Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Agenda
Regular Meeting immediately following
Small Cities Program Application Public Hearing @ 7PM
Thursday, March 3, 2016
Colchester Town Hall
Meeting Room 1

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the February 4, 2016 Regular Board of Selectmen Meeting
4. Approve Minutes of the February 19, 2016 Special Board of Selectmen Meeting
5. Citizen's Comments
6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
7. Budget Transfers
8. Tax Refunds & Rebates
9. Discussion and Possible Action on Norton Mill
10. Discussion and Possible Action on Two Generation Pilot Program
11. Discussion and Possible Action on Acquiring 24.5 Acres of Land off Bull Hill Road
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
13. Discussion and Possible Action on Police Canine Donation
14. Discussion and Possible Action on Police Union Contract
15. Discussion and Possible Action on Small Cities Program Resolution
16. Discussion on Proposed Ordinance Regarding Disposition of Building Applications
17. Discussion and Possible Action on Senior Center
18. Citizen's Comments
19. First Selectman's Report
20. Liaison Reports
21. Adjourn

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, February 4, 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, BOF R Tarlov, Engineer S Tassone, ZEO R Benson, Registrar D Giles and D Mrowka, Wetlands Officer J Gigglioti, G Therian, Tax Collector M Wyatt, Nortons, J Cameron, Wasniewski's, J Ford, Clerk T. Dean, and other citizens.

1. **Call to Order**
   First Selectman A Shilosky called the meeting to order at 7:00 p.m.

2. **Additions to the Agenda**
   A Shilosky asked that the following be deleted on the agenda #13 Discussion and Possible Action on the Service Contract with Quinebaug Valley Emergency Communications, Inc. for Dispatching Services, and renumber remaining items.

   R Coyle moved to approve the deletion as presented, seconded by J Jones. Unanimously approved. MOTION CARRIED

3. **Approve Minutes of the January 21, 2016 Regular Commission Chairmen Meeting**
   R Coyle moved to approve the Regular Commission Chairmen meeting minutes of January 21, 2016, seconded by S Soby. Unanimously approved. MOTION CARRIED

4. **Approve Minutes of the January 21, 2016 Regular Board of Selectmen Meeting**
   R Coyle moved to approve the Regular Board of Selectmen meeting minutes of January 21, 2016, seconded by J Jones. Unanimously approved. MOTION CARRIED.

5. **Citizen's Comments** - none

6. **Norton Mill Presentation**
   Public Works Director J Paggioli handed out copies of the presentation (attached). This is a project to demolish the buildings, remediate the site, remove the Jeremy River-Paper Mill Dam, restore the river and develop a park. The overall goal is to restore the environment to its natural state, while honoring N Westchester's industrial past. J Paggioli went over the presentation. R Coyle noted that what has been done has been paid for with grants and subsequent costs will also be funded through other grants. S Soby indicated that a lot of work has been done by a group of several people. Tremendous effort on this project by all. J Jones thanked the families, and stated that this will be a fantastic site when completed. Questions and answers followed.

7. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
   a. **Planning & Zoning Commission – Beverly Seeley possible appointment for a three-year term to expire 12/1/2019**
      S Soby explained that the Planning & Zoning commission is a regulatory body which advocacy comes in the form of policy of the conservation and development. Acting as the liaison for the Board, he feels the need to clearly identify that this is a regulatory body. Deviating from this has caused legal problems in the past. Personal interest should not be a driver. R Coyle suggested that there is an alternate position open and perhaps a better fit to learn.
      R Coyle moved to appoint Beverly Seeley as an alternate member to the Planning & Zoning Commission for a three-year term to expire 12/31/2017, seconded by J Jones. Unanimously approved. MOTION CARRIED
   b. **Open Space – Linda Grzeika possible appointment for a three-year term to expire on 3/31/2019**
      S Soby moved to appoint Linda Grzeika as a member to the Open Space Commission for a three-year term to expire 3/31/2019, seconded by R Coyle. Unanimously approved. MOTION CARRIED.
   c. **Charter Revision Commission possible appointments for a one-year term to expire on 2/4/2017**
      S Soby moved to appoint Michael Hinchliffe, Ursula Tschinkel, Monica Egan, Gregg LePage, Sheila Tortorigi,

Betty Wagner, and Donald Philips to the Charter Revision Commission for a one-year term to expire 2/4/2017, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

8. **Budget Transfers** - none

9. **Tax Refunds & Rebates**
D Mizla moved to approve tax refunds in the amount of $50.72 to Rossi Law Offices LTD, $249.58 to Bonnie and Barry Bruun, $68.90 to Vincent Incandella & Nancy Lebiszczak, $12.24 to Rossi Law Offices LTD, $68.53 to Lynn Gudelski, $474.19 to ARI Fleet LT, $453.20 to Michael Gray, and $142.99 to Ralph & Stephanie Robertson, seconded by S Soby. Unanimously approved. MOTION CARRIED

10. **Appointment of Town Planner**
S Soby stated there was set parameters when the position was advertised. A discussion didn't take place if the parameters needed to be changed to try and find the right person. Need to be looking on casting a wider net to have more flexibility in making an appointment. A Shilosky stated the search has been going on for too long. He has worked closely with R Benson as the assistant planner. Feels he is qualified and able to do the job. R Benson doesn't have a Masters degree but all other attributes qualify. If he is willing to obtain Masters, he feels it's appropriate to look at the application. Appropriate to have a discussion in favor of on the job training and that he is the best candidate. S Soby has also worked with R Benson over a period of time and knows what he brings to the job.

S Soby moved to appoint Randall Benson as the Town Planner for Colchester, seconded by R Coyle. Unanimously approved. MOTION CARRIED

11. **Discussion and Possible Action on Munis Financial Software Contract Renewal**
S Soby moved to approve the amendment to the contract with Tyler Technologies – Munis Division for an additional three-year term through June 30, 2019 for a total fee of $221,370 and authorization for the First Selectman to sign all documents related to the amendment to the agreement, seconded by D Mizla. Unanimously approved. MOTION CARRIED

12. **Discussion and Possible Action on Contract with Dime Oil**
R Coyle moved to authorize the First Selectman to sign the attached contract with Dime Oil for the purchase of unleaded gasoline, diesel fuel and heating oil for the contract period of July 1, 2016 through June 30, 2017, seconded by S Soby. Unanimously approved. MOTION CARRIED

13. **Discussion on Ordinance Change presented by the Charter Review Commission**
A Shilosky stated that at the last meeting when ordinance revisions were discussed, there wasn't an answer to #7 Housing Partnership. He did some research and found that it has to do with Small Cities Grant. Spoke with them and it was recommended that the ordinance stay in even though up until now it has never been completed. This gives the town the option to apply for the grant if needed in the future. Board was in agreement with keep said ordinance in the Charter.

14. **Discussion and Possible Action on Senior Center**
R Coyle stated the subcommittee met last night with CCSU who is doing a Capstone project. They did a presentation to the subcommittee of a conceptual design of what a new senior center might look like. The subcommittee gave suggestions on revising some items. CCSU will be invited back at the next meeting. Next meeting will be 3/2. Rest of the meeting was in executive session.

15. **Citizen's Comments**
D Wasniewski asked for an explanation on the college students and the senior center subcommittee
D Mrowka stated as a property owner any work completed on property one must notify their neighbors, asked why the town does not need to do the same. A Shilosky and S Soby said all public hearings are posted and warned appropriately as is required. D Mrowka asked that when hearings are done that in addition they put up signage notifying residents at the property.

16. **First Selectman's Report**
Northwood's application came in to build condos on the remaining sites; 17 sub-lot on Old Hebron is in construction and occupancy approximately in Dec; two more developments planned for condos -one catered to veterans and the other high end condos; Pilot grant for tv at town hall and library at no cost to the town. It will feature informational items such as meeting dates, drug awareness, programs, etc; Possible Chevy dealer interested in property in town.
S Soby asked for a demo of the pilot tv provider to see what programming will look like.

17. Liaison Reports

J Jones reported that the last Ethics meeting was cancelled.

R Coyle reported on the Senior Center subcommittee - Strategic Committee conducted site visits to other towns. Subcommittee will take the info from the site visits and format for comparison. Next meeting is 2/22.
Field Sustainability subcommittee – Discussed the purpose of the committee. They need to do informational gathering, get field usage data, and water issue information. D Mizla stated Cheryl will get information from the teams on scheduling and usage. J Paggioli is looking into water lines closer to the recreation field. S Soby mentioned with the new school the group should incorporate the extra field into the mix. R Coyle stated, to be clear, that the funds need to be raised outside of the town budget for any improvements they are looking for the fields.

D Mizla reported on Parks & Recreation commission – Eagle Scouts presented a project that they would like to build a wall around the civil war monument to preserve it. The commission approved the plan. Next the plan will go to the Veterans, BA trustees, Historical Society, and the Board of Selectmen for approval. Reviewing the sport league endorsement policy. Applications ongoing for the Food Fest and Summer Concerts.
Board of Education – on 1/26 the Superintendent presented his budget with a .61 increase over last year. The budget is on the school website.

S Soby reported on the Blight Commission – The group had a wide ranging discussion on issues. R Gustafson, Building Official, was there and gave the group helpful information on applicable codes, processes, etc. Also discussed how blight issues can be addressed and what procedures they can do now. Meeting next Wed will be a special meeting to discuss ordinances collected from other towns. Will look into select towns with a good base ordinance to start with as a benchmark.
Planning & Zoning – continue hearing on special conception for signage, still needs tweaking. R Benson discussed the application for preplanning that is inconsistent with the new zoning regulations on multi-family. He will work on catching up to regulations and make changes.
Agriculture Commission – members continue discussion on chicken and rabbits ordinance language to be able to raise small animals on small plots. More work to be done but had a very productive discussion. ZEO reported that a long standing issue was resolved. Suggested to A Shilosky with proposed project development, on impact on town services regarding medical response. Need to be planning for what population will look like.

18. Adjourn

R Coyle moved to adjourn at 8:46 p.m., seconded by J Jones. Unanimously approved. MOTION CARRIED.

Attachment: Norton Mill Presented

Respectfully submitted,

Tricia Dean, Clerk

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Special Meeting Minutes
Friday, February 19, 2016
Colchester Town Hall @ 8:45 AM

MEMBERS PRESENT: Acting First Selectman Denise Mizla, Selectman John Jones, via teleconference; Selectman Stan Soby, and Selectman Rosemary Coyle

MEMBERS ABSENT: First Selectman Art Shilosky

OTHERS PRESENT: Fire Chief W Cox, Deputy Chief D Lee, QVEC representatives; J Otto and via teleconference C Kelleher, and Clerk T. Dean.

1. **Call to Order**
   Acting First Selectman D Mizla called the meeting to order at 8:47 a.m.

2. **Discussion and Possible Action on QVEC Contract**
   Chief W Cox stated that he sent out the revised definitive agreement that addresses the second paragraph of the cover letter of Memorandum from town counsel. QVEC J Otto did due diligence and addressed the concerns.

   S Soby stated that given the Chief and town counsel M Carey reviewed the agreement in detail, that he feels all is in good shape.

   S Soby moved to approve the definitive agreement with QVEC and authorize the First Selectman to sign all necessary documents, seconded by J Jones. Unanimously approved. MOTION CARRIED

3. **Adjourn**
   D Mizla move to adjourn at 8:51 a.m., seconded by S Soby. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk

Two Generation Pilot Program

Description of Two Generation Pilot
Implementation would be fully funded by State of CT grant.
In 2015, Connecticut became the first state in the nation to establish a two-generational strategy through the passage of a provision in the state budget establishing a two-generational initiative intended to pilot integrated strategies for serving low-income families more comprehensively. As noted in PA 15-5, Section 401 "The purpose of Connecticut's two-generational school readiness and workforce development pilot program is to foster family economic self-sufficiency in low-income families by delivering academic and job readiness support services across generations, (parent and child or caregiver), concurrently."

Connecticut's two-generational strategy seeks to
• Bring the family back to the center
• Create efficiencies across programs and systems
• Bolster the quality of services
• Ensure intentional planning and service delivery
• Reduce fragmentation and streamline services
• Build a community-state partnership
• Support and sustain early childhood system building
• Assure a return on investment

The two-generational approach intentionally links, coordinates, and aligns high quality services and supports for children and their parents/caregivers. These approaches generally:
1) provide parents with job-driven workforce development services and work opportunities to achieve financial stability;
2) ensure children's access to quality early childhood development and kindergarten through grade three experiences;
3) encourage strong parental involvement strategies as partners and assets including parent input into the design and implementation of two-generational plans, peer to peer supports, parent education, and social and emotional supports to meet the health and development needs of their children and themselves.

Participants
The initiative is targeted to the following communities and regions: New Haven, Greater Hartford (Hartford, West Hartford and East Hartford), Norwalk, Meriden, **Colchester** and Bridgeport. This is not a competitive process.

Current Planning Process
Director of Marketing and Development for TVCCA, Director of Youth and Social Services, Coordinator for Collaborative for Colchester's Children have attended required State meetings and met with partners such as UCFS, Adult Education, Colchester Public School staff and administration, EASTCONN, and other interested agencies.

Current Plan (To Explore at Minimum)
Pilot Program Coordinator (oversight, data and reporting)
Case Coordinator (assist families, referrals, follow-up, develop family plan)
Flexible Funding to meet family needs -clothing, gas/phone cards, computer access, car repairs
Transportation Options

- Adults- van service to workforce programs; job interviews, etc
- Children- van service for a small subset of children to attend preschool, before and after care programming

Childcare options
Parent Education- financial literacy, planning, job skills, career planning, literacy
Summer Programming for children including literacy related activities
System changes
Policy changes

Lead Applicant Status and Qualifications
The lead applicant must be a 501c(3) organization or public agency with a demonstrated track record of providing quality services. The lead organization will have executive leadership in place and a representative board of directors that is committed to supporting two-generational strategies, responsible financial operations as well as staff with expertise in either adult workforce/education or early childhood/school success. The composition of organizations and their staff should endeavor to reflect the diversity of their communities, racially and culturally.

Timeline
Guidance Document released January 27, 2016
Guidance Document due on March 4, 2016
Funding Released April 1, 2016
End of Pilot program June 30, 2017

Options for Colchester

1. Town of Colchester/Colchester School District acts as Lead Applicant
2. TVCCA acts as Lead Applicant on behalf of Town

State of Connecticut
Two-Generational Interagency Working Group
through the
Connecticut Commission on Children

CONNECTICUT'S TWO-GENERATIONAL INITIATIVE

Guidance Document
January 2016

Table of Contents

I. Purpose and Background

A. Introduction

In 2015, Connecticut became the first state in the nation to establish a two-generational strategy through the passage of a provision in the state budget establishing a two-generational initiative intended to pilot integrated strategies for serving low-income families more comprehensively. As noted in PA 15-5, Section 401 "The purpose of Connecticut's two-generational school readiness and workforce development pilot program is to foster family economic self-sufficiency in low-income families by delivering academic and job readiness support services across generations, (parent and child or caregiver), concurrently."

This Guidance Document invites each community or region named in Section 401 to submit an implementation proposal for programmatic and/or system level two-generational strategies.

