

## First Selectman

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**From:** Steven Hoffmann  
**Sent:** Monday, June 5, 2023 12:20 PM  
**To:** Board of Selectmen  
**Cc:** First Selectman; Ruby York  
**Subject:** Fire Department Establishment and Branding Process  
**Attachments:** Colchester Fire & EMS BOS Presentation 051823.pptx; Fire Department Ordinance - Chapter 59 - FINAL.pdf; Department Rebranding Outcomes 2023.pdf; Organizational Core Values Outcomes 2023.pdf; Vision and Strategy Goals 2023.pdf; CHFD Succession Plan - Final 2023.pdf; Colchester Fire EMS Org Chart 2023.pdf

**Importance:** High

Good Morning Board of Selectmen,

As many of you have heard, the Fire Department has gone through a rebranding process in an effort to establish an identity that has long been ambiguous. Since my hiring in January 2022, I have had the opportunity to take in a lot of information as to the department, community, culture, etc. The benefit of hiring from the outside brings new perspective, outside experiences and a fresh look at an organization. The history of the fire service goes back to 1854 with the inception of the Hayward Fire Company. With almost spanning 170 years, the organization's history shows many organizational changes that have occurred bringing innovation and progression. Now comes a new era with the prospect of new changes to prepare the organization for the modern fire service, growing community and change in community culture which continues to challenge the volunteer fire service. In 2014, a report came out with regards to recruitment & retention in Colchester, but not much if any was acted on till recently. This report came from folks in the organization that identified needed change back in 2014. This was created in a response to low responder turn out and/or lack of response with an effort to provide positive impacts to change.

We are no longer a "volunteer" fire department, but a combination fire department made up of volunteer and career personnel. The volunteer fire company is now the "social" arm of the fire service in Colchester providing various levels of support to the Fire Department. This has been a gradual change over years, but something that has not truly been formalized until recently. The Colchester Hayward Volunteer Fire Company is a 501C3 organization, which holds fundraisers, social events and provides volunteers to the Fire Department. Through the rebranding process we met multiple times identifying key areas of an organization that needed to be updated. This included ALL groups of the fire service in Colchester to have input and buy-in to the process. This resulted in a lot of discussion, but I have to say it went very well with positive outcomes. The saying goes, "the only thing firefighters hate more than change, is the way things are." Change is never easy due to fear of the unknown and lack of control, but the enhancement of communication has eased some of those feelings. It was also identified that the Fire Department is not "legally" established in town and something that we need to move forward on. The establishment of an ordinance as allowed by the state statues will establish the Fire Department formally. This was worked on with the town lawyer and added as an attachment for your review and ultimate approval.

I have attached a PowerPoint presentation which I plan on presenting at the next BOS meeting. Before an official roll out, I feel it important to include our town leaders in the discussion and understanding of what the fire service in Colchester looks like today as well as where it is headed in the future. There are also

additional documents for your review which establish goals/visions for us moving forward. There have been struggles on both sides for many years within the organization, but the need to eliminate the separating and distinct groups while promoting and ensuring services provided to the community is the top priority. Change is never easy, but is a product of evolution and progression. We need to move forward and we have many knowledgeable, skilled and educated individuals who will get us there. We pride ourselves on our service and commitment to the community and this will continue to enhance that level of service and care for our town.

Feel free to contact me to discuss or if you have any questions. The presentation will provide an explanation of the need for change and the path for the future.

Respectfully,

Steven Hoffmann  
Fire Chief  
Colchester Fire & EMS



(o) 860-537-2512

(c) 860-705-9382

[shoffmann@colchesterct.gov](mailto:shoffmann@colchesterct.gov)



# Town of Colchester

## Office of the Fire Marshal

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To: Colchester Board of Selectman  
From: Sean Shoemaker, Fire Marshal

I am looking to make the following changes to the below referenced ordinance:

Town Ordinances, Chapter 6 – Alarm Systems

6-2 Purpose – Remove “and residences”. Tracking and requiring the registration of residential alarm systems is impractical and unnecessary.

