



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Regular Meeting @ 7:00 PM
Thursday, February 19, 2015
Colchester Town Hall
Meeting Room 1**

RECEIVED
COLCHESTER, CT
2015 FEB 17 PM 12:14
SALLE BURMAN
TOWN CLERK

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the February 5, 2015 Regular Board of Selectmen Meeting
4. Citizen's Comments
5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
6. Budget Transfers
7. Tax Refunds & Rebates
8. Discussion and Possible Action on the Resignation of the Acting Tax Collector
9. Discussion and Possible Action on Commission on Aging Bylaws
10. Discussion and Possible Action on Outdoor Wood Furnaces
11. Discussion and Possible Action on Removal of Tires at Tony's Junkyard
12. Discussion and Possible Action on Library Job Description Revision
13. Discussion and Possible Action on Senior Center Making Memories Program Coordinator Job Description Revision
14. Discussion and Possible Action on Anthem Administrative Services Agreement and Stop Loss Policy
15. Discussion and Possible Action on Consultant for Fire Department Strategic Plan
16. Discussion and Possible Action on Elected Officials and Non-Union Employees Compensation Plan
17. Discussion and Possible Action on Appropriation for Rotary Drum Thickener Project
18. Discussion and Possible Action on Ordinance Enforcement for Snow Removal
19. Citizen's Comments

20. First Selectman's Report

21 Liaison Reports

22. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, February 5, 2015
Immediately following Tri-board School Building Meeting
Colchester Town Hall, Meeting Room 1**

RECEIVED
COLCHESTER, CT
2015 FEB - 9 PM 2:27
TOWN CLERK

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

MEMBERS ABSENT: none

OTHERS PRESENT: BOF Chair R. Tarlov, BOF A. Shilosky, CFO M. Cosgrove, Registrar D. Mrowka, Public Works Director J. Paggioli, Superintendent J Mathieu, BOE B. Bernier, T. Dean Clerk, and other citizens

1. Call to Order

First Selectman S. Soby called the meeting to order at 7:30 p.m.

2. Additions to the Agenda

S. Soby asked that the following item be added to the agenda as Item #14 Discussion and Possible Action on Consultant Agreement for Fire Department Strategic Plan, remaining agenda items to be renumbered accordingly.

R Coyle moved to approve the addition to the agenda as presented, seconded by D Mizla. Unanimously approved. MOTION CARRIED

3. Approve Minutes of the January 15, 2015 Commission Chairmen Regular Meeting

R. Coyle moved to approve the Regular Board of Selectmen Meeting minutes of January 15, 2015, seconded by D. Mizla. Unanimously approved. MOTION CARRIED

4. Approve Minutes of the January 15, 2015 Regular Board of Selectmen Meeting

R. Coyle moved to approve the Regular Board of Selectmen Meeting minutes of January 15, 2015, seconded by D. Mizla. Unanimously approved. MOTION CARRIED

5. Citizen's Comments –

Tammy Bakaj read a letter regarding agenda item #13 (attached).

Dorothy Alderman spoke to the Board about banning the use of outdoor wood furnaces by listing the negative factors to the environment as well as health.

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 – not present**

b. **Blight Task Force – Resignation of Alan Harrison**

R. Coyle moved to accept the resignation of Alan Harrison as a member of the Blight Task Force, seconded by D Mizla. Unanimously approved. MOTION CARRIED

7. Budget Transfers - none

8. Tax Refunds & Rebates - none

9. Government Finance Officers Association Budget Presentation Award

S. Soby presented the award to CFO Maggie Cosgrove and commended her for all her hard work on achieving this award for the third year.

**10. Discussion and Possible Action on Non-Union Employee and Elected Official Compensation
Hayward Fire Department**

S Soby discussed tentative plans on how to proceed to calculate percentage amount, by being tied in to union contracts. Tabled to next meeting.

11. Discussion and Possible Action on Outdoor Wood Furnaces

R. Coyle asked questions regarding the furnaces such as how many does Colchester have, if a building permit is needed, are they addressed in the zoning regulations, and how would a ban co-inside with the new zoning regulations. There wasn't a definitive answer available at the time of the meeting, discussion tabled to next BOS meeting.

12. Discussion and Possible Action on Contracting Additional Road Plow Contractor

J. Paggioli, PW Director, stated that the town lost a truck in a drainage ditch due to the last major snow storm. The truck is damaged but can be repaired, however there is a timeframe issue where an additional truck will be needed to cover the route for the rest of the winter season.

D. Mizla moved 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, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

13. Discussion and Possible Action on School Plowing Operations

J Paggioli discussed the two phase issue. First phase is with the performance of the current contractor. The contractor has not performed in accordance with the contract which gives cause to terminate. No objection from contractor, Action Jackson. Second phase, as per the Town's purchasing policy, the second lowest qualified bidder has been contacted, Clark's Landscaping. J Paggioli acknowledged and discussed the bid issue as brought up during citizen comments by Tammie Bakaj. Contractor can start 2/6/15. R. Coyle asked if the cost would be a pro-rated amount for the remainder of the season. J. Paggioli confirmed that the contractor would be paid 2/5 of the bid price of \$92,000 for the remaining portion of the year. K. Frantzen asked if the acceptance of the second bid compliant with our procurement standard and specification language. J Paggioli answered that a typographical error on the bid was handled and clarified at the bid opening, so it is consistent with bid specifications. R. Coyle asked if the new contractor has done work for the town before. J Paggioli answered yes and he currently has the town routes. D Mizla posed the question if Clark can handle both contracts. J Paggioli stated that the contractor has presented his equipment and employees required and is not double-booked.

D. Mizla moved to 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 \$36,800 starting 2/6/15 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, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

14. Discussion and Possible Action on Consultant for Fire Department Strategic Plan

No information provided to Finance or Board of Finance by Fire Department. NO ACTION

15. Citizens Comments

Steve Schuster expressed his concern with former School Plowing Contractor Action Jackson for not fulfilling his obligation. S Soby noted that the Director of Public Works did vet the contractor as per requirements.

16. First Selectman's Report

Grand List calculation completed by Assessor with an increase of 0.6%, with 7.4 million additional in assessments for \$226,000 in additional tax revenue. Some of the increase offset a reduction in construction equipment on the list this year from last year; Attended Regional Human Services coordinating committee breakfast meeting for SCOGG, discouraging talks regarding proposed budget and what it will look like. Holding towns harmless may not be in effect as originally planned. Will get more information on the 18th; Government 101 continuing with the library presenting this week. Last week during the First Selectman presentation attendees were able to tour Town Hall and see each department; Attended C3 meeting which they asked for funding to be put into the towns budget again this year; Probate Court budget decreased; Issue by a tax payer was brought to the First Selectman's attention regarding get well gifts and

how they were paid for by the Police Commission. It was made clear that any gifts given would have to be a "collection" to be paid for; Met on 2/5/15 with the Historical Society who have ideas on programming, access and coordinating with Heritage Tourism. They would like signs regarding historical locations and better access to sites. Also discussed repair work needed and lease for Historical Society Museum building;

Participated in Connecticut in the Capital which was a program presented by Sens. Murphy and Blumenthal to discuss Important topics such as healthcare, infrastructure and immigration. It was a good opportunity to work with municipalities, thought leaders in CT, businesses and the non- profit sector. S Soby noted that it cost the town nothing for him to go, that it was paid for on his own; Fuel Bank donation by Family Pizza customers \$1000, which was matched by Chris at Family Pizza and Reliable Oil, which totaled \$3,000 donation to the fuel bank; Broadway Wine started collecting this past weekend for Freezin for a Reason which takes place 2/20, 21, 22 on the town green. Donations will also be accepted for the fuel bank on the green during that weekend. This is an event to raise awareness for the fuel bank; Snow operations have seen quite a bit of snow over the two weeks. Logged into web EOC to stay connected, conducted the last storm EOC out of Town Hall so the weather could be watched via windows. The crews have done a tremendous amount of work and have done really well; J Paggioli mentioned that London County is submitting numbers for possible qualification for presidential declaration. May give 75% reimbursement to towns for overtime, contractor, and equipment cost; Budget survey completed and results are posted on the website.

17. Liaison Reports

D. Mizla reported on Youth Services Advisory Board had the first meeting of the year. Discussed Summer Palooza for June 13th. Community Conversations on 3/25 on the topic of addiction. There will be speakers for parents and for students separately.

B. Curran reported that the EDC cancelled their last meeting. P&Z new regulations went live on the system. POCD would like to discuss what steps are next.

18. Discussion and Possible Action on Library Job Description Revision

Discussion on revisions of job description as presented by the Library Director. The Board did not feel there was a clear communication for changes requested. S Soby requested that a clean copy based on board comments be presented at the next BOS meeting. It was advised not to post the job with the existing job description.

Tabled

19. Adjourn

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

Respectfully submitted,

Tricia Dean, Clerk

February 5, 2015

Dear Board of Selectmen Members,

In reference to tonight's agenda item #13 on School Plowing Operations, I would like to take this opportunity to examine a few points of concern regarding the Town School Snow and Ice Control Services contract. As a discussion is to be held about removing the current contractor, I believe it is in the town's best interest to consider why this recent contract has gone awry. What can history teach us? What considerations should be made when reviewing future contractor candidates? As I will work to explain here, I believe there are three important lessons to learn from this experience.

