



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Regular Meeting Immediately Following
Commission Chair Meeting @ 7:00 PM
Thursday, April 16, 2015
Colchester Town Hall
Meeting Room 1**

RECEIVED
COLCHESTER, CT
2015 APR 13 AM 9:14
TOWN OF COLCHESTER
COMMISSION CHAIR

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the April 2, 2015 Special Board of Selectmen Meeting
4. Approve Minutes of the April 9, 2015 Special Board of Selectmen Meeting
5. Citizen's Comments
6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Police Commission – Susan Dubb to be interviewed
 - b. Commission on Aging – Jennifer Rayburn DeHay to be interviewed
 - c. Board of Selectmen – Andreas Bisbikos to be interviewed
7. Budget Transfers
8. Tax Refunds & Rebates
9. Discussion and Possible Action on Policies and Procedures Manual for the Colchester Senior Center
10. Discussion and Possible Action on Cragin Library Adult Services Librarian Job Description
11. Discussion and Possible Action on Purchasing Policy Section B.3 Notification of Request for Proposal/Competitive Bid
12. Discussion and Possible Action on Tentative Agreement with Municipal Employees Union Local 506, SEIU, AFL-CIO, CLC
13. Citizen's Comments
14. First Selectman's Report
15. Liaison Reports
16. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Special Meeting Minutes
Special Meeting Minutes
Thursday, April 2, 2015
Colchester Town Hall @ 5pm**

RECEIVED
COLCHESTER, CT
2015 APR -9 AM 8:41

MEMBERS PRESENT: Selectman Denise Mizla, Selectman Rosemary Coyle, and Selectman Kurt Frantzen

MEMBERS ABSENT: First Selectman Stan Soby absent until 5:24

1. **Call to Order**
Selectman R Coyle called the meeting to order at 5:00 p.m.
2. **Approve Minutes of the March 19, 2015 Regular Board of Selectmen Meeting**
K Frantzen moved to approve the Regular Board of Selectmen Meeting minutes of March 19, 2015, seconded by D Mizla. Unanimously approved. MOTION CARRIED
3. **Approve Minutes of the March 24, 2015 Special Board of Selectmen Meeting**
D Mizla moved to approve the Special Board of Selectmen Meeting minutes of March 24, 2015, seconded by K Frantzen. Unanimously approved. MOTION CARRIED
4. **Citizens Comments** – none
5. **Budget Transfers** – none
6. **Tax Refunds & Rebates**
D Mizla moved to approve tax refunds in the amount of \$134.17 to Alexander and Mallory Muzykoski, \$375.16 to Mark or Lara Poullos, \$58.39 to Johannes Liebenberg, \$42.95 to Mark Dumond, \$29.86 to Mary or Kidd Collins, and \$126.99 to Temalyn Zuel, seconded by K Frantzen. Unanimously approved. MOTION CARRIED
7. **Discussion and Possible Action on Setting the Annual Town Budget Meeting Date to Consider and Act upon the 2015-2016 Budget**
D Mizla moved to set the Town Meeting date on April 22, 2015 at 7pm at Town Hall to send the Town Budget in the amount of \$13,863,442 and the Board of Education Budget in the amount of \$39,995,370 to Town Meeting, seconded by K Frantzen. Unanimously approved. MOTION CARRIED
8. **Discussion and Possible Action on the 2015-2016 Competitive School Readiness Grant Application**
K Frantzen moved to authorize the First Selectman to sign the 2015-2016 Competitive School Readiness Grant Application, seconded by D Mizla. Unanimously approved. MOTION CARRIED.
9. **Discussion and Possible Action on the 2015-2016 Quality Enhancement Grant Application**
K Frantzen moved to authorize the First Selectman to sign the 2015-2016 Quality Enhancement Grant Application, seconded by D Mizla. Unanimously approved. MOTION CARRIED.
10. **Discussion and Possible Action on the 2015-2016 Discovery and Early Literacy Application**
D Mizla moved to authorize the First Selectman to sign the 2015-2016 Discovery and Early Literacy Application, seconded by K Frantzen. Unanimously approved. MOTION CARRIED.

R Coyle asked to skip Agenda Items 11 & 12 and return when S Soby is present, continue with Items 13 & 15 and renumber accordingly.

11. **Citizens Comments** – none
12. **Liaison Reports**
D Mizla reported on Youth Services Advisory Board – Community Conversation presented on 3/25 and covered the topic

addition. It was well attended with 100 students and 50 parents. Next conversation will be in May and the topic will be alcohol. No Summer Palooza but instead a Summer Kick Off at WJJMS. Will include 5th – 8th grade students, this will serve as a fundraiser as well. The board voted to move forward with a grant application for \$125,000 for five years to promote a drug free community. The board needs to recruit members from the community in certain sectors to be eligible for the grant. Grant application is due May 20th.

R Coyle reported on Building Committee -- working on the brochure to use up until the referendum date. Communicating on social media, as well as making presentations in the community. K Frantzen reported on the WJJMS walk through and presentation which was well attended.

Chatham Health – working on revising regulations for septic systems which need to be revised. Food services complaint ongoing from the state is being investigated. Budget surplus in 2013 to remove deficit from this year's budget.

First Selectman via teleconference at 5:24pm

13. Executive Session for Negotiations Regarding 139 Westchester Road

K Frantzen moved to enter into executive session to discuss Negotiations regarding 139 Westchester Road, inviting Nan Wasniewski and Town Planner Adam Turner, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Entered into executive session at 5:24pm

Exited from executive session at 5:42pm

Recess from 5:42pm until 5:49pm

14. Discussion and Possible Action on Agreement Regarding Property at 139 Westchester Road

K Frantzen moved to approve the attached motion, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

15. First Selectman's Report

KX consolidation on the back burner, discussions with Mike Maniscalco to try and meet with officers of KX Board and municipal CEO's to see how we can move forward. Atty. representing KX did a good job of explaining the process; mediated settlement with Administrator's Union. Signed a tentative agreement, and Lockton held an insurance presentation and will do the same with the Fire Fighter and Police Unions during negotiations; 4/11 Spring cleanup scheduled; Ct Gigabit project vendor meeting on 4/9; Chatham new food services regulations are better than what was in place; Public health issue in town and have gotten Chatham involved, complaints received from neighbors. Have done some work in-house for the issue as well but now it's at the point where Chatham needs to take the lead; Interviewed top 2 candidates for the open Police officer position. Resident Trooper, Selectman and Police Commission involved in hiring the new officer and have chosen one that is post-certified and has worked previously for a municipality. In the conditional offer of employment process now.

16. Adjourn

K Frantzen moved to adjourn at 6:09 p.m., seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Attachment – 139 Westchester Road

Respectfully submitted,

Tricia Dean, Clerk

Whereas The Town has been working with the property owner to eliminate a dam on the Jeremy River, restore the river to a different flow pattern, demolish and remove a mill and other buildings and develop a passive park.

Whereas many groups are involved in the overall project, either in a regulatory role or as part of the project management. They are the Nature Conservancy, the Department of Energy and Environmental Protection, the Army Corps of Engineers, the State Department of Historical Protection, the Department of Transportation and the Town of Colchester.

Whereas the Town's role in the project is to acquire the mill site, demolish the mill and other buildings and develop and maintain the site as a passive recreational park. The Town developed a demolition and rehabilitation program for the project and applied for a STEAP grant in April 2014. The grant was funded in June 2014.

Whereas The Town's role in developing the project are as follows:

- Develop a demolition plan for the site buildings. This task includes development of a detailed environmental assessment
- Demolish the site buildings
- Allow others (Nature Conservancy) to use the Site as a staging area for removal of the dam and placement of accumulated river sediment
- Stabilize and rehabilitate the property for public use
- Develop a passive recreational park

Whereas acquiring the land to complete the Town's portion of the project required an agreement with the current property owners to proceed.

