



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Regular Meeting @ 7 PM
Thursday, May 21, 2015
Colchester Town Hall
Meeting Room 1**

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the May 7, 2015 Regular Board of Selectmen Meeting
4. Approve Minutes of the May 11, 2015 Special Board of Selectmen Meeting
5. Citizen's Comments
6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Housing Authority – Denise Salmoiraghi possible reappointment for a five year term to expire 5/1/2020
 - b. Commission on Aging – Possible Appointment
 - c. Police Commission – Possible Appointment
 - d. Board of Selectmen – Possible Appointment
7. Budget Transfers
8. Tax Refunds & Rebates
9. Discussion and Possible Action on Zumba Gold Toning Instructor Contract
10. Discussion and Possible Action on FY 2015-2016 Budget
11. Citizen's Comments
12. First Selectman's Report
13. Liaison Reports
14. Executive Session to Discuss Employee 457 Plan
15. Discussion and Possible Action on Employee 457 Plan Request
16. Adjourn

RECEIVED
COLCHESTER, CT
2015 MAY 19 AM 10:16



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, May 7, 2015
Colchester Town Hall @ 7pm**

RECEIVED
COLCHESTER, CT
2015 MAY 12 PM 3:30

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

MEMBERS ABSENT: none

OTHERS PRESENT: R Tarlov BOF Chair, P Watts Senior Services Director, D Giles Registrar, D Mrowka Registrar, J Paggioli Public Works Director, B Bernier BOE, G Siddell COA Chair, T. Dean Clerk, and other citizens

1. **Call to Order**
First Selectman S. Soby called the meeting to order at 7:03 p.m.
2. **Additions to the Agenda**
S Soby asked that the following attached additions and changes be made.

R Coyle moved to approve the additions/amendments to the agenda as presented, seconded by D Mizla. Unanimously approved. MOTION CARRIED
3. **Approve Minutes of the April 15, 2015 Tri-Board Meeting**
D Mizla moved to approve the Tri-Board Meeting minutes of April 15, 2015, seconded by R Coyle. Unanimously approved. MOTION CARRIED
4. **Approve Minutes of the April 16, 2015 Regular Commission Chairmen Meeting**
R Coyle asked to change the wording in Agenda Item #2, paragraph 2, first sentence from "R Tarlov reported that the Board of Finance is working on budget season" to "R Tarlov reported that the Board of Finance is working on the budget."

K Frantzen moved to approve the Regular Commission Chairmen Meeting minutes of April 16, 2015, as amended, seconded by D Mizla. Unanimously approved. MOTION CARRIED
5. **Approve Minutes of the April 16, 2015 Regular Board of Selectmen Meeting**
R Coyle moved to approve the Regular Board of Selectmen Meeting minutes of April 16, 2015, seconded by K Frantzen. Unanimously approved. MOTION CARRIED.
6. **Approve Minutes of the May 1, 2015 Special Board of Selectmen Meeting**
D Mizla moved to approve the Special Board of Selectmen Meeting minutes of May 1, 2015, seconded by R Coyle. Unanimously approved. MOTION CARRIED.
7. **Citizen's Comments – none**
8. **Discussion and Possible Action on Application for Section 5310A Funding for Vehicle Replacement**
R Coyle asked if the \$13,000 was to come out of the vehicle replacement fund. S Soby stated that yes, and the next step is that the old vehicle will move over to the fire/police dept. P Watts stated that the State DOT guidelines of vehicle useful life of 5 years had expired, it was on its 7th year.

R Coyle moved to approve the submission of the Section 5310A application to secure grant funding and authorize the First Selectman to sign all necessary documents, seconded by K Frantzen. Unanimously approved. MOTION CARRIED
9. **Discussion and Possible Action on Senior Center Policies and Procedures Manual**
R Coyle asked that the following be added to pg. 7, #5 under Complaint Process: The Commission on Aging will not hear any complaints that refer to personnel. K Frantzen asked that on pg. 3, Under Privacy Policy remove the wording "all" in every sentence.

