



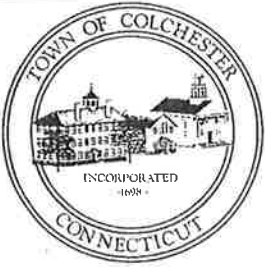
Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Regular Meeting @ 7:00 PM
Thursday, February 5, 2015
Colchester Town Hall
Meeting Room 1**

RECEIVED
COLCHESTER, CT
2015 JAN 30 PM 12:21
Handwritten signature: David S. Liberman

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the January 15, 2015 Commission Chairmen Regular Meeting
4. Approve Minutes of the January 15, 2015 Regular Board of Selectmen Meeting
5. Citizen's Comments
6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Commission on Aging – Marion Stanavage possible appointment for a three year term to expire 12/1/2017
 - b. Blight Task Force – Resignation of Alan Harrison
7. Budget Transfers
8. Tax Refunds & Rebates
9. Government Finance Officers Association Budget Presentation Award
10. Discussion and Possible Action on Non-Union Employee and Elected Official Compensation
11. Discussion and Possible Action on Outdoor Wood Furnaces
12. Discussion and Possible Action on Contracting Additional Road Plow Contractor
13. Discussion and Possible Action on School Plowing Operations
14. Citizen's Comments
15. First Selectman's Report
16. Liaison Reports
17. Discussion and Possible Action on Library Job Description Revision
18. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Commission Chairmen Regular Meeting Minutes
Thursday, January 15, 2015
Colchester Town Hall – 7:00PM
Meeting Room 1

MEMBERS PRESENT: First Selectman Stan Soby, Selectman Rosemary Coyle, Selectman Denise Mizla, Selectman Bill Curran, and Selectman Kurt Frantzen

MEMBERS ABSENT: None

1. Call to Order

Selectman S. Soby called the meeting to order at 7:00 p.m.

2. Commission Updates – Commission Chairs

Christopher Bourque reported that the **Agriculture Commission** worked well with Planning & Zoning in finalizing the POCD. The commission is now putting together educational seminars. In February they will be doing a presentation on CSA, locally grown vegetables. Currently working with the Economic Development commission on a food processing hub with United Way to develop a plan. S. Soby commended Chris and the commission on all their hard work helping the Planning & Zoning form the regulations.

Stan Soby reported that the **Blight Commission** has not been meeting. His office is working on collecting information from other towns through CCMC, to see their overall plan and how they conduct enforcement.

Don Kennedy reported that the **Board of Education** has completed their strategic focus groups. The budget will be presented on Jan. 27th. Bacon has an Interim Principal, with hopes to hire a replacement in the spring. WJJMS has hired an Interim Asst. Principal with hopes to fill the position soon. JJIS received an Arts & Education grant.

Rob Tarlov reported that the **Board of Finance** is working with Lockton Health Insurance on a new funding plan and to create a reserve to protect our exposure. Two budget sub-committees on communication before and after the budget has been formed. The budget survey is live and will be up for three weeks. Results will be posted in Feb. Met with town department heads to see long term plans for budget. Budget workshops will start in March, with public forums and hearings following.

Stan Soby stated that the **Chatham Board of Health** is still working on better communication and the town is busy with helping with that.

Gary Siddell reported that **Charter Review Commission** has completed going through the current charter section by section for review. They are looking for clarity gaps and then will focus on input from department heads. The commission plans to have a final product by the end of April for review. The commissions driving principle is the greatest impact of efficiency.

Gary Siddell reported that the **Commission on Aging** has completed their annual report (attached) and now will be working on strategic thinking for the commission. Completed a fundraiser that raised \$492. The next event in April will be a nutritionist speaking on special dietary needs for seniors, along with the social impact to seniors. Working on

RECEIVED
COLCHESTER, CT
2015 JAN 20 AM 11:40
TOWN OF COLCHESTER
COMMISSION CHAIRMAN
MEETING ROOM 1

completing the commission bylaws. Created two sub-committees on physical requirements for the senior center and community outreach to connect with seniors. Working on obtaining grant funding for a software program called My Senior Center. The commission will create a blueprint on what needs the seniors have in relation to what the senior center should look like.

Stan Soby reported on the **Colchester Hayward Fire Department** officer re-election is complete. Chief Cox and Stan met with a consultant for the Fire Department Strategic Plan.

Rosemary Coyle reported that the **Open Space Advisory Committee** determined that the Gavire parcel that backs up to the state forest is not useable land. The committee recommended to the conservation commission that the town accept fee-in-lieu.

Stan Soby reported that the **Police Commission** received a significant amount of police officer applications. Many of these applicants have committed to the agility test.

Stephen Coyle reported on the **Sewer and Water Commission** (report attached)

Stan Soby reported that the **Zoning Board of Appeals** full board review granted an extension on the signage issue public hearing.

Merja Lehetinen reported on **Cable Advisory**, Norwich Advisory Board has granted the library with a kitty of money for a widescreen tv at the entryway to use for public announcements. A letter of request needs to be received by the Library Director. Guidance counselors need to be the representative to apply for the Comcast scholarship. Cable advisory regional council asked if the cable advisory would support legislation to tax internet customers for public access programming, although internet users are not able to receive public access programming. Stan Soby stated that taxation without representation would not be supported by the town. The transition from AT&T to Frontier has not been successful. Advised to watch cable bills in relation to an increase in late fees.

WRITTEN REPORTS RECEIVED FROM THE FOLLOWING (attached):

John Malsbenden regarding **Board of Assessment Appeals**
Thomas Tyler regarding **Building Committee**
Gary Siddell regarding **Commission on Aging** annual report
Kim Russo regarding **Fair Rent Commission**
Joe Mathieu regarding **Planning & Zoning Commission**
Stephen Coyle regarding **Sewer & Water Commission**

NO REPORT RECEIVED FROM THE FOLLOWING:

Falk Von Plachecki regarding **Conservation Commission**
Mary Ellen Mahoney regarding **Cragin Board of Trustees**
James Ford regarding **Economic Development Commission**
Daniel Henderson regarding **Ethics Commission**
Avis Hull regarding **Friends of Cragin Library**
Ellen Sharon regarding **Historic District Commission**
Janet LaBella regarding **Housing Authority**
Chris Ferrante regarding **Parks & Recreation Commission**
Brenden Healy regarding **Police Retirement Board**
Rosemary Coyle regarding **Senior Center Negotiating Committee**
Gina Ebbeling regarding **Youth Services Advisory Board**

3. Adjourn

R. Coyle moved to adjourn the Commission Chair Meeting at 7:43 p.m., seconded by Denise Mizla. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean
Clerk

Tricia Dean

From: John Malsbenden <malsbenden@sbcglobal.net>
Sent: Wednesday, January 14, 2015 11:14 AM
To: Tricia Dean
Subject: Re: Commission Chair Meeting Reminder for 1/15/2015

Tricia,
The Board of Assessment Appeals had its last meeting in September. Its next meeting will be in either March or April when the new Grand List is finished. At that time the Board will hear all appeals on property assessment.

John F. Malsbenden
Chair

On Wednesday, January 14, 2015 10:14 AM, Tricia Dean <tdean@colchesterct.gov> wrote:

Good Morning,
Attached is the Commission Chairmen Meeting Agenda for Thursday, 1/15 meeting at 7pm. If you will not be able to attend, please send me an update to be included at the meeting by tomorrow, Thursday at 4pm.
Thank you,

Tricia Dean
Executive Assistant to the First Selectman

Town of Colchester
127 Norwich Avenue
tdean@colchesterct.gov
P: (860) 537-7220
F: (860) 537-0547

WJJMS Building Committee Chairman's Report

January 14, 2015

- Continued work with Tecton (architect) on developing three building options, costs, pros/cons, etc.
- Prepared for and participated in 12/10/14, Tri-Board meeting "check-in".
- Received briefing from NESDEC to better understand enrollment projections.
- Continued use of Facebook and Twitter accounts to assist with public communication.

