STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

# TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187
TEL 860-870-3100 FAX 860-870-3102
www.ellington-ct.gov

LORI L. SPIELMAN
First Selectman

DAVID E. STAVENS
Deputy First Selectman

MELINDA M. FERRY
MICHAEL B. MADRU
JAMES M. PRICHARD
RONALD F. STOMBERG
JOHN W. TURNER

BOARD OF SELECTMEN
Monday, November 14, 2022
Nicholas J. DiCorleto, Jr. Meeting Hall
and via ZOOM Conferencing

**MINUTES**

SELECTMEN PRESENT: Lori Spielman, David Stavens, Melinda Ferry, James Prichard, John Turner, Ronald Stomberg, Michael Madru

OTHERS PRESENT: Scott Nicol, Superintendent, Brian Greenleaf, Director of Finance and Operations, Ellington Public Schools (EPS); Walter Lee, Emergency & Risk Management Director; Sgt. Brian Santa, Resident State Troopers' Supervisor; Ken Radziwon, Public Works Director; *Felicia LaPlante, Assistant Finance Officer/Deputy Treasurer; Arlo Hoffman, Chairman, Planning and Zoning Commission (PZC); *Sue Phillips, Hall Memorial Library Director; Jen Dzen, Chairman, Liz Nord, Board of Education (BOE); Peter Hany, Chief, *Josh Rosenfeld, Treasurer, Ellington Volunteer Ambulance Corps (EVAC); *Jay Rich, Chief, Ellington Volunteer Fire Department (EVFD); *Mary Blanchette, Chairman, Library Board of Trustees; *Jim Fay, Board of Finance; Tom Palshaw, Betsi Feldman, Joe Burns, Karen Luciano, *Brian Cocuzzo

**Attended via ZOOM*

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE: The Board of Selectmen (BOS) meeting was called to order at 7:12 p.m. The Pledge of Allegiance was recited.

II. CITIZENS' FORUM [non-agenda items]: Karen Luciano, 36 Ardsley Lane (Abbott Place), shared concerns regarding traffic on and around Windsorville Road, by Windermere School. She asked that the Town consider adding sidewalks to the area. Mr. Greenleaf shared that is something that could potentially be taken care of within the scope of the Windermere Building Project. Joe Burns, 228 Windsorville Road, echoed Ms. Luciano's concerns, and mentioned that there is a sidewalk from Ketchbrook Lane to the school that could be extended all the way through to Abbott Road. It was suggested that Mr. Radziwon look into adding sidewalks under the Capital Improvements process.

III. APPROVAL OF MINUTES

A. October 17, 2022 Regular Meeting

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE REGULAR MEETING MINUTES OF OCTOBER 17, 2022.

IV. UNFINISHED BUSINESS

A. Abbott Road Discontinuance

First Selectman Spielman shared some of the concerns that exist with the property, including sight line issues at the Broad Brook Road intersection, the current overgrowth, and the costs that would be associated with improving the currently-unpassable section. Mr. Madru commented that pulling out onto Broad Brook Road from that end of Abbott Road would be very dangerous, and shared his belief that the process of clearing out and fixing the existing road would be too costly to the Town.

Mr. Turner commented that the road is virtually terminated at 240 Abbott Road and reiterated his concerns from an emergency response standpoint, as GPS systems currently show Abbott Road as being an active through road. He plans to authorize the emergency dispatch center to discontinue the road in their system so as not to confuse responding agencies. He also shared that Lisa Houlihan, Town Planner, is going to look into how to inform Google Maps and Mapquest that this is not a through road at this time so that appropriate adjustments to GPS systems can be made.

Mr. Hoffman commented that PZC couldn't approve this as a permanent cul-de-sac due to the length of the road, and shared that the view of the PZC long-term is to eventually see this become a through road. Mr. Turner shared that he respects Mr. Hoffman's position and that he believes the best solution at this time is to make all appropriate changes to reflect the current dead-end status of the road.

V. NEW BUSINESS

A. Tax Refunds/Abatements

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF $9,934.61 AS RECOMMENDED BY THE TAX & REVENUE COLLECTOR AND AS SPECIFIED IN THE REFUNDS/ABATEMENTS STATEMENT DATED NOVEMBER 2022 [ATTACHED].

B. Tax Relief for Homeowners Age 65 and Over

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO ESTABLISH THE AD HOC TAX RELIEF PROGRAM REVIEW COMMITTEE, TO BE COMPOSED OF FIVE (5) RESIDENT TAXPAYERS, THE PURPOSE OF WHICH WILL BE TO STUDY THE FISCAL IMPACT OF THE PROPOSED TAX RELIEF PROGRAM ORDINANCE [ATTACHED]. FURTHER, THE COMMITTEE SHALL, WITHIN 60 DAYS OF APPOINTMENT, UNDERTAKE AND COMPLETE A STUDY AND INVESTIGATION WITH RESPECT TO SUCH PROPERTY TAX RELIEF AND PREPARE A REPORT TO BE PRESENTED TO THE BOARD OF FINANCE FOR REVIEW PRIOR TO FINAL BOS APPROVAL.

C. Special Events Ordinance

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO REFER *CHAPTER 17, ARTICLE I – SPECIAL EVENTS* TO THE TOWN ORDINANCE COMMITTEE FOR REVIEW AND RECOMMENDATION TO THE BOARD OF SELECTMEN, ADDRESSING AMENDMENTS TO CERTAIN REQUIREMENTS THAT MAY NO LONGER BE APPROPRIATE.

D. Ellington Police Accreditation

Sgt. Santa shared a PowerPoint presentation [ATTACHED] outlining the accreditation requirements and the steps that he is recommending to move forward with the process. Key items that were

covered included the history of how this accreditation requirement came about, exactly what the process entails, key deadlines and some information on the filing system. Mr. Turner shared his support for the recommendations that were brought forward and said that it will be a good learning opportunity.

MOVED (TURNER), SECONDED (MADRU) AND PASSED UNANIMOUSLY THAT, PURSUANT TO PA 22-119, THE TOWN OF ELLINGTON LAW ENFORCEMENT UNIT SHALL SEEK ACCREDITATION PURSUANT TO THE TIER ONE CERTIFICATION PROGRAM ESTABLISHED BY THE POLICE OFFICER STANDARDS AND TRAINING COUNCIL; THAT SERGEANT BRIAN SANTA AND OFFICER DON BRIDGE SHALL BE APPOINTED TO SERVE AS THE ACCREDITATION TEAM; AND SERGEANT BRIAN SANTA SHALL BE APPOINTED AS THE ACCREDITATION MANAGER. FURTHER, TO ACHIEVE THE REQUIRED MINIMUM TIER ONE STANDARDS AND PRACTICES, THE TOWN SHALL PURCHASE AND IMPLEMENT (SUBJECT TO ANY REQUIRED PURCHASING OR BIDDING REQUIREMENTS) A DIGITAL POWER DMS PROGRAM FOR ITS FILE SYSTEM.

E. TaxServ Contract Renewal

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO RENEW THE CONTRACT FOR THE COLLECTION OF DELINQUENT RECEIVABLES WITH TAXSERV CAPITAL SERVICES, LLC OF WEST HARTFORD, CONNECTICUT UPON EXISTING TERMS FOR THE PERIOD OF DECEMBER 18, 2022 THROUGH DECEMBER 17, 2023.

F. Employee-Used Computer Equipment Purchasing

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FINANCE OFFICE TO ALLOW EMPLOYEES TO PURCHASE THEIR TOWN-OWNED, EMPLOYEE-USED COMPUTER EQUIPMENT FOR THE PRICE THAT THE TOWN WOULD RECEIVE TO SELL OR RECYCLE SAID EQUIPMENT. FURTHER, THAT THE COMPUTERS WILL BE “CLEANED” OF ALL TOWN INFORMATION PRIOR TO BEING SOLD.

G. High School Track Replacement

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO AWARD THE BID FOR THE HIGH SCHOOL TRACK RESURFACING PROJECT TO LIBERTY LANDSCAPES, LLC, AS RECOMMENDED BY THE DIRECTOR OF PUBLIC WORKS AND THE ASSISTANT FINANCE OFFICER/DEPUTY TREASURER.

H. HVAC Grant – Board of Education

Ms. Dzen thanked the BOS for adding this to the agenda, sharing that the available grant opportunity through the State represents a potential 55% savings and is likely a one-time offer that the BOE felt compelled to try to take advantage of. She emphasized that the BOE will seek to return as much back to the Town as possible through incentive plans and other funding opportunities. Ms. LaPlante shared that while Mr. Greenleaf will be responsible for presenting the information at this meeting, it is the end result of a lot of joint collaboration.

Mr. Greenleaf shared a PowerPoint presentation [attached], sharing that a facilities review had been done, leading in part to the development of this proposed project. He shared an overview of what is being proposed, including details on the equipment and construction and the benefits to the students and staff. He also outlined some financial incentives that are available, noting that there is nothing that precludes them from seeking alternative funding and rewards opportunities while also utilizing the potential State grant funding. He shared four different debt scenarios and

the financial impact of each, as well as a general timeline. Ms. Feldman asked when the grant award notice would be made; Mr. Greenleaf stated that it will be January 31st or shortly thereafter. Mr. Stavens asked if the Town was obligated to continue with the project if not awarded the grant; Mr. Greenleaf said no, that the Town will have the option to move forward or to scrap the project at that time. Mr. Turner commented that the BOE did a good job of establishing specific needs within this proposal.

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO ADOPT THE FOLLOWING RESOLUTION:

RESOLVED, THAT THE BOARD OF SELECTMEN RECOMMENDS THAT THE TOWN OF ELLINGTON APPROPRIATE $6,736,250 FOR COSTS RELATED TO THE INSTALLATION, REPLACEMENT AND UPGRADING OF HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS (HVAC) AT ELLINGTON HIGH SCHOOL, ELLINGTON MIDDLE SCHOOL AND CENTER ELEMENTARY SCHOOL (THE "PROJECT"). THE PROJECT IS CONTEMPLATED TO CONSIST OF NEW BOILERS, DEDICATED OUTDOOR SYSTEMS AND BUILDING MANAGEMENT SYSTEMS, AND THE REPAIR AND REPLACEMENT OF SPECIFIED ROOFING SECTIONS. THE APPROPRIATION MAY BE SPENT FOR DESIGN, ACQUISITION, INSTALLATION, SITE IMPROVEMENTS, REMOVAL OF MATERIALS AND DISCARDED EQUIPMENT, PERMITTING AND ENVIRONMENTAL COSTS, EQUIPMENT, MATERIALS, SITE IMPROVEMENTS, SWITCHES, WIRING, PIPES, SENSORS, THERMOSTATS AND OTHER RELATED EQUIPMENT, ARCHITECTURAL, ENGINEERING AND OTHER CONSULTANT FEES, LEGAL FEES, NET INTEREST ON BORROWINGS AND OTHER FINANCING COSTS, AND OTHER EXPENSES RELATED TO THE PROJECT AND ITS FINANCING, INCLUDING THE PREPARATION OF SCHEMATIC DRAWINGS AND OUTLINE SPECIFICATIONS FOR THE PROJECT. THE PERMANENT BUILDING COMMITTEE, AS ESTABLISHED PURSUANT TO SECTION 913 OF THE TOWN CHARTER, IS ESTABLISHED AS THE BUILDING COMMITTEE WITH REGARDS TO THE PROJECT AND IS AUTHORIZED TO DETERMINE THE SCOPE AND PARTICULARS OF THE PROJECT, AND MAY REDUCE OR MODIFY THE SCOPE OF THE PROJECT, AND THE ENTIRE APPROPRIATION MAY BE SPENT AS SO REDUCED OR MODIFIED.

