



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda  
Regular Meeting @ 7PM  
Thursday, March 17, 2016  
Colchester Town Hall  
Meeting Room 1**

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2016 MAR 11 PM 1:08  
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1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the March 3, 2016 Regular Board of Selectmen Meeting
4. Approve Minutes of the March 8, 2016 Special Board of Selectmen Meeting
5. Citizen's Comments
6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
  - a. Commission on Aging –Marjorie Mlodzinski possible appointment from alternate member to regular member for a three-year term to expire on 12/1/2018
7. Budget Transfers
8. Tax Refunds & Rebates
9. Discussion and Possible Action on Economic Development Facebook Page and Web Page
10. Discussion and Possible Action on Snow Reserve Policy
11. Discussion and Possible Action on Dog Licensing Program
12. Discussion and Possible Action Regarding Policy on Municipal Building Surveillance
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 Minutes  
Regular Meeting Minutes  
Thursday, March 3, 2016  
Colchester Town Hall @ 7PM**

**MEMBERS PRESENT:** First Selectman Art Shilosky, Selectman Stan Soby, Selectman Rosemary Coyle, Selectman Denise Mizla, and Selectman John Jones

**MEMBERS ABSENT:** none

**OTHERS PRESENT:** Public Works Director J Paggioli, Town Planner R Benson, Wetlands Enforcement Officer J Gigliotti, Clerk T. Dean, and other citizens.

1. **Call to Order**  
First Selectman A Shilosky called the meeting to order at 7:07 p.m.
2. **Additions to the Agenda - none**
3. **Approve Minutes of the February 4, 2016 Regular Board of Selectmen Meeting**  
R Coyle moved to approve the Regular Board of Selectmen meeting minutes of February 4, 2016, seconded by J Jones. Unanimously approved. MOTION CARRIED
4. **Approve Minutes of the February 19, 2016 Special Board of Selectmen Meeting**  
R Coyle moved to approve the Special Board of Selectmen meeting minutes of February 19, 2016, seconded by J Jones. One abstention by A Shilosky. Unanimously approved. MOTION CARRIED.
5. **Citizen's Comments**  
A Norton spoke regarding Norton Mill and asked the town to investigate saving the masonry and stone work as much as is possible.  
D Wasniewski concurred with A Norton on preserving the history and would also like to see more promotion of the Norton project.
6. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations - none**
7. **Budget Transfers - none**
8. **Tax Refunds & Rebates**  
S Soby moved to approve tax refunds in the amount of \$54.29 to Ibrahim Lami, \$266.17 to Brian and Donna Snell, \$460.48 to Evans Automotive Repair, \$488.43 to Michael or Patricia Holl, \$1169.02 to Rafael and Patricia Cohen, \$116.15 to Wendy Taylor, \$2688.43 to John Adams, \$84.02 to Gail Kittle and David Thomas, \$55.61 to Rossi Law Offices LTD, \$750.00 to John & Kathleen Stone, \$131.44 to Rodney Higgins, \$2331.61 to Gary & Andrea Waters, \$45.00 to Stephen Kromer, \$10.00 to Marion Stanavage, \$50.00 to William and Nancy Cone, \$84.13 to Rossi Law Offices LTD, \$2237.79 to Liberty Bank, \$39.06 to Robert Thereault, and \$1121.67 to Jon & Tana Handwerk, seconded by D Mizla. Unanimously approved. MOTION CARRIED
9. **Discussion and Possible Action on Norton Mill**  
J Paggioli stated that staff has not received any written comments from the public. Some questions were posed via the newspaper which has been responded to. Two phases in the project with the first being demolition and remediation and the second being the creation and use of a park. During the second phase the town will engage stockholders and solicit input on use and planning on the park. Have not to date heard back on the Brownstone Relief Fund.  
  
S Soby motioned that the Town of Colchester approve the purchase of a portion of 139 Westchester Road as shown on Parcel B on a Plan entitled "Boundary Survey Property of Norton Paper Mill, LLC. Showing Land to be Conveyed to Town of Colchester 139 Westchester Road Colchester, Connecticut Scale 1"=20' November 11, 2015 as prepared by Arthur von Plachecki, L.S. 18873, and in accordance with the Second Amendment to Purchase and Sale Agreement between Norton Paper Mill, LLC and the Town of Colchester, dated March 2, 2016, for the purchase price of one dollar; and hereby authorize the First Selectman to sign all necessary documents in order to close on the property transaction as detailed within the Purchase and Sale Agreement noted herein, seconded by R Coyle. Unanimously Approved. MOTION CARRIED.

