaving every drop of their soul on the stage floor. The CCT does so much more than put on great shows (OK, I might be a little bias); they give many residents of Colchester a family they desperately need...as long as you practice your lines!

Thank you for spending the time to read this email and I hope you all get a chance to see "Young Frankenstein" this weekend.

Sincerely,
Rich Gallacher
49 Natalie Ln
aka "The Tinman"

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First Selectman

From: Donna Dow <dmdow923@gmail.com>
Sent: Sunday, February 26, 2023 3:10 PM
To: First Selectman; Deborah Bates; Denise Turner; royal@colchesterct.gov; Jason LaChapelle; Chuck Maynard; gbarden06415@gmail.com
Subject: Fwd: Doing Business in Colchester as a Food Truck Operator
Attachments: Doing business in Colchester as a Food Truck Operator.docx

----- Forwarded message -----

From: **Donna Dow** <dmdow923@gmail.com>
Date: Wed, Feb 22, 2023 at 12:26 PM
Subject: Doing Business in Colchester as a Food Truck Operator
To: Jason LaChapelle <jLaChapelle@colchesterct.gov>, <royal@colchester.gov>, <dturner@colchester.gov>, <dbates@colchester.gov>, <selectman@colchester.gov>, Chuck.maynard@snet.net <Chuck.maynard@snet.net>, gbarden06415@gmail.com <gbarden06415@gmail.com>

Good Afternoon,

My name is Donna Dow and I have spoken with a few of you in the past year about having a Food Truck or Trucks setting up on the Town Green for the Community in order for them to have another place to eat and enjoy all that the Town has to offer.

This would be in place of you having a food truck rally as I see you will be having in May and when you have the Colchester on the Green Tag Sale and your Sunday Farmers Market.

It would be 1 or 2 days a week that would allow the Food Truck to operate like a Brick n' Mortar and obtain a customer base as the other Restaurants in Town do.

I have spent some months gathering information on why Towns/Cities are Enjoying the Experience of the Food Truck Scene. How it benefits the Local Economy and drives Tourism with their Amazing food!

Culinary Entrepreneurs Love Food Trucks because they are a less expensive way for Chefs with Big Dreams but with little cash to open their own businesses.

Food Truck owners are small businesses-sourcing ingredients from other local partners are more Eco-friendly than purchasing food from corporate marketplaces.

I know that right up the road in East Hartford last year, they approved an ordinance to Welcome Food Trucks to the Community.

Please see attached below with a greater explanation of how Food Trucks in Colchester would be beneficial for All.

Thank you,

Donna Dow
860-949-2276

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In staying with CBA's Motto

"Shop Colchester First"

By shopping local, your hometown support creates a stronger community and a robust local economy

and found published on the

Town of Colchester Website

"Come be a part of a Community" in its truest sense.

As a geographic and economic "hub", Colchester is a great place to locate a business, grow a family or keep busy during your retirement.

The Town has a variety of small, local businesses ready and willing to meet your household, health, and entertainment needs.

Where Colchester truly sets itself apart, is the commitment of its community members to make it a welcoming, supportive, and peaceful place to live. If you're thinking of starting or relocating your business in the area, look no further than Colchester!

The words above are so inviting/enticing to anyone looking to live, do business and be a part of a welcoming, supportive community.

It makes an owner of a food truck want to be in Colchester knowing the support is there for them.

Colchester is home to 3 Food Trucks, 1 Ice Cream Truck and 1 Beef Jerky Truck where each Owner/Operator owns their home & resides in Colchester as well.

Most Food Trucks are a small business who have little financial capital that will not allow them to open a brick & mortar but enough to obtain a truck and equip it with the basic needs for that particular truck and make some pretty amazing food out of a tiny kitchen.

They are a Restaurant on Wheels that want the opportunity that all Restaurant owners dream of, which is to make good food if not amazing food and create a loyal customer base.

Food Trucks intertwine well with Brick & Mortar Restaurants; they bring the community out and give them choices of what they want to dine on, on any particular day or evening.

Below, I have copied some Great information from the Institute for Justice on how Food Trucks are welcomed to both large & small communities and how they

bring the community together, make it safer and bring even more business to our other local businesses.

A summary from a report by the Institute for Justice

First, as a recent report by the Institute for Justice demonstrated, food trucks actually boost—not harm—their local restaurant industries. Second, brick-and-mortar restaurants have a host of inherent advantages over food trucks, including on-site food storage, air conditioning and customer seating. Thus, they don't need the government to give them an extra advantage. Third, and most importantly, it is not the role of government to protect some businesses from competition from others.

In order for the food-truck revolution sweeping the country to continue, cities/towns must eschew economic protectionism and enhance food-truck freedom.

L.A. officials reject the kind of provincial protectionism found in other locations—protectionism designed to protect brick-and-mortar businesses from food-truck competition. Second, L.A. provides clear, narrowly tailored and outcome-based rules that are generally based on public health and safety concerns, not protectionism.

When you are imposing strict laws and regulations for food trucks—Officials who impose such laws that diminish homegrown and spontaneous opportunities for revitalizing underused public spaces as they stifle innovation and inexpensive cuisine.

The many benefits food trucks bring, such as increased economic activity, new job creation, and increased foot traffic that makes streets more enjoyable and safer places to visit—they'd be well served to look at allowing food trucks to park in designated areas.

Essential to have mobility and reliable access to their customers.

Food-truck owners need to have a choice: They can park in designated spaces if they want but are still free to roam about the city/town and park in other locations where their customers want them to be.

Competition is what makes America great, and a great regulatory model wisely embraces that competitive spirit and rejects the idea that the government should protect certain businesses at the expense of consumers.

Food trucks create jobs, buy products and services from local businesses, and contribute sales taxes and permit fees to cities/towns.

Food trucks attract foot traffic to commercial districts—which means increased sales and a more vibrant retail business environment overall.

Food trucks serve as “eyes on the street” and make the street a safer and more enjoyable place to visit. Their presence can help prevent crime and revitalize underused public spaces.

Food trucks give entrepreneurs with big dreams, but only a little capital, a way to start their own food-service businesses. In many instances, trucks serve as a steppingstone toward opening a brick-and-mortar space. Food trucks also give existing restaurants a new way to reach their customers.

Cities/towns should not pass laws meant to protect established businesses from competition from food trucks. Some of the anti-competitive laws the Institute for Justice first identified in *Streets of Dreams* prevent trucks from operating in certain commercial areas, require trucks to move after an arbitrarily short time, and even stop trucks from operating within a certain distance of their brick-and-mortar competitors. These protectionist laws do not help protect public health or safety. Instead, they stifle entrepreneurship, destroy jobs, and hurt consumers both by raising prices and giving them fewer choices.