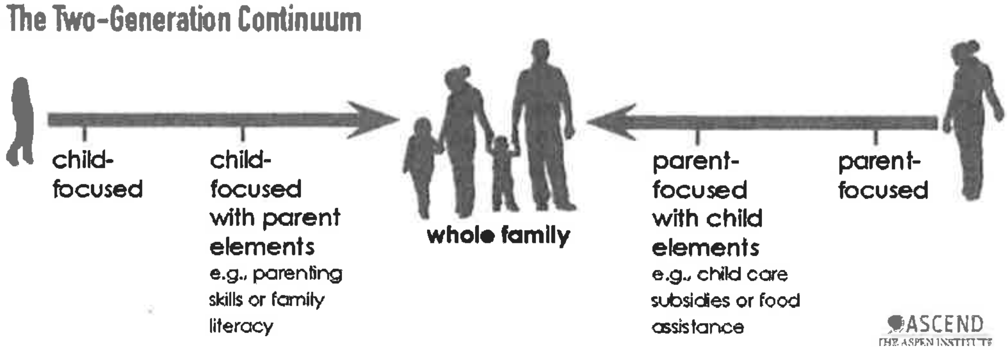
Connecticut's two-generational strategy seeks to

- Bring the family back to the center
- Create efficiencies across programs and systems
- Bolster the quality of services
- Ensure intentional planning and service delivery
- Reduce fragmentation and streamline services
- Build a community-state partnership
- Support and sustain early childhood system building
- Assure a return on investment

The two-generational approach intentionally links, coordinates, and aligns high quality services for children with high-quality services and supports for their parents/caregivers. These approaches generally:

1) provide parents with job-driven workforce development services and work opportunities to achieve financial stability;
2) ensure children's access to quality early childhood development and kindergarten through grade three experiences;
3) encourage strong parental involvement strategies as partners and assets including parent input into the design and implementation of two-generational plans, peer to peer supports, parent education, and social and emotional supports to meet the health and development needs of their children and themselves.

Two-generational strategies are important because too often families are served through siloed systems that result in fragmented services, lessening their impact on improving the lives of children, parents, and families. Two-generational approaches place families at the center, and place the coordination work upon agencies to ensure that whole family interests and needs are addressed.



B. Initiative Overview

Connecticut expects to establish innovative changes through this initiative that focus at the program and systems levels, both of which are needed to establish a sustainable and impactful two-generational focus in our state. At the program level, non-profit organizations, municipalities, public agencies, and parents will learn critical lessons in implementing effective two-generational services, which in turn will inform systems changes. At the systems level, changes will be implemented that support effective programmatic and model policy implementation.

This initiative anticipates efforts at both levels that will foster sustainable change and will require authentic, intentional, and substantive partnerships across state and local government with families, non-profits, and other sectors, and a commitment to working together to remove barriers and meet the needs of low-income families. At a program level, the relationships between and among the various parties are illustrated by the intentional coordination of the child's school readiness and school success and the parent's workforce readiness and workforce success, coupled with support services. At the systems level, local governments and non-profit agencies work together to align funding, programming, and other systems so that programs can more easily provide two-generational services and support families to thrive. At their core, two-generational strategies put the family at the center of programmatic and systems approaches and shift the work of coordinating services away from families and to programs and systems.

The initiative is targeted to the following communities and regions: New Haven, Greater Hartford (Hartford, West Hartford and East Hartford), Norwalk, Meriden, Colchester and Bridgeport.

As designated in statute, the two-generational initiative is organized and administered by the Connecticut Commission on Children. An Interagency Working Group, Co-Chaired by a Senator from the Human Services Committee and a Representative from the Appropriations Committee, oversees the initiative. Funds are administered by the United Way of Connecticut as contracted by the Department of Labor.

D. Initiative Goals and Requirements

There are two primary goals for this initiative and the effective and efficient use of state funds:

- The pilot communities shall foster economic self-sufficiency in low-income families by delivering a range of coordinated adult and child services across two-generational which will serve as a blueprint for a state-wide, two-generational school readiness and workforce development model; and

- The pilot communities will identify systems and policy changes that would result in more efficient support for and implementation of two-generational programs as well as effective system-level approaches to serving whole families.

The two-generational initiative is funded with state of Connecticut funds, and with a clear mandate from the Legislature to explore how the initiative might transition to TANF funding after this pilot phase. As a result, this Guidance Document begins the process of aligning two-generational initiatives with TANF. At the same time, the funds appropriated by the Legislature offer the six pilot sites a unique opportunity to explore and test out two-generational strategies without the requirements of federal funding streams.

Two-Generational Focus: Communities must focus on two-generational approaches that focus on the whole family. Two- generation strategies are more than referral connections between programs and agencies. They establish processes and systems that have clear and explicit structures that promote a multi-generational perspective and focus and put the family at the center. They assess the needs of the whole family, create portals for learning, services that are provided to both parent and child simultaneously, and operate on a principle of service effectiveness and resource efficiency for the family. Communities must coordinate early learning, adult education, housing, public health, job training, transportation, and other related support services to bolster school and workforce success for both parent and child.

Target Population: Communities must focus on families, with at least one child from birth to 8, who are most in need of services (families with household earnings that are 75% of the state median income which is the equivalent of 300% of the poverty level), within one of the following geographic areas: New Haven, Greater Hartford (East Hartford, Hartford and West Hartford), Norwalk, Meriden, Colchester and Bridgeport). Families may include non-custodial parents and may include other caregivers who are central to the health of the child or children, including but not limited to grandparents raising grandchildren.

Projects: Pilot two-generational projects can be at the program level, systems level, or a combination of both. Communities shall assess their current capacities and needs, identify programmatic and systems gaps, and develop approaches to fill those gaps. They may include:

1) partnerships built around specific target populations involving multiple agencies that together integrate a two-generational strategy by providing direct services to families;

2) systems level improvements that affect a wide range of families in a given geographic area by changing the way in which agencies function and deliver two-generational services together; and/or

3) specific demonstration projects that illustrate the need for, and utility of, specific two-generational systems levels changes.

Pilot projects, program expansions and program enhancements that incorporate best practices will be considered. It is expected that effective approaches will build upon and leverage existing services.

Many two-generational programs nationally are structured around a "backbone" organization that serves as the main coordinating entity for services and system work.

Each community will work with the Department of Labor's designated two-generational workforce liaison to gauge the needs of employers and households in each community and help coordinate the two-generational program to meet the needs of such employers and households.

Services: The proposed project shall specifically address challenges facing low-income families in need in your geographic area, be grounded in best practice and research in child development, early learning, school success, adult literacy, workforce development and be parent-informed and guided.

Each community must include the following services in its two-generational approach: early learning programs, adult education, child care, housing, job training, transportation, financial literacy and other related support services.

Systems level projects will need to demonstrate change across a number of agencies and may include linking programs and services through facilitating co-location, universal "no wrong door" intake, referral networks, shared measurement systems, integration of policies and/or protocols impacting adults and children, and the use of technology to deliver services.

D. Expected Outcomes:

By September 1, 2017 sites will be responsible for reporting on:

1) how early learning programs, adult education, child care, housing, job training, transportation, public health and/or other related support services have been linked and integrated in the community to better meet the needs of low -income families
2) an established two-generational partnership between adult workforce/education and early childhood/school success;

Section 401 requires that pilot sites report at a minimum on the following outcomes:

- The number of families served in the program
- the number of adults who have obtained jobs since receiving services from the program;
- the number of children who have improved academically, including, but not limited to achievement band increases and improvements in reading comprehension and math literacy;
- the number of adults who have received job training, completed job training, enrolled in educational courses and obtained educational certificates or degrees; and
- the cost of the program in both state and private dollars;

In addition to these outcomes, communities must identify their specific service levels and outcomes, and will be expected to report data on those outcomes.

Data elements shall include as applicable: the number of low-income parents participating in the design of the pilot plan; demographics on families served; the number of families served in the pilot; the number of adults who have obtained jobs since receiving services from the program; the number of adults who have received job training, completed job training, enrolled in educational courses and obtained educational certificates or degrees; the number of adults who have entered and completed a high school equivalency program, the number of adults who have completed an English as a Second Language program, the number of children who have entered quality early childhood programs, advances in key early childhood indicators of social and academic progress; the number of parents who have entered and completed a parent education program; the number of programs and services that were intentionally aligned and co-located to provide services for the parent and child concurrently; specific policies and culture changes to bolster a two-generational strategy with the family as center and primary unit.

II. Overview of Implementation Proposal Process

A. Implementation Proposal Process
The Two-Generational Interagency Working Group is looking for a maximum of one implementation proposal from each site designated in statute for this purpose. Sites include New Haven, Colchester, Bridgeport, Norwalk, Meriden and the Hartford Region (which includes West Hartford, East Hartford and Hartford).

Each implementation proposal must be submitted in writing in a sealed envelope or sealed box, clearly identifying the appropriate Guidance Document reference:

"Implementation Proposal for a Pilot-Based Two-Generational Project"

B. Eligible Applicants
Only one implementation proposal will be considered from each pilot community; it is expected that interested stakeholders will work together to submit a cohesive application. Implementation proposals will be considered from nonprofit and public organizations.

C. Collaborative Implementation Proposals
Preference will be given to collaborative implementation proposals that develop, connect, or strengthen essential elements of a two-generational approach.

D. Lead Applicant Status and Qualifications
The lead applicant must be a 501c(3) organization or public agency with a demonstrated track record of providing quality services. The lead organization will have executive leadership in place and a representative board of directors that is committed to supporting two-generational strategies, responsible financial operations as well as staff with expertise in either adult workforce/education or early childhood/school success. The composition of organizations and their staff should endeavor to reflect the diversity of their communities, racially and culturally.

III. Funding

Funding will be provided to support a two-generational approach to social services and workforce development that links employment related services that adults need with early childhood and school success services for the children, and that support parents or other caretakers in managing daily life for the whole family.

Grant amounts may vary across locations according to the project, geographic location, type of project, and number of families expected to be served. The funding period for this project is April 1, 2016 through June 30, 2017.

Total funding available for this initiative is 2.805 million dollars.

Administration is limited to 10% of the budget.

A. Activities Not Eligible for Funding
The initiative will not fund operating support for organizations or capital expenses, unless directly related to the provision of services. Funds may complement current funding streams but may not supplant them.

B. Additional Participation Requirements
Learning and evaluation are critical components for this initiative because these first pilot projects and strategies hope to inform efforts statewide and in other communities in Connecticut. As a result, communities will be expected to engage in the following:

- Participate in a statewide evaluation looking at parent, child, family and systems outcomes. The evaluation will have two components:
    - a formative or process evaluation that looks at how partnerships have formed, how services are delivered, and the experiences of families in the programs. This part of the evaluation will likely include 1-2 site visits to meet with stakeholders and parents. It will also include visits to local policymakers to understand how they understand and experience the initiative; and
    - an outcomes evaluation, which will require that each site submit demographic, output, and outcomes data to the evaluator every six months.

- Communities will be expected to keep a chronicle of opportunities, barriers and challenges to implementing a two-generational approach programmatically, and organizationally.

- Participate in a Learning Community of the six pilot sites to share methods and findings. Sites will be provided with a coach, who will work with the sites to provide support and identify areas where further technical assistance or peer learning might be needed.

IV. Submission Process and Timetable

Review of Implementation Proposal Guidance Document	January 27, 2016
Written Questions Re: Guidance Document	January 28-February 3, 2016
Public Answers to All Questions	February 9, 2016
Technical Assistance Workshop	February 17, 2016
Implementation Proposal due to Comm. on Children	March 4, 2016
Consultation with Applicants	March 9-18, 2016
Interagency Working Group Signoff	March 24, 2016
Funding Decision Made	March 31, 2016

A. Written Questions & Responses
Adhering to the timetable above, the Commission on Children will accept written questions with regard to the implementation proposal via e-mail at kevin.flood@cga.ct.gov. Written questions will be received for one week from January 28-February 3. All questions with answers will be posted on February 9, 2016.

B. Implementation Proposal Evaluation and Selection
It is the intent of the Two-Generational Interagency Working Group to conduct comprehensive, fair and impartial evaluations of implementation proposals received pursuant to this Guidance Document. Only implementation proposals found to be responsive to the Guidance Document will be evaluated. A responsive implementation proposal must comply with all instructions listed in this Guidance Document. An evaluation sheet for the component parts is included in the attachments.

Submit Implementation Proposals to:

Heather Petit
Commission on Children
18-20 Trinity Street
Hartford, CT 06106
Email: heather.petit@cga.ct.gov

V. Implementation Proposal Guidelines & Format

Implementation proposals shall be no more than 15 pages in length, with 1.5 inch spacing, 12 point font, and 1" margins (the cover letter, abstract, "program flow diagram," "activities chart," organization roster, Letter of Organizational Commitment,", the budget, and budget narrative do not count towards this limit). A one-page cover letter shall include a brief description of the project, the lead and participating agencies, and contact personnel, including name, title, organization, telephone and email.

A. Abstract

1. A one-page abstract shall briefly describe the: 1) geographic area to be served by this project; project's goals; 3) primary activities; 4) participating agencies; and 5) way in which the project will be informed by low-income parents within the community.

B. Organizational Letters of Intent

1. Provide individual letters of organizational support that indicate each partner has agreed to the components of the proposed project.

C. Target Population

1. Describe the target population selected, include information that indicates: 1) the project is targeted for diverse low-income families with at least one child (from birth to age eight); and 2) families who have the potential to improve their economic status through services such as literacy, English language proficiency, job training, peer to peer community supports and employment services.
2. How will you determine eligibility for the services provided?

D. Statement of Problem Specific to Your Community

1. Identify the specific family, organizational and community barriers that the implementation proposal is addressing.
2. Cite recent data on the number of low-income families in your community, estimated number of low-income children in need of high-quality child care, and recent local labor analysis that support the focus of the proposed project.
3. Explain the process by which these family, organizational, and community challenges were identified. Include the range of stakeholders that were engaged in this discussion, and in particular, how parents were involved in determining your focus.

E. Description of Coordinating Lead Agency

1. Describe the coordinating lead agency's background, purpose, experience, with regard to operating applicable high-quality programs.
2. Describe how the coordinating lead agency will serve as the backbone support to the proposed project. Detail the agency's experience in coordination and facilitation of multi-party projects.
3. Describe the lead agency's experience in promoting family engagement.

F. Description of Community Partnerships

1. Describe how partners have created a plan for the partnership that outlines goals, expected outcomes, roles, mutual learning, meeting schedules, and other relevant elements.
2. Describe how low-income parents will inform the process, the plan and the on-going implementation of the plan.