R Coyle moved to accept the Colchester Senior Center Policies & Procedures manual as amended, seconded by K Frantzen. Unanimously approved. MOTION CARRIED

10. Discussion and Possible Action on Recommended Sewer and Water Budget FY 15-16

R Coyle mentioned slight increase. J Paggioli stated that it is to raise capital for future well 3 a.

K Frantzen moved to recommend the 2015-2016 Fiscal Year Sewer and Water Commission Operating Budget to the Board of Selectmen; The Board of Selectmen hereby adopt said Operating Budget as recommended and submitted by the Sewer and Water Commission Budget at their meeting on April 16, 2015, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

11. Discussion and Possible Action on Town Purchase Policy Section B

S Soby reiterated that the board is looking at specifically the limitation amount of local vendor of 5%. K Frantzen, under #5 1st paragraph, 1st sentence, 1st line, proposes to increase to 7.5%, he feels it is reasonable, encouraging to local vendors and enhances opportunities and reflects the attitude of the board to encourage local vendors.

K Frantzen moved to change section 5 of section b and increase the limitation of threshold for considering local vendors from 5% to 7.5%, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

S Soby noted that there is no costs to the town, that the local vendor will agree to match the price of the lowest bidder.

12. Boards and Commissions – Interviews and/or Possible Appointments and Resignations

a. Sewer and Water Commission – Thomas Hochdorfer possible reappointment for a three year term to expire 6/1/2018

K Frantzen moved to reappoint Thomas Hochdorfer to the Sewer and Water Commission for a three year term to expire 6/1/2018, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

b. Commission on Aging

1. Jennifer Rayburn DeHay to be interviewed – was interviewed
2. Jean Hess-Walsh to be interviewed – was interviewed

c. Police Commission

1. Cheryl Ely-DeCarlo to be interviewed – was interviewed
2. Dale Thurstan to be interviewed – was interviewed

d. Board of Selectmen

1. Steven Schuster – withdrew application at time of meeting
2. John Reeve – was interviewed
3. Seth Breitmaier – was interviewed

Recess 9:00pm – 9:10pm

13. Budget Transfers

R Coyle moved to approve the budget transfers as presented, seconded by K Frantzen. Unanimously approved. MOTION CARRIED.

14. Tax Refunds & Rebates

R Coyle moved to approve tax refunds in the amount of \$345.83 to Paul Guidice and Regina Farrington, and \$453.50 to Ally Financial, seconded by K Frantzen. Unanimously approved. MOTION CARRIED

15. Discussion and Possible Action on William J Johnston Middle School Project Recommendation

S Soby announced that the Special Town Meeting will be on Thursday, June 4, 2015; and Referendum on Tuesday June 16, 2015.

R Coyle moved to

RESOLVED that the Board of Selectmen recommends that the Town of Colchester appropriate \$48,860,000 and authorize borrowing in the same amount for costs related to the William J. Johnston Middle School Project at the site of the existing William J. Johnston Middle School at 360 Norwich Avenue, including renovations and additions to the middle school, renovations to the Office of Pupil Services and renovations to the existing gymnasiums, substantially as described in the "WJJ Middle School Study" dated February 5, 2015. The building committee

established for the project shall be authorized to determine the scope and particulars of the project and to reduce or modify the scope of the project, and the entire appropriation may be expended on the project as so modified or reduced. The appropriation may be spent for design and construction costs, testing and permitting costs, relocation costs, demolition and installation costs, equipment, furnishings and fixtures, materials, land and easement acquisition, site improvements, utilities, engineering fees, management costs and fees, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project or its financing.

FURTHER RESOLVED, that such recommendation, if approved by the Board of Finance, be presented to a Special Town Meeting to be held at Town Hall, 127 Norwich Avenue in the Town of Colchester, Connecticut, on 4 day, June, 2015, at 7:00 p.m., and acted upon at referendum to be held on Tuesday, June 16, 2015 between the hours of 6:00 a.m. and 8:00 p.m.

FURTHER RESOLVED, that the aforesaid resolution shall be placed upon the paper ballots or voting machines under the following heading:

"SHALL THE TOWN OF COLCHESTER APPROPRIATE AND AUTHORIZE THE BOARD OF SELECTMEN TO EXPEND A SUM NOT TO EXCEED \$48,860,000 FOR COSTS RELATED TO THE WILLIAM J. JOHNSTON MIDDLE SCHOOL PROJECT AND AUTHORIZE THE ISSUANCE OF BONDS AND NOTES TO FINANCE THE PORTION OF THE APPROPRIATION NOT DEFRAID FROM GRANTS?"

