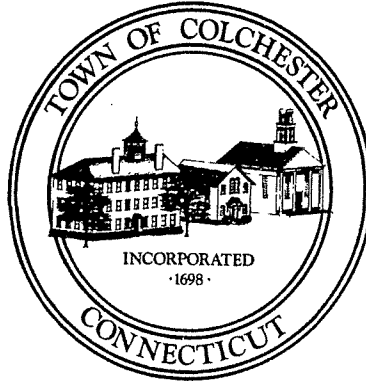


Gregg Schuster



First Selectman

**Board of Selectmen Regular Meeting Agenda  
Thursday, April 15, 2010  
Colchester Town Hall**

**Meeting Room 1 –  
Immediately Following Commission Chairmen Meeting  
Which Begins at 7:00 pm**

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the April 1, 2010 Board of Selectmen Regular Meeting
4. Citizen's Comments
5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
  - a. Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). Michelle Ladegard to be interviewed.
  - b. Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). John Carroll to be interviewed.
  - c. Economic Development Commission (member appointment for a new term previously held by Cathy Pompei to expire 10/31/2014). Christopher J. Rowllins was interviewed on 04/01/2010. Discussion and action on Christopher J. Rowllins for filling vacancy.
  - d. Economic Development Commission (member appointment for a new term previously held by Cathy Pompei to expire 10/31/2014). William DiCioccio was interviewed on 02/04/2010. Discussion and action on William DiCioccio for filling vacancy.

NANCY A. BRAY  
TOWN CLERK

*Nancy A. Bray*

2010 APR 13 AM 11:57

RECEIVED  
COLCHESTER, CT

- e. Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). David Dander was interviewed on 04/01/2010. Discussion and action on David Dander for possible appointment to Health District Task Force.
  - f. Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). Christine Miskell was interviewed on 04/01/2010. Discussion and action on Christine Miskell for possible appointment to Health District Task Force.
  - g. Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). John Malsbenden was interviewed on 04/01/2010. Discussion and action on John Malsbenden for possible appointment to Health District Task Force.
  - h. Police Commission. Resignation of Anthony J. Camilleri Jr.
6. Budget Transfer –
  7. Tax Refunds & Rebates
  8. Discussion and Possible Action on Renewing Long-Term Disability (LTD) and Accidental Death & Dismemberment Insurance Contract
  9. Discussion and Possible Action on Potential Land Acquisition of Kabara Parcel – Ivy Court and Clark Lane
  10. Discussion and Possible Action on Award of Mower/Tractor Bid
  11. Discussion and Possible Action on Concert Ice Cream Contract Award
  12. Discussion and Possible Action on Colchester Tennis Association
  13. Discussion and Possible Action on Ballfield Maintenance Policy
  14. Discussion and Possible Action on Parks & Recreation Volunteer Plan
  15. Discussion and Possible Action on Updated Clerical Job Descriptions
  16. Citizen's Comments
  17. First Selectman's Report
  18. Liaison Report
  19. Adjourn

Gregg Schuster



# 3

**Board of Selectmen Regular Meeting Minutes  
Thursday, April 1, 2010  
Colchester Town Hall**

**Meeting Room 1 – 7:00 p.m.**

NANCY A. BRAY  
TOWN CLERK

*Nancy A. Bray*

RECEIVED  
COLCHESTER, CT  
2010 APR -5 PM 1:02

**MEMBERS PRESENT:** First Selectman Gregg Schuster, Selectman Rosemary Coyle, Selectman James Ford, Selectman Stan Soby, and Selectman Greg Cordova

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Derrik Kennedy, Dave Anderson, Nancy Bray, Dot Mrowka, Katy Naly, and other citizens.

1. **Call to Order**  
First Selectman G. Schuster called the meeting to order at 7:00 p.m.
2. **Additions to the Agenda**  
S. Soby moved to change Item 5b to read "Don Philips" in place of "Tearice Peters" and to add to the agenda Item 5h, "Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). Mike Misiewicz to be interviewed," seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
3. **Approve Minutes of the March 18, 2010 Board of Selectmen Regular Meeting**  
S. Soby moved to approve the minutes of the March 18, 2010 Board of Selectmen Regular Meeting, edited to read, "R. Coyle moved to award the bid for labor relations legal services to Kainen, Escalera, and McHale and Shipman & Goodwin and authorize the First Selectman to sign all necessary documents, seconded by S. Soby," seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
4. **Citizen's Comments**  
None.
5. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
  - a. **Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). David Dander to be interviewed.**  
David Dander was interviewed.
  - b. **Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). Christine Miskell to be interviewed.**  
Christine Miskell was interviewed.

- c. **Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). John Malsbenden to be interviewed.**  
John Malsbenden was interviewed.
  - d. **Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). Mike Misiewicz to be interviewed.**  
Mike Misiewicz was interviewed.
  - e. **Economic Development Commission (member appointment for a new term previously held by Cathy Pompei to expire 10/31/2014). Christopher J. Rowllins to be interviewed.**  
Christopher J. Rowllins was interviewed.
  - f. **Board of Assessment Appeals Alternate (alternate appointment for the seat currently held by Gary Harris). Don Philips to be interviewed.**  
Don Philips was interviewed. S. Soby moved to appoint Don Philips as an alternate to the seat currently held by Gary Harris on the Board of Assessment Appeals, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
  - g. **Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). Michelle Ladegard to be interviewed.**  
Michelle Ladegard was not present.
  - h. **Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). John Carroll to be interviewed.**  
John Carroll was not present.
6. **Budget Transfer –**  
None.
7. **Tax Refunds & Rebates**  
After review, G. Cordova moved to approve tax refunds in the amount of \$141.19 to Melissa Okeeffe, \$56.05 to Eugene Ralph, \$1,585.74 to Bruce & Elizabeth Avery, \$1,922.75 to David & Kimberly Lewis, \$3,096.97 to Susan & Kevin Brigandi, \$99.37 to Craig Hester & Kristene Vanraalte, \$155.54 to Toyota Motor Credit Corp, \$416.92 to Richard Lagrega, \$70.96 to Henry & Peggy Kulp, \$58.97 to Richard & Shirley Barber, \$2,806.08 to Cleon & Chrismae White, and \$1,935.76 to Paul Wengloski c/o Mary Ellen Wieczoreks, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
8. **Discussion and Possible Action on Approving Commissioner Glenn Morron as "Liaison to State Police," as Nominated by the Colchester Police Commission**  
R. Coyle moved to approve Police Commissioner Glenn Morron as "Liaison to State Police," as nominated by the Colchester Police Commission, seconded by Soby. Unanimously approved. MOTION CARRIED.
9. **Discussion and Possible Action on Bond Release for the Jacobson Subdivision**  
S. Soby moved to release the bond for the amount of \$2,500, plus accrued interest, for the Jacobson subdivision and to authorize the First Selectman to sign all necessary documents, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
10. **Discussion and Possible Action on Precious Metal Application, License, and Permit**  
R. Coyle moved to approve the Precious Metal Application, License, Permit, and ten dollar (\$10.00) permit fee, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

11. **Discussion and Possible Action on Probate District Memorandum of Agreement**  
R. Coyle moved to approve the probate district memorandum of agreement and to authorize the First Selectman to sign all necessary documents, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
12. **Discussion and Possible Action on Health Department Volunteers**  
R. Coyle moved to recognize the following volunteers for their work during the 2009 H1N1 flu pandemic: Kim Alleman, Meghan Avery, Celia Batista, Sara Beer, Nancy Bray, Barbara Brigar, Maureen Bulkley, Janet Burton, Scott Dubb, Audrie Evans, Elizabeth Fogarty, Tamre Fontaine, Nan Goodchild, Barbara Gozzo, Christie Guarino, Dr. J. Cary Laporte, Cheryl Laporte, Jennie Lenkiewicz, Dr. Christine Miskell, Sabrina Newell, Diana Norton-Giles, Barbara Pokorney, Dr. Pryia Tandon, and Jaime Whitman, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
13. **Citizen's Comments**  
None.
14. **First Selectman's Report**  
The Colchester Hayward Volunteer Fire Department pumped out 68 residences to date. No "State of Emergency" has been made, rendering the Town ineligible for federal or state funding. The Small Town Economic Assistance Program (STEAP) grant RFQ process is complete and the Town is interviewing candidates. The wind ripped down the American flag outside the Town Hall and the fire department ladder truck is out of service. Once back in service, the flag will be replaced with the assistance of the fire department ladder truck. Finally, the next Board of Selectmen meeting will be preceded by a Chairmen's Meeting.
15. **Liaison Report**  
S. Soby commented on the police commission.
16. **Executive Session to Discuss Negotiation Strategy With New Library Union**  
**Motion to enter into executive session.**  
G. Cordova moved to enter into executive session to discuss negotiation strategy with the new library union at 7:37pm, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.  
The Board of Selectmen returned to open session at 7:44pm.
17. **Adjourn**  
G. Cordova motioned to adjourn at 7:45pm, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

# 6

Department:

Reason for Request: These training modules will provide the department with the necessary training facilities locally so that the department can meet the regulatory requirement of OSHA and the Consensus Standards requirements of the National Fire Prevention Association. These modules will provide the necessary facilities at a local level so that the department can be compliant with both the quarterly and annually mandated training. These requirements fall under OSHA 1910.156 and 1910.134 and NFPA Standards 1500, 1001, 1403.

Reason for Available Funds: FY 2009 put a hold on needed training due to budget freeze and cost of apparatus repairs from vehicle maintenance. With training cost budget reductions in proposed FY 2011, the decision was made to cost effectively provide the necessary training to fire department members.

From:

Account Number	Account Name	Amount
12202-43213	Training	9,480

To:

12202-48404	machinery and equipment	9,480

Date Requested

\_\_\_\_\_  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

\_\_\_\_\_  
Chief Financial Officer

Date Approved

\_\_\_\_\_  
First Selectman

Date Approved

\_\_\_\_\_  
Board of Selectmen Clerk

Date Approved

\_\_\_\_\_  
Board of Finance Clerk



Department of Fire and  
Emergency Medical Services

April 9, 2010

To: The Board of Finance  
Re: Budget transfer request  
TRAINING

Dear Board Members,

In the past several years the regional fire schools have lost their ability to provide live fire training due to the loss of their training buildings. The availability of training facilities in the form of acquired structures is becoming more difficult if not impossible. When a building is located, it can require hundreds of man-hours in preparation just to meet the regulatory requirements. This has required our department to travel out of town in order to provide this mandatory training to our members. This has placed an additional hardship the department in its attempt to in-sure that its members are properly trained and that they are both qualified and competent under the OSHA regulations to perform their assigned duties. Additionally this need to travel has further impacted upon the time constraints of the members of the department. Having to travel further has also impacted upon the amount of time that is actually available to train and meet these mandatory requirements.

Having this training capability locally will afford us to the ability to better comply with the training requirements but also manage the time spent by the volunteers in meeting these requirements. This facility will also allow for higher levels of both competency and capability of the members who serve this community.

We choose the vender as a sole source provider because of our requirements for a safe and well-made training module.

Respectfully,

Walter Cox  
Chief of Department



N. Maggie  
Chief Fin  
Finance I

# 8

Date: April 12, 2010

To: Gregg Schuster, First Selectman

From: N. Maggie Cosgrove, CFO

Subject: Life/AD&D Insurance Renewal  
Long-term Disability (LTD) Insurance Renewal

The renewal of Life/AD&D and Long-term Disability insurance coverage were recently put out to bid to insurance carriers. The attached documents prepared by the Town/BOE insurance broker, Ovation Benefits, represents a summary of the bid results.

#### Life/AD&D Renewal

Both Lincoln Financial and Liberty Mutual proposed the lowest rates with an approximate savings of \$22,000 from current rates; however Liberty Mutual's quote is contingent upon also being awarded the bid for Long-term disability coverage for which they are not the low bidder by approximately \$6,800. Their quote for standalone Life/AD&D would be \$11,500 higher than their quote when combined with LTD insurance. The quote from Lincoln Financial duplicates all current benefits and assumes a 36 month rate guarantee, and is not contingent upon being awarded the LTD coverage.

#### Long-term Disability Renewal

The proposal for the lowest rates was from the current carrier, National Insurance Services (NIS) for an approximate savings of \$6,800 from current rates. The NIS quote includes no benefit changes and assumes a 36 month rate guarantee.

#### Recommendation

The bid results and analysis by Ovation Benefits were submitted to the Risk Management and Insurance Advisory Committee for review.

It is being recommended to award the Life/AD&D renewal to Lincoln Financial Group and the LTD renewal to National Insurance Services as the lowest qualified responsible bidders.



## Life/AD&D and LTD Summary



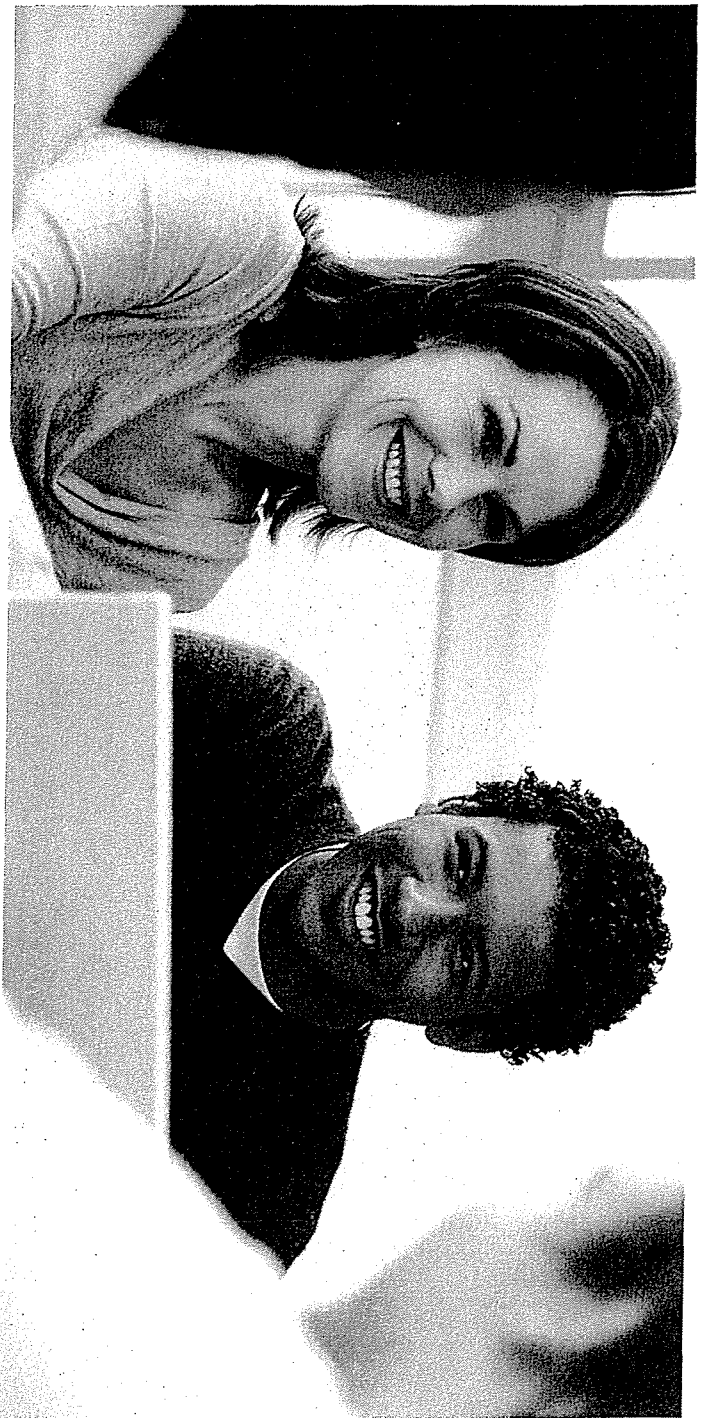
### Life/AD&D:

- Anthem currently charges \$63,165 annually
- Lincoln Financial quoted annual premium of \$41,029
  - All benefits are duplicated
  - Assumes a 36 month rate guarantee

### LTD:

- NIS currently charges \$23,417 in annual premium
- NIS provided the lowest bid of \$16,652 in annual premium
  - No benefit changes were assumed
  - Assumes a 36 month rate guarantee
  
- The marketing resulted in \$28,901 in annual savings with 36 month rate guarantees

// we are trailblazers in the  
world of employee benefits //



## **COLCHESTER TOWN & BOARD OF EDUCATION**

*RFP Summary*

*April 2010*

[www.ovationbenefits.com](http://www.ovationbenefits.com)  
5 Batterson Park Road, Suite 1  
Farmington, CT 06032  
TEL: 860.409.7200  
FAX: 860.677.0612

4/7/2010

April 6, 2010

**Code Administration**  
Building Official  
Fire Marshal  
Wetlands Enforcement



Plan  
Pl  
Zon  
T

# 9

To: Board of Selectmen

Copy: Gregg Schuster, Mark Decker, Adam Turner

From: Salvatore A. Tassone P.E. – Town Engineer

Re: Potential land acquisition of Kabara parcel, Ivy Court and Clark Lane, Colchester CT.