First of all, does the contractor have the capacity to fully meet the demands of the contract? Does the bidder own, not primarily lease, the equipment necessary to perform the duties listed? As is clearly stated in "Instructions to Bidders" #12B, the town should consider a bidder unqualified if they do not "habitually perform with his/her own forces and equipment the major portions of the work involved in the Contract Documents." Additionally, this document considers the necessity of having additional equipment available and maintained for back up as noted in "Supplemental Conditions" #2. One last important consideration when hiring a replacement contractor in the middle of a snow season is what are the contractor's present private and public contracted obligations. Will the contractor be spread too thin?

Secondly, does the contractor have the experiences and references of equivalent work to prove their capacity? In addition to equipment, the contractor is required under "Supplemental Conditions" #5 to provide 2 current references where similar work was performed by the bidder. What does similar mean? If someone plows driveways, roads or small parking lots, is this similar to 4 large and complex parking lots? Well, would you hire a contractor that refinishes bathrooms or builds a garage addition to build you a whole school? I think not. These parking lots require experience with heavy equipment to remove the snow properly.

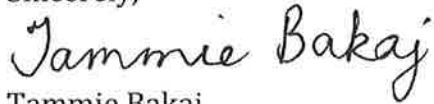
Lastly, is it in the town's best interest to hire a contractor based on an incomplete or inaccurate bid? If a bid is submitted with figures that do not balance, should the town accept this bid and make assumptions for their legitimacy. For instance, the bid submitted by Clark's Landscaping as read at the bid-opening meeting on September 24, 2014 had a discrepancy in its price for the third year of the bid contract which was listed for less than \$100. How can it be determined which of the figures on the bid were accurate and which were mistakes? Is it ethical for the town to make changes to the bidding documents? Due to the fact that bids are notarized and binding, it is customary for towns to dismiss flawed bids in order to avoid opening themselves up to litigation.

As you discuss the current and future snow and ice removal contracts, I believe it is in the Town of Colchester's best interest to thoroughly explore these areas of concerns. Has thorough and complete information been collected regarding the qualifications of the new contractors? As noted through out the bid package, the Board of Selectmen has the right to choose a contractor based on what benefits our town.

I'd like to leave you with one last thought. As a teacher, it always concerns me when rushed decisions are made regarding the safety of our children. I wonder, with such a quick replacement of service providers, have all required precautions been taken regarding background checks. Will all employees be approved prior to working on school grounds?

I appreciate your time and consideration of my concerns.

Sincerely,

A handwritten signature in cursive script that reads "Tammie Bakaj". The signature is written in black ink and is positioned above the printed name.

Tammie Bakaj

Donald D. Philips
167 Halls Hill Road
Colchester, CT 06415

February 13, 2015

Hon. Stan Soby, First Selectman
Town of Colchester
127 Norwich Avenue
Colchester, CT 06415

Dear Stan,

It has been a great privilege to have been able to serve the public in the capacity as the Town of Colchester's Acting Tax Collector since May 12, 2014. However, I have been offered – and have accepted - a tremendous employment opportunity in the private sector and, therefore, I am formally notifying you that I my last day in office will be April 3, 2015.

I have very much enjoyed working with you, the Board of Selectman, the Board of Finance, the staff at the Town Hall, and particularly, with Suzie Clark, who in my opinion, is tremendous asset to the Town. I wish you all the best in the future.

Sincerely,



Donald Philips

cc: Gayle Furman, Town Clerk

Article I – Commission Meetings

- A. Regular meetings of the commission shall be held each month. The time and place for the meetings shall be set by the Commission each November.
- B. The annual officer election meeting shall be held in June. Nominations for officers shall be given to the Commission members by the Nominating Committee at least ten (10) days prior to the annual election meeting.
- C. Special meetings may be scheduled, as required, by notification to each member by the Chairperson, and posting the agenda, date, and time with the Town Clerk at least 24 business hours prior to the meeting.
- D. At all regular and special meetings, an attendance of at least four (4) members shall constitute a quorum.
- E. Alternate members shall attend all meetings and take the place of a regular member when a regular member is absent from a meeting. When taking the place of a regular member, such alternate member shall be counted toward a quorum and shall have all voting rights of the absent member. The chairperson shall rotate alternates to serve in this capacity as needed.

Article II – Officers

- A. The officers of the Commission shall be: Chairperson, Vice Chairperson, Corresponding Secretary, and Treasurer. ~~The Officers of the Commission shall be the Executive Board.~~
- B. Chairperson: The chairperson shall preside at all meetings of the Commission, appoint committees, and shall have the duties normally conferred by parliamentary usage on such officer.
- C. Vice-Chairperson: In the absence of the Chairperson, or in the event of that person's inability to act, the Vice-Chairperson shall assume the duties of the Chairperson, and when so acting, shall have all the powers and be subject to all the restrictions imposed upon the Chairperson. The Vice-Chairperson shall perform such other duties as may be assigned by the Chairperson.
- D. Corresponding Secretary: The Corresponding Secretary shall be responsible for any correspondence, and shall perform all other duties incidental to the office of the Corresponding Secretary.
- E. All minutes of Commission business will be recorded by the clerk selected by the Town.
- F. Treasurer: The Treasurer will accept, on behalf of the Commission, the monthly revenues report received from the Director of Senior Services for bus usage

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designated as recreational, appointment, and errand usage. The Treasurer will also keep track of any monies and expenditures for Commission events.

- G. Tenure of Officers: Officers will be elected for a term of one year. No person shall serve in the same office for more than three consecutive terms.

Article III – Committees

- A. Nominating Committee: The nominating committee shall consist of three (3) Members of the Commission with at least one member who is not an officer on the Executive Board when possible. The Committee shall choose a Nominating Committee Chair to preside and report the nominations.
- B. Other Committees: Any other committees of the Commission can be established as need arises. Such committees may include Program Committee, Legislative Committee, By-Laws Committee, or Project Committees. Commission members may volunteer to serve on such committees, shall elect a Chairperson, and shall report to the Commission at regular or special meetings.

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Article IV – Rules of Order

- A. Robert’s Rules of Order shall apply at all meetings.

Article V – Reporting

- A. The Commission Chair, or designee, will prepare and deliver the quarterly report to the Board of Selectmen.
- B. The Commission Chair, in collaboration with the officers Executive Board, will prepare an Annual Report and Budget each November. This report and budget will be presented to the Commission prior to delivery to the Board of Selectmen.

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Article VI – Amendments

- A. Except as otherwise required by law, these By-Laws may be amended for acceptance by the Commission on Aging at any Regular or Special Meeting ~~called for that purpose~~, provided that written notice of the proposed amendment(s) is given to each member of the Commission at least ten (10) days prior to such meeting. Such amendment(s) shall require a majority vote. Upon acceptance of amendments, the proposed changes will be submitted to the Board of Selectmen by the Commission Chair.

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To: Board of Selectman
From: Adam Turner
Re: Tonys Junkyard Cleanup
Date: February 13, 2015

Memorandum

For almost two years the department has been working with the property owner to clean up and remediate the Tony's Junkyard parcel. Great progress has been made. Over 1,500 cars, numerous batteries and other materials were removed. The site has gone from this:



To this:



Certain key items remain on site namely the removal of approximately 25,000 tires. Unlike cars and other materials, the removal and destruction of tires carries a significant cost. In addition the owner is under no regulatory edict to remove the tires. The property owner has proposed an agreement whereby he would remove slightly more than 90% of the tires and dispose of them properly. In return the Town would be responsible for the removal of approximately 2,000 tires.

The cost to the Town for the disposal of 2,000 tires is approximately \$5,000. From their current location, the tires would be transported to the Transfer Station, approximately 1,500 feet from the site. The tires would be placed in the waste tire trailer until they are picked up for disposal, by the Town's waste tire contractor, Don Stevens Tire Co. The tires would be processed in the same manner as all waste tires which are taken in by the transfer station. The property owner has agreed to remove all other tires on the site, prior to the town taking the subject pile. In the current agreement, once the town has completed the removal this tire pile, there will be no tires left on the site.



Cragin Memorial Library

8 Linwood Avenue

Colchester, CT 06415

860-537-5752 ☎ Fax: 860-537-4559

www.colchesterct.gov/library

Date: February 13, 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. I have reviewed the job description thoroughly and compared it to similar positions at other libraries in Connecticut. I have made changes to each section of the document, some in part to update and clarify responsibilities and desired skills, others to incorporate the Town's preferred formatting of job descriptions.

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

I recommend that these changes to the job description be approved. This position serves the Library as a department head with broad responsibilities for the vision and direction of services for children and young adults in the community

I have attached the original job description, a marked-up version showing the changes in content, and a final version incorporating the Town's preferred formatting.

Recommendation

Approve the recommended changes to the position of Children's Librarian, including the job title change to "Children's and Young Adult Services Librarian".

MARKED UP Job Description showing changes

Job Description

Cragin Memorial Library

Town of Colchester

Position Title: ~~Children's Librarian~~ Children's & Young Adult Services Librarian

General Statement of Duties: Plans, organizes, directs and supervises the Children's and Young Adult Services Department of the Library, including collection development, programming, reference, and computer operations in the provision of of library services library program for pre-school, elementary and middle school students, and young adults, library users; Participates in short- and long-range planning for children and general-young adult library programs; coordinates activities with library staff and assists patrons in the selection and use of library materials. Works in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

Supervision Received: Works under the direct supervision of the Library Director; performs work with considerable independence. Establishes priorities within Children's and Young Adult Services, and consults with the Director on matters of policy. Receives policy direction from and reports to the Library Director.

