



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Agenda

Regular Meeting via Zoom

Thursday, October 15, 2020 @ 7:00 PM

Please use the link below to join the webinar:

<https://us02web.zoom.us/j/89821048887?pwd=eXhEWtMyeklyQStNVkMybVJ6TEJrZz09>

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Webinar ID: 898 2104 8887

Passcode: 210944

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADDITIONS AND/OR DELETIONS TO THE AGENDA
4. CITIZEN'S COMMENTS
5. CORRESPONDENCE
6. CONSENT AGENDA
 - A. Approve the Minutes of the October 1, 2020 Board of Selectmen Meeting
 - B. Tax Abatements
7. Reappointment of Sean Shoemaker to EMD for a one year term to expire 11/19/2021
8. Reappointment of Robert Dombroski to DEMD for a one year term to expire 11/19/2021
9. Discussion and Possible Action on Town Green Grant Project
10. Discussion and Possible Action on Long Term Recovery Committee Survey Results and Next Steps
11. Discussion and Possible Action to Accept the Portion of Broad Meadow Road within Phase D of the White Oak Farm Conservation Subdivision
12. Discussion and Possible Action Recommendation to Award RFP 2020-08 Town School Snow and Ice Control Services
13. Discussion and Possible Action on Recommendation to Award RFP 2020-09 Town Streets and Roads Snow and Ice Control Services
14. CITIZEN'S COMMENTS
15. FIRST SELECTMAN'S REPORT
16. LIAISON REPORTS
17. ADJOURN

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TOWN CLERK



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectman Minutes

Regular Meeting via Zoom

Thursday, October 1, 2020 @ 7:00 PM

Members in attendance: First Selectman Mary Bylone and Selectmen Rosemary Coyle, Taras Rudko, Denise Turner and Denise Mizla

Others in Attendance: Jim Paggioli, Ian Lily, Maggie Cosgrove, Rob Tarlov, Linda Pasternak, Gayle Furman, Dave Dander, Andrea Migliaccio, Andreas Bisbikos, Bernie Dennler

1. CALL TO ORDER: FS called the meeting to order at 7 p.m.
2. PLEDGE OF ALLEGIANCE
3. ADDITIONS AND/OR DELETIONS TO THE AGENDA: D. Turner motioned to delete number 9 and renumber accordingly, seconded by R. Coyle. **MOTION CARRIED UNANIMOUSLY**
4. CITIZEN'S COMMENTS: None
5. CORRESPONDENCE: Attached to Agenda
6. CONSENT AGENDA
 - A. Approve the Minutes of the September 15, 2020 Board of Selectmen Meeting
 - B. Tax Abatements: D. Mizla motioned to approve the consent agenda, seconded by R. Coyle. **MOTION CARRIED 4/1** with T. Rudko opposed
7. Boards and Commissions – Interviews and/or Possible Appointment and Resignations: R. Coyle motioned to reappoint Michael Hinchliffe, Sue Bruening and Donna Rosenblatt to their respective positions with term expirations listed below, seconded by D. Mizla. **MOTION CARRIED UNANIMOUSLY**
 - A. Economic Development Commission – Reappointment of Michael Hinchliffe with a possible term to expire 10/31/2023
 - B. Conservation Commission – Reappointment of Sue Bruening with a possible term to expire 10/31/2023
 - C. Agriculture Committee – Reappointment of Donna Rosenblatt with a possible term to expire 11/30/2023
 - D. Planning and Zoning – Reconsideration of Steven Durel with a possible term to expire 12/15/2022: D. Mizla motioned to reconsider Steven Durel to the Planning and Zoning Commission with a term to expire 12/15/2022. R. Coyle amended the motion to appoint S. Durel and seconded it. **MOTION CARRIED UNANIMOUSLY**
 - E. Planning and Zoning – Interview – Ian Lily for a possible term to expire 12/31/2020: Ian Lily was interviewed.

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FIRST SELECTMAN

8. Discussion of Recommendation of the Fire Apparatus Committee: The Board discussed the demonstration of the various trucks and their benefits. Many of the town's apparatus's are outdated and need to be replaced. The estimated cost will be approximately \$4.5 million.
9. Discussion and Possible Action on Unassigned Fund Balance Policy – The Board, Board of Finance Chair, R. Tarlov and CFO M. Cosgrove discussed how the Unassigned Fund Balance has been used in the past and difference between assigned, unassigned and committed. The Board of Finance will be meeting to discuss and refine the language and bring it back to the Board of Selectmen for approval.
10. Discussion and Possible Action on Establishment of Ad Hoc Group to Conduct Search for New Fire Chief – FS will be discussing the process with the HR Director and also reaching out to other Fire Departments to see if they would be willing to share their process for conducting search for a new chief.
11. Discussion and Possible Action to Award RFP 2020-07 Fire Company 1 Fuel Oil Tank Replacement: R. Coyle motioned that the RFP 2020-07 Fire Department Company One – Fuel Tank Replacement be awarded to Stula Enterprises, LLC for the base bid cost of \$35,500.00, and hereby authorize the First Selectman, enter into a contract with Stula Enterprises, LLC and to sign and deliver said agreement and any necessary documents required, seconded by D. Turner. **MOTION CARRIED UNANIMOUSLY**
12. CITIZEN'S COMMENTS: D. Dander and T. Rudko made comments.
13. FIRST SELECTMAN'S REPORT: FS attended a bond sale and got a one year bond for \$2,845,000 at .49% interest to cover costs of WJJMS building while the town waits for the state's reimbursement. Harrington Court has had a significant uptick in COVID cases. The town's numbers are also on the rise and now include 4 deaths. The OSHA fines for the Fire Department have been reduced by half and all issues have since been remediated. The town will continue having Zoom meetings instead of in person until at least the new year.
14. LIAISON REPORTS: T. Rudko – No meetings
D. Mizla – No Meetings
D. Turner – Board of Assessment Appeals, one motor vehicle hearing
Long Term Recovery Committee – They are breaking down into small groups to look at the feedback from the survey.
R. Coyle – Senior Center Building Committee – Finalized the exterior of the building. The committee worked on the OPM and a new RFQ went out.
FS – Police Commission – There will be a ceremony on October 9 to honor those who helped save a resident in July.
15. ADJOURN: T. Rudko motioned to adjourn, Seconded by R. Coyle. **MOTION CARRIED UNANIMOUSLY**

**TOWN OF COLCHESTER
PLANNING AND ZONING DEPARTMENT**

TO: Board of Selectmen

FROM: Matthew R. Bordeaux, Planning Director *MRB*

DATE: October 13, 2020

RE: Long-Term Recovery Committee

The Colchester Long-Term Recovery Committee (the Committee) was charged with making findings and recommendations to the Board of Selectmen in response to the identified needs of Colchester residents and businesses impacted by COVID-19. The Committee conducted a survey that generated over 1,000 responses to questions ranging from impacts on family life, mental health, finances and consumer behavior. Respondents provided hundreds of their own personal comments as well.

The *Resident Survey Results* report (enclosed) is the Committee's initial effort to begin a conversation with the Board about moving forward in response to the needs and concerns of the community identified by the survey.

The report includes a number of recommendations that may help inform decision-making going forward. The recommendations should be considered examples of ideas or initiatives that the Board can use to develop, or delegate, more detailed or specific actions.

The Committee has expressed an interest in continuing to satisfy the charge assigned to them, but also wish to utilize their skills and creativity to play a lead role in the execution of the recommendations provided, as well as those that are generated following the Board's review.

The Committee requests the Board's guidance in prioritizing the community's response to the various needs of Colchester residents and businesses, those that are more urgent as well as those that require more thought, and help in identifying the necessary resources to execute some of these responses.

Please do not hesitate to contact me with any questions or concerns at planner@colchesterct.gov or (860) 537-7282.

MRB

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Enclosure



Colchester Long-Term Recovery Committee Resident Survey Results

Reported October 2020

COVID-19 needs no introduction. In fact, it is a name we would all like to forget. The pandemic will result in impacts anticipated to be felt for many years. Many aspects of our everyday lives have indeed been changed forever, and many ramifications are yet unrealized. Lives have been lost, families have struggled, school-aged children have suffered setbacks and our economy, particularly small businesses, have been forced to make sacrifices that may, or already have, resulted in substantial losses, many permanent.

What makes this disaster particularly impactful is that existing emergency or incident response protocols designed to respond to natural disasters are substantially inapplicable. For the most part, we were caught off guard. Short-term response came in the form of an effort to reduce the spread, educate the populous, and scramble to acquire personal protective equipment (PPE). Good, useful information was countered with bad, harmful information, conspiracy theories abound and many worried, and still do, that their freedom was being tampered with.

