

First Selectman

From: Marjorie Mlodzinski <msrmlodzinski@gmail.com>
Sent: Monday, April 25, 2022 2:12 PM
To: First Selectman
Subject: ARPA

Hello Andreas — I came by to see you this afternoon, but you were not in your office. Rather than make a trip back, I will put my thoughts in an email. I apologize for the informality of an email rather than a conversation, but want to make my thoughts known.

I am deeply concerned with the comments being made on social media and in a recent BoS meeting challenging the integrity of me, our Chair and my fellow Committee members. We all have put our heart and soul into this project, only to be subjected to mud slinging and inaccurate information that is being stated by some members of this community. The latest reference to pigs at a troth disgusted me.

Based on the charge that was given to us, we all have spent hundreds of hours doing what is right, ethical and for the betterment of the residents of Colchester. I personally take this role extremely serious and to have inaccurate information cited by some is inexcusable.

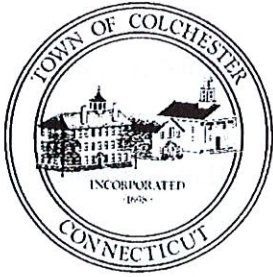
I would hope that as the leader of this Town you can provide the leadership, guidance, and direction needed to move this project along in a fair and equitable way. Please discontinue the bureaucratic nonsense by some that continues to exist. It has been almost eight months since our Committee began its work and it is time to move forward to get the federal dollars out into the community.

Thank you, Marge

Please include this in the correspondence for the next Board of Selectmen meeting.

Sent from my iPad

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Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Andreas Bisbikos, First Selectman

Board of Selectmen Meeting Minutes

Thursday, April 21st, 2022, at 7 PM

Via Zoom

Members Present: First Selectman – Andreas Bisbikos; Selectmen – Deborah Bates, Rosemary Coyle, Jason LaChapelle, Denise Turner

Attendees: Steven Coyle (Sewer & Water Commission Chair), Pam Minella (Interim Water Department Supervisor), Tom Dessureault, Andrew Norton; Jack Reagan (Managing Director of UHY); J. Gigliotti, (Wetlands Enforcement Officer) UCONN students: Megan Graham, William Carter, Megha Dhillon, Danielle Katz, Britni Strickland, and Jamie Merola

1. Call to Order: A. Bisbikos called the meeting to order at 7:02 p.m.

2. Pledge of Allegiance

3. Correspondence: J. LaChapelle spoke to a letter that R. Coyle wrote to the Board of Selectmen regarding the past Long Term Recovery Committee (which became the ARPA Ad-hoc Committee) in which R. Coyle stated that applications had all been submitted, interviews were held, and that the BOS had appointed them per the Town Charter. J. LaChapelle stated that through investigation he has not been able to locate any BOS Meeting Minutes that align with R. Coyle's statement. He is asking for the supporting documentation from R. Coyle. D. Turner concurred that she believed everyone had been interviewed. R. Coyle stated that she believes that this supporting documentation can be found in the 2020's. A. Bisbikos stated that R. Coyle can get the information to J. LaChapelle. All three agreed.

4. Citizens Comments: Jean Smith spoke to 1. When will plastic fence around the tree on Town Green come down? 2. Curious about Town Green grant and project. Who will take over and how soon will it start? 3. Vehicles for Town Green entry, low spot has now created runoff, ruts and a dangerous situation. A. Bisbikos addressed all three questions – He will investigate the plastic fence situation and the Town Green vehicle entry. He said regarding the grant, focus is sometime early summer. John Malsbenden would like clarification on the point of having a Public Hearing next week, when BOF approved BOE budget and it's already been set. A. Bisbikos stated that the Public Hearing is to present a new budget for both Town and BOE based on suggested reductions from the BOF. R. Coyle stated by Charter the BOF must have two public hearings. Deanna Bouchard addressed the same correspondence from R. Coyle regarding the Long Term Recovery Committee. She acknowledged the hard work from the committee but disputed the claims R. Coyle made about the proper formation of that committee, member size and that the process did not follow the Town Charter as we've always done in the past with all other committees/boards. She noted a

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2022 APR 25 PM 4:30
J. LaChapelle

conversation she had with M. Bordeaux that supported the fact this committee was not formed properly by the Town Charter. A. Bisbikos stated once again that R. Coyle will need to provide this information to J. LaChapelle. B. Dennler expressed frustration with ARPA haphazard process and feels that questions that are now surfacing should have been addressed earlier in the process. Spoke to the current administration's role in managing the inherited ARPA process, the grant program and Facebook post regarding the CBA and ARPA Committee. A. Bisbikos spoke to the collaboration with the ARPA Committee on the applications and wants to review the legal process around this process and the grant program.

5. Consent Agenda: R. Coyle motioned to move the 4/7/22 minutes because she was absent and must abstain from voting and move it to #6A. Seconded by D. Turner. **Motion carried 5-0.** D. Turner motioned to move the Consent Agenda. Seconded by R. Coyle. **Motion carried 5-0.**

- A. Approve Minutes of the 4/14/22 Special Meeting
- B. MOU Between the Town of Colchester and the Municipal Employees Union – Tiffany Quinn
- C. Tax Collector's Refunds
- D. Resignation of Chuck Maynard from the Public Safety Subcommittee
- E. Possible appointment of Sean Shoemaker to represent the Fire Marshal position, Rick Peruta to represent Emergency Management, Tim Joseph to represent the Fire Department, and Judy O'Meara to represent the Colchester Public Schools on the Public Safety Subcommittee.

6. UCONN presentation of Wildlife Management Plan: J. Gigliotti provided background on creating a plan for a recently acquired Open Space property. Location is 525 Middletown Road, almost directly across from the Abundant Life Church on Rt 16. A group of UCONN students presented an abbreviated version of the plan to the Board of Selectmen. They shared ownership background, previous management and uses, the acquisition process, goals, and objectives of this project. Covered were, pros and cons of the objectives as well as long-term management. Costs were covered for various items ranging from parking lot construction, clean up, to park accessories, such as picnic tables and benches. This will be a passive recreational charge with trails which provide multiple activities. The presentation was well received, and the Town will receive the full plan for review.

A. Approve Minutes of the 4/7/22 Regular Meeting. D. Turner motioned to move the minutes from 4/7/22. Seconded by D. Bates. **Motion carried 4-0** with R. Coyle abstaining.

7. ARPA

A. Conversation with ARPA Representative Jack Reagan: ARPA Program was discussed.

B. Possible Action on the *Colchester Come Back Grant Program*: A. Bisbikos prefaced that the UHY document is a draft and a collaboration between ARPA, UHY and ARPA will create a final product to present on the Town website for the community. J. Reagan spoke about ensuring that a process of equity to the broad base of businesses in Colchester is considered as it pertains to application overflow which is not the process that was instituted by the ARPA Committee. He stated that there is a very strong equity lens that is focused on how these funds are to be used. The filing deadline is April 30th and looking to work with ARPA staff to make sure that is met. J. LaChapelle voiced his stance that these are supposed to be recovery funds and would like to see them used by taxpayers/business owners who need it the most to help them recover from a loss due to the Covid-19 pandemic. Jack Reagan stated that the way the funds are currently structured doesn't prevent people from using them in doing a refill of a basement in response to J. LaChapelle's comment about doing a home/business project of his basement for his necessary home office. Jack spoke to different established federal programs that were offered to businesses for Covid loss and asked the question if that was part of the ARPA funding. Board of Selectmen members offered their opinions on what should be done going forward.