Officials should also enact outcome-based regulations, rather than regulations that specify particular methods or processes. Regulations that focus on results are simpler to follow and give food trucks an opportunity to figure out the best way to solve the problem. One example is how cities/towns regulate trash. Although most cities/towns require food trucks to pick up their refuse, a few cities/towns painstakingly detail the kind of trash cans a truck should use and where they must be placed. This top-down approach stops trucks from coming up with creative

solutions, and its one-size-fits-all nature means that some trucks will have to carry trash cans that are far larger and more unwieldy than what they actually need. Instead, cities/towns should lay out their regulatory goal and then give the trucks flexibility in how they make that goal happen. Ultimately, the prescription for food-truck success is simple: provide trucks with clear, narrowly tailored and outcome-based rules that address the public's legitimate health and safety concerns. And then step back and watch this new, dynamic industry, with its jobs, satisfied customers and revitalized public spaces, flourish.

It is reasonable for cities/towns to make food trucks remove any trash they generate from the immediate area surrounding the truck, as is the requirement that trucks give customers some way to discard their refuse.

Food trucks are entrepreneurship incubators. Food trucks, with their lower capital costs, are a way for chefs to try out new cuisines and new ideas. Those owners who succeed often take their winning ideas one step further by expanding their businesses and sometimes opening brick-and-mortar spaces.

The late 2000s saw the rise of the modern gourmet food truck and many entrepreneurs bought trucks and repurposed them.

The Health Department, prescribes how all food businesses, restaurants and food trucks included, must be run. It's noted that most municipalities follow the food-safety rules established in county or state food codes, which are typically based on industry best practices. Health Inspectors should hold food trucks and brick-and-mortar restaurants to the same food-safety standards.

The town should not mandate that food trucks park and vend only at sidewalks of a certain minimum width; instead, it should be that food trucks should not operate in a way that blocks the public right of way. Food trucks "shall be allowed to stop, stand or park on any public street or right-of-way, provided this area is not within twenty feet of an intersection, such vehicle does not obstruct a pedestrian crosswalk and the area is not prohibited to the stopping, standing or parking of such vehicles." The Town should require that food trucks not operate in a manner "which will interfere with or obstruct the free passage of pedestrians or vehicles along any such street, sidewalk, or parkway.

Researchers noted that food trucks and customers often work out ways to further minimize any disruptions. At one popular truck, where upwards of 30 people were waiting, researchers saw customers spontaneously forming a single-file line along the edge of the sidewalk, which ensured that there was ample room for other pedestrians to pass by. This example shows that, even if there are discrete situations where sidewalk congestion might be an issue, there are simple and effective solutions that do not require limiting the ability of vendors to earn a living or preventing customers from having access to the delicious food they want to buy.

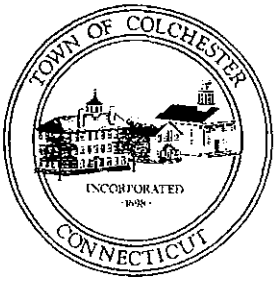
Like all motor vehicles, food trucks must carry liability insurance in order to operate on the public right of way. Most of the city/town laws surveyed by the Institute for Justice, do not impose separate liability insurance requirements on food trucks. Instead, those vehicles may get to work so long as they carry the state-mandated level of insurance to operate on the road. Cities/towns are no more liable for injuries caused by food trucks than they are for injuries caused by brick-and mortar businesses.

The town should not place any artificial limitations on when vendors may operate, which allows food trucks to specialize. Some trucks may choose to serve breakfast fare, while other trucks may decide to cater to late night customers, just as others serve bar patrons on Friday and Saturday nights. This kind of flexibility means that consumers will be able to get food on their way into work or on their way home after a late night. In the end, letting trucks choose when to operate leads to more successful trucks and more satisfied customers.

A vibrant food-truck industry benefits everyone. It provides consumers with a wide variety of innovative, inexpensive cuisine that they might otherwise not get to enjoy. It gives would-be entrepreneurs who are long on ideas but short on financial capital a way to pursue their dream. And it can activate underused spaces, bring new life to communities, and make them safer, more enjoyable places to live. Public-minded officials who want to make their cities/towns better would do well to encourage food-truck entrepreneurship. Thankfully, this commitment doesn't require paying for an expensive new program or hiring dozens of vending "experts." Instead, cities/towns can look to other cities/towns that have experience regulating food trucks, and then adopt their best legislative

practices by implementing the recommendations in this report. By avoiding protectionist restrictions and enacting clear, narrowly tailored and outcome-based laws to address legitimate health and safety issues, cities/towns will enable their residents to enjoy all of the economic and cultural benefits of America's growing food truck revolution.

Donna Dow



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

RECEIVED
COLCHESTER, CT

2023 FEB 21 AM 10:24

Andreas Bisbikos, First Selectman

Board of Selectmen Special Meeting Minutes
Thursday, February 16th, 2023, at 5 PM

Hybrid: Town Hall - Meeting Room 1 & Via Zoom

Members Present: A. Bisbikos (First Selectman), J. LaChapelle, R. Coyle, and D. Turner

Member Absent: D. Bates

Also Present: M. Wyatt (Tax Collector) and J. Ringo (Treasurer)

Gayle Furman
GAYLE FURMAN
TOWN CLERK

1. Call to Order – Meeting called to order at 5:00 PM by A. Bisbikos
2. Pledge of Allegiance
3. Executive Session
 - R. Coyle made a motion to enter executive session for Finance Director Interviews. 2nd by J. LaChapelle. *Motion carried unanimously 4-0.*
 - Board of Selectmen enter executive session at 5:01 PM
 - Board of Selectmen exit executive session at 7:03 PM
4. Possible action on Finance Director position
 - J. LaChapelle made a motion to appoint Mary Williamson to the position of Finance Director with a 90-Day probation period beginning Monday, February 20th contingent upon her acceptance of the offer letter. 2nd by R. Coyle. *Motion carried unanimously 4-0*
5. Correspondence
6. Citizens Comments
 - M. Dubreuil spoke about 120 S Main Street and the Senior Center. M. Rudko spoke about FOI. D. Bouchard spoke about executive session, 120 S Main Street, and the gazebo. B. Dennler spoke about shared budget items related to the Board of Education.
7. Consent Agenda
 - R. Coyle made a motion to remove the minutes from the consent agenda and make them item 7.1. 2nd by D. Turner. *Motion carried unanimously 4-0*
 - D. Turner made a motion to move the consent agenda. 2nd by R. Coyle. *Motion carried 4-0*
 - A. Approve the 2/2/23 Board of Selectmen Special Meeting minutes and the 2/6/23 Board of Selectmen Special Meeting
 - B. Accept the Tax Collector's Refunds
 - C. Motion to approve the continued use of LexisNexus Accruint for Government and allow the First Selectman to sign all necessary documents.
 - D. Possible action to allow the Town to raise the "Donate for Life" flag from April 3rd, 2023, to April 10th, 2023.

- E. Possible action for the Town of Colchester to enter into the New National Opioids Settlement Agreement and have the First Selectman sign all necessary documents.