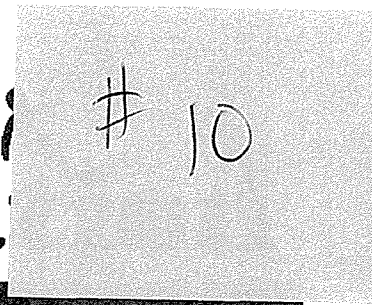
The Town has been approached by Mr. Kabara, who wishes to give the town a parcel of land that he apparently owns. This parcel is a 50 feet wide right-of-way extending from the East end of Ivy Court to the West end of Clark Lane. As shown on the attached map, this parcel is approximately 0.37 acres in size and is located between #3 and #7 Ivy Court. It is a parcel of land that was part of the "Ivy Park" Subdivision created in the mid 1970's and per the approved and filed subdivision map was called out as "to be granted to the Town of Colchester" but apparently never was. As discussed in prior meetings with First Selectman, Gregg Schuster, PWD, Mark Decker, and Planning Director, Adam Turner, this parcel has value to the town in that it contains public sanitary sewer and water utilities and it can potentially serve as an emergency access between Ivy Court and Clark Lane.

In order for the town to proceed with acquisition of this parcel, it is necessary to have a boundary survey map prepared showing existing utilities and any potential encroachments by abutting properties. Based on quotes received from three survey firms, the approximate cost of this survey work will be \$800.00. Once this survey is complete, it will be necessary for an attorney to prepare a warranty deed for the land transaction to be formalized. Based on discussions with a local attorney, the cost for a warranty deed for this transaction is likely to be \$500.00 or less.

Based on this information, I am asking the Board of Selectmen for approval to proceed with this potential land acquisition and for direction on where the funds may come from.



# Colchester and Parks and Recreation



“Creating Community Through People, Parks and Programs”

127 Norwich Avenue, Colchester, CT 06415

(860) 537-7297 | Fax: (888) 468-6093 | parksandrec@colchesterct.gov | www.colchesterct.gov

## MEMO

To: Board of Selectmen  
From: Jason Cohen, Director  
Date: March 30, 2010  
Re: Award of Mower/Tractor Bid

### Proposal

Purchase the following equipment from D.H. Marvin for a total cost not to exceed \$42,650:

- John Deere tractor model 4520 including:
  - Back-up Alarm Kit
  - Horn Kit
  - Factory Cab
  - Beacon Light Kit
  - Air Seat Suspension Kit
  - External Mirror Kit
- Woods finish mower model 7144rd-2 including:
  - Rollers
  - Lights

### Rationale

At the request of the BOF, the Town developed a short-term vehicle replacement plan to address the most pressing issues. As part of that plan, it was proposed to the BOF, at their March 17 meeting, to purchase a new wide-width mower for approximately \$40,000, out of Equipment Reserve, to replace the existing one that has failed. At that meeting, the BOF gave general approval of the plan and requested that we submit a formal proposal.

In accordance with Town policies, we put the equipment out to bid using the newly approved online reverse auction system.

The results of the auction for this equipment, produced by CCM on Monday, March 29, 2010, yielded the following low bids:

- Tractor w/ required items - \$29,450\*
- Mower w/ required items - \$12,250\*
- Beacon Light Kit - \$185\*

- Air Seat Suspension Kit - \$599.86\*\*
- External Mirror Kit - \$157.50\*\*

Some of the above bids were made by \*Kahn Tractor, located in Franklin, CT. Some were by \*\*D.H. Marvin of Colchester, CT.

In accordance with the Town Purchasing Policy:

*“Any Local Vendor who has submitted a bid not more than 5% higher than the lowest qualified responsible bidder may be awarded the bid if such local vendor agrees to accept the award at the amount and specifications of the lowest qualified responsible bidder, and meets all other conditions and requirements.”*

The bids placed by D.H. Marvin, the “Local Vendor” as defined in the Purchasing Policy, were within 5% of the low bids. They have agreed to match these bids and specifications.

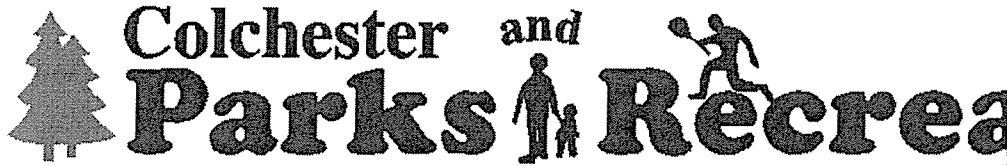
### **Additional Information**

The auction also requested bids for a loader for the tractor. The loader would be used for snow removal in the off season of mowing.

The lowest bid for the loader was \$5,700; however, we believe that it can be purchased more inexpensively.

As the primary reason for the purchase of the tractor and mower is as a replacement for the existing large mower, the loader is not required at this time. In addition, we have existing older tractors that are currently used for snow removal and general maintenance (fertilization, aeration, clean-up, etc).

While the loader is not required at this time, it is recommended that this be considered for future purchase. There is also the potential to move the loader from an existing tractor, with some modifications to the mounts.



“Creating Community Through People, Parks and Programs”

127 Norwich Avenue, Colchester, CT 06415

(860) 537-7297 | Fax: (888) 468-6093 | parksandrec@colchesterct.gov | www.colchesterct.gov

MEMO

To: Board of Selectmen  
From: Parks & Recreation Commission  
Date: April 7, 2010  
Re: Concert Ice Cream Contract Award

**Proposal**

Based on the submitted proposals, the Commission recommends awarding the contract to provide ice cream sales at all concerts to New England Soft Serve (NESS) at a rate of \$200 per concert.

**Rationale**

NESS submitted the highest bid proposal, and has a long history of successful partnership with the concert series, as well as commitment to the community.

The only other submitted proposal was from Scotties Frozen Custard for the minimum bid proposal of \$50 per concert.

*Amy Schuster*  
Linda M. Hodge



First Selectman

**BID OPENING**

DATE: 03/26/2010 TIME: 10:00 AM

PLACE: First Selectman's Office, Suite 201, 127 Norwich Avenue, Colchester, CT

BID OPENING: ICE CREAM VENDOR

IN ATTENDANCE FOR THE TOWN: *Fay Cohen*  
*David Kennedy*

The following companies submitted bids. Those in attendance were advised that the decision to award the bid would be made at a later date by the Board of Selectmen.

<u>COMPANY</u>	<u>BID AMOUNT</u>
<u><i>New England Soft Serve</i></u>	<u>\$ 175.00</u>
<u><i>Scotties Frozen Custard</i></u>	<u>\$ 50.00</u>
<u>_____</u>	<u>\$ _____</u>
<u>_____</u>	<u>\$ _____</u>
<u>_____</u>	<u>\$ _____</u>
<u>_____</u>	<u>\$ _____</u>

Alternate Proposal # 2

If I am chosen as the contractor or concessionaire for all concert dates, I

TOWN OF COLCHESTER  
SUMMER CONCERT ICE CREAM CONCESSIONS

Company Name: New England Soft Serve will  
 Contact: Dave Dander pay \$25  
 Address: P.O. Box 689 per concert  
 City, State, Zip: Colchester, CT 06415 more  
 Phone: 860 537-5459 Fax: same than  
 Email: ddander@sbcglobal.net my  
 Primary bid.

Per Concert Bid Amount (at least \$50): \$ \$175 + \$25 = \$200 per concert

The following items are included with this application: ↑ For exclusive award of all concerts

- Proof of Insurance (or ability to obtain insurance if awarded the contract)
- Worker's Comp Certificate (or appropriate waiver)
- Food service permit (or ability to obtain if awarded the contract)
- Three (3) references

I attest that I am available to provide ice cream concessions on the following dates (please check):

July 11     July 18     July 25     Aug. 1     Aug. 8     Aug. 15  
 Rain Dates:  Aug. 22     Aug. 29

Authorized by (please print): David E Dander

Authorized Signature: [Signature]

Date: March 25, 2010



TOWN OF COLCHESTER  
SUMMER CONCERT ICE CREAM CONCESSIONS

Primary Bid  
date 3/25/10

Company Name: New England Soft Serve  
Contact: Dave Dander  
Address: P.O. Box 689  
City, State, Zip: Colchester, CT 06415  
Phone: 860 537-5459 Fax: same  
Email: ddander@sbcglobal.net

Per Concert Bid Amount (at least \$50): \$ 175.00

The following items are included with this application:

- Proof of Insurance (or ability to obtain insurance if awarded the contract)
- Worker's Comp Certificate (or appropriate waiver)
- Food service permit (or ability to obtain if awarded the contract)
- Three (3) references

These will be e-mailed or faxed

I attest that I am available to provide ice cream concessions on the following dates (please check):

July 11     July 18     July 25     Aug. 1     Aug. 8     Aug. 15  
Rain Dates:  Aug. 22     Aug. 29

Authorized by (please print): David E. Dander

Authorized Signature: David E. Dander

Date: March 20, 2010

David E. Dander  
3/25/10

#2  
Alternate Proposal: If the town elects to split the bid between 2 contractors or concessionaires,

TOWN OF COLCHESTER  
SUMMER CONCERT ICE CREAM CONCESSIONS

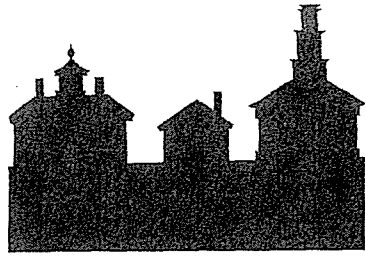
Company Name: New England Soft Serve I am prepared to match  
Contact: Dave Dander  
Address: P.O. Box 689  
City, State, Zip: Colchester, CT 06415  
Phone: 860 537-5459 Fax: same  
Email: ddander@sbcglobal.net  
The other contractor or concessionaires bid amount

Per Concert Bid Amount (at least \$50): \$ —————→

- The following items are included with this application:
- Proof of Insurance (or ability to obtain insurance if awarded the contract)
  - Worker's Comp Certificate (or appropriate waiver)
  - Food service permit (or ability to obtain if awarded the contract)
  - Three (3) references

I attest that I am available to provide ice cream concessions on the following dates (please check):  
July 11  July 18  July 25  Aug. 1  Aug. 8  Aug. 15  
Rain Dates:  Aug. 22  Aug. 29

Authorized by (please print): David E. Dander  
Authorized Signature: *David E. Dander*  
Date: March 25, 2010



COLCHESTER HISTORICAL SOCIETY  
PO BOX 13  
COLCHESTER, CONNECTICUT 06415

---

March 12, 2010

To Whom it May Concern:

I have known Dave Dander for a number of years. I've always been impressed by his strong advocacy for good education in the Town of Colchester. I served with Dave on the school building committee for the new elementary school. He is hard working and a dedicated member of the community. He volunteers to film the budget hearings each year for public access television.

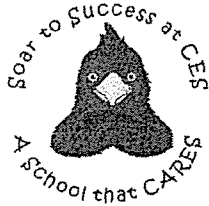
Every year on the 4<sup>th</sup> Saturday in July the Colchester Historical Society sponsors a Festival on the Green. Since 2004 Dave has been the ice cream vendor. He has been dependable and efficient. He sets up early and breaks down in a timely manner. His ice cream trailer is attractive and the inside is immaculate. He and his helpers are friendly and most cooperative. We plan on having him as our ice cream guy again this year.

I feel confident that David Dander and his ice cream trailer would be an asset at any event he attends.

Sincerely,

A handwritten signature in cursive script that reads "Goldie Liverant". The signature is written in black ink and is positioned below the word "Sincerely,".

Goldie Liverant, Past-President, Colchester Historical Society



# Colchester Elementary School

315 Halls Hill Road  
Colchester, Connecticut 06415  
Phone: (860) 537-0717  
Fax: (860) 537-6573  
www.colchesterct.org

Jacqueline R. Somberg  
Principal

Amity S. Goss  
Assistant Principal

March 12, 2010

Parks and Recreation Department  
Attention: Jason Cohen, Director

Dear Jason,

I'm writing this letter of recommendation for Dave Dander. I've had the pleasure of knowing him as a parent, as a fellow teacher, and as a person who is quite generous. Dave on numerous occasions donated his time, his service, and most important "ice cream" to our students that were participating in our annual field days. Not once did he hesitate to do this. Colchester Parks and Recreation would benefit from the quality of his outstanding service, and community involvement.

Without hesitation I wholeheartedly recommend Dave Dander to literally "better serve" the needs of Colchester citizens in any recreational program that he may want to be involved in; from the concerts on the green, to the 57 fest, to any related endeavor that Colchester presents Dave is an asset to these programs. His workmanship, his products, and the overall quality of his equipment surely is needed at all of the events he so chooses to be a part of and for Colchester.

Please do not hesitate to contact me if you have further questions.

With respect,  
*Donald J. Levine*

Donald J. Levine

*"A Community of Enthusiastic Learners"*



**Colchester Lions Club  
P.O. Box 423  
Colchester, CT 06415**

March 10, 2010

To whom it may concern,

This letter of reference is written to inform the Colchester Parks and Recreation Department that Mr. David Dander has been a vendor at several of the Colchester Lions Club's fundraising events held annually on the town green for over 15 years. He has provided an invaluable service to our club and the people of Colchester providing ice cream for all to enjoy.

It has been a pleasure to work with him over the years and have found him to be honest and diligent in meeting the needs of the Colchester Lions Club and our community.

If you need any additional information about Mr. Dander, please do not hesitate to call me.

Sincerely,

*Lion Eric C. Jacobson, PDG*

Lion Eric C. Jacobson, PDG  
Colchester Lions Club  
111 Clark Lane  
Colchester, CT 06415  
860-537-1502

## Re: Letter of reference

From: "Gbarden@remindernet.com" [mailto:Gbarden@remindernet.com] View Contact  
To: David Dander [mailto:ddander@sbcglobal.net]

Hi David,

I am more than happy to provide you with a Letter of Reference for your application to the Colchester Parks and Recreation Department for the Concerts on the Green.