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TOWN CLERK

S Soby presented his dollar donation for the purchase of Norton Mill to N Wasniewski.

**10. Discussion and Possible Action on Two Generation Pilot Program**

Cindy Praisner stated that the plan was almost ready to be sent out on March 4<sup>th</sup>. She is asking that the town be the lead applicant as part of the grand process requirement. Board of Education has signed off on the letter at their last meeting. C3 will act as the vehicle which the project will be implemented. No additional dollars will be allocated to the grant now or in the future.

R Coyle moved that the Town of Colchester be the Lead Applicant in the Two Generation Pilot Program and to authorize the First Selectman to sign the letter as lead applicant, seconded by S Soby. Unanimously approved. MOTION CARRIED.

**11. Discussion and Possible Action on Acquiring 24.5 Acres of Land off Bull Hill Road**

J Chaponis, Assessor, stated that part of the land in the subdivision off Bull Hill Rd. is undevelopable. The LLC has not paid taxes since 2008. The town could foreclose, but the cost would be approximately \$5-\$6,000 and the town would end up with landlocked property. The owner was receptive to deeding the town the property for \$1 which the town could use as open space or a land swap with the State of Connecticut. The legal fees would be approximately \$600 to do this.

D Mizla moved to permit the Assessor to move forward on acquiring the legal title/ownership of the vacant land off Bull Hill Road and Farm Gate Drive (Assessor's Map 6-18 Lot 23-29A), for one dollar, currently owned by Orchard Estates II LLC, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

**12. Appointment of Patty Watts as Municipal Agent for the Elderly for the Town of Colchester for a two-year term to expire on June 17, 2017**

R Coyle moved to re-appoint Patty Watts as Municipal Agent for the Elderly for the Town of Colchester for a two-year term to expire on June 17, 2017, seconded by S Soby. Unanimously approved. MOTION CARRIED.

**13. Discussion and Possible Action on Police Canine Donation**

D Mizla moved to approve the purchase of the Police Canine in the amount of \$2,300 by accepting a donation in the amount of \$2,000 from Stop & Shop, accept a donation in the amount of \$100 from the Merciful Savior Gift Shop, with the balance of \$200 to be taken out of the Police Forfeiture Fund. In addition, the Police K-9 handler, Ofc. Goss, will be paid 1 hour/day handling of the dog, over his regular duties as overtime, to be paid out of existing overtime budget. Food will be provided by Tractor Supply and Colchester Vet will supply care of the dog at no charge, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

**14. Discussion and Possible Action on Police Union Contract**

S Soby stated that this is an extension of the contract retro to July 2015 through June 2016. K-9 handler information has been added (Article XX, Sec 17) and a 2 ¼ pay increase.

D Mizla moved to approve the Police AFSCME Council #4 Collective Bargaining Agreement from July 1, 2015 through June 30, 2016 and authorize the First Selectman to sign the contract, seconded by J Jones. Unanimously approved. MOTION CARRIED.

**15. Discussion and Possible Action on Small Cities Program Resolution**

R Coyle moved to resolve that the Board of Selectmen is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes and that the filing of an application by the Town of Colchester in an amount not to exceed \$800,000 is hereby approved, and that the First Selectman is hereby authorized and directed to file such application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, to carry out approved activities and to act as the authorized representative of the Town of Colchester, seconded by S Soby. Unanimously approved. MOTION CARRIED.

**16. Discussion on Proposed Ordinance Regarding Disposition of Building Applications**

The legal opinion from Town Counsel has suggested that the town not move forward with this matter. NO ACTION

**17. Discussion and Possible Action on Senior Center**

At the last meeting the CCSU students did a great job presenting to the committee. As part of their capstone project they discussed what options and layout may be available for a new senior center. The students were very receptive to the committee's suggestions for improvements. Next meeting is 3/8.

**18. Citizen's Comments – none**

**19. First Selectman's Report**

Planning and Zoning has written four applications to SCCOG for a road safety audit, SCOGG came and assessed. New business coming to Key Stone Shoppe's area, Creative Designs. State of Connecticut is working on Rte. 85/16 no turn on red light and timing for a possible right on green arrow. Received four applications to date for the open Zoning Enforcement Officer position. Still no contract finalized with the Building Committee and O&G.