6-3 Definitions –

Administrator – Remove “First Selectman or his or her designee appointed to”. Replace with “Colchester Fire Marshal’s Office will”. The Fire Marshal is able to enter and track alarm system information within the inspection data base that is in use.

Alarm System – Change to read – “Any device or equipment which is capable or automatically calling and relying recorded emergency messages or other forms of emergency signals to an intermediate third party which shall thereafter call and relay such emergency messages to a Public Safety Answering Point (PSAP).”

False Alarm – Remove “mistake”.

6-5 Registration – Remove “All alarm systems within the Town of Colchester shall be registered with the administrator within 90 days or the effective date of this chapter.”

6-6 Penalties for offenses – Remove sections B & C

Please feel free to contact me with any questions or concerns.

Respectfully,

Sean Shoemaker  
Fire Marshal/EMD  
Town of Colchester

## Chapter 6. Alarm Systems

[HISTORY: Adopted by the Town Meeting of the Town of Colchester 6-29-2011. Amendments noted where applicable.]

### GENERAL REFERENCES

Rapid access systems — See Ch. 103.

### § 6-1. Statutory authority.

Pursuant to C.G.S. § 7-148(c)(7)(H)(xiv), the Town adopts the following alarm systems ordinance.

### § 6-2. Purpose.

The purpose of this chapter is to regulate the installation, maintenance and operation of alarm systems, devices and equipment in businesses and residences within the Town of Colchester.

### § 6-3. Definitions.

As used in this chapter, the following words or phrases shall have the meanings indicated:

#### ADMINISTRATOR

The First Selectman or his or her designee appointed to administer the provisions of this chapter.

#### ALARM OWNER

Any person, company, corporation or other entity that is the owner, operator or user of an alarm system.

#### ALARM SYSTEM

Any device or equipment which is capable of automatically calling and relaying recorded emergency messages to any state police or municipal police or fire/EMS department telephone number or which is capable of automatically calling and relaying recorded emergency messages or other forms of emergency signals to an intermediate third party which shall thereafter call and relay such emergency messages to a state police or municipal police or fire/EMS department telephone number.

#### FALSE ALARM

Any alarm signal which causes an emergency response to the location of the alarm which is caused by mistake, misuse or malfunction; or unintentional activation caused by flaw or defect in design, installation, maintenance or equipment of the alarm system.

### § 6-4. Maintenance.





An alarm owner shall be responsible for maintaining and keeping in good working order at all times each alarm system on the premises owned or occupied by the alarm owner in order to minimize false alarms.

## § 6-5. Registration.

- A. To operate an alarm system within the Town of Colchester, an alarm owner must complete a registration form provided by the administrator. The registration form shall include information concerning the alarm system, its location and any other necessary information as determined by the administrator. All alarm systems within the Town shall be registered with the administrator within 90 days of the effective date of this chapter.
- B. It shall be the responsibility of an alarm owner to notify the administrator, in writing, within 10 days of changes in registration information.

## § 6-6. Penalties for offenses.

- A. In the event there are three false alarms at the same location within the same calendar year, a written warning shall be issued to the alarm owner upon the occurrence of the third false alarm. The warning shall notify the alarm owner that any further false alarms occurring within the same calendar year shall lead to the following penalties:
  - (1) A fine of \$25 shall be imposed on the alarm owner upon the occurrence of the fourth false alarm within a calendar year.
  - (2) A fine of \$50 shall be imposed on the alarm owner upon the occurrence of all subsequent false alarms after the fourth false alarm within a calendar year.
- B. A fine of \$50 shall be imposed on any alarm owner for failure to register an alarm system with the administrator.
- C. A fine of \$50 shall be imposed on any alarm owner for failure to provide notification of any changes in registration to the administrator.
- D. All fines for violations of this chapter shall be payable to the Town of Colchester and deposited into the Town's general fund.
- E. All fines imposed pursuant to this chapter shall be subject to appeal in accordance with Chapter 93 of the Code of the Town of Colchester.