C. ARPA Projects Update – Phase A- Project List: First Selectman: The following are headed to the BOS May 5th for an expected vote: Playgrounds, Strategic Planner and Pickleball Courts. Tennis courts will be negotiated because the price was initially too high and is part of the capital plan. Irrigation, also part of the capital plan, is out to bid, bid should close in early May. Giverrang (ARPA gift cards) will be presenting to ARPA Committee first meeting in May would like to have it in front of the BOS by June. The Police expansion floorplans are in. Estimated expansion cost is at \$228K and the project is being prepared to go out to bid. Public Works is looking to secure a new Youth Center contract and hopefully that will go out to bid afterwards to refurbish or reconstruct. Youth and Social Services counselor was sent to the ARPA Committee for its first meeting in May. It's a \$60K temporary position to address mental health issues. Phase B - Project List: Youth Center roof is being prepared to go out to bid by Matt Bordeaux. \$30K from ARPA secured from last year for this project and would be applied to the total. Total estimates of roof - \$70K – 100K. Town Hall projects earmarked but are on hold now. Fire Department parking lot (capital improvement plan) will go out to bid - \$100K - \$180K.

8. Sewer & Water/Bacon Academy Board of Trustees Subcommittee: S. Coyle stated the commission examined readings and there is no evidence that the reading from 6/10/2020 to 7/3/2020 were accurate. It was concluded that the water meter was malfunctioning. Best course of action was to determine what each party wanted. It was agreed to reduce the invoice during that time period to \$1,040.57. Also decided to add an additional separate service for Day Hall. Cost of second meter to be paid for by the Old Bacon Academy Board of Trustees. Bacon Academy Board of Trustees will continue to monitor the water consumption for both buildings using their latest cell phone software. T. Dessureault validated S. Coyle's narrative with what transpired. A. Norton offered his thanks for everyone working to arrive at a conclusion. P. Minella thanked the collaborative effort between all parties that has taken two years to resolve.

A. Possible action on the recommendations presented by the Sewer & Water/Bacon Academy Board of Trustees Subcommittee. Several board members offered their opinion on the process. J. LaChapelle asked about the total bill and the reporting of the bill. D. Bates motioned to accept the recommendations of the Sewer & Water/Bacon Academy Board of Trustees Subcommittee. Seconded by D. Turner. **Motion carried 5 -0.**

9. Ukrainian Flag

A. Possible action to raise the Ukrainian flag (in place of the POW flag) from April 23rd to April 30th on behalf of the humanitarian effort in Ukrainian per recommendation by the Parks and Recreation Commission at their April 4th Meeting. D. Turner motioned to move this forward. Seconded by R Coyle. **Motion carried 5 -0.**

10. Cragin Memorial Library – Acceptance of Grant with the Connecticut State Library. R. Coyle moved that Resolved, Andreas Bisbikos the duly elected First Selectman is empowered to execute and deliver in the name and on behalf of this organization a certain contract with the Connecticut State Library, State of Connecticut, for a Fiber to the Library-Internet Connection grant to pay for an assessment of the Library's Internet connection and networks. Seconded by D. Bates. **Motion carried 5-0.**

11. Possible Action to set a town meeting date for the Town and Board of Education budgets: R. Coyle stated can't act on this. Must have the second Public Hearing by Charter and the exact numbers of each of the budgets have to be in the motion. No action taken.

12. Citizens Comments: G. Barden shared his opinion on a FB post that he says challenges the ARPA Committee's integrity. A. Bisbikos stated the committee has worked diligently and he can't speak to comments made on social media. He also stated that BOS and ARPA Committee need to collaborate and put any animus aside. D. Bouchard spoke regarding the aforementioned FB post and reminded everyone that there is a First Amendment right granted to everyone. Clarified her earlier comments and shared the previous administration's stance from an audio regarding the formation of the ARPA Committee and the actual number of members. She stated that this town needs to take a close look at how this committee was formed and it must be equitable and fair and thinks Andreas has a lot of work to do yet on this. R. Silberman stated that Bernie wasn't allowed to speak a second time in a previous meeting and that he doesn't think it's appropriate to allow someone to speak a second time in a meeting and ramble on. Doesn't think it's acceptable to have an excessive consumption of water be swept under the rug for consumers to pay the difference. He thinks more focus should have been given to the water meter. A. Bisbikos addressed the comment about Bernie not being allowed to speak a second time and he stated that the only time one is denied is if they have already spoken during that particular segment of the Citizen's Comments and wanted to speak again.

13. First Selectman's Report

1. The ARPA committee is still accepting small business applications. There is \$1M in ARPA funds specifically earmarked for our local businesses. A business may receive up to \$25K in federal funds. The ARPA committee is also accepting non-profit applications. There is \$250K specifically earmarked for non-profits. Deadlines for local businesses and non-profits are April 30th. The Board of Selectmen unanimously decided that they will review all applications after the April 30th deadline to ensure funding fairness for all applicants.
2. Colchester continues to move into the 21st Century as our Online Permitting Portal is now active!! If you are interested in applying for a permit, you can easily access the documentation and submit the forms online.
3. On April 19th Eversource began installing approximately six miles of gas pipeline to improve system resiliency between Middletown and Montville and increase the availability of gas supply options from one to three transmission companies. This connection allows natural gas to flow between the communities, making sure that gas is always there when customers need it. The project provides a link to potential access to natural gas in areas where clean efficient natural gas has not been an option. The pipeline is to be constructed in the state or town rights-of-way. Most will occur in the road – resulting in minimal impacts to private property. Eversource and its contractors will coordinate work with town officials and individual customers, where needed. Eversource is expected to invest \$20M into the project. The project could generate up to \$650K in additional revenue for next year's grand list. Natural gas will become available in the coming years as a result. This is a big win for our community.

4. The Colchester "Annual Spring Clean Up" is Saturday, April 30 from 8am-12 noon. People (groups, families, organizations) can register online to clean up a specific area in town. Colchester Parks and Recreation will provide garbage bags which can be left onsite for the public works crew to pick up. If you are interested in cleaning a neighborhood, we can help arrange this as well. Clean up areas in town include the schools, the RecPlex, the Town Green, the Town Hall, and Ruby Cohen Woodlands.

All registered participants will meet at 12 noon at the Town Green baseball field for a group picture- then we will all head over to Mel's Downtown Creamery for a free ice cream cone on us as a "thank you"! Please register online or contact the Park & Recreation office.

5. The "Colchester Memorial Day Parade" has chosen the theme for this year's parade. This year it is "Colchester Remembers Their Citizens Who Gave Their Tomorrows For Our Today's". All marching units and floats should try and use the theme in preparing for the parade, which will be on Sunday May 29th, 2022. Applications are now available at the Town Hall and through the Town's web site. Applications are required for those who are interested in participating in the parade. Please contact the Town Hall and file your application before May 1st, 2022. The rain date of the event will be Monday, May 30th at 12:30 pm. It is also expected that there will be a flyover on Monday as well.
6. The Town Budget was unanimously approved by the Board of Finance with 2.12% increase from last year's budget. This increase is 1.5% less than the budget increase that passed at referendum at the third try last year. All budget maintains all current services, begins the investment in various long-term capital projects, reorganizes two departments for greater efficiency, integrates 21st Century Transparency Software, doubles the investment in overdue tree removal services, and answers the call for the demand of additional senior services with a new part-time bus driver.
7. The BOS budget was approved last night. It is approximately a .47% increase from last year. If both budgets pass, the mill rate will stand at 27.07 mills, a decrease of 5.78 mills from last year.