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

Essential Duties

Examples of Duties and Responsibilities:

The following is an illustrative and non-exhaustive list of duties.

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Develops and interprets children's services policies. Policies for serving children and young adults.

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 education facilities.

Develops and monitors collection development plan for children's and young adult collections.

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Examines professional publications and other sources for selection of books and materials.

MARKED UP Job Description showing changes

Coordinates and assists with purchasing, cataloging, and classifying of books and materials.

Supervises children's and young adult collection development activities of other staff.

Periodically weeds the collection of materials, removing outdated or damaged books and materials.

Responsible for appearance and order of children's and young adult collections.

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

Supervises and evaluates with Library Director all Children's and Young Adult Services staff.

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

Serves as liaison to other community agencies serving children and young adults.

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

Prepares regular reports for the Library Director.

Maintains awareness to trends in youth- children's and young adult 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-classes related to position.

Interviews candidates for library positions.

Trains, supervises, and evaluates the performance of employees working in the department.

Performs related duties as assigned.

Complies with Town of Colchester Personnel Policies.

Required Knowledge, Skills, and Abilities~~Abilities and Skills~~:

Must have:

Ability to relate effectively to children, young adults, fellow staff, and the general public.

Demonstrated ability to develop and implement services to children and young adults.

Technology skills-including e-mail, word processing, spreadsheets, presentation, and publishing programs; use of social media for publicity, and technology assistance to library users.

Extensive knowledge of current trends in library service to children and young adults.

Knowledge of children's and young adult literature and materials.

Storytelling and programming skills.

~~Ability to work with children.~~

~~Demonstrated ability to develop and implement services to children.~~

Storytelling and programming skills.

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.

MARKED UP Job Description showing changes

~~Ability to prepare and deliver present oral and written reports in a clear, concise, and attractive form. brief, concise and attractive reports of library services and facilities both orally and in writing.~~

~~A working knowledge of integrated library software systems.~~

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

~~Ability to work effectively with library staff and patrons.~~

Must be able to:

Work effectively with toddlers, children, young adults, and parents.

Present songs, rhymes, finger plays, and speak and perform in front of an audience.

Manage time effectively and organize programs and material.

Remain on task despite interruptions.

Work independently with minimal supervision.

Perform the essential functions of the job with or without reasonable accommodation.

Work with detail and follow established procedures.

Education, and Experience and Training:

Master's Degree in Library and Information Science (MLS or MSLIS) from 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.

Three years of prior library work experience.

One year of supervisory experience.

Prior experience developing and conducting library programs for children and young adults.

Work Environment

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents, and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies. The noise level in the work environment is usually moderate.

This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.

Full-Time, Union

Original Job Description

Job Description

Cragin Memorial Library

Town of Colchester

Position Title: Children's Librarian

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.

Original Job Description

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.



Town of Colchester, Connecticut

95 Norwich Avenue, Colchester, Connecticut 06415

Patricia A. Watts, Director of Senior Services/Municipal Agent

MEMORANDUM

To: Board of Selectmen

From: Patricia A. Watts, Director of Senior Services

Date: 02/13/2015

Re: Revisions to Job Description: PT Making Memories Program Coordinator

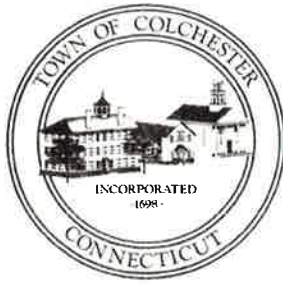
Due to the resignation of the current Making Memories Program Coordinator, Steve Mekkelsen, there will be a vacancy in the Department of Senior Services for this position, effective February 25, 2015. Before the position is posted and I conduct a candidate search, I am proposing some revisions to the job description, as presented in the attached red-line document. In my opinion, the revisions better capture the essential duties of the position, specify the hours/schedule and reflect the changes that have occurred in the language of the grant, which funds this position, since the last time this job description was reviewed.

Recommended Motion

Motion to approve the revised job description for PT Making Memories Program Coordinator (formerly PT Recreational Therapy Coordinator).

Respectfully Submitted,

Patricia A. Watts



**Town of Colchester
Job Description**

**PT Making Memories Program Coordinator
PT Recreational Therapy Coordinator
Senior Services Colchester Senior Center**

GENERAL STATEMENT OF DUTIES

- Develop and implement recreational therapy ~~programs and~~ activities to improve the overall well being of the participants of the Colchester Senior Center's "Making Memories" ~~inclusion~~ pProgram with the purpose of increasing their socialization and cognitive orientation.
- Maintain strict confidentiality.
- Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

Part Time- ~~approximately~~ 18 hrs per week Monday, Tuesday and Wednesday (days to be determined)

SUPERVISION EXERCISED

N/A

SUPERVISOR

Works under the direct supervision of the Director of Senior Services Senior Center Director

ESSENTIAL DUTIES

The following is an illustrative and non-exhaustive list of duties:

- Develop, coordinate and track ~~use of~~ recreational therapy program activities for seniors facing memory/cognitive loss, dementia and/or social isolation
- Keep accurate records of attendance and prepare reports required to maintain grant funding
- Plan and supervise occasional group outings
- Assess potential participants for eligibility for program and conduct orientation for participant and family members
- Promote the Making Memories Program to the Colchester community
- Attract and motivate program participants and volunteers
- Provide quality interaction with program participants
- Assist program participants in developing personal action plans
- Monitor progress of program participants in meeting their identified goals
- Ensure the safety of all program participants
- Communicate to the Director participants who are no longer appropriate for/benefiting from the program, to develop a discharge plan
- Active participation in mandatory monthly staff meeting
- Work in partnership with staff and volunteers

- Other duties, as assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ~~Comprehensive knowledge of elderly/disabled network of providers~~
- Knowledge of recreational therapy theory, principles and techniques, and methods to improve participant functioning and independence
- Considerable knowledge of activity leadership and behavior management and facilitation techniques ~~and behavior management~~
- Strong interpersonal and written communication skills
- Proficiency in Microsoft Word, Excel and Outlook.

While performing the duties of this job, the employee is regularly required to sit, stand, walk and talk. The employee is at times required to use hands to feel objects; reach with hands and arms; and stoop, kneel, crouch, or crawl.

Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

EDUCATION AND EXPERIENCE

A bachelor's degree in gerontology, ~~or~~ therapeutic recreation or related field.

A minimum of 3 years experience in social/recreational programming and services to the elderly

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies

This job description is not all-inclusive and is subject to change by the First Selectman's Office at any time.

This is a grant funded position. Employment ~~for~~ term for this position may end at the conclusion of the grant funding.

Part-time; non-union; hourly; non-exempt

This job description is not all-inclusive and is subject to change by the First Selectman's Office at any time.



**N. Maggie Cosgrove
Chief Financial Officer
Finance Department**

Date: February 3, 2015

To: Board of Selectmen

From: N. Maggie Cosgrove, CFO

Subject: Anthem – Administrative Services Agreement and Stop Loss Policy Agreement

Background

Anthem Blue Cross and Blue Shield is the provider of claims administrative services with respect to the Town and Board of Education group health insurance plans. Anthem is also the provider of a Stop loss policy providing individual and aggregate stop loss insurance coverage. The agreements are for the renewal period of July 1, 2014 to June 30, 2015.

Both agreements have been reviewed by representatives of the Lockton Companies, the Town's employee benefits consultants.

Recommendation

Authorize the First Selectman to sign the Administrative Services Agreement and Stop Loss Policy for the period July 1, 2014 through June 30, 2015 with Anthem Blue Cross and Blue Shield.

**AMENDMENT 1 TO THE
ADMINISTRATIVE SERVICES AGREEMENT
WITH
COLCHESTER TOWN AND BOARD OF EDUCATION**

This is an Amendment to the Administrative Services Agreement as of July 1, 2014. This Amendment shall supplement and amend the Agreement between Employer and Anthem Health Plans, Inc. dba Anthem Blue Cross and Blue Shield. If there are any inconsistencies between the terms of the Agreement and this Amendment, the terms of this Amendment shall control.