G. Participant Recruitment

1. Identify strategies for identification and recruitment of your target population.

H. Project Design

1. Describe the proposed project design that will intentionally connect adult and child services to include timelines and approaches to be taken to enable families to fully participate in activities and services.
2. Describe how the partnership will build upon existing services and approaches to create a two-generational model for families.
3. Describe how the proposed project will be different from current coordinated efforts and how will it remove the burden of coordination from families?
4. For services to adults, describe how the proposed project will support improved outcomes in adult education, post-secondary education, and/or skills training and workforce development.
5. Describe the process for transitioning adults into workforce opportunities that bolster economic self-sufficiency and how you will utilize and connect existing services to achieve these goals.
6. For services for child development, describe how the project will ensure high-quality early childhood experiences that develop language and cognition, social emotional and community skills, and/or ensure healthy growth and development. For K-3 students, how will this project address school success?
7. As it pertains to families, describe how the project will ensure the availability, accessibility and affordability of family services, including transportation, housing, parenting education, financial literacy, and opportunities for parent-child interaction.
8. Describe how this project provides flexible scheduling and support services to accommodate participant's personal schedules and responsibilities.
9. Describe how this project is sensitive to the cultural differences among families and the strategies used to ensure all project components reflect a commitment to equity.
10. Describe how the proposed project will impact or influence the health and/or mental health of both parent and child or will influence policy in public health or mental health.

I. Policy

1. What are the policy goals that your community wants to achieve? Be as specific as possible.
2. What are the policy challenges that the implementation proposal will address? Are these challenges at the federal, state, or local level? Will they require regulatory or administrative changes, organizational policy changes, or legislative changes?
3. What assistance from the city and/or state would be helpful for policy and/or systems change?

J. Data & Communications Management

1. Describe how the ongoing data collection to be used by communities will be used to assess progress and inform program and systems improvements?
2. Describe how you will communicate and monitor family progress throughout the implementation and administering of the implementation proposal.

K. Project Management

1. Describe responsibilities of a project advisory group that will inform and guide the work. Specify the ongoing role parents in the community will play on this group.
2. Describe administrative responsibilities of specific personnel who are qualified to implement the project in the areas of: project management and coordination, data collection and analysis, fiscal reporting, and public policy.

L. Budget

Please delineate all budget costs including staff, program costs, administration, and other funding.

Please specify:

State funds
Local funds
Philanthropic funds
Federal funds
In-Kind funds

Senate Bill No. 1502

June Special Session, Public Act No. 15-5

AN ACT IMPLEMENTING PROVISIONS OF THE STATE BUDGET FOR THE BIENNIUM ENDING JUNE 30, 2017, CONCERNING GENERAL GOVERNMENT, EDUCATION, HEALTH AND HUMAN SERVICES AND BONDS OF THE STATE.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

. . .

Sec. 401. (NEW) (*Effective July 1, 2015*) (a) There is established a two-generational school readiness and workforce development pilot program. The pilot program shall operate through June 30, 2017, and shall foster family economic self-sufficiency in low-income households by delivering academic and job readiness support services across two-generationals in the same household. The pilot program shall be located in New Haven, Greater Hartford, Norwalk, Meriden, Colchester and Bridgeport. The pilot sites shall work together as a learning community, informed by technical assistance in best practices.

(b) The two-generational school readiness and workforce development pilot program shall serve as a blueprint for a state-wide, two-generational school readiness and workforce development model and may include opportunities for state-wide learning, in addition to the pilot sites, in two-generational system building and policy development. The pilot program shall be funded by state and available private moneys and shall include:

(1) Early learning programs, adult education, child care, housing, job training, transportation, financial literacy and other related support services offered at one location, wherever possible;

(2) Development of a long-term plan to adopt a two-generational model for the delivery of the services described in subdivision (1) of this subsection on a state-wide basis. Such plan shall include, but not be limited to, (A) the targeted use of Temporary Assistance for Needy Families (TANF) funds, to the extent permissible under federal law, to support two-generational programming, and (B) state grant incentives for private entities that develop such two-generational programming;

(3) Partnerships between state and national philanthropic organizations, as available, to provide the pilot sites and interagency working group established pursuant to subsection (c) of this section with technical assistance in the phase-in and design of model two-generational programs and practices, an evaluation plan, state-wide replication and implementation of the program; and

(4) A workforce liaison to gauge the needs of employers and households in each community and help coordinate the two-generational program to meet the needs of such employers and households.

(c) The program shall be overseen by an interagency working group that shall include, but not be limited to, the Commissioners of Social Services, Early Childhood, Education, Housing, Transportation, Public Health and Correction, or each commissioner's designee; the Labor Commissioner, or the Labor Commissioner's designee; the Chief Court Administrator, or the Chief Court Administrator's designee; one member of the joint standing committee of the General Assembly having cognizance of matters relating to appropriations and the budgets of state agencies, appointed by the speaker of the House of Representatives; one member of the joint standing committee of the General Assembly having cognizance of matters relating to human services, appointed by the president pro tempore of the Senate; representatives of nonprofit and philanthropic organizations and scholars who are experts in two-generational programs and policies; and other business and academic professionals as needed to achieve goals for two-generational systems planning, evaluations and outcomes. The staff of the Commission on Children shall serve as the organizing and administrative staff of the working group.

(d) Coordinators of two-generational programs in each community in the pilot program and any organization serving as a fiduciary for the program shall report on a quarterly basis to the interagency working group.

(e) Not later than January 1, 2017, the interagency working group shall submit a report, in accordance with the provisions of section 11-4a of the general statutes, to the joint standing committees of the General Assembly having cognizance of matters relating to human services and appropriations and the budgets of state agencies that details: (1) The number of families served in the program; (2) the number of adults who have obtained jobs since receiving services from the program; (3) the number of children who have improved academically, including, but not limited to, (A) achievement band increases, and (B) improvements in reading comprehension and math literacy; (4) the number of adults who have received job training, completed job training, enrolled in educational courses and obtained educational certificates or degrees; (5) the cost of the program in both state and private dollars; and (6) recommendations to expand the program to additional communities state wide.

. . .

Approved June 30, 2015

Glossary of Term

Two-Generational Approach: Strategies that create opportunities for and address the needs of both vulnerable children and their parents together. (Source: http://ascend.aspeninstitute.org/pages/the-two-generational-approach#sthash.Itcu0A8o.dpuf) The goal of a two-generational strategy is to break the inter-generational cycle of poverty, moving the family toward economic security and stability through education, workforce training, and related support services.

Connecticut Two-Generational Project: Two-generational project was established through Connecticut Public Act 15-5, Section 401. It authorizes and directs the development of a state two- generational pilot program.

Connecticut Two-Generation Pilot Project Components: Components that are directed by Connecticut Statute to be integrated into pilot projects. These include but are not limited to: early learning programs, adult education, job training, housing, transportation and other related support services such as health, mental health and parent education.

Backbone Organization/Lead Agency: A non-profit organization experienced in coordinating services across sectors, which can demonstrate capacity and success operating as a "backbone" entity, and can demonstrate knowledge and effective working relationships.

Child Care: Early care that meets the health and safety standards that are required for providers who receive payments under the provisions of the Child Care Assistance Program (CCAP), as mandated by Connecticut General Statutes,

Economic Self-Sufficiency: Able to provide for oneself without the help of others; independent. Strategies towards self-sufficiency encourage, assist, train or facilitate the economic independence of families, with the goal of families being self-supportive. .

Formative Evaluation: A "formative" process evaluation examines how partnerships have formed, how services are delivered, and the experiences of families in the programs.

Outcomes Evaluation: An evaluation based on the output and outcomes data which will be required from each pilot project.

Parent Informed: Parents and families served by and in two-generational systems will be involved in defining and partnering in the programs, policies and services that impact the school readiness and school success of their children as well as their workforce readiness and workforce success.

Pilot Project Workforce Liaison: As per legislation, a workforce liaison will be available to work directly with pilot projects. The liaison will gauge the needs of employers and households in each community and help coordinate the two-generational program to meet the needs of such employers and households.

Quality Early Childhood Education: Those programs, as defined by the Office of Early Childhood and required by statute, that are eligible to receive state funding. (i.e. meeting all licensing and NAEYC accreditation requirements)

Target Population: Those who will benefit from the grant project. The conditions and characteristics of children and families affected including but not limited to: age, geographic area, common traits and common need.

Pilot Community Implementation Proposal Evaluation Criteria

It is the intent of the Interagency Working Group to conduct a comprehensive, fair and impartial evaluation of all responsive submissions received in response to this Guidance Document. Only implementation proposals found to be responsive to the Guidance requirements will be evaluated and scored by the evaluation team.

A. Abstract	
1. Is the abstract one page? Does it have the basic objectives of goals, primary activities, participating agencies and how the project is low-income, parent informed within the geographic area?	
B. Organizational Letters of Intent	
1. Does the respondent provide letters of commitment for all providers indicating their agreement to the components of the proposed project?	
C. Target Population	
1. Is the target population aligned with legislation requiring low-income families who would benefit from integrated services in the community?	
2. Does the respondent describe how eligibility for the services provided will be determined?	
D. Statement of Problem Specific to Your Community	
1. Does the respondent identify the specific family, organizational and community barriers that the implementation proposal is addressing?	
2. Does the respondent provide data on the number of low-income families in the community, estimated number of low-income children in need of high-quality child care and a labor market analysis utilized to identify the emerging occupations that will meet the employer needs in the area?	
3. How well does the respondent explain the process by which the family, organizational, and community challenges were identified? *The inclusion of stakeholders that were engaged in this discussion, in particular, how parents were involved, can increase the competitive advantage of the implementation proposal.*	
E. Description of Coordinating Lead Agency	
1. How well does the respondent describe their background, purpose and experience to be designated as the lead agency operating high-quality programs applicable to the Guidance Document?	
2. How well does the respondent describe their role as the backbone support to the proposed project and the unique capacity to coordinate and facilitate a multi-party project?	

3. How well does the respondent describe the experience in promoting family engagement?	
F. Description of Community Partnerships	
1. How well does the respondent describe how all interested parties have created a plan for the partnership that outlines goals, expected outcomes, role, mutual learning, meeting schedules and other relevant elements?	
2. How well does the respondent describe how low-income parents informed the process, the plan and the on-going implementation of the plan?	
G. Participant Recruitment	
1. How well does the respondent describe the identification and recruitment of the target population?	
H. Project Design	
1. How well does the respondent describe the proposed two-generational project intentionally connecting adult and child services and approaches that will enable families to fully participate in activities and services?	
2. How well does the respondent describe how the partnership will build upon existing services and approaches to create a two-generational model for families?	
3. How well does the respondent describe how the proposed project will be different from current coordinated efforts and how it will lift the challenge of coordination from families?	
4. How well does the respondent describe how the proposed project will support improved outcomes in adult education, post-secondary education and/or skills training and workforce development?	
5. How well does the respondent describe the process for transitioning adults into workforce opportunities that bolster economic self-sufficiency and how existing services will be utilized?	
6. How well does the respondent describe how the project will ensure high-quality early childhood experiences and/or K-3 school success, that develop language and cognition, social emotional and community skills, and/or ensure healthy growth and development?	
7. How well does the respondent describe how the project will ensure the availability, accessibility and affordability of family services, including transportation, housing, parenting education and opportunities for parent-child interaction?	
8. How well does the respondent describe how the project will provide flexible scheduling and support services to accommodate participant's personal schedules and responsibilities?	

9. How well does the respondent describe how the project will be sensitive to the cultural differences among families and the strategies used to ensure all project components reflect a commitment to equity?	
10. How well does the respondent describe how the project will impact or influence the health and/or mental health of both parent and child or will influence policy in public health or mental health?	
I. Policy	
1. Does the respondent provide specific policy goals that the community wants to achieve?	
2. Does the respondent provide the policy challenges at the federal, state and/or local level that the project will address, including whether or not they would require regulatory or administrative changes, organizational policy changes or legislative changes?	
3. Does the respondent identify what assistance from the city and/or state would be helpful?	
J. Data & Communications Management	
1. How well does the respondent describe how the data will be used by communities to assess progress and inform program and systems improvements?	
2. How well does the respondent describe the ongoing communication and monitoring between and among service partners?	
K. Project Management	
1. How well does the respondent describe the experience of personnel that are, or will be, assigned to the project in the areas of project management and coordination, data collection and analysis, fiscal reporting, and public policy?	
L. Budget	
1. Does the respondent delineate all budget costs including staff, program costs, administration and other funding? Please include state, local, philanthropic, federal and in-kind funds to be utilized for the implementation proposal.	

Activities and Outcomes Chart

Please use this chart to plan your two-generational strategy and submit it to support your application. Use more space and boxes as necessary.

Inputs	Activities	Interim Outputs	Outcomes/Impacts
Goal 1: Program design			
Goal 2: Systems change			

Partner Organizations Chart

Please fill in the organizations and partners which form your community's partnership.

Lead Agency Project Manager and Contact Information:					
Name of Organization or Partner	Role / Responsibilities	# and Age of Children Served Per Partner	# and Age of Parents Served Per Partner	Public / Private Funding Sources / Subsidy Programs	Deliverables
Low-Income Parent Partners					
1.					
2.					
3.					
Early Learning Program Partners					
1.					
2.					
3.					
K-3 Education Partners					
1.					
2.					
3.					
Adult Education Partners					
1.					
2.					
3.					
Job Training Partners					
1.					
2.					
3.					
Housing Partners					
1.					
2.					

Name of Organization or Partner	Role / Responsibilities	# and Age of Children Served Per Partner	# and Age of Parents Served Per Partner	Public / Private Funding Sources / Subsidy Programs	Deliverables
3.					
Transportation Partners					
1.					
2.					
3.					
Public Health Partners					
1.					
2.					
3.					
Mental Health Partners					
1.					
2.					
3.					
Parent-Child Attachment and Parent Education Partners					
1.					
2.					
3.					
Other Related Support Service Partners					
1.					
2.					
3.					

Name and contact information of parent designee of Two-Generational Interagency Working Group:

Senate Bill No. 1502

June Special Session, Public Act No. 15-5

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(b) The two-generational school readiness and workforce development pilot program shall serve as a blueprint for a state-wide, two-generational school readiness and workforce development model and may include opportunities for state-wide learning, in addition to the pilot sites, in two generational system building and policy development. The pilot program shall be funded by state and available private moneys and shall include:

(1) Early learning programs, adult education, child care, housing, job training, transportation, financial literacy and other related support services offered at one location, wherever possible;

(2) Development of a long-term plan to adopt a two-generational model for the delivery of the services described in subdivision (1) of this subsection on a state-wide basis. Such plan shall include, but not be limited to, (A) the targeted use of Temporary Assistance for Needy Families (TANF) funds, to the extent permissible under federal law, to support two-generational programming, and (B) state grant incentives for private entities that develop such two-generational programming;

(3) Partnerships between state and national philanthropic organizations, as available, to provide the pilot sites and interagency working group established pursuant to subsection (c) of this section with technical assistance in the phase-in and design of model two-generational programs and practices, an evaluation plan, state-wide replication and implementation of the program; and

(4) A workforce liaison to gauge the needs of employers and households in each community and help coordinate the two-generational program to meet the needs of such employers and households.