14. Liaison Reports: A. Bisbikos reiterated that he already went over the BOF budgets and great stuff happening on the Memorial Day Committee. D. Turner: CORE met, and they are finalizing their mission statement and bylaws and also looking to be on the Town Green for the Farmer's Market on 6/19 in celebration of Juneteenth. D. Bates: nothing to report on the Ethics Commission. Economic Development Commission has a proposed C-TIP for a very high-end apartment complex with various amenities and a 10% allocation for low-income housing. Friends of Cragin Library had a great turnout for the Used Book Fair. They were just awarded \$7,007 for three different programs such as Children's Summer Reading, Adult/Teen Craft, and Gaming. Just applied for \$2K grant for summer enrichment programs. J. LaChapelle: BOE has had executive session meetings and a special meeting with the parents of the Special Ed Program.

15. Adjourn: D. Turner motioned to adjourn at 9:09 p.m. Seconded by J. LaChapelle.

Joint Meeting – Board of Selectmen Special Meeting
& ARPA Ad-Hoc Committee Regular Meeting
April 25, 2022
via Zoom

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ARPA MEMBERS PRESENT: Chair Dave Koji, Vice Chair Greg Barden, Marjorie Mlodzinski, Jack Faski, Stan Soby.

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MEMBERS ABSENT: Chuck Maynard.

BOS MEMBERS PRESENT: First Selectman Andreas Bisbikos, Selectman Rosemary Coyle, Denise Turner, Deborah Bates at 5:10 pm.,

BOS MEMBERS ABSENT: Jason LaChapelle

OTHERS PRESENT: UHY Consultants Stacy Farber and Jack Reagan.

1. Call to Order – Board of Selectmen

First Selectman Andreas Bisbikos called this Special Meeting of the Board of Selectmen to order at 5:02 pm.

2. Call to Order – ARPA Ad-Hoc Committee

Chair Dave Koji called the ARPA Ad-Hoc Committee Regular Meeting to order at 5:03 pm.

3. Additions/Deletions to the Agenda

No additions/deletions were requested for the ARPA Committee and none for BOS as this is a Special Meeting for the BOS

4. Citizens Comments

No comments were received.

5. ARPA Ad-Hoc Committee

A. Approve minutes of 4/11/22 Regular Meeting and April 18, 2022, Special Meeting
The April 11, 2022, ARPA meeting was cancelled, no minutes to approve.

Motion by: G. Barden

to approve the April 18, 2022, Special Meeting with a correction to the date of April 8, to read April 18, 2022.

Second by: M. Mlodzinski

Vote: Abstaining: S. Soby, J. Faski. (absent from meeting).

In favor: D. Koji, G. Barden, M. Mlodzinski. Approved.

6. UHY Update on the Assessment Process on Business and Non-Profit Applications

A. Status update on Businesses and Non-Profits

S. Farber noted that the total requests from businesses is at approximately \$1.4 million and non-profit requests are at approximately \$250,000. D. Koji said there are about 55 business applications in hand. First Selectman Bisbikos stated there are new applications that are not in that count.

7. Review of the Colchester Come Back Grant Program (CCBGP) Draft

A. Additions/Deletions/Revisions to Draft

Joint Meeting – Board of Selectmen Special Meeting
& ARPA Ad-Hoc Committee Regular Meeting
April 25, 2022
via Zoom

A review of the CCBGP draft led to some changes. All members had a chance to contribute to this document. Chair Koji noted that this is not a new document, but what the committee has been working under and the process information is now in a document form to be viewed by all. Changes discussed will be incorporated and a second review will be held.

8. Board of Selectmen & ARPA Ad Hoc Committee Collaboration

- A. Open Discussion
- B. Process & Understanding of Goals Moving Forward
- C. Strengthening Collaboration Moving Forward
- D. Timeline on ARPA Projects – First Selectman

Item 8 was tabled to an additional joint meeting of the ARPA Committee and BOS due to the length of the discussion on Item 7.

9. Citizens Comments

Gerrie Transue had several questions regarding the document being reviewed, the attestation agreement and the under 500 employee business classification.

Taras Rudko questioned the establishment of this committee and the lack of advertising to the businesses.

Deanna Bouchard echoed the concerns about the committee, is concerned about the accounting process and felt the business owners should have to reveal previous loans or grants they have received.

Katie Yu commended the ARPA members and the First Selectman on the work they have done and felt the ARPA funds are for the future and previous loans business owners may have had should not be considered.

10. Adjourn the Board of Selectmen Special Meeting

Motion by: D. Turner

to adjourn this Special Meeting.

Second by: D. Bates.

Vote: Unanimous to approve.

First Selectman Bisbikos adjourned this Special Meeting at 7:08 pm.

11. Adjourn the ARPA Ad-Hoc Committee Meeting

Motion by: J. Faski

to adjourn.

Second by: G. Barden.

Vote: Unanimous to approve.

Chair Koji adjourned this Regular Meeting at 7:09 pm.

Respectfully submitted,

Mary Jane Slade
Clerk

Andreas Bibiskos
First Selectman

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
STATE OF CONNECTICUT
(AN EQUAL OPPORTUNITY EMPLOYER)
CERTIFIED RESOLUTION OF THE GOVERNING BODY

I, _____, _____, certify that below is a true and correct copy of a
(Name of Official) (Title of Official)

resolution duly adopted by _____
(Name of the Applicant)

at a meeting of its _____
(Governing Body)

duly convened on _____ and which has not been rescinded or modified in
(Meeting Date)

any way whatsoever and is at present in full force and effect.

(Date) (Signature and Title of Official)

SEAL

WHEREAS, pursuant to _____,
(State Statutory Reference)

the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and **WHEREAS**, it is desirable and in the public interest that the _____ make an application to the State for

_____ (Applicant)
\$ _____ in order to undertake the _____
(Name and Phase of Project)

_____ and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE

(Governing Body)

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by

(State Statutory Reference)

2. That the filing of an application for State financial assistance by

(Applicant)
in an amount not to exceed \$ _____ is hereby approved and that

(Title and Name of Authorized Official)

is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of

(Name of Applicant)

SCHOOL READINESS AND QUALITY ENHANCEMENT GRANT
SIGNATURE PAGE

FY 23 GRANT PERIOD

July 1, 2022 to June 30, 2023

<u>COMMUNITY:</u> Colchester	
<u>APPLICATION CONTACT PERSON:</u> (Name, Address, Telephone, E-mail) Cindy Praisner 315 Halls Hill Rd Colchester, CT 06415	<u>ESTIMATED FUNDING:</u> School Readiness: \$ 150,000 Admin Funds: \$ 7,500 Total: \$ 157,500 Quality Enhancement: \$ 3,881

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

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

Signature: (Chief Elected Official)

Name: (typed)	Andreas Bisbikos	Title:	First Selectman
Agency:	Town of Colchester	Date:	

Signature: (Superintendent)

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

Last date for submission to schoolreadiness@ct.gov is June 8, 2022.
This signed document is required for final grant approval.