Future:

- Select one option to move forward with (1/22/15 Building Committee meeting).
- Present selected option to BOS, BOF and BOE at 2/5/15 Tri-board meeting.
- Seek guidance from BOS & BOF on referendum date.
- Continue to work on communicating project information.

Colchester Commission on Aging

Annual Report 2014

Introduction:

The needs for senior services are growing and will continue to grow over the next 2 decades. This backdrop is guiding the priorities and focus of the Commission on Aging. It is our hope that early awareness will assist in planning for the future, and that this report will serve as a vehicle to begin the discussion.

Objective:

The Commission on Aging has incorporated the requirement to produce an annual report as part of its bylaws. The goal is to promote more effective long and short term planning to address the needs of Colchester's senior population, and communicate the opinions and advice of the Commission with greater clarity. The Annual Report is produced along with a budget request for the coming fiscal year in conjunction with the budget plan submitted by our Director of Senior Services, Patty Watts.

Mission:

The purpose of the Commission shall be to review and analyze the needs and conditions of the elderly and aging in relation to housing, nutrition, employment, economic welfare, health, recreation, social services, transportation and other matters and problems of concern to the elderly. The Commission shall also plan, coordinate, develop and implement programs to meet the needs and to improve the conditions of the elderly and aging within the Town of Colchester and shall provide coordination and linkage of such plans and programs among existing services. The Commission shall act as an advocate for the elderly and aging and shall make recommendations from time to time to the Board of Selectmen.

2014 Accomplishments:

- The Commission revised the Colchester Commission on Aging organizing ordinance in an effort to better align with how the Commission operates, and to remove obsolete requirements for membership in an effort to promote greater community activism. This was adopted by the Board of Selectmen, and achieved Town Meeting approval.
- The Commission has completed revisions to the operating Bylaws as part of the ongoing effort to align our operating principles with our actual operation and with the ordinance. This is currently before the Board of Selectmen for approval.
- The Commission completed the Senior Resource Guide for Colchester's senior population. This is currently available on the for the Commission's and the Senior Center's website. It has been printed, with copies distributed to many locations convenient to Colchester senior residents.

- The Commission has formed a sub-committee that is working with Patty Watts, the Director of Senior Services, to develop a Senior Center Policy & Procedure manual. The writing and implementation of this manual is a joint goal for both the Commission and our Senior Center Director.
 - The Commission has recognized the need for a working budget to support our objectives. In keeping with past funding strategies, the COA raised funds through various fundraising programs. This year we raised \$492, with a current balance of \$142 after expenses. The Commission members also recognized that we will benefit by having a small town budget to cover planned operating expenses. The COA currently does not have a town funded budget and we are currently sharing a budget line with the Senior Center, but it is not an ideal method for managing funds. The proposed 2014-2015 COA budget is appended to this document.
 - The Commission co-sponsored our first program of the year which focused on Elder Law, and is in the planning stage for a second program intended to meet the needs of Colchester Seniors. We have also created a plan that incorporates two events annually with the intent that it will complement the efforts of AARP, thus creating an education opportunity quarterly.
 - The Commission has worked more closely with the Director of Senior Services to be an advocate for the Senior Center. Our goal is to attract new members to the Senior Center which acts as the hub for safety-net, health and wellness, and social services for Colchester seniors. We assist in distributing the Senior Center Newsletter, and posting events that brings people into the hub and creates awareness.
 - In order to be effective advocates for Colchester Seniors, the Commission needs to increase visibility, be recognized by town residents, and focus on ways to achieve these goals. We have taken a first step by committing to getting information into the news at least quarterly, and have set a goal to increase that in 2015.
 - The Commission has been focused on advocacy for a new Senior Center. This has taken a back seat to other more pressing initiatives, but will ramp up in 2015. Our goal is to insure that the need for investment in a new Senior Center is not lost and remains a planning priority for the town. The Commission has adopted a goal to help flesh out physical requirements for a facility that reflects a shared vision for the next 25 years. This is being considered in collaboration with the Director of Senior Services.
- Issues:
- The Commission is focused on obtaining a small operating budget for 2014-2015 to support the Commission's goal to become a more effective resource and advocate for Colchester Seniors. Though the amount is small in relative terms, it will serve our goals to be an active partner on behalf of Colchester Seniors.
 - The Commission currently has two member vacancies, and one alternate vacancy. We are anxious to attract new members who have the desire to contribute to the Commission's agenda.
 - The Commission is working with Patty Watts to advocate for "My Senior Center" software implementation in 2015. As both the number of programs and attendance continue to expand at the Senior Center, we are concerned that the lack of available administrative time will limit the Center's ability to deliver services. We also see a growing need for more and better data to track a rapidly growing need for service.

Long Term Planning:

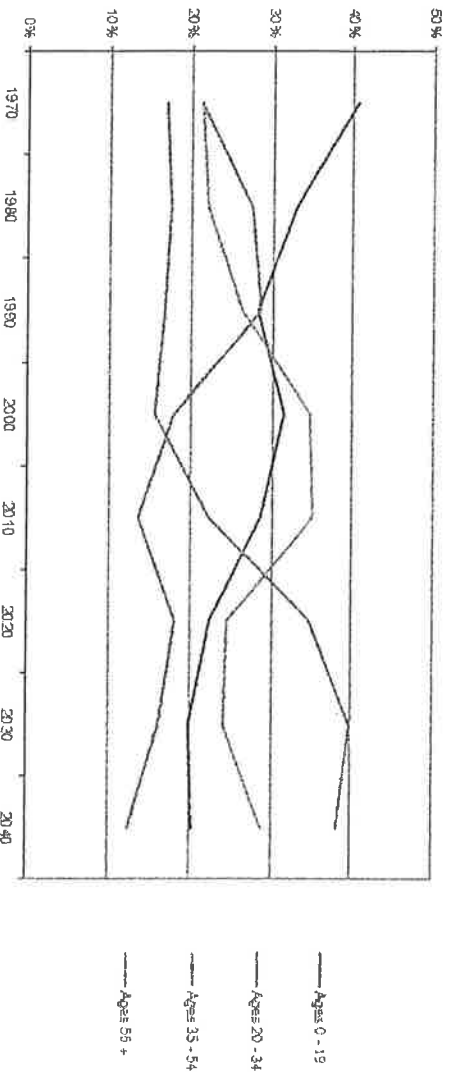
The Commission's long term planning takes a three-pronged strategic approach. These are our focused strategies:

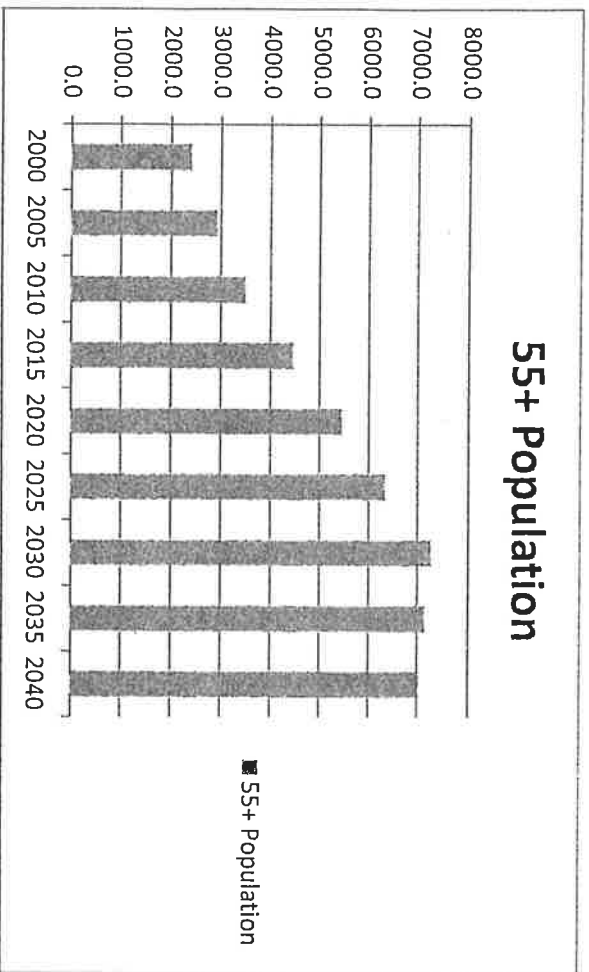
- Awareness, education, and advocacy for the needs of a growing senior population
- Support, planning, and advocacy for a new Senior Center, critical as the hub for a growing population
- Economic Development links to business and services for the rapidly growing demographic segment

All of these strategies are based on the recognition that the senior population in Colchester is projected to grow rapidly, that our service utilization is growing rapidly, and that our current Senior Center facility is not adequate to keep pace with the growth.