**20. Liaison Reports**

J Jones reported on the Conservation Commission – Alfred Q building will be adding 49,000 sq. ft. Fireside Investigation business applied to do work bordering Rte. 2. Duplex on Hebron Rd submitted modifications which were accepted. J Fellow purchased land to gain access off Miles Standish Rd, the state did not grant the access.

R Coyle reported on Senior Center Subcommittee which was discussed previously under agenda item #17

S Soby reported on the Blight Task Force – First draft is being created, the building official has looked it over. Next will pick and choose from samples from other towns that they have investigated.

Planning & Zoning – Special exception for signage not approved. The group will take a look at new signage regulation as it may be too restrictive in response to the court ruling that took out all waiver language, will look at other options to be able work to more effectively with businesses from an economic development standpoint as well as from a planning and zoning standpoint.

Agriculture Commission – Looking seriously at a Food Hub option in Colchester. Storage however will be an issue. Looked at opportunities to have a Winter Farmer's Market and feel that one could be done here in Colchester.

D Mizla reported on Board of Education – presented their original budget. 2 Generational Pilot Program was approved. Also approved a swing space project to start 6/27 at the middle school.

Youth Advisory Board – next Community Conversation will be on alcohol on 5/4. A mock car crash will be on 5/12. Spring Cleanup at the Youth Center will be 4/19. Fundraising planning ongoing for the Youth Services van.

**18. Adjourn**

J Jones moved to adjourn at 8:20 p.m., seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Board of Finance, and Senior Center Subcommittee  
Special Meeting Minutes  
Tuesday, March 8, 2016  
Colchester Town Hall @ 7PM**

**MEMBERS PRESENT:** First Selectman Art Shilosky, Board of Selectman: Stan Soby, Rosemary Coyle, Denise Mizla, John Jones, Board of Finance: Rob Tarlov, Andreas Bisbikos, Tom Kane, James McNair, Senior Subcommittee: Eleanor Phillips, Marge Mlodzinski

**MEMBERS ABSENT:** none

**OTHERS PRESENT:** Senior Services Director Patty Watts, Attorney Mary Jo Andrews and paralegal Christine

**1. Call to Order**

First Selectman A Shilosky called the meeting to order at 7:00 p.m.  
Board of Finance Chair R Tarlov called the meeting to order at 7:00 p.m.  
Senior Center subcommittee member R Coyle called the meeting to order at 7:00 p.m.

**2. Executive Session to Discuss Contract Negotiation**

D Mizla moved to enter into executive session to discuss Contract Negotiation and invite P Watts, M Andrews and Christine, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Entered into executive session at 7:03 p.m.  
Exited from executive session at 8:09 p.m.

**3. Discussion and Possible Action on Contract Negotiation - none**

**4. Adjourn**

D Mizla moved to adjourn at 8:10 p.m., seconded by R Coyle. Unanimously approved. MOTION CARRIED.  
J McNair moved to adjourn at 8:10 p.m., seconded by T Kane. Unanimously approved. MOTION CARRIED.  
E Phillips moved to adjourn at 8:10 p.m., seconded by M Młodzinski. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk

RECEIVED  
COLCHESTER, CT  
2016 MAR 10 AM 11:00  
TOWN CLERK

Commission on Aging  
127 Norwich Avenue  
Colchester, CT 06415  
January 19, 2016

Office of the Selectmen  
127 Norwich Avenue  
Colchester, CT 06415

Attn: Art Shilosky, First Selectman  
Tricia Dean, Ex Assist

Re: Commission on Aging  
Meeting of January 11, 2016

Dear Art and Tricia,

At the last regular meeting of the Commission on Aging, the Commission voted to recommend the move of Marjorie Mlodzinski, who is currently sitting as an alternate, to a full member of the Commission. The CoA understands that the BOS needs to vote on this matter.

The Commission also voted to move Jean Stawicki from Vice Chairman to Chairman of the Commission, and to vote Ellie Phillips as Vice Chairman.

The Commission also requests that the Board of Selectmen notice a vacancy for the position of one alternate when the Board is noticing such vacancies in the newspaper.

The Commission has voted to submit a budget request as per the attached.