1. The following Article replaces Article 13 - RECOVERY SERVICES in its entirety:
 - a) Pursuant to the provisions of this Article 13(a), Anthem shall review Paid Claims processed under this Agreement (including during any Claims Runout Period) to determine whether such Claims have been paid accurately and identify recoveries that can be pursued. Employer will receive the entire amount of any recovery obtained on its behalf. In performing these recovery services, Anthem shall not be obligated to retain outside counsel or other third parties if Anthem's recovery efforts are not successful. The cost of these services provided by Anthem for recovery efforts under this Article 13(a) is included in Anthem's Administrative Services Fee, as set forth in Section 3(A) ("Base Administrative Services Fee") of Schedule A.
 - b) Anthem may become aware of additional recovery opportunities by means other than reviewing Paid Claims processed under this Agreement. Employer grants Anthem the authority and discretion in those instances to do the following: (1) determine and take steps reasonably necessary and cost-effective to effect recovery; (2) select and retain outside counsel; (3) reduce any recovery obtained on behalf of the Plan by its proportionate share of the outside counsel fees and costs incurred during litigation or settlement activities to obtain such recovery; and (4) negotiate and effect any settlement of Employer's and Plan's rights by, among other things, executing a release waiving Employer's and Plan's rights to take any action inconsistent with the settlement.
 - c) During the term of this Agreement and any applicable Claims Runout Period, Anthem may pursue payments to Members by any other person, insurance company or other entity on account of any action, claim, request, demand, settlement, judgment, liability or expense that is related to a Claim for Covered Services ("Subrogation Services"). Anthem shall charge Employer a fee provided in Schedule A to this Agreement ("Subrogation Fee"). Any subrogation recoveries shall be net of the Subrogation Fee. Subrogation Fees will not be assessed on subrogation recoveries until they are received by Anthem and credited to Employer.
 - d) Anthem will engage third parties: (1) to conduct a review of Paid Claims processed under this Agreement and perform other recovery related services that are in addition to the standard recovery services provided under Article 13(a); and, (2) to conduct audits of Provider and Vendor contracts. The purpose of these services is to determine whether Paid Claims processed under this Agreement have been paid accurately and, if they have not been paid accurately, to pursue recoveries. If Anthem makes a recovery as a result of the services described in this Article 13(d), then Anthem shall receive a fee provided in Schedule A as compensation for its services, a portion of which shall be paid to third parties for their services, and Employer will receive the remaining recovery amount.
 - e) In exercising its authority pursuant to Articles 13(a) through (d), Anthem shall determine which recoveries it will pursue, and in no event will Anthem pursue a recovery if it reasonably believes that the cost of the collection is likely to exceed the recovery amount or if the recovery is prohibited by law or an agreement with a Provider or Vendor. Anthem will not be liable for any amounts it does not successfully recover. Anthem shall retain any recoveries it obtains as a result of its recovery services or audits if the cost to administer the refund is likely to exceed the amount of the refund. Employer further understands and agrees that Anthem shall have authority to enter into a settlement or compromise on behalf of Employer and Plan regarding these recovery, subrogation and audit services, including, but not limited to, the right to reduce future reimbursement to Provider or Vendor in lieu of a lump sum settlement. Anthem may have contracts with Network Providers or Vendors or there may be judgments, orders, settlements, applicable laws or regulations that limit Anthem's right to make recoveries under certain circumstances. Anthem may, but is not required to, readjudicate Claims or adjust Members' cost share payments related to the recoveries made

from a Provider or a Vendor. Anthem shall credit Employer net recovery amounts after deduction of fees and costs as set forth in this Article 13 not later than 150 days following the receipt of the total recovery amount. If Anthem does not credit Employer within 150 days of its receipt of the total recovery amount, Anthem shall pay Employer interest calculated at the Federal Reserve Funds Rate in effect at the time of the payment. In no event, however, will Anthem be liable to credit Employer for any recovery after the termination date of this Agreement and any Claims Runout Period, and Employer acknowledges and agrees that such sums shall be retained by Anthem as reasonable compensation for recovery services provided by Anthem.

- 2. Schedule A is replaced by the attached Schedule A.
- 3. Schedule B is replaced by the attached Schedule B.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by affixing the signatures of duly authorized officers.

COLCHESTER TOWN AND BOARD OF EDUCATION

Anthem Health Plans, Inc. dba Anthem Blue Cross and Blue Shield

By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

**SCHEDULE A
TO
ADMINISTRATIVE SERVICES AGREEMENT
WITH
COLCHESTER TOWN AND BOARD OF EDUCATION**

This Schedule A shall govern the Agreement Period from July 1, 2014 through June 30, 2015. For purposes of this Agreement Period, this Schedule shall supplement and amend the Agreement between the Parties. If there are any inconsistencies between the terms of the Agreement including any prior Schedules, and this Schedule A, the terms of this Schedule A shall control.

Section 1. Effective Date and Renewal Notice

This Agreement Period shall be from 12:01 a.m. July 1, 2014 to the end of the day of June 30, 2015.

Paid Claims shall be processed pursuant to the terms of this Agreement when paid as follows:

Paid from July 1, 2014 through June 30, 2015.

Anthem shall provide any offer to renew this Agreement at least 180 days prior to the end of an Agreement Period.

Section 2. Broker or Consultant Base Compensation

Not Applicable

Medical

Broker or Consultant Fee is \$11.30 per Subscriber per month. Upon receipt of payment from Employer, Anthem shall remit payment to the broker or consultant designated by Employer.

Dental

Broker or Consultant Fee is \$0.40 per Subscriber per month. Upon receipt of payment from Employer, Anthem shall remit payment to the broker or consultant designated by Employer.

Section 3. Administrative Services Fees

A. Base Administrative Services Fee

PPO:

Composite:	\$51.92 per Subscriber per month
Less Drug Rebate Credit:	\$19.35 per Subscriber per month
Net Administrative Services Fee:	\$32.57 per Subscriber per month

HMO:

Composite:	\$58.05 per Subscriber per month
Less Drug Rebate Credit:	\$19.35 per Subscriber per month
Net Administrative Services Fee:	\$38.70 per Subscriber per month

Dental:

Composite:	\$ 7.22 per Subscriber per month
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Vision:

Composite: \$ 1.61 per Subscriber per month

Explanation of Drug Rebate Credit: Anthem shall return 70% of the Drug Rebates that it estimates it will receive from PBM to Employer in the form of a Drug Rebate credit. The Drug Rebate credit shall be calculated in the following manner: Anthem shall estimate the total Drug Rebates that it will receive during a given period attributable to Anthem's commercial business, both insured and self-insured ("Book of Business"). Anthem shall then divide the total estimated Drug Rebates for the Book of Business by the total number of Anthem members for that same Book of Business, to arrive at a per Member credit. The credit shall be re-calculated at least once within a 12-month period. Anthem shall convert the per Member credit to a per Subscriber credit by using actual Employer membership data, if available, or averaging the number of Anthem members for a particular coverage type (e.g., single, family, etc.). The per Subscriber credit is then multiplied by 70% to arrive at the final Drug Rebate credit provided above. The Employer agrees to accept this credit in lieu of receipt of or claim to Drug Rebates received by Anthem, and Employer agrees that neither it, the Plan nor any Members shall have any legal or beneficial interest in any Drug Rebates. The Drug Rebate credit included in the Base Administrative Services Fee state above is \$19.35 per Subscriber per month.

Network Access Fee. Employer agrees to pay Anthem a fee for negotiating discounts and/or fee schedules with Network Providers. Such fee shall be equal to 10% of the difference between the Billed Charges and the maximum allowed amount as described in the Benefits Booklet. In no event shall the fee on any single Claim exceed \$2,000, nor shall such fees in the aggregate exceed \$160,089.00 during an Agreement period. The calculation of the network access fee shall not include Prescription Drug Claims or Claims paid on a capitated basis.

Article 3(a) Retroactive Adjustments to Enrollment.

Anthem shall credit Administrative Services Fees for each retroactive deletion up to a maximum of 60 days and shall charge Administrative Services Fees for each retroactive addition up to a maximum of 60 days.

B. Health and Wellness Program Fees

Not applicable

C. Other Fees or Credits

Fee for Subrogation Services. The charge to Employer is 25% of gross subrogation recovery, or, if outside counsel is retained, 15% of the net recovery after a deduction for outside counsel fees.

Fee for Provider Audit Performed by External Vendors. The charge to Employer is 25% of the amount recovered from Vendor audits of Provider activity, including but not limited to credit balance, hospital bill audits, DRG readmissions and high-cost drug audits.

Fee for Overpayment Identification Provided by External Vendors. The charge to Employer is 25% of the amount recovered from review of Claims and membership data to identify overpayments, including but not limited to COB, duplicates, contract compliance and eligibility.

Fee for Collection Services Provided by External Vendors. The charge to Employer is 25% of the amount recovered by a Vendor in collecting receivables.

Fee for Independent Claims Review: \$550.00 per independent review

Section 4. Paid Claims, Billing Cycle and Payment Method

A. Paid Claims

Paid Claims are described in Article 1-Paid Claims Definition of the Agreement.

B. Billing Cycle

Daily

Anthem shall notify Employer of the amount due to Anthem as a result of Claims processed and paid by Anthem according to the billing cycle described above. The actual date of notification of Paid Claims and the Invoice Due Date will be determined according to Anthem's regular business practices and systems capabilities.

C. Payment Method

ACH Demand Debit Reimbursement for Paid Claims. Anthem will initiate an ACH demand debit transaction that will withdraw the amount due from a designated Employer bank account no later than the next business day following the Invoice Due Date, however, if the Invoice Due Date falls on either a banking holiday, a Saturday or a Sunday, the withdrawal shall be made on the following banking day.

Section 5. Administrative Services Fee Billing Cycle and Payment Method

A. Billing Cycle

Monthly List Bill (pay as billed)

Anthem shall notify Employer of the amount due to Anthem pursuant to Section 3 of Schedule A according to the billing cycle described above. The actual date of notification of amounts due and the Invoice Due Date will be determined according to Anthem's regular business practices and systems capabilities.

B. Payment Method

ACH Demand Debit Reimbursement. Anthem will initiate an ACH demand debit transaction that will withdraw the amount due from a designated Employer bank account no later than the next business day following the Invoice Due Date, however, if the Invoice Due Date falls on either a banking holiday, a Saturday or a Sunday, the withdrawal shall be made on the following banking day.