FY 23 SCHOOL READINESS QE APPROVED VENDOR SUMMARY BUDGET WORKBOOK
TOWN: COLCHESTER

Directions:

- 1.) Before you begin, save a hard copy of this workbook file to your hard drive.
- 2.) Complete all forms labeled separately on the bottom tabs as they pertain to your site/sites.
- 3.) Please note that the "Budget Justification" worksheet will automatically populate the ED114 Budget worksheet
- 4.) Upon completion, save a copy of your workbook to upload to the budget section of the RFP.

NOTE: This workbook is used to summarize all APPROVED vendor budget proposals for your community.

QE BUDGET JUSTIFICATION PAGE

***All totals in budget justification page are linked to the
ED114 budget form and will auto-calculate***

Grantee Name: **Colchester** July 1, 2022 to June 30, 2023

Line Items	NARRATIVE	
111A	NON-INSTRUCTIONAL	ANNUAL
	TOTALS	\$ -
111B	INSTRUCTIONAL	ANNUAL
	CECP 24 hrs of paid professional development time for paraprofessionals	\$ 180.00
	TOTALS	\$ 180.00
200	PERSONNEL SERVICES / BENEFITS	ANNUAL
	TOTALS	\$ -
320	PROFESSIONAL EDUCATION SERVICES	ANNUAL
	CASTLE paid professional development time for teachers	\$ 350.00
	Circle of Security- Classroom Workshop Series	\$ 1,500.00
	TOTALS	\$ 1,850.00
321	TUTORS (NON-PAYROLL SERVICES)	ANNUAL
	TOTALS	\$ -
322	IN-SERVICE (INSTRUCTIONAL PROGRAM IMPROVEMENT SERVICES)	ANNUAL
	TOTALS	\$ -
323	PUPIL SERVICES (NON-PAYROLL SERVICES)	ANNUAL
	TOTALS	\$ -
324	FIELD TRIPS	ANNUAL
	TOTALS	\$ -

QE BUDGET JUSTIFICATION PAGE

All totals in budget justification page are linked to the ED114 budget form and will auto-calculate

Grantee Name:

Colchester

July 1, 2022 to June 30, 2023

325	PARENT ACTIVITIES	ANNUAL
	TOTALS	\$ -
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	ANNUAL
	CLASS Recertification Fees 2 @ \$125	\$ 250.00
	TOTALS	\$ 250.00
340	OTHER PROFESSIONAL TECHNICAL SERVICES	ANNUAL
	TOTALS	\$ -
400	PURCHASED PROPERTY SERVICES	ANNUAL
	TOTALS	\$ -
500	OTHER PURCHASED SERVICES	ANNUAL
	Provision of School Readiness Monitoring	\$ 750.00
	4 ESGI classroom subscriptions	\$ 808.00
	TOTALS	\$ 1,558.00
600	SUPPLIES	ANNUAL
	SR Council Preschoolers Expo Supplies	\$ 43.00
	TOTALS	\$ 43.00
700	PROPERTY	ANNUAL
	TOTALS	\$ -
	GRAND TOTAL	\$ 3,881.00

**FISCAL YEAR 2023
ED 114 BUDGET FORM**

GRANTEE NAME: <i>autofill</i>	Colchester	
GRANT TITLE:	School Readiness Quality Enhancement Grant	Grant Period:
Project Title	School Readiness Quality Enhancement	Total Award:
Accounting Classification: Fund: 11000 SPID: 17097 PROG: 82079 CF1: 170018/170035		
CODES	DESCRIPTIONS	ANNU
111a	Non-Instructional (Administrative/Supervisor Salaries/Clerical/Other)	\$
111b	Instructional	\$
200	Benefits	\$
320	Professional Education Services	\$
321	Tutors	\$
322	In-service	\$
323	Pupil Services	\$
324	Field Trips	\$
325	Parent Activities	\$
330	Employee Training and Development Services	\$
340	Other Professional Technical Services	\$
400	Purchased Property Services	\$
500	Other Purchased Services	\$
600	Supplies	\$
700	Property	\$
	TOTAL	\$
		Original Date:

7/1/2022 to 6/30/2023
\$ 3,881.00

AL

-
180.00
-
1,850.00
-
-
-
-
-
250.00
-
-
1,558.00
43.00
-

3,881.00

Revised Date:

FISCAL YEAR 2023			
ED 114 SCHOOL READINESS BUDGET FORM			
GRANTEE NAME:	Colchester		
GRANT TITLE:	School Readiness Grant Program	Grant Period:	7/1/2022 to 6/30/2023
Project Title	School Readiness Grant Program	Total Award:	\$ 157,500.00
Accounting Classification: Fund 11000 SPID: 16274 Year: 2023 PROG: 83013/83014 CF1: 170002/170003			
CODES	DESCRIPTIONS	Admin Budget	Space Allocation Budget
100	Personal Services Salaries	\$ 7,500.00	
200	Benefits	\$ -	
300	Purchased professional and technical services	\$ -	
500	Other purchased services	\$ -	\$ 150,000.00
600	Supplies	\$ -	
	Subtotals	\$ 7,500.00	\$ 150,000.00
		Original Date:	Revised Date:

SFY 23 SCHOOL READINESS and QUALITY ENHANCEMENT GRANT

STATEMENT OF ASSURANCES SIGNATURE PAGE

Grantee:

We, the undersigned authorized officials, do hereby certify that these assurances shall be fully implemented.

Signature of Chief Elected Official:

Andreas Bisbikos

Name: (please type)

First Selectman of the Town of Colchester

Title: (please type)

Date:

Signature of Superintendent:

Jeffrey Burt

Name: (please type)

Superintendent of Colchester Public Schools

Title: (please type)

Date:

To Be Signed if the Fiscal Agent is other than the Municipality or the School District:

Signature of Fiscal Agent:

Name: (please type)

Title: (please type)

Date:

Last date for submission to schoolreadiness@ct.gov is June 8, 2022.

This signed document is required for final grant approval.

		\$	-	\$	-	\$	-	\$	-	\$	0	\$	-
		\$	-	\$	-	\$	-	\$	-	\$	0	\$	-
TOTALS		\$	0	\$	96,000.00	\$	12	\$	54,000.00	\$	0	\$	150,000.00

0%

% of Full Day Spaces in Community

STATEMENT OF ASSURANCES

STANDARD STATEMENT OF ASSURANCES GRANT PROGRAMS

The Statement of Assurances Signature Page included in this grant must provide the authorized signatures of the applicant agency (e.g., mayor and superintendent of schools). Please note that the authorized signatures of the eligible applicant must also be provided on the cover page of the grant application submitted with the grant (see application instructions).

Applicants need only submit the Statement of Assurances Signature Page with submission of their grant application.