FURTHER RESOLVED, THAT THE BOARD OF SELECTMEN RECOMMENDS THAT THE TOWN AUTHORIZE THE ISSUE OF $6,736,250 BONDS OR NOTES AND TEMPORARY NOTES TO FINANCE THE APPROPRIATION, THE AMOUNT OF BONDS OR NOTES AUTHORIZED TO BE REDUCED BY THE AMOUNT OF GRANTS RECEIVED FOR THE PROJECT AND NOT SEPARATELY APPROPRIATED TO PAY ADDITIONAL COSTS OF THE PROJECT.

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO ADOPT THE FOLLOWING RESOLUTION:

RESOLVED, THAT THE BOARD OF SELECTMEN REFERS TO THE BOARD OF FINANCE ITS RECOMMENDATION THAT THE TOWN AUTHORIZE THE ISSUE OF $6,736,250 BONDS OR NOTES AND TEMPORARY NOTES TO FINANCE THE APPROPRIATION, THE AMOUNT OF BONDS OR NOTES AUTHORIZED TO BE REDUCED BY THE AMOUNT OF GRANTS OR OTHER FUNDS RECEIVED FOR THE PROJECT AND NOT SEPARATELY APPROPRIATED TO PAY ADDITIONAL COSTS OF THE PROJECT.

I. Potential Amendment to 2023 Board of Selectmen Meeting Schedule

Ms. Ferry asked if an earlier start time would impact residents' ability to attend meetings for Citizens' Forum; First Selectman Spielman shared that the BOF meetings begin at 6:00 pm and haven't had an issue with this.

MOVED (TURNER), SECONDED (MADRU) AND PASSED UNANIMOUSLY TO AMEND THE PREVIOUSLY APPROVED 2023 BOARD OF SELECTMEN MEETING SCHEDULE TO REFLECT AN ADJUSTED START TIME OF 6:30 PM FOR ALL 2023 REGULAR MEETINGS [ATTACHED].

J. Library Expansion Project – STEAP Award Agreement

Mr. Stavens asked when this would go out to bid; Mr. Radziwon shared that it is contingent upon final approvals on the allocation of funds, but that it will hopefully go out over the winter.

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO ADOPT THE FOLLOWING RESOLUTION:

RESOLVED, THAT THE BOARD OF SELECTMEN MAY ENTER INTO WITH, AND DELIVER TO, THE STATE OF CONNECTICUT, OFFICE OF POLICY AND MANAGEMENT, ANY AND ALL DOCUMENTS WHICH IT DEEMS TO BE NECESSARY OR APPROPRIATE TO OBTAIN A 2022 SMALL TOWN ECONOMIC ASSISTANCE PROGRAM (STEAP) GRANT WITH THE STATE OF CONNECTICUT IN AN AMOUNT UP TO $500,000 FOR FUNDS TO BE USED FOR HALL MEMORIAL LIBRARY PARKING LOT & SIDEWALK IMPROVEMENTS; AND

FURTHER RESOLVED, THAT LORI SPIELMAN, AS FIRST SELECTMAN OF THE TOWN OF ELLINGTON, IS AUTHORIZED AND DIRECTED TO EXECUTE AND DELIVER ANY AND ALL DOCUMENTS ON BEHALF OF THE BOARD OF SELECTMEN AND TO DO AND PERFORM ALL ACTS AND THINGS WHICH SHE DEEMS TO BE NECESSARY OR APPROPRIATE TO CARRY OUT THE TERMS OF SUCH DOCUMENTS, INCLUDING, BUT NOT LIMITED TO, EXECUTING AND DELIVERING ALL AGREEMENTS AND DOCUMENTS CONTEMPLATED BY SUCH DOCUMENTS.

K. Animal Control Officer – Amendment to Service Contract

Sgt. Santa shared that he recently traveled to Tolland County Mutual Aid Fire Service (TN) with First Selectman Spielman and Mr. Stavens to discuss the Computer Aided Dispatch (CAD) system for Animal Control. This would enable the Town to safely and effectively track any animal control calls that came through and Animal Control Officers (ACOs) could communicate directly with Troop C. Mr. Lee shared that he is in favor of implementing such a system from a risk management perspective; currently, when a call comes in, there is no way of knowing where the ACO is. Mr. Turner shared that this has been in development for a couple of years, and Willington and Tolland both utilize this system to ensure the safety of their ACOs. It will involve some training but will greatly enhance the documentation and tracking system of calls through a centralized database. Sgt. Santa commented that this would be an amendment to the existing contract, and Mr. Lee added that this will have a positive impact on the accreditation process as well. The BOS will review the information that was provided in order to make an informed decision at the next regular meeting.

VI. ADMINISTRATIVE REPORTS

A. Building Department
B. Emergency Services
    1. Resident State Troopers' Office
    2. Ellington Volunteer Ambulance Corps
    3. Ellington Volunteer Fire Department
    4. Crystal Lake Fire Department
    5. Emergency & Risk Management Director

C. Fire Marshal
D. Hall Memorial Library
E. Tax & Revenue Collector
F. Town Planner
G. Finance Department
H. Human Services
I. Youth Services
J. Senior Center
K. Recreation Department

VII. SELECTMEN COMMITTEE REPORTS

A. Personnel Committee:

1. Resignations:

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO ACCEPT THE RESIGNATIONS OF GOMATHI RAMACHANDRAN AND LINDSAY CASTONGUAY HANY FROM THE AD HOC COMMITTEE ON DIVERSITY AND INCLUSION.

2. Appointments:

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPOINT DONNA ALLEN TO THE AD HOC ELLINGTON TRAILS COMMITTEE TO COMPLETE AN UNEXPIRED TERM ENDING APRIL 30, 2023.

B. Town Policies Committee

1. Update(s): Mr. Turner shared that no further progress has been made; Sgt. Santa and Attorney Famiglietti continue to work through details.

VIII. SELECTMEN LIAISON REPORTS

**Human Services:** Ms. Ferry shared that some individuals were unaware that Rebecca Stack had been appointed as the new Human Services Director, and asked if a release could be posted to get the word out.

**EVFD:** Mr. Turner shared that over the past month, EVFD, along with other local agencies, sponsored a nationally-known speaker to come out to do a day-long presentation on a variety of topics. EVFD recently participated in an egg drop event held by local scouts. Mr. Turner also shared that a member recently participated in a 9/11 Memorial Stair Climb and that money was raised for a memorial fund. There have been two recent calls of significance; a small aircraft lost engine power and landed safely at Ellington Airport, and there was a wind-driven shed fire that led to a total loss.

IX. FIRST SELECTMAN'S REPORT

A. Staffing:

1. New Hires
   - Jack Paul, Maintainer I, DPW
   - John Rainaldi, Assessor
   - Thomas Kindall, Technology Technician
   - Marjorie Richardson, Senior Center Program Assistant

- Susan Lather, Senior Center Program Assistant
- Louis Fleck, Senior Center Van Driver
- Erin Meikle, Emergency Medical Technician, EVAC

2. Resignation/Retirement/Termination: None
3. Promotions/Transfers/Probations
   - Rebecca Stack, Human Services Director
4. Awards and Announcements: None

B. Other – Ms. Spielman reported the following:

- Lisa Houlihan, Town Planner, recently received an award from the Connecticut Conference of Municipalities;
- The tennis courts at Robert Tedford Memorial Park were recently resurfaced, and two pickleball courts were added;
- This year's Scarecrow Contest was a big success, and there were a lot of really great entries with six prizes given out to category winners;
- The Winter Market is beginning this coming Saturday at Ellington High School;
- The Ellington Historical Society is renting antique sleighs out to local homes and businesses for the holidays and will be creating a "sleigh trail" for individuals to check out the displays;
- The Holiday Marketplace at the Nellie McKnight Museum has a lot of great gift ideas, with local Ellington items; Ellington Agway is also selling an Ellington ornament with proceeds going to the Historical Society;
- Winterfest will take place on Saturday, December 3rd.

X. CORRESPONDENCE: Ms. Ferry asked if there was a way to get the word out about all of the great recycling programs that the Town has to offer.

XI. ADJOURNMENT

MOVED (TURNER), SECONDED (MADRU) AND PASSED UNANIMOUSLY TO ADJOURN THE REGULAR MEETING OF THE BOARD OF SELECTMEN AT 8:58 PM.

Respectfully submitted,

*Julia Connor*
Julia Connor, Recording Secretary

*Lori Spielman*
Lori Spielman, First Selectman

V.A

# TOWN OF ELLINGTON
## TAX AND REVENUE COLLECTOR'S REFUND REPORT
## November 2022

| Amount | Name | Tax | GL Year | Requesting Dept. | Reason |
|---|---|---|---|---|---|
| $ 393.48 | Ally Financial | MV | 2021 | Assessor | Sold April 2022 |
| $ 573.57 | Ally Financial | MV | 2021 | Assessor | Sold December 2021 |
| $ 930.69 | Ally Financial | MV | 2021 | Assessor | Sold November 2021 |
| $ 520.92 | Ally Financial | MV | 2021 | Assessor | Sold January 2022 |
| $ 132.37 | Cardin, Mary B | MV | 2021 | Assessor | Registered in ME April 2022 |
| $ 54.04 | Corelogic Centralized Refunds (66 Highland Ave) | RE | 2020 | Assessor | Correction to Deck Size |
| $ 262.55 | Draper, Samuel W | MV | 2021 | Tax | Duplicate Payment |
| $ 681.66 | Harrington Douglas | MV | 2021 | Assessor | Veteran Lease Exemption |
| $ 692.83 | Honda Lease Trust | MV | 2021 | Assessor | Registered in ME February 2022 |
| $ 57.81 | Honda Lease Trust | MV | 2021 | Assessor | Sold August 2022 |
| $ 316.17 | Mangold, David W + Heather M | MV | 2021 | Assessor | Sold December 2021 |
| $ 328.91 | Nissan Infiniti LT LLC | MV | 2021 | Assessor | Sold to Lessee February 2022 |
| $ 280.94 | Nissan Infiniti LT LLC | MV | 2021 | Assessor | Sold February 2022 |
| $ 31.13 | Seeberger, Donna | MV | 2021 | Assessor | Donated July 2022 |
| $ 474.00 | Shaw, George M + Joanne E (20 Lyons St) | RE | 2020 | Assessor | Applied Veteran Disability |
| $ 221.87 | Toyota Lease Trust | MV | 2021 | Assessor | Sold June 2022 |
| $ 374.78 | Toyota Lease Trust | MV | 2021 | Assessor | Sold January 2022 |
| $ 624.60 | Toyota Lease Trust | MV | 2021 | Assessor | Sold November 2021 |
| $ 753.30 | Toyota Lease Trust | MV | 2021 | Assessor | Sold November 2021 |
| $ 171.55 | Toyota Lease Trust | MV | 2021 | Assessor | Sold May 2022 |
| $ 66.52 | VCFS Auto Leasing Co | MV | 2020 | Assessor | Sold August 2021 |
| $ 881.61 | VCFS Auto Leasing Co | MV | 2021 | Assessor | Sold August 2021 |
| $ 734.37 | VCFS Auto Leasing Co | MV | 2021 | Assessor | Sold November 2021 |
| $ 374.94 | VCFS Auto Leasing Co | MV | 2021 | Assessor | Sold April 2022 |
| **$ 9,934.61** | **REFUND TOTAL FOR NOVEMBER 2022** | | | | |

# An Act Concerning Accreditation Standards For Law Enforcement Units

# Public Act No. 22 -119

STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
Police Officer Standards and Training Council
Connecticut Police Academy

June 14, 2022

Resident Trooper Brian Santa
Ellington Police Department
33 Arbor Way
Ellington, CT 06029

Dear Resident Trooper Santa,

In accordance with Public Act No. 22-119 ***An Act Concerning Accreditation Standards for Law Enforcement Units***, our records reflect your agency does not meet the minimum state-accreditation tier one requirement developed by POST Council or a higher level of accreditation standards developed by CALEA.