In response to a directive from State of Connecticut Governor Lamont, municipalities were asked to create a committee to evaluate and respond to the long-term impacts of the pandemic, albeit remotely. In Colchester, the Planning Director was tasked with assembling a group of individuals representing a range of interests, and thus, a 10-member Long-Term Recovery Committee convened, meeting regularly via ZOOM.

Unfortunately, direction from State or regional emergency response teams was, and has been, limited as the more immediate, short-term response remains the priority. The Committee decided to move forward with the understanding that the goals and objectives of this group were likely to evolve as more information about the pandemic and its impacts is gathered. In order to accommodate this uncertainty, the Committee recommended the following statement as the charge as they understood it:

The Colchester Long-Term Recovery Committee was established to identify the short and long-term needs of the Colchester community as residents and businesses recover from the COVID-19 pandemic. The Committee's findings and recommendations, based on feedback from community members, will be presented to the Board of Selectmen and communicated with local groups and organizations.

The following is a report on the results of a survey drafted by the Committee to gather input from Colchester residents on the varying impacts of COVID-19 on their lives. The Committee emphasized the use of a digital survey by sharing a brief introduction and link to the survey with as many public interest groups as possible. A QR-Code was produced, and flyers were distributed by Committee members to residents who may not have received the link to the survey.

This report includes several recommendations that should be considered examples of the many ways the municipality and residents of Colchester might respond to the needs of the public. These recommendations are intended to help the Board of Selectmen, appropriate town departments, and key local community service organizations, prioritize and organize action. The Long-Term Recovery Committee intends to contribute however appropriate.

Long-Term Recovery Committee Members

Matthew Bordeaux, Town of Colchester Planning Director, Chair

Greg Barden

Charlie Brown

Dave Koji

Jack Faski

Alex Levere

Chuck Maynard

Marge Miodzinski

Michelle Noehren

Rosemary Coyle, Board of Selectmen Liaison

A special thanks is required for Michelle Noehren, a Colchester resident and founder of 'Colchester is Kind', for the work she put into the generation of the survey and preparation of this report.

Additionally, the Committee extends its appreciation to the CT Data Collaborative for its helpful review of the survey data and assistance in report preparation.



Survey Respondents

There were 1,009 responses to the COVID-19 survey. Of those 1,009 responses, 99% are from Colchester residents. 79.8% of respondents identify as female, 20% as male, and .2% selected the “other” category.

From youngest to oldest, .2% of respondents are under the age of 18, .8% are between ages 18-24, 30.8% between the ages of 25 and 44, 42.2% between the ages of 45 and 64, and 26% are over the age of 65. The majority of respondents (73.8%) are of working age (18-65).

Consistent with Town of Colchester demographics overall, the majority of survey respondents identified as White (91.1%), followed by Asian (1.1%), Black or African American (0.9%), American Indian or Alaska Native (0.2%), and Native Hawaiian and Pacific Islander (0.2%). Approximately 4.7% chose not to disclose their race.

The majority of respondents (8 out of 14) who selected “Other” for race wrote in an identity that is consistent with Hispanic/Latino ethnicity. The committee did not ask respondents about their ethnicity, which likely would have provided additional helpful information. See Appendix A for a copy of the survey.

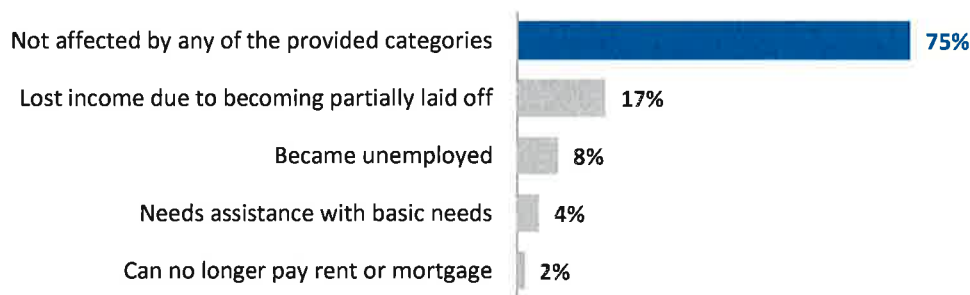
Effects of COVID-19

This survey asked Colchester residents to share how COVID-19 has impacted their lives across a variety of factors, including income and financial stability, child care and education, and mental health and relationships. The survey also asked about any positive effects of COVID-19 on Colchester residents. See Appendix B for a summary of the themes from open-ended responses for additional impacts of COVID-19.

Income & Financial Stability

When asked how the pandemic has challenged respondents economically, 17% said they lost income due to becoming partially laid off, 8% said they became unemployed, 4% said they need assistance with basic needs, and 2% said they can no longer pay their rent or mortgage. 75% of respondents said they were not affected by any of the provided categories.

The majority of respondents shared that they have not been affected economically by Covid-19.



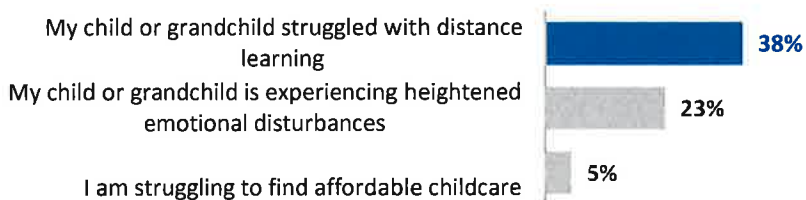
Approximately 15% of open-ended responses were about changes in employment, while another 4% were about the economy, and 3% about financial struggles.

Recommendation: Develop separate communications for each social program offered through Colchester Social Services including energy/heating assistance, school lunches, and the Food Bank. Communications should educate residents about the purpose of each program and how to access it. The committee will utilize email, social media, and shareable graphics to reach the populations most economically effected by COVID-19.

Child Care & Education

For respondents with children or grandchildren, 38% said they have at least one child in the Colchester school system and struggled with distance learning, 23% said their child is experiencing heightened emotional disturbances, and 5% said they are struggling to find affordable childcare.

More than 1 in 3 (38%) respondents said that their child or grandchild struggled with distance learning.



Of the open-ended responses, 12% were about child care and education with approximately two-thirds focused on shifting to distance learning and another third about struggling with the loss of child care.



I am an elementary school teacher so I was very stressed trying to implement distance learning with 5-10 year olds and I have lots of anxiety about the safety of myself and students going back to school.”

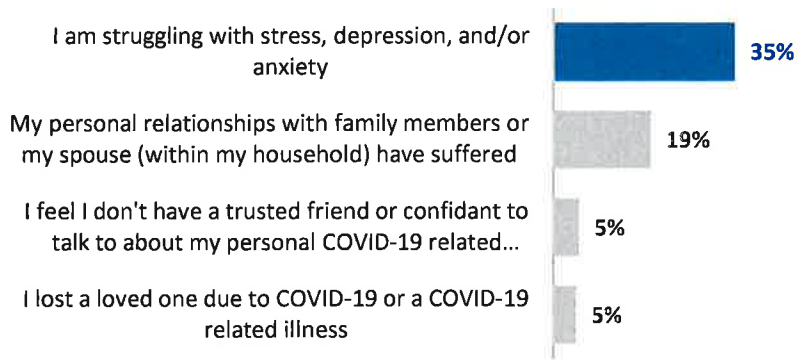
Recommendation: Work with the school district to identify strategies to help students maintain focus during distance learning such as setting up a classroom environment at home and sticking to a schedule. Additionally, identify experts in child psychology to develop a communication for parents about how they can best support their child’s mental health. Work with the school district and PTO’s to determine the best way to distribute this information for parents and caregivers.

Mental Health & Relationships

When asked how their mental health and/or personal relationships have been impacted by COVID-19, over one-third of respondents (35%, 357) said they are struggling with stress, depression, and/or anxiety. One in five respondents (19%) said their personal relationships with family members or their

spouse have suffered, 5% said they don't have a trusted friend to talk to about their personal COVID-19 related feelings, and 5% said they lost a loved one to COVID-19.

More than 1 in 3 (35%) respondents said that they are struggling with stress, depression, and/or anxiety.



Over half (55%) of the open-ended responses about the impacts of COVID-19 were about people struggling with mental health, isolation, and relationships.



I have not been able to visit my adult children and grandchildren who live in New York and Virginia since the beginning of the pandemic. I really miss my visits with them.



I work from home and love my solitude. The isolation is a whole other animal that I struggle to keep from consuming me.

Recommendation: The Committee should develop a communication that would go out either as a town-wide mailing or an insert in the Rivereast News Bulletin that would provide a link to a database of therapists, as well as a link to information about programs like Alcoholics Anonymous (AA), support groups, and local places of worship. Due to the high number of respondents struggling with anxiety and depression, this initiative is extremely pertinent and warrants the allocation of resources (funding, etc) to support an action of this kind.