# Town of Colchester

## Office of the Fire Marshal

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To: Colchester Board of Selectman  
From: Sean Shoemaker, Fire Marshal

I am looking to make the following changes to the below referenced ordinance:

Town Ordinances, Chapter 103 – Rapid Access Systems

103-3 Definitions –

Add – Alarm System - “Any device or equipment which is capable or automatically calling and relying recorded emergency messages or other forms of emergency signals to an intermediate third party which shall thereafter call and relay such emergency messages to a Public Safety Answering Point (PSAP).”

Section 103-4 Installation required; maintenance

Change to read – “No certificate of occupancy shall henceforth be issued for any new or renovated industrial structure or commercial occupancy with an alarm system meeting Chapter 6 – Alarm Systems unless there shall be installed thereon a rapid access system approved by the Fire Department. Keys to such rapid access system shall be maintained exclusively by the Fire Department.

Please feel free to contact me with any questions or concerns.

Respectfully,

Sean Shoemaker  
Fire Marshal/EMD  
Town of Colchester

## Chapter 103. Rapid Access Systems

[HISTORY: Adopted by the Town Meeting of the Town of Colchester 6-29-2011. Amendments noted where applicable.]

### **GENERAL REFERENCES**

Alarm systems — See Ch. 6.

Building construction — See Ch. 24.

### § 103-1. Statutory authority.

Pursuant to C.G.S. § 7-148(c)(4)(B), the Town adopts the following rapid access systems ordinance.

### § 103-2. Purpose.

The purpose of this chapter is to enable fire and emergency personnel to promptly enter commercial and industrial structures within the Town of Colchester by requiring the installation of a rapid access system in new or renovated commercial and industrial structures.

### § 103-3. Definitions.

As used in this chapter, the following words or phrases shall have the meanings indicated:

#### **FIRE DEPARTMENT**

The Town of Colchester Fire Department.

#### **RAPID ACCESS SYSTEM**

A rapid access system consisting of a heavy-duty key vault or other storage device that holds a key for providing emergency personnel with access to a commercial or industrial structure.

#### **RENOVATED STRUCTURE**

Any existing commercial or industrial building that has been updated or repaired, or any structure that has been converted to a commercial or industrial use, which required the issuance of a building permit from the Town of Colchester and for which the cost of work associated with the building or structure exceeded \$10,000.

### § 103-4. Installation required; maintenance.

- A. No certificate of occupancy shall henceforth be issued for any new or renovated commercial or industrial structure unless there shall be installed thereon a rapid access system approved by the Fire Department. Keys to such rapid access system shall be maintained exclusively by the Fire Department.
- B. Upon installation of such rapid access system, the building owner shall, at such owner's



expense, maintain all components thereof. If the Fire Department determines that a rapid access system must be repaired or replaced, it shall provide written notice to the building owner, and the building owner shall repair or replace said rapid access system within seven days of receipt of written notice from the Fire Department.

## § 103-5. Penalties for offenses.

Any building owner who violates the provisions of this chapter shall be fined \$25 for each violation per day so long as the violation continues.

## MEMORANDUM OF INTENT TO LEASE

This Memorandum of Intent To Lease ("Memorandum") is made and dated as of this \_\_\_\_ day of June 2023 ("Effective Date") by and between the Town of Colchester (the "Town") and Silver Brook Solar, LLC, a Connecticut limited liability company ("SBS"). The Town and SBS are sometimes called a "Party" and collectively as the "Parties" in this Memorandum.

### Introduction

The Memorandum aims to establish a binding framework for SBS to lease portions of the Town's properties in Colchester and Hebron, Connecticut ("Property") that would allow SBS and the Town to negotiate and execute a ground lease ("Lease") for the Property enabling SBS to conduct due diligence, develop, construct, operate, and own a solar electric generation facility on the Property ("Project"). The Property and Project are described in Exhibit A.