7.1 Minutes

- R. Coyle made a motion to move the Board of Selectmen Special Meeting minutes of 2/2/23 with the following amendments: (FDA Code will result in statewide changes; a digital platform is being implemented) 2nd by J. LaChapelle. ***Motion carried unanimously 4-0***
- R. Coyle made a motion to move the Board of Selectmen Special Meeting minutes of 2/6/23 with the following amendments: (R. Coyle made a motion to enter executive session for building official interviews. Exited executive session at 6:38 PM. R. Coyle made a motion to enter executive session to discuss temporary finance director applicants. Exited executive session at 8:37 PM. 2nd by D. Turner. ***Motion carried 4-0***

8. Building Official

- A. Possible action to approve Jason Nowosad to the position of Building Official

- R. Coyle made a motion to approve Jason Nowosad to the position of Building Official based on the Town of Colchester and the Town Administrator's Union. 2nd by D. Turner. ***Motion carried 3-0-1, with J. LaChapelle abstaining.***

- B. Possible action to accept the MOA between the Town of Colchester and the Town Administrator's Union in relation to Jason Nowosad position as Building Official

- Board of Selectmen identified grammatical errors in the MOA that were corrected.
- D. Turner made a motion to accept the MOA between the Town of Colchester and the Town Administrator's Union in relation to Jason Nowosad position as Building Official with the aforementioned corrections. 2nd by J. LaChapelle. ***Motion carried unanimously 4-0***

9. 120 South Main Street Proposal – No action

10. Possible action Human Resource Director (Part-Time) Job Description

- R. Coyle made a motion to approve the Human Resource Director (Part-Time) Job Description. 2nd by D. Turner. ***Motion carried unanimously 4-0***

11. 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.

- R. Coyle made a 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. 2nd by D. Turner. ***Motion carried unanimously 4-0***

12. Purchases

- A. Possible action to approve \$12,712.00 for the fuel oil looped system to be installed at the Colchester Fire Department with the funding coming out of the Facility & Maintenance Reserve account. – No action

- B. Possible action by the Board of Selectmen to award the contract award for the "Colchester Town Green Gazebo Repairs" to the apparent low bidder, General Builders, LLC in the amount of \$51,800 and allow the First Selectman to sign any necessary documents. – No action

- C. Motion that the Board of Selectmen recommend the use of \$30,900 from account 200196090-48734 Facility & Maintenance Grounds Reserve to help pay for necessary Town Green Gazebo Repairs and send the recommendation to the Board of Finance for final approval. – No action

13. FOI Review

14. Citizens Comments

- M. Dubreuil spoke about the Senior Center Project. E. Sharon spoke about the Town Green Gazebo. D. Boucard spoke about identifying guests at meetings, the executive assistant position, and the Senior Center Project.

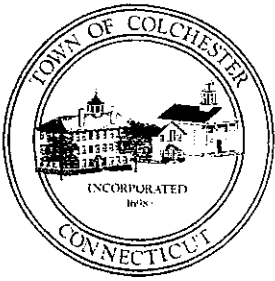
15. First Selectman's Report – FS will present updates on social media & via email blast.

16. Liaison Reports

- D. Turner discussed CORE Updates: New officers, new members, meeting schedule, donation policies, holiday celebration list, community conversations, and a community survey.
- J. LaChapelle discussed Board of Education budget: 8.99% budget increase and budget workshops still happening.
- R. Coyle discussed Senior Center Building Committee: request for the Board of Selectmen & Board of Finance to hold a joint meeting to appropriate an additional \$1.5 M to the project. Chatham Health Update: update on personnel and budget

17. Adjourn – D. Turner made a motion to adjourn. 2nd by J. LaChapelle. Meeting adjourned at 8:12 PM

Minutes submitted by F. Brown



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Andreas Bisbikos, First Selectman

Board of Selectmen Special Meeting Minutes
Thursday, February 23rd, 2023, at 5:30 PM

Hybrid: Town Hall - Meeting Room 1 & Via Zoom

Members Present: A. Bisbikos (First Selectman), D. Bates, J. LaChapelle, R. Coyle, and D. Turner

Also Present: S. Sharpe (Fleet Maintenance), T. Angell (Field Maintenance), and J. Chaponis (Tax Assessor)

1. Call to Order – A. Bisbikos called the meeting to order at 5:33 PM
2. Pledge of Allegiance
3. Citizens Comments
 - M. Dubreuil spoke about the Senior Center Project.
4. Executive Session
 - R. Coyle made a motion to enter executive session for the public works director interviews and invited S. Sharpe, T. Angell, and J. Chaponis. 2nd by D. Turner. **Motion carried unanimously 4-0**
 - Board of Selectmen enter executive session at 5:34 PM.
 - J. LaChapelle joins the meeting and executive session.
 - Board of Selectmen exit executive session at 8:29 PM
5. Possible action regarding Public Works Director – No action
6. Purchases
 - A. Possible action to award the bid for the fuel oil looped system to Roach Plumbing & Heating/RWA and have the First Selectman sign any necessary documents.
 - R. Coyle made a motion to award the bid for the fuel oil looped system to Roach Plumbing & Heating/RWA and have the First Selectman sign any necessary documents with a bid total of \$12,712.00. 2nd by D. Turner. **Motion carried unanimously 4-0**
 - B. Possible action that the Board of Selectmen recommend the use \$12,712.00 for the fuel oil looped system to be installed at the Colchester Fire Department with the funding coming out of the Facility & Maintenance Reserve account and send the recommendation to the Board of Finance for final approval.
 - R. Coyle made a motion to transfer money from Facility Maintenance account number 20019609048734 Facility Maintenance to account number 12202-44208 Fire Department for the fuel oil looped system to be installed. 2nd by D. Turner. **Motion carried unanimously 5-0**
 - A. Bisbikos noted that because of the emergency nature of the project that he will be utilizing his authority invested to him under the charter and sign off on the project before bringing it to the Board of Finance. The Board of Finance will still review the project for technical recommendation.
7. Adjourn – D. Bates motioned to adjourn. 2nd by R. Coyle. Meeting adjourned at 8:34 PM

Minutes submitted by F. Brown.

RECEIVED
COLCHESTER, CT
2023 FEB 27 AM 9:31
Gayle Furrman
TOWN CLERK



Colchester Hayward Fire Department

52 Old Hartford Road Colchester, CT 06415
Phone (860)537-2512 Fax (860)531-9393
firedepartment@ColchesterCT.gov

MEMORANDUM

February 23, 2023

TO: Andreas Bisbikos, First Selectman

FROM: Steve Hoffmann, Fire Chief 

RE: 2023 Assistance to Firefighters Grant (AFG) Submissions

The fire department has been researching additional funding opportunities to support some of the needed upgrades and enhancements within the department. The Federal Emergency Management Agency (FEMA) provides for grant funding opportunities for fire service entities to enhance capabilities, health & safety, training, etc. The fire department took full advantage of this endeavor with two submissions provided to FEMA.

First, the fire department had the opportunity to collaborate with 29 other fire departments in Connecticut to support a regional submission for portable and mobile radio enhancements for the state band 800 MHz radio system. This request, if awarded, will provide 16 mobile radios and 25 portable radios for responding apparatus. Many of the towns surrounding us are moving to or have already started using the state band 800 MHz radio system. This will ensure interoperability and communications with mutual aid departments during emergency incidents. Based on our part of the submission, this grant award would be \$168,950 with a town match of \$15,359.09. This will also off-set the overall costs of the phased plan of integrating all town departments to the state band 800 MHz radio system for intraoperability in Colchester.