Growth

Our Senior Population is expected to reach about 40% of Colchester's population by 2030, with state projections peaking in 2035. This translates into having over 7,000 seniors in need of services. It also means a dramatic shift in the demographic profile for those voting, and a louder voice for funding from a finite town budget.





Current demand supports this rapid growth, and is an indicator that we must recognize this trend now.

	2013	2014	% Change
Attendance/Participation	12,158	12,928	+6.3%
Number of Program Sessions	1,309	1,832	+40.0%
Meals on Site	2,458	2,588	+5.3%
Medical Transportation	2,215	2,516	+13.6%
Non-Medical Transportation	9,007	10,203	+13.3%
Information & Referrals	3,971	5,065	+27.5%

Strategic Steps:

1. Awareness, education, and advocacy for the needs of a growing senior population
 - a. Create awareness within the various town Boards, and among the citizens of Colchester.
 - b. The Commission will continue our efforts for mass media publication, and use River East "Letters to the Editor" as a vehicle.
 - c. We will take up discussion of having a "Facebook" page in 2015 as a way to extend our reach
2. Support, planning, and advocacy for a new Senior Center, critical as the hub for a growing population
 - a. Support the acquisition of the existing Senior Center building as a way to stabilize our immediate future.
 - b. Insure that the acquisition is part of a larger plan that is well communicated to the residents of Colchester
 - c. Advocate for support to address the most critical barriers in the existing building for the short term, parking being one of the most critical.
 - d. Work to better define the physical requirements for a new Senior Center that can be a foundation of basic needs. The Commission views this as a collaborative effort with the Director of Senior Services.
 - e. The Commission is open to exploring any combination of public and private collaboration to meet our planning needs.
3. Economic Development linkages to business and services for the rapidly growing demographic segment
 - a. The Commission plans to present to the Economic Development Commission in early 2015. The goal is to make them aware of the changing demographics and the potential we see for new businesses that support our senior population.
 - b. The Commission will continue to partner with the Connecticut Commission on Aging to seek opportunities for development that may have a more broad regional impact.
 - c. The Commission will continue to communicate with our State Representatives to advocate for resources that may serve our community.
 - d. The Commission will advocate for specific services to fulfill the needs of the senior citizens of Colchester, and therefore represent the greatest opportunity. Affordable transportation, both medical and those that support keeping residents in their homes, is a high priority. Access to a supplier for durable medical goods is also a missing resource that represents opportunity.

Summary:

The Colchester Commission on Aging has adopted a more active role in our community. We believe it is vital to keep the needs of our aging population in the consciousness of our government and community, and to the extent we are able to do that we will have been successful. Aging is a natural blessing that is not constrained by race, religion, or political leanings. We will continue to advocate for our grandparents, parents, and ultimately ourselves to make Colchester a recognized senior friendly community.

Colchester Commission on Aging

- Gary Siddell, Chair
- Jean Strawicki, Vice Chair
- Golder Liveant, Treasurer
- Rob Gustafson, Member
- Rose Levine, Member
- Susan Choma, Alternate Member

Budget 2014-2015:

Note: The budget for Clerk is being moved out of the Director of Senior Services budget and should be considered as budget neutral. Therefore, we are seeking only \$810 to supplement what we can accomplish through fund raising.

Commission on Aging
Budget 2014-2015

Town Clerk / Meetings	14: Meetings	\$60	\$	840.00	12 Regular & 2 Special Meetings
Lunch & Learn Programs	2 events	\$ 240	\$	480.00	Assumes TVCCA lunch (\$8 each/30 participants)
Printing			\$	300.00	Assumes handouts, etc. for Lunch & Learn, Senior Resource Guide 2015 update
Communication/Postage			\$	30.00	
			\$	1,650.00	

Tricia Dean

From: Kimberley Russo <KRusso@unitedwayinc.org>
Sent: Wednesday, January 14, 2015 9:27 AM
To: Tricia Dean
Subject: January Chair Meeting

Tricia,

I will not be able to attend the Selectman meeting Thursday night. Below is my report on behalf of the Fair Rent Commission. If you need anything else, please let me know.

“The Fair Rent Commission continues to respond to requests for support regarding cases of fair rent although things have been very quiet lately. We still plan to connect with the Town’s IT Manager in order to discuss possibilities of adding some additional information to the Fair Rent Commission’s page on the Town’s website so that we can clarify our role, residency requirements and provide additional referral sources for individuals seeking support that we may not be able to provide such as 211.”

With respect to the last part, I cannot find the contact info for the person that handles the website. Can you send that to me so that I can contact him/her? I have been lax in getting this done. Thanks.

Kim

Kimberley Russo / Director of Community Investment / United Way of Central and Northeastern Connecticut
30 Laurel Street / Hartford, CT 06106 / tel 860-493-1108 / fax 860-493-1199 / krusso@unitedwayinc.org / unitedwayinc.org

LIVE UNITED®

Tricia Dean

From: Mathieu, Joseph B (Middle Market + UW Support) <Joseph.Mathieu@thehartford.com>
Sent: Thursday, January 15, 2015 11:01 AM
To: Tricia Dean
Cc: Adam Turner; Stan Soby

Dear First Selectman Soby,

I am unable to attend this evening's Chairman's meeting so please accept the following brief update for the Planning and Zoning Commission.

- I am pleased to report that at our last meeting held on December 16th, the Commission unanimously voted to approve comprehensive revisions to our zoning regulations and zoning map. As you are aware, these amendments have been under consideration for some time now so the Commission is extremely pleased to have finally adopted them. We appreciate the support and insights provided by the Selectmen, Board Chairs and various members of our professional staff as we developed these regulations, and particularly want to acknowledge the time, effort, ingenuity and dedication of Adam, Gail and Randy in developing regulations that will positively shape our Town's future development.
- With the regulations approved, the Commission will now focus its efforts on completing the Plan of Conservation and Development. This project is on track and our consultant, Glen Chalder has made good progress in developing a preliminary draft of the Plan based on all the input gathered over the course of 2014. Glenn will be reviewing his work with the Commission at our next meeting on January 21st and I would encourage any Board Chairs who are interested in the Plan to attend that meeting and provide additional input.

Respectfully Submitted,

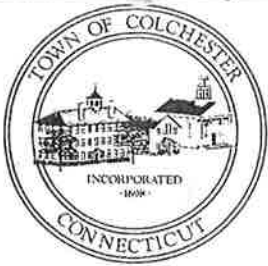
Joe Mathieu
Chairman

This communication, including attachments, is for the exclusive use of addressee and may contain proprietary, confidential and/or privileged information. If you are not the intended recipient, any use, copying, disclosure, dissemination or distribution is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return e-mail, delete this communication and destroy all copies.