(c) The program shall be overseen by an interagency working group that shall include, but not be limited to, the Commissioners of Social Services, Early Childhood, Education, Housing, Transportation, Public Health and Correction, or each commissioner's designee; the Labor Commissioner, or the Labor Commissioner's designee; the Chief Court Administrator, or the Chief Court Administrator's designee; one member of the joint standing committee of the General Assembly having cognizance of matters relating to appropriations and the budgets of state agencies, appointed by the speaker of the House of Representatives; one member of the joint standing committee of the General Assembly having cognizance of matters relating to human services, appointed by the president pro tempore of the Senate; representatives of nonprofit and philanthropic organizations and scholars who are experts in two-generational programs and policies; and other business and academic professionals as needed to achieve goals for two-generational systems planning, evaluations and outcomes. The staff of the Commission on Children shall serve as the organizing and administrative staff of the working group.

(d) Coordinators of two-generational programs in each community in the pilot program and any organization serving as a fiduciary for the program shall report on a quarterly basis to the interagency working group.

(e) Not later than January 1, 2017, the interagency working group shall submit a report, in accordance with the provisions of section 11-4a of the general statutes, to the joint standing committees of the General Assembly having cognizance of matters relating to human services and appropriations and the budgets of state agencies that details: (1) The number of families served in the program; (2) the number of adults who have obtained jobs since receiving services from the program; (3) the number of children who have improved academically, including, but not limited to, (A) achievement band increases, and (B) improvements in reading comprehension and math literacy; (4) the number of adults who have received job training, completed job training, enrolled in educational courses and obtained educational certificates or degrees; (5) the cost of the program in both state and private dollars; and (6) recommendations to expand the program to additional communities state wide.

. . .

Approved June 30, 2015

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Art Shilosky, First Selectman

March 3, 2016

Commission on Children
18-20 Trinity Street
Hartford, CT 06106

Dear Commission Members,

Pending successful funding of the Two Generational Pilot project, the Board of Selectmen for the Town of Colchester would commit to supporting the Town of Colchester in its status as Lead Applicant. The Board of Selectmen is willing to assist in the planning and implementation of the project. The BOS may provide services to families through its programs as well as make referrals to programs that provide:

- General case management services for families and individuals
- Child development services
- Services and assistance related to employment
- Assistance with needs related to food and nutrition
- Eviction Prevention services, Rapid Rehousing services, and other housing stability programs [as appropriate]

Depending on funds available, we will consider the feasibility of providing more in-depth services and programs for residents on-site (i.e. Financial Literacy, nutrition education, summer programming) to promote resident education and community-building.

Sincerely,

Art Shilosky
First Selectman

Town of Colchester
Office of the Assessor

Interdepartmental Memorandum

To: Arthur Shilosky, First Selectman

From: John Chaponis, Assessor

CC:

Date: February 16, 2016

Re: Land Acquisition

The subject property (see attached map) is as follows:

Assessor's Map 6-18 Lot 23-29A
Vacant Land off Bull Hill Road and Farm Gate Drive
24.5 acres
Owned by: Orchard Estates II LLC

The subject property is currently delinquent on their taxes going back to the 2008 Grand List.

The LLC has not filed a report with the state of CT since 2003.

It's very possible that this property may just continue to be delinquent year after year, falsifying our Grand List, in perpetuity.

Originally, we were considering foreclosure, but because the 24.5 acres is landlocked, it could prove difficult to sell the property and reclaim our costs. Therefore, I suggested that our town attorney reach out and see if he could track down the principal of the LLC and inquire as to if they would be willing to deed it over to the town for one dollar. The principal of the LLC has agreed to do such and now I am requesting that the BOS give us permission to move forward on acquiring the legal title/ownership.

Town of Colchester
Geographic Information System (GIS)

Date Printed: 2/16/2016

MAP DISCLAIMER - NOTICE OF LIABILITY
This map is for assessment purposes only. It is not for legal description or conveyances. All information is subject to verification by any user. The Town of Colchester and its mapping contractors assume no legal responsibility for the information contained herein.

Approximate Scale: 1 inch = 400 feet

0 400 Feet

N W E S

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

June 7, 2013

Ms. Patricia Watts
1762 Manchester Road
Glastonbury, CT 06033

RE: MUNICIPAL AGENT FOR THE ELDERLY

Dear Ms. Watts:

The Board of Selectmen at their regular meeting on June 6, 2013, appointed you Municipal Agent for the Elderly for the Town of Colchester, effective June 17, 2013, for a two-year term to expire on June 17, 2015.

Please report to the Town Clerk's office to be sworn in as soon as possible. The Town Hall hours are Monday through Friday, 8:30 a.m. to 4:30 p.m., and Thursday until 7:00 p.m.

I very much look forward to working with you in this role.

Sincerely,

Gregg Schuster
First Selectman

CC: Town Clerk
Personnel File

Motion 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 dog at no charge.

TOWN OF COLCHESTER

and

COLCHESTER POLICE
AFSCME COUNCIL #4

July 1, 2015 – June 30, 2016
COLLECTIVE BARGAINING AGREEMENT

71164
January 31, 2015

TABLE OF CONTENTS

PREAMBLE

This Agreement entered into by and between the Town of Colchester, hereinafter referred to as the "Town" or the "EMPLOYER," and LOCAL 26393T, AFSCME Council #4, AFL-CIO, hereinafter referred to as the "UNION."

ARTICLE I - RECOGNITION

Pursuant to State Labor Relations Certificate Number ME - 17,188, the Town recognizes the Union as the sole and exclusive bargaining agent for all investigatory and uniformed members of the Colchester Police Department, excluding the Resident State Trooper and all others excluded by the Municipal Employees Relations Act ("MERA"), in matters regarding wages, hours, and other working conditions.

ARTICLE II - UNION SECURITY

Section 1. All employees in the bargaining unit shall, as a condition of employment, become members of the Union in good standing, or pay a service charge equal to the cost of collective bargaining, contract administration and grievance adjustment (but not more than Union dues) for the duration of this Agreement or any extension thereof.

Section 2. Upon receipt of a signed authorization form from the employee involved, a copy of which is attached to this Agreement as Schedule A, the Town shall deduct from the employee's pay, on a bi-weekly basis, in equal installments, such uniform initiation fees and/or dues and/or service fees as the Union shall determine. (See Schedule A).

Section 3.

a. Such payroll deductions, as provided herein, shall be remitted to the Union by the fifteenth (15th) day of the next month following the month in which such dues and/or service fees were deducted along with a list of names of employees from whom the deductions have been made.

b. New employees shall sign a payroll deduction card at the time of hire, effective the first payroll following completion of thirty (30) days of employment. It is the responsibility of the Union President to have the card completed and transmit same to the Finance Department. The Financial Officer of the Union shall notify the Town in writing of the amount of the uniform dues or service fees to be deducted.

Section 4. The Union shall indemnify the Town and any Department or agent or employee of the Town and hold them harmless against any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of, any action taken by the Town or any Department or agent or employee of the Town for the purpose of complying with the provisions of this Article. The Union will refund to the Town any amount paid to the Union in error on account of the dues deduction provision.

ARTICLE III - MANAGEMENT'S RIGHTS

There are no provisions in this agreement that shall deem to limit or curtail the Town in any way in the exercise of the rights, powers, and authority which the Town has prior to the effective date of this contract unless and only to the extent that provisions of this agreement specifically curtail or limit such rights, powers, and authority. The Union recognizes that the Town's rights, powers, and authority, include, but are not limited to, the right to manage its operation; direct, select, decrease and increase the work force, including hiring, promotion, demotion, transfer, suspension, discharge, layoff; the right to make all plans and decisions on all matters involving its operations; the extent to which the facilities of any department thereof shall be operated; additions thereto; replacements; curtailments, or transfers thereof; removal of equipment; outside purchases of products or services, the scheduling of operations; means of operations; the equipment to be used; and the right to introduce new and/or improved methods of operations and departments and to change existing methods of operations and departments; to maintain discipline and efficiency of employees; to prescribe rules to that effect; to establish and change standards of performance; determine the qualifications of employees; and to run the department efficiently. To the extent that the exercise of these rights impact on wages, hours and working conditions, the Town will be obligated to bargain pursuant to controlling State labor relations law.

ARTICLE IV - SENIORITY

Section 1. The seniority rights of all members of the Department shall be based on length of service in the Department, and shall be determined by the first day of paid employment.

Section 2. Whenever more than one (1) person is appointed to the Department on the same day, the seniority of each individual as it relates to others appointed the same day, shall be determined by their relative position on the entrance examination, with the greatest seniority being granted to the individual standing highest on the list among those appointed and so on down in order of their scores on the entrance examination.

Section 3. Seniority shall not be broken by vacation, sick time, job-related injuries, authorized leave of absence, suspension, or any qualified military service as provided by State and Federal law, up to any limits provided for in this Agreement.

<u>Section 4</u>. Seniority shall be broken only by the following events: discharge for just cause including unauthorized absences for five (5) consecutive days or more without notifying the Town in writing unless failure to do so is beyond the employee's control; voluntary resignation; layoff in excess of eighteen (18) months; and failure to report for duty within ten (10) days after notification of recall unless such time limit is waived in writing by both parties.

<u>Section 5</u>. In the event of a reduction in the work force, layoffs shall be conducted in accordance with inverse order of seniority, provided that the more senior employees are qualified to perform the remaining work. Recall shall be in accordance with seniority, provided the employees recalled are qualified to perform the work which is required and have maintained their required certifications held at the time of their layoff.

<u>Section 6</u>. An employee shall be considered probationary from the time of hire up until twelve (12) full months of service following the employee's completion of field training which shall commence following certification by the Municipal Police Training Academy. For employees who are hired after having been certified by the Municipal Police Training Academy, the employee's probationary period shall continue from the date of hire until one (1) full year of service following such date of hire. A probationary officer may be terminated by the Board of Police Commissioners and said employee shall not have recourse to the grievance and arbitration provisions of this agreement regarding that termination. Upon completion of the twelve (12) month probationary period the employee's seniority shall date back to the first day of employment.

ARTICLE V - GRIEVANCE PROCEDURE

<u>Section 1</u>. The purpose of the grievance procedure shall be to settle employee grievances on as low an administrative level as possible without waiving any express time limit, so as to insure efficiency and employee morale.

<u>Section 2</u>. Unless superseded by the expressed and lawful terms of this agreement, the Town and the Union shall recognize and adhere to all provisions of law, Town Ordinances, the Town of Colchester Police Rules and Regulations Manual, and Town Personnel Rules and Regulations.

<u>Section 3</u>. A basis for a grievance may result from a complaint concerning:

a. Discharge, suspension, or other disciplinary action without just cause;

b. Charge of discrimination;

c. Interpretation and application of the Rules and Regulations of the Colchester Police Department.

d. Application or interpretation of a specific term of this Agreement.

Section 4. A grievance shall be processed in the following three (3) steps:

Step 1:

The aggrieved employee, who may be represented by a Union representative from the bargaining unit or the Union itself, shall present the grievance, in writing and with discussion, to the Resident State Trooper within ten (10) calendar days of the time the grievant knew or should have known of the incident giving rise to the grievance. The written grievance shall include:

a. A statement of the grievance and the facts involved; and

b. The specific Section or Sections of the Agreement, or Rule or Regulation, which has been violated.

The Resident Trooper shall render his/her decision within ten (10) calendar days of the date the grievance was submitted to him/her.

Step 2:

If the Union is not satisfied with the decision of the Resident Trooper, the grievance may be presented, in writing, to the First Selectman of the Town of Colchester, provided the same takes place within ten (10) calendar days of said decision being rendered in Step 1. The First Selectman shall render his/her decision, in writing, to the aggrieved employee and his/her representative within fifteen (15) calendar days of receipt of the grievance.

Step 3:

If the Union is not satisfied with the decision rendered by the First Selectman, the Union shall have ten (10) calendar days after the receipt of the First Selectman's decision to file for arbitration with the State Board of Mediation and Arbitration. The request for arbitration must be in writing with a copy sent to the First Selectman.

Section 5. The parties agree that the decision of the Connecticut Board of Mediation and Arbitration shall be final and binding, provided it is not contrary to law. The arbitrators shall be bound by, and must comply with all of the terms of this Agreement, and shall have no power or authority to add to, subtract from, or, in any way, modify the provisions of this Agreement. The arbitrators' award shall include findings of fact and conclusions as necessary to support the award.

Section 6. Additional Provisions.

a. If either of the parties related to the grievance process desire to meet for the purpose of oral discussion, a meeting shall be requested and scheduled.

b. For the purpose of time limits, days shall mean calendar days. Any time limit specified in this Article may be extended by mutual agreement of both parties in writing.

c. The Union shall be entitled to submit grievances in the name of the employee in the same manner as provided herein.

d. The Union shall have the right and choice of representation from within the bargaining unit and with approval of Council #15 during step 1, step 2 and step 3 of the grievance process.

e. If the employer fails to answer a grievance within the time specified, the grievance shall proceed to the next step. If the Union does not submit a grievance to the next higher step in the above procedure and within the time periods, it shall be deemed withdrawn.

ARTICLE VI - DISCIPLINARY PROCEDURE

Section 1. No employee who has completed the probationary period shall be disciplined, reprimanded, demoted, suspended, or dismissed except for just cause. Additionally, no employee who has completed the probationary period shall be transferred from a bid position without prior approval of the First Selectman. Nothing in this Article shall prevent the First Selectman or Police Commission from reassigning or placing an officer on administrative leave with pay pending an investigation.

Section 2. Progressive Discipline.

The parties jointly recognize the remedial value of disciplinary action. Accordingly, wherever appropriate, Management will follow these guidelines:

a) Take prompt corrective action.

b) Apply discipline with a view toward uniformity and consistency.

c) In the area of inefficient or incompetent performance, oral reprimands and constructive criticism should ordinarily precede formal disciplinary procedures; however, no such warning is necessary with respect to neglect of duty, insubordination, or willful misconduct.

Nothing in this section shall prohibit Management from bypassing progressive discipline when the nature of the offense requires it. The failure of the employer to apply progressive discipline in any case shall not by itself be deemed arbitrary, capricious, or discriminatory.

Section 3. Work now grieve later.

The parties recognize that it is the duty of every employee to obey every lawful command or order issued orally or in writing, and failure to do so may result in a breakdown in discipline and serious consequences. Orders, therefore, must be obeyed and grievance procedures invoked later.

Any member of the Colchester Police Department who fails to carry out any lawful order or comply with rules, regulations, or instructions is subject to disciplinary action. If the employee challenges the legality of an order, such order shall be reduced to writing as soon as practical.

Section 4. Notice of Discipline

a. Pre-disciplinary hearing. There shall be an informal hearing before that body or person who will be imposing discipline beyond verbal or written warnings. The Employee shall have the choice of union representation and be allowed to bring forth witnesses or notarized statements from them.

b. Prior to an informal hearing or the issuance of a verbal or written warning, a Pre-disciplinary Incident Report will be completed by the Resident State Trooper. The Pre-disciplinary Incident Report shall contain a description of the acts allegedly committed by the employee and shall also contain the particular provisions of the Department's rules and regulations allegedly violated. The Pre-disciplinary Incident Report shall be issued to the employee prior to the informal hearing or issuance of a verbal or written warning. The employee shall sign the report to acknowledge only receipt of such. Actual notice of disciplinary action shall contain the level of discipline imposed, the date of the violation, and the provision(s) of the Department's rules and regulations violated.