Section 6. Claims Runout Services

A. Claims Runout Period

Claims Runout Period shall be for the 24 months following the date of termination of this Agreement.

B. Claims Runout Administrative Services Fees

Claims Runout Administrative Services Fee will be equal to 20.00% of Claims processed and paid by Anthem or through the Inter-Plan Programs.

Section 7. Other Amendments. The Administrative Services Agreement is otherwise amended as follows:

Inter-Plan Programs Fees

As described in Article 15, certain fees and compensation may be charged each time a Claim is processed through Inter-Plan Programs, which include the BlueCard Program, Negotiated National Account Arrangements, and non-Network Provider Claims pricing arrangements. (Non-Network Provider Claims fees include, but are not limited to administrative expense allowance fees, Central Financial Agency fee and ITS transaction fee). The extent to which these fees and compensation are (i) included in the Base Administrative Services Fee; or (ii) included in Paid Claims or separately billed to Employer is as follows:

Included in Base Administrative Services Fee:

- Administrative expense allowance fee ("AEA")
- Negotiated National Account Arrangement administrative and/or network access fee. It may be based on either a per Claim, per Subscriber per month or per Member per month basis.
- Central Financial Agency fee
- ITS transaction fee
- BlueCard Program toll-free number fee
- BlueCard Program PPO health care provider directory fee. If Employer requests paper copies of PPO directories from a non-Anthem state, a fee may be charged by the Host Blue for those directories and charged to the Employer. All other fees related to PPO directories are included in the Administrative Services Fee.

Included in Paid Claims or separately billed to Employer:

- Access fee, which is a percentage of the discount/differential Anthem receives from the Host Blue, based on the current rate in accordance with the BlueCard Program's standard procedures for establishing the access fee rate. The access fee will not exceed \$2,000 for any Claim.

Notice of Loss of Grandfathering Status

In the event Employer maintains a grandfathered health plan(s), as that term is used in the Patient Protection and Affordable Care Act ("PPACA"), Employer shall not make any changes to such plan(s), including, but not limited to, changes with respect to Employer contribution levels, without providing Anthem with advance written notice of the intent to change such plan(s). Making changes to grandfathered plans without notice to Anthem may result in the plan(s) losing grandfathered status and significant penalties and/or fines to Employer and Anthem. In the event Employer implements changes to its plan(s) and does not provide advance notice to Anthem, Employer agrees to indemnify Anthem according to the indemnification provisions set forth elsewhere in this Agreement for any penalties, fines or other costs assessed against Anthem.

Additionally, at each renewal after September 23, 2010, Employer shall affirm in writing, upon reasonable request of Anthem, that it has not made changes to its plan(s) that would cause the plan(s) to lose its/their grandfathered status.

If Employer loses grandfathered Plan status under PPACA and notifies Anthem of such loss no fewer than 90 days before the effective date of the change, Anthem will implement the additional group market (insurance) reforms that apply to non-grandfathered health Plans subject to the provisions of Article 18 of this Agreement.

Reinsurance Program Fee

Patient Protection and Affordable Care Act ("PPACA") established a transitional reinsurance program (the "Reinsurance Program") to minimize the effects of adverse selection that may occur in the initial years of operation of exchanges in order to help stabilize premiums in those years. Employer agrees to cooperate with Anthem and provide information requested by Anthem in connection with the calculation under the Reinsurance Program. Employer shall pay Anthem a monthly composite rate for the Reinsurance Program as set forth below.

\$11.01 per Subscriber per month

Anthem Health Plans, Inc. dba Anthem Blue Cross and Blue Shield

By: _____

Title: _____

Date: _____

**SCHEDULE B
TO
ADMINISTRATIVE SERVICES AGREEMENT
WITH
COLCHESTER TOWN AND BOARD OF EDUCATION**

This Schedule B shall govern the Agreement Period from July 1, 2014 through June 30, 2015. For purposes of this Agreement Period, this Schedule B shall supplement and amend the Agreement between the Parties. If there are any inconsistencies between the terms of the Agreement including any prior Schedules and this Schedule B, the terms of this Schedule B shall control.

The following is a list of services that Anthem will provide under this Agreement for the Base Administrative Services Fee listed in Section 3(A) of Schedule A. These services will be furnished to Employer in a manner consistent with Anthem's standard policies and procedures for self-funded plans. Anthem may also offer services to Employer that have an additional fee. If Employer has purchased such services, those services and any additional fees are also listed in Schedule A.

SERVICES INCLUDED IN THE BASE ADMINISTRATIVE SERVICES FEE IN SECTION 3A OF SCHEDULE A

Management Services

- Anthem Benefits and administration, unless otherwise noted below:
 - Anthem definitions and exclusions
 - Anthem complaint and appeals process
 - Claims incurred and paid as provided in Schedule A
 - Accumulation toward plan maximums beginning at zero on effective date
 - Anthem Claim forms
 - ID card
 - Explanation of Benefits (Non-customized)
- Acceptance of electronic submission of eligibility information in HIPAA-compliant format
- Preparation of Benefits Booklet (accessible via internet)
- Account reporting - standard data reports
- Billing and Banking Services
- Plan Design consultation
- Employer eServices
 - Add and delete Members
 - Download administrative forms
 - View Member Benefits and request ID cards
 - View eligibility
 - View Claim status and detail

Claims and Customer Services

- Claims processing services
- Coordination of Benefits
- Recovery services performed internally by Anthem
- Medicare crossover processing
- Complaint and appeals processing

- One mandatory level of appeal, one voluntary level of appeal
- Employer customer service, standard business hours
- Member customer service, standard business hours
- 1099s prepared and delivered to Providers
- Residency-based assessments and/or surcharges and other legislative reporting requirements
- Member eServices

Prescription Benefit Services

- Home delivery pharmacy
- Specialty Pharmacy Services
- Prescription eServices
 - Pharmacy locator
 - Online formulary
- Point of sale claims processing
- Home delivery claims processing
- Home delivery call center with toll free number
- Home delivery regular shipping and handling
- Standard management reports
- Ad hoc reports (subject to additional programming charge if required)
- Concurrent Drug Utilization Review (DUR) programs
- Retrospective DURs
- Administrative override (i.e., vacation, lost, stolen or spilled medications)
- Clinical review
- Pharmacy help desk with toll free number
- Pharmacy audits (desk and onsite; routine, in depth or focused)

Health Care Management

- Health Care Management
 - Referrals
 - Utilization management
 - Case management
 - Anthem Medical Policy
- SpecialOffers
- HealthCare Advisor

- Care Comparison (where available)
- Transplant services - Blues Distinction
- Healthy Solutions Newsletter (available online)
- MyHealth (Member Portal)
 - Electronic Health Risk Assessment
 - Personal Health Record
 - Online Communities
 - Member Alerts

Networks

- Access to networks
 - Provider Network
 - Mental Health/Substance Abuse Network
 - Coronary Services Network
 - Human Organ and Tissue Transplant Network
 - Complex and Rare Cancer Network
 - Bariatric Surgery Network
- Cost Management/Quality improvement program
 - Credentialing
 - Hospital audit program
 - Anthem standard Claims bundling edits
- Anthem.com Provider directory
- Network Management

Anthem Health Plans, Inc. dba Anthem Blue Cross and Blue Shield

By: _____

Title: _____

Date: _____



**RENEWAL 1 TO THE
STOP LOSS POLICY
WITH
COLCHESTER TOWN AND BOARD OF EDUCATION**

This is a renewal to the Stop Loss Policy as of July 1, 2014. This renewal shall supplement and amend the Policy between Colchester Town and Board of Education ("Employer") and Anthem Health Plans, Inc. d.b.a. Anthem Blue Cross and Blue Shield ("Anthem"). If there are any inconsistencies between the terms of the Policy and this renewal, the terms of this renewal shall control.

1. Schedule A is replaced by the attached Schedule A.

IN WITNESS WHEREOF, this renewal has been executed by Anthem by its duly authorized officer.

Anthem Health Plans, Inc. dba Anthem Blue Cross
and Blue Shield

A handwritten signature in black ink, appearing to read "Jim Augur".

By: Jim Augur
Title: Vice President
Date: December 22, 2014

**SCHEDULE A
to the
STOP LOSS POLICY with
COLCHESTER TOWN AND BOARD OF EDUCATION**

Section 1. Term

The Policy Period shall be from July 1, 2014 through June 30, 2015. For purposes of this Policy Period, this Schedule shall supplement and amend the Stop Loss Policy between the Parties.

Anthem shall provide an offer to renew this Policy at least 90 days prior to the end of a Policy Period.

Jurisdiction of this Policy shall be in the state of Connecticut.

Section 2. Eligible Claim Date Period

Claims under the Plan shall be covered by the Stop Loss Policy when Incurred and paid as follows:

Incurred from July 1, 1990 through June 30, 2015 and
Paid from July 1, 2014 through June 30, 2015

The Eligible Claim Date Period applies only to a full Policy Period.

Section 3. Member Excluded from Stop Loss Coverage

Not Applicable

Section 4. Specific Stop Loss Coverage

A. Application of Specific Stop Loss Coverage

Amounts accumulated toward the Specific Stop Loss Limit shall be calculated as follows:

Per Member

B. Lines of Coverage

The specific stop loss coverage shall apply to the following benefits under the Plan:

HMO
PPO
POS
CDHP

C. Specific Stop Loss Coverage Limits

Specific Stop Loss Limit

\$125,000.00

D. Premium Rates

The per Subscriber Premium Rates for the specific stop loss coverage shall be the following:

HMO:

Composite \$95.56 /mo.