Whereas the Town worked for several months with the property owners and others to develop these agreements. As public funding is being used to demolish, assess and rehabilitate the property, the Town must first own and control the property for eventual use by the public. Before owning the property, the Town must first be satisfied that the environmental condition and other matters regarding the property are acceptable.

Whereas a Memorandum of Understanding ("MOU") and a Purchase and Sale Agreement ("P&S") have been negotiated to manage these issues. The MOU and P&S was drafted by our attorneys at Shipman & Goodwin LLP, with input from the Town and the property owner. The MOU and P&S are summarized below:

Whereas the Town will conduct a detailed environmental assessment and other inspections prior to purchase (due diligence period). Town will have 120 days to complete this task and can extend for additional 60 days should that be required.

Whereas In the event that the Town determines in its sole discretion that the condition of the Premises is unacceptable for any reason or no reason, it can terminate the agreement.

Whereas after all contingencies are met to the Town's satisfaction, the matter must still be presented to the Board of Selectmen for approval, and to the public at a Town meeting in accordance with the Town Charter.

Therefore I motion to approve the memorandum of understanding and purchase agreement as submitted by Shipman and Goodwin LLC. Further we motion to permit the first selectman to sign documents and administer the project.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Special Meeting Minutes
Special Meeting Minutes
Thursday, April 9, 2015
Colchester Town Hall @ 11:30am**

RECEIVED
TOWN OF COLCHESTER
2015 APR 10 AM 9:47

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

MEMBERS ABSENT: none

OTHERS PRESENT: Public Works Director J. Paggioli, Town Planner Adam Turner, and T. Dean Clerk

1. Call to Order

First Selectman S Soby called the meeting to order at 11:30 am

2. Discussion and Possible Action on RFP 2015-06 Bacon Academy Heating System Control Valve Replacement Contract

J. Paggioli discussed the premise of the authorization being done now so that work can be conducted during the school vacation next week. The contractor's personnel are the same ones that they used during the energy performance work.

D. Mizla moved to award the bid RFP 2015-06 Bacon Academy – Heating System Control Valve Replacement to McKenney Mechanical Contractors, Inc. and authorize the First Selectman to enter into a contract, and sign all necessary documents in accordance with the RFP 2015-06 Bacon Academy – Heating System Control Valve Replacement with McKenney Mechanical Contractors, Inc., for the bid price of \$14,350, seconded by R Coyle. Unanimously approved. MOTION CARRIED

3. Discussion and Possible Action on State of CT Remedial Action and Redevelopment Municipal Grant Program Application

K Frantzen moved that the Town apply to the State of Connecticut Department of Economic and Community Development Office of Brownfield Remediation and Development for a Remedial Action and Redevelopment Municipal Grant Program Application for \$155,000 and authorize the First Selectman to sign all documents certifying and authorizing such application, seconded by R Coyle. Unanimously approved. MOTION CARRIED

4. Adjourn

R Coyle moved to adjourn at 11:34 am, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 4/16/15

BOARDS & COMMISSIONS APPLICATION

Name: Susan H. Dubb

Address: 48 Standish Rd. Colchester, CT. 06415

Home Phone: (860) 884-6055 Email Sdsd39@aol.com FAX: _____

Work Phone: (860) 823-1189 x 123 Email sdubb@uncashd.org Town Residency 13 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

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

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

High School: CHARLOTTETOWN RURAL HS - CHARLOTTETOWN, PE CANADA (11 + 12th) 1979-1981 Grad.
JM OLDS COLLEGIATE 1975-79 (7th-10th) - Transferred to CHARLOTTETOWN

College: CHARTER OAK STATE COLLEGE - PRESENTLY ATTENDING (nearing completion of B.Sc.)
UNIVERSITY OF PEI - CHARLOTTETOWN, PE, CANADA 18 Credits
MEMORIAL UNIVERSITY OF NEWFOUNDLAND - ST. JOHN'S, NF CANADA 12 credits

Trade, Business Or Correspondence School: SAINT JOHN SCHOOL OF NURSING - RN Diploma

CONTINUED ON REVERSE SIDE

* SEE RESUME FOR DETAILS

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

LINCAS HEALTH DISTRICT AUG 2014 - PRESENT PUBLIC HEALTH NURSE

CHATHAM HEALTH DISTRICT OCT 2011 - AUG 2014 PUBLIC HEALTH NURSE / DOUGLAS MANOR

DESPP / DEMHS NOV 2010 - OCT 2011 EMERGENCY MANAGEMENT GRANT SPECIALIST

COLCHESTER HD MAR 2005 - NOV 2010 P.H. EMERGENCY PREP MGR / COBALT LODGE

Are you capable of making the commitment of time necessary to serve on this Board or Commission? YES

Why are you interested in serving? I think it is very important to be engaged with community government. I developed strong relationships within Colchester while working as the PHEPM from 2005 - 2010, including with our local police dept and the Resident Troopers. I have a tremendous respect for law enforcement and would like to take on this role to support community law enforcement efforts.

Do you have any experience or familiarity with this area? My father was a member of the Royal Canadian Mounted Police for 24 years, 5 of which he served as the NCO/IC for a small detachment in Swillingate, NF. For those 5 years we lived upstairs from the office + often had local residents come to our private entrance looking for help. I have taken calls from the Canadian Coast Guard for lost sealers and assisted victims of MK's when they turned up at the door. I also served as an auxiliary member of the RCMP in Charlottetown, PE for 3 years assisting with highway patrol duties & undercover narcotics operations.

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

Which ones? Not at this time

Date: 7/6/15

Signature: Jessica H. Daulton RN, AEDT

Susan H. Dubb RN, AEMT

48 Standish Road, Colchester, CT 06415 sdsd39@aol.com

Home: (860) 537-8760

Cell: (860) 884-6055

SUMMARY:

- Healthcare practitioner and emergency response subject matter expert with 25 years of progressively responsible experience.
- Highly diversified nursing background includes specializations in critical care, medical/surgical, hospice, long term care, home care, behavioral health, staff education and public health.
- Performed at supervisory, first line management or, Assistant Director level for most of career.
- Emergency response experience includes leadership roles in planning, mitigation, response and evaluation for public health emergencies at the local, regional and state levels through use of the National Incident Management System.
- Highly motivated, reliable, team-player, who is detail oriented and committed to quality performance. I am nearing completion of my Bachelor of Science Degree with a concentration in Health Studies from Charter Oak State College

EDUCATION:

- Three Rivers Community College 2012-2013
- Charter Oak State College 2010 -2012 (re-enrolled Jan 2014 -present)
- Saint John School of Nursing, Saint John, NB Canada, 1986-1988
- University of Prince Edward Island, Charlottetown, PE Canada, 1982-1983
- Memorial University of Newfoundland, St. John's, NF Canada, 1981

EMPLOYMENT HISTORY:

- **Uncas Health District** – Aug 2015 – Present
 - Public Health Nurse
- **Douglas Manor** – Aug 2013 – Aug 2015
 - Staff Development Nurse
- **Chatham Health District** - Oct 2011 – Aug 2015
 - Public Health Nurse / Community Wellness coordinator
- **Department of Emergency Services and Public Protection** - Nov 2010 – Oct 2011
 - Emergency Management Program Specialist
- **Town of Colchester (Health Department)** - Mar 2005 – Nov 2010
 - Public Health Emergency Preparedness Manager
- **Alternative Services Inc., CT** - Sep 2007 – Jul 2009
 - Staff Nurse
- **Cobalt Lodge Healthcare and Rehab** Oct 2002 – Sep 2007
 - Staff Development Coordinator
- **Midstate VNA and Hospice** Jun 2000 – Sep 2002
 - Staff Nurse
- **Apple Healthcare – Westfield Care and Rehab** – Apr 1998 – Jun 2000
 - MDS Coordinator
- **Olympus Healthcare of Farmington** Feb 1997 –Apr 1998