Sewer and Water Commission – Chairman Report

January 15, 2015

1. Well 3A is a top priority. We are planning to submit our plans to the state this year. Initial estimates are in the \$180,000 range so we are planning a budget of \$250,000.
2. Bids for repair of the Water Spray park will be ready this month.
3. Joint facilities report – A contract has been signed to Mr. Susco on in a consulting capacity.
4. We discussed enhancements to the Charter Revision commission.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, January 15, 2015
Immediately following Commission Chair Meeting at 7:00 PM
Colchester Town Hall, Meeting Room 1**

RECEIVED
COLCHESTER, CT
2015 JAN 20 AM 11:06

MEMBERS PRESENT: First Selectman Stan Soby, Selectman Denise Mizla, Selectman Rosemary Coyle, Selectman Bill Curran and Selectman Kurt Frantzen

MEMBERS ABSENT: none

OTHERS PRESENT: BOF Chair R. Tarlov, CFO M. Cosgrove, Town Clerk Gayle Furman, Registrar D. Mrowka, T. Dean Clerk, and other citizens

1. **Call to Order**
First Selectman S. Soby called the meeting to order at 7:46 p.m.
2. **Additions to the Agenda**
3. **Approve Minutes of the December 18, 2014 Regular Board of Selectmen Meeting**
R. Coyle moved to approve the Regular Board of Selectmen Meeting minutes of December 18, 2014, seconded by D. Mizla. Unanimously approved. MOTION CARRIED
4. **Approve Minutes of the December 31, 2014 Special Board of Selectmen Meeting**
D. Mizla moved to approve the Special Board of Selectmen Meeting minutes of December 31, 2014, seconded by B. Curran. Unanimously approved, one abstention made by R Coyle. MOTION CARRIED.
5. **Citizen's Comments – none**
6. **Discussion and Possible Action on Appointment of a Financial Advisor**
CFO M. Cosgrove explained that due to the new FCC rules our current advisor has decided to stop the financial advisory service option. Sent out an RFP in October, reviewed responses with a committee, reviewed cost proposals with committee, then chose the top three. Interviews were conducted by a committee of the top three. Combined with the service proposal, cost proposal and interview the top choice recommendation is Phoenix Advisors. Barry Bernable, Managing Director, presented to the board ideas on goals to work together on now and in the future.

R. Coyle moved to appoint Phoenix Advisors, LLC to provide Financial Advisory Services to the Town, and authorize the First Selectman to sign all necessary documents, seconded by D. Mizla. Unanimously approved. MOTION CARRIED.
7. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Police Retirement Board**
 1. **Brenden Healy possible reappointment for a three year term to expire 1/31/2018**
 2. **Greg Cordova possible reappointment for a three year term to expire 1/31/2018**
 3. **Stan Soby possible reappointment for a three year term to expire 1/31/2018**
R. Coyle moved to reappoint Brenden Healy, Greg Cordova, and Stan Soby to the Police Retirement Board for a three year term to expire 1/31/2018, seconded by D Mizla. Unanimously approved. MOTION CARRIED.
 - b. **Planning and Zoning Commission – Jason Tinelle possible appointment from alternate member to regular member for a three year term to expire 12/31/2017**
D. Mizla moved to appoint Jason Tinelle as a regular member for a three year term to expire 12/31/2017, seconded by B Curran. Unanimously approved. MOTION CARRIED

8. **Budget Transfers - none**
9. **Tax Refunds & Rebates**

K. Frantzen moved to approve tax refunds in the amount of \$70.28 to Marc Paradis, \$199.40 to ARI Fleet LT, \$61.11 to Patricia Coblentz, \$106.14 to Dat or Phuong Nguyen, \$136.29 to Cara or Gary Lovering, \$10.00 to Joyce Sypher, and \$39.95 to Vespa Construction Co Inc, seconded by D Mizla. Unanimously approved. MOTION CARRIED
10. **Discussion and Possible Action on Reappointment of Don Lee as Deputy Chief of the Colchester-Hayward Fire Department**

R Coyle moved to reappoint Don Lee as Deputy Chief of the Colchester-Hayward Fire Department for 2015, seconded by D Mizla. Unanimously approved. MOTION CARRIED.
11. **Discussion and Possible Action on Reappointment of Paul Guidice as Second Assistant Chief to the Colchester-Hayward Fire Department**

R. Coyle moved to reappoint Paul Guidice as Second Assistant Chief to the Colchester-Hayward Fire Department, seconded by K Frantzen. Unanimously approved. MOTION CARRIED.
12. **Discussion and Possible Action on CYSA/DCF Juvenile Review Board Support Grant**

D. Mizla moved to approve the application for the CYSA JRB Support and Enhancement grant and authorize the First Selectman to sign all necessary documents, seconded by R Coyle. Unanimously approved. MOTION CARRIED.
13. **Discussion and Possible Action on Town Clerk Point & Pay Option**

G Furman, Town Clerk, explained that it's an over the counter credit card system and not online. There will be a convenience fee for the customer choosing the credit card option. No cost to the town for the machine or the service. This is an ancillary agreement because the machines are attached to the Tax Office Point & Pay service already in place.

R Coyle moved to authorize the First Selectman to sign any ancillary documents with Point & Pay (vendor) to enable the Town Clerk's Office to accept payments in the form of Debit or Credit, seconded by D Mizla. Unanimously approved. MOTION CARRIED.
14. **Discussion and Possible Action on Non-Union Employee and Elected Official Compensation**

S Soby discussed past years ways of handling employee wage increases that were not tied to a union, along with the impact of not having a consistent plan in place for union and non-union employees. S Soby discussed an option of averaging the annual pay percentage increase with all union contracts for that fiscal year, and apply that average percentage to non-union and elected officials. This plan would be built into the budget process. The Selectmen agreed that they would like to see consistency and equality between union and non-union increases. Board of Finance Chair, R Tarlov, stated there is a lack of parity between union pay increases and non-union. Statistics on wage index has increased. Our non-union and elected officials are far below that index. There have been no increases in three out of five years for non-union. The CFO will do calculations on the number of non-union employees, to assist in a scope of the number/amount for the process.

NO ACTION - TABLED
15. **Discussion and Possible Action on a Donation from the Christian Life Chapel**

The group has used Town Hall meeting rooms for some time to hold their services. Pastor Mike presented the Town Hall with \$5,000 as a thank you. Ideas were discussed on options. Will discuss further with department heads.

NO ACTION
16. **Citizens Comments - none**
17. **First Selectman's Report**

Gov't 101 starting 1/22 at 6pm; attended the CCM Legislative Committee - DEEP moved away from MS4, looking for a management plan for EMS response on Mental Health Services issue, comptroller presented on rainy day fund, revenue projected to look better than originally anticipated; Colchester KX still having issues with East Haddam and Lebanon, allocations going to remain the same; Search for a consultant for the Fire Dept. Strategic Plan is underway; attended the Electric Boat Legislative Breakfast-informed on the economic impact; Norton Mill project moving along, the grant submitted received favorable reviews and, while not funded in the most recent round, has a good chance in the next; attended the School Readiness Council meeting. Changes in state requirements have impacted availability to students;

sidewalk maintenance concerns brought to our attention because property owners are not maintaining as required by Town Ordinance.

18. **Liaison Reports** - none, due to the reports from the Chairmen at the preceding Commission Chairmen meeting.

19. **Executive Session to Discuss Employee 457 Plan**

R. Coyle moved to enter into executive session to discuss employee 457 plan, seconded by D. Mizla. Unanimously approved. MOTION CARRIED

Entered into executive session at 8:40 p.m.
Exited from executive session at 8:41p.m.

20. **Discussion and Possible Action on Employee request for 457 withdrawal**

R Coyle moved to approve the employee request for 457 withdrawal, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

21. **Adjourn**

R Coyle moved to adjourn at 8:42 p.m., seconded by K Frantzen. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: Jan. 13, 2015

BOARDS & COMMISSIONS APPLICATION

Name: Marion C. Stanavage

Address: [redacted] Stanavage Rd., P.O. 907 Colchester, CT. 06415

Home Phone: [redacted] Email: [redacted] FAX: [redacted]

Work Phone: [redacted] Email: [redacted] Town Residency 66 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Commission on Aging

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

High School: Bacon Academy 1950-1954 4 yrs. College course also had 1st 2 yrs Business course.

College: Eastern Conn. State University - graduated BS 1958
" " " " " MS 1978
University of Conn. 6th yr. 1982

Trade, Business Or Correspondence School: Teacher grades 1-6 certificate
Attended Officer Candidate School Quantico, Va. Marine Base - 1957 graduated as 2nd Lieutenant

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

Pratt Whitney - typist - summer job - left to attend college. 1952
 Schuster Co. Filing (Salem Ct.) " " " " " " 1953
 Teacher 1st grade - Hebron - was pregnant had to leave for that reason.
 Real Estate Broker 1970-72 - left to raise 6 children.
 Oakdale Hardware + Stanavage Const + Modular Homes - family business 1970-1980
 Real Estate Rentals - 1970 - (now)
 Trustee to Daniel Stanavage Trust 1994 - to present (sold bus. husband died 47 yrs old)

Why are you interested in serving? I would like to improve the conditions of the elderly and aging within the Town of Colchester, especially in the areas of nutrition, health and transportation. Also, listen attentively to the everyday needs + conditions of seniors I come in contact with so I can be of some help, if possible.