As a past president of the Colchester Business Association, and a past chairman and organizer of the CBA's Tag Sale on the Green for close to 25 years, your participation in our event has always been a great relationship. You arrive when we ask you to, leave when we ask you to, and keep your space clean and trouble-free.

You work closely with our clerk, Michele Wyatt, to insure we have what we need, and you have what you need. You are always polite and courteous, and a pleasure to work with.

As a member of the Colchester Lions Club, I should also add your participation in the annual Lions Carnival and other events is always smooth and pleasant.

If there's anything else I can do to help with this, please let me know.

Here's hoping for a great 2010 season!

Best wishes,

Greg Barden  
44 Oak Leaf Drive  
Colchester, CT 06415  
Past president, Colchester Business Association  
Past chair, CBA Tag Sale on the Green  
Ten-year member, Colchester Lions Club

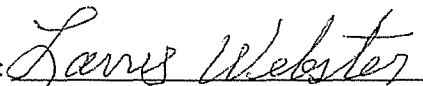
March 17, 2010

TO WHOM IT MAY CONCERN:

Re: Dave Dander

I write to inform you that Dave Dander has been an outstanding vendor with his Ice Cream Concession for the Good Times Motoring Club at our cruises and shows on the Town Green since approximately 1994. He is very reliable and courteous. We highly recommend him.

GOOD TIMES MOTORING CLUB

BY:   
Larry Webster, Director

To whom it concerns,

If I am awarded the bid for any Concerts on the Green in the Town of Colchester, I shall defend, save harmless and indemnify the Town of Colchester, its officers, agents, employees and assigns from any damages resulting from any challenge to the legality of the bid process or any of the documents used here, including, but not limited to, the Request for Proposals or Contract Agreements. In addition, I agree to indemnify and hold harmless the Town of Colchester and each of their respective members, employees, officers and agents from any claims, demands, losses, costs or liabilities for personal injury or property damage or any other losses which may result from my performance or lack of performance of the contract. Such losses shall include all reasonable attorney's fees and costs incurred in the representation of the Town, or of their respective members, officers, employees, sub-committees of the Town or agents in any suit or claim arising from my performance or lack of performance of the contract or arising from the enforcement of this provision.

David E. Dander

 March 25, 2010

State of CT  
County of New London ss: Salem  
25 day of March, 2010

Kristin C. Edwards  
Kristin C. Edwards  
Notary Public

My com exp 3/31/2014



# Food Service License

**New England Soft Serve  
MOBILE UNIT**

**Licensed To:  
David Dander**

**License Expires on June 30, 2010**

**This license expires on the expiration date above and may  
Be revoked by the Colchester Health Department for  
Failure to comply with applicable town and state  
Regulations. This license is not transferable.**

*DISPLAY IN A PROMINENT PLACE*



**Wendy S. Mis, M.P.H., R.S.  
Director of Health**

**License No. 034-10**

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

AMC DATE  
U0BB 03-26-2010

**PRODUCER**

USI CONNECTICUT/PHS  
802221 P: (866) 467-8730 F: (800) 308-5459  
301 WOODS PARK DRIVE  
CLINTON NY 13323

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURERS AFFORDING COVERAGE**

**INSURED**

DAVID DANDER  
PO BOX 689  
COLCHESTER CT 06415

INSURER A: Hartford Casualty Ins Co  
INSURER B: Hartford Underwriters Ins Co  
INSURER C: Hartford Accident & Indemnity Co  
INSURER D:  
INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	31 SBM VS7437	05/05/09	05/05/10	EACH OCCURRENCE	\$1,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$300,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$10,000
	<input checked="" type="checkbox"/> General Liab				PERSONAL & ADV INJURY	\$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE	\$2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC				PRODUCTS - COMP/OP AGG	\$2,000,000
B	AUTOMOBILE LIABILITY	31 UEC UE9651	05/05/10	05/05/11	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input checked="" type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
					AUTO ONLY: AGG	\$
	EXCESS LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
						\$
	<input type="checkbox"/> DEDUCTIBLE					\$
	<input type="checkbox"/> RETENTION \$					\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	31 WEC IT1157	07/02/09	07/02/10	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTHER
	E.L. EACH ACCIDENT				\$100,000	
	E.L. DISEASE - EA EMPLOYEE				\$100,000	
	E.L. DISEASE - POLICY LIMIT				\$500,000	
	OTHER					

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**

Those usual to the Insured's Operations. The Town of Colchester is named as additional insured. Re: Summer Concerts on the Green 2010 Scheduled Dates: July 11th, 18th, 25th/August 1st, 8th and 15 Rain Dates: August 22nd and 29th

CERTIFICATE HOLDER	<input checked="" type="checkbox"/> ADDITIONAL INSURED; INSURER LETTER:	A	CANCELLATION
Town of Colchester Colchester Town Hall Attn: Jason Cohen 127 NORWICH AVE COLCHESTER, CT 06415			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE (10 DAYS FOR NON-PAYMENT) TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
			AUTHORIZED REPRESENTATIVE <i>for Tailor</i>

**TOWN OF COLCHESTER  
SUMMER CONCERT ICE CREAM CONCESSIONS**

Company Name: Scotties Frozen Custard  
Contact: Kathy Steffens or Mike Haggerty  
Address: 327 New London Road  
City, State, Zip: Colchester, CT 06415  
Phone: home 860-448-9039 Fax: cell 860-235-0860 (Mike)  
Email: michaelhaggerty@sbcglobal.net

Per Concert Bid Amount (at least \$50): \$ \_\_\_\_\_

The following items are included with this application:

- Proof of Insurance (or ability to obtain insurance if awarded the contract)
- Worker's Comp Certificate (or appropriate waiver)
- Food service permit (or ability to obtain if awarded the contract)
- Three (3) references

I attest that I am available to provide ice cream concessions on the following dates (please check):

July 11     July 18     July 25     Aug. 1     Aug. 8     Aug. 15  
Rain Dates:  Aug. 22     Aug. 29

Authorized by (please print): Kathy Steffens

Authorized Signature: Kathy Steffens

Date: 3/16/10

SCOTTIES FROZEN CUSTARD  
327 New London Road  
Colchester, CT 06415  
860-537-1265/hm 860-448-9039  
www.scottiesfrozencustard.com

March 16, 2010

**Colchester Parks and Recreation Dept**  
**Attn: Jason Cohen, Director**  
**Summer Concerts on the Green**  
**Colchester, CT 06415**

Dear Friends,

Scotties Frozen Custard would once again like to participate in the Summer Concerts on the Green. We are available for all the dates listed. We believe the quality of our product is superior to what other vendors have to offer in this area and the people of Colchester deserve the best it has to offer. Our price point is also more family friendly and in times such as these this is an important factor. Our intentions are not just to profit for a days work, but to make loyal customers for our local business. We are excited to have people try frozen custard and be blow away by its creaminess and flavor. We are a local tax paying business with committed ties to the community.


We enjoyed the dates we were able to work last season and should you decide to split up the dates again this season we would greatly appreciate the opportunity.

Please see attached information you required. We would remit \$50 to the Town per concert event but should this be our only obstacle please do not hesitate to contact us.

Three references for the previous year include; Tag Sale on the Green, 57 Fest and the Colchester Fun Fest. As a business we we are celebrating our 3<sup>rd</sup> season this year.

We look forward to your reply.

Sincerely,

  
Kathy Steffens  
Scotties Frozen Custard

Attached is your license. Such license shall be posted in a conspicuous location and shown to any properly interested person on request. This license is not transferable. Questions regarding this license can be directed to the Food & Standards Division at (860) 713-6160 or email [food.standards@ct.gov](mailto:food.standards@ct.gov).

Visit our web site to download applications and verify licensure at [www.ct.gov/dcp](http://www.ct.gov/dcp).

SCOTTIES FROZEN CUSTARD LLC  
62 SLOCOMB TER  
GROTON, CT 06340-3912

STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION

Be it known that

**SCOTTIES FROZEN CUSTARD LLC**

327 NEW LONDON RD  
COLCHESTER, CT 06415-1825

has satisfied the qualifications of law and is hereby issued a

**FROZEN DESSERT RETAILER**

License # **FDR.0003623**

Effective: 01/12/2010

Expiration: 12/31/2010

*Jerry Farrell, Jr.*

Jerry Farrell, Jr., Commissioner

INSURER: HARTFORD ACCIDENT AND INDEMNITY COMPANY  
HARTFORD PLAZA, HARTFORD, CONNECTICUT 06115

NCCI Company Number: 10448  
Company Code: 5



08986

\*3500276IX71130101



Suffix	
LARS	RENEWAL
	02

POLICY NUMBER: 76 WEG IX7113  
Previous Policy Number: 76 WEG IX7113

HOUSING CODE: 76

1. **Named Insured and Mailing Address:** SCOTTIES FROZEN CUSTARD LLC  
(No., Street, Town, State, Zip Code)

FEIN Number: 352163974      62 SLOCOMB TERRACE  
GROTON, CT 06340

State Identification Number(s):  
UIN:

The Named Insured is: LIMITED LIABILITY COMPANY  
Business of Named Insured: ICE CREAM STORE  
Other workplaces not shown above: 327 NEW CONDON RD  
COLCHESTER CT 06415

2. **Policy Period:** From 05/01/10 To 05/01/11  
12:01 a.m., Standard time at the insured's mailing address.

**Producer's Name:** HARTFORD FIRE INSURANCE COMPANY

PO BOX 33015  
SAN ANTONIO, TX 78265  
**Producer's Code:** 250760

**Issuing Office:** THE HARTFORD  
55 FARMINGTON AVE., SUITE 301  
HARTFORD CT 06115  
(877) 287-1316

---

**Total Estimated Annual Premium:** \$879  
**Deposit Premium:**  
**Policy Minimum Premium:** \$838 CT

---

**Audit Period:** ANNUAL      **Installment Term:**  
The policy is not binding unless countersigned by our authorized representative.

Countersigned by  Date 02/20/10  
Authorized Representative

3. A. **Workers Compensation Insurance.** Part one of the policy applies to the workers Compensation Law of the states listed here: CT

B. **Employers Liability Insurance:** Part Two of the policy applies to work in each state listed in Item 3.A. The limits of our liability under Part Two are:

Bodily injury by Accident	\$100,000	each accident
Bodily injury by Disease	\$500,000	policy limit
Bodily injury by Disease	\$100,000	each employee

C. **Other States Insurance:** Part Three of the policy applies to the states, if any, listed here:

ALL STATES EXCEPT ND, OH, WA, WY, AND STATES DESIGNATED IN ITEM 3.A. OF THE INFORMATION PAGE.

D. **This policy includes these endorsements and schedule:**

WC 00 03 08 WC 00 04 21C WC 00 04 22A WC 99 03 00B WC 00 04 14  
 WC 00 04 19 WC 06 03 01 WC 06 03 03B WC 06 06 01 WC 99 03 59B

4. **The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.**

Classifications Code Number and Description	Premium Basis Total Estimated Annual Remuneration	Rates Per \$100 of Remuneration	Estimated Annual Premium
8017 STORE - RETAIL NOC	23,900	1.93	461
TOTAL ESTIMATED ANNUAL STANDARD PREMIUM			461
TO EQUAL MINIMUM PREMIUM (0990)			157
TOTAL ESTIMATED ANNUAL STANDARD PREMIUM			618
EXPENSE CONSTANT (0900)			220
CONNECTICUT SECOND INJURY FUND SURCHARGE 2.75 PERCENT			23
CONNECTICUT ASSESSMENT FUND 2.30 PERCENT			14
TERRORISM (9740)	23,900	.010	2
CATASTROPHE (9741)	23,900	.010	2
TOTAL ESTIMATED ANNUAL PREMIUM			879

Total Estimated Annual Premium: \$879  
 Deposit Premium:  
 Policy Minimum Premium: \$838 CT

Interstate/Intrastate Identification Number:

Labor Contractors Policy Number:

NAICS:  
 SIC: 5812  
 UIN:  
 NO. OF EMP: 000010

Form WC 00 00 01 A (1) Printed in U.S.A.  
 Process Date: 02/20/10

Page 2  
 Policy Expiration Date: 05/01/11

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/27/2009

PRODUCER (317)489-4400 FAX: (317)489-4401  
Trahin Miller Insurance Services  
9449 Priority Way West Drive  
Suite 110  
Indianapolis IN 46240-6420

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED  
SCOTTIES FROZEN CUSTARD, LLC  
62 SLOCOMB TERRACE  
GROTON CT 06340

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: St. Paul Travelers	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR/ADD'L LTR/INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	6805422N212	5/13/2009	5/13/2010	EACH OCCURRENCE \$ 2,000,000
					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
					MED EXP (Any one person) \$ 5,000
					PERSONAL & ADV INJURY \$ 2,000,000
					GENERAL AGGREGATE \$ 4,000,000
					PRODUCTS - COMP/OP AGG \$ 4,000,000
					GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	6805422N212	5/13/2009	5/13/2010	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
					BODILY INJURY (Per person) \$
					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$
					OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$
					AGGREGATE \$
					\$
					\$
					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	OTHER				E.L. EACH ACCIDENT \$
					E.L. DISEASE - EA EMPLOYEE \$
					E.L. DISEASE - POLICY LIMIT \$

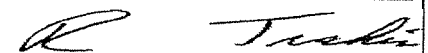
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \_\_\_\_\_ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  
Roger Trahin/RT





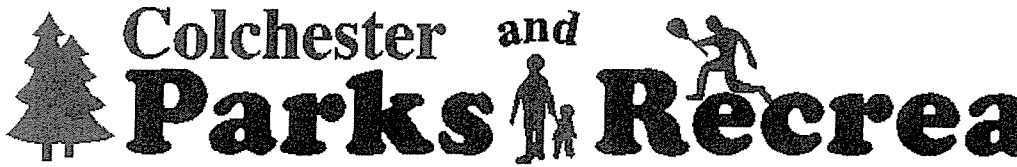
## **IMPORTANT**

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## **DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



# 12

"Creating Community Through People, Parks and Programs"  
127 Norwich Avenue, Colchester, CT 06415  
(860) 537-7297 | Fax: (888) 468-6093 | parksandrec@colchesterct.gov |  
www.colchesterct.gov

## MEMO

To: Board of Selectman  
From: Parks & Recreation Commission  
Date: April 8, 2010  
Re: Community Tennis Association (CTA)

### **Proposal**

To form a Colchester Tennis Association to help promote and organize activities that would generate funds to be distributed directly toward tennis court improvements, additional facilities, events and equipment.

### **Rationale**

The Colchester RecPlex tennis courts have deteriorated a lot, are in dire need of repair and we recognize that there are no funds available to be used toward their improvements. By forming a Community Tennis Association we can promote and grow the sport of tennis at a grass roots level. In addition forming a CTA would enable us to separate the generated fees/revenues, have fund raisers, raise community awareness and also apply for grants through the USTA.

#### Benefits:

Access to USTA Recreational Tennis Grant — Registered CTA's are eligible to apply for the USTA Recreational Tennis Grant.

Access to USTA Public Facility Assistance Program – Registered CTA's are eligible to receive technical, advocacy and financial assistance for tennis facility improvements or construction projects.

Access to USTA Serves Scholarships — Youth participating in registered CTA programs are given priority to college, individual player, and textbook scholarships from USTA Serves.

Training and Educational Workshops and Seminars — Registered CTA's receive information and special discounted rates to USTA-sponsored events, workshops, and seminars.

“Best Practices” Sharing — Registered CTA’s have access to unique and successful ideas implemented by CTA’s around the country.

