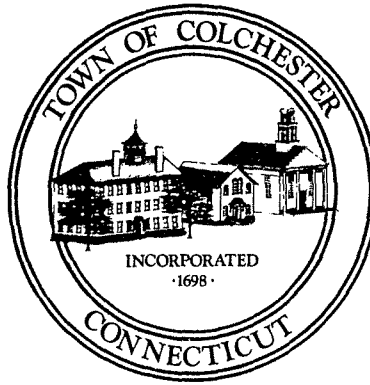


Gregg Schuster



First Selectman

**Board of Selectmen Regular Meeting Agenda
Thursday, May 6, 2010
Colchester Town Hall**

Meeting Room 1 – 7:00 pm

NANCY A. BRAY
TOWN CLERK

2010 MAY -3 PM 3:01

RECEIVED
COLCHESTER, CT

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the April 15, 2010 Board of Selectmen Regular Meeting
4. Approve Minutes of the April 27, 2010 Board of Selectmen Special Meeting
5. Citizen's Comments
6. 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). Jean Amara 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. Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). Mary Lynn Burke to be interviewed.
7. Budget Transfer –
8. Tax Refunds & Rebates
9. Discussion and Possible Action on Reappointment of Reed Gustafson as the Emergency Management Director (term to expire on 05/06/11)
10. Discussion and Possible Action on Contract for Portal Services
11. Discussion and Possible Action on Organ Donor Week Flag Raising

12. Discussion and Possible Action on Waiving Planning & Zoning Filing Fee for the Commercial Development between Parum Road and Route 2
13. Discussion and Possible Action on Acquisition of Kabara Parcel
14. Discussion and Possible Action Salt Purchase Order
15. Discussion and Possible Action on Approving Declaration of Preservation Restrictions Grant
16. Discussion and Possible Action on Childhood Lead Poisoning Grant
17. Discussion and Possible Action on Parking Lot Funding
18. Discussion and Possible Action on Award of Dog Park Fencing Contract
19. Citizen's Comments
20. First Selectman's Report
21. Liaison Report
22. Executive Session to Discuss Facility Security
23. Adjourn

Gregg Schuster



F

3

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

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

RECEIVED
COLCHESTER, CT
2010 APR 16 PM 2:50
James A. Bray
Rosemary Coyle

MEMBERS PRESENT: First Selectman Gregg Schuster, Selectman Rosemary Coyle, Selectman James Ford, and Selectman Stan Soby.

MEMBERS ABSENT: Selectman Greg Cordova

OTHERS PRESENT: Derrik Kennedy, Rob Tarlov, Walter Cox, Jason Cohen, Anita Miazga, Leann Hill, Ryan Blessing, Katy Naly, and other citizens.

1. **Call to Order**
First Selectman G. Schuster called the meeting to order at 7:20 p.m.
2. **Additions to the Agenda**
R. Coyle moved 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). Michael Misiewicz was interviewed on 04/01/2010. Discussion and action on Michael Misiewicz for possible appointment to Health District Task Force," new agenda Item # 5i, "Fair Rent Commission appointing Jack Faski to a new term to expire 4/30/2012," and new agenda Item #16, "First Selectman Recusal on Potential Lawsuit" and renumber accordingly, S. Soby seconded. Unanimously approved. MOTION CARRIED.
3. **Approve Minutes of the April 1, 2010 Board of Selectmen Regular Meeting**
S. Soby moved to approve the minutes of the April 1, 2010 Board of Selectmen Regular Meeting, J. Ford seconded. 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).**
Michelle Ladegard to be interviewed.
Michelle Ladegard was absent.