Do you have any experience or familiarity with this area? I have lived here 66 yrs. My 6 children all attended school in Colchester. My grand mother came here in 1909 when my mother was born. Her godmother was John Fedus's (Town Clerk) mother, who lived on Main St. When I moved here there were 2000 people in Colchester, the Cragen Memorial Library was my favorite place to read books. also the General store at Merchants Row (read magazines)

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

Which ones? I don't know at this time.

Date: Jan. 13, 2015

Signature: Marvin C. Stanavage

Commission on Aging-7 Members, 2 Alternates, 3 year terms

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	Gary Siddell	D			12/1/2015
Member	Rose Levine	D			12/31/2015
Member	Robert Gustafson	D			12/1/2017
Member	Goldie Liverant	D			12/31/2016
Member	VACANT				12/1/2017
Member	Jean Stawicki	D			12/1/2015
Member	VACANT				12/31/2016
Alternate	Susan Choma	D			12/31/2016
Alternate	VACANT				12/1/2015
Clerk	Michelle Komoroski	n/a			

Tricia Dean

From: Alan Harrison <harrison@ip-lawyers.com>
Sent: Wednesday, January 14, 2015 12:44 PM
To: Tricia Dean
Subject: RE: Commission Chiar Meeting Reminder for 1/15/2015

Hello Ms. Dean,

I will not be able to attend for the foreseeable future. Please accept this e-mail as my notice of resignation from the Blight Ordinance Commission.

Thank you, sincerely,

--

Alan Harrison
Attorney
McCormick, Paulding & Huber LLP
P: 860.838.8723

From: Tricia Dean [<mailto:tdean@colchesterct.gov>]
Sent: Wednesday, January 14, 2015 12:32 PM
To: Alan Harrison
Subject: FW: Commission Chiar Meeting Reminder for 1/15/2015

From: Tricia Dean
Sent: Wednesday, January 14, 2015 10:15 AM
To: 'Chris Bourque'; 'ah.alan.harrison@gmail.com'; 'malsbenden@sbcglobal.net'; 'r.goldsteinesq@snet.net'; Rob Tarlov; 'jttyler2@sbcglobal.net'; Rosemary Coyle; lepage119@comcast.net; 'siddellg66@comcast.net'; 'afvp@sbcglobal.net'; Don Lee; 'dkmmahoney@att.net'; 'ford_james_w@sbcglobal.net'; 'daniel.m.henderson@us.army.mil'; 'kimberleyrusso@yahoo.com'; avis.hull@sbcglobal.net; becaffegan@comcast.net; esharon@ntplx.net; 'Janet LaBella'; 'Nicholas Norton'; cdferrante@yahoo.com; 'jbmathieu@comcast.net'; 'robertparlee@hotmail.com'; 'HealyBrenden@SBCGlobal.net'; 'stephencoyle@sbcglobal.net'; ginabobina16@hotmail.com; 'robinson@snet.net'; 'ctmlhr@yahoo.com'
Cc: Rochelle Lambert; Randall Benson; Valerie Geato; James Paggioli; Adam Turner; Kendall Jackson; Jay Gigliotti; Cheryl Hancin; Denise Mizla; Denise Mizla; Kurt Frantzen; Kurt Frantzen; rosemarycoyle@sbcglobal.net; Stan Soby; William Curran; William Curran
Subject: Commission Chiar Meeting Reminder for 1/15/2015

Good Morning,

Attached is the Commission Chairmen Meeting Agenda for Thursday, 1/15 meeting at 7pm.

If you will not be able to attend, please send me an update to be included at the meeting by tomorrow, Thursday at 4pm.

Thank you,

Tricia Dean

Executive Assistant to the First Selectman

Town of Colchester
127 Norwich Avenue



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Colchester
Connecticut**

For the Fiscal Year Beginning

July 1, 2014

Executive Director



CT DEP Fact Sheet

Produced Sept 2005, revised 2011

Conn. Gen. Stat. 22a-174k and Outdoor Wood Burning Furnaces

During the 2005 session of the General Assembly Public Act 05-227, now codified as Connecticut General Statute 22a-174k, concerning the siting of Outdoor Wood Burning Furnaces (OWFs) was signed into law.

The Conn. Gen. Stat. 22a-174k requires that any OWF constructed, installed, established, or modified after July 8th, 2005:

- Must operate only on wood that has not been chemically treated.
 - Any other material burned in the OWF would constitute a violation of the statute.
 - Additionally, installation and operation must be conducted in accordance with the manufacturer's written instructions provided they do not conflict with the statute.
 - Must be located not less than 200 feet from the nearest residence not being served by the unit. (If the unit will be closer than 200 feet to the nearest residence not being served by the unit, then the OWF must not be installed).
- Must have a chimney that is more than the height of the roof peaks of residences located within 500 feet of the OWF, provided the chimney height is not more than 55 feet (This is to the actual roof peak, not the mid-line of the slope).
 - A chimney's height is limited to no more than 55 feet, from ground level, at its installed location. (If this is not more than the height of the roof peaks of residences located within 500 feet of the OWF, then the OWF must not be installed).
 - A licensed Land Surveyor or Professional Engineer would be able to provide appropriate mapping, showing both the horizontal and the vertical control measurements to all residences within the 500 foot radius required by law in order to demonstrate compliance with Conn. Gen. Stat. 22a-174k.
- Is subject to an infraction, not to exceed \$90/day, for every day of operation not in compliance with Conn. Gen. Stat. 22a-174k. Violation of this statute is listed under miscellaneous in the Judicial Infraction Schedule.

Connecticut municipalities continue to have local control of land use in and around areas with OWFs, for instance:

- Some municipalities institute summer bans, complete bans, or limit installation of OWFs within their jurisdictions. Local municipalities may choose to limit installations near schools, churches, and commercial areas as the statute only addresses set back requirements from residences.
- The installation of an OWF requires a building permit.

- While not required by the statute, some municipalities may choose to require a submittal from a licensed surveyor or professional engineer documenting the location of the OWF, distances to residences, and comparative heights of the stack and residential rooflines, as required by the statute, as part of the local zoning or building permit process.
 - This could ensure the local municipality limits its potential liability by not issuing a permit granting authorization to a resident to install an OWF unit in a non-compliant manner.
 - Property owners, local officials, and state officials do not have jurisdiction to allow variances or exception for any of these regulatory requirements.
 - As with any tall narrow structure, adequate foundation and guying support should be installed as needed to meet applicable codes and ensure public safety.
- Municipalities affected by operation of an OWF, along with DEP, have authority to enforce the provisions of Conn. Gen. Stat. 22a-174k.

Other Obligations

In addition to the provisions of Conn. Gen. Stat. 22a-174k and local ordinances, Sections 22a-174-18 and 22a-174-23 of the Regulations of Connecticut State Agencies for the abatement of air pollution also apply to the owner or operator of an OWF.

- The provisions of subsection (b) of 22a-174-18 provide that an owner or operator of any fuel burning source shall not exceed 20% opacity during any six-minute block average and 40% opacity during any one-minute block average.
- The provisions of subsection (c) of 22a-174-18 provide that no person shall cause or allow the emission of visible particulate matter beyond the legal boundary of the property on which such emission occurs that either; remains near ground level beyond such property boundary, or diminishes the health, safety or enjoyment of people using a building or structure located beyond the property boundary. Additionally, no person shall emit particulate matter into the ambient air in such a manner as to cause a nuisance.
- The provisions of subsection (a) of 22a-174-23 provide that no person shall cause or permit the emission of any substance or combination of substances which creates or contributes to an odor, in the ambient air, that constitutes a nuisance. Additionally, an odor constitutes a nuisance if present with such intensity, characteristics, frequency and duration that; it is, or can reasonably be expected to be, injurious to public health or welfare, or it unreasonably interferes with the enjoyment of life or the use of property.