Secondly, the fire department also submitted its own AFG grant for Vehicle Exhaust Direct Source Capture Systems for both fire stations. The fire department currently operates out of two fire stations, both of which are not equipped with any exhaust capture system to remove the harmful byproducts created by our apparatus to the exterior of the facilities. The need for this system is paramount to the health and safety of our personnel who provide service to the community. OSHA, NFPA and NIOSH have all recognized the health dangers experienced from exposure to harmful vehicle exhaust. Vehicle exhaust has been identified as a cancer causing substance that has a direct effect on our emergency responders, leading to the development of occupational cancer. The fire stations are also used as emergency shelters for members of the community. This Vehicle Exhaust Direct Source Capture Systems will directly positively impact those who need to use the shelter by eliminating these harmful diesel and gas vehicle exhaust particles from the inside of the fire stations. In addition, the fire station is used for many community events such as fire prevention day, Frosty Fair and more which has members of the public in and out of the fire station. The total grant submission requested for this initiative is

\$153,660 with a town match of \$7,317.14. This is a huge cost savings for the town for a health and safety initiative that protects our department personnel and the members of the community.

In conclusion, this memorandum is a request for the Board of Selectman to support the submission of these grants and commit to the town match requirements, should Colchester be awarded both or either from FEMA. This is an excellent opportunity to support enhancements within the fire department at an extremely low cost to the tax payers of our community. If you have any questions, please do not hesitate to contact me.

CC: Donald Lee, Deputy Fire Chief
Steve Morris, Assistant Fire Chief
Brad Bernier, Assistant Fire Chief
Ruby York, Assistant to the Fire Chief

HINDING TENNIS CONTRACT

HINDING TENNIS, LLC

57 E Industrial Road Branford, CT 06405
203-285-3055

info@hindingtennis.com
CT Lic #574832

Owner Name: Colchester Park and Rec	Phone: 860-537-7297
Billing Address: 27 Norwich Ave Colchester, CT 06415	Site Location: Same

Description of Work to be Performed: Furnish all materials, labor and insurance to perform the HINDING TENNIS Emergency Repairs

Estimated Start date (weather permitting): March 26, 2023

Price and Payment: Contractor proposes to perform the Work for:

\$ 5,884.00	Base Price
\$ Exempt	Additional CT State Labor Tax (to be paid in full with first installment)
\$ 5,884.00	Total Price, Payable As Follows:
\$ 2,942.00	Deposit due on the date of contract signing
\$ 2,942.00	Balance upon completion of project

Note: We schedule work, and accept or decline other work, based on when we receive signed contracts and deposits. **The Initial Deposit is, therefore, NON-REFUNDABLE after the three-day rescission period (described more fully below) has expired.**

Contractor will furnish all equipment, machinery, material, tools and labor in accordance with the above *Description of Work to be Performed*. Price will include: Mobilization, Fuel Surcharge, Repairs

Any alterations or deviations from the *Description of Work to be Performed* will be performed only upon execution of a written Change Order by all parties and will be charged separately to Owner over and above the Price stated above under the terms and conditions of this Contract.

If full payment is not made within 60 days of completion, this will nullify and void the warranty, if any. All unpaid balances are subject to a 1.5% per month service charge for any unpaid balances after 30 days. Owner shall pay reasonable attorneys' fees and court and collection costs if legal action is taken by Contractor or its assigns to collect amounts due under this Contract.

Contractor shall not be responsible for delays (including delays in the Start Date and Completion Date) caused by weather, strikes, delivery delays, material unavailability or other factors beyond its control. Contractor will carry workers' compensation and public liability insurance throughout the term of this Contract. Owner shall carry general casualty/catastrophe insurance, and shall bear all risk of loss with regard to all Work, including all labor, material and work-in-progress, in the event of loss by casualty or catastrophe.

Contractor discloses that no owner of Contractor has been a shareholder, member, partner or owner of any other corporation, limited liability company, partnership, sole proprietorship or other legal entity which has been a new home construction contractor or a home improvement contractor under Connecticut law within the last five years.

We reserve the right to take before, during & after photos of your particular job & use photos for marketing purposes. We will never give out your name or street address without your consent.

YOU, THE OWNER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT. (SATURDAY IS A LEGAL BUSINESS DAY IN CONNECTICUT). THIS TRANSACTION IS SUBJECT TO THE PROVISIONS OF THE HOME SOLICITATION ACT AND THE IMPROVEMENT ACT OF THE CONNECTICUT GENERAL STATUTES. THIS INSTRUMENT IS NOT NEGOTIABLE.

Contractor: HINDING TENNIS, LLC

By Thomas P. Hinding its Owner Date: 2/23/23 Rep: Mark

This Contract is accepted by Owner(s) on the date indicated below. The latest date on which an Owners signs this agreement is the date of this transaction:

By: _____ Date: _____
Print name Sign

By: _____ Date: _____
Print name Sign

THE FOLLOWING PAGES ARE ONLY USED TO CANCEL THE CONTRACT WITHIN THREE (3) DAYS AFTER SUBMITTING A SIGNED COPY OF THE PRECEDING PAGES. DO NOT SIGN NOR REMIT THEM IF YOU WOULD LIKE THE JOB TO PROCEED AS DESCRIBED.

NOTICE OF CANCELLATION

YOU MAY CANCEL THIS TRANSACTION, WITHOUT ANY PENALTY OR OBLIGATION, WITHIN THREE BUSINESS DAYS FROM THE DATE OF THE TRANSACTION. THE DATE OF THIS TRANSACTION IS

_____.

IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT, AND ANY NEGOTIABLE INSTRUMENT EXECUTED BY YOU WILL BE RETURNED WITHIN TEN BUSINESS DAYS FOLLOWING RECEIPT BY THE CONTRACTOR OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST ARISING OUT OF THE TRANSACTION WILL BE CANCELLED.

IF YOU CANCEL, YOU MUST MAKE AVAILABLE TO THE CONTRACTOR EITHER AT YOUR RESIDENCE OR AT THE PLACE OF DELIVERY, IN SUBSTANTIALLY AS GOOD CONDITION AS WHEN RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT; OR YOU MAY, IF YOU WISH, COMPLY WITH CONTRACTOR'S INSTRUCTIONS REGARDING THE RETURN SHIPMENT OF THE GOODS AT THE CONTRACTOR'S EXPENSE AND RISK.

IF YOU DO MAKE THE GOODS AVAILABLE TO THE CONTRACTOR AND THE CONTRACTOR DOES NOT PICK THEM UP WITHIN TWENTY DAYS OF THE DATE OF CANCELLATION, YOU MAY RETAIN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE CONTRACTOR, OR IF YOU AGREE TO RETURN THE GOODS TO THE CONTRACTOR AND FAIL TO DO SO, THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT.

TO CANCEL THIS TRANSACTION, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE, OR ANY OTHER WRITTEN NOTICE, OR SEND A TELEGRAM TO THE CONTRACTOR, HINDING TENNIS, LLC, 24 SPRING ST., WEST HAVEN, CT 06516 NOT LATER THAN MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. THE LAST DAY YOU CAN SEND THIS NOTICE IS _____.

I HEREBY CANCEL THIS TRANSACTION THIS _____ DAY OF _____, 20__.