Section 5. Investigative Interviews

a. During an investigative interview, the officer shall be accompanied by a Union Steward or Union Representative approved by AFSCME Local 2693T, unless such representation is waived, in writing, after conferring with the Steward or Union Representative. The Union Representative and employee shall have all rights as enunciated in Weingarten. Employees ordered to answer questions shall be given the Garrity warning and receive a copy of the signed Garrity statement. An employee who answers questions under Garrity is immune from having his answers used for any criminal proceeding.

   No recording nor transcript will be made without the knowledge of all participants in the investigative interview.

b. A written explanatory may be utilized in lieu of an investigative interview. In such instances, notice shall be given on the written directive for such explanatory as to the employee's right to confer with a Union Representative prior to responding. A reasonable amount of time shall be provided to the employee in which to perfect and submit a written explanatory.

Section 6. Oral Reprimands

Where appropriate, oral reprimands shall be given in a manner that will not embarrass the employee.

Section 7. Investigation of Citizen Complaints

Citizens who complain about the performance or conduct of an employee shall be encouraged to (A) identify themselves, and (B) reduce their complaint to a written statement. No officer will be disciplined solely based on an oral complaint and no written explanatory will be required in response to the oral complaint unless corroborating information exists.

In the case of non-criminal conduct, a copy of the complaint or initial investigative report will be furnished to the employee and the Union at the outset of the investigation, together with the time, if known, of the filing of the oral complaint, if any. The identity of a citizen complainant requesting anonymity will not be disclosed except that if the testimony of such complainant is a critical element of the employer's burden to establish just cause for discipline, such identity will be disclosed during the course of informal proceedings prior to formal notice of discipline.

Section 8. Authorization and Level of Discipline

In recognition of the various levels of command and degrees of improper conduct which may warrant discipline, the following supervisory personnel may impose the described levels of discipline:

a. The First Selectman, the immediate supervisor or designee may impose the following discipline:

   1) Oral reprimands.
   2) Written reprimands.

b. Police Commission may impose the following discipline:

   1) Oral reprimands.
   2) Written reprimands.
   3) Suspensions.
   4) Dismissal.
   5) Demotion (provided demotion shall not apply to the rank of Officer First Class).

ARTICLE VII - HOURS OF WORK & WORK SCHEDULES

Section 1. Basic Workweek

As soon as practicable following the signing of this Agreement, the regular workweek of all employees shall be the 5-3 schedule (5 workdays followed by 3 day leaves) which cycle consists of fifty-six (56) days (8 weeks) and includes thirty-five (35) working days and twenty-one (21) day leaves. The regular workweek for an officer assigned as the School Resources Officer will be a 5-2 schedule, Monday through Friday, during the school term and during the summer term as needed to support youth related programs.

Section 2. In an emergency situation or due to emergent conditions that could seriously compromise public safety as determined by the First Selectman or his/her designee in consultation with the Board of Police Commissioners, the Town may alter a shift starting and quitting time for a necessary period of time. Except in an emergency, the Town shall give the Union adequate notice of the intended changes and afford an opportunity for discussion.

Section 3. Shift Schedule

The shift schedule covering each cycle described in Section 1 shall be posted at least two (2) weeks in advance. All employees, except probationary employees, shall have the opportunity to bid for a particular shift; either days, evenings, late evenings, or a rotation cycle of days, evenings, and/or late evenings. In the case of the 5-3 schedule, the bids shall be for the fifty-six (56) day cycle. In the case of the 5-2 schedule, the bids shall be on a quarterly basis. Awarding of bids will normally be made on the basis of seniority. However, Management may consider qualifications, certifications, morale, scheduling needs and discipline in awarding bids, which may result in a senior officer receiving a second or third choice with the approval of the First Selectman.

Shift Bids:

a)	Day Shift	7:00 am – 4:00 pm/4:15 pm
b)	Evening Shift	3:00 pm – 12:00 am/12:15 am
c)	Late Evening Shift	6:00 pm – 3:00 am/3:15 am

In the event the Town decides to establish a midnight shift (11:00 pm to 8:00 am/8:15 am.), the midnight shift shall be added to the shifts bid upon.

Also, to insure the Town flexibility, yet keeping the shifts reasonably stable, a two (2) hour adjustment to the work shift may be made by the Resident State Trooper within a twenty-four (24) hour time period. All adjustments to the stated work shift requested by full time officers must have prior approval of the Resident State Trooper. Approved adjusted hours shall be paid on a regular straight time basis. Approval shall not be unreasonably withheld.

Section 4. Exchange of Shifts

Employees may change shifts provided:

a) There is no additional cost to the Town of Colchester.

b) The employee's supervisor is given reasonable notice, normally in excess of twenty-four (24) hours, and approves the shift change.

c) The Town of Colchester is not responsible for enforcing agreements made between employees.

d) Approval of shift changes is subject to revocation as dictated by the needs of the Colchester Police Department.

Section 5. Management will assign non-emergency, patrol related overtime to officers outside their normally scheduled hours of work in accordance with the following system:

Employees not scheduled to work will be listed by seniority and by the date of the last overtime opportunity and shall have the opportunity to volunteer for overtime until each person on the list has had an opportunity. An opportunity refused or a "No answer" phone call or beep will be considered an opportunity actually worked. If there are no volunteers, the supervisor will assign overtime in inverse order of seniority.

Nothing in this provision will limit the Town's right to extend an officer's shift contiguous to the officer's normally scheduled hours of work including calling the officer in to work at an earlier start time. No probationary officer on field training shall be eligible to work any overtime assignments until they are off field training.

Section 6. Probationary employees' scheduling shall be at the discretion of the First Selectman or his/her designee (Resident State Trooper).

Section 7. Under no circumstances, other than in an emergency, shall an employee be scheduled to work more than two (2) consecutive shifts.

Section 8. Placement in platoon requests will normally be based on seniority. However, Management may consider qualifications, certifications, morale, scheduling needs and discipline in platoon placement, which may result in a senior officer receiving a second or third choice with the approval of the First Selectman.

Section 9. It has been the practice of the Town of Colchester to fill shift schedules with two (2) patrol officers per shift. The Resident State Trooper shall continue to make every effort to follow this practice by offering overtime on a volunteer basis. For any shift that the Town schedules, the Town has the right to require mandatory coverage of at least one (1) officer. Scheduled shifts may include day, evening or midnight shifts as determined by the Town. When ordering in any officer to ensure such coverage, the Town will be guided by the following agreed upon terms:

a. No bargaining unit member shall be ordered in more than ten (10) times in any contract year;

b. Order-ins shall be filled by rotation in inverse seniority;

c. No less than one (1) employee shall be required to work on any shift scheduled by the Town; and

d. A second scheduled position shall be offered on a voluntary basis.

ARTICLE VIII - RATES OF PAY

Section 1. Base Hourly Rate:

Effective and retroactive to July 1, 2015, base rates will be increased by 2.25% as follows:

Hourly Rates	Yrs. 0-1	Yrs. 1-2	Yrs. 2-3	Yrs. 3-4	Yrs. 4-5	Yrs. 5-6	Yrs. 6-End	Yrs. 10-End
Police Officer	$25.14	$27.31	$28.80	$30.30	$31.43	$32.54	$33.72	$35.16
Officer First Class					$32.37	$33.51	$34.73	$36.22
Sergeant						$38.02	--	--

Section 2. Step Increases.

a) All employees not at the top step of their salary schedule shall advance one step on the salary schedule effective July 1 of each contract year. For those employees hired before January 1st, their step increase will be effective on July 1st of the next fiscal year. For those employees hired after January 1st, their next step increase will be on July 1st of the following fiscal year.

Example: An officer hired on September 1, 2011 would be eligible for a step increase on July 1, 2012.

Example: An officer hired on January 2, 2012 would be eligible for a step increase on July 1, 2013.

b) Service Rating. Each officer will be evaluated in the first week in May and November of each year by his/her supervisor. An overall unsatisfactory service rating in May will deny an employee his/her next annual step increase in July. If the unsatisfactory service rating in May is followed by an overall satisfactory service rating in November, the employee will be eligible for his/her annual step increase at that time. It is understood that only an overall unsatisfactory service rating shall be grievable.

The employee shall be given a copy of any service rating form which he/she is required to sign at the time of receipt. An employee's signature on such form shall not be construed to indicate agreement or approval of the rating by the employee.

The following ratings shall constitute an overall "unsatisfactory" performance rating for purposes of Section 1 above (see Appendix A- State of Connecticut Department of Public Safety Officer Performance Evaluation or Observation Report):

a) Two (2) or more performance criteria rated "unsatisfactory;" or

b) Five (5) or more performance criteria rated "needs improvement;" or

c) Any combination of Five (5) or more performance criteria rated either "unsatisfactory" or "needs improvement."

Prior to issuing an "unsatisfactory" service rating supervisors shall counsel the officer on any deficiency. When the employee is rated less than satisfactory in any category, the rating supervisor shall state the reasons why. The evaluator shall not act arbitrarily or capriciously and shall rate an employee only on relevant and supportive documentation including but not limited to Performance Observation Reports ("PORs").

Section 3. Full-time officers of the Police Department, who have completed five (5) years of continuous full-time employment with the Town, are eligible for the following yearly longevity bonus, determined by the employee's length of continuous full-time service with the Town as of July 1 of each year:

Years of Completed Continuous, Full-Time Employment	Yearly Amount
6th to 9th year	$450
10th to 14th year	$500
15th to 19th year	$600
20th year and over	$750

Notwithstanding the language provided above, for all full-time officers of the Police Department who are hired on or after July 1, 2011, such officers shall not be eligible for the above-referenced longevity pay provision but in lieu thereof, shall receive a one-time longevity payment of Four Thousand Dollars ($4,000), payable upon their fifth (5^{th}) anniversary of their continuous employment with the Town as a sworn police officer.

Section 4. Any officer who works as a Field Training Officer shall receive one hour of compensatory time for each shift worked as a Field Training Officer.

Section 5. The Town shall place newly hired officers with prior law enforcement or related experience on the salary schedule taking into consideration such officer's prior experience, qualifications and abilities.

Section 6. All compensation due an employee shall be paid by way of direct deposit to a bank account designated by the employee with the Town.

ARTICLE IX - OVERTIME

Section 1. All overtime duty shall be paid at the rate of time and one-half (1½) for all hours, or any portion thereof, worked in excess of the police officer's regularly scheduled work week or regularly scheduled work day.

Section 2. When an officer is required to return to duty to perform overtime duties, and when the overtime hours so worked are not contiguous with the officer's regular hours, he or she shall be paid not less than four (4) hours at the rate of time and one-half (1½).

Section 3. An employee required to appear in court on his or her scheduled day off in a criminal or civil case related to the performance of the employee's duties as a police officer, shall be paid not less than two (2) hours at the rate of time and one-half subject to the Town's right to switch shifts to avoid premium overtime rates. Employees will be required to provide notice to the Resident State Trooper of all court appearances reasonably in advance.

Section 4. When a member of the bargaining unit attends required training outside of their normal hours of work, such time shall be compensated at one and one-half (1½) times his/her base wage rate unless the Town provides a minimum of seven (7) days advanced notice. Where such advanced notice is provided, the employee's normal hours of work will be adjusted to include the training time and the employee will be compensated at the straight-time hourly rate. Training time shall include travel time to and from the training facility.

Section 5.

a. **Pay For Work On Holidays Except Thanksgiving Day, Christmas Day, New Year's Eve and Independence Day (the Fourth of July).** Those employees who are regularly scheduled to work on any of the Holidays recognized under this agreement, except Thanksgiving Day, Christmas Day, New Year's Eve and Independence Day (the Fourth of July), shall be paid at their straight time hourly rate of pay for all hours worked in addition to holiday pay in accordance with Article XVIII, Section 1. Those employees who work an overtime assignment (voluntarily or upon being ordered in) on any of the Holidays recognized under this agreement, except Thanksgiving Day, Christmas Day, New Year's Eve and Independence Day (the Fourth of July) shall be paid at time and one half their regular rate of pay for all hours worked in addition to holiday pay in accordance with Article XVIII. There shall be no pyramiding of overtime, and no employee who works on a holiday shall be entitled to any other payment under the provisions of this Article IX.

b. **Pay For Work On Thanksgiving Day, Christmas Day, New Year's Eve and Independence Day (the Fourth of July).** Those employees who are regularly scheduled to work on Thanksgiving Day, Christmas Day, New Year's Eve and Independence Day (the Fourth of July) shall be paid at time and one half the employee's regular rate of pay for all hours worked in addition to holiday pay in accordance with Article XVIII. Those employees who work an overtime assignment (voluntarily or upon being ordered in) on Thanksgiving Day, Christmas Day, New Year's Eve, and Independence Day (the Fourth of July) shall be paid two times the employee's regular rate of pay for all hours worked in addition to holiday pay in accordance with Article XVIII. There shall be no pyramiding of overtime, and no employee who works on a holiday shall be entitled to any other payment under the provisions of this Article IX.

ARTICLE X - INSURANCE

Section 1.

a) During the 2011-2012 contract year, each full-time employee may elect single, two-person, or family coverage under the Town's PPO, Full Service Dental Plan and Public Sector Three Tier medical benefits plan ("PPO") offered by the Town previously. Effective with the plan year beginning July 1, 2012, in lieu of benefits under the PPO Plan, employees may elect benefits under the Comp. Mix Plan ("Comp. Mix") as described in Appendix C (as attached hereto), as such plan may be changed from time to time.

During the term of this collective bargaining agreement, the Town also shall have the right to offer an alternative plan in the form of a high deductible health plan with a health savings account to employees on a voluntary basis. Prior to implementing the alternative plan, the Town shall meet and discuss the terms of the proposed alternative plan with the Union.

Effective July 1, 2015, each member of the bargaining unit, who elects benefits under the Comp. Mix plan, shall contribute, through bi-weekly payroll deduction, twenty percent (20%) of the monthly premium equivalent cost for individual, two-person or family medical, dental and prescription drug benefit coverage as provided in this Article. Employees who elect benefits under the PPO plan shall contribute twenty-six percent (26%) of such costs. Pursuant to the Town's Section 125 Plan, any insurance contribution made by employees shall be made on a pre-tax basis.

In addition to the above-referenced premium cost sharing, effective beginning with the contract year commencing on July 1, 2014, and continuing thereafter, if premium equivalent costs for benefits offered under the Comp. Mix and/or PPO plan increase from the prior plan year to the next by ten percent (10%) or more, then the parties agree to share evenly in the increased costs above the ten percent (10%) threshold for employees effected by such cost increase; if the premium equivalent costs decrease from the prior plan year to the next by ten percent (10%) or more, then the parties shall evenly share in the decreased costs above the ten percent (10%) threshold for employees effected by such cost reduction. This shall not apply to employees who migrate from one plan to the other from one plan year to the next. By way of example, if costs under the PPO Plan increase by fifteen percent (15%) beginning July 1, 2014 as compared to the prior plan year, then for any employee who elects PPO benefits during both years, such employee will pay his/her regular premium cost sharing and in addition, will be responsible for one-half (1/2) of the premium cost increase above ten percent (10%) (i.e., an additional 2.5% of premium under this hypothetical example).