PROJECT TITLE: **FY 23 SCHOOL READINESS and QUALITY ENHANCEMENT GRANT PROGRAM**

THE APPLICANT: **Town of Colchester and HEREBY ASSURES THAT:**
Colchester Public Schools

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut Office of Early Childhood and the Connecticut State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education for the Office of Early Childhood, including information relating to the project records and access thereto as the Connecticut Office of Early Childhood and Connecticut State Department of Education may find necessary;
- H. The Connecticut Office of Early Childhood reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the Office of Early Childhood and the State Department of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General

Statutes, and the applicant shall return to the Connecticut State Department of Education any monies not expended in accordance with the approved program/operation budget as determined by the audit;

L. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to "contract" shall mean this grant agreement and to "contractor" shall mean the Grantee.

a) For purposes of this Section, the following terms are defined as follows:

- 1) "Commission" means the Commission on Human Rights and Opportunities;
- 2) "Contract" and "contract" include any extension or modification of the Contract or contract;
- 3) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- 4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
- 5) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- 6) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- 7) "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- 8) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- 9) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes §32-9n; and
- 10) "public works contract" means any agreement between any individual, firm or corporation and the State of any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Connecticut General Statutes § 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Connecticut General Statutes § 1-267, (4) the federal government, (5) a foreign

government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

- b) (1) The Contractor agrees and warrants that in for performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the contractor agrees to provide each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §46a-68e and §46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §46a-56, 46a-68e and 46a-68f.; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes §46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.
- c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is

threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

- f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
 - g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of the Section and Connecticut General Statutes §46a-56.
 - h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- M. The grant award is subject to approval of the Connecticut Office of Early Childhood and availability of state or federal funds.
 - N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.
 - O. The Connecticut Office of Early Childhood reserves the right to negotiate terms, including the withholding of funds, based on the grantee's inability to comply with the assurances.
 - P. The Connecticut Office of Early Childhood reserves the right to de-fund sub-grantees of the School Readiness Council based on the sub-grantee's inability to comply with School Readiness General Policies.

**Memorandum of Agreement
Between the Town of Colchester
and
Jay Giglotti**

This Memorandum of Agreement ("Agreement") is made between the Town of Colchester ("Town") and Jay Giglotti

WHEREAS, a consultant is needed to complete all jobs and tasks related to Norton Park; including securing state grants and overseeing operations related to the completion of the park. Mr. Giglotti will have access to town email, the Planning Department Server, access to the Town Hall building (even on off hours), and assistance from any town department upon request;

NOW THEREFORE, the parties hereby agree as follows:

1. Effective May 9, 2022, the Town agrees to pay a stipend of two hundred dollars (\$200.00) per week to Mr. Giglotti for each week he performs these additional duties related to Norton Park or other related duties as may be assigned from time to time.
2. This Agreement will be in effect until such time as the Town reassigns the additional duties being temporarily assigned to Mr. Giglotti or December 31, 2022, whichever shall occur first.
3. Any additions to, deletions, or modifications of any provision of this Agreement shall be effective only if made in writing and executed mutually by the parties.
4. This Agreement constitutes the complete understanding between the Parties concerning the matters addressed, and supersedes any and all prior agreements or understandings, oral or written, between the Parties addressing this topic.

AGREED TO:

FOR THE PARTY:

FOR THE TOWN:

Jay Giglotti

Andreas Bisbikos
First Selectman

Dated: _____

Dated: _____

Town of Colchester Fire Department

Job Description & Qualifications
For
Deputy Chief

100-020

Town of Colchester Fire Department

Deputy Chief of Operations

DEFINITION

Under direction, the Deputy Chief assists the Fire Chief in planning, directing, managing and overseeing the activities and operations of the Fire Department. Provide highly responsible and complex administrative support to the Fire Chief. Manage and supervise the activities of one or more assigned functions which may include fire operations and fire prevention. Directs the work of Assistant Chiefs and other subordinate staff. Participates in the development of departmental goals and objectives. Assist in the formulation of policies and procedures. Directs and coordinate activities with other Fire Department managers, Town staff, and outside agencies. Ensure Department compliance with applicable Federal, State, and local laws, ordinances and codes. Provide oversight of budget expenditures. Serve as incident commander at emergency scenes. May assume full responsibility for Fire Department administration in the absence of the Fire Chief. Perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Knowledge of fire suppression principles and practices of public and municipal administration. Knowledge of OSHA and NFPA standards and State and local fire and safety codes. Ability to plan, organize, direct and evaluate the operations of the department. Ability to read and interpret regulations and building plans. Considerable ability to establish and maintain effective working relationships with paid employees, volunteers, town and state officials and the general public. Well developed leadership and personnel management skills. Knowledge of equipment and facilities operation, maintenance and planning. Oral and written communication skills. Understanding of by-laws, rules and regulations of the Colchester Fire Department and Company. Ability to produce and manage operating and capital budgets. Knowledge of collective bargaining procedures.

SUPERVISION RECEIVED AND EXERCISED

Work under the direction of the Fire Chief.

Exercise supervision over all employees both career and volunteer within the Colchester Hayward Fire Department, either directly or indirectly through supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The **Deputy Fire Chief** is the assistant department head classification responsible for providing management level assistance to the Fire Chief. Direct and supervise the fire operations division which provides emergency fire and rescue services to the community. Provide for the direction and supervision of the fire prevention division. This classification is distinguished from the next lower classification of Fire Division Chief in that while the latter provides management level support to the Fire Chief and directs the work of various program managers within the Fire Department, the Deputy Fire Chief functions as second in command, manages several major fire department divisions and has responsibility for assisting in the overall management of the Fire Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES Cont.

Town of Colchester Fire Department

Deputy Chief of Operations

This classification is distinguished from the next higher level classification of Fire Chief in that the latter is a department head responsible for the overall management of the Fire Department.

Assist the Fire Chief in the development, planning and implementation of the goals and objectives of the department. Recommend and administer policies and procedures. Assist with short- and long-range planning. Analyze and recommend strategies to improve effectiveness of operation. Provide technical assistance and advice to the Fire Chief. Oversee departmental records management.

- Direct and oversee multi-company response to emergency fire, medical aid, hazardous material, rescue and other emergency operations and direct staff responding to emergencies. Assesses emergency situations and requests additional companies as appropriate. Direct and coordinate the location and work of incoming companies.
- Supervises and provides day-to-day oversight for the delivery of fire suppression, rescue and emergency medical services and prevention activities; reviews plans and specifications for new buildings and fire protection systems, conducting pre-fire planning inspections of multi family residential and commercial structures and educating the public in fire prevention and fire inspection.
- Supervise, train, and evaluate assigned staff. Recommend the selection, promotion and discipline of employees. Confer with and advise the Fire Chief on issues related to division activities. Responsible for the motivation, training, development and discipline of assigned staff. Plan and coordinate work programs and projects. Assist subordinate staff in establishing programs and objectives. Confer on and coordinate station operations and personnel issues with the Assistant Fire Chiefs. Interpret and explain regulations, policies and procedures to staff.
- Assist the Fire Chief in the development and administration of the department budget. Develop, prepare and implement budgets related to assigned activities. Participates in the forecast of additional funds needed for staffing, equipment, materials and supplies. Plan for existing and future equipment and facility needs. Evaluate recommendations for purchase of equipment. Secure and evaluate bids. Administer contracts for equipment, materials and services.
- Oversee and assist with the management of personnel and employee relations issues, including disciplinary actions and the resolution of grievances. Acts as a department resource for employee relations issues.
- Prepare a variety of reports and other written documents. Recommend, develop and implement changes in policies, rules and regulations. Perform research and analysis of administrative or operational issues by gathering data, conducting feasibility studies, preparing reports and making recommendations.
- Coordinate Fire Department activities with other town departments and other agencies. Coordinate fire suppression resources during mutual aid responses. Represent the department on various regional committees. Makes presentations to staff, other agencies and community groups.

Town of Colchester Fire Department

Deputy Chief of Operations

ESSENTIAL DUTIES AND RESPONSIBILITIES Cont.

- Develop and implement programs related to departmental activities, insuring that applicable federal, state and local fire codes and laws are understood and enforced by department staff. Administer and enforce the policies, procedures, rules and regulations of the department and the town.
- Serve as incident commander at emergency scenes. May be assigned as a member of the incident management team.
- Act as Fire Chief in the Chief's absence as required.
- At the Chief's request serves as member of Local Emergency Planning Committee (LEPC).
- May be required to remain available on a standby basis when off-duty.