X _____
OWNER

X _____
OWNER

The undersigned acknowledge receipt of two copies of this Notice of Cancellation on the Transaction Date listed in the first paragraph above:

X _____
OWNER

X _____
OWNER

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I HEREBY CANCEL THIS TRANSACTION THIS _____ DAY OF _____, 20____.

X _____
OWNER

X _____
OWNER

The undersigned acknowledge receipt of two copies of this Notice of Cancellation on the Transaction Date listed in the first paragraph above:

X _____
OWNER

X _____
OWNER

INDEPENDENT ELEVATOR
MASTER - MAINTENANCE-QUARTERLY

Town of Colchester
127 Norwich Ave
Norwich, CT 06415

January 1, 2023
Contract # QU-558
License #RI-475085

Attn: Customer

Units covered under this Agreement;
2 Hydraulic Passenger Elevators.

Location;
Town Hall and Library in Colchester, CT.

Lubrication and Examination Includes: On a Quarterly Basis:

- 1) Lubricate, examine, and clean equipment, in addition to evaluate equipment performance and make minor adjustments to the equipment check phone, alarm and emergency batteries, door shoes and rollers during regular routine maintenance visits,
- 2) Providing lubricants, wiping cloths and cleaners required to properly maintain equipment.
- 3) We will recommend to the purchaser for the repair or replacement of components when conditions warrant. Except as noted in “**Service Exclusion.**”

Lubrication Service Exclusions:

- 1) Servicing electrical power supply equipment including lighting, fixtures, fuses, circuit breakers, disconnects, emergency power systems, air conditioners, smoke and heat detectors with related wiring, and telephone lines.
- 2) Maintenance of cab interior, door sills, cab lighting fixtures, door panels, frames, flooring, hoist way enclosures, guide rail alignment, and key cylinders.
- 3) The removal and disposal of water and/or hazardous waste materials from pit area.
- 4) Labor or parts for repairs of any kind, callbacks, furnishing or installing replacement parts, whether replacement is due to wear, abuse or otherwise, adjustments exceeding routine maintenance allowance time will be billed at current rates **Parts if needed, cost plus 20%.**

Safety Tests:

Contract #QU-558

- 1) **Annual No Load Pressure Tests are included in this proposal. Such tests may impose greater stress on building and equipment than those experienced in day to day operation, therefore we cannot be responsible for any subsequent damages to equipment or building structure. Full Load Safety Tests are not included.**

Licensed Technicians:

- 1) We will provide trained and licensed personnel to perform the service under this contract. Personnel will use all reasonable care to maintain the equipment in proper and safe operating condition.

Purchaser Agrees:

- 1) To provide a safe workplace for our employees by providing unrestricted access to the equipment, a clean machine room and pit area that are adequately lighted and free of water, stored materials and all other non-related equipment as required by law. The machine room must be properly ventilated as also required by law.
- 2) To educate passengers in the proper use of the equipment, to notify Independent Elevator of operation problems, malfunctions, accidents and to remove the unit from service until Independent Elevator corrects the operation of the unit.
- 3) To notify Independent Elevator of Department of Public Safety inspection reports.

Hours of Service:

- Independent Elevator provides service 24 hrs. a day, 7 days a week, and 365 days per yr.
- **Regular routine maintenance visits shall be performed during regular working hours of the elevator trade. 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding holidays.**
 - Service callbacks or repairs performed during normal working hours shall be billed at regular billing rates, portal to portal.
 - Maintenance visits, repairs, or service callbacks requested outside of normal working hours shall be billed at overtime rates, portal to portal.

Documentation:

- 1) **Time tickets documenting repair and service will be prepared for each visit.**
- 2) Maintenance service charts will be kept in machine room documenting services performed.

Work Beyond Contractor's Control:

Contract #QU-558

- 1) Independent Elevator will not be required to update, alter or modernized the existing equipment to comply with requests from insurance companies, Federal, State, Municipal and other authorities or for compliance to code updates.
- 2) Independent Elevator is not required to make any replacement with parts of a different type or design due to obsolescence to install new attachments or to make changes in the existing equipment design.
- 3) The purchaser will indemnify and hold Independent Elevator Co., and its employees harmless against all claims, demands, and liabilities for damages including cost and reasonable attorney fees arising from Independent's performance under this agreement, the use by others of the equipment subject covered under this contract, except to the extent that said claims, demands and liability are the results of Independent's negligent acts or omissions. It is further agreed that Independent will not be liable for loss or damage from strikes, storms, fire, vandalism, power failure and fluctuations, extreme variations in machine room temperature, tampering with equipment by unauthorized personnel, and any other cause beyond our control except ordinary wear and tear.

Terms:

- 1) This contract will be effective only after both parties have agreed to the context of this contract and both parties have signed and dated.
- 2) Either party may cancel this contract at any time with a 30 day written notice.
- 3) In the event of a sale, lease, or other transfer of the equipment and/or property where the equipment is located, the purchaser agrees to procure the new owner's assumption of this agreement. If this agreement is not so assumed, then the purchaser shall remain liable for the full unpaid balance due for the remainder of the term of this agreement.
- 4) Materials and parts supplied and not specified herein will be billed to the purchaser at our regular billing rate.
- 5) The purchaser agrees to allow Independent Elevator Co. to repair and upgrade the equipment for proper and safe operation. The work may be beyond the scope of this contract and involve additional costs. We reserve the right to cancel this contract immediately, upon notification to purchaser if proposed work is not approved in a timely manner or is performed by a third party.

Insurance:

Contract #QU-558

- 1) The purchaser agrees to maintain comprehensive liability injury and property damage insurance to adequately cover property damage and bodily injury claims as a result of the use or operation of the equipment described in this contract.

Payment Terms:

- 1) **The price of our services under this agreement shall be FIVE HUNDRED TWENTY FIVE AND 00/100 DOLLARS (\$525.00) PAID QUARTERLY FOR A TOTAL ANNUAL COST OF \$2,050**
- 2) Purchaser shall pay, in addition to the price stated, sales and/or use taxes on parts supplied, and taxes imposed after the date of this contract.
- 2) In order to continue to provide the best possible services at competitive and reasonable rates, invoices are due and payable upon receipt.
- 3) Independent may, at its option, suspend service and repairs to accounts with past due invoices until payments of the amount owing has been received.
- 4) Independent may, at its option, impose late fees and interest charges of 1.8%, or the highest legal contract rate, whichever is less, should unpaid invoices remain open for more than 30 days.
- 5) Independent may also, at its option and in writing, cancel this agreement if any payments due it are delinquent for more than 60 days. In the event of such default and termination, and if it is necessary for Independent to seek legal action to collect outstanding balances, in addition to monies owed the purchaser shall be responsible for Independent's costs and any and all reasonable attorney's fees.

Price Adjustments:

- 1) **This contract price will remain fixed for 2 years.** After this period this contract may be adjusted annually, and the new pricing agreement shall go into effect on the anniversary date of this agreement. The price shall be adjusted in accordance with the percentage increase of the elevator trade labor rates, materials used, insurance provided and other related costs.