Older Adults

For those age 60 and over, 24% said they have experienced social isolation, 5% said they have had trouble getting groceries, 7% have struggled with technology, 1% had trouble getting their medications, 0.8% were not able to find a mask, and 0.5% had difficulty getting transportation.



1 in 4 older adults experienced social isolation



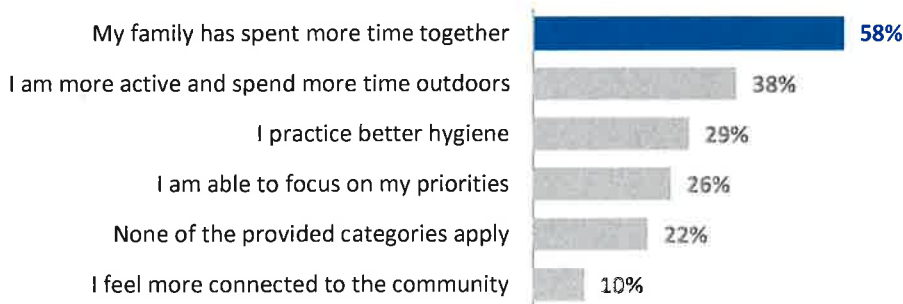
I'm isolated. I've gained weight because I can only exercise in a therapy pool. I miss being able to hug my grandkids. I worry constantly about our country, the world and the way people are suffering. At times, I can't get supplies or food I need.

Recommendation: The Town should identify who is most affected and where they are located and develop a plan to address the issues. Suggestions of outreach include local churches and synagogue, Senior Center, community and housing groups, social service agencies, youth groups, etc. In addition, we need to identify opportunities for education and outreach with regards to technology, e.g., identifying available hardware/software options, on-line instruction, programs at the Senior Center, the Connecticut Tech Act Project through the Connecticut Department of Aging and Disability, partnering with students at Bacon Academy and one-on-one instruction with residents.

Positive Changes

When asked if respondents experienced any positive outcomes as a result of the pandemic, 58% said their family has spent more time together, 38% said they are more active and spend more time outdoors, 26% said they are able to focus on their priorities, 10% said they feel more connected to the community, 29% said they practice better hygiene, and 22% said none of the provided categories applied to their situation.

Over half (58%) of respondents said that their family has spent more time together as a result of the COVID-19 pandemic.



Opened-ended responses about the positive impacts included improved relationships, time to try new activities, time for home projects, slower pace, learning new information about where they live, less traffic, saving money, improved spiritual practice, distance learning, cleaner oceans, and getting a pet.



Became more knowledgeable about community by listening to Mary on facebook live videos daily.



Gained greater appreciation for the rural character of the town and all its open space.

Community Resources

Respondents were asked what community resources they have found most helpful. The most popular responses were:

Communications

- First Selectman’s Facebook updates
- Governor Lamont’s updates
- Emails from the school district

Programs/Organizations

- Curb-side library pick up
- Kids crafts provided by the library
- Colchester Senior Center
- Colchester is Kind
- Colchester Food Bank
- Free school lunches
- Colchester Land Trust

Businesses

- Businesses who offered curbside pick up (including grocery stores)
- FUD delivery

Other

- Local hiking trails
- Individuals who made and donated masks

The vast majority of respondents (81.2%) indicated they have enough information about COVID-19 to keep them and their families safe. 4.8% said they do not have enough information and 14% were unsure.

Consumer Behavior

The Committee was interested in learning how the pandemic has affected consumer behavior. Despite public health concerns related to the pandemic, the majority of respondents continue to shop in store: 88% of respondents said in-store, 25% said pick-up, and 32% said delivery.



88%

shopped in store



25%

picked up shopping



32%

used delivery services

Recommendation: Build a stronger relationship with organizations like the Colchester Business Association (CBA) to improve the marketing of and support services for local businesses. In the absence of a chamber of commerce, the CBA, perhaps in partnership with the Town of Colchester Economic

Development Commission, should also grow its presence as a source of information and opportunity. The Town and the CBA should monitor trends in the various industries affecting Colchester businesses and work to respond to the needs identified.

When asked what they are most likely to do when the State removes all restrictions to dine-in at restaurants, 31% said they will continue ordering take-out/delivery, 25% said they will start dining-in at restaurants, but sparingly, 20% said they will only dine-in at a restaurant with outdoor seating, 16% said they don't frequent restaurants often enough to make a decision, and 8.6% said they will start dining-in at restaurants, as they would normally have done prior to COVID-19.



Recommendation: Hold a local forum to discuss ideas for restaurant owners and operators to consider as the cold-weather approaches and with it the limitations of the outdoor-dining option. Invite local code officials, as well as marketing and internet commerce specialists, to share information and encourage innovation.

Lastly, when asked if they are shopping more locally than before the pandemic, 43% said no, 14% said maybe, and 42% said yes.



Recommendation: Again, improving the marketing of local businesses is a role for many community stakeholders. The pandemic unquestionably impacted the way consumers acquire goods and services. Looking at these figures with a glass half-full, a 42% increase in local shopping is something to celebrate. Building off that response is critical. This Committee should continue to explore ways to spread the message and educate the public about the role of the local economy in the quality of life for residents.

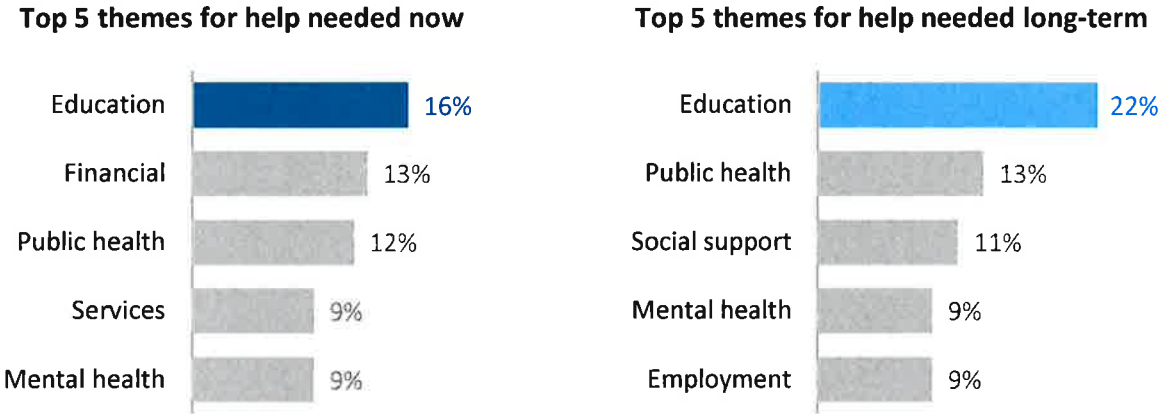
Community Needs

The survey asked the Colchester community what help they need right now and what help they will need in the future. A full list of themes with counts can be found in Appendix C for help needed now and Appendix D for help needed later.

The top three themes for **help needed now** were help with education (plan for reopening schools, actually reopening schools, childcare, and assistance with distance learning), financial assistance, and public health (increased awareness, clear guidelines, adherence to guidelines, information dissemination, and access to supplies, testing, and a vaccine). Respondents also expressed a need for expanded services, which included help with errands, internet, expanded hours for the food bank, transportation to appointments, more delivery options, and close-captioned videos. Nine percent of respondents reported needing help with mental health to manage their stress and other social-emotional challenges due to COVID-19. Note that some responses had more than one theme (119 responses with 129 themes coded).

The top three themes for **help needed long-term**, excluding those who responded none or not sure, were help with education (plan for reopening schools, actually reopening schools, child care, options for school format, and receiving a quality education), public health (adherence to guidelines, information dissemination, access to a vaccine and supplies), and social support. Respondents also expressed a need for mental health services (9%), employment (9%), other services such as help with errands and transportation (6%), and food assistance (6%). Note again that some responses had more than one theme (112 responses with 128 themes coded).

Three themes emerged as cross-cutting between help needed now and help needed long-term. Those were: education, public health, and mental health.



Appendix A: Colchester COVID-19 Survey

Measuring the Impact of COVID-19 on Colchester Residents

The newly established COVID-19 Long-Term Recovery Committee is conducting a survey of Colchester residents to gather information about how individuals and families have been affected by the current pandemic.

Your response to this survey is completely anonymous.

The information received will be used to help the committee develop suggestions for the Town moving forward.

This survey will close at 5 PM on July 20, 2020. Completed surveys will be accepted by mail or drop off. You can mail this survey to: Town of Colchester, ATTN: Matthew Bordeaux, 127 Norwich Ave, Colchester, CT 06415 or you can drop it off through the drop box at Town Hall.

Demographics

First, tell us about yourself. Your information is anonymous.