EDUCATION AND EXPERIENCE REQUIRMENTS

Five or more years of progressively responsible related experience.

OR

Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

A member in good standing, for at least three (3) consecutive years prior to appointment

One or more years as an Asst. Chief

Minimum State of Connecticut Certified Fire Officer II

State of Connecticut Certified Fire Safety Officer

Must be qualified on all department apparatus

Town of Colchester Fire Department

Deputy Chief of Operations

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

Thorough knowledge of fire department activities and services, including modern fire suppression techniques, fire prevention, emergency medical services, all applicable fire and life safety codes, hazardous incident mitigation techniques, recordkeeping and department administration.

Understanding of the town's political environment and sensitivities. Ability to function effectively within that environment.

Ability to provide leadership, counsel, motivation and constructive performance reviews to department personnel at all levels securing their respective commitments to the department's goals.

Skills in effective, clear and persuasive oral and written communications to individuals and groups.

Ability to negotiate and administer contracts with outside vendors and service providers.

Skill in resolving conflicts and gaining cooperation among competing interest groups.

Skill in identifying, implementing and refining the department's organizational structure to generate desired results as efficiently as possible.

Ability to develop and maintain productive relationships with officials, community groups, advisory boards, the news media and the general public.

Ability to identify the Department's future direction in response to changing community needs and to develop, implement, and monitor appropriate plans, schedules and action steps.

Ability to administer labor agreements and communicate effectively with organized personnel.

Town of Colchester Fire Department

Deputy Chief of Operations

PHYSICAL DEMANDS

Position requires prolonged sitting, standing, walking on level and slippery surfaces, balancing, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when assessing emergency situations, performing inspections and reading documents. This position requires the ability to effectively communicate orally and acute hearing to communicate in both emergency and non-emergency situations. This position requires the ability to smell in order to detect odors such as smoke, gases and other odors that could indicate harmful or dangerous environments. The need to lift, carry, drag and push tools, equipment, supplies, victims and patients weighing up to 165 pounds is also required. Additionally, the incumbent in this position may be exposed to a variety of working conditions including wet, heat and cold and may be exposed to toxic or caustic chemicals. This position may be exposed to loud noises such as helicopters, fire engines and chainsaws. The nature of the work may require the incumbent to climb ladders, work in confined spaces and wear a breathing apparatus. The incumbent will be required to respond to after hours emergency calls. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

Colchester Hayward Fire Department

Job Description & Qualifications
For

Deputy Fire Chief

100-020

Colchester Hayward Fire Department

Deputy Fire Chief

DEFINITION

Under direction, the **Deputy Fire Chief** assists the Fire Chief in planning, directing, managing and overseeing the activities and operations of the Fire Department. Provide highly responsible and complex administrative support to the Fire Chief. Manage and supervise the activities of one or more assigned functions which may include fire operations and fire prevention. Directs the work of Assistant Chiefs and other subordinate staff. Participates in the development of departmental goals and objectives. Assist in the formulation of policies and procedures. Directs and coordinates activities with other Fire Department managers, Town staff, and outside agencies. Ensure Department compliance with applicable Federal, State, and local laws, ordinances and codes. Provide oversight of budget expenditures. Serve as incident commander at emergency scenes. May assume full responsibility for the Fire Department in the absence of the Fire Chief. Perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Knowledge of fire suppression principles and practices of public and municipal administration. Knowledge of OSHA and NFPA standards and State and local fire and safety codes. Ability to plan, organize, direct and evaluate the operations of the department. Ability to read and interpret regulations and building plans. Considerable ability to establish and maintain effective working relationships with paid employees, volunteers, town and state officials and the general public. Well-developed leadership and personnel management skills. Knowledge of equipment and facilities operation, maintenance and planning. Oral and written communication skills. Understanding of bylaws, rules and regulations of the Colchester Hayward Fire Department and Colchester Hayward Volunteer Fire Company. Ability to produce and manage operating and capital budgets. Knowledge of collective bargaining procedures.

SUPERVISION RECEIVED AND EXERCISED

Reports To: Fire Chief

Supervises: Assistant Chiefs, Captains, Lieutenants, Firefighters, EMS Personnel and Fire Police of the Colchester Hayward Fire Department, either directly or indirectly.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The **Deputy Fire Chief** is the assistant department head classification responsible for providing management level assistance to the Fire Chief. Direct and supervise the fire and EMS operation divisions which provide emergency medical, fire, and rescue services to the community. Provides management level support to the Fire Chief and directs the work of various program managers within the Fire Department, the Deputy Fire Chief functions as second in command, manages several major fire department divisions and has responsibility for assisting in the overall management of the Fire Department.

Colchester Hayward Fire Department

Deputy Fire Chief

ESSENTIAL DUTIES AND RESPONSIBILITIES Cont.

Assist the Fire Chief in the development, planning and implementation of the goals and objectives of the department. Recommend and administer policies and procedures. Assist with short- and long-range planning. Analyze and recommend strategies to improve effectiveness of operation. Provide technical assistance and advice to the Fire Chief. Oversee departmental records management.

- Direct and oversee multi-company response to emergency fire, medical aid, hazardous material, rescue and other emergency operations and direct staff responding to emergencies. Assesses emergency situations and requests additional companies as appropriate. Direct and coordinate the location and work of incoming companies.
- Supervises and provides day-to-day oversight for the delivery of fire suppression, rescue and emergency medical services and prevention activities; reviews plans and specifications for new buildings and fire protection systems, conducts pre-fire planning inspections of multi-family residential and commercial structures and educating the public in fire prevention and fire inspection.
- Supervise, train, and evaluate assigned staff. Recommend the selection, promotion and discipline of employees. Confer with and advise the Fire Chief on issues related to division activities. Responsible for the motivation, training, development and discipline of assigned staff. Plan and coordinate work programs and projects. Assist subordinate staff in establishing programs and objectives. Confer on and coordinate station operations and personnel issues with the Assistant Fire Chiefs. Interpret and explain regulations, policies and procedures to staff.
- Assist the Fire Chief in the development and administration of the department budget. Develop, prepare and implement budgets related to assigned activities. Participates in the forecast of additional funds needed for staffing, equipment, materials and supplies. Plan for existing and future equipment and facility needs. Evaluate recommendations for purchase of equipment. Secure and evaluate bids. Administer contracts for equipment, materials and services.
- Oversee and assist with the management of personnel and employee relations issues, including disciplinary actions and the resolution of grievances. Acts as a department resource for employee relations issues.
- Prepare a variety of reports and other written documents. Recommend, develop and implement changes in policies, rules and regulations. Perform research and analysis of administrative or operational issues by gathering data, conducting feasibility studies, preparing reports and making recommendations.
- Coordinate Fire Department activities with other town departments and other agencies. Coordinate fire suppression resources during mutual aid responses. Represent the department on various regional committees. Makes presentations to staff, other agencies and community groups.

Colchester Hayward Fire Department

Deputy Fire Chief

ESSENTIAL DUTIES AND RESPONSIBILITIES Cont.

- Develop and implement programs related to departmental activities, ensuring that applicable federal, state and local fire codes and laws are understood and enforced by department staff. Administer and enforce the policies, procedures, rules and regulations of the department and the town.
- Serve as incident commander at emergency scenes. May be assigned as a member of the incident management team.
- Act as Fire Chief in the Chief's absence as required.
- May be required to remain available on a standby basis when off-duty.