**Support**

The Community Tennis Association will be a sub committee within the Parks & Recreation department with direct supervision from the Recreation Supervisor.

This proposal was endorsed by the Parks & Recreation Commission at their April 5, 2010 meeting.



# Colchester and Parks and Recreation

# 13

“Creating Community Through People, Parks and Programs”

127 Norwich Avenue, Colchester, CT 06415

(860) 537-7297 | Fax: (888) 468-6093 | parksandrec@colchesterct.gov | www.colchesterct.gov

MEMO

To: Board of Selectmen  
From: Parks & Recreation Commission  
Date: April 6, 2010  
Re: Update of Ballfield Maintenance Policy

## Proposal

Reword the existing policy to remove specified timelines, in order to preserve governmental immunity regarding maintenance procedures.

## Rationale

When maintenance is at the discretion of the government professional, this preserves the municipality's governmental immunity as prescribed by state law. Conversely, when policies dictate how and when maintenance will be done, immunity is waived in the eyes of the court, as it no longer allows for professional discretion.

This policy change would be inline with previously approved policies, including our existing playground maintenance policy.

The new policy does not change the existing practices or procedures with regards to the department's responsibilities or the work permitted by the sports leagues.

Enclosed:

- Proposed ballfield policy
- Existing ballfield policy
- Existing playground policy



“Creating Community Through People, Parks and Programs”

### **Colchester Parks & Recreation Ballfield Maintenance Policy**

All field maintenance is performed at the discretion of the Parks & Recreation Director, including such determination that potential maintenance is not required.

The department will determine the proper layout and configuration of all fields.

The types of work to be performed by Town forces:

- Rebuild pitching mounds
- Till infields
- Roll fields
- Offer training session for league volunteers
- Fill ruts/divots as necessary
- Treat for pests as necessary (weeds, grubs, etc.)
- Grade infields
- Level bases/homeplate
- Eliminate “lips” between infield/turf
- Inspect fencelines
- Drag all fields with “sandpro”
- Mow fields at 3”
- Paint foul lines on turf (as needed)
- Groom/line fields for Bacon Academy/WJJMS games

Leagues may, after receiving proper training:

- Water fields
- Groom/line fields
- Use “turface” sparingly, as instructed (at their own cost)
- Rebuild pitching mounds throughout season as necessary
- Paint dugouts, in cooperation with department

**PROPOSED**



“Creating Community Through People, Parks and Programs”

### Colchester Parks & Recreation Ballfield Maintenance

Note: All listed goals/standards are basic guidelines, which may be revised at the Parks & Recreation Director’s discretion on an ongoing basis.

The department will determine the proper layout and configuration of all fields.

#### Annually

- Rebuild pitching mounds
- Till infields
- Roll fields
- Offer training session for league volunteers
- Fill ruts/divots as necessary
- Treat for pests as necessary (weeds, grubs, etc.)
- Grade infields
- Level bases/homeplate
- Eliminate “lips” between infield/turf
- Inspect fencelines

#### Weekly During Season

- Drag all fields with “sandpro”
- Mow fields at 3”
- Paint foul lines on turf (as needed)
- Groom/line fields for Bacon Academy/WJJMS games

Leagues may, after receiving proper training:

- Water fields
- Groom/line infields
- Use “turface” sparingly, as instructed (at their own cost)
- Rebuild pitching mounds throughout season as necessary
- Paint dugouts, in cooperation with department

Existing Policy



“Creating Community Through People, Parks and Programs”

## **Colchester Parks & Recreation Playground Maintenance Policy**

The Colchester Parks & Recreation Department has the responsibility for inspection, maintenance and repair of all playgrounds on town and school property in Colchester.

The timing and necessity of inspections, maintenance and repair of playgrounds will be at the judgment and discretion of the Parks and Recreation Director and/or his designee(s).

The Town of Colchester will strive to offer, periodically, primary adult users/supervisors of the playgrounds, such as school staff and parents, education, through pre-arranged classes, in potential safety and maintenance issues that could appear on playgrounds.

Adult users/supervisors are encouraged to report safety and maintenance concerns to the Parks & Recreation Department as soon as possible.

The Parks & Recreation Department will strive to review promptly reports of maintenance issues that are submitted.



“Creating Community Through People, Parks and Programs”

127 Norwich Avenue, Colchester, CT 06415

(860) 537-7297 | Fax: (888) 468-6093 | parksandrec@colchesterct.gov | www.colchesterct.gov

MEMO

To: Board of Selectmen  
From: Parks & Recreation Commission  
Date: April 7, 2010  
Re: Volunteer Plan

### **Proposal**

Implement a formal plan for the recruitment, training, management and recognition of volunteers working on behalf of the department.

### **Rationale**

Volunteers are an integral component of a parks and recreation department’s ability to provide services and activities. However, without a formal process for developing and supporting a volunteer program, it is not sustainable.

This pilot program would be modeled on the plan that was being developed over the past two years by a staff committee within the town. Key components would include:

- Initial training/orientation
- Background checks
- Volunteer job descriptions/duties
- Ongoing support and supervision
- Annual evaluation and recognition process

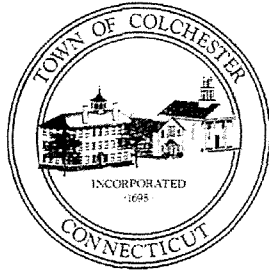
While this would certainly involve some expenditures, such as for background checks, the potential cost savings, such as replacing some existing paid staff (e.g. special event staff, flyer distributors, gym supervisors, paid out of Program Fund) for programs and events, would far outweigh the costs. Additionally, it would allow us to provide services that are currently not funded, such as the Park Ranger program (see attached sample job description).

The training would be based on a program developed by the National Recreation and Park Association, which is a comprehensive, interactive session that includes such topics as risk management, customer service, and working with children and seniors.

Volunteers would not create any additional liability for the town, as they would not be covered under our Workman’s Comp insurance, and they would be covered exclusively by their own



insurance, regardless of injury or use of their personal vehicle in the completion of their duties. See the attached "fact sheet" produced by the Town's Insurance Agent, Chris Wardrop, for complete details on liability.



## Town of Colchester Volunteer Opportunity Description

### Park Ambassador Parks & Recreation

#### ***GENERAL STATEMENT OF DUTIES***

Serve as a customer service representative of the department at public parks and playgrounds to ensure users have an exceptional experience in our facilities.

#### ***WORK SCHEDULE***

Schedule is flexible, but requires evening and weekend hours.

#### ***SUPERVISOR***

Works under the direct supervision of the Parks & Recreation Director.

#### ***ESSENTIAL DUTIES***

The following is an illustrative list of duties:

- Patrols Parks & Recreation facilities, such as the Recreation Complex, school playgrounds, Cohen Woodlands, Town Green, etc.
- Provides first aid when necessary
- Collects items for lost & found
- Encourages appropriate use of the park and facilities
- Contacts ambulance, police or other town staff as necessary

#### ***REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES***

- Good communication skills
- Minimum of 21 years of age
- CPR/First Aid certified

#### ***WORK ENVIRONMENT***

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

## **Volunteers – Covered or Not?**

### **What You Need To Know Before Asking A Person To Volunteer**

**Objective: Identify common types of losses which may involve volunteers and determine how Colchester's property/casualty insurance may respond to protect them.**

FACT: Volunteerism remains strong in Connecticut, especially with decreased state and federal funding of municipal programs.

FACT: Volunteers are involved in all types of activities, including running or participating in events, and using their own autos.

FACT: Volunteers are increasingly concerned how they are protected for their activities on behalf of the municipality, if and when a lawsuit is made against them.

**There are several types of insurance purchased by a municipality which can respond to claims made against volunteers, including:**

General Liability Insurance

Automobile Insurance

Public Officials Liability Insurance

Workers Compensation Insurance (volunteer firefighters only)

Umbrella Liability Insurance

On the following page, some common questions are listed, with answers to them. It should be noted that coverage may or may not respond based on the specific circumstances of an event or allegations, and the questions and answers provided herein are to be used solely for a general understanding of coverage issues.

## Q and A

There are several types of insurance that will respond when a volunteer is involved in a lawsuit stemming from their activities on behalf of a municipality:

### General Liability Insurance

**Question:** What coverage is available to a volunteer when a third party, perhaps a member of the public, is hurt, or their property is damaged, due to the actions of that volunteer?

**Answer:** Colchester's General Liability insurance protects volunteers against liability lawsuits arising from their activities on behalf of the municipality by defending them and paying damages if awarded by a jury.

### Automobile Insurance

**Question:** What happens when a third party is hurt, or their property is damaged, due to a volunteer's use of their own auto?

**Answer:** The volunteer's OWN personal auto policy liability coverage responds on a "primary basis" for third party bodily injury or property damage claims. The municipality's auto liability coverage responds on an "excess" basis, subject to the limits it purchases.

**Question:** What happens when a volunteer's own auto is damaged while the volunteer is operating it during an activity conducted on behalf of the municipality?

**Answer:** The volunteer's OWN personal auto comprehensive or collision coverage responds on a primary basis. The municipality's auto policy does not respond to this type of claim.

### Public Officials Liability Insurance

**Question:** What coverage is available to a director or officer of a municipal committee or group, acting on behalf of the municipality, when a third party has accused him or her of making a misrepresentation, mismanaging the group, or making a decision which allegedly harms someone else?

**Answer:** The public officials' liability coverage will pay the director or officer's legal bills and provide liability protection when he/she is conducting activities on behalf of the committee or group related to the municipality.

### **Workers Compensation Insurance**

**Question:** Is there coverage for a volunteer's injuries if he/she is hurt during a volunteer activity?

**Answer:** Coverage is ONLY provided for injuries to employees in the course of their employment with their municipal employer. Volunteers must rely on their own health or medical insurance. An exception is granted for volunteer firefighters through the Connecticut General Statutes.

### **Umbrella Liability Insurance**

**Question:** What happens if the liability limit under the General Liability policy, Auto policy, or Public Officials policy is exhausted?

**Answer:** The Umbrella Liability Insurance policy responds when the limit under each of these policies is exhausted. Colchester currently purchases a \$10,000,000 to supplement the \$1,000,000 per occurrence/claim under the General Liability, Auto Liability, and Public Officials policies.

## **Questions Which Can Be Asked to Identify and Limit Risk Exposures**

### **Auto:**

Is the driver trained for the specific automobile activity?

Is the automobile in good physical and operating condition?

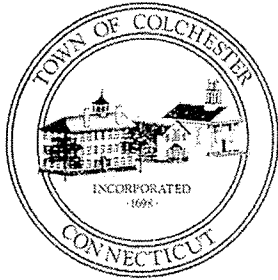
Does the driver maintain personal auto liability coverage?

### **General:**

Is proper training provided to volunteers for the specific activity?

If working with children, is any prior history known?

If working with children, is supervision in place?



**Town of Colchester  
Job Description**

**Tax Collector's Office  
Assistant Tax Collector (Non-Certified)**

***GENERAL STATEMENT OF DUTIES***

Assist the Tax Collector and/or Certified Assistant Tax Collector with all day-to-day duties in the office including taking payments, working on delinquent accounts and any other administrative tasks.

***WORK SCHEDULE***

Monday-Friday, 8:30am-4:30pm with a one-hour lunch. (35 hrs/wk). May also be required to cover late office hours.

***SUPERVISOR***

Work under the direct supervision of the Tax Collector with administrative supervision of the First Selectman.

***ESSENTIAL DUTIES***

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

- Make calls to delinquent tax payers to collect back taxes.
- Process any return mail including researching to find a correct address.
- Receive payments from taxpayers and crediting their account.
- Provide financial information to attorneys, state marshal, banks and taxpayers.
- Balance drawer daily including preparation of deposits for bank and delivery to banking institution.
- Perform arithmetic computations, requiring absolute accuracy in examining, verifying, and correcting taxes and interest amounts.
- Work with the Assessor's office to resolve any issues that taxpayers may have on a day-to-day basis.
- Research in archives any requests that taxpayers may need.
- Prepare deposits for monies collected from other town departments.
- Enter all transfer of ownership of real estate accounts.
- Enter and maintain escrow accounts.
- Provide timely information to the appropriate person for or maintain department web page.
- Represent the department in a professional courteous manner.
- Provide extensive public contact, i.e. phone, routine inquiries, written correspondence, and person-to-person.

## ***REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES***

- 1) Must have:
  - Preferred working knowledge of aspects of tax collecting.
- 2) Must be able to:
  - Communicate and work effectively with diverse groups and individuals.
  - Exhibit a professional manner with other employees and the public.
  - Work independently.
  - Maintain accurate records.
  - Lift and/or move up to 50 pounds.
  - Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
  - Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Publisher, or Munis.

## ***EDUCATION AND EXPERIENCE***

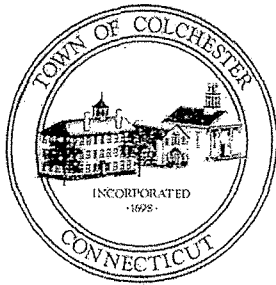
- High School Degree or equivalent.
- Preferred experience with accounting and customer service.

## ***WORK ENVIRONMENT***

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

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.  
Full-time; union; hourly; non-exempt*





Town of Colchester  
Job Description

**Tax Collector's Office**  
**Assistant to the Tax Collector**

**GENERAL STATEMENT OF DUTIES**

Assist the Tax Collector and/or Assistant Tax Collector with all day-to-day duties in the office including taking payments, working on delinquent accounts and any other administrative tasks.

**WORK SCHEDULE**

Monday-Friday, 8:30am-4:30pm with a one-hour lunch. (35 hrs/wk). May also be responsible for covering late office hours. *when required*

**SUPERVISOR**

Works under the direct supervision of the Tax Collector.

**ESSENTIAL DUTIES**

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

- Making calls to delinquent tax payers to collect back taxes.
- Processing any return mail including researching to find a correct address.
- Taking payments from taxpayers and crediting their account.
- Provides financial information to attorneys, state marshal, banks and taxpayers.
- Balance drawer daily including preparing deposits for bank. *and delivering to banking institutio*
- Performs arithmetic computations, requiring absolute accuracy in examining, verifying, and correcting taxes and interest amounts.
- Handle issues and working with the Assessor's office to resolve any issues that taxpayers may have on a day-to-day basis.
- Research in archives any requests that taxpayers may need.
- Prepare deposits for monies collected from other town departments.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- 1) Must have:
  - a) Preferred working knowledge of aspects of tax collecting.
- 2) Must be able to:
  - a) Work independently.
  - b) Maintain accurate records.
  - c) Lift and/or move up to 50 pounds.
  - d) Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
  - e) Effectively operate Word, Excel, Access, Minus, or comparable computer programs.
- 3) <sup>f)</sup> While performing the duties of this job, the employee is regularly required to sit, stand, walk and talk. The employee is at times required to use hands to feel objects; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- 4) Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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## **EDUCATION AND EXPERIENCE**

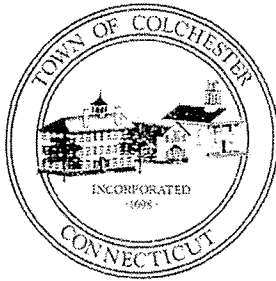
- High School Degree
- Preferred experience with accounting and/or customer service

## **WORK ENVIRONMENT**

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

Full-time or Part-time; hourly

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



**Town of Colchester  
Job Description**

**Tax Collector's Office  
Assistant Tax Collector - Certified**

***GENERAL STATEMENT OF DUTIES***

Assist the Tax Collector with all day-to-day duties in the office including taking payments, balancing the payments daily and monthly, and any other administrative tasks.