Voters approving said resolution will vote "Yes" and those opposing said resolution shall vote "No". Electors and persons qualified to vote in town meetings who are not electors will vote at the following polling place: Colchester Town Hall, 127 Norwich Avenue in Colchester. Absentee ballots will be available from the Town Clerk's office.

Seconded by K Frantzen. Unanimously approved. MOTION CARRIED.

Resolution attached

16. Discussion and Possible Action on PPI Benefit Solutions

S Soby stated that this is a vendor that will manage the benefits side for town employees due to ACA increased complex requirements.

R Coyle moved to approve entering into an agreement with PPI Benefit Solutions and authorize the First Selectman to sign all necessary documents, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

17. Discussion and Possible Action on Release of Funding Commitment – Investment Grade Audit with Honeywell

S Soby explained \$32,000 was set aside for an investment grade audit in-case we didn't go with Honeywell for the project, we would then owe them that amount for the audit. Because we did go with Honeywell for the project we did not need to use the set aside funding. The recommendation is to take action and return the funds to the unrestricted general fund balance.

D Mizla moved to approve returning \$32,000 to the unrestricted general fund balance, seconded by K Frantzen. Unanimously approved. MOTION CARRIED.

18. Discussion and Possible Action on Renewal of Life/AD&D Insurance

D Mizla moved to approve the proposed insurance renewal for Life/AD&D insurance with The Standard effective July 1, 2015, and authorization for the First Selectman to sign all necessary documents, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

19. Discussion on 2015-2016 Budget

S Soby discussed that the final list to cut is not done but being worked on, keeping in mind what the BOF has indicated they would like to see kept in the budget. More details will be provided at the special meeting on Monday 5/11. All Board members agreed that the Fire Dept. strategic plan needs to stay in the budget. Discussion was made between Board members on what they would like to keep in the budget.

20. Citizen's Comments – D Mrowka asked if the budget survey response results will be posted on the web. S Soby indicated that once all surveys have been looked through they will be posted.

21. First Selectman's Report

Discounted Prescription cards through CCM update, Dec 2012 through March 2015 1275 cards were used, 2002 claims processed and a total cost savings to cost holders \$142,259; Working with KX on consolidation, engaged in Union negotiations and have hired counsel and are proceeding. Feels things are moving in the right direction for consolidation; Blight related issues-the Health District has been helpful in safety and health issues, also used social services to deal with issues and engaged volunteers. Noise issue has been resolved satisfactorily for the neighbors; Meeting regarding property in town, no leads but keeping the door open; watching the state budget, June 3rd the senate ends; Sgt. Mercer

has accepted a position with ESU. The state lieutenant will identify a sergeant to send over to us; Moving forward with Norton Mill project, RFP to be posted for Environmental specialist.

22. Liaison Reports

R Coyle reported on Chatham Health – Public hearing on revised food licensing. They did good work to streamline prices and timeframes. Building Committee – three more public tours were conducted on 4/29 and 5/2. Committee met with the Lions, CBA, and Senior Center. Discussed mail communications and cost.

D Mizla reported on Park & Rec – they formed a sub-committee for sustainability. Need two reps to complete the tri-board (BOF/BOS). Field is getting seeded and turned over and repairs being done to the splash park. Youth Services Advisory Board – Summer Kick off for the last day of school at WJJMS being planned. \$10/bracelet and will include food, games, and DJ. Community Conversation, 21 for a reason, for 6-12th graders and parents will be on 6/4 at 5:45 in the WJJMS media center. Pizza will be provided.

K Frantzen reported on the Conservation Commission – Colchester Land Trust has received national accreditation. A celebration is slated for 6/20 from 12-4 at the Fireman's field in East Hampton. More information to come.