- Nursing Supervisor/MDS Coordinator
- **Midstate Hospital** Jan 1992 – Feb 1997
 - Assistant Director Critical Care Services/Assistant Director Medical Services/Nursing Coordinator
- **Norwalk Hospital** Sep 1989 – Jan 1992
 - Staff Nurse – Cardiac Stepdown Unit

PROFESSIONAL EXPERIENCE:

- Currently serve as full time Public Health Nurse for 8 town health district in southeastern CT. Primarily responsible for infectious disease follow-up, case management of childhood lead poisoning cases and active TB cases. Develop and provide presentation to district groups on multiple public health topics. Conduct Chronic Disease and Diabetes Self-Management programs in conjunction with Health Educator. Interact with media regarding local outbreaks or diseases/infections in regional or national spotlight. Serve as employee health resource to district employees, conducting BP screenings and providing general wellness information. Conduct outreach to outside agencies to assist in co-management of community concerns as they arise. Participate in community wellness committees to ensure promotion of public health matters.
- Served as Public Health Nurse and Community Wellness Coordinator for the Chatham Health District (part-time). Primarily responsible for infectious disease follow up and clinical case management of individuals in the community, promotion of wellness initiatives through community outreach and education. Also tasked with development of BBP and HIPAA Policy for District, Employee Health matters as well as outreach to district schools to set up ILI surveillance. Research and develop educational programs upon request from organizations such as Management of Bedbugs in EMS and heart health.
- Lead the data collection and analysis for a county wide community health needs assessment, including conducting Key Informant interviews, facilitating focus groups as part of a CDC –funded Community Transformation Grant
- Currently moving into implementation phase of grant by leading a Tobacco Free Parks Workgroup to increase the number of tobacco free policies/ordinances within Middlesex County
- Participated in piloting of new Version of Gastro-enteric Disease Interview Form for DPH Epidemiology Division
- Maintain professional memberships with Association of Professionals in Infection Control (APIC), the Connecticut Association of Public Health Nurses (CAPHN).
- Infection Control Nurses of Connecticut (ICNC)- serving as President of New Haven Chapter and as a Vice President of the statewide ICNC for 2014.
- Served as an Emergency Management Program Specialist with the Department of Emergency Services and Public Protection primarily tasked with administration and management of Federal grants related to Homeland Security.
- Served as Public Health Emergency Preparedness Manager for a mid-size municipality, primarily responsible for management and execution of public health preparedness contract grant since March 2005.
- Initiated and facilitated local Pandemic Influenza Preparedness Committee.
- Acted as clinical resource and operations section chief during 2009 H1N1 pandemic vaccination clinics for Mass Dispensing Area 38, setting up, conducting and demobilizing public H1N1 vaccination clinics.

- Worked directly with local Board of Education in the development of illness surveillance program within the local school system, leading to a program recognized as best practice at the state level.
- Served as Staff Development Coordinator in long term care setting for 5 years.
- Responsible for ongoing assessment of learning needs for 140 employees over multiple disciplines, including development of new hire orientation packets and educational materials utilizing Microsoft® Powerpoint, Word and Excel.
- Served as on-call nursing administrator on rotating basis.
- Served as interim infection prevention nurse to help distribute work load for nursing team while position was temporarily vacant.
- Initiated the Pandemic Influenza Planning Task Force, authoring the facility's first Pandemic Influenza Plan.
- Served as Nursing Coordinator and Assistant Director of Medical Services as well as Critical Care Services for 120 bed acute care hospital over a period of 5 years.
- Mentored new staff throughout their orientation period and beyond as needed, encouraging clinical proficiency and professionalism through use of "best practice" models and use of "expert" staff at all times.

TRAINING:

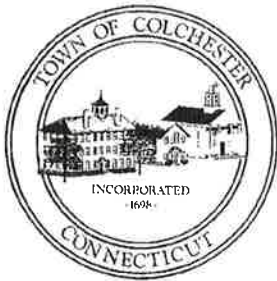
- Stanford University Diabetes Self-Management Program Leader
- Stanford University Chronic Disease Self-Management Program Leader
- FEMA Instructor Trainer Certification Course
- FEMA Grants Management Technical Assistance Program
- Certified Legal Nurse Consulting Certification Course
- Crisis Emergency Risk Communication
- FEMA Incident Command System (ICS) classes (multiple)
- Hartford Hospital Advanced Emergency Medical Technician Program
- International Critical Incident Stress Foundation (ICISF) Peer/Individual Crisis Intervention and Group Crisis Intervention
- APIC EPI 101

COMMUNITY INVOLVEMENT:

- Member, Medical Reserve Corps, Uncas Health District
- Board Member, CT Critical Incident Stress Management Team
- Member, Colchester Community Emergency Response Team
- Retired Member, Emergency Medical Services Division, Colchester-Hayward Volunteer Fire Department (Jan 2015)
- RCMP Auxillary member 1980-1983

PROFESSIONAL ASSOCIATIONS:

- Vice President Infection Control Nurses of CT (ICNC)
- Board member at large, CT Association of Public Health Nurses (CAPHN)
- Member Eastern region ICNC



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 3/20/2015

BOARDS & COMMISSIONS APPLICATION

Name: Jennifer Rayburn DeHay

Address: 31 Mill Ln W, PO Box 168 Colchester, CT. 06415

Home Phone: 860 5378765 Email jrdehay@sact.net FAX: 860 537 8765

Work Phone: — Email — Town Residency 16 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Associate for the Aging
Commission on Aging

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

High School: Brantford High, Brantford CT - Graduated
1975

College: Quinnipiac College, Hamden CT
Graduated B.S 1979 with Business,
Export Mktng.

Trade, Business Or Correspondence School: Small farm in town - Agriculture
Quinnipiac College Pharmacy Tech '92
AH - Cert. in Phlebotomy
- AHIP Certified 2015
CT HEALTH LICENSE

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

20 years Abbott Labs, Abbott Park Ill.
Sr. Diabetes Specialist - Lay off 2013

Are you capable of making the commitment of time necessary to serve on this Board or Commission? Yes

Why are you interested in serving? Both my husband and I are now Seniors facing the challenges of the aging population to remain a viable member of the community.

My husband Rick DeMay is 68, I'm 58

Do you have any experience or familiarity with this area? Yes, we took care of my mother-in-law in our home until her death. Through work experience I'm familiar with the health and environmental challenges as we age.

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

Which ones? town commercial development. ie. another large grocery chain - good clothing store.
NO MORE PIZZA OR AUTO PARTS - doughnut shops!

Date: 3/20/2015

Signature: Jennifer Ray



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 3/15/15

03-17-15P03:05 RCVD

BOARDS & COMMISSIONS APPLICATION

Name: Andreas Bisbikos

Address: 155 Standish Road Colchester, CT. 06415

Home Phone: 860-537-6891 Email abisbikos@aol.com FAX: _____

Work Phone: 860-908-2392 Email _____ Town Residency 28 Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Board of Selectmen

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

High School: Bacon Academy; Colchester, Connecticut 4 Years

College: Fairfield University; Fairfield, Connecticut 4 Years Major: Political Science Minor: History
Eastern Connecticut State Univeristy; Wilimantic, Connecticut 4 Years Masters: Secondary Education

Trade, Bussiness _____
Or Correspondence _____
School _____

CONTINUED ON REVERSE SIDE

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

I am in my second year at Windham Middle School. The location of my employment is at 123 Quarry Street in Willimantic, CT. I currently teach 7th grade World History and 8th grade U.S. History. I also lead two enrichment programs in Student Council and Meaning in Movies. Student Council has provided students a chance to make a difference in both the school and the community. It has been very successful. I also help my parents at their business Colchester Pizza and have been doing so since high school.