***WORK SCHEDULE***

Monday-Friday, 8:30am-4:30pm with a one-hour lunch (35hrs/week); may also be required to cover late office hours.

***SUPERVISOR***

Work under the direct supervision of the Tax Collector and administrative supervision of the First Selectman.

***SUPERVISION EXERCISED***

Supervise other employees within the office in the absence of the Tax Collector.

***ESSENTIAL DUTIES***

- Represent the department in a professional courteous manner. Extensive public contact via telecommunications, answering routine inquiries, letter writing and person to person.
- Maintains financial records, including receiving, verifying and crediting of taxes.
- Initiate refund process including mailings and filling out paperwork to be approved by Board of Selectman.
- Prepare daily deposit records to Finance Director to balance daily, weekly and monthly reports in cooperation with finance department.
- Prepares liens and release of liens to Town Clerk.
- Provides financial information to attorneys, state marshals, banks and taxpayers.
- Pulling over all corrections from Assessor's office including any further action taken on accounts including balance bills and refunds.
- Balance drawer daily including preparing deposits for bank and delivering to banking institution.
- Performs arithmetic computations, requiring absolute accuracy in examining, verifying, and correcting taxes and interest amounts.
- Handle issues and working with the Assessor's office to resolve any issues that taxpayers may have on a day-to-day basis.
- Research in archives any requests that taxpayers may need.
- Prepare deposits for monies collected from other town departments.
- Enter all transfer of ownership of real estate accounts.
- Enter and maintain escrow accounts.
- Provide timely information to the appropriate person for, or maintain, department web page.

## ***REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES***

- 1) Must have:
  - Extensive working knowledge of all aspects of tax collecting.
  - Strong interpersonal skills and ability to work well with the public.
  - Excellent written and oral communication skills.
  - Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
  - Strong communication and customer service skills.
- 2) Must be able to:
  - Communicate and work effectively with diverse groups and individuals.
  - Exhibit tact and diplomacy in dealing with other employees and the public.
  - Work independently.
  - Maintain accurate records.
  - Lift and/or move up to 50 pounds.
  - Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
  - Effectively operate Word, Excel, Access, Munis, or comparable computer programs.

## ***EDUCATION AND EXPERIENCE***

- High School diploma or equivalent.
- Two years experience in general clerical work with municipal experience in a tax office preferred; or an equivalent combination of education and experience.
- Experience with accounting, customer service, computers, and telephone.
- Tax Collector State Certification.

## ***WORK ENVIRONMENT***

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

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.  
Full-time; union; hourly; non-exempt*

## **JOB DESCRIPTION**

**Town of Colchester  
Assistant Tax Collector**

**Salary - \$ /Hr.**

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**GENERAL STATEMENT OF DUTIES:** Receives instruction from Tax Collector. Plans and organizes work according to standard office procedures. Relieves Collector of office detail work. Performs responsible clerical work in the functional areas of billing, collection and record-keeping.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Tax Collector.

### **EXAMPLES OF DUTIES:**

1. Maintains financial records, including receiving, verifying and crediting of taxes and any assessment changes.
2. Balances receipts to collection records.
3. Makes monthly trial balance of collections.
4. Prepares and enters tax information, including tax bills and rate book information, into automated computer system.
5. Prepares bank deposits for revenue received.
6. Performs arithmetic computations, requiring absolute accuracy in examining, verifying, and correcting taxes, and interest amounts.
7. Prepares and sends tax lien notices.
8. Provides information to attorneys and banking officials, and members of the public.

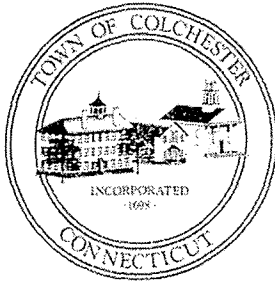
### **KNOWLEDGES, ABILITIES AND SKILLS:**

1. Ability to apply principles of bookkeeping to solve practical problems.
2. Ability to interpret a variety of instructions.
3. Working knowledge of tax and assessment terminology.
4. Knowledge of bookkeeping and recordkeeping procedures.
5. Ability to perform complex arithmetic computations with a high degree of accuracy.
6. Ability to deal effectively with staff and members of the public.

### **EXPERIENCE AND TRAINING:**

1. High school graduate.
2. Three years of clerical accounting or bookkeeping experience.

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



## Town of Colchester Job Description

# Assessor Office Assistant to the Assessor

### **GENERAL STATEMENT OF DUTIES**

Perform a variety of administrative duties for the Assessor with a strong emphasis on computer skills and public relations. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

### **WORK SCHEDULE**

Primarily Monday - Friday, 8:30 a.m. – 4:30 p.m. and Thursdays until 7:00 p.m. with a half-hour lunch (40 hours/week); evenings and weekends as required.

### **SUPERVISOR**

Work under the direct supervision of the Assessor and administrative supervision of the First Selectman.

### **SUPERVISION EXERCISED**

None

### **ESSENTIAL DUTIES**

- Organize work according to standard office procedures and establish priorities within assignment
- Receive real estate, personal property, motor vehicle and related property information
- Handle general office duties including correspondence, form letters, recording information onto owner's cards, street cards, etc.
- Enter information into computer. Review computer printouts for accuracy and corrects errors.
- Provide general information to lawyers, land-searchers, bank officials and the general public.
- Make copies of assessments cards for the public as requested
- Observe strict confidentiality in maintaining restricted files and records.
- Assist in processing of real estate sales ration information for state reports.
- Assist in processing motor vehicle list for taxation
- Perform general receptionist duties. Type letters, street cards, reports or forms from prepared material or rough copy. Compose routine letters or reports for review and signature of the assessor.
- Provide timely information to the appropriate person for, or maintain, department web page.
- Solely responsible for mailing, receiving and processing personal property declarations.
- Represent the department in a professional courteous manner.
- Provide extensive public assistance, i.e. phone, routine inquiries, written correspondence, and person-to-person.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- 1) Must have:
  - Ability to work independently and be a self-starter.
  - Ability to communicate and work effectively with the public.
  - Must have a good understanding of mathematics.
  - Operate office equipment including appropriate computer, calculating and telephone equipment.
  - Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.

2) Must be able to:

- Communicate and work effectively with diverse groups and individuals.
- Exhibit a professional manner with other employees and the public.
- Work independently.
- Maintain accurate records.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
- Effectively operate software necessary for the job, such as but not limited to Microsoft Word and Excel

### ***EDUCATION AND EXPERIENCE***

- High School Graduate or equivalent.
- Strong computer background
- Basic knowledge of mathematics as it pertains to calculating mill rates, assessments, etc.

### ***WORK ENVIRONMENT***

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

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.  
Full-time; union; hourly; non-exempt*

## JOB DESCRIPTION

Town of Colchester  
Assessor's Office - Assistant to Assessor

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Salary - \$13.56 /Hr

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**GENERAL STATEMENT OF DUTIES:** Responsible for performing a variety of secretarial and administrative duties for the Assessor, with a very strong emphasis on computer skills and public relations.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Assessor and administrative supervision of the First Selectman.

**SUPERVISION EXERCISED:** None.

### **EXAMPLES OF DUTIES:**

1. Organize work according to standard office procedures.
2. Establish priorities within work assignment.
3. Receive real estate, personal property, motor vehicle and related property information.
4. Handle general office duties including correspondence, form letters, recording information onto owner's cards, street cards, etc.
5. Enter information into computer. Review computer printouts for accuracy and corrects error.
6. Provide general information to lawyers, land-searchers, bank officials and the general public.
7. Make copies of assessment cards for the public as requested.
8. Observe strict confidentiality in maintaining restricted files and records.
9. Assist in the processing of real estate sales ratio information for State reports. Assist in processing motor vehicles lists for taxation.
10. Perform general receptionist duties. Type letters, street cards, reports or forms from prepared material or rough copy. Compose routine letters or reports for review and signature of the Assessor.

### **KNOWLEDGES, ABILITIES AND SKILLS:**

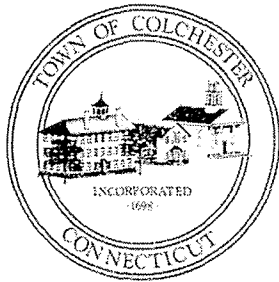
1. Ability to work independently and be a self-starter.
2. Ability to communicate and work effectively with the public.
3. Must have a good understanding of mathematics.
4. Must be able to perform the essential functions of the job with or without reasonable accommodations.

### **EXPERIENCE AND TRAINING:**

1. Graduate of high school or equivalency and two years office experience.
2. Strong computer background.
3. Basic knowledge of mathematics as it pertains to calculating mill rates, assessments, etc.

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





**Town of Colchester  
Job Description**

**Assessor Office  
Deputy Assessor**

***GENERAL STATEMENT OF DUTIES***

Under the direction of the Assessor, performs appraisal and administrative work in the valuing of taxable property to establish the annual Grand List; provides technical and administrative assistance to the Assessor and assumes responsibilities for the Office in the absence of the Assessor. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

***WORK SCHEDULE***

Generally Monday - Friday, 8:30 a.m. – 4:30 p.m. and Thursdays until 7:00 p.m. with a half-hour lunch (40 hours/week); evenings and weekends as required.

***SUPERVISION RECEIVED***

Work under the direct supervision of the Assessor and administrative supervision of the First Selectman.

***SUPERVISION EXERCISED***

In the Assessor's absence, the Deputy Assessor acts as the Assessor and is responsible for the office.

***ESSENTIAL DUTIES***

- Participate in identifying and valuing recently sold properties, improved properties and properties in construction.
- Audit appraisal work performed by private firms for accuracy and conformance of Town Standards. Assist in the preparation of specifications and quality control of contractor's valuations for periodic revaluation of all properties.
- Assist in the maintenance of GIS system, assessment map records and lists.
- Assist in the development and design of information systems improvements.
- Prepare statistical and narrative reports for submission to State and Federal governments as directed by the Assessor.
- Analyze methods of collecting and retaining assessment data.
- Analyze computer system applications and recommends changes as needed.
- Provide overall technical back up for the Assessor's Office.
- Provide technical information and assistance to property owners, appraisers, attorneys and title searchers.
- Assist in the preparation of information releases to assist the public in understanding assessment procedures, regulations, exemptions and related matters.
- Prepare reports at the direction of the Assessor. Assists in the preparation of technical information and assistance to Town, Departments, Boards and Commissions as directed.
- Represent the department in a professional courteous manner.
- Provide extensive public contact, i.e. phone, routine inquiries, written correspondence, and person-to-person.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- 1) Must have:
  - Thorough knowledge of the principles and practices of commercial, industrial and residential property valuation.
  - Knowledge of Connecticut State Statutes related to assessment practices.
  - Knowledge of computer applications for appraisal and assessment practices including spreadsheet, statistical and word processing software programs;
  - Administrative ability to develop and implement Town computer assisted assessment programs;
  - Ability to develop and implement changes in computer applications;
  - Ability to supervise and train employees;
  - Ability to deal effectively with members of the public, appraisers, real estate developers and title searchers.
  - Ability to communicate ideas and policies to individual and groups.
  - Operates office equipment including appropriate computer, calculating and telephone equipment.
  - Understanding of procedures & requirements of the Freedom of Information Act or ability to learn.
- 2) Must be able to:
  - Physically inspect residential and commercial properties throughout the Town involving continuous walking, bending, climbing stairs, reaching, etc.
  - Effectively operate software necessary for the job, such as but not limited to Microsoft Word and/or Excel
  - Communicate and work effectively with diverse groups and individuals.
  - Exhibit a professional manner with other employees and the public.
  - Work independently.
  - Maintain accurate records.
  - Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.

## **EDUCATION AND EXPERIENCE**

- High School Graduate or equivalent.
- Two years of increasingly responsible experience in appraisal; municipal assessment, revaluation, CAMA, GIS or an equivalent combination of training and experience.
- Experience in a computer assisted assessment environment in an assessor's office or revaluation experience is desired.
- Licensed as a State of Connecticut Municipal Assessor or working towards certification.
- Valid CT driver's license.

## **WORK ENVIRONMENT**

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

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.  
Full-time; union; salary; exempt*

## **JOB DESCRIPTION**

**Town Of Colchester  
Deputy Assessor**

**Salary - \$ /Hr.**

**GENERAL STATEMENT OF DUTIES:** Under the direction of the Assessor, performs appraisal and administrative work in the valuing of taxable property to establish the annual Grand List; provides technical and administrative assistance to the Assessor; and assumes responsibilities for the Office in the absence of the Assessor.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Assessor and administrative supervision of the First Selectman.

**SUPERVISION EXERCISED:** Supervises the Assistant Assessor and Assistant to the Assessor. In the Assessor's absence, the Deputy Assessor acts as the Assessor and is responsible for the office.

**GENERAL DUTIES:** Participates in identifying and valuing recently sold properties, improved properties and properties in construction. Audits appraisal work performed by private firms for accuracy and conformance of Town Standards. Assists in the preparation of specifications and quality control of contractor's valuations for periodic revaluation of all properties. Assists in the maintenance of GIS system, assessment map records and lists. Assists in the development and design of information systems improvements. Prepares statistical and narrative reports for submission to State and Federal governments as directed by the Assessor. Analyzes methods of collecting and retaining assessment data. Analyzes computer system applications and recommends changes as needed. Provides overall technical back up for the Assessor's Office.

Provides technical information and assistance to property owners, appraisers, attorneys and title searchers. Assists in the preparation of information releases to assist the public in understanding assessment procedures, regulations, exemptions and related matters. Prepares reports at the direction of the Assessor. Assists in the preparation of technical information and assistance to Town, Departments, Boards and Commissions as directed. Performs related work as required.

**QUALIFICATIONS PROFILE:** Must possess a thorough knowledge of the principles and practices of commercial, industrial and residential property valuation. Knowledge of Connecticut State Statutes related to assessment practices. Knowledge of computer applications for appraisal-assessment practices including spreadsheet, statistical and word processing software programs; administrative ability to develop and implement Town computer assisted assessment programs; ability to develop and implement changes in computer applications; ability to supervise and train employees; ability to deal effectively with members of the public, appraisers, real estate developers and title searchers. Ability to communicate ideas and policies to individual and groups.

**MINIMUM QUALIFICATIONS:** High School Graduate or GED equivalent. Two years of increasingly responsible experience in appraisal; municipal assessment, revaluation, CAMA, GIS or an equivalent combination of training and experience. Experience in a computer assisted assessment environment in an assessor's office or revaluation experience is desired. Licensed as a State of Connecticut Municipal Assessor or working towards certification.

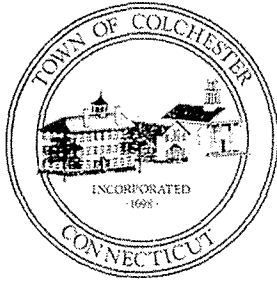
Valid CT driver's license.

**LICENSE OR CERTIFICATE:** Operates office equipment including appropriate computer, calculating and telephone equipment.

**REQUIRED PHYSICAL OPERATION:** Must be able to physically inspect residential and commercial properties throughout the Town involving continuous walking, bending, climbing stairs, reaching, etc. Must be able to perform the essential function of the job with or without reasonable accommodations.