23. Adjourn

R Coyle moved to adjourn at 9:47 p.m., seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk

Attachments (1) Agenda Item # 2 Additions to the Agenda
(2) Agenda Item #15 Resolution of Board of Selectmen

**Additions to the Agenda
BOS 5/7/2015**

Move the following agenda items up after #7 and before item #8:

#8. Discussion and Possible Action on Application for Section 5310A Funding for Vehicle Replacement

#9. Discussion and Possible Action on Senior Center Policies and Procedures Manual

#10 Discussion and Possible Action on Recommended Sewer and Water Budget FY 16-16

#11 Discussion and Possible Action on Town Purchase Policy Section B

Additions:

#18. Discussion and Possible Action on Renewal of Life/AD&D Insurance

#19 Discussion on 2015-2016 Budget

Renumber remaining items accordingly

RESOLUTION OF BOARD OF SELECTMEN

Item ___.

RESOLVED, That the Board of Selectmen recommends that the Town of Colchester appropriate \$48,860,000 and authorize borrowing in the same amount for costs related to the William J. Johnston Middle School Project at the site of the existing William J. Johnston Middle School at 360 Norwich Avenue, including renovations and additions to the middle school, renovations to the Office of Pupil Services, and renovations to the existing gymnasiums, substantially as described in the "WJJ Middle School Study" dated February 5, 2015. The building committee established for the project shall be authorized to determine the scope and particulars of the project and to reduce or modify the scope of the project, and the entire appropriation may be expended on the project as so modified or reduced. The appropriation may be spent for design and construction costs, testing and permitting costs, relocation costs, demolition and installation costs, equipment, furnishings and fixtures, materials, land and easement acquisition, site improvements, utilities, engineering fees, management costs and fees, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project or its financing.

FURTHER RESOLVED, That such recommendation, if approved by the Board of Finance, be presented to a Special Town Meeting to be held at Town Hall, 127 Norwich Avenue in the Town of Colchester, Connecticut, on 4 day, June, 2015, at 7:00 p.m., and acted upon at referendum to be held on Tuesday, June 16, 2015 between the hours of 6:00 a.m. and 8:00 p.m.

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Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Special Meeting Minutes
Special Meeting Minutes
Monday, May 11, 2015
Colchester Town Hall @ 7 p.m.**

RECEIVED
COLCHESTER, CT
2015 MAY 11 AM 8:54

MEMBERS PRESENT: First Selectman Stan Soby, Selectman Denise Mizla, and Selectman Kurt Frantzen

MEMBERS ABSENT: Selectman Rosemary Coyle

OTHERS PRESENT: BOF R Tarlov and A Shilosky, CFO M Cosgrove, Senior Center Director P Watts, Town Clerk G Furman, Tax Clerk M Wyatt, PW Director J Paggioli, Clerk Tricia Dean and other citizens

1. Call to Order

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

Recessed for Board of Finance Meeting from 7:00 p.m. to 8:11 p.m.

2. Citizens Comments - none

3. 2015-2016 Budget Discussion

Discussion between the Board on items to keep and those to cut, consensus from all to keep some funding for GIS and cut field maintenance. S Soby stated that it is a process of making difficult decisions, and need to think of what provides us with the most value for the long term.

Proposed Budget Reductions attached

4. Citizens Comments -- Nancy Groeger asked if the additional Saturday hours were still being cut at the library.

Expressed her concern with the current library hours and being accessible for children. S Soby answered that yes the additional hours had to be cut, however the virtualization has been kept in the budget which directly benefits the library, as well as the additional IT time which is needed to get the virtualization up and running.

5. Discussion and Possible Action on 2015-2016 Budget

D Mizla moved to set the Town Meeting date on May 19, 2015 at 7pm at Town Hall to send the Town Budget in the amount of \$13,763,426 and the Board of Education Budget in the amount of \$39,845,370 to Town Meeting, to be adjourned to Budget Referendum on May 28, 2015, seconded by K Frantzen. Unanimously approved. MOTION CARRIED.