- 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.**
John Carroll was absent.
- c. **Economic Development Commission (member appointment for a new term previously held by Cathy Pompei to expire 10/31/2014). Christopher J. Rowlins was interviewed on 04/01/2010. Discussion and action on Christopher J. Rowlins for filling vacancy.**
Board took no action.
- 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.**
Board took no action.
- 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.**
R. Coyle moved to appoint David Dander to the Health District Task Force to a maximum one-year term to end with the Committee's final report to the Board of Selectmen, S. Soby seconded. Unanimously approved. MOTION CARRIED.
- 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.**
S. Soby moved to appoint Christine Miskell to the Health District Task Force to a maximum one-year term to end with the Committee's final report to the Board of Selectmen, R. Coyle seconded. 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). John Malsbenden was interviewed on 04/01/2010. Discussion and action on John Malsbenden for possible appointment to Health District Task Force.**
R. Coyle moved to appoint John Malsbenden to the Health District Task Force to a maximum one-year term to end with the Committee's final report to the Board of Selectmen, J. Ford seconded. Unanimously approved. MOTION CARRIED.

- h. **Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). Michael Misiewicz was interviewed on 04/01/2010. Discussion and action on Michael Misiewicz for possible appointment to Health District Task Force.**

R. Coyle moved to appoint Michael Misiewicz to the Health District Task Force to a maximum one-year term to end with the Committee's final report to the Board of Selectmen, J. Ford seconded. Unanimously approved. MOTION CARRIED.

- j. **Police Commission. Resignation of Anthony J. Camilleri Jr.**

S. Soby moved to accept the resignation of Anthony J. Camilleri, Jr., with regret, R. Coyle seconded. Unanimously approved. MOTION CARRIED.

6. Budget Transfer – Fire Department:

R. Coyle moved to approve the budget transfer of \$9,480 from "Training (12202-43213)" to "Machinery and Equipment (12202-48404)," for reason as noted on the attached transfer form, and to authorize the First Selectman to sign all necessary documents, S. Soby seconded. Unanimously approved. MOTION CARRIED

- 7. Tax Refunds & Rebates** S. Soby moved to approve tax refunds in the amount of \$873.98 to Daniel and Virginia Ventura, \$140.72 to Chrysler Financial Services, and \$39.19 to Annemarie & Roger Peters, R. Coyle seconded. Unanimously approved. MOTION CARRIED.

8. Discussion and Possible Action on Renewing Long-Term Disability (LTD) and Accidental Death & Dismemberment Insurance Contract

R. Coyle moved to award the Life and Accidental Death & Dismemberment contract to Lincoln Financial Group and the Long-Term Disability contract to National Insurance Services, S. Soby seconded. Unanimously approved. MOTION CARRIED.

9. Discussion and Possible Action on Potential Land Acquisition of Kabara Parcel – Ivy Court and Clark Lane

Board took no action.

10. Discussion and Possible Action on Award of Mower/Tractor Bid

J. Ford moved to award the mower/tractor bid as proposed by Jason Cohen, Parks & Recreation Director, and to authorize the First Selectman to sign all necessary documents, S. Soby seconded. Unanimously approved. MOTION CARRIED.

11. Discussion and Possible Action on Concert Ice Cream Contract Award

R. Coyle moved to award the concert ice cream contract bid to New England Soft Serve at the rate of \$200 per concert, and to authorize the First Selectman to sign all necessary documents, S. Soby seconded. Unanimously approved. MOTION CARRIED.

12. Discussion and Possible Action on Colchester Tennis Association

Board took no action.

5i. Fair Rent Commission (member appointment for a new term to expire 04/30/2012). Jack Faski to be interviewed.

Jack Faski was interviewed. R. Coyle moved to appoint Jack Faski to the Fair Rent Commission for a new term to expire 04/30/2012, S. Soby seconded. Unanimously approved. MOTION CARRIED.

13. Discussion and Possible Action on Ballfield Maintenance Policy

J. Ford moved to approve the modifications of the ballfield maintenance policy, as recommended by the Parks & Recreation Commission, S. Soby seconded. Unanimously approved. MOTION CARRIED.