### Terms Of Memorandum

In exchange for the potential for a successful Project beneficial to the Town, the Town agrees to work exclusively with SBS for sixty (60) days ("Term") to allow the Parties appropriate time to draft and negotiate the Lease on terms acceptable to both Parties.

During the Term of this Memorandum, the Town shall not lease, sell, or enter into discussions to lease or sell the Property with any other person, business, or entity.

This Memorandum is binding on the Parties and will automatically terminate when the Parties execute the Lease or at the end of the Term of the Memorandum, whichever occurs first.

By written agreement, the Parties may extend this Memorandum.

#### AGREED AND ACCEPTED:

#### AGREED AND ACCEPTED:

Town of Colchester

Silver Brook Solar, LLC

By: \_\_\_\_\_

By: \_\_\_\_\_

Name:

Name:

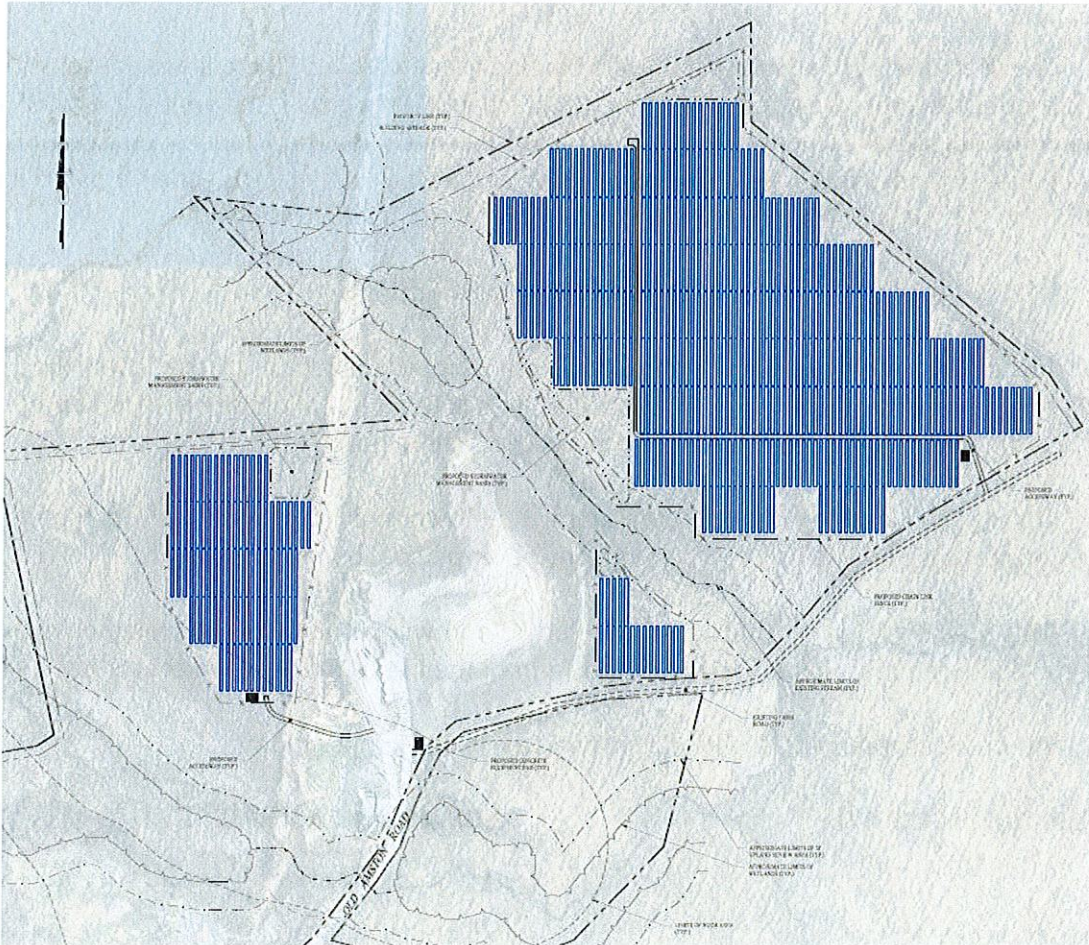
Title:

Title:

## Exhibit A

### Property and Project




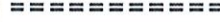

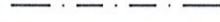
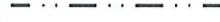


1. 0 Church Street, Hebron, Connecticut (Map Block Lot: 09-13);
2. 0 Old Amston Road, Colchester, Connecticut (Map Block Lot: 06-06/042-000); and
3. 89 Old Amston Road, Colchester, Connecticut (Map Block Lot: 06-06/041-000).