4. Adjourn

K Frantzen moved to adjourn at 8:24 p.m., seconded by D Mizla. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk

Attachment: (1) Proposed Budget Reductions

Town of Colchester
 FY 2015-2016 Proposed Budget
 New Services & Improvements to Services
 Reductions for Discussion - BOF/BOS 5-11-15

DRAFT

<u>Department</u>	<u>Original</u>	<u>Proposed</u>	
	<u>Budget</u>	<u>Reduction</u>	
Commission on Aging	Lunch & Learn program	480	480
First Selectman	Charter revision legal	5,000	
Human Resources	Training	1,000	
Planning & Code Administration	Professional services	4,000	4,000
Town Clerk	E-code 360	645	
Registrars of Voters	Memory cards	1,150	1,150
Information Technology	Increased hours - technician	7,581	
Police Department	Uniform replacements	1,200	
Police Department	Radio replacements	15,800	
Police Department	Electronic equipment maintenance	2,000	1,000
Fire Department	Strategic plan consultant	13,000	
Fire Department	Turnout gear replacement	4,033	
Fire Department	EMS supplies	990	
Fire Department	Training	2,000	
Emergency Management	Antenna replacement	1,000	
Highway	Catch basins (additional 7)	5,425	5,425
Highway	Streetwarning signs	3,000	1,000
Highway	Professional services - trees	5,000	5,000
Highway	Road improvements	73,435	
Grounds Maintenance	Field maintenance	5,600	5,600

Town of Colchester
FY 2015-2016 Proposed Budget
New Services & Improvements to Services
Reductions for Discussion - BOF/BOS 5-11-15

<u>Department</u>	<u>Original</u>	<u>Proposed</u>
	<u>Budget</u>	<u>Reduction</u>
Youth & Social Services	7,592	7,592
Youth & Social Services	2,252	2,252
Youth & Social Services	660	
Youth & Social Services	5,000	2,500
Youth & Social Services	1,000	
Library	2,977	2,977
Library	1,500	1,500
Library	250	250
Recreation	2,500	2,500
Senior Services	2,000	2,000
Senior Services	500	500
Senior Services	4,500	3,300
Total new initiatives/improved services - Operating	183,070	49,026
Capital	25,000	
Capital	10,000	
Capital	8,500	
Capital	25,000	15,000
Capital	142,000	65,000
Capital	25,000	
Capital	54,200	
Debt Service	71,400	
Total new initiatives - Capital & Debt	361,100	80,000

Town of Colchester
 FY 2015-2016 Proposed Budget
 New Services & Improvements to Services
 Reductions for Discussion - BOF/BOS 5-11-15

Department	Original Proposed Budget	Proposed Reduction
Alternative Funding Sources		
Highway	5,425	5,425
Highway	11,700	11,700
Total Alternative Funding Sources	17,125	17,125
Cost Savings		
Town-wide	20,294	8,865
Total Cost Savings	20,294	8,865
Total Proposed Reductions - Town Budget		155,016
Additional Revenue		
Other Revenues		22,300
Total Additional Revenue		22,300

Housing Authority-5 Members, 5 year terms

Position	Name	Party	Phone	E-mail	Expiration Date
Chair	Janet LaBella	R	860-537-1127	janetlabella@sbcglobal.net	11/30/2019
Member	Louis Delpivo	U	860-537-7787	ldelpivo@sbcglobal.net	5/1/2019
Member	Marion Spaulding	R	860-267-4677		5/30/2016
Member	Denise Salmoiraghi	U	860-537-3395	<i>MIMS</i> mims47@sbcglobal.net	5/1/2015
Member	Todd Vachon	U	917-674-6191	dj-mayday@hotmail.com	5/30/2018
Agent	Robert Gustafson	D	860-537-3889	<u>rl.gustafson002@gmail.com</u>	

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

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	Gary Siddell	D	860-603-2155	siddellg66@comcast.net	12/1/2015
Member	Rose Levine	D	860-531-9048	rose.m.levine@comcast.net	12/31/2015
Member	Robert Gustafson	D	860-537-3889	rguscha@sbcglobal.net	12/1/2017
Member	Goldie Liverant	D	860-537-2151	goldieliverant@att.net	12/31/2016
Member	Marion Stanavage	R	860-537-5111	mstanavage@sbcglobal.net	12/1/2017
Member	Jean Stawicki	D	860-537-2013	stawickilaw@snet.net	12/1/2015
Member	Wayne Mohrlein	U	860-334-1853	1mohr@att.net	12/31/2016
Alternate	Susan Choma	D	860-531-9132	sfchoma@yahoo.com	12/31/2016
Alternate	VACANT				12/1/2015
Clerk	Michelle Komoroski	n/a	860-537-9105	rmtdkomo@sbcglobal.net	

