

**Town of Colchester
Job Description**

**Parks & Recreation Department
Recreation Supervisor**

GENERAL STATEMENT OF DUTIES

Assist the Director of Parks & Recreation in the effective planning, delivery and evaluation of comprehensive year-round, seasonal and special recreational activities and programs for the Town of Colchester. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

Primarily Monday-Friday, 8:30am-4:30pm; however, often requires evening and weekend hours as programs/events dictate. May also be responsible for covering late office hours.

SUPERVISOR

Works under the direct supervision of the Director of Parks & Recreation and administrative supervision of the First Selectman.

SUPERVISION EXERCISED

Program personnel.

ESSENTIAL DUTIES

- Market and promote programs through advertising (public relation materials).
- Develop program budget, including specifying and purchasing of materials and supplies.
- Develop, monitor and report monthly on program fund cash flow and balances.
- Assess community needs and develop programs to meet the determined needs.
- Media contact & public relations regarding all Department events.
- Collaborate, communicate, and assist in scheduling with other town departments, civic groups, sport leagues and schools.
- Supervise part-time, seasonal & contractual employees; visits programs as needed.
- Recruit, train, supervise, evaluate and recognize volunteers.
- Complete customer program registrations and facility reservations.
- Represent the department in a professional courteous manner.
- Provide extensive public assistance, i.e. phone, routine inquiries, written correspondence, and person-to-person.
- Provide timely information to the appropriate person for department web page.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1) Must have:

- Overall working knowledge of current trends in recreation philosophy and management.
- Working knowledge & ability to plan, develop, promote and lead recreation programs.
- Strong interpersonal skills and ability to work well with the public.
- Excellent written and oral communication skills.
- Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
- Strong communication and customer service skills.
- Good public speaking skills.
- Current computer skills, including word/data processing, desktop publishing

2) Must be able to:

- Communicate and work effectively with diverse groups and individuals.
- Exhibit a professional manner with other employees and the public.
- Work independently.
- Maintain accurate records.
- Lift and/or move up to 45 pounds.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
- Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Munis, or RecWare/Safari.

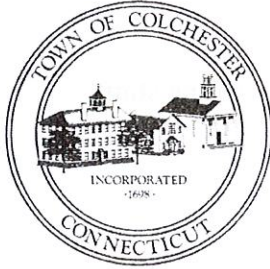
EDUCATION AND EXPERIENCE

- Bachelor's Degree in Recreation management or in a related field.
- Preferred 3 years Program Supervisory experience.
- Must be at least 21 years of age.
- Must have and maintain a valid Connecticut Motor Vehicle Operator's License.

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies. While performing the duties of this job, the employee is required to work in outside weather conditions.

*This job description is not all-inclusive and is subject to change by the Board of Selectman at any time.
Full-time; union; salary; exempt.*



**Town of Colchester
Job Description**

**Recreation Specialist
Parks & Recreation**

GENERAL STATEMENT OF DUTIES

Assist the Recreation Manager in the effective planning, delivery and evaluation of comprehensive year-round, seasonal, and special recreational activities and programs for the Town of Colchester.

Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

General Statement of Duties

Effective planning, delivery, supervision and evaluation of comprehensive year-round, seasonal, and special recreational activities, programs, and events for the Town of Colchester. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

Primarily Monday -Friday, 8:00am to 4:30pm (40hrs); however often requires evening and weekend hours as program/events dictate.

Work Schedule

40 hours per week, Monday- Friday, 8:30am-4:30pm, however often requires evening and weekend hours as program/events dictate.

SUPERVISOR

Works under the direct supervision of the Manager of Parks & Recreation.

Supervisor

Work under the direct supervision of Parks & Recreation Director and administrative supervision of the First Selectman.

Supervision Exercised

Responsible for scheduling and supervising year-round and seasonal recreation staff, Instructors, and volunteers.