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

9/14/2009



Town of Colchester  
Job Description

**Town Clerk's Office**  
**Department Clerk – Part Time**

***GENERAL STATEMENT OF DUTIES***

Responsible for performing a variety of administrative and clerical duties for the Town Clerk's Office. Assist in the administration of the town election process. Issue licenses, permits, administer oaths. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

***WORK SCHEDULE***

Monday-Friday, 8:30 a.m. - 3:00 p.m. (primarily) with a half hour lunch; may also be responsible for covering late office hours.

***SUPERVISOR***

Works under the direct supervision of the Town Clerk and administrative supervision of the First Selectman.

***SUPERVISION EXERCISED***

None

***ESSENTIAL DUTIES***

- Represent the department in a professional courteous manner.
- Provide extensive public contact, i.e. phone, routine inquiries, written correspondence, and person-to-person.
- Must possess strong communication skills.
- Assist in the administration of the town election process.
- Assist with the recording, maintenance and indexing/imaging of Town land records, and maps.
- Register voters and update list as statutorily required.
- Issue licenses and permits.
- Provide applicable information to the public as requested.
- Assist in department deposits to Tax Collector.
- Assist in filing and retrieval of documents as required, such as but not limited to vital records, DD214s, etc.

## ***REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES***

- 1) Must have:
  - Strong interpersonal and customer service skills.
  - Excellent written and oral communication skills.
  - Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
  
- 2) Must be able to:
  - Communicate and work effectively with diverse groups, the public and individuals.
  - Exhibit a professional manner with other employees and the public.
  - Work independently and problem solve.
  - Maintain accurate records.
  - Lift and/or move up to 50 pounds.
  - Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
  - Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Publisher, or Munis.

## ***EDUCATION AND EXPERIENCE***

- High School diploma or equivalent.
- Experience in general clerical work with municipal experience preferred; or an equivalent combination of education and experience.

## ***WORK ENVIRONMENT***

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

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.  
Part-time; union; hourly; non-exempt*

## **JOB DESCRIPTION**

Town of Colchester

Town Clerk's Office - Department Clerk

Salary - \$/

Hr.

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**GENERAL STATEMENT OF DUTIES:** Responsible for performing a variety of secretarial and clerical duties for the Town Clerk's Office; responsible for handling money and checks. Very strong emphasis on computer skills, public relations and customer service.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Town Clerk and administrative supervision of the First Selectman.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Represent the department in a professional courteous manner, extensive public contacts via person to person, telecommunications, etc. Must possess strong communication skills.
2. Assist with the recording, maintenance and indexing of Town land records, military discharges, vital records.
3. Registers voters and keeps list as required.
4. Issues municipal licenses including business, animal, hunting and fishing and other various regulatory licenses as assigned. Issues marriage licenses, burial permits.
5. Provides public records and information to citizens, civic groups, the media and other agencies as requested.

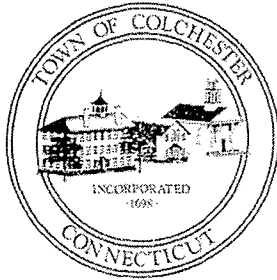
### **KNOWLEDGES, ABILITIES AND SKILLS:**

1. Ability to maintain accurate records.
2. Ability to communicate and work effectively with the public and employees.
3. Working knowledge of computers.
4. Must be able to perform the essential functions of the job with or without reasonable accommodations.

### **EXPERIENCE AND TRAINING:**

1. Graduate of high school or equivalency and office experience.
2. Knowledge of bookkeeping and/or mathematics essential.
3. Previous experience with computers and public relations.

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



Town of Colchester  
Job Description

**Parks & Recreation Department  
Recreation Supervisor**

***GENERAL STATEMENT OF DUTIES***

Assist the Director of Parks & Recreation in the effective planning, delivery and evaluation of comprehensive year-round, seasonal and special recreational activities and programs for the Town of Colchester. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

***WORK SCHEDULE***

Monday-Friday, 8:30am-4:30pm with a one-hour lunch; however, often requires evening and weekend hours as programs/events dictate. May also be responsible for covering late office hours.

***SUPERVISOR***

Works under the direct supervision of the Director of Parks & Recreation and administrative supervision of the First Selectman.

***SUPERVISION EXERCISED***

Program personnel.

***ESSENTIAL DUTIES***

- Market and promote programs through advertising (public relation materials).
- Develop program budget, including specifying and purchasing of materials and supplies.
- Develop, monitor and report monthly on program fund cash flow and balances.
- Assess community needs and develop programs to meet the determined needs.
- Media contact & public relations regarding all Department events.
- Collaborate, communicate, and assist in scheduling with other town departments, civic groups, sport leagues and schools.
- Supervise part-time, seasonal & contractual employees; visits programs as needed.
- Recruit, train, supervise, evaluate and recognize volunteers.
- Complete customer program registrations and facility reservations.
- Represent the department in a professional courteous manner.
- Provide extensive public contact, i.e. phone, routine inquiries, written correspondence, and person-to-person.
- Provide timely information to the appropriate person for department web page.



## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- 1) Must have:
  - Overall working knowledge of current trends in recreation philosophy and management.
  - Working knowledge & ability to plan, develop, promote and lead recreation programs.
  - Strong interpersonal skills and ability to work well with the public.
  - Excellent written and oral communication skills.
  - Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
  - Strong communication and customer service skills.
  - Good public speaking skills.
  - Current computer skills, including word/data processing, desktop publishing
  
- 2) Must be able to:
  - Communicate and work effectively with diverse groups and individuals.
  - Exhibit a professional manger with other employees and the public.
  - Work independently.
  - Maintain accurate records.
  - Lift and/or move up to 50 pounds.
  - Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
  - Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Munis, or RecWare/Safari.

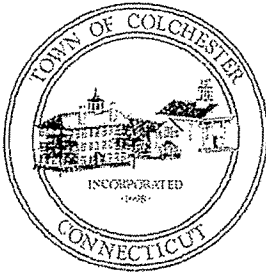
## **EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Recreation management or in a related field.
- Preferred 3 years Program Supervisory experience.
- Must be at least 21 years of age.
- Must have and maintain a valid Connecticut Motor Vehicle Operator's License.

## **WORK ENVIRONMENT**

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

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.  
Full-time; union; salary; exempt.*



**Town of Colchester  
Job Description**

**Recreation Supervisor**

***GENERAL STATEMENT OF DUTIES***

Assist the Director in the effective planning, delivery and evaluation of comprehensive year-round, seasonal and special recreational activities and programs for the Town of Colchester.

Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

***WORK SCHEDULE***

Monday-Friday, 8:30am-4:30pm (primarily); however, often requires evening and weekend hours as programs/events dictate. May also be responsible for covering late office hours.

***SUPERVISOR***

Works under the direct supervision of the Director of Parks & Recreation.

***ESSENTIAL DUTIES***

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

- Marketing and promotion of programs through advertising, including the development of the seasonal brochure (public relation materials)
- Develop program budget, including specifying & purchasing of materials and supplies
- Assesses community needs and develops programs to meet the determined needs.
- Media contact & public relations regarding all Department events
- Collaborate, communicate, and assist in scheduling with other town departments, civic groups, sport leagues and schools.
- Supervise part-time, seasonal & contractual employees; visits programs as needed.
- Recruit, train, supervise, evaluate and recognize volunteers.
- Assist Office staff in computerized program registration and collection of fees.
- Coordinate reservations for facilities under Department management.
- Be punctual.
- Be aware of and ensure the safety of the work site around you.
- Participate in all staff meetings.
- Attend workshops, trainings, and/or seminars as approved by the Director.
- Provide evidence of ongoing career and/or skills development.
- Related duties as assigned.
- Comply with Town of Colchester Personnel Policies.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- 1) Must have:
  - Overall working knowledge of current trends in recreation philosophy and management.
  - Working knowledge & ability to plan, develop, promote and lead recreation programs.
  - Good public speaking skills.
  - Current computer skills, including word/data processing, desktop publishing

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

The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Recreation management or in a related field.
- Preferred 3 years Program Supervisory experience.
- Must be at least 21 years of age.
- Must have and maintain a valid Connecticut Motor Vehicle Operator's License.

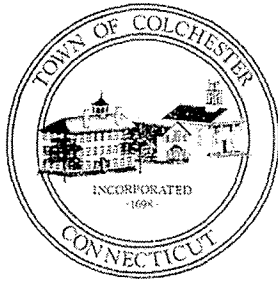
## **WORK ENVIRONMENT**

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

While performing the duties of this job, the employee is required to work in outside weather conditions. The noise level in the work environment is usually moderate.

Full-time; union; salary; exempt

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



**Town of Colchester  
Job Description**

**Finance Department  
Accounts Payable/Payroll Coordinator**

***GENERAL STATEMENT OF DUTIES***

Perform accounting duties necessary in the administration of a financial accounting system for control of budget, expenditures, accounts payable, purchasing and payroll. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

***WORK SCHEDULE***

Monday-Friday, 8:00 a.m. - 4:30 p.m. with a half hour lunch (40 hours/week).

***SUPERVISOR***

Work under the direct supervision of the Chief Financial Officer and administrative supervision of the First Selectman.

***SUPERVISION EXERCISED***

None

***ESSENTIAL DUTIES***

- Process oral and written instructions effectively.
- Plan and organize work according to established or standard office procedures determining priority of work tasks and to meet critical deadlines. Performs at a high level of independence on the basis of policies and procedures.
- Assist with office duties such as filing, answering telephones, greeting customers.
- Maintain a high level of confidentiality in and out of the office.
- Perform calculations, verify and post data in accordance with state and federal regulations and acceptable accounting practices to maintain centralized accounts payable and budget control system.
- Review purchase orders, invoices, and related information for budget compatibility, proper account coding, mathematical accuracy, vendor designation, correct prices and discounts, authorized signatures, and other pertinent information.
- Review, prepare, and enter financial information directly into the financial accounting system. Entries include vendors, encumbrances, account adjustments, payments, and related information.
- Distribute purchase orders and accounts payable checks to vendors.
- Process all 1099 forms to vendors and prepare and submit applicable State & Federal tax reports.
- Respond to vendor inquiries and resolve problems related to orders, payments, etc.
- Work directly with Town Departments as requested by the Chief Financial Officer.
- Compare financial reports against source documents for accuracy.
- Transfer check issue files to Financial Institution.
- Maintain inventory of assets on financial accounting system.
- Provide backup support to Board of Education Accounts Payable and Purchasing Coordinator and Board of Education Payroll Supervisor as needed.
- Add/Update/maintain payroll database on all employees. This includes name, address, status, position, annual salary/hourly rate, taxes and deductions.
- Payroll processing – calculate and enter hours/earnings/deductions into an automated accounting system.
- Verify/balance all payroll reports.
- Transmit all direct deposit files to Financial Institution.

- Process all payroll checks.
- Keep all accrual and longevity records up to date.
- Maintain and update deduction records for all union and non-union employees, such as 457 plan, 401(a) plan, defined benefit pension plan, health insurance, Section 125 medical & dependent care, and garnishments.
- Notify Life Insurance and Long Term Disability carrier of all additions, deletions and changes. Review monthly bill and submit for payment.
- Report and maintain all workers compensation cases; submit claims to carriers.
- Maintain OSHA reports.
- Meet with employees to review all benefits.
- Process W2's for employees.
- Represent the department in a professional courteous manner.

### ***REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES***

- 1) Must have:
  - Excellent written and oral communication skills.
  - Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
- 2) Must be able to:
  - Review and process paperwork with a high degree of accuracy.
  - Establish and maintain accurate files and record systems.
  - Be highly organized and prioritize when under pressure and with deadlines
  - Effectively operate information technology equipment and programs in an automated accounting system, including but not limited to Word, Excel, Access, Munis.
  - Communicate, work effectively, exhibit a professional manner, and maintain positive relationships with staff, vendors, and the general public.
  - Work independently.
  - Lift and/or move up to 50 pounds.
  - Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.

### ***EDUCATION AND EXPERIENCE***

- High school diploma or equivalent.
- Four years of responsible office accounting/bookkeeping experience.

### ***WORK ENVIRONMENT***

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

*This description is not all-inclusive and is subject to change by the Board of Selectmen at any time.  
Full-time; union; hourly; non-exempt*

Martha

**TOWN OF COLCHESTER  
ACCOUNTS PAYABLE AND PAYROLL COORDINATOR**

**JOB DESCRIPTION**

**Overview:**

Performs accounting duties necessary in the administration of a financial accounting system for control of budget, expenditures, accounts payable, purchasing and payroll.

**Qualifications:**

High school diploma; four years of responsible office accounting/bookkeeping experience; knowledge of computer software applications; possess the skills necessary for the operation of data processing equipment in an automated accounting system; ability to review and process paperwork with a high degree of accuracy; ability to establish and maintain files and record systems; must be highly organized and prioritize well when working under pressure and with deadlines; ability to relate positively to staff, company representatives and the general public.

**Reports to:**

Chief Financial Officer

**Pay Grade:**

Town Hall Union

**Performance Responsibilities – Accounts Payable**

- Process oral or written instructions effectively.
- Plans and organizes work according to established or standard office procedures determining priority of work tasks and to meet critical deadlines. Performs at a high level of independence on the basis of policies and procedures.
- Assists with office duties such as filing, answering telephones, greeting customers.
- Maintain a high level of confidentiality in and out of the office.
- Performs calculations, verifies and posts data in accordance with state and federal regulations and acceptable accounting practices to maintain centralized accounts payable and budget control system.
- Reviews purchase orders, invoices, and related information for budget compatibility, proper account coding, mathematical accuracy, vendor designation, correct prices and discounts, authorized signatures, and other pertinent information.

- Reviews, prepares, and enters financial information directly into the financial accounting system. Entries include vendors, encumbrances, account adjustments, payments, and related information.
- Distributes purchase orders and accounts payable checks to vendors.
- Process all 1099 forms to vendors.
- Responds to vendor inquiries and resolves problems related to orders, payments, etc.
- Deals directly with Town Departments as requested by the Chief Financial Officer.
- Compares financial reports against source documents for accuracy.
- Transfers check issue files to Financial Institution.
- Maintains inventory of assets on financial accounting system.
- Performs such other duties as may be assigned.

**Performance Responsibilities – Payroll/Personnel:**

- Add/Update/maintain payroll database on all employees. This includes- name, address, statue, position, salary/rate taxes and deductions.
- Payroll processing – calculate and enter hours/earnings/deduction into an automated accounting system.
- Verify/balance all payroll reports.
- Transmit all direct deposit files to Financial Institution.
- Process all payroll checks.
- Keep all accrual and longevity records up to date.
- Maintain and update deduction records for all union and non-union employees, 457 plan, 401 (a) plan, health insurance, Section 125 medical & dependent care and garnishments.
- Notify Life Insurance and Long Term Disability carrier of all additions, deletions and changes. Review monthly bill and submit for payment.
- Report and maintain files on all workers comp cases, apply for workers comp reimbursements on all cases exceeding 3 days and forward all bill to the workers comp carrier.
- Maintain OSHA reports.
- Meet with all new employees to review all benefits/salary/hourly rates.
- Process W2's for all employees.

**Terms of Employment:**

Daily 8:00 a.m. – 4:30 p.m. with ½ hour lunch

**Evaluation**

Annual evaluation by Chief Financial Officer.



**Town of Colchester  
Job Description**

**Senior Services  
Administrative Assistant**

***GENERAL STATEMENT OF DUTIES***

Perform administrative and office support activities for the Director of Senior Services and overall center operation. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

***WORK SCHEDULE***

Monday-Friday, 8:00am-4:00pm with a half hour lunch (37½ hours/week).

***SUPERVISOR***

Works under the direct supervision of the Senior Services Director and administrative supervision of the First Selectman.