Police Commission-5 Members, 3 year terms

<i>Position</i>	<i>Name</i>	<i>Party</i>	<i>Phone</i>	<i>E-mail</i>	<i>Expiration Date</i>
Chair	Robert Parlee	U	860-537-6019	robertparlee@hotmail.com	11/1/2015
Secretary	Edward Fusco	U	860-537-6386	efusco@airinc.net	11/15/2016
Member	Steve Caron	D	860-537-4982	caronste@hotmail.com	11/1/2016
Member	VACANT				11/1/2015
Member	Jeannette Langdon	U	860-537-2375		11/30/2017

Police Commission

Colchester Senior Center
BOS Request for Approval

TO: Board of Selectmen

FROM: Patricia Watts, Director

RE: Zumba Gold Toning Instructor Contract

DATE: 5/21/2015

This is a new contract with Donna Chalmers, Zumba Gold Toning Instructor.

Zumba Gold Toning \$25 per session (requires a five person minimum per class).

Action Recommended:

That the Board of Selectmen authorize Stan Soby, First Selectman to sign the attached contract with Donna Chalmers, Zumba Gold Toning Instructor, beginning 5/19/2015 and ending 6/30/2015.

Town of Colchester/Senior Center

95 Norwich Ave.
Colchester, CT 06415
(860) 537-3911

LETTER OF AGREEMENT

CONTRACT FOR PROFESSIONAL SERVICES BY & BETWEEN THE TOWN OF COLCHESTER SENIOR CENTER AND Donna Chalmers Zumba Gold Toning Instructor

Name/Location	Time Period	Instructor	Pay Rate
Senior Center	5/19-6/30/15	Donna Chalmers	\$25 Per Session

1. The contractor agrees to provide professional Zumba Gold Toning instruction with the specifications contained in the "Scope of Services" listed below.
2. Compensation to the contractor shall be at the rate of \$25 per session for Zumba Gold Toning instruction with a requirement of a five person minimum per class. The contractor shall be paid at the conclusion of each two week period, and shall be responsible for submitting invoices on a bi-weekly basis. Checks will be issued after invoices are received and approved. Invoices will be processed for payment no earlier than two weeks after the program has started. Please allow three weeks for initial processing.
3. It is the philosophy of the Town of Colchester that a contractor's appearance and attitude be reflected in his/her daily work practices. Contractors shall be expected to maintain a neat and clean appearance while under contract with the town.
4. If it is deemed necessary, the director of senior services/acting director reserves the right to add or cancel programs and to adjust work schedules as required, for the benefit of the program. The director of senior services also reserves the right to revoke all contracts where inability to work established schedules is not in the best interest of the program.
5. It is mutually agreed that this is a contract for services and not a contract for employment. The Contractor shall not be entitled to any employment benefits from the Town of Colchester such as but not limited to: vacation, sick leave, insurance, workers compensation, pension, and retirement benefits. The Contractor shall be responsible for the filing of federal state income tax information, as well as quarterly Social Security payments as a self-employed individual.

6. The Contractor shall at all times enter its appearance for, defend, indemnify, protect and save harmless the Town of Colchester from any and all claims for demands for damages, either in law, or in equity, arising out of or by virtue of the execution of this agreement.
7. An updated liability insurance certificate with coverage of \$1,000,000.00 evidence of Workers Compensation Insurance for the instructor will be provided upon acceptance of this contract. If your program is being held in a Colchester School Building you and any employees must submit fingerprint cards along with processing fee to the BOE office prior to your first class.
8. A scheduled meeting with the program coordinator prior to the start of the program is required. Rosters and attendance sheets will be given to the instructor prior to the first class. Please return accurate attendance sheets to the senior center office at the conclusion of your program.

If you agree with the terms and conditions stated above, please sign and return one copy of this contract.

Stan Soby, First Selectman

Date

Donna Chalmers, Independent Contractor

Date