14. Discussion and Possible Action on Parks & Recreation Volunteer Plan

J. Ford moved to adopt the Parks & Recreation Volunteer Plan, as recommended by the Parks & Recreation Commission, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

15. Discussion and Possible Action on Updated Clerical Job Descriptions

J. Ford moved to adopt all proposed job descriptions, with the change of the town clerk's office, assistant town clerk (certified), by removing "part-time," and in any job description removing the 50-lb lifting requirement and replacing it with a 45-lb lifting requirement, R. Coyle seconded. Unanimously approved. MOTION CARRIED.

16. First Selectman Recusal on Potential Law Suit.

R. Coyle moved to accept recusal and appoint S. Soby as the representative of Board regarding this matter, J. Ford seconded. Unanimously approved. MOTION CARRIED.

17. Citizen's Comments

None.

18. First Selectman's Report

First Selectman Gregg Schuster reported that in regards to the recent flooding, FEMA has been in the town and region and the State has reached the threshold for Emergency Disaster Relief. Also, the Census is going well in Connecticut, with a participation rate of sixty-nine percent (69%). Beginning May 1, households who have not responded to the Census Survey will be visited by Census workers. Finally, Board of Selectmen packets will now be available on the website for public consumption prior to meetings.

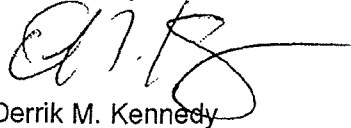
19. Liaison Report

J. Ford commented on the Friends of Cragin Library, the Historic District Commission, and the Conservation Commission. R. Coyle commented on the Commission on Aging, the Open Space Commission, and the Senior Center Study Group. S. Soby commented on the Planning & Zoning Commission.

20. Adjourn

R. Coyle moved to adjourn at 8:28pm, J. Ford seconded. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Derrick M. Kennedy
Executive Assistant to the First Selectman

Attachments:

- Budget Transfer
- Life/AD&D Insurance Renewal and Long-term Disability (LTD) Insurance Renewal memorandum by Maggie Cosgrove, Colchester Chief Financial Officer
- Award of Mower/Tractor Bid memorandum by Jason Cohen, Colchester Parks & Recreation Director
- Concert Ice Cream Contract Award memorandum by Jason Cohen, Colchester Parks & Recreation Director
- Update on Ballfield Maintenance Policy memorandum by Colchester Parks & Recreation Commission
- Updated and Approved Clerical Job Descriptions
- Chestnut Hill Road Potential Lawsuit memorandum by First Selectman Gregg Schuster

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 |
|---|--|---|
| <input style="width: 100%;" type="text" value="12202-43213"/> | <input style="width: 100%;" type="text" value="Training"/> | <input style="width: 100%;" type="text" value="9,480"/> |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |

To:

| | | |
|---|---|---|
| <input style="width: 100%;" type="text" value="12202-48404"/> | <input style="width: 100%;" type="text" value="machinery and equipment"/> | <input style="width: 100%;" type="text" value="9,480"/> |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |

Date Requested

Walt Cox
Department Director or Supervisor - Signature

Print Name

Date Reviewed

[Signature]
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,

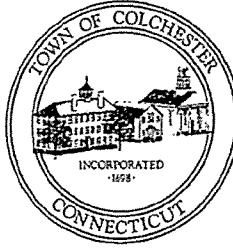
In the past several years the regional fire schools have lost their ability to provide live fire training due to the loss of their training buildings. The availability of training facilities in the form of acquired structures is becoming more difficult if not impossible. When a building is located, it 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.

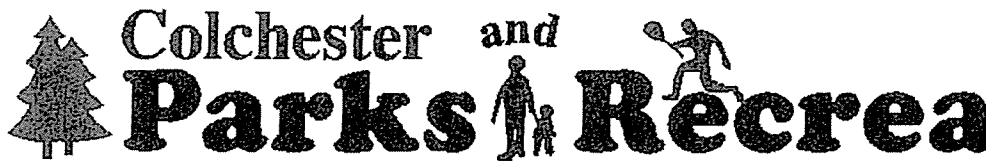
Long-term Disability Renewal

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.