1. Are you a resident of Colchester?

- Yes
- No

2. What is your age?

- Under 18
- 18-24
- 25-44
- 45-64
- 65 and over

3. What is your gender?

- Female
- Male
- Other: _____

4. What is your race?
- White
 - Black or African American
 - American Indian or Alaska Native
 - Asian
 - Native Hawaiian and Pacific Islander
 - I do not want to disclose this information
 - Other: _____

5. How many people live in your home?

6. How many people under the age of 18 live in your home?

Effects of COVID-19 on the Community

Please note that this information is being collected for informational purposes only.

1. We care about how the pandemic has affected our community. Please select the ways you have been challenged economically due to COVID-19.
- I became unemployed due to COVID-19.
 - I lost income due to being partially laid off/reduction in hours.
 - I can no longer pay my rent or mortgage.
 - I need assistance with basic needs such as food.
 - None of the above.
2. If you have children or grandchildren, please let us know if you have been affected in any of the following ways:
- I am struggling to find affordable childcare options.
 - My child is experiencing heightened emotional distress.
 - I have at least one child in the Colchester school system and found digital learning difficult.
 - I do not have children or grandchildren in Colchester.

3. How has your mental health and/or personal relationships been impacted by COVID-19?
- I am struggling with stress, depression, and/or anxiety due to COVID-19.
 - My personal relationships with family members or my spouse (within my household) have suffered.
 - I feel I don't have a trusted friend or confidant to talk to about my personal COVID-19 related feelings.
 - I lost a loved one due to COVID-19 or a COVID-19 related illness.
 - None of the above.
4. Do you feel that you have adequate information about COVID-19 to keep you and your family safe?
- Yes
 - No
5. We are interested in knowing if you have experienced any positive outcomes related to the pandemic. Please select all that apply.
- My family has spent more time together.
 - I am more active and spend more time outside.
 - I have been able to focus on my priorities.
 - I feel more connected to my community.
 - I practice better hygiene.
 - None of the above.
 - Other: _____
6. If there are other ways that COVID-19 has impacted your life that were not described above, please use this space to tell us about your experience.
7. If you are age 60 and over, please select all that apply to your COVID-19 experience.
- I am not over the age of 60.
 - I have experienced social isolation.
 - I have had a hard time getting my medications.
 - I have had trouble getting groceries.
 - I have not been able to find a mask.
 - I have struggled with technology.
 - I have had difficulty getting transportation to medical and other appointments.

Colchester Senior Center

If you are age 55 or over and need immediate help, please contact the Colchester Senior Center at (860) 537-3911.

8. What community resources, if any, have you found most helpful during this time?

9. What help, if any, do you need right now?

10. What help, if any, do you need long-term?

Immediate Assistance

If you need immediate assistance, please contact Colchester Youth & Social Services by calling (860) 537-7255.

Consumer Behavior

Lastly, please let us know how your behavior as a consumer has changed due to COVID-19.

1. How are you doing your shopping?
 - In store
 - Pick up
 - Delivery

2. When the State removes all restrictions to dine-in at restaurants, what are you most likely to do?
 - Continue to order take-out/delivery.
 - Start dining-in at restaurants, but sparingly.
 - Start dining-in at restaurants, as I normally would have prior to COVID-19.
 - I will only dine-in at a restaurant with outdoor seating.
 - I don't frequent restaurants often enough to make a decision.

3. Have you found that you are shopping more locally than you were before the pandemic began?
 - Yes
 - No
 - Maybe

Thank you for taking the time to complete this survey. Your feedback will be used to provide recommendations to the Town about how to best help Colchester residents and the community-at-large.

Appendix B: Additional Effects of COVID-19

Summary of themes from respondent comments about additional effects of COVID-19.

Theme	Count
Cancelled - activities	28
Cancelled - services	7
Cancelled - travel	6
Economy – cost of living	6
Economy – small business	6
Education - general	1
Education - childcare	10
Education – distance learning	21
Education – schools reopen	2
Employment - general	3
Employment - changed	2
Employment – hours cut	2
Employment – job loss	10
Employment – pay cut	2
Employment – work from home	14
Employment - work more	9
Financial - challenges	6
Financial - investments	2
Isolation	75
Mental health	67
None or not sure	2
Other	1
Other - access to care	1
Other - change in charitable giving	1
Other - lack of food options	1
Other – weight gain	3
Other - wedding change	1
Other - changed behavior	1
Positive - activities	7
Positive - distance learning	1
Positive - environment	1
Positive - got a pet	1
Positive - home	7
Positive - information	4
Positive - less traffic	3
Positive - nature	1
Positive - new activities	1

Theme	Count
Positive - other	1
Positive - relationships	14
Positive - saving money	3
Positive - services	1
Positive - slower pace	7
Positive - spirituality	2
Public health - adherence	10
Public health - distrust	12
Public health - got COVID	1
Public health - information	1
Public policy - change	1
Relationships - family moved in	6
Relationships - family moved out	2
Relationships - became caregiver	2
Relationships – depend on others	1
Relationships – safety concerns	1
Relationships - loss of a loved one	4

Appendix C: Help Needed Right Now

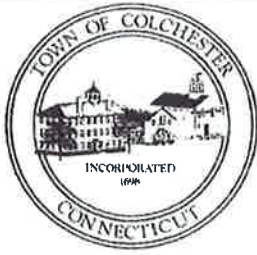
Summary of themes from respondent comments about help needed right now.

Theme	Count
Assistance – financial	15
Assistance – food	3
Assistance - housing	2
Economy – financial (support for local arts)	1
Economy - information	2
Economy - reopen	3
Education - childcare	2
Education – distance learning	3
Education – reopen plan	9
Education – reopen plan	1
Education - school	1
Education – schools reopen	3
Employment - essential	1
Employment – flexible work	1
Employment - job	5
Mental health	11
None or not sure	5
Other	5
Policy change - general	5
Policy change - taxes	4
Public health - adherence	3
Public health - awareness	1
Public health - guidelines	5
Public health - information	1
Public health - supplies	2
Public health - vaccine	1
Public health - testing	1
Services - accessibility (closed-captions)	1
Services - accommodations (more delivery options)	1
Services - errands	5
Services - expand hours	1
Services - internet	2
Services - transportation	1
Social support	9
Volunteer opportunities	4
Youth activities	9

Appendix D: Help Needed Long Term

Summary of themes from respondent comments about help needed right now.

Theme	Count
Assistance - financial	5
Assistance - food	7
Assistance - housing	2
Economy - reopen	3
Economy - small business	1
Education	2
Education - childcare	5
Education - options	4
Education - quality	1
Education - reopen plan	7
Education - schools reopen	6
Employment	1
Employment - increase hours	2
Employment - job	7
Mental health	10
None or not sure	17
Other	6
Policy change	5
Policy change - taxes	1
Public health - adherence	4
Public health - information	4
Public health - supplies	2
Public health - vaccine	4
Services	4
Services - errands	1
Services - internet	1
Services - transportation	1
Social support	12
Youth activities	3



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

September 23, 2020

To: Colchester Board of Selectmen

From: Salvatore A. Tassone P.E. – Town Engineer

Re: White Oak Farm Conservation Subdivision, Lebanon Avenue (Route 16) and Broad Meadow Road, Colchester, CT. prepared for Ponssett Ridge LLC.
By: Angus McDonald Gary Sharpe Associates, Inc. **(Phase D – Broad Meadow Road Station 0+00 to Station 25+00).**