Respectfully submitted,

Jean M. Stawicki, Chairman

### 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	Jean Stawicki	D	860-537-2013	<a href="mailto:stawickilaw@snet.net">stawickilaw@snet.net</a>	12/1/2018
Member	Eleanor Phillips	U	860-531-9388	<a href="mailto:ephillips525@msn.com">ephillips525@msn.com</a>	12/31/2016
Member	Rose Levine	D	860-531-9048	<a href="mailto:rose.m.levine@comcast.net">rose.m.levine@comcast.net</a>	12/31/2018
Member	Robert Gustafson	D	860-537-3889	<a href="mailto:rguscha@sbcglobal.net">rguscha@sbcglobal.net</a>	12/1/2017
Member	Goldie Liverant	D	860-537-2151	<a href="mailto:goldieliverant@att.net">goldieliverant@att.net</a>	12/31/2016
Member	Marion Stanavage	R	860-537-5111	<a href="mailto:mstanavage@sbcglobal.net">mstanavage@sbcglobal.net</a>	12/1/2017
Member	VACANT				12/1/2018
Alternate	Marjorie Mlodzinski	U	860-603-2047	<a href="mailto:mmlodzin@yahoo.com">mmlodzin@yahoo.com</a>	12/31/2016
Alternate	Jennifer DeHay	D	860-537-8765	<a href="mailto:jrdehay@snet.net">jrdehay@snet.net</a>	12/1/2018
Clerk	Michelle Komoroski	n/a	860-537-9105	<a href="mailto:rmtdkomo@sbcglobal.net">rmtdkomo@sbcglobal.net</a>	

Commission on Aging

# MEMORANDUM

TO: Art Shilosky, First Selectman and Board of Selectman

FROM: James Ford, Economic Development Commission Chairman

RE: Establishment of Face Book Page for EDC

DATE: February 12, 2016

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The Economic Development Commission, at its Regular Meeting of February 16<sup>th</sup>, voted to have me forward the request of the EDC to be authorized to work with Town Staff to access the Town web site and establish a related facebook page on which to provide information pertaining the business opportunities in the Town.

I have designed a few pages of material that can be included in the site: already approved sites ready for development, information on the downtown Village, and Westchester Village, the tax incentive program, and links to other sites that would assist businesses with answers to 'Frequently Asked Questions', as well as information about the Commission, it's charge, mission, and members. As you know members of the Commission have experience in this area and we look forward to using this knowledge to facilitate the deployment of these resources.

The Commission motioned to approve the establishment of the Economic Development Commission face book page, which shall be maintained by the Chair, or his designee, for the provision of business development information and assistance. We anticipate engaging the CBA and others to become involved in this effort. Our goal is to be proactive in developing tools which would put Colchester's many benefits in front of the development community which we hope will result in additional commercial development and in turn boost the Tax Base for the Town of Colchester.



**Town of Colchester Interoffice Memorandum**

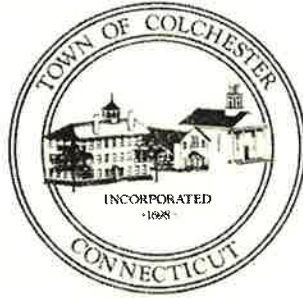
**To:** Art Shilosky, First Selectman  
**From:** James Paggioli, L.S., Director of Public Works   
**CC:**  
**Date:** February 29, 2016  
**Re:** Snow Reserve Policy Language

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In response to the request, the following is submitted for your approval for policy language:

Due the uncertainty in regard to forecasting the actual number of snowfall events and amounts of total snowfall on a "future" annual basis and the wide variation from historic average snowfall totals both in above and below the average; and to mitigate the fiscal impact in years of above average snowfall totals, a Snow Reserve Fund is hereby created.

It shall be the policy of the Board of Finance and Board of Selectmen to place unexpended funds within the Public Works Department – Snow Removal budget into the Snow Reserve Fund, for use in future years for with above average snowfall events and/or totals, that causes an overage within the Public Works – Snow Removal Budget. Said transfers of funds either to or from the Snow Reserve Fund are subject to the Budget Transfer provisions of the Town of Colchester Charter.



Gayle Furman

Town Clerk

### MEMORANDUM

**To:** Board of Selectman Members

**From:** Gayle Furman, Town Clerk

**Subject:** Dog Licensing Program

**Date:** March 10, 2016

The current Dog Licensing Program in the Town Clerk's office was created by our previous IT person. He maintained it and printed the notices each May. The attached e-mail is one he sent to me indicating that there will be a charge of \$500.00 for him to maintain this program. Also attached is a contract from COTT Systems (Our current land record vendor) for a Licensing system they provide called Toby Trax. This system would be an add-on and will enable us to print our own notices here in this office as well as giving the dog warden access remotely. The yearly fee would be \$200.00 with a start-up fee of \$480.00. Therefore, I present this contract to you and seek your approval for the First Selectman to sign it. Thank you very much.