#### SOLAR ARRAY SYSTEM INFORMATION

	TOTAL OUTPUT
SIZE DC	10.263 MW
SIZE AC	7.375 MW
INVERTER LOAD RATIO	1.39
MODULE TYPE	TRACKING TRINASOLAR TSM-540-DEG19C 20 (540W)
MODULE QUANTITY	19,005

#### LEGEND

	PROPERTY LINE
	BUILDING SETBACK
	LIMIT OF WETLANDS
	EXISTING DRIVE
	PROPOSED DRIVE
	UPLAND REVIEW AREA - 75 FT BUFFER
	STORMWATER BASIN AREA
	CHAIN LINK FENCE
	TRINA 540W MODULES

**Connecticut Interconnection Proof of Lease or Ownership  
To Be Completed for All Non-Residential Applications**

Eversource Energy  
Distributed Energy Resources  
107 Selden Street  
Berlin, Connecticut 06037

<b>Re:</b>	DEVELOPER	Silver Brook Solar, LLC
	PROJECT	Colchester Solar Photovoltaic Array
	PROPERTY	89 Old Amston Road Colchester, CT 06415

Town of Colchester (the "Property Owner") is the owner of the above-referenced property (the "Property"). Silver Brook Solar, LLC (the "Developer") is the developer of the project identified above.

The Property Owner and the Developer have entered into an agreement authorizing the Developer to use the Property for the purpose of constructing and operating a distributed generation facility. The type of agreement that is in place is indicated below by a check mark.

	Signed option agreement to lease or purchase the Property.
	Executed lease agreement for the Property.
	Executed agreement to purchase the Property.
X	License or other agreement granting exclusive right to use the Property for purposes of constructing and operating the distributed generation facility.
	N/A - Property Owner will own and operate the distributed generation facility

Property Owner and Developer entered into the agreement on \_\_\_\_\_  
(MM/DD/YYYY)

Term of Agreement (including options to extend) \_\_\_\_\_  
06/01/2027  
(MM/DD/YYYY)

*[Remainder of Page Intentionally Left Blank]*

STATE OF CONNECTICUT     )  
  ) ss.  
COUNTY OF                    )

202\_\_

**Property Owner:**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to  
this \_\_\_\_ day of \_\_\_\_\_, 202\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires:



STATE OF CONNECTICUT     )  
  ) ss.  
COUNTY OF New London     )

2023

Developer: Silver Brook Solar, LLC

By: \_\_\_\_\_

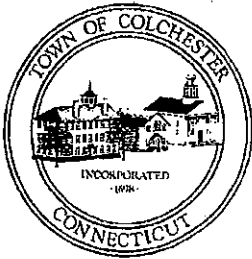
Printed Name: Erik C. Nelson

Title: Managing Member

Date: \_\_\_\_\_

Subscribed and sworn to  
this \_\_\_\_ day of \_\_\_\_\_, 202\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires:



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

June 2, 2023

To: Colchester Board of Selectmen  
From: Salvatore Tassone P.E. – Town Engineer  
Re: Construction of Trail Head Parking Lot, Middletown Road/Rte. 16 (Sablitz Open Space Property)

As shown on the attached site plan, the project consists of clearing and grubbing an existing wooded area and excavation necessary for the construction of a gravel parking lot with a paved driveway apron access onto Middletown Road/State Route 16. The project includes the field delineation of 13 parking spaces (12 standard and 1 ADA compliant) with concrete wheel stops on the crushed stone surface parking lot. These spaces are intended to be used by the public for access to Town owned open space and wooded trails on-site.