PPO:

Composite \$117.55 /mo.

POS:

Composite \$95.56 /mo.

CDHP:

Composite \$117.55 /mo.

E. Paid Claims

For purposes of specific stop loss coverage, Paid Claims shall not include the following:

Dental
Vision
Short Term Disability
Claim surcharges to the extent that such surcharges are not included in the Paid Claim amount
Funds representing Employer allocation to Consumer Directed Health Plan accounts

Section 5. Aggregate Stop Loss Coverage

A. Lines of Coverage

The aggregate stop loss coverage shall apply to the following benefits under the Plan.

HMO
PPO
CDHP
Vision

B. Aggregate Stop Loss Coverage Limits

Aggregate Stop Loss Amount. The aggregate stop loss amount used to determine the Aggregate Stop Loss Limit shall be calculated with the following:

Per Subscriber

HMO:

Composite \$1,647.80 per Subscriber per month

PPO:

Composite \$1,647.80 per Subscriber per month

CDHP:

Composite \$1,647.80 per Subscriber per month

Vision:

Composite \$1,647.80 per Subscriber per month

C. Premium Rates

The per Subscriber Premium Rates for the aggregate stop loss coverage shall be the following:

HMO:

Composite \$7.92 /mo.

PPO:

Composite \$7.92 /mo.

CDHP:

Composite \$7.92 /mo.

Vision:

Composite \$0.00 /mo.

D. Paid Claims

For purposes of aggregate stop loss coverage, Paid Claims does not include the following:

- Dental
- Short Term Disability
- Comprehensive Health Solutions Program Fees
- Claim surcharges to the extent that such surcharges are not included in the Paid Claim amount
- Funds representing Employer allocation to Consumer Directed Health Plan accounts

Section 6. Payment

ACH Demand Debit Reimbursement. Anthem will initiate an ACH demand debit transaction that will withdraw the amount due from a designated Employer bank account no later than the next business day following the Invoice Due Date; however, if the Invoice Due Date falls on either a banking holiday, a Saturday or a Sunday, the withdrawal shall be made on the following banking day.

Section 7. Premium Credit

Anthem shall credit premium for each retroactive deletion up to a maximum of 60 days, and shall charge for each retroactive addition up to a maximum of 60 days.

Section 8. Liability Maximum

This Section has been intentionally omitted.

Section 9. Other Amendments

This Policy is otherwise amended as follows:

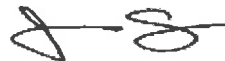
The following definition "INVOICE DUE DATE" is added:

INVOICE DUE DATE. The date on the invoice provided to Employer indicating when payment is due.

The following definition "POLICY PERIOD" is added:


POLICY PERIOD. The term defined in Section 1 of Schedule A.

Anthem Health Plans, Inc. dba Anthem Blue Cross and Blue Shield



By: Jim Augur
Title: Vice President
Date: December 22, 2014

Town of Colchester Interoffice Memorandum

To: Stan Soby, First Selectman
From: James Paggioli, L.S., Director of Public Works 
CC:
Date: 02-15-2015
Re: Appropriation for Rotary Drum Thickener Project – Joint Facilities Plant

As detailed in the memorandum dated 09-28-14 (see attached), the Rotary Drum Thickener project at the Joint Facilities Sewer Treatment plant required the appropriation and approval of the Town of Colchester Sewer and Water Commission, and Town of Colchester WPCA, for the one half the funds in excess of the available funds of the Joint Facilities Capital funds for the awarding and conducting the project. As detailed within the above memo, the estimated costs were to be \$185,500. The project was put out to bid and the tabulated results are attached herewith. Based upon the bid results and the contingency funds for the project being set at \$70,000, the share of the project to be transferred from the Town of Colchester Sewer Capital Fund is \$175,000 for the project to proceed and the contract for construction to be executed.

Item 7C of the February 12, 2015 Sewer and Water Commission meeting are as follows:

7 C. Sewer Projects Status – Board of Selectman meeting 10/2/14 Approved funding recommendation for RDT project. CDM will provide an update at the Joint Facilities 11/18/14 meeting. Update: The project has three vendors for the RDT unit (fourth possible dependent upon a RFI being completed by that vendor). The documents are anticipated to be complete by the end of the year with the project to be advertised for bidding in January, 2015. UPDATE: at the February 3, 2015 JFC meeting the bids for the RDT project that were opened on 1/20/2015 were discussed. Analysis of the submissions was provided by CDM Smith Engineers and JFC staff. The lowest qualified bid for the project was submitted by Kovacs Construction for a base bid of \$1,209,000. With Engineering services costs and a contingency of \$70,000 for the project, the total project cost is \$1,450,000. The JFC Capital available funds are \$1,100,000; leaving a remainder of \$350,000 to be split evenly between the Town of Colchester WPCA and the East Hampton WPCA. (\$175,000 each). The original discussion and approval for the project by the Commission and the Board of selectmen provided a preliminary funding recommendation between \$150,000 and \$250,000 for each Town's WPCA to provide, such that we are on the low end of the range. After discussion and since the project costs were in line with the anticipated funding recommendations, the JFC passed a motion to authorize the management to proceed with the project and award to Kovacs for construction, CDMSmith, Inc for Construction engineering services and establish a \$70,000 contingency fund for the project. The award and signing of the contract is subject to the authorization and allocation of the two towns WPCA's for the funding of the cost share. At this point the Sewer and Water Commission is required to provide a recommendation and request of the Board of Selectmen acting as the WPCA of the Town of Colchester, for the Allocation of \$175,000 from the Colchester Sewer Capital Fund for Town of Colchester's portion of the Sludge Thickener Improvements Project, Contract 11-69, at the Joint Facilities Wastewater Treatment Plant, and to transfer said funds to the project account. The Town of Hebron Public Works Director is aware of the portion of the final project cost percentage that Hebron will reimburse Colchester for (25%), of the final project cost portion that the Town of Colchester WPCA would be required to contribute to the project.

Motion was made: That the Colchester Sewer and Water Commission recommends and requests of the Board of Selectmen acting as the WPCA of the Town of Colchester, for the Allocation of \$175,000 from the Colchester Sewer Capital Fund for Town of Colchester's portion of the Sludge Thickener Improvements Project, Contract 11-69, at the Joint Facilities Wastewater Treatment Plant, and to transfer said funds to the project account. Motion by R. Silberman, seconded T. Hochdorfer, Motion passed 4-0

Proposed Motion: RESOLVED: The Board of Selectmen acting as The Colchester Water Pollution Control Authority having previously adopted the Colchester-East Hampton Joint Facilities financing plan for the replacement of sludge handling improvements at the wastewater treatment plant; the Board of Selectmen acting as the WPCA of the Town of Colchester, hereby appropriates \$175,000 from the Colchester Sewer Capital Fund for Town of Colchester's portion of the Sludge Thickener Improvements Project, Contract 11-69, at the Joint Facilities Wastewater Treatment Plant, and to transfer said allocated funds to the project account.

Town of Colchester Interoffice Memorandum

To: Stan Soby, First Selectman
From: James Paggioli, L.S., Director of Public Works
CC:
Date: 09-28-14
Re: Funding Plan – Rotary Drum Thickener – Joint Facilities Funding Plan Recommendation

The Sludge Thickening process at the Colchester – East Hampton has been in need of replacement and/or upgrading for a significant period of time. In 2012 the choice to improve the technology for dewatering the sewer sludge by a rotary drum thickener was made by the Joint Facilities Committee and a request for funding a portion of the project was made by both the towns of East Hampton and Colchester via the State of Connecticut STEAP grant process. Both towns were not award the grant funds for the project by the State.

To reiterate, the Rotary Drum Thickener dewateres Sewage Sludge similarly to the drum that is within a washing machine. It uses centrifugal force to expel excess water from the material in the drum. The improvement is best described as the same improvement that washing machines went through when they went from the exterior rollers to a spinning drum for the final cycle.

The project was discussed at the Joint Facilities at the May 20, 2014 and July 15, 2014 meetings. The July meeting updated the estimated costs for the project, however the anticipated funding that would be required by each Towns WPCA has remained consistent through the project. The updated costs are: the Total project estimated in the 1.471 million dollar range. The Joint Facilities has approximately \$1,100,000 available in funding the project. The estimate range preliminarily was \$150,000 to \$250,000 for the Colchester portion and updated estimate is \$185,500 for the Colchester portion. There are adequate existing funds within the Colchester Sewer Capital for our half of the excess cost. With the increased annual savings due to accurate metering, the replacement of funds likely to be expended on the project are anticipated to be restored within a 3 year time frame.

Due to the statutory nature of the Selectman form of government in regard to WPCA's, the Sewer and Water Commission must recommend to the Board of Selectmen (which is the Town of Colchester WPCA), to adopt the financing arrangement that is anticipated to occur in the project funding. There is a need to provide the assurances that a general funding plan be accepted and recommended for the funding of the replacement since each town's (East Hampton and Colchester) WPCA will be funding a portion of the project.