Labor Rates:

- Straight Time Rate \$255.00 (per man hour) 8 a.m. to 4:30 p.m. Monday-Friday, excluding holidays.
- Overtime Rate \$300.00 (per man hour) outside normal working hours.

Effective Date:

Contract #QU-558

This service shall commence on (date) _____ and shall continue through to (date) _____. Either party may cancel this agreement at any time with a 30 day written notice. Unless terminated as stipulated above, this contract shall renew itself for a successive term on the same conditions.

Acceptance:

Accepted by Purchaser:

Name: _____

Title: _____

Billing Address: _____

Address: _____

Accepted by Independent Elevator Co.

Name: Jim Pelton

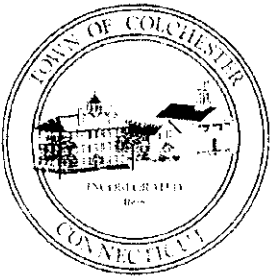
Title: Manager

Address: 84 Zeya Dr.

Coventry CT

Independent Elevator Co
84 Zeya Dr
Coventry CT 06238

Main Phone # 860-989-0700
Fax # 888-750-8385
E-Mail Independentelevator@charter.net



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 1/12/23

11-17-23P01:34 RCVD
01-1

BOARDS & COMMISSIONS APPLICATION

33 RCVD

Name: Sarah Smith-Levine

Address: 283 Bulkeley Hill Road Colchester, CT. 06415

Home Phone: 860-537-0232 Email sslevine1954@gmail.com FAX: _____

Cell Phone: 860-908-6079 Town Residency Colchester Years _____

Party Affiliation: Democrat Republican Unaffiliated (check one)

Commission or Board you are interested in serving on: Open Space Committee

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

High School: Plainfield High School - graduated

College: _____

Trade, Business CPI - Networking and Systems, 4.0

Or Correspondence School MICROSOFT CERTIFIED SYSTEMS ENGINEER / CISCO CERTIFIED DESIGN

MICROSOFT CERTIFIED SYSTEMS ENGINEER
CISCO CERTIFIED SYSTEMS DESIGN / HONOR

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

Resume attached.

- CURRENTLY AT: NATHAN LIVERMONT & SON, LLC
11/2020 - PRESENT

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

Why are you interested in serving? I have always been dedicated to the preservation of open space. I'm proud that my father was instrumental in protecting the Ragged Hill Woods in Windham.

Do you have any experience or familiarity with this area? ,

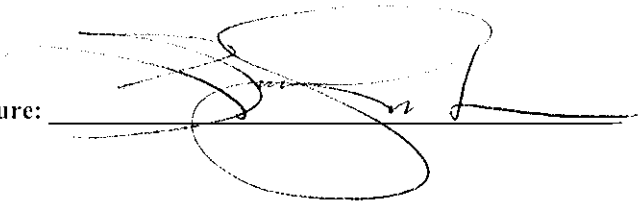
I'm delighted that my property has recently been designated a recognized bird habitat by Audubon.

I am also the Secretary of Colchester Land Trust, and have been a member of the Land Trust for several years.

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

Which ones? Yes, but I would have to review the requirements for other positions before stating any preferences.

Date: 1/17/2023

Signature: 



Sarah Smith-Levine CCNA / CCDA / MCSE
283 Bulkeley Hill Rd., Colchester, CT
860-537-0232 860-908-6079
smithsh1138@gmail.com



SYSTEMS / NETWORK / IT MANAGEMENT

Technology professional with diversified experience managing network infrastructure, system and application projects and migration, and process improvements. Experienced in planning and coordinating multi-vendor projects. Proven ability to lead implementations and deliver technical solutions that improve functionality and increase workplace productivity.

Experience/Accomplishments

Systems IT Analyst – East Hampton Public Schools, 94 Main St., Ea. Hampton, CT (6/2015 – Present)

- Ensures integrity of LAN/WAN network infrastructure, including: State of CT CEN internet, Digital Back Office connectivity for (7) sites including (4) schools, Central Office, Town Offices, and The Learning Center
- Supports VmWare virtual infrastructure to provide high level of uptime of district servers and applications
- Works with vendors to design, plan and implement cloud technology solutions
- Collaborated with CEN and DBO (Internet Service Providers) and Downes Construction to relocate network/voice fiber and reconfigured core appliances in new network Main Distribution Frame
- Coordinated implementation of new virtual infrastructure, including stand up of Vsphere 6.7 hosts and SAN and migrating Hyper-V and VmWare VM's from old architecture with no downtime
- Updated user login process by removing old system scripts and implementing Microsoft Group Policies, cutting login time from up to 20 minutes to 20 seconds
- Coordinated installation of and maintains Avaya VOIP phone system for EHHS and Central Office
- Managed Pearson Powerschool SIS implementation and integration with EHPS Active Directory, IEP Direct, Horizon, SNAP Health System and other applications
- Point of contact for upgrade of backup system to Datto appliance for local and cloud disaster recovery

Network/IT Manager – Wallingford Police Dept., 135 N. Main St., Wallingford CT (5/09 – 6/2015)

- Established/maintained LAN/WAN network infrastructure: internet, ATT VPN, ATT frame relay, State of CT, and mobile in-car reporting, layer-3 Brocade/Procurve switches, Fortigate firewall, Barracuda email archival appliance
- Ensured reliability of VMWare vSphere 5 infrastructure: Dell Poweredge 620 servers with Microsoft 2008 Datacenter Server and Dell Equilogic PS6100X SAN
- Maintained Windows Active Directory, DNS, DHCP, IIS, intranet website, proprietary vendor server and databases, Backup Exec Enterprise 2010 and ESET antivirus reliability
- Supported RMS SQL databases and 911 Dispatch System; implemented Exchange 2010/Outlook Web Access
- Responsible for phone PBX moves/adds/changes
- System implementation of Win 7, Win XP, Mac OSX, mobile devices and video software
- Researched and recommended infrastructure improvements; technology budget and bid preparation
- Project management for vendor upgrades and installations

IT Director/Network Engineer – Reg. School Dist. 8, 23 Liberty Dr., Hebron, CT (8/02 – 5/09) and Town of Hebron, CT Network

Management: Project management, budget preparation, staffing and management of full time and part-time employees, grant research and preparation, research and purchase of new technologies

Network: Installation, configuration, upgrades, routing, NAT, VLANs, security, website design and maintenance, documentation for all network hardware/software

- 500+ network nodes: servers, Mac/PC desktops, laptops, printers, Smart boards, hand held devices
- Dell 2650, 2950, 4600 and 6800 Poweredge servers, Mac XServ, Sonicwall Pro 3060 firewall and HP Procurve switch 2500 to 5300 series, Wireless network – 150+ Aruba Access Points
- Powerschool SIS implementation and administration
- DNS, Active Directory, Exchange 2003, SQL, IIS, DHCP, Backup Exec, MacAfee Virus Enterprise Suite
- Dell 132T Powervault robotic backup system/Backup Exec

Network Engineer, Consultant - Partner Communications LLC, 528 Washington Ave., No. Haven, CT (1/01 – 8/02)

- Router, firewall, switch, server and client/server component configuration
- Project coordination with Internet Service Providers and hardware vendors
- Local and wide area network assessment, evaluation and documentation
- LAN/WAN upgrade and change recommendation and implementation