ESSENTIAL DUTIES

The following is an illustrative and non-exhaustive list of duties:

- Create flyers, emails, and marketing material to promote the departmental programs.
- Initiation, oversight, and development of new and existing program areas as assigned.
- Assist in the preparation and promotion of special events as assigned.
- Supervise part-time, seasonal employees & contractors; visit programs as needed.
- Attend meetings and assist Endorsed Sport Leagues with scheduling and concerns.
- Serve as reservation coordinator for facilities managed by Department.
- Customer service and program sales, including in-person, by email and by phone especially in the absence of Office Assistant
- Assist in the maintenance of department web page.
- Provide evidence of ongoing career and/or skills development
- Related duties as assigned.
- Comply with Town of Colchester Personnel Policies

Essential Duties

- Plan, budget, schedule, implement, administer, and evaluate recreation programs for participants of all ages, abilities, and interests.
- Oversee planning, hiring, operation and evaluation of Summer Camp Program.
- Coordination and oversight of Colchester Connection (quarterly brochure).
- Maintain and update online registration software and website to reflect current program offerings and provide accurate information to the public.
- Supervise, schedule, support, and evaluate year-round and seasonal part time staff and instructors as assigned. Routinely conducts staff meetings and evaluations.
- Assist with paperwork for new employees, review and submit staff timesheets.
- Attend programs to provide oversight and ensure safe operation of programs and facilities in accordance with standards, rules, and procedures.
- May serve as a substitute in program staff absence.
- Oversee facility reservation process.
- Monitor program revenue and expenses to assure sound fiscal control.
- Engage with community to develop new programs with attention to underserved demographics.

OTHER DUTIES:

- Respond to public inquiries about recreation programs made in person, by telephone, e-mail, or during public meetings.

- Communicate plans, policies, and procedures to staff and the general public.
- Register participants for programs and activities, collect fees and required paperwork.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Must have:

- Overall working knowledge of current trends in recreation philosophy and management.
- Working knowledge & ability to plan, develop, promote, and lead recreation programs.
- Good public speaking skills.
- Current computer skills, including word/data processing, desktop publishing.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk. The employee frequently is required to sit; use hands to feel objects; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to use the sense of smell.

The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Recreation Management or in a related field
- Must be at least 21 years of age.
- Two years' experience in recreation or a related field; or equivalent combination of education and experience.
- Must have and maintain a valid Connecticut Motor Vehicle Operator's License.

DESIRED MINIMUM QUALIFICATIONS:

- Age 21 or older
- Bachelor's degree in recreation or similar field from a recognized college
- Four (4) years of experience in recreation, childcare/summer camp, and/or event planning.
- Valid state driver's license or ability to obtain one within three (3) months of employment.
- First Aid and CPR certification (with AED) within six (6) months of employment.
- NRPA Certified Parks and Recreation Professional (CPRP) within one (1) year of employment.
- Flexible work hours to cover evening and weekends programs and events.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Recreation philosophy, planning and administration; knowledge of the equipment, facilities, operations and techniques, publicity /marketing used in a comprehensive community recreation program.
- Ability to develop, coordinate, and direct varied activities involved in community recreation programs; ability to establish and maintain effective working relationships with employees, supervisors, volunteers, other agencies, participants, instructors, community leaders, and the general public; ability to communicate effectively orally and in writing; ability to plan and coordinate the work of paid staff and volunteers.

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents, and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies.

While performing the duties of this job, the employee is required to work in outside weather conditions. The noise level in the work environment is usually moderate.

TOOLS AND EQUIPMENT USED:

Computer and computer programing including Word, Excel, Publisher, Outlook, Canva, and online registration software, phone.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and/or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may occasionally work outside in different weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

*This job description is not all-inclusive and is subject to change
by the Board of Selectman at any time.
Full-time; non-union, salary*

*This job description is not all-inclusive and is subject to change by the Board of Selectman at any time.
Full-time; union; salary; exempt.*

First Selectman

From: Sal Tassone
Sent: Wednesday, April 26, 2023 1:25 PM
To: First Selectman
Cc: Franchesca Brown; Demian Sorrentino; Tiffany Quinn; Mary Williamson
Subject: Re: Town Green Gazebo Repair Bids

Good afternoon Andreas,

Now that the HDC approved of the proposed Gazebo Repairs at their meeting on 4/25/2023, can you please follow up with putting the referenced item attachments on both the upcoming BOS and BOF agendas so we can move forward with the proposed Town Green Gazebo Repairs?