10

“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.



Colchester and Parks and Recreation

11

“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.



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 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.

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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

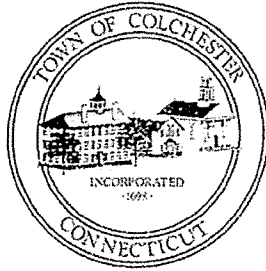
The Colchester Parks & Recreation Department has the responsibility for inspection, maintenance and repair of all playgrounds on town and school property in Colchester.

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.



**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 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.

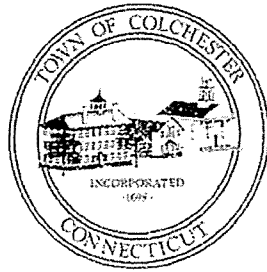
EDUCATION AND EXPERIENCE

- 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*



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 correct 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

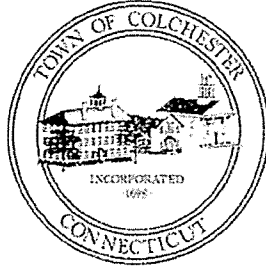
EDUCATION AND EXPERIENCE

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

WORK ENVIRONMENT

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Full-time; union; hourly; non-exempt*



**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.

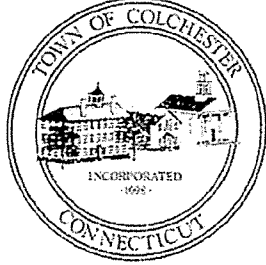
EDUCATION AND EXPERIENCE

- 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

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Full-time; union; salary; exempt*



**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.

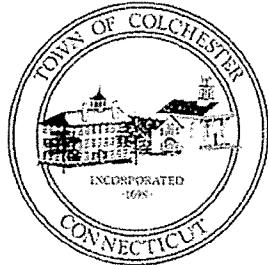
EDUCATION AND EXPERIENCE

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

WORK ENVIRONMENT

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Part-time; union; hourly; non-exempt*



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 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, Munis, or RecWare/Safari.

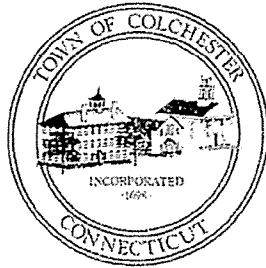
EDUCATION AND EXPERIENCE

- 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

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Full-time; union; salary; exempt.*



**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.

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Full-time; union; hourly; non-exempt*



**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.

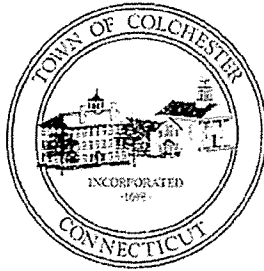
EDUCATION AND EXPERIENCE

- 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

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Full-time; union; hourly; non-exempt; confidential*



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.

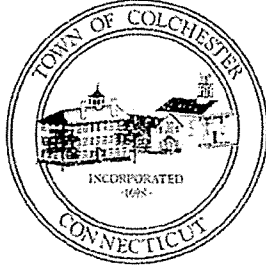
EDUCATION AND EXPERIENCE

- 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.

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Full-time; union; hourly; non-exempt*



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.

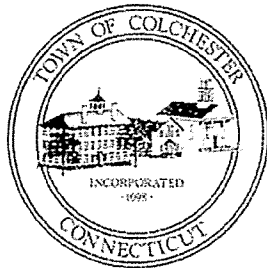
EDUCATION AND EXPERIENCE

- 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*



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.

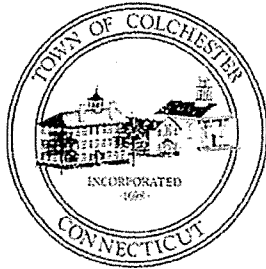
EDUCATION AND EXPERIENCE

- 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*



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.