Pursuant to Public Act No. 22-119 your agency has been scheduled for a Tier I on-site accreditation assessment on **9/14/2023 at 9:00 am.** Our team of assessors will need digital access to accreditation files two weeks prior to the on-site.

To assist your agency with preparing for the on-site assessment, the Field Services Training Division is offering ***State Accreditation Program and Process*** training scheduled in August. This training will provide critical information regarding the state tiered program and process. See link below.

Training Announcement- https://portal.ct.gov/-/media/POST/PDF_Documents/In-Service/2022/TA---Accreditation-Manager-Training.pdf

Agencies just starting their initial accreditation must comply with the 6th edition Standards manual which was approved by POST Council in January 2022 and will soon be posted on our website under the Accreditation tab and to Power DMS. Agencies that are currently state accredited, will be required to upgrade to the 6th edition Standards manual following their next assessment.

Questions or comments may be directed to my attention either by e-mail Karen.boisvert@ct.gov or phone 203-427-2601.

Respectfully,

Karen Boisvert
Academy Administrator

**CALEA Internationally Accredited Public Safety Training Academy**
285 Preston Avenue • Meriden, Connecticut 06450-4891
*An Affirmative Action/Equal Employment Opportunity Employer*

CJM:cjm:kb

***Public Act No. 22-119***

***AN ACT CONCERNING ACCREDITATION STANDARDS FOR LAW ENFORCEMENT UNITS.***

Be it enacted by the Senate and House of Representatives in General Assembly convened:

(a) [Until December 31, 2024, the] The Police Officer Standards and Training Council, established under section 7-294b, and the Commissioner of Emergency Services and Public Protection or the commissioner's designee, shall jointly develop, adopt and revise, as necessary, minimum standards and practices for the administration, [and] management and operation of law enforcement units, as defined in section 7-294a. Such minimum standards and practices shall be based upon standards established by the International Association of Chiefs of Police and the Commission on Accreditation for Law Enforcement Agencies, Inc., and shall include, but need not be limited to, standards and practices regarding bias-based policing, use of force, response to crimes of family violence, use of body-worn recording equipment, complaints that allege misconduct by police officers, use of electronic defense weapons, eyewitness identification procedures, notifications in death and related events and pursuits by police officers and compliance with the guidance issued by the council pursuant to subdivision (1) of subsection (g) of section 7-294d regarding reporting procedures to be followed by chief law enforcement officers for certificate suspension, cancellation or revocation. Not later than January 1, 2023, the council shall, within available appropriations, divide the minimum standards and practices into three state-accreditation tiers, to be known as tier one, tier two and tier three. Tier one shall consist of minimum standards and practices designed to protect law enforcement units from liability, enhance the delivery of services and improve public confidence in law enforcement units. Tier two shall consist of minimum standards and practices for the administration, management and operation of law enforcement units. Tier three shall consist of higher minimum standards and practices for the administration, management and operation of law enforcement units. The council shall post [such] the minimum standards and practices of each tier on the council's Internet web site and disseminate [such] the minimum standards and practices of each tier to law enforcement units. The council and commissioner or the commissioner's designee shall jointly develop a process to review a law enforcement unit's compliance with [such] the minimum standards and practices of each tier and issue a certificate of compliance with [law enforcement] the minimum standards and practices of tier one, tier two or tier three, as the case may be, to a law enforcement unit that meets or exceeds [such] the minimum standards and practices of such tier.

(b) On and after January 1, 2019, and until December 31, [2024] 2022, each law enforcement unit shall adopt and maintain (1) the minimum standards and practices developed by the council pursuant to subsection (a) of this section, or (2) a higher level of accreditation standards developed by the council or the Commission on Accreditation for Law Enforcement Agencies, Inc

(c) On and after January 1, 2023, and until December 31, 2023, each law enforcement unit shall (1) be certified, at a minimum, as meeting the requirements for state-accreditation tier one developed by the council pursuant to subsection (a) of this section, or (2) meet a higher level of accreditation standards developed by the Commission on Accreditation for Law Enforcement Agencies, Inc.

(d) On and after January 1, 2024, and until December 31, 2025, each law enforcement unit shall (1) be certified, at a minimum, as meeting the requirements for state-accreditation tiers one and two developed by the council pursuant to subsection (a) of this section, or (2) meet a higher level of accreditation standards developed by the Commission on Accreditation for Law Enforcement Agencies, Inc.

[(c)] (e) On and after January 1, [2025] 2026, each law enforcement unit shall [obtain and maintain accreditation] (1) be certified as meeting the requirements for state-accreditation tiers one, two and three developed by the council pursuant to subsection (a) of this section, or (2) meet a higher level of accreditation standards developed by the Commission on Accreditation for Law Enforcement Agencies, Inc.

(f) If a law enforcement unit fails to obtain or maintain [such accreditation] the appropriate certification for a state-accreditation tier or tiers or the higher level of accreditation standards developed by the Commission on Accreditation for Law Enforcement Agencies, Inc., as required by the provisions of subsections (b) to (e), inclusive, of this section, the council shall work with the law enforcement unit to obtain and maintain such certification or accreditation standards.

(g) If a law enforcement unit fails to comply with the guidance issued by the council pursuant to subdivision (1) of subsection (g) of section 7-294d regarding reporting procedures to be followed by chief law enforcement officers for certificate suspension, cancellation or revocation, the council may revoke the certificate of compliance with the appropriate state-accreditation tier or tiers, as the case may be, issued pursuant to this section.

[(d)] (h) No civil action may be brought against a law enforcement unit for damages arising from the failure of the law enforcement unit to (1) adopt and maintain such minimum standards and practices or a higher level of accreditation standards pursuant to subsection (b) of this section, or (2) obtain and maintain the appropriate certificate of compliance with the appropriate state-accreditation tier or tiers or accreditation by the Commission on Accreditation for Law Enforcement Agencies, Inc., [pursuant to subsection (c) of this section] as required by subsections (c) to (e), inclusive, of this section.

22) (A) [Until December 31, 2024, to] To develop, adopt and revise, as necessary, comprehensive accreditation standards, and designation of such standards as state-accreditation tiers one, two and three, for the administration and management of law enforcement units, to grant accreditation to those law enforcement units that demonstrate their compliance with such standards and, at the request and expense of any law enforcement unit, to conduct such surveys as may be necessary to determine such unit's compliance with such standards; and (B) on and after January 1, [2025,] 2023 to work with any law enforcement unit that has failed to obtain or maintain [accreditation from] its certification of compliance with the appropriate tier or tiers or a higher level of accreditation standards developed by the council or the Commission on Accreditation for Law Enforcement Agencies, Inc., pursuant to section 7-294ee, as amended by this act;

# History of the CT Accreditation Law

## 2020 Special Session Public Act No. 20 -1

a. Required each law enforcement unit to obtain and maintain CALEA certified - by 2025
b. POSTC shall work with the LEU who failed to obtain and maintain CALEA - Did not pass

## 2021 House Bill No. 6597

a. Introduced options of CALEA or State – Did not pass

## 2022 Substitute Senate Bill No. 135-Passed → **Public Act 22-119**

# What is Police Accreditation???

Police Accreditation is a systematic, internal review of policies, procedures, training, and operations – all of which are measured against an accrediting body's standards (POST-C Tier 1,2 or3) manual to prove compliance.

# Why does Ellington not fall under CSP Accreditation?

Reader Digest → **way the Law was written**

Law states if Ellington Town Officers are:

☑Ellington Town Officers POST certified?

☑Ellington Officers hired/employed by Town of Ellington?

→ Ellington Town Officers are a separate Law Enforcement Unit

***Law –blind to the Law Enforcement Unit (LEU's) uniqueness (DMV, MDC)***

# Deadlines in Accordance with Law

22-119 States ALL Law Enforcement Units Shall be certified as follows:

- ***Tier I*** - by December 31, 2023 or CALEA

(2024 is a "fix your mistakes year, plan for Tier 2")

- ***Tier II*** – by December 31, 2025 or CALEA
- ***Tier III*** – by December 31, 2026 or CALEA

# Step #1:

## Law Enforcement Unit Responsibility- Two Options

Ellington Shall adopt and maintain Accreditation Program NLT ***December 31, 2022***

1. POSTC - 3-Tiered Accreditation Program
2. ~~CALEA Gold – (CALEA LE1 does not meet the POSTC Tiered Standard)~~
   ($5,000 yearly cost)

# Step #2

## Assign Accreditation Manager/Team

Accreditation Manager/Team assigned by December 31, 2022

Sworn or Civilian (6 months full-time for Tier 1)---***access to report system****

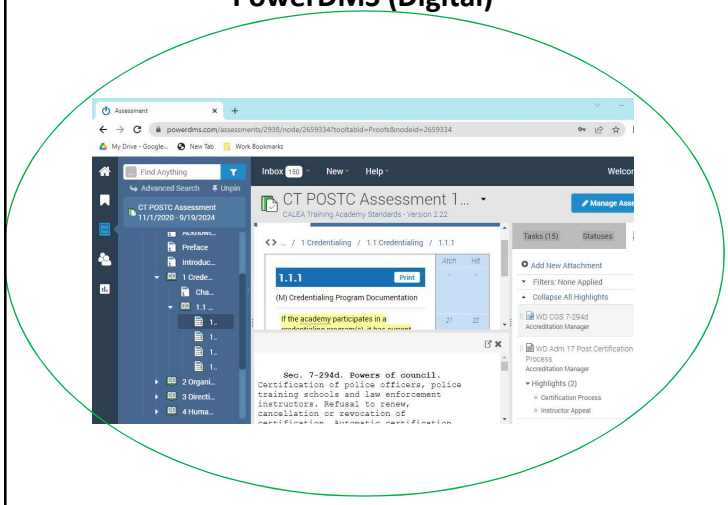
Full or part-time???? Plan for Tier 2 or 3???