## Dog Program Maintenance

Marc Tate <marcgtate@gmail.com>

Mon 1/18/2016 9:04 AM

To: Gayle Furman <townclerk@colchesterct.gov>;

Hi,

Since I am no longer an employee I need to charge for Dog Program support.

The fee is an annual and covers basic support not custom development or changes to the software.

The fee, unlike others, does cover 1 day of onsite support if needed for annual roll over and card printing.

The fee is billed in July. Because this was not a budgeted item I am not going to charge until July 1, 2016.

The fees are as follows:


Dog Program \$500

Please let me know if you have any questions,

Marc

**Add On Schedule**  
 For **Gayle Furman, Town Clerk, Colchester CT**  
 Prepared on **March 7, 2016**

Cott providing the following Add Ons:

<ul style="list-style-type: none"> <li>• <b>Dog Licensing with Search &amp; State Reports</b> <ul style="list-style-type: none"> <li>○ (2) user licenses.</li> <li>○ Includes 1 hour of live webinar training/Go-Live Support.</li> <li>○ Customer is welcome to use the current version of software; no software enhancements are planned nor should be expected.</li> <li>○ Customer to populate dog license database on day forward basis –no conversion planned.</li> </ul> </li> <li>• <b>Animal Control on CT Portal for Dog Catcher and Police</b> <ul style="list-style-type: none"> <li>○ Includes 1 hour of live webinar training/Go-Live Support.</li> </ul> </li> </ul>	
<p><b>Software Assurance</b> –allows unlimited phone support and remote support by Customer.</p>	
<p><b>Software Lease Fees   Schedule of Payments</b></p>	
<p>Invoice upon receipt of signed contract</p>	<p>\$480</p>
<p>Invoice upon Go-Live Date (deployment)</p>	<p>\$200/year <sup>1</sup></p>

<sup>1</sup> Customer will be additionally invoiced for Annual Fee on a prorated basis from the Go-Live Date through the end of the current Land Records System term. Thereafter, Annual Fee will be invoiced in advance of services rendered.

TERM: contract term to be co-terminus with Land Records System term currently effective through 5/31/2016.

Invoices are due within thirty (30) days of issue.



**Add On Schedule (continued)**

Cott and Customer have executed this Schedule to be effective as of the date it is signed by Customer. Cott's **Master Agreement for Products and Services** also applies to the provision of services by Cott under this Schedule and the terms of such agreement are hereby incorporated by reference. The terms actually set forth in this Schedule will govern in the event of any conflict or inconsistency between its terms and the terms set forth in any other document between the parties.

This Schedule may be executed and delivered in counterparts (including by facsimile or other electronic transmission such as in .pdf or other electronic delivery format, any such delivery, an "Electronic Delivery"), all of which shall be considered one and the same agreement. This Schedule, to the extent delivered by Electronic Delivery, shall be treated in all manner and respects as an original agreement and shall be considered to have the same binding legal effect as if it were the original signed version thereof delivered in person including for evidentiary purposes.

Master Agreement for Products and Services	<u>12/4/2008</u> (Date Signed)
Software License and Software Assurance Addendum	<u>12/4/2008</u> (Date Signed)
Addendum for Portal Services	<u>6/28/2011</u> (Date Signed)

**COTT SYSTEMS, INC.**

**Colchester CT**

(County, Parish, Town)

**CUSTOMER**

Deborah A. Ball 3/7/2016  
 (Signature) (Date)

Deborah A. Ball  
(Print Name)

Chief Executive Officer  
(Print Title)

Jane E. Miller  
 (Signature)

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Title)

\_\_\_\_\_  
(Address)

**PLEASE NOTE:**

The pricing in this offer is valid through 9/7/2016. After this date, this offer will be priced at the then current rate and will be subject to current costs equal to +/- 10%



Please digitally sign or print and sign original copy/copies for your records.

Once contract is signed, please email or fax the entire contract to Cott.

To: **Cott Systems | ATTN Finance Dept | 1.866.540.1072 | [contracts@cottsystems.com](mailto:contracts@cottsystems.com)**

## **Drug Testing**

Pre-employment drug testing is conducted on all employees whose job entail driving or work in "safety-sensitive positions". At management discretion, random drug testing may occur for those employees whose jobs involve driving or if employees work in "safety sensitive" positions.