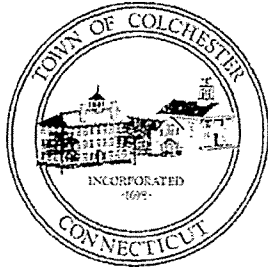
EDUCATION AND EXPERIENCE

- 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.

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Full-time; union; hourly; non-exempt*



**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 Marshal 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.


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Full-time; union; hourly; non-exempt*

Gregg Schuster



First Selectman

MEMORANDUM

To: Maggie Cosgrove, CFO
Cc: Board of Selectmen
From : Gregg Schuster, First Selectman 
Date: 4/15/10
Re: Chestnut Hill Road Potential Lawsuit

I am recusing myself from any involvement in this potential lawsuit as it alleges an act which may have occurred on property owned by a relative of mine. Do not under any circumstance provide me with any privileged or confidential information regarding this matter.

As soon as possible, I will ask the Board of Selectmen to designate a member to represent the board on this matter.

4

Gregg Schuster



First

**Board of Selectmen Special Meeting Minutes
Tuesday, April 27, 2010
Colchester Town Hall
Room 1
Immediately Following the
Board of Finance Special Meeting and
Public Hearing on the Budget
Which Starts at 7:00pm**

Nancy A. Bray
NANCY A. BRAY

RECEIVED
COLCHESTER, CT
2010 APR 28 AM 10:33

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

1. **Call to Order**
First Selectman Gregg Schuster called the meeting to order at 8:45pm.
2. **Discussion and Possible Action on the Proposed 2010-2011 Fiscal Year Budget**
G. Cordova moved to send the Town and Board of Education budgets, as proposed by the Board of Finance, to the annual Town Meeting, scheduled for Tuesday, May 4, 2010 at 7:00pm at Town Hall, R. Coyle seconded. Unanimously approved. MOTION CARRIED.
3. **Adjourn**
G. Cordova moved to adjourn at 8:46pm, J. Ford seconded. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Derrick M. Kennedy
Executive Assistant to the First Selectman



Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: Highway

Reason for Request: Funds Needed for Tree Removal/Subcontractor for Road Reconstruction Due to Heavy Rain

Reason for Available Funds: No Funds Available in Professional Services Line Item; Imperative for Public Safety.

| From: | Account Number | Account Name | Amount |
|-------|----------------|--------------------------|--------|
| | 13201-42340 | Other Purchased Supplies | 1,800 |
| | | | |
| | | | |
| To: | 13201-44208 | Professional Services | 1,800 |
| | | | |
| | | | |

Apr 22, 2010
 Date Requested

[Signature]
 Department Director or Supervisor

4/28/10
 Date Reviewed

[Signature]
 Chief Financial Officer

Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: Highway/Fleet Maintenance

Reason for Request: Consolidation of Highway and Fleet Maintenance phone system billing is \$27 month more than estimated.

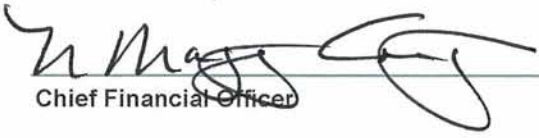
Reason for Available Funds: Consolidation of Highway and Fleet Maintenance phone system billing-costs (approx. \$65 per month) no longer charged to Highway, \$38 overall savings.

| From: | Account Number | Account Name | Amount |
|-------|----------------|-------------------|--------|
| | 13201-45216 | Highway Telephone | 325 |
| | | | |
| | | | |

| | | | |
|-----|-------------|-----------------------------|-----|
| To: | 13202-45216 | Fleet Maintenance Telephone | 325 |
| | | | |
| | | | |

May 3, 2010
 Date Requested  Department Director or Supervisor - Signature

Print Name Mark Decker

5/3/10
 Date Reviewed  Chief Financial Officer

Date Approved _____ First Selectman

Date Approved _____ Board of Selectmen Clerk

Date Approved _____ Board of Finance Clerk

10

MEMORANDUM

April 27, 2010

To: Board of Selectmen

From: Nancy A. Bray, Town Clerk

Re: Contract for Portal Services

The Addendum for Portal Services is an addition to the original contract that was signed in December, 2008. This service is being provided by the vendor, Cott Systems, Inc., to the Town Clerks in Connecticut that are using Cott as our land record/vital vendor with no cost to the Town of Colchester except for I.T. purposes, i.e. connection to the Portal, etc.