The Joint facilities actions were as follows:

Joint Facilities Minutes of 5/20/2014:

Old Business

Mr. Susco continued the discussion of funding for the replacement of the DAF. He explained the WPCA of East Hampton has cleared the way for closing the Beneficial Assessment Account and to transfer that balance to the Capital Fund Balance of the East Hampton WPCA. This transfer is to take place upon completion of the current term of the reinvestment, April 9, 2015.

Management presented the request to move the Sludge Handling Improvements forward and to fund the project through internal generated funds of the Joint Facilities. Should the final construction costs exceed this amount further payment will be made in an equal amount as to be funded by each WPCA based upon Article IV – PAYMENT AND SHARING OF OPERATION AND MAINTENANCE COSTS of the Inter-Municipal Sewer Service Agreement. Following a lengthy discussion and upon motion by Mr. Lemay seconded by Mr. Valentine the following resolution was unanimously approved.

RESOLVED: The Colchester-East Hampton Joint Facilities does hereby request the Town of East Hampton Water Pollution Control Authority and the Town of Colchester Sewer and Water Commission to endorse the financing plan for Sludge Handling Improvements.

Upon further discussion the following resolution moved by Mr. Lemay seconded by Mr. Valentine was unanimously approved.

RESOLVED: The Colchester-East Hampton Joint Facilities does hereby authorize management to obtain a current engineers estimate for the cost of the project.

Joint Facilities Minutes of July 15, 2014

.. a new cost basis for the project utilizing the 2012 bidding and adjusting these cost these costs by recognizing cost indexing factors commonly used in the engineering field. The new base bid in 2014 dollars was \$1,250,000.00. To develop a total cost summary for the project the following items were added: Engineering (re-design and bidding) \$36,000.00.; Engineering Services during construction \$135,000.00; Contingency \$50,000.00. Total cost for one RDT, is now estimated at \$1,471,000.00. Mr. Susco indicated available funds from the Capital Budget remain as estimated at \$1,100,000.00. The shortfall in funds to be split equally between the two Towns is \$371,000.00 or \$185,500.00.

A lengthy discussion followed and the following resolution moved by Mr. Valentine, seconded by Mr. Coyle was unanimously adopted:

RESOLUTION: that the Colchester-East Hampton Joint Facilities does hereby authorize management to proceed with the Sludge Handling Improvements substantially in the form presented at this meeting utilizing internally generated funds of the Joint Facilities. Furthermore, should internally generated funds be insufficient to complete the project the Colchester water and Sewer Commission and the Town of East Hampton WPCA jointly agree to share equally in any final cost not to exceed \$185,500.00 each.

At the July 2014 Colchester Sewer and Water Commission meeting (Portion of Minutes Item 8C)

.....Mr. Paggioli explained the cost breakdown concern the project and the required recommendation to the Board of Selectmen acting as the Colchester Water Pollution Control Authority and the action that they would have to take following the recommendation of the Sewer and Water Commission. After brief discussion, R. Peter made the following motion, seconded by T. Hochdorfer:

The Sewer and Water Commission is hereby recommending to the Board of Selectmen acting as the Colchester Water Pollution Control Authority to pass the following motion for adoption:

RESOLVED: The Colchester Water Pollution Control Authority does hereby adopt the Colchester-East Hampton Joint Facilities financing plan for the replacement of sludge handling improvements at the wastewater treatment plant substantially in the form as presented at this meeting. (of the Colchester Sewer and Water Commission.)

Furthermore; should the project exceed funds available through the Joint Facilities, such financing plan does hereby require the East Hampton Water Pollution Control Authority and the Town of Colchester Sewer and Water Commission through its Colchester Water Pollution Control Authority, to make further payment in an equal amount as to be funded by each WPCA based upon Article IV of the Inter-municipal Agreement – PAYMENT AND SHARING OF OPERATION AND MAINTENANCE COSTS.

Furthermore; the amount of such further payment must be authorized by the East Hampton Water Pollution Control Authority and the Town of Colchester Sewer and Water Commission through its Colchester Water Pollution Control Authority prior to execution of contract documents.

Motion was passed 4-0.

Proposed Motion: RESOLVED: The Board of Selectmen acting as The Colchester Water Pollution Control Authority does hereby adopt the Colchester-East Hampton Joint Facilities financing plan for the replacement of sludge handling improvements at the wastewater treatment plant substantially in the form as presented at this meeting. (of the Colchester Sewer and Water Commission.)

Furthermore; should the project exceed funds available through the Joint Facilities, such financing plan does hereby require the East Hampton Water Pollution Control Authority and the Town of Colchester Sewer and Water Commission through its Colchester Water Pollution Control Authority, to make further payment in an equal amount as to be funded by each WPCA based upon Article IV of the Inter-municipal Agreement – PAYMENT AND SHARING OF OPERATION AND MAINTENANCE COSTS.

Furthermore; the amount of such further payment must be authorized by the East Hampton Water Pollution Control Authority and the Town of Colchester Sewer and Water Commission through its Colchester Water Pollution Control Authority prior to execution of contract documents.

Colchester - East Hampton Joint Facilities Committee
 CONTRACT No. 11-89

WATER POLLUTION CONTROL FACILITY - SLUDGE THICKENER IMPROVEMENTS
 BID OPENING JANUARY 20, 2015, 2 PM, WPCF ADMINISTRATION BUILDING

Company Name	Bid Item No. 1 (Lump Sum)	Bid Item No. 2 (Allowance)	Base Bid (One RDT)	Alternate Bid Item No. 1A (Lump Sum)	Sum of Base Bid and Alternate Bid (Two RDTs)	Write-In Equipment
Kovacs Construction	\$ 1,189,000	\$ 20,000	\$ 1,209,000	\$ 276,000	\$ 1,485,000	Polymer - Fluid Dynamics RDT - Vulcan
Associated Construction	\$ 1,232,000	\$ 20,000	\$ 1,252,000	\$ 177,000	\$ 1,429,000	Polymer - BAU Hopkins RDT - Vulcan
Delray Contracting	\$ 1,289,666	\$ 20,000	\$ 1,309,666	\$ 296,666	\$ 1,606,332	Polymer - Fluid Dynamics RDT - BDP Industries

Note: Contract to be awarded on the basis of the **BASE BID**. Alternate items may be awarded (at Owner's discretion) if funds are available.

WPCF - SLUDGE THICKENER IMPROVEMENTS - PROJECTED COST SUMMARY

	One (1) RDT	Two (2) RDTs
Engineering (Re-Design and Bidding)	\$ 36,000	\$ 36,000
Construction	\$ 1,209,000	\$ 1,485,000
Engineering Services During Construction	\$ 135,000	\$ 135,000
Contingency	\$ 70,000	\$ 70,000
Total	\$ 1,450,000	\$ 1,726,000
Joint Facilities Available Funds	\$ (1,100,000)	\$ (1,100,000)
Cost split between E.H. and Colchester	\$ 350,000	\$ 626,000

Colchester - East Hampton Joint Facilities Committee

CONTRACT No. 11-69

**WATER POLLUTION CONTROL FACILITY - SLUDGE THICKENER IMPROVEMENTS
 BID OPENING JANUARY 20, 2015, 2 PM, WPCF ADMINISTRATION BUILDING**

Company Name	Bid Item No. 1 (Lump Sum)	Bid Item No. 2 (Allowance)	Base Bid (One RDT)	Alternate Bid Item No. 1A (Lump Sum)	Sum of Base Bid and Alternate Bid (Two RDTs)	Write-In Equipment
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Colchester Sewer and Water Commission

Minutes of the February 12, 2015 Regular Monthly Meeting Municipal Office Complex Colchester, Connecticut

Members Present: S.Coyle, R. Silberman, T.Hochdorfer, M. Cross
Members Absent: R. Peter
Others Present: R. Tarlov, J. Paggioli (Public Works)

1. **Call to Order-** Chairman Coyle called the meeting to order at 7:10 p.m.
2. **Approval of the Sewer and Water Commission January 8, 2015 Special Monthly Meeting Minutes** – Motion to approve the minutes of the January 8, 2015 Special Meeting Minutes as submitted, by T. Hochdorfer, second by R. Silberman; Motion approved 4-0 (none abstained).
3. **Citizen's Comments** - None.
4. **FY 2015-2016 Water and Sewer Operational Budget** – Initial Presentation and Discussion. Hand was provided at the meeting. At the present time, Joint Facilities and final numbers are being obtained. Insurance (both employee and municipal) estimates are to be finalized. Revenue projections were based to include a 1.5% increase in water rates for discussion. Capital needs will include a vehicle replacement in addition to Well 3a work. The sewer rates will likely remain unchanged even with the inclusion of the two RAS (Return Activated Sludge) pumps at the Joint Facilities Plant. Replacement costs are included within the annual operational Joint Facilities Budget. Discussion occurred with regard to increased employee contractual rates, with the actual expenses of previous years in comparison with the budgeted FY 15-16, the increase was 2.5%. Other discussion was had on the need for transfers to Capital within the Sewer Budget and contingency within both budgets. Upon review of the entire the budget, consensus and direction was given to Mr. Paggioli to finalize the budget for the March meeting and the required public hearing to occur in the latter half of March 2015 with the recommended budget to be sent to the Board of Selectmen for adoption in April of 2015.

5. Subcommittee Reports

A. Finance – Transfers, Monthly financial reports, Quarterly billing, Disputes, other Transfers – None.

Monthly Financials – Monthly financials were distributed and discussed.

Quarterly Billing –As of 1/31/15 we have collected 67.93% of the projected budget and we have billed out 74.9% of the “projected” budget.