***SUPERVISION EXERCISED***

None

***ESSENTIAL DUTIES***

- Handle customers questions and concerns with accuracy and professionalism
- Input data into tracking system.
- Trip registration and related record keeping.
- Accounts payable/receivable.
- Performs general office skills i.e.: copying, mail, typing, facsimile, e-mails.
- Prepare press releases and newsletter development.
- Assist with grant input on the computer.
- Maintain the town web site with information reflective to seniors and caregivers i.e.: newsletter, weekly programs and links with information to assist people as they age in the community.
- Have knowledge of programs that would benefit Older Americans and provide information and referral as needed.
- Interview clients to obtain relevant information to determine qualifications for Energy Assistance or Renters Rebate program.
- Take Rent Rebate and Energy Assistance applications under the direction of the Director.
- Answer telephone and dispatch calls to the appropriate personnel.
- Prepare and make weekly deposits.
- Attend ongoing training programs.
- Demonstrate the willingness to take on additional tasks as required to promote interaction with the staff and elderly.
- Represent the department in a professional courteous manner.
- Provide extensive public contact, i.e. phone, routine inquiries, written correspondence, and person-to-person.
- Maintain confidentiality.



## ***REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES***

### 1) Must have:

- Knowledge of office management practices and procedures.
- Strong interpersonal skills and ability to work well with the public.
- Excellent written and oral communication skills.
- Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
- Strong communication, organizational, efficiency, and customer service skills.
- Bookkeeping and general math ability.
- Ability to coordinate activities under the direction of the Senior Services Director.

### 2) Must be able to:

- Communicate and work effectively with diverse groups and individuals.
- Exhibit a professional manner with other employees and the public.
- Work independently.
- Prioritize duties and organize and manage time.
- Maintain accurate records.
- Lift and/or move up to 50 pounds.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
- Effectively operate software necessary for the job, such as Word, Excel, Access, Publisher, or Munis.

## ***EDUCATION AND EXPERIENCE***

- High School diploma or equivalent.
- Two years experience in administrative assistant work with municipal experience preferred; or an equivalent combination of education and experience.

## ***WORK ENVIRONMENT***

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

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.  
Full-time; union; hourly; non-exempt; confidential*

**Job Description** 37.5 hours

Donna

**Town of Colchester**

**Senior Services – Administrative Assistant**

**General Statement of Duties:**

Perform professional and technical administrative duties, by providing secretarial services to the director and Assistant program coordinator.

**Supervisor:**

Work under the direct supervision of the Senior Service Director and the administration direction of the First Selectman.

**Knowledge, Abilities and Skills:**

- Must be organized and efficient
- Proficient in Microsoft Word and the ability to learn other computer applications
- Strong communication skills, both oral and written
- Booking and general math ability
- Must be able to perform the essential functions of the job with or without reasonable accommodation.
- Ability to prioritize the duties of the day and to organize and manage time

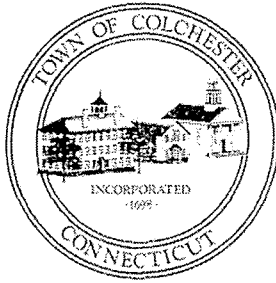
**Experience and Training:**

- Two years business school or college
- One year minimum work experience in Administrative Assistant/Secretarial position

**Responsibilities:**

- Handle customers questions and concerns with accuracy and professional
- Inputs data into tracking system
- Trip registration and record keeping regarding trips
- Accounts payable/receivable
- Performs general office skills ie: copying, mail, typing forms, facsimile, e-mails

- **Prepare press releases and newsletter development**
- **Helps with the grant input into the computer**
- **Maintain town web-site with information reflective to seniors and caregivers ie: newsletter, weekly programs and links to information that would assist people as they age in the community**
- **Have the knowledge of programs that would benefit the Older American and provide Information and Referral as needed.**
- **Interview clients to obtain relevant information to determine qualifications for energy assistance or renters rebate program.**
- **Under the direction of the director take renter and energy applications.**
- **Answer telephone and dispatch calls to the appropriate personnel**
- **Prepare and make weekly deposits**
- **Attend ongoing training programs**
- **Demonstrate the willingness to take on additional tasks as required to promote interaction with the staff and elderly.**
- **Comply with the Town of Colchester Personnel Policies**
- **Maintain confidentiality**



**Town of Colchester  
Job Description**

**Parks & Recreation Department  
Administrative Assistant**

***GENERAL STATEMENT OF DUTIES***

Perform a variety of office related duties for the Director of Parks & Recreation with a strong emphasis on public relations and customer service. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

***WORK SCHEDULE***

Monday-Friday, 8:30am-4:30pm with a one-hour lunch (35 hours/week).

***SUPERVISOR***

Work under the direct supervision of the Director of Parks & Recreation and administrative supervision of the First Selectman.

***SUPERVISION EXERCISED***

None

***ESSENTIAL DUTIES***

- Answer telephone, take messages, and assist the public with information as needed.
- Complete customer program registrations and facility reservations in person, by email, fax and by telephone.
- Schedule monthly Parks & Recreation meetings, prepare agenda, prepare and mail packets, maintain commission records and attendance. Post agenda and minutes at Town Clerk's office and website.
- Prepare and type a variety of documents that may include correspondence, memos, directives, meeting and legal notices, applications, specific reports, forms and spreadsheets.
- Daily closeout and deposit.
- Manage the department's financial records, including processing and tracking of vouchers, purchase orders, and requisitions, along with monthly reconciliation.
- Responsible for billing and collection of delinquent accounts.
- Maintain department records and records retention.
- Oversee office operations, such as processing mail and maintaining supplies and equipment
- Record and distribute notes for weekly staff meetings.
- Provide timely information to the appropriate person for or maintain department web page.
- Represent the department in a professional courteous manner.
- Provide extensive public contact, i.e. phone, routine inquiries, written correspondence, and person-to-person.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

### 1) Must have:

- Knowledge of office management practices and procedures.
- Strong interpersonal skills and ability to work well with the public.
- Excellent written and oral communication skills.
- Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
- Strong communication and customer service skills.
- Ability to coordinate duties under the direction of the Parks & Recreation Director.

### 2) Must be able to:

- Communicate and work effectively with diverse groups and individuals.
- Exhibit a professional manner with other employees and the public.
- Work independently.
- Maintain accurate records.
- Lift and/or move up to 50 pounds.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
- Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Publisher, or Munis.

## **EDUCATION AND EXPERIENCE**

- High School diploma or equivalent.
- Two years experience in general clerical work with municipal experience preferred; or an equivalent combination of education and experience.

## **WORK ENVIRONMENT**

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

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.  
Full-time; union; hourly; non-exempt*

## **JOB DESCRIPTION**

**Town of Colchester**

**Parks and Recreation Department - Administrative Assistant Salary -**

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**GENERAL STATEMENT OF DUTIES:** Responsible for performing a variety of secretarial, administrative and clerical duties in assisting the Director to discharge the duties of the position, all other related work required. Very strong emphasis on public relations and customer service.

**SUPERVISION RECEIVED:** Work under supervision of Parks and Recreation Director.

**SUPERVISION EXERCISED:** May supervise workfare, community service, (C.E.T.A.) other office workers, seasonal and part-time employees or summer help in the absence of the Director.

### **ESSENTIAL DUTIES:**

1. Answer the telephone, take message, screen calls and assist the public with information as needed, assist with registrations, and maintain appointment schedule.
2. Assist in scheduling meetings, take and transcribe Parks and Recreation Commission meeting minutes.
3. Type a variety of documents that may include correspondence, memos, directives, meeting and legal notices, applications, specifications, reports, forms, warrants, vouchers, purchase orders, requisitions and class rosters.
4. Prepare payroll and maintain personnel hours and statistics.
5. Maintain department budget and bookkeeping records *including Special Revenue Accounts*, responsible for recoupment of revenue, billing and collection of delinquent accounts.
6. Participate in budget preparation and projections.
5. Maintain department files and records; compiles statistics and prepares reports, *conducts extensive research and compilation of data.*
6. Prepare, issue and accept payment for licenses, permits and program registrations.
7. *Prepares press releases, quarterly newsletters and other public relations materials; and is responsible for information flow in/out of the office.*

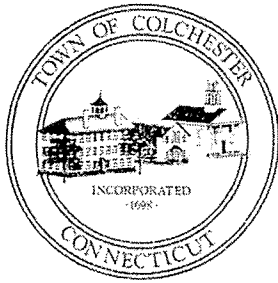
### **KNOWLEDGES, ABILITIES AND SKILLS:**

1. Ability to communicate and work effectively with diverse groups and individuals.
2. Ability to exhibit tact and diplomacy in dealing with other employees and the public.
3. Ability to coordinate activities under the direction of the Parks & Recreation Director.
4. Ability to perform varied and responsible duties requiring the exercise of judgment and discretion in coordinating the activities of the department and in relieving the supervisor of administrative duties and responsibilities not requiring personal or official attention.
5. Must be able to perform the essential functions of the job with or without reasonable accommodations.

### **EXPERIENCE AND TRAINING:**

1. High school diploma or equivalency.
2. Two years experience in general clerical work with municipal experience preferred; or an equivalent combination of education and experience.
3. Computer experience and telephone skills are essential.

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



**Town of Colchester  
Job Description**

**Town Clerk's Office  
Assistant Town Clerk (Certified)**

***GENERAL STATEMENT OF DUTIES***

Responsible for organization, filing and storage of pertinent town records assuring efficient retrieval. Assist in the administration of the town election process. Maintain accounting records of cash received, expenditures, and accounting balances. Attend meetings and events as representative of the Town Clerk as requested. Take town meeting minutes when required. Issue licenses, permits, administer oaths, clerical and administrative duties. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

***WORK SCHEDULE***

Full-time: Monday-Friday, 8:30 a.m.– 4:30 p.m. with a one-hour lunch (35 hours/week); may also be responsible for covering late office hours.

***SUPERVISOR***

Work under the direct supervision of the Town Clerk and administrative supervision of the First Selectman.

***SUPERVISION EXERCISED***

Supervise other employees within the office in the absence of the Town Clerk.

***ESSENTIAL DUTIES***

- Organize, file and store pertinent information assuring efficient retrieval following state guidelines. Information includes land records, certain taxes, vital statistics, election records and town government activities.
- Assist in the administration of the town election process.
- Maintain records of cash received, expenditures and account balances.
- Attend certain meetings and events as representative of the Town Clerk. Take town meeting minutes when required.
- Issue licenses, permits, administer oaths.
- Maintain department website including meeting statutory requirements for meetings and agendas.
- Coordinates work flow in accordance with state statutes.
- Observe strict confidentiality in maintaining restricted files and records.
- Represent the department in a professional courteous manner.
- Provide extensive public contact, i.e. phone, routine inquiries, written correspondence, and person-to-person.



## ***REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES***

### 1) Must have:

- Ability to interpret all current statutes, regulations and ordinances governing responsibilities of the Town Clerk and the office.
- Knowledge of public records management
- Thorough knowledge of current principles and practices of office management and procedures
- Strong interpersonal skills and ability to work well with the public.
- Excellent written and oral communication skills.
- Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
- Strong communication and customer service skills.

### 2) Must be able to:

- Communicate and work effectively with diverse groups, the public and individuals.
- Exhibit a professional manner with other employees and the public.
- Work independently.
- Maintain accurate records.
- Lift and/or move up to 50 pounds.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
- Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Publisher, or Munis.

## ***EDUCATION AND EXPERIENCE***

- Town Clerk Certification
- High School diploma or equivalent.
- Two years experience in general clerical work with municipal experience preferred; or an equivalent combination of education and experience.

## ***WORK ENVIRONMENT***

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

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.  
Full or part-time; union; hourly; non-exempt*

## **JOB DESCRIPTION**

**Town of Colchester  
Town Clerk's Office – Assistant Town Clerk**

**35 Hours**

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**GENERAL STATEMENT OF DUTIES:** Responsible for the organization, filing and storage of pertinent town records assuring efficient retrieval. Assist in the administration of the town election process. Maintain accounting records of cash received, expenditures and account balances. Attend certain meetings and events as a representative of the Town Clerk. Take town meeting minutes when required. Issue licenses, permits, administer oaths, clerical duties.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Town Clerk and administrative supervision of the First Selectman.

**SUPERVISION EXERCISED:** Supervises the work of all employees in the absence of the Town Clerk.

### **EXAMPLES OF DUTIES:**

1. Organization, file and store pertinent information assuring efficient retrieval. Information includes land records, certain taxes, vital statistics, election records and town government activities.
2. Assist in the administration of the town election process.
3. Maintain records of cash received, expenditures and account balances.
4. Attend certain meetings and events as a representative of the Town Clerk. Take town meeting minutes, when required.
5. Issue licenses, permits, administer oaths.
6. Must be able to transcribe tapes and perform other clerical duties.

### **KNOWLEDGES, ABILITIES AND SKILLS:**

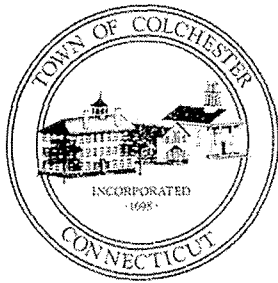
1. Ability to interpret all current statutes, regulations and ordinances governing responsibilities of the Town Clerk and the office.
2. Knowledge of public records management.
3. Thorough knowledge of current principles and practices of office management and procedures.
4. Ability to maintain accurate records.
5. Strong communication skills a must. Must be able to interact well with the public.
6. Sufficient knowledge of the community to serve the public.
7. Ability to problem solve.
8. Excellent written and oral communication skills.
9. Strong computer background essential.
10. Ability to transcribe tapes, e.g. meeting minutes, etc.

11. Must be able to perform the essential functions of the job with or without reasonable accommodations.

**EXPERIENCE AND TRAINING:**

1. A minimum of a high school diploma.
2. Two years office experience.
3. Experience in records management.

Effective  
7/05



**Town of Colchester  
Job Description**

**Town Clerk's Office  
Assistant Town Clerk (Non-Certified)**

***GENERAL STATEMENT OF DUTIES***

Responsible for organization, filing and storage of pertinent town records assuring efficient retrieval. Assist in the administration of the town election process. Maintain accounting records of cash received, expenditures, and accounting balances. Attend meetings and events as representative of the Town Clerk as requested. Take town meeting minutes when required. Issue licenses, permits, administer oaths, clerical and administrative duties. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

***WORK SCHEDULE***

- Full-time: Monday-Friday, 8:30 a.m.– 4:30 p.m. with a one-hour lunch (35 hours/week); May also be responsible for covering late office hours.
- Part-time: Monday-Friday, 8:30 a.m.– 3:00 p.m. with a half-hour lunch (30 hours/week). May also be responsible for covering late office hours.

***SUPERVISOR***

Work under the direct supervision of the Town Clerk and administrative supervision of the First Selectman.

***SUPERVISION EXERCISED***

Supervise other employees within the office in the absence of the Town Clerk.

***ESSENTIAL DUTIES***

- Represent the department in a professional courteous manner.
- Provide extensive public contact, i.e. phone, routine inquiries, written correspondence, and person-to-person.
- Organize, file and store pertinent information assuring efficient retrieval. Information includes land records, certain taxes, vital statistics, election records, burial records, military discharges, electors, and town government activities.
- Issue municipal licenses including business, sports, vitals and other various regulatory licenses as assigned and administer oaths.
- Maintain department website including meeting any statutory requirements relating to boards and commissions.
- Provide public records and information to citizens, civic groups, the media and other agencies as requested.
- Maintain records of cash received, expenditures and account balances. Assists in department deposits to Tax Collector.
- Coordinate workflow in accordance with state statutes.
- Observe strict confidentiality in maintaining restricted files and records.