The service will enable our records to be accessed on-line by users regarding indexed instruments and associated images. Town Clerks state-wide, along with Cott Systems, Inc., have come together with regionalization in mind and created the Portal to supply this service to our customers. When you access this Portal all the documents from the towns that have signed up will be viewable by the customer. The customer will then be able to print out whatever they need, pay Cott directly with a credit card, in turn allowing Cott to separately reimburse the towns.



INFORMATION MANAGEMENT SOLUTIONS

Addendum for Portal Services

This Addendum for Portal Services ("Addendum") is by and between Cott Systems, Inc. ("Cott") and its customer ("Customer") identified on the attached Schedule for Portal Services ("Schedule") and is being executed as an Addendum to Cott's Master Agreement for Products and Services in order for Cott to provide the services described herein.

1. Portal Design. Cott will establish a website (the "Portal") containing indexed instruments and/or associated images from Customers that participate in the Portal. Cott will have sole authority regarding the design, look and feel of the Portal. Customer grants Cott the right and license to use, publish and display Customer's name, mark or other symbol of office on or in association with the Portal and any advertising or marketing materials associated therewith.

2. Term. The initial term of this Addendum will begin on the date this Addendum is entered into and continue for the initial term specified in the Schedule. This Addendum will automatically renew for successive one (1) year periods. Customer may elect not to renew the term by giving Cott notice of non-renewal at least thirty (30) days before the scheduled expiration of the then-current term.

3. Fees. Fees will be payable to Cott by end-users of the Portal and will be shared with Customer as described in the Schedule. Cott will have the authority to adjust fees to end-users from time to time but will do so in consultation with Customer.

4. Portal Access. The Portal will be accessible by end-users as described by the Portal site. Cott will use commercially reasonable efforts to ensure that the Portal is operational twenty-four (24) hours a day, except for maintenance and periods of shut-down caused by equipment, communications, system or power failure, or other causes beyond the reasonable control of Cott. Customer will notify Cott if Customer becomes aware of any outage, interruption of service, unscheduled down time, decrease in availability or accessibility or other service level deficiency. Except as otherwise expressly stated herein, Cott does not make any warranties regarding the operation or performance of the Portal.

5. Ownership of Design; Content. Cott and Customer agree that Cott is the owner of the Portal domain name and the overall look, feel and design of the Portal. Customer owns the data associated with the indexed instruments and/or associated images from Customer's base system. Customer grants Cott a worldwide right and license to use, reproduce, distribute, transmit and publicly display such data in connection with the Portal services and operation of the Portal.

6. Replication. Customer acknowledges that ongoing data replication is required to ensure that the data present within the Portal is current and Customer consents to such replication. Replication frequency will be determined by Cott but Cott will endeavor to replicate as close to real time as is reasonably practicable. Customer will arrange for and maintain the high speed connection described in the Schedule between Customer's base system and the Portal that will enable replication. The connection must conform to Cott's specifications. Customer is responsible for installing and maintaining on its network a firewall between the connection and Customer's system and such firewall must meet IPSEC VPN standards. Customer will be responsible for monitoring the firewall.

7. End Users. Use of the Portal will be subject to Terms of Use and other conditions set forth on the site. Cott will provide end-user customer service regarding Portal functionality and use. Customer



INFORMATION MANAGEMENT SOLUTIONS

acknowledges and agrees that Customer, and not Cott, will provide customer service for end-users of the Portal regarding the indexed instruments and/or associated images appearing on the Portal, and accordingly Customer will be the point of contact for all questions from end-users on such matters.