Notwithstanding the benefit options discussed above, employees hired on or after July 1, 2012 shall only be permitted to elect benefits under the Comp. Mix Plan, under the terms outlined above.

b) The Town will pay the full cost of the employee's group life insurance. Said insurance shall be in the amount of $100,000.

Section 2. Nothing herein shall be interpreted to prevent the Town from obtaining comparable medical, dental or prescription drug benefit coverage from alternative insurance carriers, including those with preferred provider networks, or through self-insurance, so long as there is no interruption in coverage. If the Town proposes a change, it shall give written notice to the Union. The Union may challenge any proposed change in insurance carriers/administrators on the basis that the coverage to be provided is not comparable to the existing coverage. The Union's challenge must be filed in writing within sixty (60) calendar days from notice of the proposed change, and must specify the areas in which the Union claims that the proposed plan is not comparable to the current one. The Town and the Union shall meet to discuss the Union's concerns, which discussions shall be concluded no later than thirty (30) calendar days following receipt of the Union's notice of challenge. If a dispute remains, it shall be submitted to the State Board of Mediation and Arbitration pursuant to the grievance procedure under Article V.

Section 3. As set forth more fully in the long term disability plan design which will be made available to all employees, an employee who is disabled due to an accident or sickness which is not compensable under the Workers' Compensation Act and who has exhausted all of his/her paid leave benefits shall be eligible for weekly accident/sickness disability insurance payments up to 60% of his/her base rate at the time of disability to a maximum of $2,000 per month. These benefits will be offset by workers' compensation benefits including heart and hypertension benefits, retirement benefits, and other state or federal mandated benefits the employee receives. In no instance shall such benefits begin until after 90 days of disability. The Town reserves the right to terminate an employee while on disability if circumstances warrant such termination without violating state or federal law.

ARTICLE XI - UNIFORMS

Section 1. The Town will provide bargaining unit employees with 3 summer pants, 4 summer shirts and 3 winter pants, 4 winter shirts. Replacement of uniforms shall be on an as needed basis consistent with past practice. Boots will be replaced every two years and paid for by the Town, not to exceed $200.00.

Section 2. The Town will provide each full time employee with a cleaning allowance payable at the rate of $5.00 per day for all scheduled work days and overtime days actually worked, bi-weekly. However, at any time, the Town, may, in its sole discretion, opt to contract out the cleaning of uniforms in lieu of paying the cleaning allowance set forth in this Section 2. In such event, full time employees shall be required to have their uniforms cleaned by the entity with whom the Town has contracted for this purpose and shall not receive any cleaning allowance.

ARTICLE XII - PROMOTIONS

Section 1. All promotions within the department to ranks above Officer First Class that fall within the bargaining unit shall be made only after a competitive examination has been administered to eligible candidates. Such examination shall be administered under the direction of a duly established impartial agency mutually agreed to by the Town and the Union. If the parties cannot mutually agree and if the State of Connecticut has, at the time of the opening for promotion, an agency that will administer the examination for the Town, that state agency shall be utilized. If the State does not have an agency that will administer the examination, the Employer and the Union shall establish mutually agreeable eligibility criteria for all such promotions described herein with the understanding that the Employer reserves the right to determine the need for any such promotion. The Employer also reserves the right to promote from the top three (3) candidates as determined by either the competitive examination or mutually agreeable criteria.

Section 2. A promotional list shall be compiled after the results of said examination have been published, and the Board of Police Commissioners shall make the list available for inspection to all members of the department. The list shall contain the names of those examined, ranked according to the scores achieved on the examination.

Section 3. No full time employee shall be eligible to take the examination for sergeant unless he/she has, at the time of application for examination, at least five (5) years of continuous service in the Colchester Police Department.

Section 4. Whenever, for any reason, a vacancy occurs, a promotion from the promotional list may be made at the discretion of the Board of Police Commissioners to fill the vacancy. If no list exists and a test must be given, the Board of Police Commissioners may make a temporary assignment to that position until such time as a new list can be generated. This temporary assignment shall not last for more than one hundred eighty (180) days. Employees filling temporary positions must meet the minimum continuous service requirement for the position. Employees filling temporary positions shall receive the higher rate of pay.

Section 5. All promotional examinations shall be comprised of three (3) phases: Written test, oral test and performance evaluation. The weights of each phase shall be as follows: Written test: forty-five (45) percent; Oral test: forty-five (45) percent; and Performance evaluation: ten (10) percent. The performance evaluation component score shall be determined in the sole discretion of the Police Commission based upon the officer's performance evaluations and any other evidence submitted by the officer on his/her behalf. All candidates must receive a combined average of 70% on the test in order to be eligible for promotion.

Section 6. A promotional list shall be effective for one (1) year from the date of its posting. No promotions will be made from an expired promotional list. The parties may, by mutual agreement, extend the list up to a maximum of one (1) year.

Section 7. Officer First Class (OFC) Rank:

To obtain the rank of OFC the following requirements must be met:

1) Five (5) years of continuous employment or, in the alternative, four (4) years of continuous employment in addition to successful completion of a community service project that remains on-going after initiation;

2) Clean performance record for thirty-six (36) months prior to application for OFC with exceptions determined at the discretion of the Police Commission who shall act in a nondiscriminatory, noncapricious and nonarbitrary manner; and

3) Medical Response Technician (MRT) Certification or higher.

Once the above requirements are met, the applying officer will be allowed to attain the rank of OFC with approval of the Board of Police Commissioners. No request for OFC will be denied without good cause. No request for MRT training will be unreasonably denied. To continue to hold the rank of OFC, the MRT or higher certification must be maintained. The Town agrees that it will continue to pay for the recertification.

Section 8. As used herein, the term "promotion" shall be defined as an assignment to a higher rank.

ARTICLE XIII - SICK LEAVE

Section 1. Each full-time employee will be entitled to sick leave with pay at the regular straight-time hourly rate of pay in effect at the time such leave is taken. Such leave shall be earned at the rate of one (1) day per month of continuous service in each calendar year. Full-time employees may accumulate up to sixty (60) days of paid sick leave. For the sole purpose of bridging the ninety (90) day waiting period for Long Term Disability (LTD) insurance under Article X, Section 3, employees may accumulate up to 30 additional days of sick leave which can also be drawn in special circumstances involving serious health conditions at the discretion of the First Selectman.

Section 2. Sick leave shall continue to accumulate during approved leaves of absence with pay or vacation time. Sick leave shall not continue to accumulate during leaves of absence without pay, suspension without pay, nor during the time an employee receives long-term disability payments.

Section 3. Each employee who retires or resigns with ten or more years of service with the Town will be paid for his sick leave at the base rate of pay. Upon death of an employee, the employee's designated beneficiary shall be paid for his sick leave at his base rate of pay.

Section 4. The Town may have an employee examined by a doctor jointly selected by the parties or from a mutually agreed list of doctors, at the Town's expense, to determine the exact nature and extent of the employee's incapacity or illness or to determine an officer's fitness for duty. A doctor's certificate may be required by the Town whenever an employee is off from work three (3) or more occasions, or at any time that it is deemed that sick leave is being abused by an employee. In the latter circumstances, the employer will document the reasons for such request. Whenever an employee is off from work for ten (10) or more work days, the employee shall give the Town a doctor's release before the employee returns to work.

Section 5. An employee who is on injury leave shall be assigned to "light duty" work if such work is available as determined by the Resident State Trooper and the First Selectman. The light duty assignment shall commence from and after the date on which the employee's treating physician determines that employee may return to work even though the employee cannot perform all of the regular duties of a police officer. Such assignment shall be subject to the following:

a) The assignment shall be consistent with the limitations prescribed by the employee's treating physician.

b) The nature and duration of the assignment shall be determined by the Town. Notice of same, together with a general description of the duties, shall be given to the employee and the Union in writing. The assignment shall be a police department function.

c) The work schedule for an officer on light duty status shall be subject to any limitation on hours of work prescribed by the employee's treating physician.

d) Any officer who is released by the treating physician to perform restricted work and who is assigned light duty must accept the light duty as assigned.

e) In determining the availability of light duty work, the Town shall not discriminate based on whether an officer was injured on or off the job.

Section 6. Donation of Time. With the approval of the First Selectman, members may donate sick leave, personal leave, vacation, or holiday leave to other members for the sole purpose of providing time off to members who exhausted all of their own time in the event of an emergency or major medical issue.

ARTICLE XIV - PERSONAL LEAVE

All full time employees shall be entitled to four (4) personal leave days annually, to be taken in no less than half (1/2) day increments, provided the employee gives prior notice of at least twenty-four (24) hours and receives approval from the First Selectman or his/her designee (Resident State Trooper). Personal leave days cannot be carried over from one year to the next, unless approved by the First Selectman and then must be used by March of the next year, as in the past.

ARTICLE XV - FUNERAL LEAVE

Section 1. In the event of a death in the immediate family of a full time employee, leave consisting of three (3) consecutive working days shall be granted. The employee shall be paid his/her regular rate for any of the three (3) consecutive working days which fall within his/her regularly scheduled shift and for which he/she attends the funeral. The term "immediate family" shall include the employee's spouse or partner in a civil union, child, parent, grandparent, sibling, mother or father in-law, grandchild, or any other relative who is living in the employee's household.

Section 2. In the event of the death of a brother or sister in-law, aunt, uncle, niece or nephew of the employee or of his/her spouse or partner in a civil union, one (1) paid day leave shall be allowed as long as the employee attends the funeral and the day of the funeral is a regularly scheduled work day.

Section 3. The First Selectman may, in his/her discretion, grant additional time off for funeral leave which will be deducted from an employee's vacation time or personal days.

ARTICLE XVI - VACATION

Section 1. Full time employees shall be granted time off with pay for vacations according to the following schedule:

Years of Completed Continuous Full-Time Service	Rate Accumulated
After 1 year	One week (5 working days)
After 2 years	Two weeks (10 working days)
After 5 years	Three weeks (15 working days)
After 10 years	Four weeks (20 working days)
After 16 years	Five weeks (25 working days)

Section 2. Vacation requests for two (2) or more days must be submitted at least fifteen (15) days in advance unless there are extenuating circumstances. All vacation requests for one (1) day shall be submitted at least twenty-four (24) hours in advance. All vacation requests must be approved by the First Selectman or his/her designee.

Section 3. Employees will be allowed to carry over, from one calendar year to the next, accrued but unused vacation days to a maximum accumulation of fifteen (15) days.

Section 4. In the event of retirement, resignation, or termination of employees hired on or before the signing of this Agreement, earned but unused vacation shall be paid in a lump sum payment to the employee. In the event of retirement, resignation, or termination of employees hired after the signing of this Agreement, fifty percent (50%) of earned but unused vacation shall be paid in a lump sum payment to the employee. In the event of death, a lump sum payment for earned but unused vacation shall be made to the beneficiary of the employee.

Section 5. Vacation shall be credited on January 1st of each contract year. Rate differentials based on completed years of service in Section 1 shall be credited on the employee's anniversary date. For example: An employee hired on July 1, 2003 will be credited with one week (5 working days) on July 1, 2004. He/she will then be credited with one week (5 working days) on January 1st 2005 and will receive an additional one week (5 working days) differential on July 1, 2005 - the employee's second anniversary date.

In granting time off, every effort will be made by the Town to meet the requests of employees as to the scheduling of vacation. Vacation shall be granted on a first-come, first-served basis. In the event of conflicting requests, the employee with greater seniority shall have preference.

Section 6. An employee shall not be called in on his/her vacation except in an emergency or with the employee's agreement.

Section 7. Unbroken full time service with the Town shall be counted toward years of service for calculation of vacation time for employees transferring into the police department.

ARTICLE XVII - MILITARY LEAVE

Military leave will be provided in accordance with applicable State and Federal law as may be amended from time to time. Copies of such Act(s) will be provided to the officers.

ARTICLE XVIII - HOLIDAYS

Section 1. Full-time employees covered by this agreement shall be entitled to fourteen (14) paid holidays in one calendar year for which they may receive compensatory days off. Holiday pay shall be at straight time. The paid holidays are the following (regardless of the day of the week on which they fall):

New Year' Day
Martin Luther King Day
Floater
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day

Columbus Day
Veterans' Day
Thanksgiving Day
Day After Thanksgiving Day
Christmas Eve (1/2 day)
Christmas
New Year's Eve (1/2 day)
All holidays will be treated as floating holidays at the employee's option with prior approval by the First Selectman or his/her designee (Resident State Trooper).

Section 2. If a holiday falls during an employee's vacation, he/she shall be given an additional day off.

Section 3. Employees will be allowed to carry over accrued but unused compensatory days from one calendar year to the next to a maximum accumulation of ten (10) days.

ARTICLE XIX - EXTRA DUTY

Section 1. The term "extra duty," "extra assignment" or "private duty," for the purpose of this agreement, shall mean police duty for some Town department, other than the Police Department or for which an employee's services are being charged by the Town to an outside party.

Section 2. The decision of whether or not to assign extra duty assignments shall be made by the First Selectman or his/her designee (Resident State Trooper). Extra duty assignments shall be posted as soon as possible. Full time employees shall have first choice on all extra duty assignments. The choice among full time employees shall be rotated based upon seniority.

Section 3. Full time employees working extra duty shall be paid in accordance with the following minimum hourly rates:

a. Full time employees will receive a minimum of four (4) hours pay for an extra duty job. If the job exceeds four (4) hours, full-time employees will receive a minimum of eight (8) hours paid, provided that the eight-hour minimum shall not apply to extra duty jobs of the Town of Colchester Water & Sewer Department or the Colchester Board of Education.

b. The rate of pay for full time employees shall be sixty dollars ($60.00) per hour except that for Colchester Board of Education and Town of Colchester Water & Sewer Departments the rate shall be forty dollars ($40.00) per hour.

Section 4. A full time officer shall not be ordered to take an extra duty assignment except under emergency situations.

Section 5. When such extra duty job is performed on any holiday recognized in this contract, compensation shall be at time and one-half (1 1/2) the private job rate.

Section 6. Should the necessity arise to cancel an extra duty assignment, a minimum of twenty-four (24) hours notice shall be given prior to the starting time. If such person or organization fails to give this minimum notice, the employee shall be paid a minimum of four (4) hours.

ARTICLE XX - GENERAL PROVISIONS

Section 1. The Town will designate one (1) bulletin board on the premises of the Police Department for the purpose of posting notices concerning Union business and activities or any other matters pertaining to Union business. Copies of notices posted on the Union bulletin board shall be provided to the First Selectman's Office.

Section 2. Personal clothing, watches up to $100.00, dentures, eyeglasses, contact lenses, or any police related equipment damaged, lost, or destroyed in the line of duty will be repaired or replaced by the Town, provided loss, destruction or damage is reported within forty-eight (48) hours of its occurrence and is not in any way due to the officer's own negligence. The forty-eight (48) hour time limit shall be extended due to circumstances beyond an officer's control. All claims of lost personal property shall be subject to approval by the First Selectman or his/her designee. The Town reserves the right to reimburse the officer in lieu of repairing or replacing such items upon proper showing of receipt of purchase.