The Town has approved the use of ARPA funds in the amount of \$53,933.00 to pay for this project.

The attached Bid Tabulation dated 5/24/2023 shows that four contractors submitted bids and the lowest qualified bidder is Roma Construction Inc. of Jewett City, CT with a bid of \$56,800.00.

Town staff has reviewed the low bid with the low bidder and the low bidder has agreed to eliminate The "Furnishing and Placing Topsoil" item (\$2,450.00) and the Turf Establishment Item (\$1,498) bringing the low bid down to \$52,852.00 to stay within the available project budget. The Town Public Works department has agreed to be responsible for providing the eliminated items (or a woodchip surface alternative).

#### RECOMMENDED MOTION:

Motion that the Board of Selectmen approve the contract award for "Construction of Trail Head Parking Lot, Middletown Road/Rte. 16 (Sablitz Open Space Property) to the apparent low bidder, Roma Construction Inc. in the revised amount of \$52,852.00 and allow the First Selectman to sign any necessary documents associated with said contract as recommended by the Town Engineer.

Andreas Bisbikos



First Selectman

**BID OPENING**

DATE: 05/24/2023 TIME: 2:00 PM

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

BID OPENING: TRAIL HEAD PARKING LOT MIDDLETOWN ROAD / RTE 16 (SABLITZ OPEN SPACE PROPERTY)

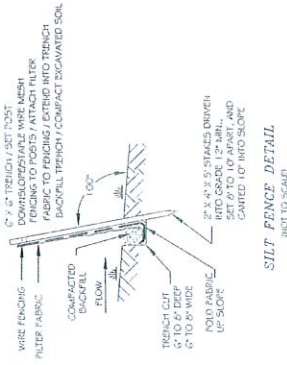
IN ATTENDANCE FOR THE TOWN: Sai Tassone - Town Engineer  
Franchesca Brown

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

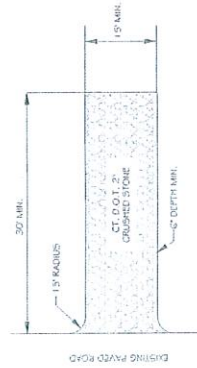
COMPANY	BID AMOUNT
<u>Solitro Property Solutions LLC</u>	<u>\$ 57,855.00</u>
<u>Deacon Excavating LLC</u>	<u>\$ 78,545.25</u>
<u>B &amp; W Paving &amp; Landscaping, LLC</u>	<u>\$ 87,465.00</u>
<u>ROMA Construction, INC.</u>	<u>\$ 56,800.00</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**ANTICIPATED CONSTRUCTION PHASING**

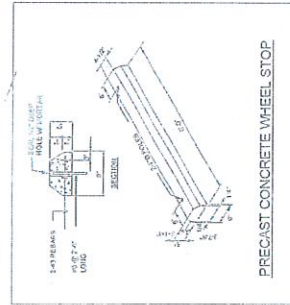
- Clear and grub the proposed parking lot area by removing and disposing off-site of all existing trees, brush and stumps within the limits of proposed disturbance.
- Install construction entrance/anti-tracking pad and silt fence.
- Remove topsoil/lift litter and stockpile for use around perimeter of parking lot.
- Regrade existing subgrade to establish proposed grading pattern shown on plan and ultimately form finished grade.
- Install the 3" thick compacted layer of base on gravel meeting the M.02.06 Gradation B specifications of the State DOT.
- Install the 4" thick compacted layer of processed gravel meeting the M.05.01 specifications of the State DOT.
- Install the 2" layer of 1/2" crushed stone surface over parking lot area and the 3" thick compacted layer of bituminous concrete over the paved apron area of the driveway.
- Utilize on-site material to establish slope grading along perimeter of parking lot and top with 4" layer of screened topsoil, perennial grass seed and straw mulch to establish a stable vegetative cover over all disturbed areas.
- Install all proposed signs.
- Install concrete wheel stops.