Are you capable of making the commitment of time necessary to serve on this Board or Commission? Yes

Why are you interested in serving? I am interested in giving back to the community that has provided my family and I the tremendous opportunity to succeed and live a wonderful life. The local schools have provided my sister and I an excellent foundation in education that has only enhanced our love of learning. The peaceful and pleasant community has provided me a wonderful childhood that has led to meeting many special people which I am glad I call friends. The economic climate also provided my family the opportunity to live the American Dream and live a comfortable and healthy life.

Do you have any experience or familiarity with this area? As a resident of Colchester for over 28 years, I believe that I would be a great candidate in understanding the community and the potential challenges facing it. I am also currently serving on the Economic Development Commission which I have been on since 2009. I also believe that my youth will attract younger people to get involved in the town and in the political process. I have also been in various leadership positions - whether it be being a constant role model to the children of Windham Middle School to being the Vice Chairman of the Colchester RTC and organizing a successful GOP gubernatorial debate.

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

Which ones? I will continue serving on the Economic Development Commission.

Date: 3/15/15

Signature: 



Town of Colchester, Connecticut

95 Norwich Avenue, Colchester, Connecticut 06415

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

MEMORANDUM

To: Board of Selectmen

Cc:

From: Patricia A. Watts, Director of Senior Services

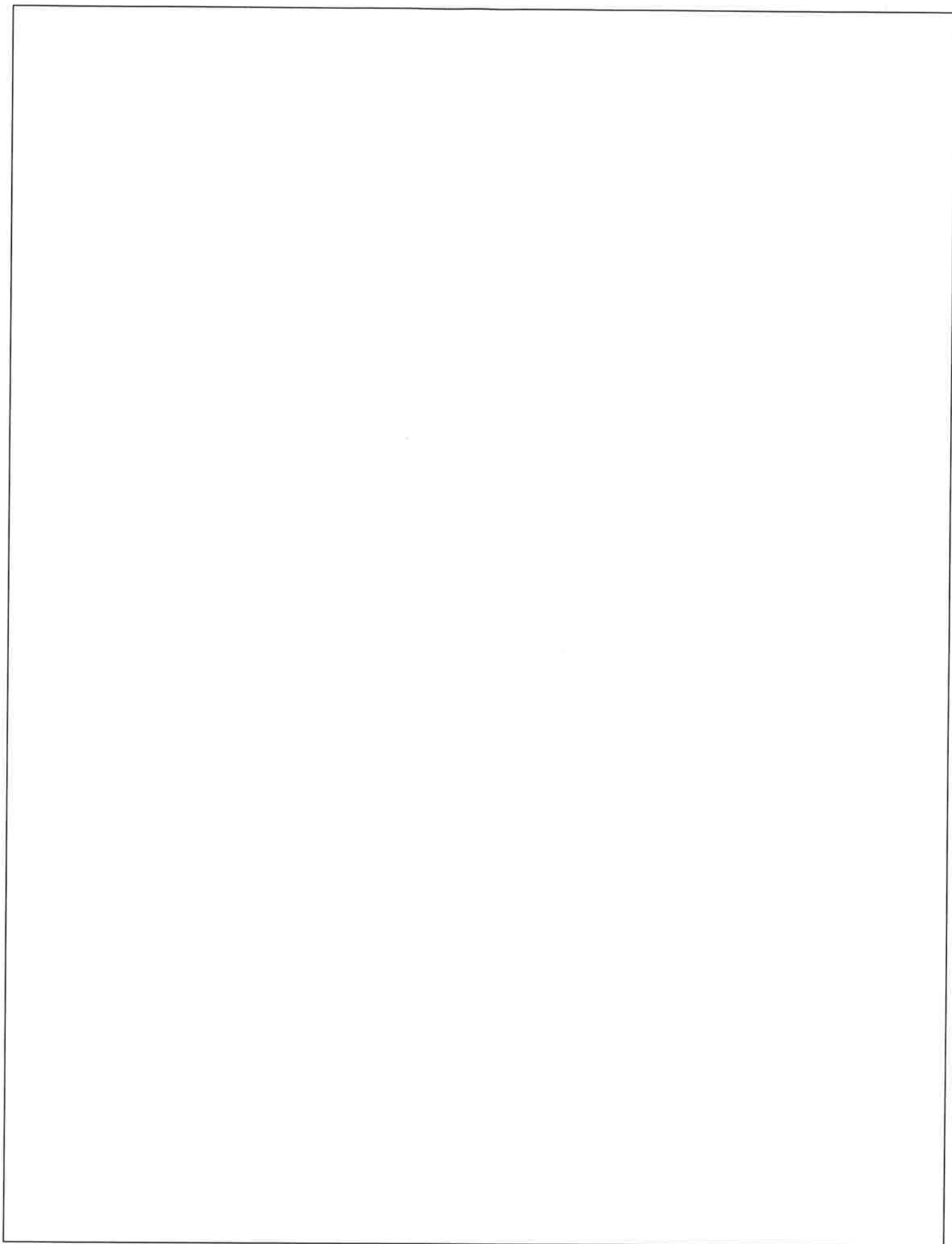
Date: 03/27/2015

Re: Review and Approval of Policies and Procedures Manual, Colchester Senior Center

The Director of Senior Services worked with three members of the Commission on Aging to compile a comprehensive Policies and Procedures Manual for the Colchester Senior Center. At this time, we would like to solicit input from the Board of Selectman, with the intention of adopting the manual and allowing us to put these policies/procedures into practice at the Senior Center. We want to offer informational and educational sessions which addresses membership registration prior to the installation of My Senior Center data tracking system in the new fiscal year.

Recommended Motion

Motion to review and approve the Colchester Senior Center Policies and Procedures Manual.



COLCHESTER SENIOR CENTER

POLICIES & PROCEDURES



2015

C.S.C. POLICIES & PROCEDURES

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C.S.C. POLICIES & PROCEDURES

HOURS OF OPERATION

The Colchester Senior Center is open during the following hours:

Monday	8:00 a.m.-4:00 p.m.
Tuesday	8:00 a.m.-4:00 p.m.
Wednesday	8:00 a.m.-6:00 p.m.
Thursday	8:00 a.m.-4:00 p.m.
Friday	8:00 a.m.-4:00 p.m.

Occasional programs may be scheduled during evening and/or weekend hours and will be advertised in the monthly newsletter, Colchester Senior Center News.

HOLIDAYS

The Town of Colchester observes the following recognized holidays. On these days, the Colchester Senior Center will be closed:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
Presidents' Day	Veterans Day
Good Friday	Thanksgiving
Memorial Day	Day after Thanksgiving
Independence Day	Christmas

Town offices will close at **12:00 Noon** on the following days:

Christmas Eve	New Year's Eve
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INCLEMENT WEATHER

At the Colchester Senior Center, it is our policy to follow the Town schedule. This means if Town Hall is closed by the First Selectman, the Senior Center will also be closed for the day. If Town offices are open, the Colchester Senior Center will remain open. Programs, activities, meals and/or transportation services may be delayed, postponed or cancelled, even if the Senior Center is open. To see if the Colchester Senior Center has been impacted by weather-related closures, check for announcements on WFSB Channel 3 (TV) and WICH, WCTY, WNLC and WKNL (Radio).

PRIVACY POLICY

The Colchester Senior Center is compliant with all Federal and State laws, Town of Colchester policies and best practices regarding confidentiality. As such, the Colchester Senior Center and its staff have very strict procedures to protect members' privacy. All records are confidential and are maintained accordingly. Information of any nature is never released to anyone without prior written consent and/or verbal authorization.