EDUCATION AND EXPERIENCE REQUIREMENTS

Five or more years of progressively responsible related experience.

OR

Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

At least five (5) consecutive years with a fire department

One or more years as an Asst. Chief or four (4) or more years as Captain.

Minimum State of Connecticut Certified Fire Officer II

State of Connecticut Certified Incident Safety Officer

Must be qualified on all department apparatus

Emergency Medical Technician Certification

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

Thorough knowledge of fire department activities and services, including modern fire suppression techniques, fire prevention, emergency medical services, all applicable fire and life safety codes, hazardous incident mitigation techniques, recordkeeping and department administration.

Colchester Hayward Fire Department

Deputy Fire Chief

Understanding of the town's political environment and sensitivities. Ability to function effectively within that environment.

Ability to provide leadership, counsel, motivation and constructive performance reviews to department personnel at all levels securing their respective commitments to the department's goals.

Skills in effective, clear and persuasive oral and written communications to individuals and groups.

Ability to negotiate and administer contracts with outside vendors and service providers.

Skill in resolving conflicts and gaining cooperation among competing interest groups.

Skill in identifying, implementing and refining the department's organizational structure to generate desired results as efficiently as possible.

Ability to develop and maintain productive relationships with officials, community groups, advisory boards, the news media and the general public.

Ability to identify the Department's future direction in response to changing community needs and to develop, implement, and monitor appropriate plans, schedules and action steps.

Ability to communicate effectively with organized personnel.

PHYSICAL DEMANDS

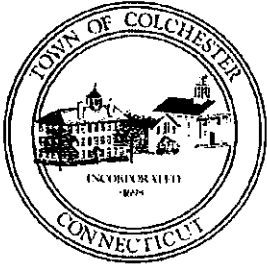
Position requires prolonged sitting, standing, walking on level and slippery surfaces, balancing, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when assessing emergency situations, performing inspections and reading documents. This position requires the ability to effectively communicate orally and acute hearing to communicate in both emergency and non-emergency situations. This position requires the ability to smell in order to detect odors, such as smoke, gasses and other odors that could indicate harmful or dangerous environments. The need to lift, carry, drag and push tools, equipment, supplies, victims and patients weighing up to 165 pounds is also required. Additionally, the incumbent in this position may be exposed to a variety of working conditions, including wet, heat and cold and may be exposed to toxic or caustic chemicals. This position may be exposed to loud noises such as helicopters, fire engines and chainsaws. The nature of the work may require the incumbent to climb ladders, work in confined spaces and wear a breathing apparatus. The incumbent will be required to respond to after hour emergency calls. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

Colchester Hayward Fire Department

Deputy Fire Chief

Physical Performance:

- Tolerate extreme fluctuations in temperature. Must perform physically demanding tasks in extreme heat (over 400 degrees Fahrenheit) with humidity up to 100% while wearing personal protective equipment, which impairs the body's cooling system.
 - Must perform duties in sub-zero weather and contend with wind chill factors.
 - Must often work in wet, muddy or icy areas.
 - Must frequently work on slippery or uneven surfaces such as roof tops, ladders, and icy ground surfaces.
 - Must perform work on or about moving machinery or equipment or in the vicinity of vehicles in motion (i.e., emergency vehicles, power tools, cutting torches, etc.).
 - Face exposure to infectious agents such as Hepatitis B or HIV.
 - Face exposure to hazardous substances such as asbestos, hydrogen cyanide, hydrochloric acid, other acids, carbon monoxide, organic solvents, gasoline, etc., either through inhalation or skin contact.
 - Functioning under poor/no visibility.
 - Exposure to sharp objects.
 - Exposure to vibration when riding in emergency vehicles or operating power tools.
 - Required to perform work in confined spaces or cramped body positions (i.e., attics, cars, under houses, closets, etc.).
 - Must perform work, balance self and equipment or people from heights while working on ladders.
 - Exposed to the possibility of burn injuries from heat, fire, chemicals and electricity.
-
- Exposure to smoke and dust.
 - Exposure to oil and grease, especially during maintenance and repair of firefighting equipment.
 - Exposure to uninsulated or unshielded electrical equipment.
 - Exposure to radiation hazards.
 - Exposure to a variety of stressors:
 - a. Critical decision making in life threatening situations
 - b. Performance of complex tasks during life threatening situations
 - c. Dealing with critically injured/ill people and their families/friends
 - d. Tight time frames
 - e. Tasks requiring long periods of intense concentration
 - f. Unpleasant or traumatic situations (i.e., critically injured people, death, mass casualty incidents, mass fatality incidents, injury to self or co-workers, etc.)
 - g. Work 24-hour shifts during which sleep may be interrupted or prevented
 - h. Working in unknown situations
 - i. Must be constantly prepared to respond to emergency situations without warning
 - Required to wear personal protective equipment weighing 50-70 lbs., depending upon situation.
 - Exposure to all weather elements (i.e., sun, heat, rain, sleet, snow, ice, etc.).
 - Exposure to noxious odors.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 04/20/2022

BOARDS & COMMISSIONS APPLICATION

Name: Arnold Ewings

Address: 125 Prospect Hill Rd Colchester, CT. 06415

Home Phone: _____ Email stacyandarnold@gmail.com FAX: _____

Cell Phone: 8609863401 Town Residency ^{6 continuous/40 years overall} _____ Years

Party Affiliation: Democrat Republican Unaffiliated (check one)

Commission or Board you are interested in serving on: Public Safety

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

High School: Bacon Academy, Colchester - yes

College: UNH, West Haven - MA in Education

ECSU, Willimantic - BA in History

Trade, Business CT Fire Academy - Fire Service Instructor I, FFII and other courses

Or Correspondence _____

School _____

CONTINUED ON REVERSE SIDE

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

New London Public Schools, NLHS, history teacher

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

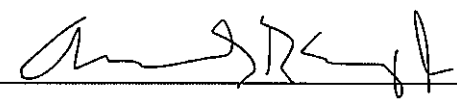
Why are you interested in serving? I have felt a PSC has been long overdue to oversee our combined Fire, EMS, Police, Communication, and Emergency Management systems. I would love to bring my passion for this town to this board.

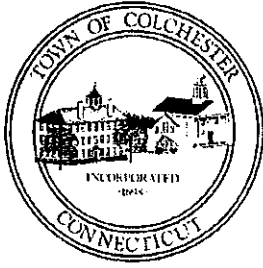
Do you have any experience or familiarity with this area? I have 18 years in the fire service (1990-2008) and I plan to return when my boys are little older.

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

Which ones? Yes, historical commission or any other way to serve.