Thank you

Sal

From: Sal Tassone <townengineer@colchesterct.gov>
Sent: Thursday, February 2, 2023 12:54 PM
To: First Selectman <selectman@colchesterct.gov>
Cc: Franchesca Brown <fbrown@colchesterct.gov>; Debbie Kratochvil <dkratochvil@colchesterct.gov>; Demian Sorrentino <dsorrentino@colchesterct.gov>; Tiffany Quinn <RecDirector@colchesterct.gov>
Subject: Fw: Town Green Gazebo Repair Bids

Good afternoon Andreas,

Can you please put the referenced item attachments on both the upcoming Board of Selectmen and Board of Finance agendas so we can move forward with the proposed Town Green Gazebo Repairs?

Please let me know the dates of both the BOS and BOF meetings if you want me to attend in case there are any questions.

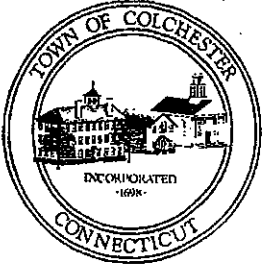
Thank you

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

From: Scan <scan@colchesterct.gov>
Sent: Thursday, February 2, 2023 12:44 PM
To: Sal Tassone <townengineer@colchesterct.gov>
Subject: Send data from MFP13733245 02/02/2023 12:44

Scanned from MFP13733245
Date:02/02/2023 12:44
Pages:1

Resolution:200x200 DPI



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.

General Builders, LLC.

General Contractors/Construction Managers

generalbuildersllc@snet.net

530 Silas Deane Highway Suite 102

Wethersfield, CT. 06109

860-214-9521 cell

AA/EOE

**PROPOSAL #1
JANUARY 25, 2023**

TO:

Town of Colchester
127 Norwich Ave
Colchester, CT. 06415
Attn: Andreas BisbikosJOB NAME: COLCHESTER TOWN GREEN
GAZEBO REPAIRS.

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	Job Includes: Insurance, labor, equipment, and materials. All work to be in compliance with the State of Connecticut building codes.		
1.	Schedule of Values. See attached sheet.		
2.	Subcontractor's to be used: Quality Steel and Railings, Eagle Revit Roofing.		
3.	Project will take approximately 60 days depending on the weather.		
4.	Provide dumpster and remove debris.		
4.	The Gazebo repairs shall include the items listed 1-6 on the RFP prepared by Barton & Loguidice and as follows: Shore and replace all eight carrying beams with double 2x8 pressure treated Lumber. Bolt beams to new steel plates. Replace 30% of the rotted roof rafters, and 30% of the wood sheathing. Replace all of the roof shingles per code and install Architectural shingles. Replace all eight of the steel plate's connections and weld into place. Restore painted metal posts and railings. This shall include sandblasting, prime and paint.		
5.	Electrical work by others.		

.6.	Please Note: we added in our cost to install Azek PVC trim on the front and bottom of the 2x8 carrying beams, all new soffit, all new fascia and trim.		
7.	Temporary Snow Fence and signage around site is included.		
TOTAL JOB COST			\$51,800.00

Thank You for your Business!
AA/EOE



General Builders, LLC.

530 Silas Deane Highway, Suite 102.
Wethersfield, CT. 06109

Schedule of Values:

General Requirements	\$6,500.00.
Carpentry/Shoring	\$14,500.00
Finish Carpentry	\$14,800.00
Roofing/Dumpster	\$16,000.00





**Barton
& Loguidice**

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.

SUMMARY OF WORK HISTORY

2. The bidder is further required to furnish a complete list of all projects for which he has signed a construction contract within the past 36 months.