C.S.C. POLICIES & PROCEDURES

ELIGIBILITY

1. The Colchester Senior Center is designed for the independently functioning older adult, aged 55+, and includes accessibility for those with physical limitations. The Director of Senior Services reserves the right to assess participants as to their ability to safely and appropriately use the Senior Center, to insure the well being of all attendees.
2. Participants must be independent and oriented. Participants who are not independent or oriented may be required, at the discretion of the Director of Senior Services, to have a home-health aide, companion, escort or family member accompany them while they participate in activities or utilization of services, including transportation. Staff members are not allowed to provide hands-on assistance.
3. Participants who require an aide/companion must be accompanied by them at all times while visiting the center or using Senior Center services. In the event the aide/companion does not provide adequate assistance or leaves the participant unassisted; staff members will immediately contact the emergency contact person on file. On-going failure to provide necessary caregiver assistance may result in the cancellation of participant's privileges.
4. Individuals with assistance needs that cannot be managed by their aide/companion will be excluded from participation. These include but are not limited to:

Wandering	Unmanageable incontinence, ongoing
Prescription drug monitoring	Contagious disease
Drug/Alcohol abuse	Abusive/harmful behavior
Regularly occurring seizures	Cognitive impairment
Poor personal hygiene	Behavioral health problems
Inability to feed oneself	Inability to toilet independently
5. Prior to exclusion for any of the above reasons, the Director of Senior Services shall meet with the individual and/or their family to identify the assistance need and offer potential solutions. A plan of action will be established by the Director of Senior Services. Failure to comply with the recommended action plan will result in the member's exclusion from participation and cancellation of participation privileges.

MEMBERSHIP

1. Membership is open to men and women aged 55 and over. Members' spouses/committed partners under age 55 may participate in activities as guests.
2. Resident membership is available to anyone living in the Town of Colchester, who meets the age criteria. There is no fee for in-town residents.

C.S.C. POLICIES & PROCEDURES

3. Non-Resident membership is available for those who live in towns other than Colchester and meet the age criteria, for an annual fee of \$10.00.
4. Membership registration is available on an on-going basis through our office, during normal business hours. Members will receive a ***My Senior Center*** key card with their registration. The first card is free-of-charge; any additional key cards required will be assessed a replacement fee of \$2.00 per occurrence.
5. Membership must be renewed annually during the month of the original member registration. Members will be notified with a courtesy call during the month, as a reminder.

ATTENDANCE

1. Activities, classes and services are available for adults, aged 55 and over, who have registered for membership.
2. Guests of registered members are welcome to visit the center as long as it does not interfere with member use of the facility. Children may accompany a member to the senior center on an occasional basis, but minors must be adequately supervised at all times.
3. All participants (members and guests) are required to sign-in using the ***My Senior Center*** system to document attendance.

HEALTH & SAFETY

1. Participants utilizing Senior Center facilities must wear proper attire, including safe footwear, while on premises.
2. Colchester Senior Center is a NO SMOKING facility. Smoking is permitted in the designated area outside of the building, by the back ramp. Cigarette and/or cigar butts must be properly disposed of in designated containers.
3. Alcoholic beverages are not permitted in the building or on the grounds.
4. Pets are not permitted inside of the facility except during approved programs, with the prior consent of the Director of Senior Services. Service pets are allowed.
5. Colchester Senior Center is licensed as a food service establishment. For the safety of all and to comply with federal and local health codes, only staff members and registered food service volunteers are allowed in the kitchen. A staff member with QFO (Qualified Food Operator) licensure oversees all food service operations and enforcement of regulations.

C.S.C. POLICIES & PROCEDURES

6. Members must have current emergency contact information in the office. In the event of an emergency, it is the policy of the Town of Colchester to have a staff member contact 911. The members' emergency contact on file will be notified. Members who are fully conscious may refuse medical assistance only after the emergency medical responders have arrived and evaluated their medical condition. If further medical treatment is recommended by the emergency medical responders and the member refuses to comply, they will be asked to sign a waiver. Members who refuse medical attention must vacate the premises but cannot be transported by the senior center bus, car or any member of the staff.
7. Fire drills are conducted on a quarterly basis. All occupants (members, guests and staff) are required to participate. In the event of an emergency, all occupants may be required to vacate the building, until it is deemed safe to return by appropriate personnel.

PERSONAL CONDUCT

1. Persons creating a serious disruption may be asked to leave the Senior Center for the remainder of the day by a member of the staff. If the person does not leave voluntarily, a staff member shall take appropriate measures to have the person removed, which may include contacting the police.
2. The Director of Senior Services may permanently exclude any person who does not follow the policies established for the well-being of all participants and staff of the Colchester Senior Center. Actions which may lead to exclusion are as follows:
 - Repeatedly and intentionally disobeying the rules and regulations, as outlined in these policies.
 - Intentionally causing or attempting to cause physical injury to another person.
 - Using obscene/profane language or gestures, or engaging in bullying, verbal abuse or harassment of others.
 - Carrying a dangerous object, firearm, knife or other weapon.
 - Possession of, use of or evidence of impairment caused by illegal drugs and/or alcoholic beverages, while visiting the Senior Center or taking part in Senior Center activities.
 - Vandalism, intentional destruction or theft of Town of Colchester, staff and/or members' property.
 - Sexual harassment of a verbal, written or physical nature.

RIGHT OF APPEAL FOLLOWING EXCLUSION

1. The excluded person may request in writing, a hearing with the Commission on Aging (COA) to review the exclusion. The request must be forwarded within 10 working days of the exclusion and directed to the Chairperson of the COA. The COA will have no more than thirty days after receiving the appeal to schedule a date for the hearing.

C.S.C. POLICIES & PROCEDURES

2. A written notice of the hearing date, time and place shall be sent to the petitioner at least five working days prior to the hearing. Notification shall be sent at this time also to the First Selectman of the Town of Colchester.
3. The Director of Senior Services shall notify the COA of the circumstances and rule violations which resulted in the exclusion. Details will be reported in a written narrative of the events which lead to exclusion, the names of any witnesses and copies of any statements or affidavits made by the witnesses.
4. The Commission on Aging may be represented by an attorney.
5. The Commission on Aging will keep a verbatim record of the hearing. The excluded person shall be entitled to a copy of that record.
6. The excluded person will have the right to testify and produce witnesses and other evidence in his/her defense at the hearing.
7. The excluded person may be represented by any third party of his/her choice, including an attorney.
8. Any witnesses may be asked to appear in person to testify at the hearing.
9. The Commission on Aging will notify the excluded person of its decision by certified mail, return receipt requested, within five working days of the hearing. The notification will detail the reasons by which the decision was made.

COMPLAINT PROCESS

1. Member's input is welcomed by all staff members.
2. Members who have concerns about programming, policies or who have a dispute at the Senior Center are encouraged to first discuss the issue in private with the Director of Senior Services or a staff member who will bring it to the attention of the Director.
3. If a member's concern has not been satisfactorily addressed by the Director of Senior Services, the complainant has the right to contact the Commission on Aging. The COA meets monthly at the Colchester Senior Center, with meeting dates and times listed on the Town of Colchester website as well as in the monthly newsletter.
4. If the member's concern is not satisfactorily addresses by the COA, the complainant has the right to schedule a meeting with the First Selectman of the Town of Colchester.
5. All personnel matters are handled by the Director of Senior Services in cooperation with the Human Resources Department and the First Selectman of the Town of Colchester.