Network Manager - A/Z Corporation, 7 Lorenz Pkwy., Ledyard, CT - 1/00 – 1/01

- Project coordination with ISPs, vendors, consultants, and department VPs/Directors
- Network configuration and maintenance - remote and onsite (T1, remote ISDN sites, LAN)
- Configuration and maintenance of Novell 5.1 and Citrix servers
- Assessment of corporate/user requirements and solution recommendation to CEO
- Research, procurement, and configuration of hardware/software

Project Lead - Groton Sub Base, New London, CT - SAIC, 8301 Greensboro Dr., Mclean, VA (5/99 – 12/99)

Migration - Novell 3.1x to Windows NT 4.0

- Discovery, assessment, and documentation of LAN infrastructure and hardware/software
- Liaison - vendor bidding; project management - vendor infrastructure upgrade
- Coordination of team design, planning, testing and implementation of upgrade
- Configuration of Cisco switches, server hardware/software, network services and security
- Implementation of unique Pairgain HDSL network connectivity solution for remote sites

Consulting Team Leader – ENTEX Information Services, 111 Roberts St., Ea. Htfd. CT (4/97 – 4/99)

Remote Computing Initiative - Pfizer Clinical Research, Groton, CT

- Supervision of Build Group team and Hotelling Initiative – Executive level support
- Coordination of service, setup, and testing of new systems, either onsite or offsite at user residences
- Configuration of network connectivity and extensive troubleshooting, support to overseas & national users

Network and Information Systems Specialist - Mashantucket Pequot Tribal Nation, 2 Matts Path, Mashantucket CT (1/92 – 4/97)

- Assisted in design, implementation, management and documentation of Novell 4.1 network
- Installation of network infrastructure, fiber connection, client/server configuration
- Network performance monitoring with diagnostic tools
- Evaluation of hardware/software needs, research of costing and purchase order preparation
- Assisted and trained users on network and applications

MIS Operations Support – Mashantucket Pequot Gaming Enterprise, Mashantucket, CT (1/92 - 3/94)

- Networked LAN terminals, printers, and PC's in Unix environment
- Performed extensive network, hardware and software troubleshooting, upgrades, backups & restores
- Scheduled repair of hardware and assisted vendors in problem resolution
- Supported users extensively with problem solving and training in applications and systems

EDUCATION ** Currently pursuing VSphere VMware certification

2011 – Microsoft Windows 2008 for MCSA, Global Knowledge, 2544 Ea. University Dr., Phoenix, AZ

2008 - Implementing & Managing Exchange 2003 - ONLC Training Centers, 160 Bridge St., Ea. Windsor CT

2005 - Microsoft 2003 Upgrade Certification Course - New Horizons, Windsor CT

2003 – Microsoft MCSE, Intense School, Dulles, VA - Windows 2000 MCSE+Security

2000 - Cisco CCNA - Cisco CCDA, Acrew LLC, Evergreen, CO - Cisco Certified Network Assoc. & Design Assoc.

1999 - MCSE, Acrew LLC, Evergreen, CO - MCSE+I Windows NT 4.0

1998 - Microsoft Certified Professional, IKON, Bloomfield,

1996 - Certified Network Engineering Program, IKON, Bloomfield, CT

1986 - Computer Processing Institute, 111 Ash St., Ea. Htfd., CT - 1987 - 4.0 Graduate Computer Systems/Network Operations

First Selectman

From: Will Hochholzer <william8347@sbcglobal.net>
Sent: Monday, February 13, 2023 7:12 AM
To: First Selectman
Subject: Open Space Advisory Committee Appointment

Good Morning,

Will Hochholzer here- I serve as the chairman of the Open Space Advisory Committee. We have been actively recruiting to fill vacancies on our board and I understand Sarah Smith-Levine has submitted paperwork for consideration to our committee. Sarah serves as the secretary for the Colchester Land Trust, an organization that we seek to have represented on the committee.

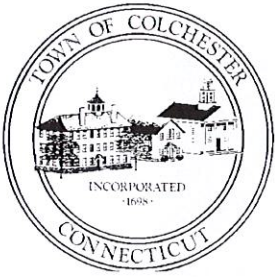
If all forms are in order, I would ask that Sarah be added to the next BoS meeting for discussion and possible appointment. I believe adding CLT leadership to the open space committee would improve communications and strengthen partnerships as both organizations work to protect and promote open space for the Colchester community.

Best regards,

Will Hochholzer

Sent from my iPhone

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.



Town of Colchester, Connecticut

95 Norwich Avenue, Colchester, Connecticut 06415

Patricia A. Watts, Director of Senior Services/Municipal Agent

MEMORANDUM

To: Board of Selectmen
From: Patricia A. Watts, Director of Senior Services
Date: 03/01/23
Re: Strategic Plan for the Department of Senior Services

Many people have been talking about the possibilities of fundraising to further help defray the cost of the new senior center. Any amount raised is less that needs to be asked of taxpayers. I've been exploring different options and wanted to give you an update, because whatever is decided would need BoS approval. I believe it would be beneficial to establish a Joint Committee of SCBC, CoA and CSC members (along with any other community members who would want to serve), which would be established formally by the BoS to oversee this. I would be willing to work with that committee, if deemed appropriate.

GoFund Me: Unfortunately, crowdfunding this way will not be an option. The GoFund Me platform is available to individuals and non-profits, only. We do not have adequate time to form a 501(c)(3) "Friends of the Colchester Senior Center" group to do this.

Donor Tree/Tree of Life: This is a beautiful wall-mounted display of a tree with engraved leaves (see photo below) which could be displayed in the new building (or temporarily in the current building and moved). The kit comes with the tree, 200 leaves which include up to 4 lines of engraving included, and marketing materials to promote the fundraiser for \$4,375.00. Only 50% deposit is required to get started. The upfront costs could be charged to the senior center donation account, which is not operational/tax payer dollars. I've calculated estimates of what we could raise with the 200 leaves-66 bronze at \$500, 67 silver at \$1,000 and 67 gold at \$2,500=\$267,500. This doesn't include corporate sponsorships, which would raise that total. See attached images.

Building Fund: We have a line item that is a donation account that Cathy established for a future new building. Any funds which were in there have been spent, but we could use the account to deposit any donations received toward the cost of the building construction, furnishings, equipment, etc. This could be promoted through an overall fundraising campaign in conjunction with the donor tree, so donations in smaller denominations could be added. An ambitious fundraising goal would be \$500,000 total between all sources.