For More Information

The CT DEP operates an **Air Pollution Complaint Line at 860-424-3436**. This line is open to all citizens with concerns regarding smoke and other air pollution. It is operated from 8:00 am - 4:30 pm, Monday through Friday; voice mail is available for complaints made during evening and weekend hours or you can e-mail a complaint to dep.aircomplaints@ct.gov

Town of Colchester Interoffice Memorandum

To: Stan Soby, First Selectman
From: James Paggioli, L.S., Director of Public Works
CC:
Date: 1-30-145
Re: Procurement of Additional Contractor for Town Streets and Road Snow Plowing Contract
See RFP 2014-12

During the snow plowing operations for the recent Blizzard, January 26-27, 2015; a Town plow truck went off the road and into a drainage ditch alongside Schaller Hill Road. There were no injuries; however damage to the truck was significant. Time frame for repair of the truck is uncertain at this time, however 6 to 8 weeks is likely the minimum time for repair. In order to complete the remaining winter seasons plow operations, it is recommended to contract out this plow route for the remaining portion of the 2014-2015 season.

Inquiries were made to the existing contract holders for the Town Streets and Road Snow Plowing Contract (RFP 2014-12 – B&B Superior Contracting and Clark's Landscaping) to determine if they had an additional plow truck that would be available for use on a the Town roads. Each did not have an additional truck for use that met the requirements of the Town. The department then contacted the third bidder, S. Roy dba CCL Bobcat to determine if they had a truck and driver, and the desire to fill in for the downed truck's route for the remaining portion of the 2014-2015 winter season. Mr. Roy confirmed that he would honor his bid hourly rate and not bind the town to the seasonal minimum hourly total submitted. Mr. Roy presented the truck for inspection (that passed inspection) and provided a driver (a retired Town of Colchester employee) who was familiar with the town's operations and the route, and required insurance coverage as required by the RFP.


At this point due to the circumstances listed above, I would recommend that the Town enter into a contract for the remaining portion of the 2014-2015 winter season as detailed within the response of RFP 2014-12 for one truck from S.Roy dba CCL Bobcat at \$158.00 /hour and eliminating the Minimum Seasonal guarantee amount from contract response.

For Reference :Responses to RFP 2014-12 were as follows:

Name	Single Truck /hr.	Two Trucks /Hr.	Minimum Amount Guarantee per truck
B & B Superior Contracting	\$157.00	\$157.00	\$23,500 (Based on 150 hours per season)
S. Roy dba CCL Bobcat	\$158.00	No Bid	\$23,700 (Based on 150 hours per season)
Clark's Landscaping	\$137.00	\$135.00	\$7,500 per season

Proposed Motion: That the Town of Colchester enter into a contract for the remaining portion of the 2014-2015 winter season as detailed within the response of RFP 2014-12 for one truck from S. Roy dba CCL Bobcat at \$158.00 /hour and eliminating the Minimum Seasonal guarantee amount from contract/RFP response; and hereby authorize the First Selectman to enter into a contract and sign all necessary documents.

Town of Colchester Interoffice Memorandum

To: Stan Soby, First Selectman
From: James Paggioli, L.S., Director of Public Works 
CC:
Date: 2-03-2015
Re: School Snow Plowing Contractor Issues - Contract Recommendation.

Attached is a copy of the warning letter that was issued to Mr. Michael Jackson, dba Action Jackson, in regard to his firm's performance with regard to RFP 2014-13, Town School Snow and Ice Control Services, dated 12/3/2014. At time, issues were raised regarding equipment present and staffing that were actually responding to snow and deicing events at the school properties. Issues raised within the letter were suitably addressed within the time frame required within the letter by the contractor. The issues were logistical in nature, that were required to be corrected in order to have any reasonable expectation that the work required within the contract could be completed as specified. Fortunately, the winter storms had been light though out the month of January, 2015 leading up until the storm event of January 26 – 27, 2015 which had a 24" snowfall total.

The Storm was well warned, the contractor forces arrived with three (including himself), and conducted operations. For the most part of the storm the contractor maintained emergency access to each of the schools at all times. The conclusion of the initial opening operations was at 2100 hrs on the 27th with all town roads passable, the schools should have been opened and all areas plowed with the expectation that drifting and clean up would occur the following morning. The contractor is not restricted to be operating only when town forces are working, and in reality the expectation is that the contractor will provided sufficient work forces and equipment to continue continuous operations until the work is completed.

Inspection of the CES and WJJMS at 1000hrs on the 28th indicated that parking areas along Pupil Services at WJJMS were undone, stockpiles were left that would interfere with bus turning movements existed at WJJMS, and at CES the parking areas along the facilities building were undone along with the bus entrances. At JJIS, there stockpiles that remained within the parking area and a significant stockpile located to the west of the building within the paved area that would be required to be moved off that paved area prior to school opening. Some teachers and administrators were coming in to work, and although some of the parking spaces were available at WJJMS and CES, there remained a significant amount of work to be conducted in addition to blowing and drifting snow issues. Most disturbing at this point was that in discussions with Mr. Gallicchio, Mr. Jackson was on route to the site, and not presently working. Town Staff had been working diligently on roads and other Town facilities since 0700 hrs that morning.

The directive was given to the contractor that all curb lines were to be made visible and that the work at all schools should be completed in accordance with the contract prior to the contractor leaving the site that evening such that the schools could open on time the following morning. At the end of the evening of the 28th, it was apparent that the large stockpile to the west of the JJIS building would not be relocated off of the paved area, town staff had to allocate two loaders and Mr. Gallicchio's plow truck to conduct the work which took approximately 2.5 hours to complete. Staff had made the contractor aware that it would be necessary to start the next day (the 29th) at 0400 hrs in order to address and refreeze and icing issues at the schools. (Town Staff also conducted the same start time and deicing of roads and Town facilities). Mr. Jones attempted to contact the contractor multiple times between 0400 until finally reaching Mr. Jackson at 0530 hrs for deicing of the schools. Mr. Jackson stated he was on route, however in Mr. Jones' opinion, the contractor would not respond in sufficient time to de-ice the lots in time for bus traffic and education staff arrival. Mr. Jones directed Town staff to conduct the work and dismissed the contractor. I would concur with Mr. Jones's actions in lieu of the situation with the refreeze/glazing over of the parking area and the need to ensure student and staff safety.

In the above storm response, the contractor undermanned the work and did not perform in accordance with the contract, and then further demonstrated that they could not respond in accordance with the contract requirements.

Subsequent storm 2/1/2015 thru 2/2/2015, 12" snowfall, the contractor again responded with three individuals, the storm again was a long duration, in conducting the removal operations, Mr. Gallicchio again had to assist the contractor in regards to adequate push back or opening all of the parking spaces in three of the schools. Approximately 4.5 hours were spent by Mr. Gallicchio and his plow to "find the curb line" in order to ensure that the parking spaces were adequately plowed. The demarcation or the curbs lines is specifically addressed and the contractor is responsible for adequately staking the curbs prior to the season and maintaining the staking. Alternatively, an experienced plow individual can also find them from the feel of the plow on the piece of equipment that they are operating, if they are familiar with the piece of equipment and have the experience. Based upon the performance of the contractor and the need to assist, it is apparent that neither was the case.

The previous portion of this winter has been light in regard to snowfall totals with the majority of storms requiring a minimal amount of snow removal, however a significant amount of de-icing with the timing of the storms being favorable as not to interfere with the operations of the schools. Based upon the staffing provided and performance of the contractor noted above when both average and above average snow fall occurs, it is my opinion that the contractor has demonstrated that his firm is not capable of meeting the contract requirements when these events occur. Despite having the adequate tools and staffing levels presented to

award of the contract, the actual performance of the work has not met the contract requirements without the significant augmentation of work force by town staff. The contract requires that the contractor take all responsibility in regard to providing the service on their own initiative, not for the town to call in, or conduct inspections before, during and after, in order that the town is forced to take corrective action of the contractors work, so that the schools may open on time and safely. In my opinion, the contract should be terminated with the firm Michael Jackson, dba Action Jackson, and that the next lowest qualified bidder is chosen to perform the remainder of the contract term.