C.S.C. POLICIES & PROCEDURES

TRANSPORTATION SERVICES

ELIGIBILITY

1. Transportation services are available to residents of the Town of Colchester who are aged 60 or over, or residents of the Town of Colchester who are aged 18 or over who have been determined to be disabled through the Social Security Administration. For disabled individuals under the age of 60, proof of disability (SSA documentation) must be provided to the Director of Senior Services before approval is granted to utilize transportation services.
2. All passengers must be registered as members, with current emergency contact information on file.
3. Passengers must be able to safely enter and exit the vehicle. Passengers may use assistive devices, such as canes or walkers when entering or exiting the vehicle. The Director of Senior Services reserves the right to assess the ability of members to safely and appropriately use transportation services.
4. Passengers in need of wheelchair transportation may be accommodated. In such cases, the bus driver will assist the passenger with the wheelchair lift and secure the wheelchair in the bus. Electric wheelchairs/scooters will be evaluated by the bus driver to determine whether or not it can be secured for transport.
5. All transportation services are curb-to-curb, with the exception of some senior/congregate housing communities which have a designated pick-up/drop-off area. Passengers must be able to safely and independently get themselves to/from the bus to their destinations. Drivers are not permitted to provide hands-on assistance or bring passengers into their homes, stores, appointments, Senior Center, etc.
6. Passengers who are not able to independently ride the bus may ride with a caregiver/aide who can manage their individualized needs.
7. Shoppers are limited to five bags each. Drivers can assist in carrying bags and do have the right to refuse to carry heavy packages, at their discretion. Drivers will load bags on/off the vehicle. Drivers are not allowed to carry items into an individual's home.

C.S.C. POLICIES & PROCEDURES

DESTINATIONS

1. The Colchester Senior Center busses/vehicles provide transportation to/from “essential services” in the following order of priority:
 - The Colchester Senior Center for daily activities, trips and special events
 - Medical appointments
 - Necessary errands including grocery shopping, pharmacy or banking errands and hairdresser/barber appointments
 - Other requested destinations are granted at the discretion of the Director of Senior Services, as resources and scheduling permit.
2. In-town bus services provide transport to destinations within Colchester only.
3. Out-of-town bus services provide medical transportation to destinations within a 45 mile radius of the Colchester Senior Center.

RESERVATIONS

1. Transportation services can be scheduled Monday through Friday, 8:30 a.m. to 3:30 p.m. by calling 860-537-3911. All appointments should be scheduled between 10:30 a.m. and 2:00 p.m.
2. All reservations must be made by 12:00 p.m. (Noon) the previous day. Any reservations made after that time may not be scheduled for the following day without the approval of the Director of Senior Services.
3. Reservations may be made for a maximum of three designated stops, per person per day. All stops must be noted at the time of reservation, so the drivers can arrange their routes appropriately.
4. Reservation requests for out-of-town medical transportation should be made as early as an appointment time is known. Every effort will be made to accommodate an individual's medical appointment; however, there is limited capacity for medical transportation. Service may be denied if the schedule is filled, the appointment is not within our operating hours or service area or if the individual requires hands-on assistance.
5. Transportation requests are granted on a first-come-first-served basis.
6. To maintain our daily schedule, it is very important that passengers be on time. Please be ready for pickup at least 10 minutes before your scheduled ride. The ride will be forfeited if an individual is not ready at their designated time. Drivers will sound the horn upon arrival and wait for no more than 3 minutes before leaving for the next pick-up. They will not be permitted to return again that day, if pick-up was attempted for a passenger who was not ready.

C.S.C. POLICIES & PROCEDURES

7. If it becomes necessary to cancel a reservation, please call as soon as possible. After our hours of operation, the Colchester Senior Center has a voicemail system to leave a message, which will be retrieved when staff arrives the following business day.
8. The Director of Senior Services reserves the right to suspend a member's transportation privileges for up to three months for the following reasons, including but not limited to:
 - Failure to show up on time for a scheduled ride for a total of three offenses.
 - Failure to give timely notice of at least 30 minutes for cancelled appointments for a total of three offenses.
 - Non-compliance with Colchester Senior Center policies, as outlined in this manual.
9. Notification of transportation privilege suspension will be mailed to an individual's home address, with additional copies sent to the Chairperson of the Commission on Aging and the First Selectman of the Town of Colchester.
10. Members returning after a period of suspension from transportation services will be subject to a probationary period. If additional occurrences are experienced, a member may be permanently suspended from transportation services, at the discretion of the Director of Senior Services.

SAFETY

1. All passengers are required to wear seat belts while riding in vehicles. The driver will assist passengers with their seatbelts, as needed.
2. The Colchester Senior Center cannot provide emergency medical transportation. In the event of a medical emergency, please call 911.
3. The driver may refuse to transport a passenger, after contacting the Director of Senior Services, for the following situations:
 - The individual appears too ill/weak to be safely transported.
 - The individual is exhibiting loud, disruptive and/or distracting behaviors.
 - Sidewalks or driveways are unsafe for walking due to ice and/or snow accumulation.
 - The individual requires hands-on assistance.
 - The individual refuses to wear a seat belt.

SERVICE CHARGES

1. The Colchester Senior Center does not charge a fee for transportation services.
2. Donations are gratefully accepted and are used to help defray the cost of gasoline and vehicle maintenance. Donations are accepted in the office of the Colchester Senior Center. They may be placed in the designated drop box or mailed to: Colchester Senior Center, 95 Norwich Ave., Colchester, CT 06415.
3. Drivers are not permitted to accept gratuities.

C.S.C. POLICIES & PROCEDURES

SENIOR NUTRITION PROGRAMS

- The Colchester Senior Center is a Senior Nutrition Site for TVCCA, (Thames Valley Council for Community Action) which prepares and provides the meals.
- Lunch is served daily at 12:00 Noon in the Dining Room of the Colchester Senior Center. Meals include Bistro Meals served on Monday; Community Café Meals served Tuesday-Friday; and occasional Special Meals as advertised in the Senior Center newsletter. Additionally, Meals on Wheels home-delivered meals are available for eligible recipients who have registered to receive meals.
- Any food-related allergies should be made known to the TVCCA Site Server.
- Cancellation of the meal program due to storms or emergency will be announced on WFSB under "Colchester Senior Center." Weather closures for meals are determined by TVCCA.
- Any meals scheduled to be served on a snow/storm day will be served on the following day.

BISTRO MEALS

1. Lunches are available to members and guests at a cost of \$5.00 on most Mondays.
2. Menus change and are published monthly in the Senior Center newsletter.
3. Reservation with payment is required by the previous Monday for Bistro Meals, which will be accepted on a first-come-first-served basis.
4. There are no age restrictions for these meals.

COMMUNITY CAFÉ MEALS

1. Community Café Meals are available Tuesday through Friday.
2. Menus change and are published monthly in the Senior Center newsletter.
3. The Community Café lunch is available to members and guests aged 60 and over.
4. Persons under the age of 60 may reserve a Community Café meal, but will be required to pay the full cost of the meal, at the rate posted in the Dining Room.
5. A once-per-year registration form must be filled out by any members or guests wanting to receive Community Café meals.

C.S.C. POLICIES & PROCEDURES

6. Reservations are taken on a first-come-first-served basis. Reservations may be made in person or by calling the Senior Center at 860-537-3911 by 10:00 a.m. the day before the meal is served.
7. Cancellation of a reservation must be made as soon as possible by calling 860-537-3911.
8. Members who want to receive a meal without a reservation will be placed on a waiting list and will be accommodated if a cancellation should occur.
9. A suggested donation of \$3.00 is requested. Each participant may deposit his/her donation anonymously in a lockbox located in the Dining Room. No person will be refused a meal based on their ability to pay.
10. There is no reserved seating available. Participants should be seated by 11:45 a.m. The lunch meal is served promptly at 12:00 noon.
11. Food from the Community Café lunch is not allowed to be removed from the Senior Center, per TVCCA guidelines. No exceptions will be allowed.