8. Data Presented. While Cott's systems allow for excluding certain data from being viewable when accessing the Portal, Customer acknowledges and agrees that Customer is responsible for complying with all applicable laws regulating the disclosure of private, sensitive or personal information. Cott exercises no control over, and specifically rejects any responsibility for the form, content, accuracy or quality of information passing or obtained through or resident on the Portal. Customer is responsible for determining which records, fields, data, images or portions thereof, are available for searching or viewing from Customer's base system and, through replication, the Portal. Customer will be responsible for implementing and carrying out such standards and any data input errors.

9. Indemnity. Customer agrees to indemnify, defend and hold harmless Cott and its employees and agents from and against any claims, causes of action, losses, damages, costs or expenses (including reasonable attorneys' fees) arising out of or relating to Customer's failure to comply with this Addendum.

10. Disclaimer of Warranty. COTT DISCLAIMS ANY AND ALL RESPONSIBILITY OR LIABILITY FOR THE ACCURACY, CONTENT, DISCLOSURE, COMPLETENESS, LEGALITY OR RELIABILITY OF INFORMATION DISPLAYED ON THE PORTAL. EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS MAKES ANY REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE PORTAL OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY COTT OR THE FUNCTIONALITY, PERFORMANCE, RELIABILITY, COMPLETENESS, TIMELINESS, SECURITY OR RESULTS OF USE THEREOF. WITHOUT LIMITING THE FOREGOING, EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS WARRANTS THAT THE PORTAL, THE INFORMATION DISPLAYED ON THE PORTAL OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY COTT OR THE OPERATION THEREOF ARE OR WILL BE COMPLETE, ACCURATE, ERROR-FREE, UNINTERRUPTED OR SECURE OR MEETS OR WILL MEET CUSTOMER'S OR END-USER REQUIREMENTS.

11. Standard Terms. Cott's Master Agreement for Products and Services also applies to the provision of products and services by Cott under this Addendum and the terms of such agreement are hereby incorporated by reference. The terms actually set forth in this Addendum will govern in the event of any conflict or inconsistency between its terms and the terms set forth in any other document between the parties.

12. Offer Limited to Terms. Acceptance of the offer presented by this Agreement is limited to the terms set forth herein. The terms of this Agreement including any Addendum or Schedule may not be edited or modified in any manner prior to signing by Customer. Any additional or different terms added to this Agreement by Customer will be considered proposals for additional terms to the contract and are hereby rejected, unless expressly accepted by Cott in writing prior to performance hereunder.

The terms of this Addendum govern the provision of services by Cott under this Addendum and any Schedule executed by Cott and Customer hereunder. Schedules may be executed at anytime during the term of this Addendum and will become part of and be incorporated in this Addendum.



INFORMATION MANAGEMENT SOLUTIONS

Schedule for Portal Services

For Nancy Bray, Colchester CT, Town Clerk

Prepared on Thursday, March 18, 2010

Portal provided by Cott Systems is a subscription based internet website containing indices and/or images from multiple recording jurisdictions. Each jurisdiction's records and images are replicated from the jurisdiction's site to Cott's hosted site, and then made available for search to an end-user (searcher) for a subscription fee. Images can also be "purchased" for print or downloaded for a per-page fee. The capability for searching index records and retrieving documents is delivered 24 x 7 using Cott's web-portal technology, and affords each jurisdiction the opportunity to continue to recognize per-page print revenue, even for images "printed" from the internet search.