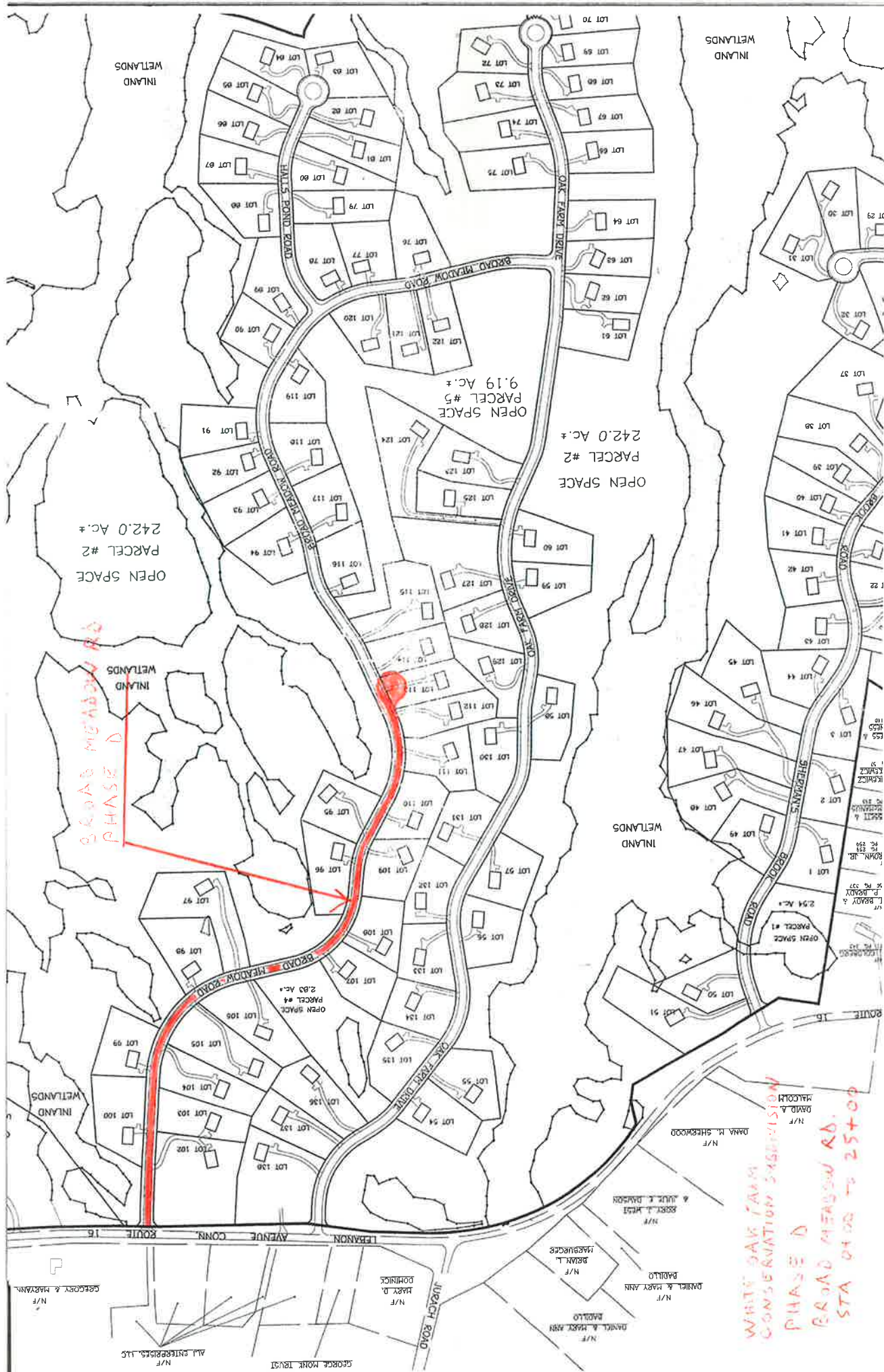
The current owner of the referenced Subdivision phase D (Rodney Goldberg), has requested the acceptance of the subject portion of Broad Meadow Road as a Town road.

As shown on the attached sketch, the subject portion of Broad Meadow Road is approximately 2500 feet long.

As of September 23, 2020 all of the required public improvements associated with the subdivision phase D road have been completed and are in good condition. The necessary legal documents and road as-built plan have been submitted and the required Road Maintenance bond is in place. It is therefore recommended that the town of Colchester accept the portion of Broad Meadow Road located within phase D of the White Oak Farm Conservation Subdivision as a Town road.

RECOMMENDED MOTION:

Motion that the Town of Colchester accept the portion of Broad Meadow Road located within phase D of the White Oak Farm Conservation Subdivision as recommended by the Town Engineer.



PHASE D
BROAD MEADOW RD

PHASE D
BROAD MEADOW RD.
105' STS TO 145' STS
250-000-250'

OPEN SPACE
PARCEL #2
242.0 Ac. ±

OPEN SPACE
PARCEL #5
9.19 Ac. ±

OPEN SPACE
PARCEL #2
242.0 Ac. ±

OPEN SPACE
PARCEL #4
2.03 Ac. ±

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Town of Colchester Interoffice Memorandum

To: Mary Bylone, First Selectman
From: James Paggioli, Director of Public Works 
CC:
Date: October 8, 2020
Re: Award recommendation RFP 2020 – 08 Town School Snow and Ice Control Services

The RFP 2020 – 08 Town School Snow and Ice Control Services responses were opened on 10/2/2020. There were 4 respondents. The bid is for a 3 year contract, and has listed two methods for submitting a bid; 1) The per storm response cost, and 2) The entire season's services as a Lump Sum cost. The second is the preferred methodology since it provides a known cost regardless of the varying actual snow responses per season. This has been beneficial in years with greater than average snow fall totals and where icing events have been significant. The results of the bid are listed on the attached spread sheet.

It should be noted that only one vendor submission qualifies as a "Local Vendor" under the Town's Purchasing Policy definitions. That Vendor is Clark's Landscaping, LLC. with principal offices at West Road in Colchester, CT. The lowest bid submitted was sent in by Bakaj Construction, LLC with principal offices located in Lebanon, CT. Their bid was for a Lump Sum of \$93,000 per year for each of the three years advertised. The bid submitted by Clark Landscaping, LLC was for a Lump Sum of \$95,000 per year for each of the three years advertised. This a bid within 2.15% of the low bid submitted.

According to the Town of Colchester Purchasing Policy (see Attached) Section B – 5 Consideration for Local Vendors, The bid submitted by Clark Landscaping was not more than 7.5% higher than the lowest qualified bid. Both Clark and Bakaj are qualified providers of the services required, and each has conducted this work in the past successfully. Clark has specifically provided service under this same contract over the last 3 years.

As required by the Purchasing Policy. Clark Landscaping was made aware of the Consideration for Local Vendor provision within the Purchasing Policy on 10/5/2020 and responded in writing and verbally on 10/6/2020 that they were willing to exercise their option to be awarded the bid at the terms and conditions of the qualified low bid amount submitted by Bakaj Construction, LLC of \$93,000 per year fixed for three years.

As such, in accordance with the Purchasing Policy of the Town of Colchester Section B -5, I would recommend that the award for the RFP 2020 – 08 Town School Snow and Ice Control Services be made to Clark Landscaping, LLC for the fixed bid cost of \$93,000 per year for the three year term of the RFP.

Proposed Motion: That in accordance with the Purchasing Policy of the Town of Colchester Section B -5, that the award for the RFP 2020 – 08 Town School Snow and Ice Control Services is made to Clark Landscaping, LLC for the fixed bid cost of \$93,000 per year for the three year term of the RFP, and hereby authorize the First Selectman, enter into a contract with Clark Landscaping, LLC and to sign and deliver said agreement and any necessary documents required.

RFP 2020-08 Bid Results

Town School Snow and Ice Control Services

Opened 10/2/2020

Opened	Vendor	Located	Option #1B per Storm*	Option 2B Fixed - Base per/yr	Avg. /yr fixed Total	Exceptions
1	Bakaj Construction, LLC	Lebanon, CT	No Bid	\$93000/\$93000/\$93000	\$93,000.00	None
2	Clark Landscaping, LLC	Colchester, CT**	No Bid	\$95000/\$95000/\$95000	\$95,000.00	Extra if off site Snow hauling required, Poss. Fuel Escalation
3	Allied Snowplowing Corp.	Mystic, CT	No Bid	\$105000/\$109000/\$117000	\$110,333.33	Extra if off site Snow Hauling required.
4	B&W Paving & Landscaping, LLC	Waterford, CT	\$6546/\$6678/\$6809	\$116893/\$119232/\$121570	\$119,232.00	None

* 3 year average 22 responses /yr

** Eligible for Local Vendor Consideration per Purchasing Policy Section B, (5)

Clark's Landscaping
44 West Road
Colchester, CT 06415
Tel 860.537.2945 Fax 860.537.0248 Cell 860.208.8069
CT Licensed & Insured



OCTOBER 6, 2020

Town of Colchester,

Jim Paggioli, Director of Public Works,

Clark's Landscaping LLC meets the 7 and ½ percent purchasing policy for the snowplowing bid for the Colchester schools as we are a local Colchester business. Cost to the town will be \$93,000 per year for the next three years.

The fourth year we can renegotiate the price. Thank you for this opportunity to service the town.

Clark's Landscaping LLC

A handwritten signature in black ink, appearing to read "Terence Clark", is written over a faint, illegible background.

Terence Clark

TOWN OF COLCHESTER
COLCHESTER BOARD OF EDUCATION

PURCHASING POLICY



Effective: Date of Approval Below

Approved by Board of Selectmen: 5/7/2015

Approved by Board of Education: 6/9/2015

Approved by Board of Finance: 6/3/2015

Supersedes: All Previous Versions

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- Purchase Orders
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SECTION A DEFINITIONS & GENERAL REQUIREMENTS

1. DEFINITIONS

The following terms shall have the definitions as set forth below:

First Selectman: as defined in the Charter of the Town of Colchester.