Section 3. Employees shall receive a copy of all materials when placed in their personnel jackets. If personnel evaluations are to be placed into the jacket, the employee shall be afforded the opportunity to sign such evaluations and comment in writing about the evaluation prior to its inclusion. Officers shall be allowed to review their personnel files with one day's notice to the Town.

Section 4. The Town agrees that there shall be no lockout of any employee or employees during the term of this Agreement. The Union and the individual employees covered under this Agreement expressly agree that there will be no strike, slowdown, work stoppage or other forms of interference with the operation of the Department during the term of this Agreement.

Section 5. All memoranda of understanding or agreement hereinafter entered into between the parties to this Agreement shall be incorporated and remain part of this Agreement.

Section 6. If any article or any section of this Agreement is declared invalid for any reason, such declaration of invalidity shall not affect the other articles and or sections or portions thereof which shall be valid.

Section 7. The Town will continue to furnish such equipment as it has customarily furnished in the past, including guns, vests, and other safety related equipment.

Section 8. The Town shall develop safety procedures for the protection of officers from communicable disease.

Section 9. Each employee shall be provided with a copy of the Department Rules and Regulations covering Police procedures and conduct. Upon any revision or change in the Rules and Regulations, each employee shall be appraised of such changes in writing and the Union given an opportunity to bargain as required by the Municipal Employees Relations Act ("MERA").

Section 10. Insofar as any rule and regulation is in direct conflict with an expressed and lawful provision of this Agreement, said rule or regulation is superseded and rendered void, and the applicable provisions of this Agreement shall govern.

Section 11. The Town shall provide each present employee and new employee, when he/she is hired, a copy of the final Agreement. In addition, to insure that the immediate Supervisors are aware of the provisions of this Agreement, the Town shall also provide them with a copy of this Agreement.

Section 12. Requests for unpaid leave of absences up to one (1) year may be made. Approval of such requests shall be solely at the discretion of the First Selectman or designee. If approved, the employee shall reimburse the Town for the cost of continuing group medical and life insurance benefits.

Section 13. The use of any gender in the Agreement shall include all genders.

Section 14. The Colchester Police Department shall be actively involved in the Colchester D.A.R.E. program in the Colchester School system. If for any reason no Colchester Officer is certified to teach D.A.R.E., at least one (1) Colchester Officer shall be offered certification training with preference for such opportunity given by seniority.

Section 15. Off-duty use of patrol vehicles will not be allowed unless approved by the Board of Police Commissioners based on exigent circumstances for a period not to exceed three (3) days at which time negotiations will commence relative to the impact of such off-duty use.

Section 16. If a member has ten or more years of service and resides in the Town of Colchester, the member may have take home use of the car, subject to the approval of the First Selectman and subject to the provisions of the Rules & Regulations as may be adopted by the Police Commission.

Section 17 The assigned K-9 handler will be assigned a Town police cruiser to transport the Department K-9 to and from work. The assigned cruiser will only be used at the start and end of working shifts or for official department business. The cruiser will not be used for personal business. Effective November 1, 2015, the K-9 handler will have the option of choosing one (1) hour of overtime or one and one-half hours (1 ½) compensatory time earned per day for days when the K-9 is in direct control of the officer.

ARTICLE XXI - NONDISCRIMINATION

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination because of age, sex, sexual preference/orientation, disability which is unrelated to the ability of the employee to perform a particular job, marital status, race, color, creed, national origin, military service/veteran's status, political affiliation or Union membership.

ARTICLE XXII - UNION BUSINESS LEAVE

Section 1. One (1) member of the Union grievance committee, and the aggrieved employee shall be granted leave from duty without loss of pay or benefits for all grievance meetings between the Town and the Union, arbitration hearings and hearings before the State Labor Board when such meetings take place at a time during which such members are scheduled to be on duty.

Section 2. The President, or member(s) elected to attend Union labor conventions and educational conferences, shall be granted a combined total of eight (8) days of leave with pay. All requests for union leave shall be requested at least one (1) week in advance and approved by the First Selectman or his/her designee.

ARTICLE XXIII- DURATION

The Town and the Union agree that unless a particular provision is stated to be retroactive, this agreement shall be effective as of the date of signing and shall remain in full force and effect through June 30, 2016, provided that on or before February 1, 2016, the parties shall begin negotiations for a successor contract.

ARTICLE XXIV – DEFINED BENEFIT PENSION PLAN/ 457 DEFERRED COMPENSATION PLAN

Section 1. A pension shall be provided in accordance with the Appendix B and the terms of the Town of Colchester Police Department Pension Plan as may be amended from time to time. More specifically, the parties agree to increase the COLA from one and one-quarter percent (1.25%), to two and one-half percent (2.50%), effective July 1, 2012, provided that at such time, employees who participate in the Defined Benefit Pension Plan shall increase their contribution to the Plan from the current eight percent (8%) to twelve and one-half percent (12.50%) of covered payroll. Any employee hired on or after January 1, 2012 shall not be eligible to participate in the Town of Colchester Police Department Pension Plan but shall be allowed to participate in the Town of Colchester Defined Contribution Plan ("Section 401(a) Plan"). Employees hired prior to January 1, 2012 shall have a one-time option to opt out of the Town of Colchester Police Department Pension Plan with the right to convert any assets they have a vested right to in such Plan to their personal account in the Town of Colchester Defined Contribution Plan. Effective January 1, 2012, full-time employees who are not participants in the Colchester Police Department Pension Plan shall be eligible to participate in the Section 401(a) Plan. Plan details are available to each eligible employee. The Town will contribute eight percent (8%) of base pay only (not including overtime, longevity, etc) provided that the employee contributes at least four percent (4%) of base pay to his/her 401(a) Plan account. Such employee may contribute as much as eight percent (8%) of base pay to his/her account.

Employee contributions will be made on a pre-tax basis. The combined contribution by the Town and the employee will not exceed the maximum allowed by law per year. Employees can voluntarily contribute more than the maximum percentages quoted above on an after tax basis subject to the annual limits allowed by law including pre-tax employer and employee contributions. The Town's contribution to the 401(a) Plan of each bargaining unit employee shall vest in accordance with the following schedule:

After one (1) year of service:	twenty percent (20%)
After completing two (2) years of service:	forty percent (40%)
After completing three (3) years of service:	sixty percent (60%)
After completing four (4) years of service:	eighty percent (80%)
After completing five (5) years of service:	one hundred percent (100%)

Section 2. Section 457 Deferred Compensation Plan. Each full time employee hired prior to the signing of this Agreement shall have the option of contributing to the Town's Section 457 Plan after one year of employment to the maximum contributions allowed by law per year. Plan details will be provided to each eligible employee. Employee contributions that are made to the 457 Plan are in addition to employee contributions made to the Town of Colchester Police Department Pension Plan. The Town will not make matching contributions to the 457 Plan.

Section 3. Upon retirement, officers will be given their badge and the option to purchase their duty weapon.

Dated at Colchester, Connecticut, this __ day of ______________, 2016.

____
FOR THE TOWN OF COLCHESTER

____
FOR THE COLCHESTER POLICE UNION LOCAL #2693T, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO

____
FOR COUNCIL #4, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO

TOWN OF COLCHESTER (Town)

and

COUNCIL 15, AFSCME, AFL-CIO (Union)

Negotiation Ground Rule

The Town and the Union hereby agree to the following regarding scheduling of negotiation sessions for Police Department Personnel who are named in advance to the Union's Negotiating Committee:

1) Both parties will attempt to schedule each negotiation session on an officer's scheduled day off to avoid payment of wages while engaged in negotiation of the initial collective bargaining agreement.

2) If a negotiation session is scheduled during an officer's normal hours of work, the officer will attempt to swap days off with another officer or transfer to another shift to avoid payment of wages while attending the negotiation session. If a swap or transfer cannot be accommodated the Union will notify the First Selectman of such conflict in advance of the scheduled session. The First Selectman will then have the option of rescheduling the session or conducting the session during the officer's normal hours of work with pay.

APPENDIX A

State of Connecticut
Department of Public Safety
Police Officer
Performance Evaluation Or Observation Report

☐ **Performance Evaluation** ☒ **Observation Report**

Name: **Rank:** **ID #: KC**

City/Town/Unit: Colchester Resident Trooper's Office **Officer Status:** ☒ Permanent ☐ N/A
☐ Probationary

Rating Period From : **Or Date of POR Event: ______**

Instructions

1. Read A&O Manual Section 4.8.3 before completing this form.
2. Evaluate performance observed only during the period designated above, check one box which represents your best objective evaluation for a major category of job related factors. Do not rate a sub-category unless it deviates substantially from the general rating. When it does, place the letter in the rating box which the sub-category merits and explain the deviation as a comment.
3. **Rating Standards**

Superior:	Performance for the factor is excellent, Consistently exceeding expectations, Always follows through and does what he or she is tasked to do. *
Very Good:	Meets all expectations. Strives for excellence. Sometimes exceeds requirements.
Satisfactory:	Consistently competent performance for the factor and sometimes exceeds requirements.
Needs Improvement:	Total performance occasionally or periodically falls short of normal standards, the rater believes the employee can and will make required improvements. May have slipped in performance or be new to the job or rank.
Unsatisfactory:	Performance for the factor is clearly inadequate. The employee has demonstrated inability or unwillingness to improve. *

JOB RELATED FACTORS

	Superior*	Very Good	Satisfactory	Needs Improvement	Unsatisfactory*	Not Observed
1. JOB KNOWLEDGE a. What he or she knows through education, training, experience; b. Specialized training; c. Policies and procedures; d. Federal, state, and local law; e. Court rulings.						
2. ANALYTICAL SKILLS a. Identifies problems; b. Knowledge of pertinent information; c. Determination of cause; d. Arrives at logical conclusions.						
3. COMMUNICATION SKILLS a. Report organization and clarity; b. Report neatness and legibility; c. Reports timely distributed; d. Speaks clearly and effectively.						
4. GENERAL POLICE SERVICES a. Assists to motorists; b. Medical assists; c. Resolution of disputes.						
5. APPEARANCE a. Personal appearance; b. Uniforms & equipment; c. Assigned vehicle.						
6. INTERPERSONAL RELATIONS a. Attitude and judgment in dealings with other police officers and public; b. Telephone & radio skills; c. Attitude displayed toward others.						
7. ATTENDANCE a. Consider tardiness; b. Occasions of Absenteeism.						

JOB RELATED FACTORS	Superior*	Very Good	Satisfactory	Needs Improvement	Unsatisfactory*	Not Observed	
8. SPECIAL TECHNICAL SKILLS a. Firearm other than service pistol; b. EMT; c. Accident Reconstructionist; d. Intoximeter Operator; e. MRT Retraining/Certification; f. C							
9. PRODUCTIVITY a. Assignment considerations; b. Quality versus quantity.							
10. INCIDENT SCENE MANAGEMENT Accident a. Investigative skills; b. Scene protection;							Scenes
c. Evaluates & organizes resources; d. Evidence collection/processing e. Differentiates cause; f. Coordinates resources.							Crime Scenes

11. OTHER FACTORS (optional)
List other job related factors evaluated such as judgment, dependability, suggestions for improvements, stressful events, etc.

	Superior*	Very Good	Satisfactory	Needs Improvement	Unsatisfactory*	Not Observed
a. ________________ b. ________________ c. ________________ d. ________________						

Overall Evaluation

☐ **Superior**	☐ **Very Good**	☐ **Satisfactory**	☐ **Needs Improvement**	☐ **Unsatisfactory**
Superior in all factors rated.	Very Good in majority of factors rated. No factor rated lower than Satisfactory.	Most factors rated Satisfactory. No more than one factor rated Needs Improvement.	No Unsatisfactory factors. Two or more factors rated as Needs Improvement.	One or more factors rated as Unsatisfactory.

Comments* ☐ See attached page(s)

Rated Officer Comments* ☐ See attached page(s)

Rated Officer:** ______________________________ ID# KC Date: ____________
Off.
Rating Supervisor: ______________________________ ID# Date:
Sgt.
DPS Human Resources: ______________________________ Date: ____________
or Town Personnel Unit 1st Selectperson Greg Schuster

**Comments or explanation required to justify factors rated Superior or Unsatisfactory.*
***Signature indicates that the rated officer has read and discussed this evaluation, but does not necessarily signify agreement.*

APPENDIX B
DEFINED BENEFIT PENSION PLAN

The Town's defined benefit pension plan currently provides for the following substantive pension benefits:

Eligibility for Retirement:	20 years of service
Vesting:	Minimum of 10 years of service
Multiplier:	2.5%
Average Salary:	3 years of average base salary only
Maximum Benefit:	60%
Credited Service:	Up to 5 years of prior service
Employee Contribution	6% of pay

Effective July 1, 2009, employee pension contributions will increase to eight percent (8%) of pay. Effective July 1, 2012, employee pension contributions will increase to twelve and one-half percent (12.5%) of covered payroll.

Effective July 1, 2009, a post-retirement COLA of one and one-quarter percent (1.25%) annually will be incorporated into the defined benefit pension plan. Effective July 1, 2012, the COLA shall increase to two and one-half percent (2.5%) annually.

A plan document will be created by the Town that reflects these substantive benefits and that qualifies the Plan as one that conforms to the provisions and limitations of the Internal Revenue Code.

APPENDIX C

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CENTURY PREFERRED COMP MIX

Century Preferred is a preferred provider organization (PPO) plan.