Date: 04/20/2022

Signature: 



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 4/26/2022

BOARDS & COMMISSIONS APPLICATION

Name: Katherine Hall

Address: 87 Elm St Colchester, CT. 06415

Home Phone: 860-938-0803 Email kthall@whelen.com FAX: _____

Cell Phone: 860-938-0803 Town Residency 12 Years

Party Affiliation: Democrat Republican Unaffiliated (check one)

Commission or Board you are interested in serving on: Public Safety

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

High School: Valley Regional High School (Region 4 District) Deep River, CT

4 years (Grad. 05/2005)

Degree conferred: Diploma, 05/2005

College: Siena College, Loudonville, NY 12211

4 Years (09/2005 - 05/2009)

Degree conferred: Bachelor of Arts - Political Science

Trade, Business
Or Correspondence
School _____

CONTINUED ON REVERSE SIDE

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

Whelen Engineering Co., 51 Winthrop RD Chester, CT 06412

PT (Seasonal/Student) 06/2007 - 08/2009 - Production/Assembly

FT 09/2009 - 2011: Production/Assembly

FT 2011-2018: Production Control/Scheduling Associate

FT 2018-Present: Procurement Team Member

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

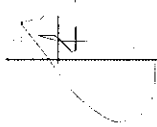
Why are you interested in serving? Firstly and simply put, my town has called for a citizen representative and I am both motivated and (I hope!) qualified to answer it. As a town resident, I've witnessed some trends, activities, and behaviors I feel could be curtailed by the committee in the interest of promoting a sense of safety, while still preserving the town's mission of inclusivity and sense of community. A particular goal I;d like to help the town work toward involves youth out-reach. I commend the Parks & Rec team as well as the Youth Center, but feel more could be done to support their efforts. There is a subset of the young population in town not being reached by these efforts.

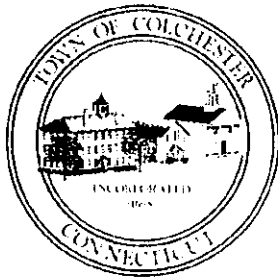
Do you have any experience or familiarity with this area? Over the years, I've had petit thefts from my property (car break-ins, packages taken) as well as a few night-time disturbances where I live on Elm. Motorists tend to use our road as a short-cut. On 2 memorable occasions we were awoken at night by people shouting unpleasant epithets ("I hope you die," etc.) My opinion on these types of acts are that they are usually pleas for attention and recognition, often inspired by boredom, frustration, or a feeling of disenfranchisement or disillusion. I truly believe the Committee could work to alleviate that, and I'm eager to help!

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

Which ones? Diversity & Inclusion, et al. I'm honestly not well-versed in the various Committees or what their service would entail. Would be honored and willing to help on any committee not requiring subject matter expertise (Zoning, etc)

Date: 4/26/2022

Signature: 



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 04/13/22

BOARDS & COMMISSIONS APPLICATION

Name: BERNIE DENNLER

Address: 111 BRAINARD RD Colchester, CT. 06415

Home Phone: _____ Email BERNIEDENNLER@GMAIL.COM FAX: _____

Cell Phone: 8609978798 Town Residency 26 Years

Party Affiliation: Democrat Republican Unaffiliated (check one)

Commission or Board you are interested in serving on: PUBLIC SAFETY SUBCOMMITTEE

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

High School: BACON ACADEMY

College: HOFSTRA UNIVERSITY (4 YEARS)

POLITICAL SCIENCE AND JOURNALISM GRADUATE

Trade, Business
Or Correspondence
School _____

CONTINUED ON REVERSE SIDE

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

TOWN OF LEBANON- ADMINISTRATIVE ASSISTANT (2018-2021), OFFICE MANAGER
(2021-PRESENT) 579 EXETER RD, LEBANON, CT 06249 (CURRENTLY EMPLOYED)
WRHU - STATION MANAGER (2015-2017) 1000 HEMPSTEAD TPKE, HEMPSTEAD, NY
(LEFT FOR GRADUATION)

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

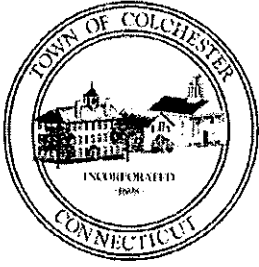
Why are you interested in serving? Having previously served on the EDC and BOF, I am looking for ways to get involved again in serving on a board or commission. I am interested in public safety given my family's background which has mostly involved fire service. I would like to contribute my experience as a citizen to help support our first responders in Colchester and improve our public safety environment for all citizens.

Do you have any experience or familiarity with this area? As a municipal employee for the Town of Lebanon, I work closely with the town's volunteer fire department, constables, and resident state trooper on a daily basis. I also assist with coordinating between our first responders, public works, and Eversource as the town's municipal liaison during all severe weather events.

If you are not appointed to this board or commission, would you be interested in other forms of public service?
Which ones? I would potentially be interested in returning to EDC or joining Parks and Rec

Date: 4/13/22

Signature: 



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 27-Apr-2022

BOARDS & COMMISSIONS APPLICATION

Name: Todd Szoka

Address: 168 Woodbine Rd Colchester, CT. 06415

Home Phone: 8605083244 Email toddszoka@gmail.com FAX: _____

Cell Phone: 8605083244 Town Residency 27 Years

Party Affiliation: Democrat Republican Unaffiliated (check one)

Commission or Board you are interested in serving on: Public Safety

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

High School: Terryville HS, Graduate class of 1985

College: CCSU

Bachelors degree in Management

Trade, Business Goodwin College/Hartford Hospital, Paramedic Program graduate

Or Correspondence School _____

CONTINUED ON REVERSE SIDE

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

Current: Stay at home Father

2001-2020: Owner, Sunshine Cycle & Run Colchester CT, sold business

2014-2016: Paramedic Field Operations Supervisor, AMR New Haven, return to bike shop FT

2010-2016: Paramedic, AMR New Haven, promoted to Management

1991-2001: Owner, The Other Bookstore, New Britain CT, sold business

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 am an avid runner, I am interested/concerned in improving the safety of our roadways for our children, pedestrians, and cyclists.

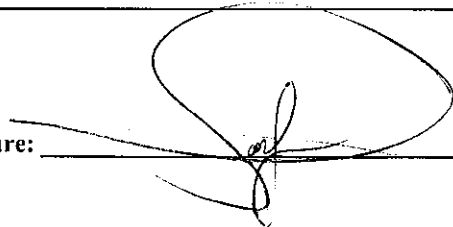
Do you have any experience or familiarity with this area? In my role as a Paramedic I responded to and cared for people who fell victim to speeding, drunk/drugged, and distracted drivers.

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

Which ones? _____

Date: 26-Apr-22

Signature: _____

A handwritten signature in black ink, consisting of a large, stylized loop at the top and several horizontal strokes below it, written over a horizontal line.

May xx, 2022

Dear Business Owner,

Congratulations on being selected to receive an American Rescue Plan Act (ARPA) grant from the Town of Colchester. The grant amount you will be receiving is up to \$25,000 based on the application you submitted. By signing this agreement, you agree to the following stipulations:

1. Any funds received from the Town of Colchester will be used for the primary purpose as requested in your ARPA application (as approved by the Board of Selectmen).
2. If there are remaining funds after the primary project(s) is (are) completed, you may use the additional funds for other capital improvements or to support employee compensation costs at the primary business stated on your ARPA Application. If you have unutilized funds, you may request approval for a secondary project(s) by providing additional documentation to the Town for additional qualifying expenses.
3. Upon receipt and spending of the funds, you will maintain records of the purchases (copies of invoices and receipts) in order for the Town of Colchester, or its designee, to review such documentation. Failure to provide these documents upon request may result in the Town of Colchester requesting the funds be returned.
4. Grant award contracts will include a "clawback" provision requiring grantees to repay all or a portion of the grant award in the event the organization relocates from Colchester. If a business is sold during the "clawback" period (May 1st, 2022 - December 31, 2023), grant award obligations will be formally transferred to the new business owner via an updated grant contract.
5. The Town of Colchester expects that the funds received are spent no later than December 31, 2023.

Signed,

Town of Colchester

Date

Recipient Signature

Date