Team Approach – Others can assist but need 1 Accreditation Manager to navigate, chart the course, coordinate, liaison with accrediting agency and ensure compliance

9

# Step #3: Choose/Set-up a file system

**PowerDMS (Digital)**

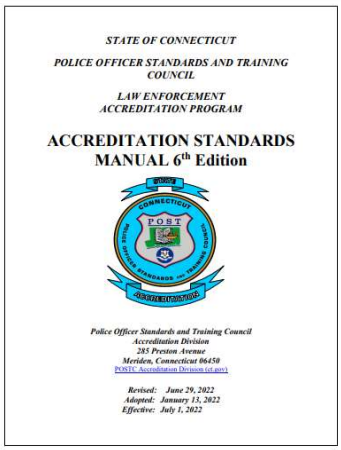



**~~File Cabinets~~**

# Entering files into file system

| 1 | Tier I Accreditation On-Site Checklist: | | | |
|---|---|---|---|---|
| 2 | ***Standard*** | ***Description*** | ***2023*** | ***Notes*** |
| 3 | **Chapter 1** | **Communications** | | |
| 4 | 1.1.1 | Portable Radios | | |
| 5 | 1.1.2 | Emergency Recording/ Playback | | |
| 6 | 1.1.3 | Training for Verbal First Aid | | |
| 7 | 1.1.4 | Generator Testing | | |
| 8 | 1.1.5 | Written Directive for Misdirected Emergency Calls | | |
| 9 | **Chapter 2** | **Evidence & Property** | | |
| 10 | 1.2.1 | Transfer of Custody; Physical Evidence | | |
| 11 | 1.2.2 | Receiving & Controlling In Custody Property | | |
| 12 | 1.2.3 | Inspections, Inventories & Audits | | |
| 13 | 1.2.4 | Secure Area for when Property Room is Closed | | |
| 14 | 1.2.5 | Records for In Custody Evidence | | |
| 15 | 1.2.6 | Supplies for Processing Scenes | | |
| 16 | 1.2.7 | Property for Crash Victims | | |

160 page manual



*STATE OF CONNECTICUT*

*POLICE OFFICER STANDARDS AND TRAINING COUNCIL*

*LAW ENFORCEMENT ACCREDITATION PROGRAM*

**ACCREDITATION STANDARDS MANUAL 6th Edition**

*Police Officer Standards and Training Council*
*Accreditation Division*
*285 Preston Avenue*
*Meriden, Connecticut 06450*
POSTC Accreditation Division (ct.gov)

*Revised: June 29, 2022*
*Adopted: January 13, 2022*
*Effective: July 1, 2022*

# Written Directive

- Any written document used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules and regulations, general orders, special orders, memorandums, and instructional material.

**1.3.13 (1.3.30)** *A written directive requires 24-hour supervision of detainees by agency staff (including) a count of the detainee population at least once every eight hours, and establishes procedures to ensure that the detainee is visually observed by agency staff at least every 30 minutes, and if audio and/or visual electronic surveillance equipment is used, a written directive specifies that the equipment will be controlled to reduce the possibility of invading a detainee's personal privacy.*

12

# Standards may ask for a policy, plan, procedure or process

## Policy:

**1.4.1 (1.1.10)** *A written directive establishes policy and procedures for handling juvenile matters in compliance with state statute, including:*

*a Guidelines for referral to superior court-juvenile matters or diversion;*
*b Taking juveniles into custody and transferring or releasing them within statutory time limits;*
*c Handling juveniles from families with service needs;*
*d Reporting suspected child abuse and neglect; and*
*e Notifying the superintendent of schools of juvenile arrests when required.*

13

# Plan

**1.7.4 (1.3.3)** *The agency has a written plan for responding to natural and man-made disasters, civil disturbances and other unusual occurrences. The plan includes provisions for:*

*a Communications;*
*b Situation map;*
*c Field command posts;*
*d Chain of command (to include other agencies);*
*e Casualty information;*
*f Community relations;*
*g Public information;*
*h Rumor control;*
*i Other agency support and liaison;*
*j Military support;*
*k Public facility security;*
*l Traffic control;*
*m Equipment availability;*
*n Transportation;*
*o De-escalation procedures;*
*p Court and prosecutorial liaison;*
*q Legal authority;*
*r Post-occurrence (aftermath) duties; and*
*s After-action reports.*

14

# Procedure

**1.7.10 (1.3.57)** *A written directive establishes procedures for handling missing persons, including at a minimum:*

*a Procedures for gathering and disseminating information, including entering information into COLLECT/ NCIC;*
*b Procedures for canceling a COLLECT/NCIC record when the individual is located;*
*c Procedures for other special situations; and*
*d Follow-up and validation of missing person's reports.*

15

# Process

**2.4.2 (2.2.2)** *A written directive specifies the process for announcing and filling specialized assignments. The process should include at a minimum:*

*a. The criteria for the specialized position;*
*b. Anticipated openings in specialized assignments are posted;*
*c. The selection process is detailed in the announcement of the opening; and*
*d. A selection criteria is made available when the process is posted.*

16

# STEP #4: On-site Assessment

**STATE OF CONNECTICUT**
**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**
**Police Officer Standards and Training Council**
**Connecticut Police Academy**

June 14, 2022

Resident Trooper Brian Santa
Ellington Police Department
33 Arbor Way
Ellington, CT 06029

Dear Resident Trooper Santa,

In accordance with Public Act No. 22-119 ***An Act Concerning Accreditation Standards for Law Enforcement Units***, our records reflect your agency does not meet the minimum state-accreditation tier one requirement developed by POST Council or a higher level of accreditation standards developed by CALEA.

Pursuant to Public Act No. 22-119 your agency has been scheduled for a Tier I on-site accreditation assessment on **9/14/2023 at 9:00 am.** Our team of assessors will need digital access to accreditation files two weeks prior to the on-site.

To assist your agency with preparing for the on-site assessment, the Field Services Training Division is offering ***State Accreditation Program and Process*** training scheduled in August. This training will provide critical information regarding the state tiered program and process. See link below.

Training Announcement- https://portal.ct.gov/-/media/POST/PDF_Documents/In-Service/2022/TA---Accreditation-Manager-Training.pdf

Agencies just starting their initial accreditation must comply with the 6th edition Standards manual which was approved by POST Council in January 2022 and will soon be posted on our website under the Accreditation tab and to Power DMS. Agencies that are currently state accredited, will be required to upgrade to the 6th edition Standards manual following their next assessment.

Questions or comments may be directed to my attention either by e-mail Karen.boisvert@ct.gov or phone 203-427-2601.

Respectfully,

Karen Boisvert
Academy Administrator

**CALEA Internationally Accredited Public Safety Training Academy**
285 Preston Avenue • Meriden, Connecticut 06450-4691
*An Affirmative Action/Equal Employment Opportunity Employer*

CJM:cjm:kb

# On-site Expectations

- Team of (2-5) Accessors are selected by POST staff
- POST Staff will meet with the team
- Assigned Chapters to review
- Task is to ensure policy meets Standard
- **2- 4 weeks before onsite access to digital files**
- Agenda in advance of on-site
- Physically Arrive at the location After the assessment
- Write up of findings

**STATE OF CONNECTICUT**
**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**
**Police Officer Standards and Training Council**
**Connecticut Police Academy**

**Darien Police Department**
Re-Accreditation – On-site Agenda
Thursday, March 24, 2022
25 Hecker Avenue
Darien, CT 06820

9:00 A.M. – Team Arrival
9:10 A.M. – Chief Donald B. Anderson - Welcome
9:15 A.M. – 9:30 A.M. Accessors only meeting – this meeting is to discuss any issues found during the review of files that need to be addressed prior to the tour or exit interview
9:30 – 10:30 A.M. – Tour of Facility – check for compliance
1030 A.M. – Exit interview (ZOOM available for assessors unable to attend in person)

1. Karen Boisvert - Police Officer Standards and Training Council - Lead Assessor opening comments
2. Dan Brennan - Monroe Police Department
3. Diane Hatfield - Judicial Marshal's Academy
4. James Pelletier - Bristol Police Department
5. William Tanner – Police Officer Standards and Training Council

10:50 A.M. – Next steps from POSTC – Boisvert
10:55 A.M. Closing comments
11:00 A.M. Adjournment

**Contact Information for unexpected events the day of the assessment:**
Karen Boisvert Work Cell (860) 558 – 9245
William Tanner Work Cell (860) 841-7584
Accreditation Manager 203-662-5365 (Lt. Thomas Whyte)

NOTE: The on-site assessment will occur in-person. For accessor(s) unable to attend in person

**Tier I Accreditation Outcome Report:** SAMPLE

**Agency:** Example Agency

**Date of Onsite Visit:** January 15, 2023

**Accreditation Outcome:** Tier I Accreditation with Conditions of Return in One Year

| Chapter 1 | |
|---|---|
| **Standard** | **Compliance Status** |
| 1.1.1 | In Compliance |
| 1.1.2 | In Compliance |
| 1.1.3 | In Compliance |
| 1.1.4 | In Compliance |
| 1.1.5 | Not In Compliance |
| **Standards in Compliance** | **4** |
| **Percent in Compliance** | **80%** |

| Chapter 2 | |
|---|---|
| **Standard** | **Compliance Status** |
| 1.2.1 | In Compliance |
| 1.2.2 | In Compliance |
| 1.2.3 | In Compliance |
| 1.2.4 | In Compliance |
| 1.2.5 | In Compliance |
| 1.2.6 | In Compliance |
| 1.2.7 | In Compliance |
| **Standards in Compliance** | **7** |
| **Percent in Compliance** | **100%** |

| Chapter 3 | |
|---|---|
| **Standard** | **Compliance Status** |
| 1.3.1 | In Compliance |
| 1.3.2 | In Compliance |
| 1.3.3 | In Compliance |
| 1.3.4 | Not In Compliance |
| 1.3.5 | In Compliance |
| 1.3.6 | In Compliance |
| 1.3.7 | In Compliance |
| 1.3.8 | In Compliance |
| 1.3.9 | In Compliance |
| 1.3.10 | In Compliance |
| 1.3.11 | In Compliance |
| 1.3.12 | Not In Compliance |
| 1.3.13 | In Compliance |
| 1.3.14 | In Compliance |
| 1.3.15 | In Compliance |
| 1.3.16 | In Compliance |
| 1.3.17 | In Compliance |
| **Standards in Compliance** | **15** |
| **Percent in Compliance** | **88%** |

| Chapter 4 | |
|---|---|
| **Standard** | **Compliance Status** |
| 1.4.1 | In Compliance |
| 1.4.2 | In Compliance |
| **Standards in Compliance** | **2** |
| **Percent in Compliance** | **100%** |

| Chapter 5 | |
|---|---|
| **Standard** | **Compliance Status** |
| 1.5.1 | In Compliance |
| 1.5.2 | 0 |
| 1.5.3 | In Compliance |
| 1.5.4 | In Compliance |
| 1.5.5 | In Compliance |
| 1.5.6 | In Compliance |
| 1.5.7 | In Compliance |
| 1.5.8 | Not In Compliance |
| 1.5.9 | In Compliance |
| 1.5.10 | In Compliance |
| 1.5.11 | In Compliance |
| 1.5.12 | In Compliance |
| 1.5.13 | In Compliance |
| 1.5.14 | In Compliance |
| **Standards in Compliance** | **12** |
| **Percent in Compliance** | **92%** |

| Chapter 6 | |
|---|---|
| **Standard** | **Compliance Status** |
| 1.6.1 | In Compliance |
| 1.6.2 | In Compliance |
| 1.6.3 | In Compliance |
| 1.6.4 | 0 |
| 1.6.5 | In Compliance |
| **Standards in Compliance** | **4** |
| **Percent in Compliance** | **100%** |

| Chapter 7 | |
|---|---|
| **Standard** | **Compliance Status** |
| 1.7.1 | In Compliance |
| 1.7.2 | In Compliance |
| 1.7.3 | In Compliance |
| 1.7.4 | In Compliance |
| 1.7.5 | In Compliance |
| 1.7.6 | In Compliance |
| 1.7.7 | In Compliance |
| 1.7.8 | In Compliance |
| 1.7.9 | In Compliance |
| 1.7.10 | In Compliance |
| 1.7.11 | In Compliance |
| 1.7.12 | Not In Compliance |
| 1.7.13 | In Compliance |
| 1.7.14 | In Compliance |
| 1.7.15 | In Compliance |
| 1.7.16 | In Compliance |
| 1.7.17 | In Compliance |
| 1.7.18 | In Compliance |
| 1.7.19 | In Compliance |
| 1.7.20 | In Compliance |
| 1.7.21 | In Compliance |
| **Standards in Compliance** | **20** |
| **Percent in Compliance** | **95%** |