In regard to the next lowest bidder response to RFP 2014-13, the remaining firms are listed below:

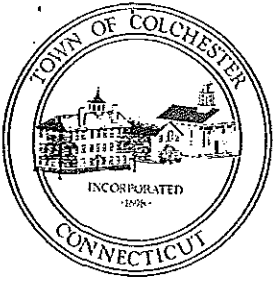
Responses were as follows:

Name	Cost:	FY 14-15	FY 15-16	FY 16-17
Bakaj Construction		\$98,500	\$107,500	\$115,500
S. Roy dba CCL Bobcat		\$120,000	\$130,000	\$138,000
Herbert Butler Company		\$118,000	\$122,000	\$128,000
Clark's Landscaping		\$92,000	\$92,000	\$92,000

The lowest qualified bidder that submitted was Clark's Landscaping. Contact was made to the Clark firm to inquiry if they were still interested in performing the work at the submitted prices and if they had the equipment and personnel to perform the contract specified work. Clark's Landscaping has indicated that they are capable and willing to commence the contract and work beginning as soon as 2/6/2015 and continue throughout the remaining term of the contract. An updated equipment list is attached herewith. Six employees' licenses have been provided (4 CDL's – 2 Class D). The drivers and equipment are not presently contracted to existing Town of Colchester contracts (i.e. Streets and Roads RFP 2014-12). The firm presently has the required insurance limits, with the certificate requiring an updated additional insured language which should be a minor item to have adjusted. It is my opinion that the firm is capable of conducting the work with the information presented. The payment of the remaining portion of the FY 2014-2015 shall be based upon the prorated portion of the remaining time frame of the year of the bid amount. The firm has successfully worked on other Town of Colchester plowing contracts and would qualify as a local vendor selection per the Town of Colchester Purchasing Policy.

Based upon the bid results, previous Town of Colchester work history and Town of Colchester Purchasing Policy, I recommend that the remaining portion of RFP 2014-13 be awarded to the Clark's Landscaping, under the bid section of Option 2 –Sub Option B utilizing the Quantity Discount – All Four schools the remaining portion of FY 14-15 at the prorated amount of the remaining season of the \$92,000 bid amount and at a fixed rate of \$92,000 per year for FY 15-16 and FY 16-17 as stipulated within the RFP 2014-13 response.

Proposed Motion: Hereby authorize the First Selectman to terminate for cause, as listed herein, the existing contract with Michael Jackson dba Action Jackson in regard to Town School Snow and Ice Control Services RFP 2013-14 dated 25 August 2014 including addendum #1, effective 2/6/2015 and authorize the First selectman to enter into a contract, and sign all necessary documents, in accordance with the Invitation to Bid Town School Snow and Ice Control Services RFP 2013-14 dated 25 August 2014 including addendum #1, with Clark's Landscaping for the remaining portion of FY 14-15 at the prorated amount of the remaining season of the \$92,000 bid amount and at a fixed rate of \$92,000 per year for FY 15-16 and FY 16-17 as stipulated within the RFP 2014-13 response, effective 2/6/2015.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Department of Public Works – Colchester Sewer and Water Commission

December 3, 2014

Mr. Michael Jackson
DBA Action Jackson
61 Lang Road
Windsor, CT 06095

Re: Performance to Date of RFP 2014-13 – Town School Snow and Ice Control Services

Mr. Jackson,

It has been brought to my attention of several deficiencies in the response to the work conducted and the lack of equipment and personnel that have been available for the storm events to date. The contract was awarded to your firm on the basis that all information presented on the bid form was to be provided and all conditions on the contract documents adhered to by your firm. Additionally, email correspondence from you assured that you have the equipment and personnel required to perform the work as detailed within the contract documents. The deficiencies noted in performance are stated as follows:

- 1) Included in your email of September 26, 2014 to me, you listed that: "Per your request here is the equipment that I have available for the schools. The Volvo loader which will have a 12 foot pusher bucket will be leased for the season and kept on site. I own (paid in full) a 2007 Dodge Ram 3500 (1 ton) dual rear wheel mason dump with a 9 foot X blade poly plow and a polycaster 2 ton capacity spreader. If needed I'm prepared to (with permission) drop off a bobcat with a 8 foot pusher bucket at one of the sites as well. In addition I'm completely prepared to purchase a newer late model 1 ton 4X4 dual rear wheel truck 2013 or 2014 and up fit that with a new v plow and spreader at the beginning of the winter season."

What has been utilized and/or delivered is a Volvo backhoe, with pusher blade, but no chains for back blading or squeegee operation of the pusher blade, a bobcat with a snow bucket and no 8 foot pusher blade, and one Dodge Ram 3500 with plow and spreader. The operational difference between a loader and a backhoe are significant in regard to bucket lifting capacity and height of snow stockpiling capabilities in addition to the gross weight of material to be cleared on a single pass.

These items are of primary concern since there is a time limit for your operations to be completed as described in the Supplemental Conditions 1) Scope of Work "All areas requiring snow removal shall be completed by 7:00 am, including school days, non-school days, weekends, holidays, 7 days per week". Specifically the past two snow/ice events have been minimal in regard to snow accumulation. The first on 11/14/14 involved an icing event in which your response was with one sander (which town staff noted that the sander was loosely secured to the truck body). The second which was a dual response occurring on 11/26 and 11/27/2014, was a rain to sleet/snow mix occurring at 12:30 pm turning back to rain at 5:30 pm and then back to snow at 12:30 am on the 27th. Accumulation was approximately an inch of slushy material. Your response again was with a single vehicle and one additional person who rode with you. Plowing conducted by you resulted in windrow area of snow being placed approximately 18" from curb lines. In both cases, the weather and timing of each event resulted in the conclusion of work prior to 7 am of the following day and melting over the holiday diminished the deficiency in plowing operations. Should each of these events been a significant accumulation, there was not the available equipment or manpower in place to meet the contract requirements and the windrows would have interfered with the proper and safe use of the parking areas and cause problems in future storms.

It has been the experience of the Town that the minimum equipment and staffing necessary to conduct the work and meet the time frames has been 4 pieces of equipment, (one of which is a minimum of a 2.5 CY Loader), 2 snow pusher blades on heavy equipment, 2 one ton or greater trucks with plows and sanders, and 4 operators. A backhoe has not been

sufficient to stock pile or move the larger quantities of snow from the large parking areas at Bacon Academy within the time limits. Should the work not be accomplished within the time limits as detailed within the contract, this would be grounds for termination of the contract.

- 2) Supplemental Condition 2 Equipment To Be Used – As stated above the change or lack of identifying “ (by year, make, model and VIN) the number and type of vehicle(s)/equipment to be used at each locations to meet the performance requirements herein”All vehicles being used in this contract must be either leased by, or owned by and registered to, the contractor awarded the contract, and all vehicles must be manned and operated by employees of said contractor. No hiring of outside vendors or subcontracting, will be allowed for these services.

In the paragraph (#1) above, your e-mail stated “In addition I'm completely prepared to purchase a newer late model 1 ton 4X4 dual rear wheel truck 2013 or 2014 and up fit that with a new v plow and spreader at the beginning of the winter season.” Clearly we are in the winter season, the Town has not seen this vehicle or been provided with any information regarding this vehicle. This must be rectified within ten days or it is the opinion of the Town that your firm does not have the necessary equipment necessary to meet the performance requirements of the contract.

It has been brought to my attention that the trailer in which you delivered the Bobcat Skid Steer to the Facilities Building was not properly registered or plated in accordance with Connecticut Motor Vehicle Laws. This was discovered after you had removed the trailer from the Town premises. Under no such circumstances are unregistered or improperly registered vehicles or trailers to be utilized in the conduct of the contract. Should such be discovered in the future, this will result in an immediate termination of the contract.