COST SHARE PROVISIONS	**In-Network** ***Member pays:***	**Out-of-Network** ***Member pays:***
Calendar Year Deductible *(individual/ family)*	$250/$500	$500/$1000
Coinsurance	20% after deductible up to	40% after deductible up to
Coinsurance Maximum *(individual/ family)*	$1,250 / $2,500	$2,500 / $5,000
Cost Share Maximum *(individual/ family)*	$1,500 / $3,000	$3,000 / $6,000
Lifetime Maximum	Unlimited	$1,000,000

PREVENTIVE CARE	**In-Network After Deductible** *Member pays:*	**Out-of-Network After Deductible** ***Member pays:***
Well child care	$0 Copayment, Deductible waived	40%
Periodic, routine health examinations	$0 Copayment, Deductible waived	40%
Routine OB/GYN visits	$0 Copayment, Deductible waived	40%
Mammography	$0 Copayment, Deductible waived	40%
Hearing screening	$0 Copayment, Deductible waived	40%
MEDICAL CARE		
Office visits	$20 Copayment, Deductible waived	40%
Specialist visits	$30 Copayment, Deductible waived	40%
Outpatient mental health & substance abuse	$30 Copayment, Deductible waived	40%
OB/GYN care	$30 Copayment, Deductible waived	40%
Maternity care	$30 Copayment, Deductible waived	40%
Diagnostic lab and x-ray	20%	40%
High-cost outpatient diagnostic The following are subject to copay: MRI, MRA, CAT, CTA, PET, SPECT scans-**(Precertifcation is required)**	$75 to a $375 annual maximum	40%
Allergy services *Office visits/testing* *Injections—80 visits in 3 years*	 $30 Copayment, Deductible waived 20%	 40% 40%
HOSPITAL CARE – ***Prior authorization required***		
Semi-private room *(General/Medical/Surgical/Maternity)*	20%	40%
Inpatient mental health & substance abuse-after 12th visits	20%	40%
Skilled nursing facility – *up to 120 days per calendar year*	20%	40%
Rehabilitative services – *up to 60 days per person per calendar year*	20%	40%
Outpatient surgery – *in a hospital or surgi-center*	20%	40%
EMERGENCY CARE		
Walk-in centers	$20 Copayment, Deductible waived	40%
Urgent care – *at participating centers only*	$50 Copayment, Deductible waived	Not Covered
Emergency care – *copayment waived if admitted*	$100 Copayment, Deductible waived	$100 Copayment, Deductible waived
Ambulance	20%	20%

CENTPRMX
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OTHER HEALTH CARE	In-Network After Annual Deductible *Member pays:*	Out-of-Network After Annual Deductible *Member pays:*
Outpatient rehabilitative services *30 combined visit maximum for PT, OT and ST per year. 20 visit maximum for Chiro. Per year. **Prior authorization required***	$30 Copayment, Deductible waived	40%
Durable medical equipment / Prosthetic devices *Unlimited maximum per calendar year*	20%	40%
Diabetic supplies, drugs & equipment	20%	40%
Infertility – *prior authorization required* *Some restrictions may apply*	20%	40%
Home health care-200 visits per member per calendar year	20%, Deductible waived	20%, Deductible waived
Hospice	20%	40%
Private Duty Nursing-$50,000 maximum	20%	40%
Transplants-$1,000,000 lifetime maximum-Please see description below	20%	40%
Acupuncture	Not Covered	Not Covered
Gastric Bypass	Not Covered	Not Covered

PREVENTIVE CARE SCHEDULES

Well Child Care (including immunizations)
- 6 exams, birth to age 1
- 6 exams, ages 1 - 5
- 1 exam every 2 years, ages 6 - 10
- 1 exam every year, ages 11 - 21

Mammography
- 1 baseline screening, ages 35-39
- 1screening per year, ages 40+
- Additional exams when medically necessary

Adult Exams
- 1 exam every 5 years, ages 22 – 29
- 1 exam every 3 years, ages 30 – 39
- 1 exam every 2 years, ages 40 – 49
- 1 exam every year, ages 50+

Vision Exams: 1 exam every 2 calendar year

Hearing Exams: 1 exam every 2 calendar years

OB/GYN Exams: 1 exam per calendar year

Notes To Benefit Descriptions
- In situations where the member is responsible for obtaining the necessary prior authorization and fails to do so, benefits may be reduced or denied.
- Home Health Care services are covered when in lieu of hospitalization. Includes infusion (IV) therapy.
- **Members must utilize participating Blue Quality Centers for Transplant hospitals to receive benefits for Human Organ & Tissue Transplant services. This network of the finest medical transplant programs in the nation is available to members who are candidates for an organ or bone marrow transplant. A nurse consultant trained in case management is dedicated to managing members who require organ and/or tissue transplants. Covered services are subject to a lifetime maximum of $1,000,000.**
- Members are responsible for the balance of charges billed by out-of-network providers after payment for covered services has been made by Anthem Blue Cross and Blue Shield according to the Comprehensive Schedule of Professional Services.

Please refer to the *SpecialOffers@Anthem* brochure in your enrollment kit for information on the discounts we offer on health-related products and services.

This does not constitute your health plan or insurance policy. It is only a general description of the plan. The following are examples of services NOT covered by your Century Preferred Plan. Please refer to your Subscriber Agreement/Certificate of Coverage/Summary Booklet for more details: Cosmetic surgeries and services; custodial care; genetic testing; hearing aids; refractive eye surgery; services and supplies related to, as well as the performance of, sex change operations; surgical and non-surgical services related to TMJ syndrome; travel expenses; vision therapy; services rendered prior to your contract effective date or rendered after your contract termination date; and workers' compensation.

A product of Anthem Blue Cross and Blue Shield serving residents and businesses in the State of Connecticut.

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-With Cost of Care

$100/$300 Annual Deductible
$5 Copayment Generic Drugs
$25 Copayment Listed Brand-Name Drugs
$40 Copayment Non-Listed Brand-Name Drugs
Unlimited Annual Maximum

Description of Benefits		***You Pay:***
Annual Deductible *(individual/family)*	The amount which must be paid for covered drugs in a calendar year prior to the application of copayments.	$100/$300
Tier 1: Generic Drugs	The term "generic" refers to a prescription drug that is considered non-proprietary and is not protected by a trademark. It is required to meet the same bioequivalency test as the original brand-name drug. Tier 1 copayment applies.	$5
Tier 2: Listed Brand-Name Drugs	The term "listed brand-name" refers to a brand-name prescription drug identified on the formulary by Anthem Blue Cross and Blue Shield. Tier 2 copayment applies.	$25
Tier 3: Non-Listed Brand-Name Drugs	The term "non-listed brand-name" refers to a brand-name prescription drug not identified on the formulary by Anthem Blue Cross and Blue Shield. Tier 3 copayment applies.	$40
		Plan Pays:
Annual Maximum	Per member per calendar year	Unlimited

How To Use The 3-Tier Managed Prescription Drug Program
The 3-Tier Managed Prescription Drug Program incorporates different levels of cost shares. An Annual Deductible must be satisfied prior to covered drugs being subject to tiered copayments, as defined in the chart above. The formulary lists generics and brand-name drugs that have been selected for their quality, safety and cost-effectiveness. These listed drugs have lower member copayments than non-listed drugs (but may not have a lower overall cost in all instances.) You minimize your copayments when you use generic prescriptions and listed brand-name prescriptions. You'll still have coverage for non-listed brand-name drugs, but at a higher cost share. **Talk to your provider** about using generic drugs or listed brand-name drugs included on the formulary. You'll have lower copayments when you use these drugs. Once your deductible is met:

- You will be responsible for **one** copayment when purchasing a **30-day supply** of prescription drugs from a participating retail pharmacy.
- You'll be responsible for **two** copayments when purchasing **a 31-day to 90-day supply** of maintenance drugs through the mail-order program.

Generic Substitution: Prescriptions may be filled with the generic equivalent when available.

- When you purchase a generic drug at a participating pharmacy, you'll only be responsible for a $5 copayment.
- When a generic equivalent is available and you obtain the brand name version, you will be responsible for the **Tier 3** copayment *plus* the difference in cost between the generic and brand name drug. This provision applies unless your provider obtains **Prior Authorization.** When Prior Authorization is obtained (at the discretion of Anthem Blue Cross & Blue Shield), you will be responsible only for the **Tier 3** copayment.

Connection (Concurrent Drug Utilization Review)
Connection works with the retail pharmacy's standard guidelines to provide a **second level of quality and safety checks.** The process, which is provided on-line as part of the electronic claims filing process, helps promote access to safe, appropriate, cost-effective medications for members. Connection involves a series of rules or guidelines, which identify potential medication therapy issues and deliver a message to the pharmacy by computer before the medication is dispensed. The process alerts the pharmacist of potential issues such as drug-to-drug interactions, refills requested too close together, incorrect dosing or drug duplications.

You must complete 85% of your prescription medication before you can obtain another refill at the pharmacy

Prior Authorization May be required on certain medication

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Pharmacy Programs

Voluntary Mail-service Program

Members have access to Anthem Rx , the voluntary mail-service drug program for members who regularly take one or more types of maintenance drugs. Members can order up to a **90-day supply** of these medications and have them delivered directly to their home. The $100/$300 deductible, $5 generic/$25 listed brand-name/$40 non-listed brand-name copayment and Unlimited annual maximum apply. When ordering a **31-day to 90-day supply, after your deductible is met, two copayments** will apply, as follows: $10- generic/$50 listed brand-name/$80 non-listed brand.

Step Therapy is another element of C-DUR that consists of specialized programs that review pharmacy claims submitted for a member against his/her prescription profile and can be used to assist in controlling utilization and promoting quality, cost-effective drug therapies for patients. All therapy protocols developed by APM are reviewed and approved by the P&T Committee. The current drugs affected by step therapies are: Ambien CR, Arthorotec, Celebrex, Enbrel, elidel, Lunesta, Monopril, Penlac, Prilosec , Prevacid, Rozerem & Zegerid.

A step therapy is requiring drug X, Y, or Z prior to receiving drug A. Step therapy protocols are built in the claims processing system to search the member's history for the required drugs. If the claim history does not indicate the member has had drug X, Y, or Z; drug A will reject at the point of service pharmacy. The member, pharmacy or physician may contact Anthem Prescription Customer Service to clarify the claim rejection.

An Next Rx representative reviews the criteria with the caller. The caller is advised if the request is approved or more information is required.

If additional information is needed, the member, pharmacy, or Anthem Prescription may contact the physician. The physician may supply the additional information via telephone or fax.

An Next Rx support Specialist reviews the additional information and compares it to the step therapy protocol. The request will be approved and authorization entered into the pharmacy claim processor if the information matches the step therapy protocol. Criteria is not met if the information does not match the step therapy protocol. The caller is informed of the status of the request.

National Pharmacy Network

Members also have access to a network of more than 53,000 retail pharmacies throughout the country.
Members may call 1-888-207-4214 to locate a participating pharmacy when traveling outside the state.

Non-participating Pharmacies

Members who fill prescriptions at a non-participating pharmacy are responsible for payment at the time the prescription is filled. Members must submit claims to Anthem Blue Cross and Blue Shield for reimbursement, and payment will be sent to the member. Members who use non-participating pharmacies will pay 20% of the in-network allowance, plus the difference between Anthem Blue Cross and Blue Shield's payment and the pharmacist's actual charge.

Points to Remember

- Anthem Blue Cross and Blue Shield will provide coverage for prescription drugs dispensed by a participating pharmacy when prescription drugs are deemed medically necessary based on specific criteria and dispensed pursuant to a prescription issued by a participating physician or by a non-participating physician, subject to deductible and copayment.
- Anthem Blue Cross and Blue Shield will not be liable for any injury, claim or judgment resulting from the dispensing of any drug covered by this plan. Anthem Blue Cross and Blue Shield will not provide benefits for any drug prescribed or dispensed in a manner contrary to normal medical practice.
- Anthem Blue Cross and Blue Shield reserves the right to apply quantity limits to specified drugs as listed on the formulary. If a member requires a greater supply, the member's provider can follow the prior authorization process.

Prescription Drug Eligibility

Eligible prescription drug benefits are limited to injectable insulin and those drugs, biologicals, and compounded prescriptions that are required to be dispensed only according to a written prescription, and included in the United States Pharmacopoeia, National Formulary, or Accepted Dental Remedies and New Drugs, and which, by law, are required to bear the legend: "Caution—Federal Law prohibits dispensing without a prescription" or which are specifically approved by the Plan.

Limits and Exclusions

Benefits are limited to no more than a ***30-day supply*** *for covered drugs purchased at a retail pharmacy, and no more than a* ***90-day supply*** *for covered drugs purchased by mail order. All prescriptions are subject to the quantity limitations imposed by state and federal statutes.*

This drug rider does not provide drugs dispensed by other than a licensed, retail pharmacy or our mail-order service; any drug not required for the treatment or prevention of illness or injury; vaccines or allergenic extracts; devices and appliances; needles and

Anthem.

syringes that are not prescribed by a provider for the administration of a covered drug; prescriptions dispensed in a hospital or skilled nursing facility; over-the-counter or non-legend drugs; antibacterial soaps/detergents, shampoos, toothpastes/gels and mouthwashes/rinse.

Benefits for prescription birth control are covered for most groups. However, such coverage is optional if your group is self-insured or a bona fide religious organization. Check with your benefits administrator.

This is not a legal contract. It is only a general description of the $100/$300 deductible, $5 generic/$25 listed brand-name/$40 non-listed brand-name 3-Tier Managed Prescription Drug Program with an Unlimited annual maximum. Please consult the Evidence of Coverage or prescription drug rider for a complete description of benefits and exclusions applicable to your coverage.

CERTIFIED RESOLUTION OF APPLICANT

SMALL CITIES PROGRAM

Certified a true copy of a resolution adopted by the Town of Colchester at a meeting of its Board of Selectman on March 3, 2016 and which has not been rescinded or modified in any way whatsoever.

(Clerk) (Date)

(Seal)

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 – 3 83, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and,

WHERAS, it is desirable and in the public interest that the Town of Colchester make application to the State for $800,000 in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement therefore, should one be offered.

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Selectman:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and,

2. 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.

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Town of Colchester will conduct a public hearing on Thursday, March 3, 2016 at 7:00 p.m. in the Town Hall Meeting Room 1, located at 127 Norwich Avenue, Colchester, CT to discuss its 2016 Small Cities Program Application and to solicit citizen input.

Maximum award limits are $700,000 for Public Facilities, $700,000 for Public Housing Modernization of 25 units or less, or $800,000 for 26 units and over; $500,000 for Infrastructure; $400,000 for Housing Rehabilitation Program for single towns, $500,000 for two-town consortium, and $600,000 for three or more Towns; $25,000 for Planning Only Grants; $500,000 for Economic Development Activities, and $500,000 for Urgent Need.

Major activity categories are: Acquisition, Housing Rehabilitation, Public Housing Modernization, Community Facilities, Public Services, and Economic Development. Projects funded with CDBG allocations must meet at least one of three National Objectives: 1) benefit to low and moderate income persons, 2) elimination of slums and blight, or 3) meeting urgent community development needs. Only one (1) project Application may be submitted to DOH.

The Town is proposing to submit an Application under the Public Housing Modernization category for Renovations and Improvements at Dublin Village Senior Housing Complex. The Town of Colchester anticipates applying for up to the maximum grant amount of $800,000.

The purpose of the public hearing is to obtain citizens' views on the Town's community development and housing needs and review and discuss specific project activities in the areas of housing, economic development or community facilities which could be a part of the Town's Application for funding. The hearing will also review and discuss the Town's prior Small Cities projects including any currently open or underway.

The public hearing will give citizens an opportunity to make their comments known on the program and review and discussion of the Program Income Reuse Plan. If you are unable to attend the public hearing, you may direct written comments to the Town of Colchester, First Selectman's office, 127 Norwich Avenue, Colchester, CT 06415 or you may telephone Mr. Arthur P. Shilosky, First Selectman at 860-537-7200. In addition, information may be obtained at the above address between the hours of 8:30 am and 4:30 pm weekdays.

The Town of Colchester promotes fair housing and makes all programs available to low- and moderate-income families, and will not discriminate or permit discrimination against any person or group of persons on the grounds of age, race, color, religion, sex, national origin, familial status, disability, sexual orientation, marital status, lawful source of income, or gender identity or expression.

"All are encouraged to attend. The hearing is accessible to the handicapped. Any disabled persons requiring special assistance or non-English speaking persons should contact Reed Gustafson, ADA Coordinator at 860-537-7200 at least five days prior to the hearing."

The Town of Colchester is an Equal Opportunity/Affirmative Action Employer

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