| Chapter 8 | |
|---|---|
| **Standard** | **Compliance Status** |
| 1.8.1 | In Compliance |
| 1.8.2 | 0 |
| 1.8.3 | In Compliance |
| 1.8.4 | In Compliance |
| 1.8.5 | In Compliance |
| **Standards in Compliance** | **4** |
| **Percent in Compliance** | **100%** |

| Chapter 9 | |
|---|---|
| **Standard** | **Compliance Status** |
| 1.9.1 | In Compliance |
| 1.9.2 | In Compliance |
| 1.9.3 | In Compliance |
| 1.9.4 | In Compliance |
| 1.9.5 | In Compliance |
| 1.9.6 | In Compliance |
| 1.9.7 | In Compliance |
| 1.9.8 | In Compliance |
| 1.9.9 | In Compliance |
| 1.9.10 | In Compliance |
| 1.9.11 | In Compliance |
| 1.9.12 | In Compliance |
| 1.9.13 | In Compliance |
| 1.9.14 | In Compliance |
| 1.9.15 | In Compliance |
| 1.9.16 | In Compliance |
| **Standards in Compliance** | **16** |
| **Percent in Compliance** | **100%** |

| Chapter 10 | |
|---|---|
| **Standard** | **Compliance Status** |
| 1.10.1 | In Compliance |
| 1.10.2 | In Compliance |
| 1.10.3 | In Compliance |
| 1.10.4 | In Compliance |
| 1.10.5 | In Compliance |
| 1.10.6 | In Compliance |
| **Standards in Compliance** | **6** |
| **Percent in Compliance** | **100%** |

| Chapter 11 | |
|---|---|
| **Standard** | **Compliance Status** |
| 1.11.1 | In Compliance |
| 1.11.2 | 0 |
| 1.11.3 | 0 |
| 1.11.4 | In Compliance |
| 1.11.5 | In Compliance |
| **Standards in Compliance** | **3** |
| **Percent in Compliance** | **100%** |

| Chapter 12 | |
|---|---|
| **Standard** | **Compliance Status** |
| | 0 |
| **Standards in Compliance** | **0** |
| **Percent in Compliance** | **#DIV/0!** |

| Chapter 13 | |
|---|---|
| **Standard** | **Compliance Status** |
| 1.13.1 | In Compliance |
| 1.13.2 | In Compliance |
| 1.13.3 | In Compliance |
| 1.13.4 | In Compliance |
| 1.13.5 | In Compliance |
| 1.13.6 | In Compliance |
| 1.13.7 | In Compliance |
| 1.13.8 | In Compliance |
| 1.13.9 | In Compliance |
| **Standards in Compliance** | **9** |
| **Percent in Compliance** | **100%** |

| Chapter 14 | |
|---|---|
| **Standard** | **Compliance Status** |
| 1.14.1 | In Compliance |
| 1.14.2 | In Compliance |
| 1.14.3 | In Compliance |
| 1.14.4 | In Compliance |
| 1.14.5 | In Compliance |
| 1.14.6 | Not In Compliance |
| 1.14.7 | In Compliance |
| 1.14.8 | In Compliance |
| 1.14.9 | In Compliance |
| 1.14.10 | In Compliance |
| 1.14.11 | In Compliance |
| 1.14.12 | In Compliance |
| 1.14.13 | In Compliance |
| 1.14.14 | In Compliance |
| **Standards in Compliance** | **14** |
| **Percent in Compliance** | **93%** |

| Chapter 15 | |
|---|---|
| **Standard** | **Compliance Status** |
| 1.15.1 | In Compliance |
| **Standards in Compliance** | **1** |
| **Percent in Compliance** | **100%** |

# Summary/Recommendations

- Select Tiered system not CALEA
- Assign Sgt Santa and Officer Bridge as Accreditation Management Team
- Purchase/implement POWER DMS program
  - Costs associated with program
- Start construction of file system
  - Implementing reports if applicable or available
  - Creating a policy which must be reviewed by Policy Committee and Town Attorney
- On-Site Inspection ***September 14, 2023***

*****Meet with State Representatives and Town Administrators/Selectman to determine if Bill can be changed to have RT under CSP??***

If a law enforcement unit fails to comply with the guidance issued by the council pursuant to subdivision (1) of subsection (g) of section 7-294d regarding reporting procedures to be followed by chief law enforcement officers for certificate suspension, cancellation or revocation, the council may revoke the certificate of compliance with the appropriate state-accreditation tier or tiers, as the case may be, issued pursuant to this section.

No civil action may be brought against a law enforcement unit for damages arising from the failure of the law enforcement unit to (1) adopt and maintain such minimum standards and practices or a higher level of accreditation standards pursuant to subsection (b) of this section, or (2) obtain and maintain the appropriate certificate of compliance with the appropriate state-accreditation tier or tiers or accreditation by the Commission on Accreditation for Law Enforcement Agencies, Inc., [pursuant to subsection (c) of this section] as required by subsections (c) to (e), inclusive, of this section.

PowerDMS
Digital Management Software
A NEOGOV Company

1 (888.748.8924 | 407.210.8111)
www.powerdms.com
101 S. Garland Ave, Ste 300 Orlando, FL 32801

NEOGOV

**Contact Details**
**Account Number:** A-479329
**Customer:** Ellington Police Department (CT)
**Sales Rep:** Paige Kransberg

**Order Details**
**Order #:** Q-192984
**Order Date:** 1/1/2023
**Valid Until:** 12/30/2022
**Subscription Start Date:** Per signature date below
**Subscription Term (months):** 18

**Customer Contact**
**Billing Contact:** Ellington Police Department (CT)
Brian Santa
**Address:** 33 Arbor Way
Ellington, Connecticut 06029

**Billing Contact Email:**
**Phone:** 860-875-1522
**Fax:**

**Payment Terms**
**Payment Term:** Net 30
**PO Number:**
**Notes:**

**Subscription Service**

YEAR-1

| Item | Type | Start Date | End Date | Qty | Total |
|---|---|---|---|---|---|
| PowerPolicy Professional Subscription | Recurring | 1/1/2023 | 6/30/2023 | 19 | $2,077.68 |
| A policy and compliance management platform that lets you create, edit, organize, and distribute content from a secure, cloud-based site. Included are key features such as automatic workflows, signature capture and tracking, side-by-side comparison, Public-Facing Documents, PowerDMS University, and Analytics for advanced reporting. | | | | | |
| PowerTraining | Recurring | 1/1/2023 | 6/30/2023 | 19 | $117.33 |
| A training solution that lets you create, deliver, and track training content online, including videos and PowerPoint presentations. It integrates with PowerPolicy Select and Professional, giving you the ability to attach policies to training courses while ensuring version control. | | | | | |
| CT POSTC Manual | Recurring | 1/1/2023 | 6/30/2023 | 1 | $0.00 |
| View Standards manual electronically. | | | | | |
| PowerDMS Standards for CT POSTC | Recurring | 1/1/2023 | 6/30/2023 | 1 | $575.00 |
| Attach proofs to show compliance with CT POSTC Standard, assign assessment tasks, track revisions, and status-based grading. | | | | | |
| PowerPolicy Professional Setup (Onboarding) | Services | 1/1/2023 | 1/1/2023 | 1 | $500.00 |
| This package ensures a smooth implementation and successful ongoing use of PowerPolicy. This package includes Implementation Management Led by a designated Implementation Specialist, guiding administrators through predetermined milestones to lead to a successful product launch. Project Management, Document and User Import and Site Configuration. | | | | | |
| | | | | **YEAR-1 TOTAL:** | $3,270.01 |

1/1/23 thru 7/1/23

YEAR-2

| Item | Type | Start Date | End Date | Qty | Total |
|---|---|---|---|---|---|
| PowerPolicy Professional Subscription | Recurring | 7/1/2023 | 6/30/2024 | 19 | $4,404.68 |
| A policy and compliance management platform that lets you create, edit, organize, and distribute content from a secure, cloud-based site. Included are key features such as automatic workflows, signature capture and tracking, side-by-side comparison, Public-Facing Documents, PowerDMS University, and Analytics for advanced reporting. | | | | | |
| PowerTraining | Recurring | 7/1/2023 | 6/30/2024 | 19 | $248.73 |
| A training solution that lets you create, deliver, and track training content online, including videos and PowerPoint presentations. It integrates with PowerPolicy Select and Professional, giving you the ability to attach policies to training courses while ensuring version control. | | | | | |

Page 1 of 2

# Accreditation is a road that does not end

23

# HVAC Grant Application

November 14, 2022

# State HVAC Grant

Competitive program (no guarantee of funding)

Based on reimbursement rates for school project (55%)

12/1/22 Deadline for Submission

Full list of items for a non-priority construction project

Currently - one time opportunity

OFFICE OF SCHOOL CONSTRUCTION
GRANTS AND REVIEW

HOME FAQ

## HVAC Indoor Air Quality Grants for Public Schools

Safe schools are a priority in Connecticut. Students spend half of their day inside school buildings. Improving indoor air quality helps students learn in the healthiest environment possible.

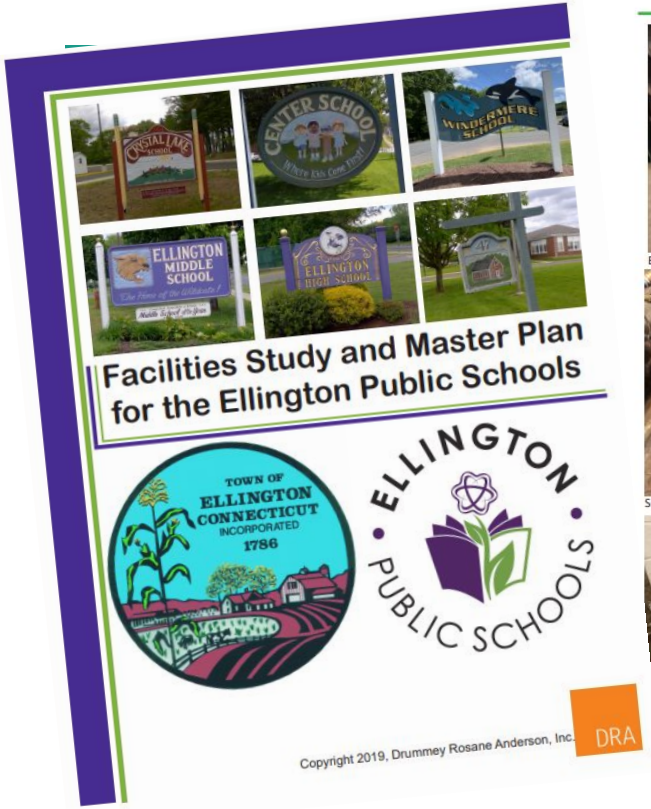
In 2022, Governor Lamont signed Public Act 22-118, establishing a new grant program that encourages public school districts to install, replace, or upgrade heating, ventilation, or air conditioning (HVAC) systems. The act also funds other projects that improve indoor air quality.