## ***REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES***

### 1) Must have:

- Knowledge of office management practices and procedures.
- Strong interpersonal skills and ability to work well with the public.
- Excellent written and oral communication skills.
- Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
- Strong communication and customer service skills.

### 2) Must be able to:

- Communicate and work effectively with diverse groups, the public and individuals.
- Exhibit a professional manner with other employees and the public.
- Work independently.
- Maintain accurate records.
- Lift and/or move up to 50 pounds.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
- Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Publisher, or Munis.

## ***EDUCATION AND EXPERIENCE***

- High School diploma or equivalent.
- Two years experience in general clerical work with municipal experience preferred; or an equivalent combination of education and experience.

## ***WORK ENVIRONMENT***

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

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.  
Full or part-time; union; hourly; non-exempt*

## **JOB DESCRIPTION**

**Town of Colchester**

**Town Clerk's Office – Assistant to the Town Clerk**

**35 Hours**

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**GENERAL STATEMENT OF DUTIES:** Responsible for performing a variety of secretarial and clerical duties for the Town Clerk's Office; responsible for handling money and checks. Very strong emphasis on computer skills, math, public relations and customer service. Assist in the administration of the town election process. Issue licenses, permits, administer oaths.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Town Clerk and administrative supervision of the First Selectman.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Represent the department in extremely heavy contact with the public via telecommunications, answering routine inquiries, letter writing.
2. Assist with the recording, maintenance and indexing/imaging of Town land records, military discharges, maps, vital and burial records.
3. Assist in the administration of the town election process.
4. Registers voters and keeps list as required.
5. Issues licenses, permits, administer oaths.
6. Provides public records and information to citizens, civic groups, the media and other agencies as requested.
7. Maintain records of cash received, expenditures and account balances. Assists in department deposits to Tax Collector.

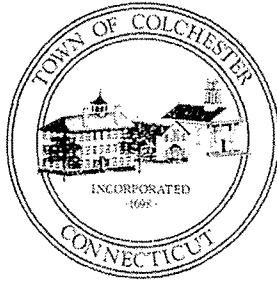
### **KNOWLEDGE, ABILITIES AND SKILLS:**

1. Ability to maintain accurate records.
2. Ability to communicate and work effectively with the public and employees.
3. Knowledge of computers and various programs.
4. Excellent written and oral communication skills.
5. Sufficient knowledge of the community to serve the public.
6. Must be able to perform the essential functions of the job with or without reasonable accommodations.

### **EXPERIENCE AND TRAINING:**

1. Graduate of high school and business school or comparable office experience.
2. Knowledge of bookkeeping and mathematics essential.
3. Previous experience with computers and public relations.

This job description is illustrative of tasks and responsibilities and not meant to be all-inclusive of every task or responsibility. It is a temporary management guide/tool and subject to change. (Revised July, 2005)



## Town of Colchester Job Description

# Police Department Administrative Assistant

### **GENERAL STATEMENT OF DUTIES**

Perform administrative duties for Police Department. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

### **WORK SCHEDULE**

Monday-Friday, 8:30am-4:30pm with a one-hour lunch (35 hours/week); evenings as required.

### **SUPERVISOR**

Work under the direct supervision of the Resident State Trooper supervisor and the administrative supervision of the First Selectman.

### **SUPERVISION EXERCISED**

None

### **ESSENTIAL DUTIES**

- Maintain strict confidentiality.
- Respond to customers questions and concerns with accuracy and professionalism.
- Direct phone calls to the officers, resident trooper, or state police.
- Input infractions, misdemeanor summons, and warnings. Order and List ticket book numbers, maintain files.
- Pistol Permits: get identification, fingerprints, notarized application, birth certificate and gun safety course. Record name, dob, date sent out and returned, send fingerprints to CSP, fill out temporary permit, have it signed by First Selectman, sent letter to pick up permit. Write a receipt for check (check and copy of receipt goes to finance), fill in date issued on permit. Maintain permanent files.
- Special Duty: get name, address, phone number of person to send bill to. Assign officer by card system per union contract, fill out special duty form, print letter and send copy of form for payment, make copy of check, special duty form and give to finance.
- Input and maintain department budget, pay bills.
- Compile monthly, quarterly and yearly statistical reports from the daily logs,
- Send out Radar and Laser Units for calibrations every 6 months.
- Input and maintain officer's Recertification, MRT and Training records.
- Clerk police commission meetings, type and post on line and in Town Clerks office, send out agenda and last month's minutes to the police commissioners before meeting. Input minutes and post on line and at Town Clerks office, set up and send letters to new candidates for interview times, for new candidates
- New Officers: get a list of candidates that have taken the LEC test, send out agility test letters with applications, doctor's permission forms and required agility test functions, set up and send letters to new candidates for interview times, make up packets of test questions for each candidate for each interviewer, set up polygraph, psychological and medical test for new candidates.
- Maintain and assist in coordination, preparation, scheduling and other related activities for Federal, State or Local Grants.
- Provide timely information to the appropriate person for or maintain department web page.
- Assist in coordination, preparation and scheduling of other police related activities.

- Represent the department in a professional courteous manner.
- Provide extensive public contact, i.e. phone, routine inquiries, written correspondence, and person-to-person.

### ***REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES***

#### 1) Must have:

- Knowledge of office management practices and procedures.
- Strong interpersonal skills and ability to work well with the public.
- Excellent written and oral communication skills.
- Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
- Strong communication and customer service skills.

#### 2) Must be able to:

- Communicate and work effectively with diverse groups and individuals.
- Exhibit a professional manner with other employees and the public.
- Work independently and be self-motivated.
- Maintain accurate records.
- Lift and/or move up to 50 pounds.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
- Effectively operate software necessary for the job, such as Word, Excel, Access, Publisher or Munis.

### ***EDUCATION AND EXPERIENCE***

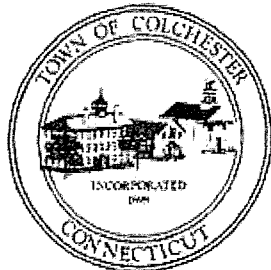
- High School diploma or equivalent.
- Two years experience in general clerical work with municipal experience preferred; or an equivalent combination of education and experience.

### ***WORK ENVIRONMENT***

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

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.  
Full-time; union; hourly; non-exempt*





**Town of Colchester  
Job Description**

**Administrative Assistant  
Colchester Police Department**

***GENERAL STATEMENT OF DUTIES***

- Carry out administrative duties for the Colchester Police Department.
- Maintain strict confidentiality.
- Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

***WORK SCHEDULE***

Monday-Friday, 8:30am-4:30pm; 1 hour unpaid lunch

***SUPERVISION EXERCISED***

N/A

***SUPERVISOR***

Works under the direct supervision of the Resident State Trooper Sergeant and designated police officer supervisor, as well as the administrative supervision of the First Selectman

***ESSENTIAL DUTIES***

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

1. Answer telephones and forward calls/messages to appropriate personnel.
2. Gather and maintain statistical data and generate reports as needed/requested.
3. Maintain records and all files.
4. Order and maintain supplies within the budget.
5. Complete daily data entry including input of infractions, misdemeanor summons, and warnings.
6. Process pistol permits.
7. Process applicable forms, reports and correspondence generated by the department and distribute as applicable, including to Troop K.
8. Maintain financial records of revenues, expenses and account balances.
9. Organize and bill for officers' special duty
10. Send out Radar and Laser Units for calibrations semi-annually.
11. Input and maintain officer's Recertification, MRT and Training records.
12. Update department's website pages ensuring accuracy and timeliness of information.

13. Clerk all Police Commission meetings, including developing agenda with chair and posting in Town Clerk's office and on website, sending meeting materials to commissioners, and writing and posting minutes within required timeframes.
14. Assist with administrative areas in the hiring process of new officers.
15. Assist with coordination, preparation, scheduling and other related activities for federal, state or local Grants
16. Assist with coordination, preparation and scheduling of other police related activities.
17. Comply with Colchester Personnel Policies.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- 1) Must have:
  - a) Thorough knowledge of current principles and practices of office management and procedures.
  - b) Strong interpersonal skills and ability to work well with the public.
  - c) Excellent written and oral communication skills.
  - d) Thorough understanding of procedures and requirements of the Freedom of Information Act.
- 2) Must be able to:
  - a) Work independently.
  - b) Maintain accurate records.
  - c) Lift and/or move up to 50 pounds.
  - d) Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
  - e) Effectively operate Word, Excel, Access, Munis, or comparable computer programs.
- 3) While performing the duties of this job, the employee is regularly required to sit, stand, walk and talk. The employee is at times required to use hands to feel objects; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- 4) Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **EDUCATION AND EXPERIENCE**

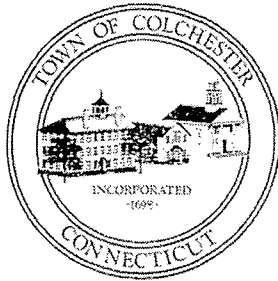
- High school diploma.
- Two years office experience, including records management and working with the public.

### **WORK ENVIRONMENT**

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

Full-time; union; hourly; non-exempt

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



**Town of Colchester  
Job Description**

**Planning & Zoning Department  
Administrative Assistant**

***GENERAL STATEMENT OF DUTIES***

Perform administrative duties for Code Administration and Planning & Zoning staff. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

***WORK SCHEDULE***

Monday-Friday, 8:00 a.m. - 4:30 p.m. with a half hour lunch (40 hours/week); evenings as required.

***SUPERVISOR***

Work under the direct supervision of the Town Planner and department head for Code Administration and Health Director as well as the administrative supervision of the First Selectman.

***SUPERVISION EXERCISED***

None

***ESSENTIAL DUTIES***

- Assist the public with applications for building, septic, zoning, wetlands, Historic District, road permits, food permits, blasting permits and zoning appeals. Review to assure that all necessary paperwork is included with applications and proper fee is collected. Distribute applications and associated files to appropriate personnel.
- Answer telephones and forward calls/messages to appropriate personnel. Answer basic zoning and building questions.
- Maintain financial records of revenues, expenses and account balances by Commission and Departments.
- Schedule appointments for Town Planner, Zoning Official, Wetlands Enforcement Officer, Building Official, Fire Marshall and pre-development review meetings.
- Gather and maintain statistical data for Federal, State and Town agencies.
- Maintain files for the Planning & Zoning, Building & Wetlands Departments, Historic District and Zoning Board of Appeals.
- Type applicable forms, reports and correspondence generated by the Town Planner, Building Official, Zoning Agent, Fire Marshal, Town Engineer, and Wetlands Enforcement Officer.
- Prepare legal notices, agendas, packets and approval/denial letters and distribute such materials for the Planning & Zoning Commission, Conservation Commission, Historic Commission, Economic Development Commission and Zoning Board of Appeals.
- Update website pages for Building Department, Planning & Zoning Department and all associated Commissions, Engineering, Fire Marshal and Health Departments ensuring accuracy and timeliness of information.
- Perform as clerk for the Planning & Zoning Commission.
- Perform support duties for staff of Planning & Zoning, Code Administration and Engineering Departments.
- Provide administrative backup support to co-located departments.
- Perform data entry utilizing permit tracking system for all land use and building permit applications
- Handle all purchasing for Planning and Zoning, Code Administration and Engineering Departments.

- Represent the department in a professional courteous manner.
- Provide extensive public contact, i.e. phone, routine inquiries, written correspondence, and person-to-person.

### ***REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES***

- 1) Must have:
  - Knowledge of office management practices and procedures.
  - Strong interpersonal skills and ability to work well with the public.
  - Excellent written and oral communication skills.
  - Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
  - Strong communication and customer service skills.
  - Knowledge of Connecticut State Statutes regarding Land Use per certification requirements of a Technician of the Connecticut Association of Zoning Enforcement Officials (CAZEO).
  - Must be Notary Public or willing to obtain this designation.
- 2) Must be able to:
  - Communicate and work effectively with diverse groups and individuals.
  - Exhibit a professional manner with other employees and the public.
  - Work independently.
  - Maintain accurate records.
  - Lift and/or move up to 50 pounds.
  - Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
  - Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Publisher, or Munis.
  - Obtain CAZEO Certification as a Land Use Administrative Technician.

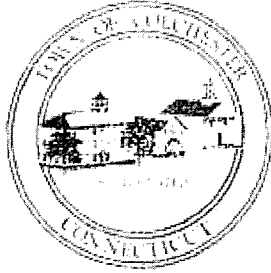
### ***EDUCATION AND EXPERIENCE***

- High School diploma or equivalent.
- Two years experience in general clerical work with municipal experience preferred; or an equivalent combination of education and experience.
- Experience in records management and general accounting.

### ***WORK ENVIRONMENT***

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

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.  
Full-time; union; hourly; non-exempt*



Town of Colchester  
Job Description

**Administrative Assistant  
Code Administration**

**GENERAL STATEMENT OF DUTIES**

Carry out administrative duties for Code Administration and Planning & Zoning staff.

Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

**SUPERVISOR**

Work under the direct supervision of the Town Planner and department head for Code Administration, as well as the administrative supervision of the First Selectman.

**SUPERVISION EXERCISED**

N/A

**WORK SCHEDULE**

Monday-Friday, 8:00 a.m. - 4:30 p.m.; evenings for Planning & Zoning meetings.

**ESSENTIAL DUTIES**

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

- 1) Assist the public with applications for building, burning, septic, zoning, wetlands, road permits, food permits, blasting permits and zoning appeals. Distribute applications and associated files to appropriate personnel.
- 2) Answer telephones and forward calls/messages to appropriate personnel.
- 3) Maintain financial records of revenues, expenses and account balances.
- 4) Schedule appointments for Building Official, Fire Marshal, and pre-development review committee
- 5) Gather and maintain statistical data for Federal, State and Town agencies.
- 6) Maintain files for the Code Administration Department.
- 7) Type applicable forms, reports and correspondence generated by the Building Official, Zoning Enforcement Officer, Fire Marshal, Town Engineer, Road Inspector, Town Planner, and Wetlands Enforcement Officer.
- 8) Prepare legal notices, agendas and approval/denial letters and distribute such materials for the Planning & Zoning Commission and Conservation Commission.
- 9) Update website pages for Code Administration and Planning & Zoning Departments ensuring accuracy and timeliness of information.
- 10) Perform as recording secretary for the Planning & Zoning Commission.
- 11) Perform support duties for staff of Code Administration Department.
- 12) Provide administrative backup support to co-located departments.

- 13) Comply with Town of Colchester Personnel Policies.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- 1) Must have:
  - a) Thorough knowledge of current principles and practices of office management and procedures.
  - b) Strong interpersonal skills and ability to work well with the public.
  - c) Excellent written and oral communication skills.
  - d) Thorough understanding of procedures and requirements of the Freedom of Information Act.
- 2) Must be able to:
  - a) Work independently.
  - b) Maintain accurate records.
  - c) Lift and/or move up to 25 pounds.
  - d) Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
  - e) Effectively operate Word, Excel, Access, Munis, or comparable computer programs.
- 3) While performing the duties of this job, the employee is regularly required to sit, stand, walk and talk. The employee is at times required to use hands to feel objects; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- 4) Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **EDUCATION AND EXPERIENCE**

1. High school diploma.
2. Two years office experience.
3. Experience in records management and general accounting.

### **WORK ENVIRONMENT**

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

**Fulltime; non-exempt; union**

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