Local Vendor: a vendor whose principal place of business is located in Colchester.

Lowest Qualified Responsible Bidder: the bidder offering the lowest price among those bidding who possesses the skill, ability, and integrity necessary for the performance of the work based on objective criteria considering, amongst other factors, past performance and financial responsibility.

Purchasing Agent: the First Selectman or Superintendent, as applicable, or his/her designee.

Request for Proposal (RFP): an invitation for vendors to submit a proposal for a specific good or service.

Request for Qualification (RFQ): an invitation for vendors to submit a description of relevant qualifications to perform a certain professional service.

Superintendent: the Superintendent of the Colchester School District.

Vendor: someone from whom a good or service is purchased.

2. PURPOSE

The purpose of this policy is to establish a systematic and uniform system for the procurement of services and goods required by any department, office or agency of the Town, including the Board of Education.

3. COORDINATION WITH OTHER APPLICABLE LAWS

In all respects, the provisions of this Policy shall be subject to the terms, conditions, requirements and other directives as contained in any applicable local, state or federal regulation, law, statute, policy or other directive, including but not limited to those pertaining to affirmative action and prevailing wages, as applicable.

4. OBJECTIVES

The objectives of this policy are as follows:

- To clearly establish the responsibility for the purchasing function as being vested with the First Selectman and Superintendent or his/her duly appointed representative(s).
- To procure services and goods from the Lowest Qualified Responsible Bidder.
- To provide an expeditious and efficient means of procuring materials, goods, or services.
- To ensure that all purchasing functions and practices are conducted in accordance with the Town charter and all other applicable local, state or federal requirements.
- To ensure that the Town and Board of Education make its purchases from local vendors whenever it is in the best interests of the Town and is consistent with this policy.

5. RESPONSIBILITY FOR COMPLIANCE

Compliance with this Purchasing Policy shall be monitored as follows:

- a. The First Selectman and/or Superintendent, as applicable, shall bear primary, non-delegable responsibility for ensuring compliance with this policy.
- b. The Purchasing Agent shall be responsible for establishing specifications and procedures for procuring goods or services, as applicable.
- c. All employees, including department heads, supervisors, principals, directors and any others authorized to make purchases for the Town or Board of Education are responsible for following the provisions outlined in this policy when making purchases with Town or Board of Education funds.
- d. The Chief Financial Officer or his/her designee will establish forms and processes to carry out the policies and procedures contained in this Policy, subject to the approval of the First Selectman and/or Superintendent, as applicable.

6. COMMUNICATION WITH VENDORS

All contracts between the Town or Board of Education and the vendor's representative shall be negotiated through the Purchasing Agent. The Purchasing Agent will refer catalogs or other advertising materials to the departments and/or schools concerned with the subject matter therein. The Purchasing Agent shall be copied on all correspondence originating from such department and/or school to/from vendors.

7. BULK PURCHASING

Whenever possible, the Purchasing Agent shall consolidate purchasing to obtain a more economical purchase and to avoid purchase of unnecessary or duplicative items. The Purchasing Agent shall institute systematic scheduled buying procedures for items which are used on a volume basis. Departments and schools shall comply with the ordering schedules distributed by the Purchasing Agent.

8. ENVIRONMENTALLY-PREFERABLE PURCHASES

Whenever possible, consideration shall be given to purchasing Environmentally Preferable Products. For purposes of this Policy, Environmentally Preferable Products are those products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products or services may include, but are not limited to, those which contain recycled content, minimize waste, conserve energy or water and reduce the amount of toxins disposed of or consumed.

9. OTHER FORMS OF PURCHASING

The Purchasing Agent is authorized to employ all methods of soliciting goods or services, including but not limited to, cooperative purchasing, on-line auctions, reverse auctions and all other methods as allowed by applicable authority.

10. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

All purchases or contracts, other than those specifically exempted in this Policy shall be made by an authorized purchase order.

The function of a blanket purchase order is to establish a contract with a specific vendor for a type of good or service bought on a recurring basis where the cost of processing the individual purchase orders

would frequently exceed the value of the item or service but whose cumulative value for the year is a significant amount. A blanket purchase order will be issued by the Chief Financial Officer at the beginning of a calendar quarter to a particular vendor for an estimated dollar amount to be purchased during that calendar quarter. The blanket purchase order will allow the user department to draw against the purchase order when ordering required goods during a calendar quarter.

Only authorized individuals will be allowed to pick up goods or materials.

No single item over \$250 in price will be chargeable on a blanket purchase order.

Issuance of a blanket purchase order does not negate the need to utilize the quote or bid process where applicable.

11. EXPENDITURES NOT REQUIRING A PURCHASE ORDER

Specific expenditures may be processed for payment without submitting a Requisition/Purchase Order. Expenses of this nature are usually recurring obligations of the Town or Board of Education, and the amount to be charged is not known until after the service has been performed or until after a specified billing period has elapsed. The following items do not require purchase orders:

- Utilities
- Postage
- Legal notices
- Advertising
- Mileage or travel expenses related to Town or Board of Education business
- Professional dues and subscriptions
- Payroll deductions
- Judgments and claims
- Interfund transfers
- Debt payments
- Such other items as determined by the Purchasing Agent.

12. REQUEST FOR PROPOSAL/COMPETITIVE BID

For purposes of this section, if the goods or services for which the bid or proposal is invited will be purchased repeatedly over a period of twelve (12) months, the aggregate projected expenditure for the entire twelve (12) month period shall be calculated in order to determine the total value of the purchase.

a. WHEN A REQUEST FOR PROPOSAL/COMPETITIVE BID IS NOT REQUIRED

- Purchases or contracts with an anticipated value of up to \$2,500 will not require quotes or bidding.
- The purchase of consumable, non-equipment goods required for the day-to-day operation of a department or school may be made without competitive quotes, proposals, or bids by said department or school provided said expenditures are within the department or school's budget and such purchases are made at or below contracted consortium, regional, State, or Federal governmental bid quotes for the particular commodity with the approval of the Purchasing Agent.

b. WHEN A REQUEST FOR PROPOSAL/COMPETITIVE BID IS REQUIRED

- Purchases or contracts with an anticipated value of \$2,500 and up to \$5,000 shall require verbal quotes from a minimum of three (3) vendors. Verbal quotes must be summarized on the appropriate form and submitted with the purchase requisition.
- Purchases or contracts with an anticipated value of \$5,000 and up to \$7,500 shall require written quotes from a minimum of three (3) vendors. Emailed or faxed quotes signed by an authorized company representative on company letterhead are acceptable, as are product catalogs and online vendors. Written quotes must be submitted with the purchase requisition.
- Purchases or contracts with an anticipated value of \$7,500 or more shall require use of either the Request for Proposal/Competitive Bid Process unless waived per Section F of this Policy.
- For purposes of this Paragraph (b), if a vendor declines the invitation to participate that refusal shall qualify as a response.

c. AUTOMATIC ADJUSTMENT OF DOLLAR AMOUNT

- The dollar amounts specified in paragraph (b) above shall be automatically adjusted in accordance with any statutory amendments to CGS 7-148v, or other statutes, as applicable.

13. BID SECURITY

If required by the Purchasing Agent, bids must be accompanied by security in one of the following forms: certified check, cashier's check, personal money order, letter of credit, or bid bond. The requirement for and amount of the security must be set forth in the bid advertisement. All security presented must show the "Town of Colchester" as the payee.

14. BIDDERS LIST

The Town and Board of Education do not maintain a formal bidders list.

15. INSURANCE REQUIREMENTS

An insurance certificate will be required from firms employed by the Town or Board of Education to perform work on buildings, property, or in the name of the Town or Board of Education. Such certificate shall hold the Town or Board of Education harmless as additional insured under said policies. The amount of such required coverage shall be approved by the First Selectman or Superintendent after review by the insurance consultant and/or carrier and prior to preparation of the bid specifications.

SECTION B PROCEDURES FOR REQUEST FOR PROPOSAL/COMPETITIVE BID

1. PREPARATION

Whenever a Request for Proposal/Competitive Bid is required in accordance with the requirements in "Section A: Definitions & General Requirements," the department/school shall request a bid number from the Purchasing Agent prior to preparing the specifications. The date of the bid opening will be determined in coordination with the Purchasing Agent's office. A bid folder, labeled with the bid number and goods, will be prepared by the Purchasing Agent.

2. SPECIFICATIONS

The department/school will prepare the bid specifications in a format approved by the Purchasing Agent, incorporating the bid number and date of bid opening in the specifications. The completed specifications should be returned to the Purchasing Agent at least ten business days prior to the anticipated date of legal notice publication.