The program is overseen by the Department of Administrative Services (DAS) Office of School Construction Grants and Review (OSCGR). Review frequently asked questions to learn more about how school districts can access the supplemental funding they need. Further questions can be directed to das.hvacgrants@ct.gov. You may also view the presentation from our first in a series of webinars for districts.

## Towns say CT must remain a partner in upgrading school air quality

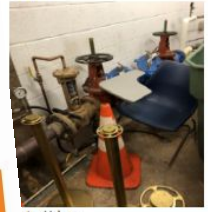
by Keith M. Phaneuf October 14, 2022

CT is using federal ARPA funds to help towns pay for air quality improvements in their schools. But what happens when that money runs out?



Boiler and Water Heater

Sump Pit



ater Valves

## MEP systems assessment

The building is served by a 4" underground domestic water main. The water meter is located in a water service room located adjacent to the gym.

There is a 2-1/2" natural gas service to the building serving the boilers and kitchen equipment. The service enters the main boiler room. The meter is located on the exterior of the building adjacent to the custodial room.

The School's sanitary sewer system provides sanitary waste drainage for plumbing fixtures located throughout the School. The plumbing fixtures drain to buried sanitary waste piping exiting the building.

Science classrooms drain to an acid waste system. The current status of service and cleaning of this system was not ascertained.

There is an air compressor serving the tech shop. This compressor appears to be in good condition and of adequate capacity to service the needs.

There is a sump pump located in the basement. No flooding or reports of standing water were received. The sump pump appears to be working properly and of adequate capacity for the demand.

The building is fully sprinklered. There are two incoming fire services, each is a 6" main.

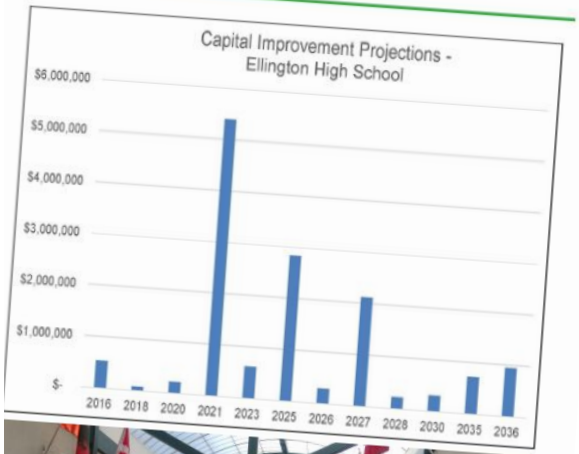
The incoming fire service serving zone 1 and zone 2 is located at the room adjacent to the auditorium. The second incoming fire service serving zone 3 thru zone 6 is located in a room adjacent to the gym. Both are provided with a backflow preventer.

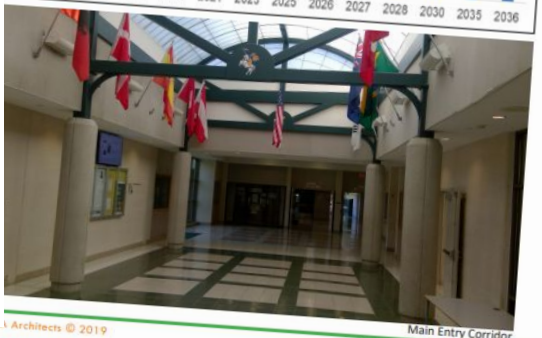
The kitchen hood is equipped with an Ansul system.

Within the bathrooms, water closets are floor mounted; with manual operated flush valves, vitreous china. Urinals are wall mounted vitreous china, with manual operated flush valves.

Lavatories in the Boys and Girls Rooms are wall hung vitreous china with manual operation. Faucets are single handle operated.





Main Entry Corridor

# Work to Date

Engaged CES to do a review of the schools

Focus on EHS, EMS, and Center

Site visits in August

Look at all projects, including A/C all classrooms

CES Consulting Engineering Services
Mechanical, Electrical, Plumbing & Fire Protection

# Benefits to Dedicated Outdoor Air Systems (DOAS)

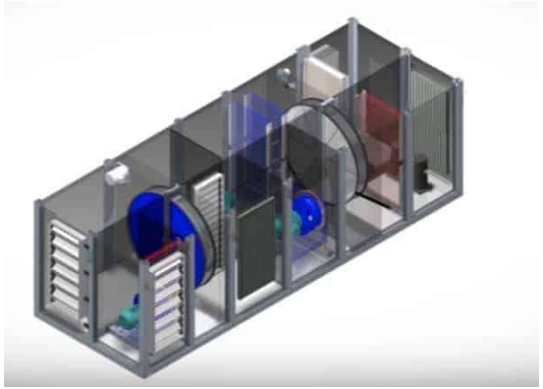
Direct ducted ventilation air and direct exhaust air to each space using the existing ductwork.

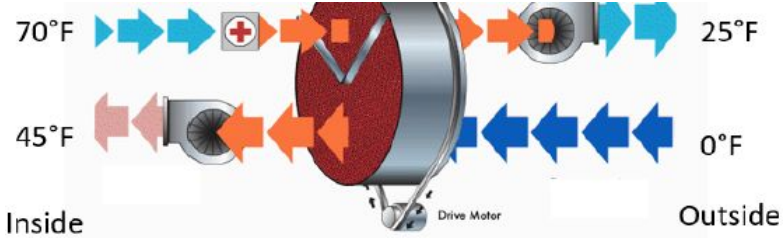
No mixing of supply and exhaust air.

Increase efficiency with energy recovery

Increases filtration of outdoor air over the existing units (MERV 13). Greatly reduces contaminants from the outdoor air before being distributed around the building.

Will provide neutral air temperatures (68°F-75°F) and dehumidification to the building.





# Project Budget Breakdown

| | EHS | EMS | Center | Total |
|---|---|---|---|---|
| **DOAS** | $2,575,000 | $1,249,000 | $915,000 | $4,739,000 |
| **Boilers** | $160,000 | $140,000 | | $300,000 |
| **BMS Upgrade** | $219,000 | $70,000 | $61,000 | $350,000 |
| **Soft Costs** | $738,500 | $364,750 | $244,000 | $1,347,250 |
| **Total** | **$3,692,500** | **$1,823,750** | **$1,220,000** | **$6,736,250** |
| **Est. Grant (50%)** | $1,846,250 | $911,875 | $610,000 | $3,368,125 |
| **Est. Net to Town** | **$1,846,250** | **$911,875** | **$610,000** | **$3,368,125** |

# Reviewing Incentives

Complementary, not mutually exclusive

Revenue and Financing are both potential options

Nothing in appropriation and bond packages disallows pursuing both

Would make sense to continue cost/benefit analysis as greater detail allows

earthlight
SOLAR AND ENERGY SOLUTIONS

# Estimated Incentives

| Measure Description | Estimated Incentive |
|---|---|
| DOAS Units | 5-10% |
| BMS Upgrades | 5-20% |
| Boiler Upgrades | 5-10% |
| On Bill Repayment | ~$4,900,000 |

earthlight
SOLAR AND ENERGY SOLUTIONS

# Debt Service Analysis - Four Scenarios

Collaborative Effort with Town Finance Office - Felicia & Tiffany

Used Town's Financial Advisor - Munistat

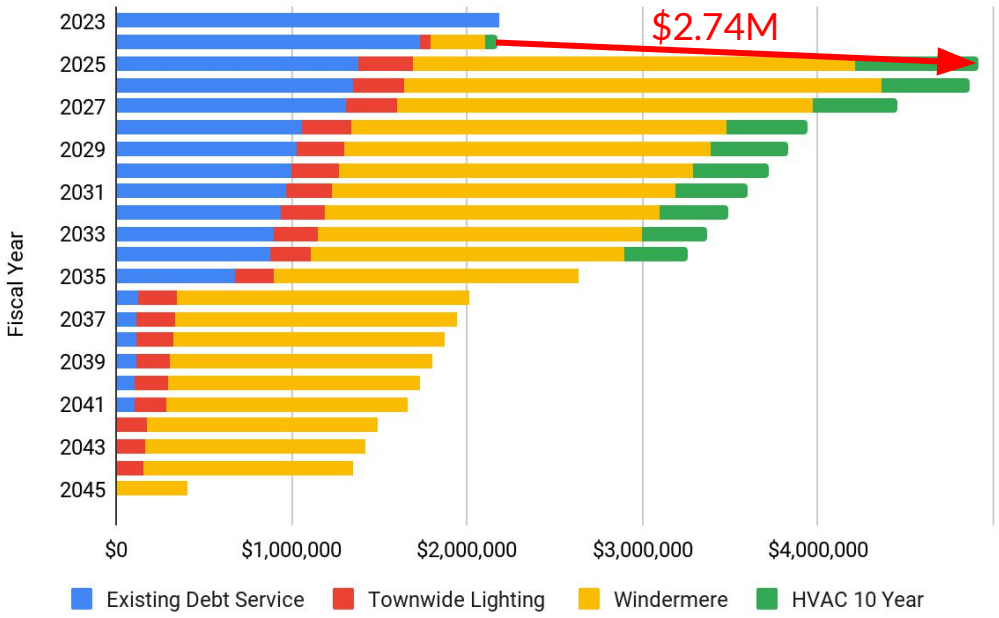
Nothing set in stone

Do not account for potential costs savings of financing with Eversource (potentially available)

Declining obligation over time (not straight-line)