Additionally, there were concerns brought to the town's attention regarding your contacting local contractors regarding their ability to support or subcontract to your firm in regards to this contract. Any subcontracting of vehicles and/or operators is a clear violation of the contract by you and will result in the termination of the contract.

It has been clearly stated by you that 4 pieces of equipment have been submitted for operation during the conduct of the work included within the contract. There are presently only two persons that have passed the background check to be eligible to work on School grounds. Four employees of your firm are required to be submitted and approved (passed background check), in order to minimally complete the scope of work. As I stated in my e-mail earlier today, this must be addressed by you no later than close of business on 12/4/2014.

The seriousness of the issues raised must be addressed and rectified within a ten day period in order for you to have met the contract requirements; promises included within your response to the bid which the Town relied upon in the awarding the bid to your firm, and to provide the assurance that your firm can actually provide the level of service required within the contract documents. Should your firm be unable to meet the requirements and rectify the deficiency issues noted herein, then the Town shall have no other recourse than to terminate the contract with your firm.

Sincerely,



James Paggioli, L.S.
Director of Public Works
Town of Colchester

Clark's Landscaping

44 West Road
Colchester, CT 06415
Office: 860-537-2945
Cell: 860-208-8069
CT Licensed & Insured

November 30, 2014

Town Of Colchester

To Whom It May Concern;

Clark's Landscaping has the following equipment in our fleet.

- One-ton dump trucks –4
- Pick-up trucks including plows and sanders – 6
- Jeep Wrangler with plow – 1
- Bobcats – 3
- Mini Loader – 1
- 3-yard Loader – 2
- Backhoe – 1
- 36,000 GVW Dump Trucks (on contract for Town of Colchester) – 2

For the schools in town, if needed, we would plan for the use of the following equipment:

- Loaders – 2
- Mini Loader or Bobcat – 1 (or both if needed)
- One-ton truck with sander – 3 to 4
- Backhoe combination – used if necessary

Please feel free to contact us with any questions or concerns. Thank you in advance for your consideration.

Terence Clark





Cragin Memorial Library
8 Linwood Avenue
Colchester, CT 06415
860-537-5752 ☎ Fax: 860-537-4559
www.colchesterct.gov/library

Date: January 30, 2015

To: Board of Selectmen

From: Kate Byroade, Library Director

Subject: Cragin Memorial Library—Revised Job Description

Background

The Library's Children's Librarian (Head of Children's Services) has tendered her resignation to accept a new position. In reviewing the job description I identified some additions to the "Supervision Exercised" section to include current job titles, additions to the "Examples of Duties and Responsibilities" section. I am also recommending updating the "Knowledge, Abilities and Skills" section to more accurately reflect today's technology skills.

The "Education, Experience and Training" section also requires updating to reflect the need for a trained Librarian with the Master's Degree in Library Science (MLS) and with prior supervisory experience as this position directly supervises another full-time employee and several part-time employees.

I would also recommend changing the job title from "Children's Librarian" to "Head of Children's and Youth Services", which more accurately reflects the responsibilities and scope of the position.

I recommend that these changes to the job description be approved. The Children's Librarian serves the Library as a department head with broad responsibilities for the vision and direction of children's and youth services to the community.

I have attached both job descriptions for your reference.

Recommendation

Approve the recommended changes to the Children's Librarian position.

Job Description

Cragin Memorial Library

Town of Colchester

Position Title: Children's Librarian—Head of Children's & Youth Services

General Statement of Duties: Plans, organizes, directs and supervises library program for pre-school, elementary and young adult library users; participates in short and long range planning for children and general library programs; coordinates activities with library staff and assists patrons in the selection and use of library materials.

Supervision Received: Receives policy direction from and reports to the Library Director.

Supervision Exercised: Supervises Programming Assistants, Library Assistants, and Circulation ~~clerks~~ Clerks, and Library Shelves working in the ~~—~~ Children's department; may supervise volunteers, community service workers and summer employees. Supervises all staff in the absence of the Library Director and Assistant Library Director.

Examples of Duties and Responsibilities:

Develops and interprets children's services policies.

Coordinates program planning and service delivery for the department.

Develops and conducts programs for children, young adults and parents which encourage reading, viewing and listening skills and use of library facilities and materials.

Develops and conducts outreach programs for young children at local childcare and early childhood care facilities.

Develops and monitors collection development plan for children's collection.

Supervises children's collection development activities of other staff.

Responsible for appearance and order of children's collection.

Provides training, supervision and leadership to professional staff, library assistants, clerks and volunteers.

Supervises and evaluates with Library Director all Children Services staff.

Coordinates program planning with school librarians to ensure complementary services to students.

Serves as liaison to other community agencies serving children.

Serves on School Readiness Council as the designee of the First Selectman.

Prepares materials to publicize the services and resources of Children's Department.

Prepares regular reports for the Library Director.

Maintains awareness to trends in youth services and of issues affecting youth.

Prepares reading lists for school and community distribution.

Performs duties in other library divisions and participates in library special projects as needed.

Attends meetings and participates in professional library organizations.

Attends workshops and continuing education inservices related to position.

Knowledge, Abilities and Skills:

Extensive knowledge of current trends in library service to children.

Knowledge of children's literature and materials.

Storytelling and programming skills.

Ability to work with children.

Demonstrated ability to develop and implement services to children.

Knowledge of the principles of library administration, including collection development, planning, coordination and budgeting.

Knowledge of supervisory methods including work delegation, scheduling, evaluating performance and maintaining morale.

Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.

~~A working knowledge of computer applications for library services.~~

Knowledge of standard business software, including word processing, spreadsheets, presentation software, and email.

Knowledge of social media applications for communication with the public.

A working knowledge of integrated library software systems.

Ability to work effectively with library staff and patrons.

Education, Experience and Training:

Completion of an ALA accredited Master's Degree Program in Library Science (MLS) ~~or a~~ and a minimum of three years of library experience, ~~with progressive responsibilities in~~ ~~children's services.~~ Previous supervisory experience of one year or more is highly desirable.

Job Description**Cragin Memorial Library****Town of Colchester****Position Title: Children's Librarian****Salary \$ per hour**

General Statement of Duties: Plans, organizes, directs and supervises library program for pre-school, elementary and young adult library users; participates in short and long range planning for children and general library programs; coordinates activities with library staff and assists patrons in the selection and use of library materials.

Supervision Received: Receives policy direction from and reports to the Library Director.

Supervision Exercised: Supervises Library Assistants and Circulation clerks working in the Children's department; may supervise volunteers, community service workers and summer employees.

Examples of Duties and Responsibilities:

Develops and interprets children's services policies.

Coordinates program planning and service delivery for the department.

Develops and conducts programs for children, young adults and parents which encourage reading, viewing and listening skills and use of library facilities and materials.

Develops and monitors collection development plan for children's collection.

Supervises children's collection development activities of other staff.

Responsible for appearance and order of children's collection.

Provides training, supervision and leadership to professional staff, library assistants, clerks and volunteers.

Supervises and evaluates with Library Director all Children Services staff.

Coordinates program planning with school librarians to ensure complementary services to students. Serves as liaison to other community agencies serving children.

Prepares materials to publicize the services and resources of Children's Department.

Prepares regular reports for the Library Director.

Maintains awareness to trends in youth services and of issues affecting youth.

Prepares reading lists for school and community distribution.

Performs duties in other library divisions and participates in library special projects as needed.

Attends meetings and participates in professional library organizations.

Attends workshops and continuing education inservices related to position.

Knowledge, Abilities and Skills:

Extensive knowledge of current trends in library service to children.

Knowledge of children's literature and materials.

Storytelling and programming skills.

Ability to work with children.

Demonstrated ability to develop and implement services to children.

Knowledge of the principles of library administration, including collection development, planning, coordination and budgeting.

Knowledge of supervisory methods including work delegation, scheduling, evaluating performance and maintaining morale.

Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.

A working knowledge of computer applications for library services.

Ability to work effectively with library staff and patrons.

Education, Experience and Training:

Completion of an ALA accredited Master's Degree Program in Library Science (MLS) or a minimum of three years of library experience with progressive responsibilities in children's services.