SPECIAL MEALS

1. Occasionally throughout the month, there are special events where a meal is served. This generally includes a lunch with entertainment and/or special activities.
2. Menus for these events are advertised in the Senior Center newsletter.
3. Tickets are pre-sold in the office at the published price, until they are sold out.
4. Members who want to purchase a ticket to an event which has sold out will be placed on a wait list and will be notified in the event of a cancellation.
5. Tickets are non-refundable once purchased.

MEALS ON WHEELS (HOME DELIVERED MEALS)

1. In order to be eligible to receive Meals on Wheels, a person must be age 60 or over and determined to be home-bound.
2. A suggested donation of \$3.00 is requested per delivered meal.
3. Any eligible person wishing to receive home delivered meals should register with TVCCA by calling 860-886-1720 ext.11.

C.S.C. POLICIES & PROCEDURES


COMPUTER LAB POLICIES

1. The Computer Lab offers a variety of computer classes and computer workshops to members aged 55 and over.
2. Volunteers support the Computer Lab by planning and teaching classes and workshops on a variety of topics. Computer classes are available to teach beginners through advanced participants. Class prerequisites will be listed in the Senior Center newsletter, as applicable.
3. Computers are available for members' use in 30 minute increments, at times when classes are not scheduled. Availability may be limited based on demand, and will be honored in the order of preregistration, in the office. Priority for Computer Lab use is given to scheduled classes.
4. Violation of any Federal or State law, including copyright laws, is prohibited.
5. Vandalism or hacking of any hardware, software, computer or communications system is prohibited.
6. Private information should not be saved to the computer hard drives, including photos, written work and/or other communications. Flash drives or disks provided by the user are suggested for use in storing information. All messages sent over the Town computer/communication systems are the property of the Town of Colchester.
7. No software shall be installed on the computer by anyone other than members of the Town of Colchester's IT Department personnel.
8. Viewing offensive or pornographic material, photos or websites is prohibited.
9. Food/beverages are not allowed at the Computer Lab workstations.
10. Violation of Computer Lab policies may result in loss of privileges. At the discretion of the Director of Senior Services, a first offense may result in a 30 day suspension from Computer Lab use or in the permanent exclusion from use. Depending on the severity of the situation, violations may lead to legal action.

FAX & COPY SERVICES

1. Copies and/or prints from the Computer Lab may be made for members in the Colchester Senior office at a charge of 15 cents per black and white copy and 50 cents per color copy.
2. Faxes can be sent for members at a charge of \$2.00 for the first page and 50 cents per page, thereafter.
3. Payment for copies or faxes is required at the time of service.
4. Receiving faxes on behalf of a member is not permitted.



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

Date: April 9, 2015

To: Board of Selectmen

From: Kate Byroade, Library Director

Subject: Cragin Memorial Library—Revised Job Description

Background

Due to a retirement, the Library has a current vacancy for the position of Adult Services Librarian. 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 recommend that these changes to the job description be approved. This position serves the Library with broad responsibilities for the vision and direction of services for adults, particularly Senior Citizens. The position also assists and collaborates in the provision of services to young adults with the Children's & Young Adult Services Librarian, in part due to the location of the Teen Room within the Library upstairs.

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 Adult Services Librarian.

Job Description

Town of Colchester – Cragin Memorial Library
Adult Services Librarian

35 hours/week

General Statement of Duties: Plans, develops, administers and coordinates adult services; performs duties related to library operations, staff outreach programs, and special activities; assists Library Director

Supervision Received: Receives general direction and supervision from the Library Director and the First Selectman.

Supervision Exercised: May supervise circulation support staff, pages and volunteers.

Duties and Responsibilities:

Assists in the selection of books, magazines, audiovisual materials, online services, etc. for Adult Services.

Evaluates collection continually for balance and comprehensiveness.

Reviews subject requests for interlibrary loans quarterly

Provides research assistance to patrons of all ages.

Applies principles of Effective Reference Performance training when answering informational questions and treats all users with equal courtesy and consideration in a tactful and nonjudgmental manner.

Assists patrons in the use of print and nonprint resources.

Develops and coordinates Adult and Young Adult outreach and in-house programs.

Participates in publicity, community relations and special events for Adult and YA Services.

Organizes book displays and exhibits; prepares bibliographies and promotional materials for the public.

Works at Circulation Desks as needed.

Prepares statistics, reports and grants related to Adult and Young Adult Services.

Participates in continuing education and staff development opportunities to keep informed of current trends and new professional techniques.

Responsible for planning Adult Services budget with Library Director.

Cooperates with library staff in performing any duty essential to the achievement of efficient library operation.

Knowledge, Skills, and Abilities:

Thorough knowledge of library issues and procedures: up to date computer skills; familiarity with cataloging, interpersonal and communication skills to represent the library in the community.

Ability to perform the essential functions of the job with or without reasonable accommodation.

Education and Experience:

MLS from an accredited ALA institution or significant progress toward achieving this degree and substantive and progressively responsible library experience.

This job description is illustrative of tasks and responsibilities and not meant to be all inclusive of every task or responsibility. It is a temporary management tool/guide and subject to change.

MARKED UP JOB DESCRIPTION

Job Description

Town of Colchester – Cragin Memorial Library
Adult Services Librarian

35 hours/week

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

Deleted: Plans, develops, administers and coordinates adult services; performs duties related to library operations, staff outreach programs, and special activities; assists Library Director.

Supervision Received: Works under the direct supervision of the Library Director; performs work with considerable independence.

Deleted: Receives general direction and supervision from the Library Director and the First Selectman.

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 library. Supervises all library staff in the absence of the Library Director and Assistant Library Director and Children's and Young Adult Services Librarian.

Deleted: May supervise circulation support staff, pages and volunteers.

Essential Duties

Deleted: Duties and Responsibilities:

Recommends and coordinates policies for serving adults and the general public.
Coordinates program planning and service delivery for adults, senior citizens, and young adults (in collaboration with the Children's & Young Adult Services Librarian).
Develops and conducts programs for adults, senior citizens, and young adults, which encourage reading, the development of life skills and hobbies, and the use of library facilities and materials.
Develops and conducts outreach programs for the general public and senior citizens.
Assists with the collection development plan for the adult and young adult collections.
Examines professional publications and other sources for selection of book and materials.
Provides assistance with readers' advisory, reference and circulation desk needs as required by staff scheduling.
Coordinates and assists with purchasing, cataloging, and classifying of books and materials.
Monitors the circulation, return, and use of library materials.
Periodically weeds the collection of materials, removing outdated or damaged books and materials.
Responsible for appearance and order of the adult collection.
Provides training, supervision, and leadership to professional staff, library assistants, clerks, and volunteers.
Coordinates program planning with the Senior Center to ensure complementary services to Senior Citizens.
Prepares materials to publicize the services and resources of the Library.
Develops near-term and long-range plans and objectives for Adult Services.
Prepares regular reports for the Library Director.
Maintains awareness of trends in public library services and in particular of issues affecting senior citizens.
Prepares reader's advisory tools and finding aids.

MARKED UP JOB DESCRIPTION

Assists users of computer equipment, software and electronic card catalog.
Oversees training and instruction of staff on computer services.
Trains the public on Internet and computer and wireless device usage.
Keeps current of new technological procedures, processes and equipment.
Produces monthly newsletter, publicity materials for library programs and contributes updates to the library's website.
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 classes related to position.
Interviews candidates for library positions.
Trains and supervises employees working in the department.
Performs related duties as assigned.
Complies with Town of Colchester Personnel Policies.