Bid specifications must include:

- Detailed description of goods/services to be purchased.
- Requirements regarding quality of goods/services to be purchased.
- Vendor or contractor qualification requirements.
- Requirement that all communications be in writing.
- A draft contract if the purchase requires entering into a contract.
- Format of submission.
- Number of copies of bid to be submitted.
- Deadline and address for submission.
- Insurance requirements.
- Bid security requirements, if applicable.
- Name, phone number, and email address of contact person responsible for all communications with prospective bidders.
- Criteria for selection.
- Sworn statement of identity of all owners and officers
- Information on pre-submission meeting(s), if any.
- Certification of bidder compliance with terms, conditions, requirements and other directives as contained in any applicable local, state or federal regulation, law, statute, policy or other directive, including but not limited to those pertaining to affirmative action and prevailing wages, as applicable.
- Any additional information needed for submission.

No bid shall be prepared to one vendor's exact specifications to exclude another comparable or preferred vendor.

3. NOTIFICATION OF REQUEST FOR PROPOSAL/COMPETITIVE BID

A legal notice inviting sealed bids shall be published by the Purchasing Agent in a newspaper of general area circulation or any type of media deemed to be applicable at least twenty-one days prior to the bid opening. The notice shall contain a general description of the goods or services being bid; the contact person; the day, hour, and place of the bid opening; where and when bid packages may be obtained; bid security, if required; and other information relating to the bid. An affidavit of publication will be provided when required by the Purchasing Agent.

No earlier than the date of legal notice publication, the Purchasing Agent will send the invitation to bid to all firms and persons as requested by the user department/school, the Preferred Vendor List for services required, and any additional firms and persons the Purchasing Agent determines are qualified. A list of the firms to which the bid was sent will be included in the file for this bid.

Additional copies of the complete specifications will be prepared for firms to pick up in response to the bid advertisement.

4. BID OPENING & AWARD

All bids, and bid security if applicable, must be submitted to the Purchasing Agent in sealed envelopes and show on the face of the envelope the bid number, the title of the bid, and the bidder's name. All envelopes will be date and time stamped as received.

At the date and time stated in the legal notice, all bids will be opened in public, read aloud (vendor name and bid amount only) and recorded. No bids shall be accepted or opened that were not submitted in compliance with the procedures set forth in the notice advertising the bid.


The award shall be made to the bidder whose bid meets the requirements, terms and conditions contained in the bid specifications, and is the lowest among those bidders possessing the skill, ability, and integrity necessary for faithful performance of the work based on objective criteria considering past performance and financial responsibility (the "Lowest Responsible Qualified Bidder"). Bid award is not based solely on the lowest fee proposal submitted, but includes all other considerations listed below in "Lowest Responsible Qualified Bidder."

Within a reasonable time following the bid opening, the bids will be reviewed in detail by the department head/school administrators and Purchasing Agent to ensure the apparent low bidder meets all specifications of the "Lowest Responsible Qualified Bidder." If this bidder does not meet the specifications, or is not judged responsible, the next lowest bidder's bid will be reviewed for compliance with the specifications. The foregoing process will be followed until the Lowest Responsible Qualified Bidder is found.

In determining the Lowest Responsible Qualified Bidder, the following criteria will be considered, as applicable:

- The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation, and experience of the bidder. Consideration shall be given to previous work performed by the bidder for the Town or the Board of Education or for other agencies, including the quality and degree of satisfaction with the work performed.
- The financial resources of the bidder and the bidder's ability to secure any required bonds and/or insurance.
- Compliance by the bidder with all applicable federal, state, and local laws, including any licensing requirements.
- Delivery or completion time.
- Cost.
- Involvement in litigation.

5. CONSIDERATION FOR LOCAL VENDORS

 Any Local Vendor who has submitted a bid not more than 7.5% higher than the lowest qualified responsible bidder may be awarded the bid if such local vendor agrees to accept the award at the amount and specifications of the lowest qualified responsible bidder, and meets all other conditions and requirements. Such Local Vendor shall be required to submit confirmation of its acceptance of the lower bid amount no later than 5 days after notification from the Purchasing Agent.

The provisions of this section shall not apply when the Lowest Qualified Responsible Bidder is a Local

Vendor.

6. PROCEDURES IN THE EVENT OF A TIE BID

If there is a tie bid between or among vendors, the Purchasing Agent shall award the bid in one of the following manners:

- shared equally by the tied vendors, or
- award the bid on a rotating basis, or
- by draw in the presence of three or more witnesses.

7. BID AWARD

Once the Lowest Qualified Responsible Bidder is determined and an award of the bid is authorized, the Purchasing Agent shall prepare or cause to be prepared: (i) a purchase order to confirm the bid award and; (ii) when required, a contract. If required, the Purchasing Agent will bring the recommendation forward to the Board of Selectmen or Board of Education for approval as required by the Town Charter, State statutes, Board of Education policy, and this policy.

8. POST BID NEGOTIATION

Modifications in the proposed scope of the bid may be made after bid openings provided that the basic bid is still in its essential form and that all bidders have the same opportunity to submit new prices in writing for those changes being considered. Should all bids be in excess of funds available, the Purchasing Agent may work with the Lowest Responsible Qualified Bidder to negotiate reductions in scope until costs are within the amount of funds available.

9. BID FILE

The completed bid file for each Request for Proposal/Competitive Bid specific bid will contain:

- Completed record of bids
- Copy of the bid specification.
- Affidavit of publication or clipping of the bid.
- List of all firms invited to participate in the bid.
- List of all firms actually participating in the bid.
- All bids submitted.
- All correspondence related to the bid.
- Award notification
- Notice to proceed

SECTION C PROCEDURES FOR OPTIONAL REQUESTS FOR QUALIFICATION

Whenever the Request for Proposal/Competitive Bid involves Professional Services, the Purchasing Agent may require that all bidders also comply with a Request for Qualification process. For purposes of this section, Professional services involve the furnishing of judgment, expertise, advice or effort by persons other than Town or Board of Education employees, and do not involve the delivery of a specific end product which can be defined by bid specifications and requires professional expertise.

Examples of professional services include, but are not limited to, in-service instructional leaders, pupil services, tutors, interpreters, architects, engineers, land surveyors, soil scientists, town planners, attorneys, banking and financial advisors, insurance brokers, actuaries, auditors, temporary agencies, repair services for property, equipment, and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical.

The Purchasing Agent, with the assistance of the department/school needing service, will develop the scope of Professional Services being sought in accordance with the requirements in "Section A: Definitions & General Requirements."

1. SPECIFICATIONS

In addition the requirements in Section B, the following must also be included in the RFQ:

- Project title, background, detailed description, and plans/sketches if applicable.
- Format of submission.
- Number of copies to be submitted.
- Information on pre-submission meeting(s), if any.
- Criteria for selection.
- Requirement that the fee proposal be submitted in a separate sealed envelope and not be reflected in any part of the proposal response. Fee proposal envelope must contain project cost; method of payment, i.e. lump sum, percentage, hourly rates, etc.; and distribution of the fees by phase if applicable.
- Deadline and address for submission.
- Name, phone number, and email address of contact person.
- Any additional information needed for submission.

2. RESPONSES TO RFQ

When an RFQ process is utilized, responses must be accompanied by a statement of professional qualifications containing the following information:

- Background statement on the firm, principals, staff availability, location, and financial stability.
- Qualifications and position with the firm of those key individuals who will be assigned to the project.
- List of similar projects and at least three references including contact information for work done within the last five years.
- Short description of vendor's approach to the project and a general time line for completion, including phases if any.
- Short description of typical fee structure. Fee information is only for assessing the firm's understanding of the project.
- Statement as to why the vendor is the best qualified to meet the needs of the Town or Board of Education.

3. EVALUATION & AWARD WHEN REQUEST FOR QUALIFICATION PROCESS IS UTILIZED

At the date and time stated in the notice advertising the bid, all proposals will be opened in public and recorded. No proposals shall be accepted or opened that were not submitted in compliance with the procedures set forth in the notice.

The Purchasing Agent will convene a review panel of not less than three individuals which will rank proposal submissions as follows: experience with similar projects; work approach; work schedule; staff qualifications; ability to meet requirements, terms, and conditions outlined in the RFQ; and firm's resources and stability.

A list of the most qualified firms will be developed. An interview will be conducted with a minimum of the top three qualified firms based on rankings. Fees are not to be taken into consideration as part of this determination.

After determination of the most qualified firms, the panel will open sealed envelopes containing fees. The panel will recommend a firm based on the ranking combined with the fee and will notify the Purchasing Agent by memo of its recommendation. The Purchasing Agent will bring the recommendation forward to the Board of Selectmen or Board of Education for approval as required by the Town Charter, State statutes, Board of Education policy, and this policy. A record of all proposals submitted, giving the names of the bidders, the amounts of the bids, and indicating the successful bidder shall be preserved by the Purchasing Agent in accordance with State law.