Disputes: None.

6. Water Activities

A. Water Activities Report – January

- 1) Service Work: Mark outs, Samples, Finals. Profiles, Service Calls, Cross Connection Surveys Shutoffs/Turn-ons.
- 2) New Developments. None this month.
- 3) Taintor Hill Treatment Plant alarm quote work.
- 4) Snow removal of system properties.
- 5) Main Break Repairs.
- 6) Staff implementation of budget, resource cost reduction.
- 7) Well 3A potential site at plant, relocate stock to O&M facility.
- 8) Main breaks: 1 Stollman Road
- 9) FY 2015-2016 Preparation.

B. Water Projects Status –

- 1) Initial meeting was held with DPH in regard to needs survey to be included within the listing of Water projects to be included in DPH’s submission to the EPA in regard to funding the State Revolving Loan Fund. Well #3a was included within the discussion. Along with distribution replacements and upgrades to existing systems. Expansion of Service is not be included within the survey. Further requests from other “divisions” within DPH have been requested , ie service areas, critical facilities etc.
- 2) Final Draft Ruling GAIA provided – as anticipated.
- 3) We have received correspondence from legal representative of Marcel Payeur in regards to extra payment withheld in regard to work at Elmwood Heights tank painting. Letter will be drafted to their new Attorney, again stating that the measurements required to be eligible for a cost extra must be provided as detailed within the contract. (55% of wall depth must be pitted to be eligible for extra costs for pit filler material). We have requested the information before and received nothing from the contractor.

7. Sewer Activities

A. Joint Facilities Report –Job Description for the Administrator is advertised. 27 Applications received, See Executive session for discussion. RDT see 6C below. FY 15-16 Budget was presented. The final numbers were being obtained by Mr. Susco in regard with some line items. Final numbers at anticipated at the Feb 24, 2015 meeting. In general the inclusion of the two RAS

pump replacements within the operation budget (\$100,000), resulted in an overall increase of \$90,974 (5.25%) over last year. If these were not included the net reduction would be 0.24% from the previous year. In regard to the town of Colchester's budget, the increase would not result in a rate increase to Colchester's rate payers due to our previous flow reduction savings.

B. Sewer Activities Report – Consultation with Joint Facilities Personnel regarding the refurbishment or replacement of the impellers for the Prospect Hill Pump Station pumps. Over the course of time (over ten years) Mr. Clayton has noticed a drop in output of the pump rate (approximately 200 to 300 gpm he estimates). The motors are new, and impellers are the originals. In consultation with Wesson & Sampson, an older proposal was discussed. Estimated cost to be \$18,000. An updated proposal will be obtained and brought before the commission. After discussion, the Commission concurred with the benefit of the project to proceed subject to the updated proposal with formal action to be made at a subsequent meeting. **UPDATE:** Vendor is willing to conduct the work for the original \$17,238 quote. Internal Wear rings are included with the quote with the impellers. Additionally at the pump station a new volute is in stock, so that if either volute shows excessive wear, we have its replacement in hand.

C. Sewer Projects Status – Board of Selectman meeting 10/2/14 Approved funding recommendation for RDT project. CDM will provide an update at the Joint Facilities 11/18/14 meeting. Update: The project has three vendors for the RDT unit (fourth possible dependent upon a RFI being completed by that vendor). The documents are anticipated to be complete by the end of the year with the project to be advertised for bidding in January, 2015. **UPDATE:** at the February 3, 2015 JFC meeting the bids for the RDT project that were opened on 1/20/2015 were discussed. Analysis of the submissions was provided by CDM Smith Engineers and JFC staff. The lowest qualified bid for the project was submitted by Kovacs Construction for a base bid of \$1,209,000. With Engineering services costs and a contingency of \$70,000 for the project, the total project cost is \$1,450,000. The JFC Capital available funds are \$1,100,000; leaving a remainder of \$350,000 to be split evenly between the Town of Colchester WPCA and the East Hampton WPCA. (\$175,000 each). The original discussion and approval for the project by the Commission and the Board of selectmen provided a preliminary funding recommendation between \$150,000 and \$250,000 for each Town's WPCA to provide, such that we are on the low end of the range. After discussion and since the project costs were in line with the anticipated funding recommendations, the JFC passed a motion to authorize the management to proceed with the project and award to Kovacs for construction, CDMSmith, Inc for Construction engineering services and establish a \$70,000 contingency fund for the project. The award and signing of the contract is subject to the authorization and allocation of the two towns WPCA's for the funding of the cost share. At this point the Sewer and Water Commission is required to provide a recommendation and request of the Board of Selectmen acting as the WPCA of the Town of Colchester, for the Allocation of \$175,000 from the Colchester

Sewer Capital Fund for Town of Colchester's portion of the Sludge Thickener Improvements Project, Contract 11-69, at the Joint Facilities Wastewater Treatment Plant, and to transfer said funds to the project account. The Town of Hebron Public Works Director is aware of the portion of the final project cost percentage that Hebron will reimburse Colchester for (25%), of the final project cost portion that the Town of Colchester WPCA would be required to contribute to the project.

Motion was made: That the Colchester Sewer and Water Commission recommends and requests of the Board of Selectmen acting as the WPCA of the Town of Colchester, for the Allocation of \$175,000 from the Colchester Sewer Capital Fund for Town of Colchester's portion of the Sludge Thickener Improvements Project, Contract 11-69, at the Joint Facilities Wastewater Treatment Plant, and to transfer said funds to the project account. Motion by R. Silberman, seconded T. Hochdorfer, Motion passed 4-0

8. Old Business

A. Capital Planning Update.- In response to presented opportunity for long-term lease possibilities, evaluation of 3 locations were conducted. The most advantageous location is presently owned by the Town of Colchester. Further research investigation is being conducted in order to plan for required regulatory approvals. Existing mapping for location and potential Well 3A site at plant 100% complete. See Water Project Status above.

B. Spray Park Repair Request.- Estimate has been conducted to repair the spray park leakage. Due to the design and layout of the piping, estimated cost for replacement piping and associated concrete repair is \$38,000. The park was not activated until the last day of the school year, (with much criticism from the public) and readings will be taken monthly while open to monitor use. Update: Spray Park closed 8/29/2014. Park Meter reading for the bathroom/shower/and spray park for the quarter was 1.870 million gallons. Approximately a 80% increase in the leak than last year. Estimated cost of water based upon the use of the facility is \$17,737 based upon current rates. Specifications for bidding the repair project are being prepared. The First Selectman has been made aware of the issue and has instructed to prepare an RFP for the repair and upon receipt of bids, going forward with an accurate funding request. Continuing specifications preparation for RFP to be placed out to bid end of February, 2015.

C. Joint Facilities Public Utility Administrator replacement process. Job Description for the Administrator is advertised. From the previous job posting, only one candidate/application was submitted. It was determined by the Joint Facilities Committee to repost/extend the closing date for application. In lieu of a suitable replacement, The Joint Facilities Committee supported an extension/retainment of service to Mr. Susco's work duties. The proposal was a budget neutral – non benefit position (independent contractor) for Mr. Susco to continue the required job duties until a replacement can be found. Applications have been obtained to be discussed in Executive Session.

D. Town Water use.

For discussion Without the Spray Park issue, the meter for the bathroom building ran at 185,000 gallons for the previous quarter. At the meeting Chairman Coyle distributed a spread sheet of the water use. Discussion occurred that once the Spray Park issue is adequately addressed, the dollar amounts for the Town facilities is relatively equal to services provided by the Town in regard to the Water Operational budget. The consensus of the Commission was that the issue should not be pursued further at the present time.

E. Charter Review Commission Request-

Chairman Coyle reported that forwarded language and he attended the Charter Revision Committee's meeting with the following recommendations that were discussed with the Sewer and Water Commission consensus:

- 1) That the membership of the Sewer and Water Commission be reduced from 9 members to 7 members.
- 2) That the language within the Charter more accurately reflect the budget development process that actually occurs; i.e. that the Director of Public Works prepares the budget for the Sewer and Water Commission, which then the Commission approves for recommendation, subsequent to required public hearings, to the Board of Selectmen; then the Board of Selectmen approve and adopt the annual Operation Budgets for Sewer and Water.
- 3) That the Charter language that addresses the "Charge and Description" of the duties of the Sewer and Water commission be altered to reflect that the Commission's purpose is to represent the interests of the rate payers of the systems.

The Charter Commission also raised the issue in regards to having the Sewer and Water Commission be appointed as the WPCA of the Town of Colchester. Discussion regarding the pros and cons of the issue occurred. The Commission concluded that if the Charter Commission and the Board of Selectmen wished for this to occur, then no objection would be raised by the Sewer and Water Commission, but that there was no issue with the present WPCA authorization of the Town as defined by the present Charter of the Town.

9. Executive Session – discussion of PUA candidates.

Motion was made to enter Executive session and invite R.Tarlov and J. Paggioli was made by R. Silberman, and seconded by M. Cross, motion was passed 4-0. The Commission entered Executive Session at 8:46 p.m.
The Commission exited Executive Session at 9:20 p.m.

**10. Adjourn - Motion to adjourn, by T. Hochdorfer, second by R. Silberman ;
Motion approved 4-0. Chairman Coyle adjourned the meeting at 9.25 p.m.**

Respectfully submitted,
James Paggioli, L.S.