<u>Project Name</u>	<u>Project Description</u>	<u>Award Amount</u>	<u>Client</u>	<u>Contact Person</u>	<u>Telephone #</u>
ST. MATTHEW'S Church BREWSTER Hill Renovations	Renovations	\$120,000.00	ST MATTHEW'S	Brian Kenny	Kenny @ CATH-COM 209
Town of West Hartford				Catherine Rose	Catherine.Rose @ WestHartford.CT 50
28 GILBERT AVE Winsted, CT		48,000.00		Michael Ferris	Ferris 1965 @ Ctx.NCT

Bid Form

00204-9



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/16/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Provider Group 100 Great Meadow Rd Ste 705 Wethersfield CT 01609-2355		CONTACT NAME: Margaret Repess PHONE (A/C, No, Ext): (860) 784-0555 FAX (A/C, No): (860) 372-4972 E-MAIL ADDRESS: margaret@insuranceprovidergroup.com	
INSURED General Builders LLC 530 Silas Deane Hwy Ste 104 Wethersfield CT 06109		INSURER(S) AFFORDING COVERAGE INSURER A: Ohio Casualty Insurance Company INSURER B: Liberty Mutual Insurance Co. INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 24074 14486	

COVERAGES **CERTIFICATE NUMBER:** CL2231606282 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BKO58611136	03/11/2022	03/11/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Additional Insured \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			BAO58611216	03/11/2022	03/11/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED. <input checked="" type="checkbox"/> RETENTION \$ 10,000			USO58611136	03/11/2022	03/11/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ PER STATUTE OTH-ER
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WVC5-31S-604673-038	05/15/2021	05/15/2022	E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Sample.
Town of West Hartford
50 South Main Street

West Hartford

CT 06107

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Patrick R. Walsh

STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION

Be it known that

GENERAL BUILDERS LLC

530 SILAS DEANE HWY STE 102
WETHERSFIELD, CT 06109-2227

has satisfied the qualifications required by law and is hereby registered as a

MAJOR CONTRACTOR

Registration #: MCO.0901287

Effective Date: 07/01/2022

Expiration Date: 06/30/2023

verify online at www.elicense.ct.gov



Michelle Seagull, Commisloner

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.

First Selectman

From: Steven Hoffmann
Sent: Monday, May 1, 2023 1:02 PM
To: First Selectman
Cc: Ruby York; Steven Hoffmann
Subject: New Fire Apparatus Equipment - ARPA Request

Importance: High

Andreas,

After further review, we were able to narrow down the requested items for the new fire apparatus equipment through ARAPA to the below. This equipment will assist in providing our firefighters and EMTs the tools needed to provide enhanced service to the community. As motioned in previous meetings, both ARPA and BOS, the current equipment is extremely aged, behind the technological advances of present day and is long overdue for replacement. This will be a huge step forward for the future of the Fire & EMS services in Colchester.

QTY	ARPA funded equipment	ESTIMATED COST ONLY	Per Unit	Final Cost
10	Knox Keysecure boxes		\$1,700.00	\$17,000.00
2	ES-100-28D Rescue Spreader		\$11,220.00	\$22,440.00
2	ESLC-29D Rescue Cutter		\$10,406.00	\$20,812.00
4	Multi Gas Detectors 4 Gas		\$995.00	\$3,980.00
3	BW Technologies GAXT -Z-DL Hydrogen Cyanide 0-30.0PPM		\$475.00	\$1,425.00
3	2550-V18BL08ACSP Supervac Positive Pressure vans 9,600cfm		\$4,771.08	\$14,313.24
8	Elkhart 2-1/2" X86A, hydrant gate valves		\$546.06	\$4,368.48
3	Akron Brass LDH intake relief Revolution 7982		\$1,693.30	\$5,079.90
5	Defibs			\$10,703.00
	TOTAL			\$100,121.62

Respectfully,

Steven Hoffmann
Fire Chief
Colchester Fire & EMS



(o) 860-537-2512

(c) 860-705-9382

shoffmann@colchesterct.gov