**SILT FENCE DETAIL**  
(NOT TO SCALE)



**ANTI-TRACKING PAD DETAIL**  
(NOT TO SCALE)



**PRECAST CONCRETE WHEEL STOP**



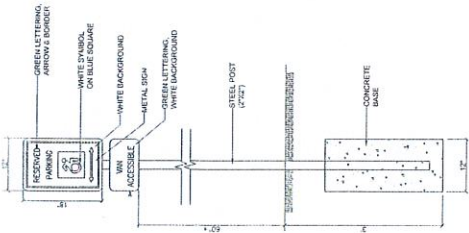
**GRAVEL PARKING AREA PROFILE DETAIL**

3" thick compacted bituminous concrete (1.5" class 2, over 1.5" class 1)  
Within area of proposed paved apron

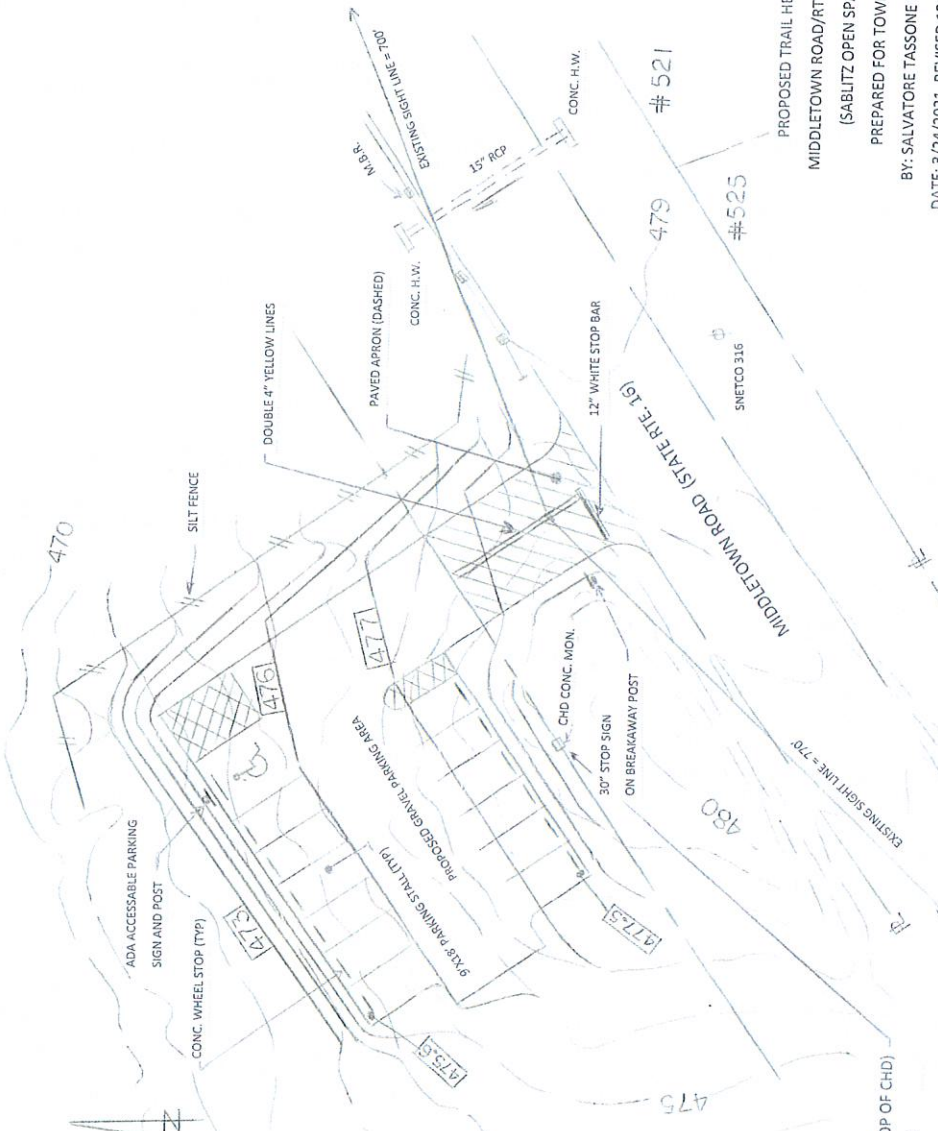
**GENERAL NOTES:**

- 1) Existing grades and property line information taken from Town GIS maps
- 2) Culvert and CHD locations taken from State DOT Highway P.O.W. maps
- 3) Call before you dig 1-800-922-4455 Existing utilities have been plotted from the best available sources. The locations are only approximate and there may be additional utilities within the project area. The contractor shall verify the locations of all existing utilities within the work area and notify each affected utility company prior to commencing construction.
- 4) Work within the State of CT, DOT Right of Way for Middletown Road/Route 16 requires an encroachment permit. The Town has obtained the necessary encroachment permit from DOT district 2. The contractor shall contact the DOT District 2 permits office to inform of proposed construction schedule prior to commencement of any construction activity.
- 5) All disturbed areas along perimeter of proposed gravel parking areas and driveway shall be fine graded with minimum 4" topsoil, seeded and mulched to establish a stable vegetative surface area.
- 6) Two trail head specific signs/posts will be supplied by the Town for installation by the contractor. One sign will be a block style sign on a double post and the other will be a facility name sign on a single post. Installation by contractor will consist of excavation, installation of 12" diameter x 3 feet deep sonotube concrete piers, placement of posts within sonotube centers and backfill of sonotubes with sand to properly secure and support the signs. Location of signs will be as directed by Town staff in the field.

**ACCESSIBLE PARKING SIGN**



**LOCATION MAP (NTS)**



BENCH MARK (TOP OF CHD)  
ASSUME ELEV. = 479.5

PROPOSED TRAIL HEAD PARKING LOT  
MIDDLETOWN ROAD/RTE.16, COLCHESTER CT.  
(SABLITZ OPEN SPACE PROPERTY)  