Ultimately up to First Selectmen and Finance Officer

# Scenario 1 - HVAC 10 Year, Windermere Upfront



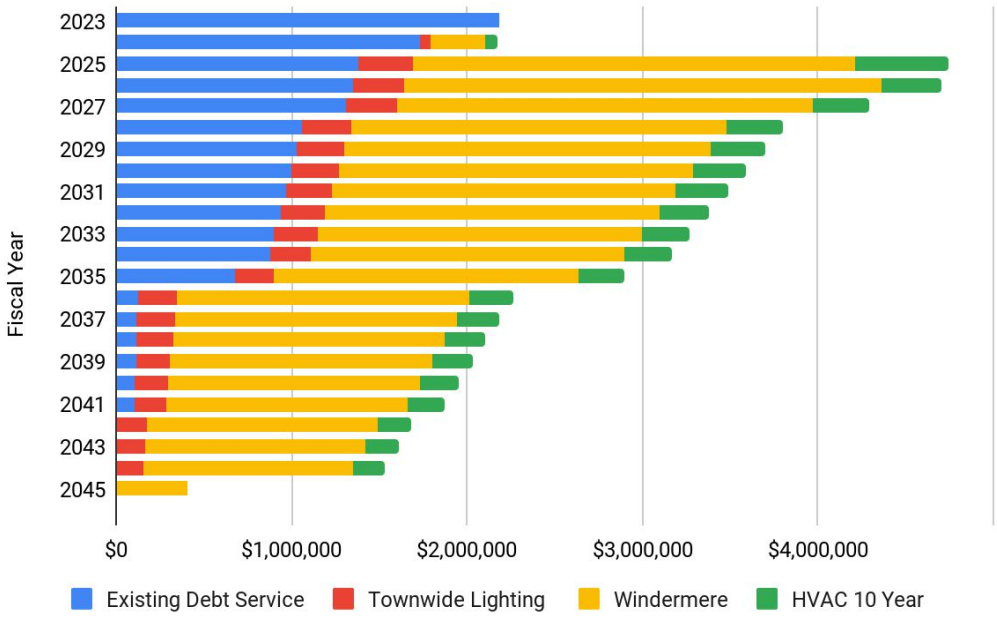

Peak - $4.92M

Peak year - 2025

2025 Increase - $2.74M

Total - $62.15M

# Scenario 2 - HVAC 20 Year, Windermere Upfront



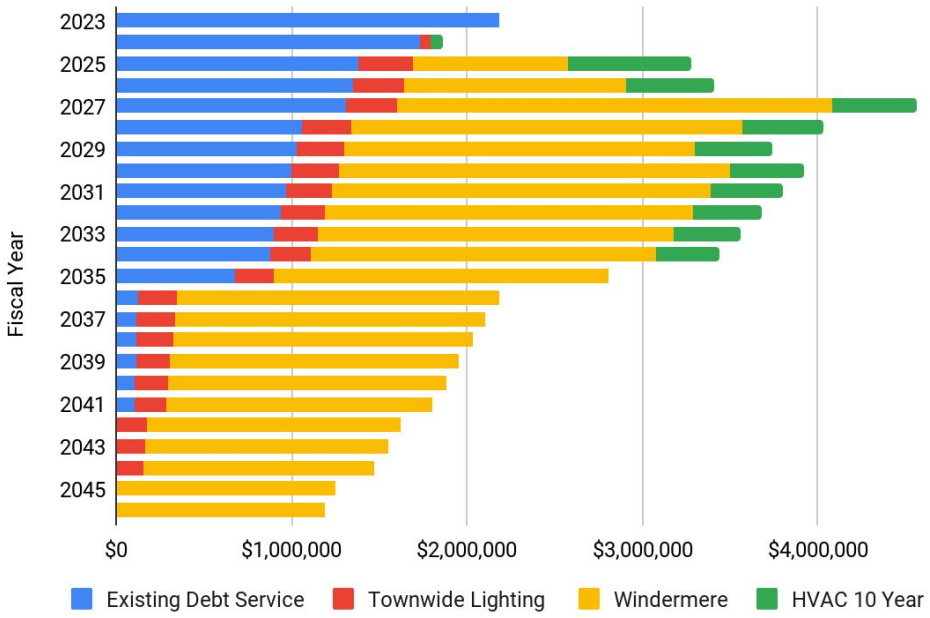

Peak - $4.75M

Peak year - 2025

2025 Increase - $2.57M

Total - $63.03M

# Scenario 3 - HVAC 10 Year, Windermere Balanced



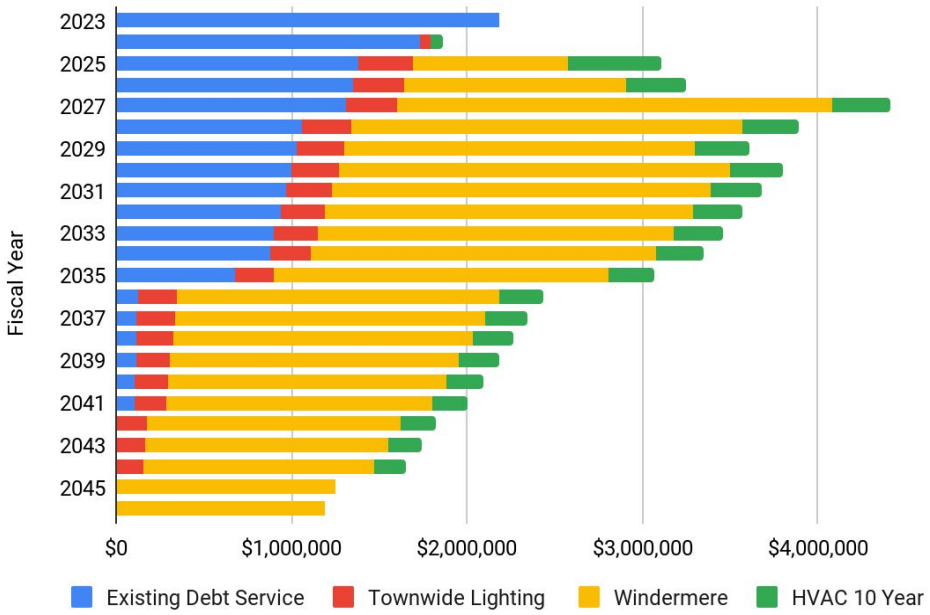

Peak - $4.56M

Peak year - 2027

2025 Increase - $1.41M

Total - $63.32M

# Scenario 4 - HVAC 20 Year, Windermere Balanced




Peak - $4.41M

Peak year - 2027

2025 increase - $1.24M

Total - $64.20M

# Mill Rate Stabilization Fund

Long term planning, not year-to-year

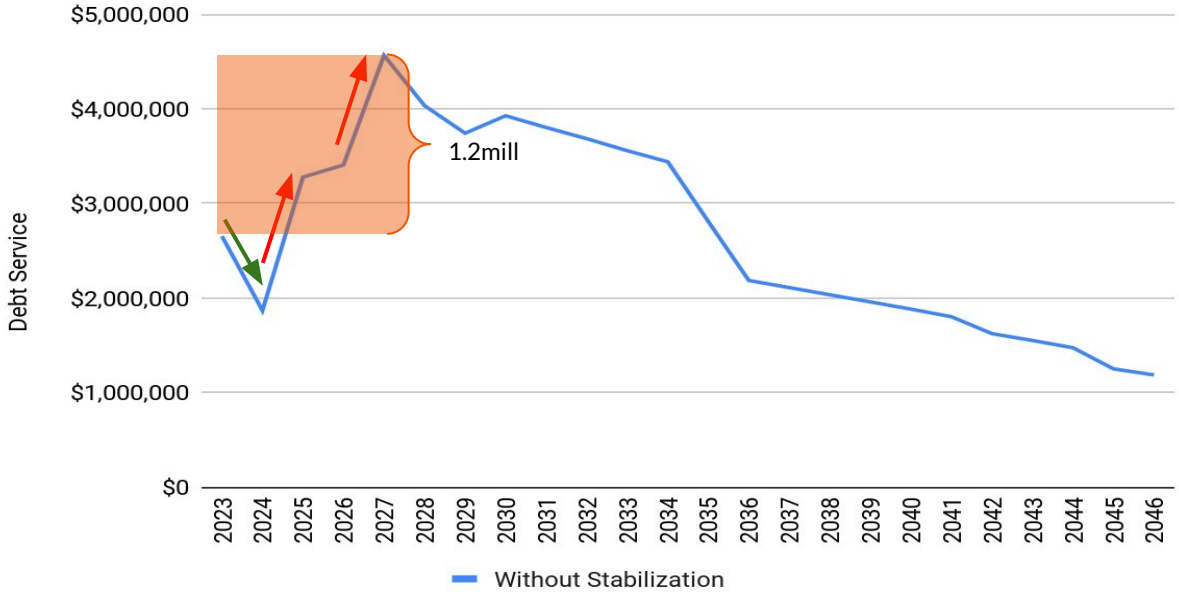
Save now for increased debt service ahead

Lowers peak, softens curve

FY24 is very important as debt goes down, but budget should go up to allow for enough savings

# Debt Service without Stabilization

**(Scenario 3)**



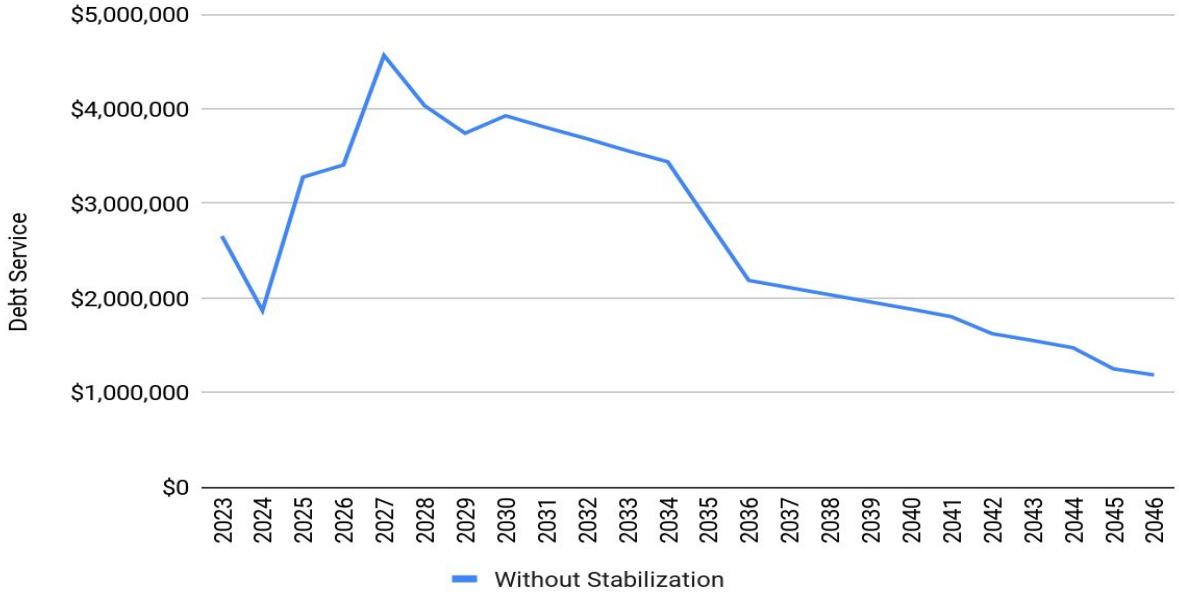

Potential:

1.2 mill increase concentrated in:

Decrease of 0.5 mill in FY24
Increases of 0.9 mill in FY25
Increase of 0.7 mill in FY27

# Debt Service without Stabilization

**(Scenario 3)**



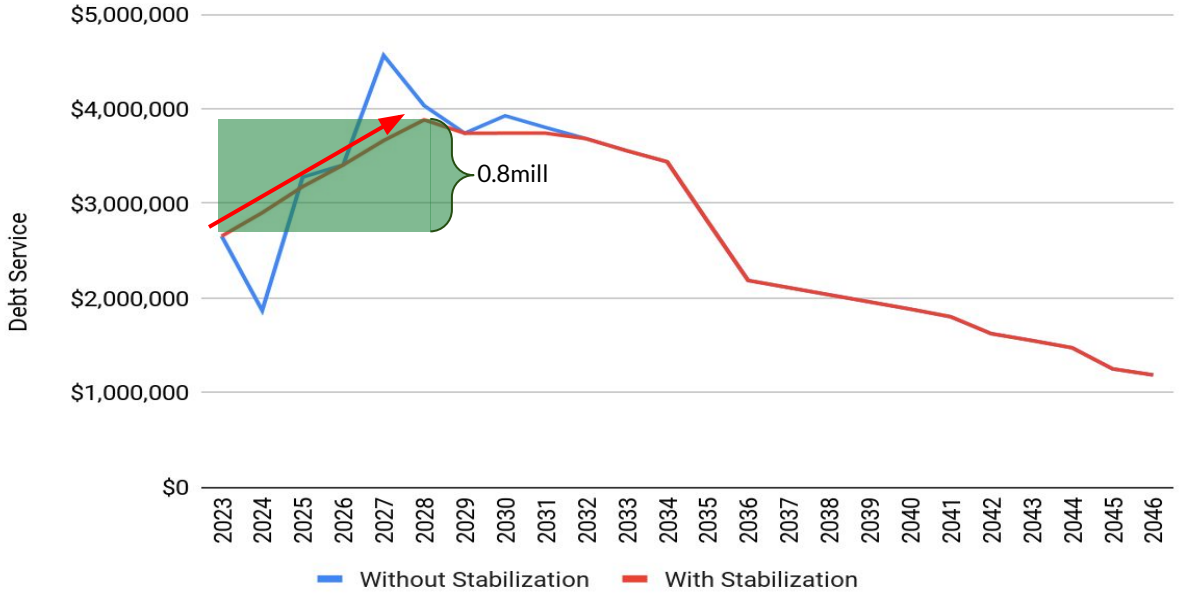

Potential:

1.2 mill increase concentrated in:

Decrease of 0.5 mill in FY24
Increases of 0.9 mill in FY25
Increase of 0.7 mill in FY27

# Debt Service with Stabilization

**(Scenario 3)**

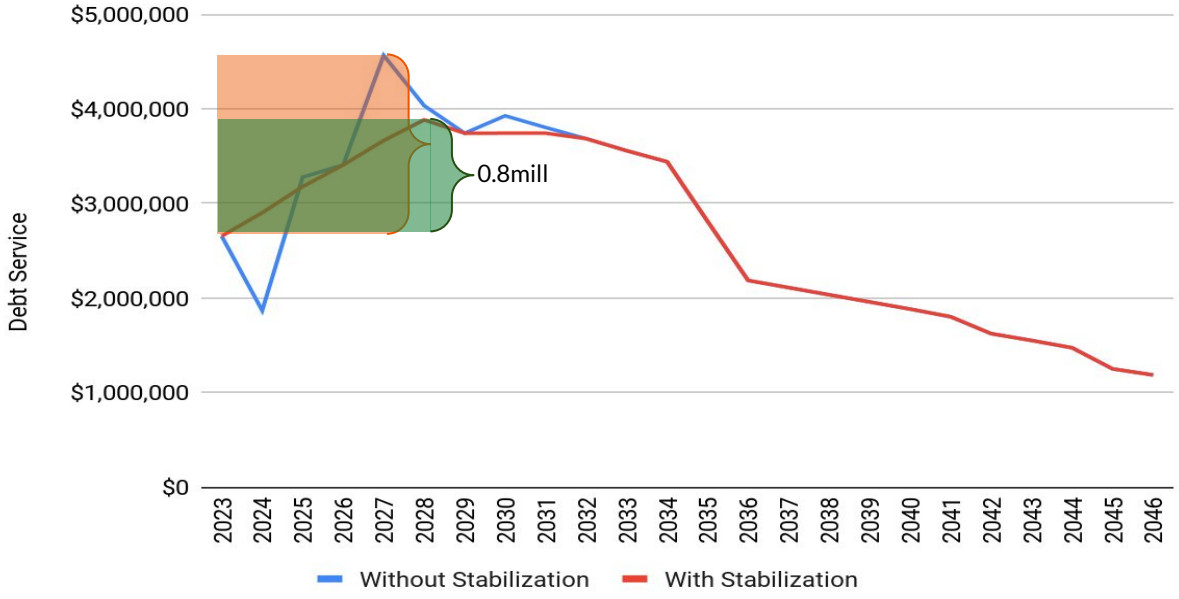



Potential:

0.8 Mill increase from current budget spread over 5 years

# Debt Service with Stabilization

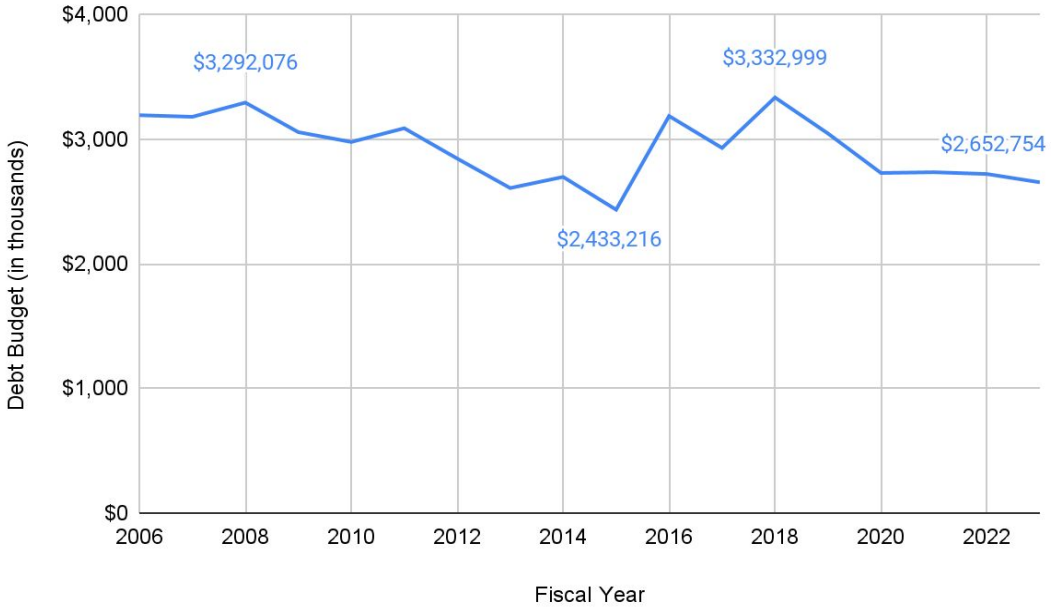
**(Scenario 3)**



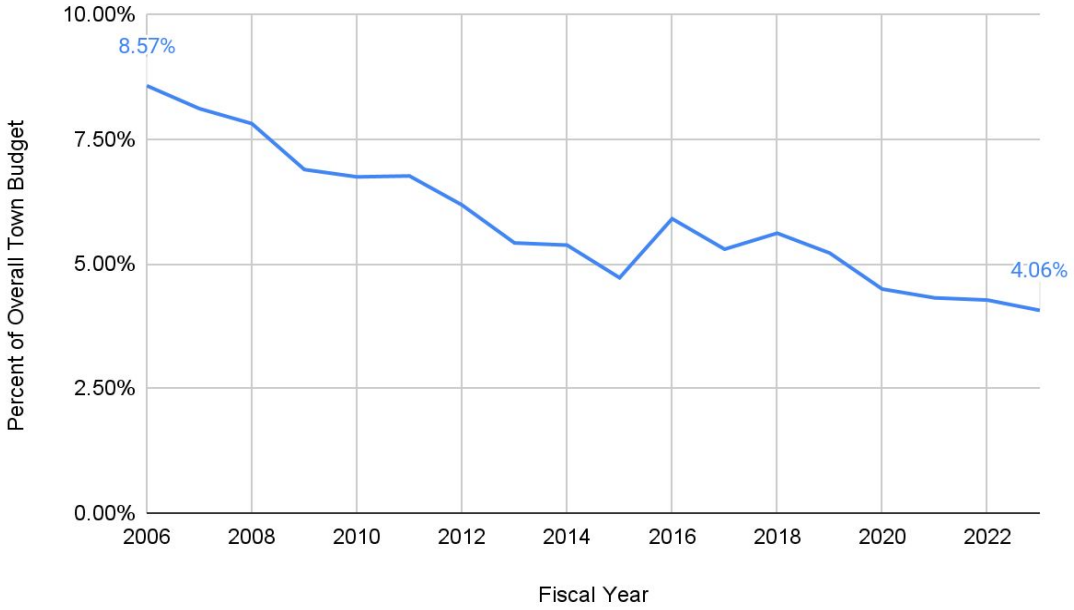

Potential:

0.8 Mill increase from current budget spread over 5 years

# Debt Service Over Time



# Debt as Percent of Total Town & BOE Budget



# Timeline

| Date | Action |
|---|---|
| November 14, 2022 | **Board of Selectmen:** recommends appropriation/ borrowing authorization and refers to Board of Finance for action. |
| November 16, 2022<br>or additional meeting TBD | **Board of Finance:** recommends appropriation and borrowing authorization for project. |
| November 16, 2022 | **Board of Education:** approve Educational Specifications. |
| November 21, 2022 | **Board of Selectmen:** (1) submits Bond Resolution for to Town Meeting, and (2) sets Town Meeting and referendum dates. Conn. Gen. Stat. § 9-369b advocacy limitations commence. (3) Three required resolutions for (a) authorizing BOE to submit grant, (b) set PBC as school building committee, (c) authorizes preparation of schematic drawings. |
| Not later than:<br>December 1, 2022 | **Board of Education Admin:** submit grants to OSCGR. |
| Not later than:<br>January 3, 2023 | **Notice of Town Meeting and Referendum:** published and posted. |
| Tuesday<br>January 10, 2023 | **Special Town Meeting:** held at 7:00 p.m. in the Auditorium at Ellington High School; Bond Resolution introduced and discussed; meeting adjourned to referendum. |
| Thursday<br>January 19, 2023 | **Referendum:** held between the hours of 6:00 a.m. and 8:00 p.m. with voting at Ellington Senior Center, 40 Maple Street. |

# Questions?

STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

# TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187

TEL 870-3100 FAX 870-3102

www.ellington-ct.gov

## Board of Selectmen 2023 Meeting Schedule

All Board of Selectmen (BOS) Regular Meetings begin at 6:30 PM and are held in the Nicholas J. DiCorleto, Jr. Meeting Hall.
**Bold** indicates Board of Finance meetings regarding the **Town Budget (time/location is indicated**.)

**NOTE: On Tuesday, January 3, 2023, at 6:00 PM, there will be a BOS Capital Improvements Committee Meeting to hear Capital Improvement Project presentations; the full BOS/BOF Memberships will be invited to attend.**

| | | | | |
|---|---|---|---|---|
| January | 9 | Monday | 6:30 PM | Regular Meeting |
| | 23 | Monday | 6:30 PM | Capital Improvements Deliberations (*Capital Improvements Committee Presents Recommendations*) |
| February | **1** | **Wednesday** | **6:00 PM** | **Board of Finance Meeting – Board of Selectmen Capital Improvements Presentation** |
| | 13 | Monday | 6:30 PM | Regular Meeting |
| March | 6 | Monday | 6:30 PM | Board of Selectmen 2023-2024 Budget Meeting |
| | 13 | Monday | 6:30 PM | Regular Meeting |
| | **14** | **Tuesday** | **6:00 PM** | **Board of Finance Meeting - Board of Selectmen 2023-2024 Budget Presentation** |
| April | 10 | Monday | 6:30 PM | Regular Meeting |
| | **11** | **Tuesday*** | **7:00 PM** | **Board of Finance Budget Public Hearing at Ellington High School** |
| May | 8 | Monday | 6:30 PM | Regular Meeting |
| | **9** | **Tuesday*** | **7:00 PM** | **Annual Town Budget Meeting at Ellington High School** |
| June | 12 | Monday | 6:30 PM | Regular Meeting *and Commission Member Recognition* |
| July | 10 | Monday | 6:30 PM | Regular Meeting |
| August | 14 | Monday | 6:30 PM | Regular Meeting |
| September | 11 | Monday | 6:30 PM | Regular Meeting |
| October | 16 | Monday | 6:30 PM | Regular Meeting *and Employee Recognition* |
| November | 13 | Monday | 6:30 PM | Regular Meeting |
| December | 4 | Monday | 6:30 PM | 2023-2025 Organizational Meeting |
| | 11 | Monday | 6:30 PM | Regular Meeting |

*Dates required by Town Charter

*BOS Approved: October 17, 2022*
*BOS Amended: November 14, 2022*