Required Knowledge, Skills, and Abilities:

Must have:

Ability to relate effectively to the general public of all ages and backgrounds and to fellow staff.
Demonstrated ability to develop and implement services to adults.
Technology skills—including e-mail, word processing, spreadsheets, presentation, and publishing programs; use of social media for publicity, and technology instruction and assistance to library users.
Ability to load and troubleshoot software and provide equipment maintenance.
Ability to work with technical jargon and translate it to the library workplace.
Visionary skills to seek innovative uses of technology to further library goals.
Extensive knowledge of current trends in public library service for all ages.
Knowledge of adult and young adult literature and materials.
Programming skills, including technology instruction.
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 present oral and written reports in a clear, concise, and attractive form.
A working knowledge of integrated library software systems.

Must be able to:

Work effectively with people of all ages from all backgrounds.
Present technological concepts and speak 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

Deleted: Assists in the selection of books, magazines, audiovisual materials, online services, etc. for Adult Services.¶
Evaluates collection continually for balance and comprehensiveness.¶
Reviews subject requests for interlibrary loans quarterly.¶
Provides research assistance to patrons of all ages.¶
Applies principles of Effective Reference Performance training when answering informational questions and treats all users with equal courtesy and consideration in a tactful and nonjudgmental manner.¶
Assists patrons in the use of print and nonprint resources.¶
Develops and coordinates Adult and Young Adult outreach and in-house programs.¶
Participates in publicity, community relations and special events for Adult and YA Services.¶
Organizes book displays and exhibits; prepares bibliographies and promotional materials for the public.¶
Works at Circulation Desks as needed.¶
Prepares statistics, reports and grants related to Adult and Young Adult Services.¶
Participates in continuing education and staff development opportunities to keep informed of current trends and new professional techniques.¶
Responsible for planning Adult Services budget with Library Director.¶
Cooperates with library staff in performing any duty essential to the achievement of efficient library operation.

Deleted: Thorough knowledge of library issues and procedures: up to date computer skills; familiarity with cataloging, interpersonal and communication skills to represent the library in the community.¶
Ability to perform the essential functions of the job with or without reasonable accommodation.¶

Deleted: :

MARKED UP JOB DESCRIPTION

1. Master's Degree in Library and Information Science (MLS or MSLIS) from an ALA-accredited Master's Degree program.
2. Three years of prior library work experience.
3. Prior experience developing and conducting library programs for any and all ages.

Deleted: MLS from an accredited ALA institution or significant progress toward achieving this degree and substantive and progressively responsible library experience.

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Work Environment

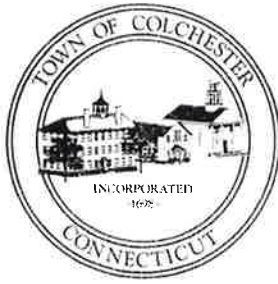
It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents, and 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

Deleted: This job description is illustrative of tasks and responsibilities and not meant to be all inclusive of every task or responsibility. It is a temporary management tool/guide and subject to change.

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Final Proposed
DRAFT

**Town of Colchester
Job Description**

Adult Services Librarian

GENERAL STATEMENT OF DUTIES

Plans, organizes, directs and supervises the Adult Services Department of the Library, including programming, reference, and computer operations in the provision of library services for adults. Participates in short- and long-range planning for adult library services; coordinates activities with library staff and assists patrons in the selection and use of library materials. Assists the Director in the collection management of the adult collection. Assists the Children's and Young Adult Librarian in the implementation of programs for young adults. 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.

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 library. Supervises all library staff in the absence of the Library Director and Assistant Library Director and Children's and Young Adult Services Librarian.

ESSENTIAL DUTIES

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

- 1) Recommends and coordinates policies for serving adults and the general public.
- 2) Coordinates program planning and service delivery for adults, senior citizens, and young adults (in collaboration with the Children's and Young Adult Services Librarian).
- 3) Develops and conducts programs for adults, senior citizens, and young adults, which encourage reading, the development of life skills and hobbies, and the use of library facilities and materials.
- 4) Develops and conducts outreach programs for the general public and senior citizens.

- 5) Assists with the collection development plan for the adult and young adult collections.
- 6) Examines professional publications and other sources for selection of book and materials.
- 7) Provides assistance with readers' advisory, reference and circulation desk needs as required by staff scheduling.
- 8) Coordinates and assists with purchasing, cataloging, and classifying of books and materials.
- 9) Monitors the circulation, return, and use of library materials.
- 10) Periodically weeds the collection of materials, removing outdated or damaged books and materials.
- 11) Responsible for appearance and order of the adult collection.
- 12) Provides training, supervision, and leadership to professional staff, library assistants, clerks, and volunteers.
- 13) Coordinates program planning with the Senior Center to ensure complementary services to Senior Citizens.
- 14) Prepares materials to publicize the services and resources of the Library.
- 15) Develops near-term and long-range plans and objectives for Adult Services.
- 16) Prepares regular reports for the Library Director.
- 17) Maintains awareness of trends in public library services and in particular of issues affecting senior citizens.
- 18) Prepares reader's advisory tools and finding aids.
- 19) Assists users of computer equipment, software and electronic card catalog.
- 20) Oversees training and instruction of staff on computer services.
- 21) Trains the public on Internet and computer and wireless device usage.
- 22) Keeps current of new technological procedures, processes and equipment.
- 23) Produces monthly newsletter, publicity materials for library programs and contributes updates to the library's website.
- 24) Performs duties in other library divisions and participates in library special projects as needed.
- 25) Attends meetings and participates in professional library organizations.
- 26) Attends workshops and continuing education classes related to position.
- 27) Interviews candidates for library positions.
- 28) Trains and supervises employees working in the department.
- 29) Performs related duties as assigned.
- 30) Complies with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Must have:
 - a) Ability to relate effectively to the general public of all ages and backgrounds and to fellow staff.
 - b) Demonstrated ability to develop and implement services to adults.

- c) Technology skills—including e-mail, word processing, spreadsheets, presentation, and publishing programs; use of social media for publicity, and technology instruction and assistance to library users.
 - d) Ability to load and troubleshoot software and provide equipment maintenance.
 - e) Ability to work with technical jargon and translate it to the library workplace.
 - f) Visionary skills to seek innovative uses of technology to further library goals.
 - g) Extensive knowledge of current trends in public library service for all ages.
 - h) Knowledge of adult and young adult literature and materials.
 - i) Programming skills, including technology instruction.
 - j) Knowledge of the principles of library administration, including collection development, planning, coordination, and budgeting.
 - k) Knowledge of supervisory methods including work delegation, scheduling, evaluating performance, and maintaining morale.
 - l) Ability to prepare and present oral and written reports in a clear, concise, and attractive form.
 - m) A working knowledge of integrated library software systems.
- 2) Must be able to:
- a) Work effectively with people of all ages from all backgrounds.
 - b) Present technological concepts and speak in front of an audience.
 - c) Manage time effectively and organize programs and material.
 - d) Remain on task despite interruptions.
 - e) Work independently with minimal supervision.
 - f) Perform the essential functions of the job with or without reasonable accommodation.
 - g) Work with detail and follow established procedures.

EDUCATION AND EXPERIENCE

1. Master's Degree in Library and Information Science (MLS or MSLIS) from an ALA-accredited Master's Degree program.
2. Three years of prior library work experience.
3. Prior experience developing and conducting library programs for any and all ages.

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*

Town Purchase Policy

SECTION B PROCEDURES FOR REQUEST FOR PROPOSAL/COMPETITIVE BID

1. PREPARATION

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

2. SPECIFICATIONS

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

Bid specifications must include:

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

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

3. NOTIFICATION OF REQUEST FOR PROPOSAL/COMPETITIVE BID

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

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

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

4. BID OPENING & AWARD

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

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

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

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

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

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

5. CONSIDERATION FOR LOCAL VENDORS

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

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