PREPARED FOR TOWN OF COLCHESTER  
BY: SALVATORE TASSONE P.E. (TOWN ENGINEER)  
DATE: 3/24/2021, REVISED 12/21/2021, REVISED 4/24/23  
SCALE: 1"=20'



### 3.1 Naming Facilities/Areas and Recognition

Town facilities/areas shall be named after a person, family, organization, or commercial enterprise only under the following conditions:

- A significant investment in personal time or financial investment shall have been made to the facility/area or users of such facility/area; or
- When a significant financial contribution has been made to the Town and it specifies a specific name which must be honored if the donation is accepted and duly recorded in the Town records; or
- In general, when it is to honor a significant contribution to our state, town, or nation.
- In all instances, when an individual's name will be on a Town facility/ area it cannot be requested prior to the first anniversary of their **nomination** [death].

Town facilities/areas may also be named after historical locations, cultural significant locations, landmarks, and natural features significant to the Town of Colchester.

**Sponsor groups should submit their request for the naming of a Town Facility/Area to the Town Clerk with a valid petition signed by 100 town electors. The Board of Selectmen will review a verified petition, evaluate the request as to its meeting the requirements (bulleted above) and determine whether to send to the voters at the next November election. If the ballot does not allow appropriate space for the question as determined by the Town Clerk, the BOS may vote to add the naming question to an upcoming referendum.**

**Each year on the November election ballot such petition requests will be put out to the voters for a decision.**

The Board of Selectmen at their discretion, with a vote of eighty (80) percent of the Selectmen, may approve appropriate plaques, dedication of trees or other forms of recognition to accommodate and recognize groups and people that make significant contributions even though the facility or areas will not be named after them.

APPROVED 08/17/1995

Draft 1/4/23, 1/8/23, 3/9/23,3/10/23, 3/28/23

Draft 5/7/23