If there is suspicion to believe that an employee is working under the influence of alcohol or non-prescribed drugs, the Town may require that a drug test be performed on that employee. If the employee is found to be under the influence of alcohol or non-prescribed drugs, disciplinary action will occur, up to, and possibly including dismissal.

## **Security**

Town facilities are equipped with alarm systems. Employees who regularly have a need to enter the building during "off hours" will be issued an alarm code and an outside door key. Employees who enter and leave the building during normal work hours do not need to have outside door keys or alarm codes.

The First Selectman will determine to whom keys and alarm codes should be issued. All employees are issued badges, which they are expected to wear, or have in their possession at all times.

Lockdown procedures are followed in emergency situations and are addressed in a separate procedure.

## **Workplace Privacy and Monitoring**

The Town's primary mission is to effectively and efficiently conduct its business and meet or exceed service expectations. In order to do this, the Town must be able to: (a) access business information at all times; (b) provide a safe, productive work environment; and (c) supervise its employees to be sure that they are acting consistently with business objectives.

In order to prevent any misunderstandings, the Town believes that every employee should be aware of the following policies on privacy and monitoring so that they can conduct themselves in a professional manner at all times.

- A. The Town reserves the right to conduct monitoring to inspect employees' work areas including, without limitation, employee lockers, desks, file cabinets, workstations, and mail, in accordance with applicable legal requirements.

- B. Employees using personal locks on Town property must provide the combination or key to their supervisor. The Town will also retain a copy of any Town keys issued to employees.
- C. Solicitation on Town premises is substantially disruptive to Town operations, may materially interfere with the working relationship between employees, and may affect the job performance of employees. Accordingly, solicitation by one employee of another is prohibited while either is on working time. Furthermore, distribution of literature, candy sales, magazine subscriptions, raffle tickets etc. by an employee is not permitted in the work areas at any time. While an employee may engage in solicitation and distribution activities during rest and meal periods with others who are not working at the time, the Town believes that selling or collecting money for any purpose, or distributing literature that is political or religious in nature, can be controversial and problematic and urges all employees to discourage such activities. Trespassing, soliciting or distributing literature by anyone not employed by the Town is prohibited on Town's premises.
- D. The Town reserves the right to review, access, and intercept all messages created, received, or sent over its electronic communications systems at any time, without advance notice, for such reasons as, without limitation: ensuring that the systems are being used solely to conduct the Town's business; assisting in the evaluation of employee work performance; maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that the Town's operations continue appropriately. The Town may also monitor or review employee work performance, without advance notice, through the use of mechanical or electronic devices, or other methods, including the use of telephone or video monitoring. An employee's use of the Town's communication systems constitutes consent to the Town's conduct.
- E. Employees are prohibited from gaining access to another employee's computer or other electronic communications and must not use unauthorized codes, passwords or other means to gain access to another employee's computer or other electronic communications systems, unless expressly permitted to do so by the First Selectman. Employees are prohibited from accessing a file or retrieving any stored information on the Town's e-mail, voice-mail, and computer systems unless expressly permitted to do so by the First Selectman. Employees should not create their own computer, voice-mail or other electronic communications system passwords unless permitted to do so by the First Selectman. Employees must provide all personal passwords to the Town, so that the Town may effectively conduct business at all times.

- F. Public records retention and Freedom of Information requirements must be satisfied in the use of electronic communications systems in accordance with the Town's policies and applicable law.
- G. Any employee who violates the Town's privacy and monitoring policy shall be subject to disciplinary action, up to and including termination of employment. In addition, criminal penalties and fines may apply where the employee's conduct violates applicable state or federal laws.

## **VI. CONCLUSION**

### **Severability**

Should any provision or part of this policy be declared or rendered illegal or unenforceable by legislative or judicial authority, the balance of the policy shall remain in full force and effect.

### **Handbook & Policy Review**

The Town of Colchester Employee Handbook and Personnel Policies shall be reviewed, and revised, if necessary, no less than once every two years, starting from the adoption of this revised and Board of Selectmen approved personnel policies.

### **To All Employees**

Should any employee need further clarification or additional information relating to employment, please speak to your supervisor or the Human Resources Office.

Since it is not possible to foresee all conditions and circumstances surrounding the employment relationship, the Town reserves the right to alter, modify, amend or terminate the provisions of this handbook at any time. Notices of such changes will be posted on all appropriate bulletin boards and distributed to you for you to include in your handbook.