Bendas (\$575,000) + Senior Center ARPA (\$32,691) + Donor Tree (\$267,500) + Miscellaneous donation goal (\$232,500) = \$1,107,691.00

Recommended Motion

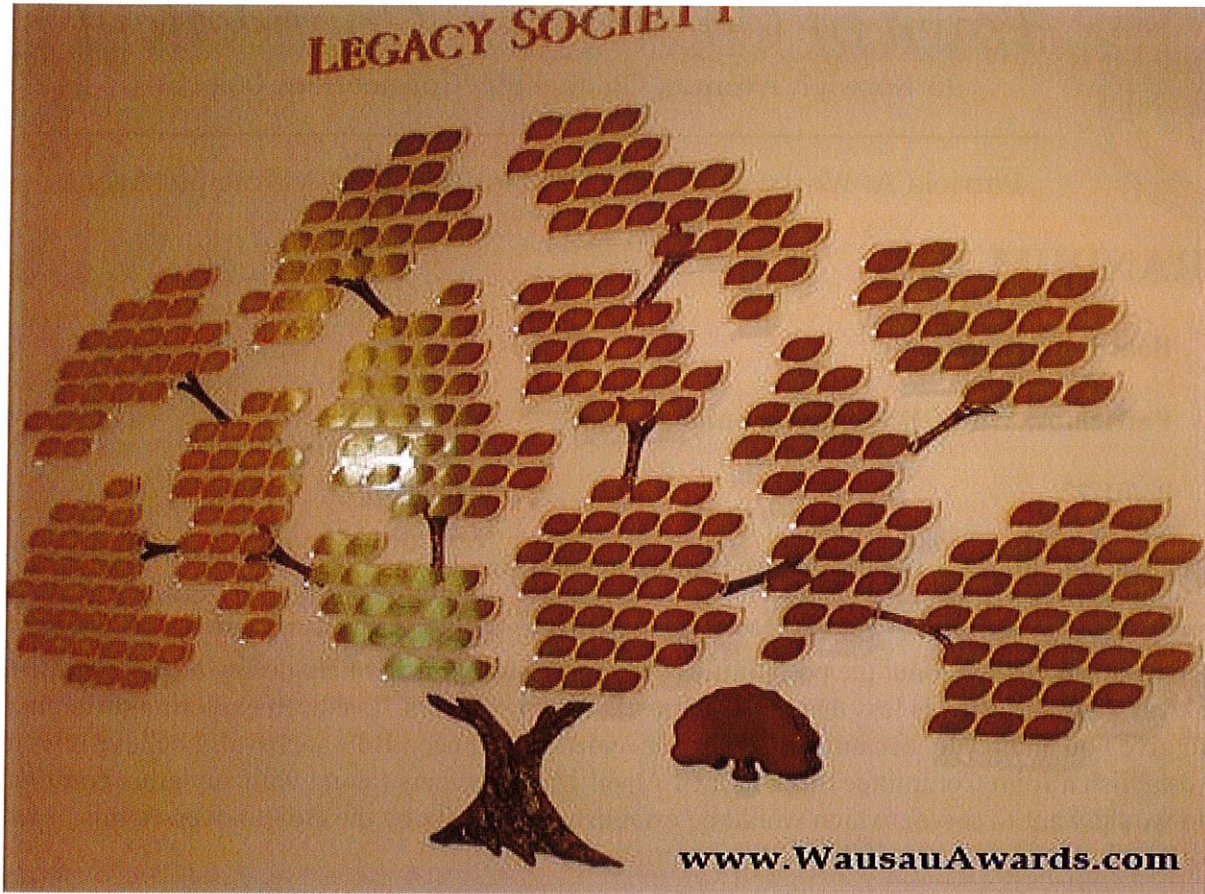
Move to approve the Colchester Senior Center Strategic Plan (2023-2027) for the Department of Senior Services, as submitted.

Respectfully submitted,

Patricia A. Watts

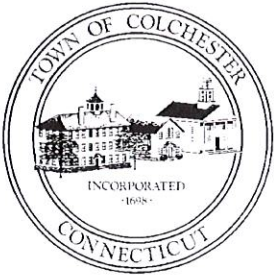
Patricia A. Watts

Donor Tree Example 1:



Donor Tree Example 2:





Town of Colchester, Connecticut

95 Norwich Avenue, Colchester, Connecticut 06415

Patricia A. Watts, Director of Senior Services/Municipal Agent

MEMORANDUM

To: Board of Selectmen

From: Patricia A. Watts, Director of Senior Services

Date: 03/01/23

Re: Strategic Plan for the Department of Senior Services

From August 2022-February 2023, members of the Strategic Planning Team met regularly to review and revise the Strategic Plan for the Department of Senior Services. The plan seeks to provide direction over all areas of operation for the next five years. On behalf of the Strategic Planning Team, I respectfully ask you to review and approve this plan, enclosed.

Recommended Motion

Move to approve the Colchester Senior Center Strategic Plan (2023-2027) for the Department of Senior Services, as submitted.

Respectfully submitted,

Patricia A. Watts

Patricia A. Watts

First Selectman

From: Patty Watts
Sent: Friday, February 10, 2023 1:30 PM
To: First Selectman
Subject: Fundraising for the New Senior Center Project

Andreas,

Many people have been talking about the possibilities of fundraising to further help defray the cost of the new senior center, which is a good idea. Every bit that we raise is less that needs to be asked of taxpayers. I've been exploring different options and wanted to give you an update, because obviously whatever we do would need BoS approval. I believe it would be beneficial to establish a Joint Committee of SCBC, CoA and CSC members (along with any other community members who would want to serve), which would be established formally by the BoS to oversee this. I would be happy to work with that committee.

In my research and info gathering, here is what I've found:

GoFund Me: Unfortunately, crowdfunding this way will not be an option. The GoFund Me platform is available to individuals and non-profits, only. We do not have adequate time to form a 501(c)(3) "Friends of the Colchester Senior Center" group to do this.

Donor Tree/Tree of Life: This is a beautiful wall-mounted display of a tree with engraved leaves (see photo below) which could be displayed in the new building (or temporarily in the current building and moved). This fundraiser raised a lot of money for the Ellington Senior Center, and is displayed in the lobby of their new center. The kit comes with the tree, 200 leaves which include up to 4 lines of engraving included, and marketing materials to promote the fundraiser for \$4,375.00. Only 50% deposit is required to get started. The upfront costs could be charged to the senior center donation account, which is not operational/tax payer dollars. I've calculated estimates of what we could raise with the 200 leaves-66 bronze at \$500, 67 silver at \$1,000 and 67 gold at \$2,500=\$267,500. This doesn't include corporate sponsorships, which would raise that total.

<https://www.wausauawards.com/images/tree/gold-silver-donor-recognition-tree.jpg>



Building Fund: We have a line item that is a donation account that Cathy established for a future new building. Any funds which were in there have been spent, but we could use the account to deposit any donations received toward the cost of the building construction, furnishings, equipment, etc. This could be promoted through an overall fundraising campaign in conjunction with the donor tree, so donations in smaller denominations could be added. A ambitious fundraising goal would be \$500,000.

Bendas (\$575,000) + Senior Center ARPA (\$32,691) + Donor Tree (\$267,500) + Miscellaneous donation goal (\$232,500) = \$1,107,691.00

I think a key to a successful referendum will be no new tax dollars allocated to this project, and these fundraising endeavors could help to get us a lot closer to the goal. I will be presenting this information to the SCBC on 2/14. Please let me know your thoughts.

Thanks,
Patty

*Patricia A. Watts
Director of Senior Services
Municipal Agent for the Elderly
Town of Colchester
95 Norwich Ave.
Colchester, CT 06415
phone-860-537-3911
fax-860-537-5574*