SECTION D PREFERRED PROFESSIONAL SERVICES VENDOR LIST

It is the intent of this process to develop a list of pre-qualified vendors for specified professional services that will be available for hire by the Town or Board of Education during the contract period. Town or Board of Education departments and schools may use vendors on this list when services are needed and when pre-approved by the First Selectman or Superintendent. This list in no way requires the departments or schools to utilize vendors from the list nor does it preclude the ability of any department or school to initiate the RFP process.

The Purchasing Agent shall utilize the Request for Proposal process to develop the list and will maintain the list of all selected vendors as well as the date of inception of the list. The list shall be viable for three years from date of inception. Selected vendors shall remain on the list from the date selected until the expiration date of the list unless removed by the Purchasing Agent. At that time, a vendor may resubmit for inclusion through the process.

Vendors may be placed on the list using the Request for Qualification process in "Section C: Procedures for Optional Requests for Qualification."

Any vendor may be removed from the list at any time by the Purchasing Agent.

The following statement must be included in materials for the Request for Proposal and Competitive Bid processes: "Submission of a response to this RFP or bid may result in your placement on our "Preferred Vendor List". Inclusion on the list is not a guarantee of work being awarded. Any vendor may be removed from the list at any time by the Purchasing Agent."

SECTION E ACCEPTANCE/REJECTION OF BIDS

The Purchasing Agent may reject any and all bids or quotations in whole or in part. Bids may be rejected for, but not limited to, the following reasons:

- if there is any reason to believe that collusion exists among the bidders;
- irregularities of any kind, including, without limitation, alteration of form, additions not called for, conditional bids, incomplete bids, and unexplained erasures;
- if past performance is such that the First Selectman or Superintendent feels that the bidder cannot provide satisfactory service; or
- failure to act responsibly in dealings with the Town, Board of Education, or other customers.

The Purchasing Agent shall not accept a proposal submission from any vendor if the vendor, its sole proprietor, partner(s), or company officer(s) are in default on the payment of taxes, licenses, fees, or other monies due to the Town..

The Purchasing Agent retains the right to waive any insubstantial irregularities in the bids received (i.e. typographical errors, errors in formatting, etc.).

In accordance with CGS 7-148w, the Town may, by ordinance of its legislative body, establish a process for disqualification of any contractor, for up to two years, from bidding on, applying for, or participating as a subcontractor under, contracts with the Town or Board of Education for one or more causes set forth under subsection (c) of that section. Such ordinance shall establish procedures for disqualification which shall include notice and an opportunity for a hearing to the contractor who is the subject of the proceeding.

Nothing in this section should be construed to limit in any way the right of the First Selectman or Superintendent or his/her designee to reject any and all bids.

SECTION F WAIVER OF REQUEST FOR PROPOSAL/COMPETITIVE BID PROCESS

In certain situations the bidding, quotation, and proposal processes described in this document may be waived even though the estimated cost exceeds the dollar threshold established in "Section A: Definitions & General Requirements."

The formal process may be waived for any of the following reasons:

- Only one (1) reasonable or qualified source can be identified, including those furnished by a monopoly utility. The Purchasing Agent will make the final determination of single source purchases.
- Time is a critical factor.
- A formal process would result in substantially higher costs to the Town or Board of Education, or inefficient use of personnel, or cause substantial disruption of Town or Board of Education services.
- Tuition and other services as determined by Planning and Placement Team (PPT).
- Those exempted or determined by law.

The First Selectman or Superintendent may grant a waiver for any of the above-listed reasons. Upon granting such a waiver, the First Selectman or Superintendent must, in writing, state the reason(s) for granting such waiver and shall notify the Board of Selectmen or the Board of Education as applicable of such action by electronic means.

If within two business days following such notification two members or more of such board as applicable objects to the granting of such waiver then the waiver shall be suspended pending approval of the waiver by the full board. No bids shall be awarded pursuant to this process until two business days have elapsed.

A waiver for any reason other than those above requires the approval of the Board of Selectmen or the Board of Education as applicable. For a requesting department or school to obtain a waiver, a written waiver request including specific reasons for the waiver shall be provided to the First Selectman or Superintendent. The request must be signed by a department head, principal, or director. Upon receipt of the waiver request, the First Selectman or Superintendent will notify the requestor if the waiver has been granted.

**SECTION G
PURCHASING IN EMERGENCY SITUATIONS
OR UNDER EXTRAORDINARY CONDITIONS**

The formal process may be waived for any of the following reasons:

- In the opinion of the First Selectman or Superintendent or his/her designee, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.
- To meet a public emergency as determined and approved by the First Selectman.

Emergency situations shall be defined as situations in which:

- the operation of a department would be seriously hampered; or
- life, limb or property may be endangered; or
- the health or welfare of the general public is seriously threatened.

Extraordinary conditions shall be defined as conditions which:

- are not known until after an operation has commenced; or
- require unanticipated parts, equipment or materials to be obtained in order to complete the operation.

Under conditions enumerated above, the First Selectman/Superintendent or his/her designee, may authorize purchase of necessary goods and/or services. At the time of the purchase, the department or school will secure a sales ticket, delivery slip, or invoice for the material from the vendor.

Within the timeframe determined by the Purchasing Agent for the specific emergency or extraordinary condition, a Requisition will be prepared in the usual manner. The nature of the conditions necessitating such a purchase shall briefly be provided on the Requisition. The Chief Financial Officer will then formally issue the purchase order to the vendor which will be marked "Confirming Order - Do Not Reorder".

Purchases of this nature will be kept to an absolute minimum.

SECTION H
MANDATORY REVIEW OF PURCHASING POLICY

Beginning five years from final adoption of this policy and no less frequently than every five years thereafter, the Board of Selectmen, Board of Education, and Board of Finance shall form a "work group" consisting of two members of each of the boards and the CFO to review this policy and recommend modifications as needed.



Mary Bylone

First Selectman

BID OPENING

DATE: 9-25-2020

TIME: 2 p.m

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

BID OPENING: 2020-09 Town Streets/Roads Snow #1 (see contract)

IN ATTENDANCE FOR THE TOWN: Dean Hunsford

Heide Perham

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>B+B Superior Contractors, Inc</u>	<u>\$1200/hr</u>
<u>Clark Landscaping</u>	<u>\$1220/hr</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Town of Colchester Interoffice Memorandum

To: Mary Bylone, First Selectman
From: James Paggioli, Director of Public Works
CC:
Date: October 9, 2020
Re: Town Streets and Road Snow Plowing Contract Recommendation RFP 2020-09

Responses for the RFP #2020-09 Town Streets and Roads Snow and Ice Control Services were received. This is for the contracting of snow and ice control truck from contractors to assigned street plow routes throughout the town. Presently there are 14 plow routes, (ten are conducted by staff and 4 are contracted out). The RFP was sent out with a similar format with a three year contract time frame, and continuing that fuel and plow cutting edges are the responsibility of the Contractor to provide for each truck. The bids are analyzed by hourly rate and reductions for multiple trucks are requested and any guarantee minimum hours/amounts are also requested from the bidders. There were two responses from bidders. The maximum number of truck from each bidder was two.

Responses were as follows:

Name	Single Truck /hr.	Two Trucks /Hr.	Minimum Amount Guarantee per truck, Exceptions
B & B Superior Contracting	\$200.00	\$200.00	\$10,000 per truck.
Clark's Landscaping	\$220.00	\$220.00	\$8,500 per season, 30% Insurance reopener, Fuel surcharge reopener \$2.49/gal at bid time

Clark's Landscaping and B&B Superior Contracting are the companies meeting the criteria of the apparent lowest responsible bidder for the total of the four operators and trucks that are required. Each has worked with the Town of Colchester previously and I am confident in their ability to conduct the work.

Based upon the bid results, previous work history, and Town of Colchester Purchasing Policy, I recommend that the RFP 2020-09 be awarded as bid for (2) two trucks/routes to Clark's Landscaping at the bid price of \$220.00 per hour and (2) two trucks/routes to B & B Superior Contracting at the bid price of \$200.00 per hour; for a three year period as stipulated within the RFP 2020-09 response.

Proposed Motion: Hereby authorize the First Selectman to enter into a three year contract, and sign all necessary documents, in accordance with the Invitation to Bid Town Street and Road Snow and Ice Control Services RFP 2020-09 dated 2 September 2020 , for (2) two trucks/routes to Clark's Landscaping at the bid price of \$220.00 per hour and (2) two trucks/routes to B & B Superior Contracting at the bid price of \$200.00 per hour; for a three year period as stipulated within the RFP 2020-09 response, for the winter seasons of 2020-2021, 2021-2022, and 2022-2023.