By leveraging Portal's simple - yet feature-rich - searching experience, and incorporating data and images from many jurisdictions, end users receive both the convenience and the value of substantial amounts of data in one location, combined with one centralized accounting for search and print activity. Created with the end-user in mind, Portal offers many features designed to offer maximum efficiencies in the overall searching experience. Highlighted features include:

- User Accounts with Role and Personalization Management
- Job / User Reference Tracking
- Flexible Subscription Management
- Multiple payment and pre-payment options (major credit/debit cards, PayPal accounts)
- Ability to download images for purposes of printing or future reference

Assumptions and Requirements:

Software, Data

- Supported version of Cott's Resolution or **resolution3** software in Customer's office.
- This offering encompasses data and images available through Resolution or **resolution3**.
- Incorporation of data and images from Cott Online Index Books is also available under the portal umbrella.
- Customer authorizes Cott to replicate data/images from Customer's site to Cott's hosted site.
- Cott will replicate data as real time as possible.
- The data/images on the website are not the official record.

User, Certificate, Account

- Requires named accounts whereby every user is a named user with an individual password.
- An *SSL certificate* for purposes of data encryption and identity authentication has been established and is managed by Cott; Secure Sockets Layer (SSL) technology protects the site and protects the people that trust us to use our site.



INFORMATION MANAGEMENT SOLUTIONS

- An *Internet merchant account* with an acquiring institution has been established and is owned and maintained by Cott; this account authorizes purchases and ensures funds are deposited for credit card transactions over the Internet.

Internet Connection

- A high speed connection is to be established at Customer site by the Customer.
- Recommended connection speed is 3 Mbps down, 768 Kbps up, minimum requirements are 1.5 Mbps down, 512 Kbps up; minimum requirements are subject to change.
- The grade of internet connection at the customer site and its degree of dedication to Cott product(s) affects the overall replication performance, at the time of implementation and throughout the service period.
- A firewall at customer site is recommended for added security.
- Customer is responsible for establishing link from Customer website to Cott Portal.

Subscription / Service Fees

- This service is funded by the end-users and is subscription based.
- A per page fee is charged for each page downloaded by the end-user.
- Payment for subscription fee and per page fees will be collected by Cott via major credit cards or PayPal accounts; no refunds.
- All transaction fees associated with owning and maintaining the Merchant Account and collecting fees via the Internet will be paid by Cott.
- Subscription fee will be set at the discretion of Cott based on many factors, including though not limited to: market trends, perceived value, and number of jurisdictions participating, and will be retained by Cott.
- Per-page fees will be set at the discretion of Cott based on many factors, including though not limited to: market trends and state legislation regarding amount of revenue a jurisdiction can collect per page for copies obtained by end-users.
- Per page collected from images downloaded by end-users from your jurisdiction's images will be remitted to the Customer on a monthly basis as described in Schedule of Payments section.

Support

- Cott reserves the right to manage promotional advertisements through the Portal site.
- If additional images are imported to the customer site from a backfile conversion, the customer will need to coordinate the import with Cott in order to ensure a smooth and timely replication of the imported images to the Portal site.
- Customer is responsible for fielding questions or concerns pertaining to recording procedures and the data content of the site.
- Cott Customer Support is responsible for fielding questions or concerns pertaining to administrative and/or operational questions. Cott Customer Support will make recommendations to resolve issues though will not make actual changes on end user's machine. By Cott recommending solutions to remedy issues, Cott is not assuming responsibility for any data loss, corruption and/or subsequent problems that may arise.



INFORMATION MANAGEMENT SOLUTIONS

- The following chart provides examples meant to depict the delineation of responsibility in fielding questions from end-users:

| Administrative Questions Cott to field | Operational Questions Cott to field | Content & Procedural Questions Customer to field |
|---|--|---|
| How to subscribe | Not able to view doc | How to search |
| Cannot log on | PDF Issues | Explanation of results |
| Forgot password | Cannot Print | Request for recording info |
| Changed IP address | | |

Project Plan

The customer acknowledges that in order for Cott to carry out the Project Plan, the customer would be required to fulfill its responsibilities as described here.

| | Resource |
|---|----------------|
| Phase I | |
| Cott receipt of signed contract | Cott, Customer |
| Assignment of Implementation Personnel | Cott |
| Initial System Analysis | Cott |
| Phase II | |
| Develop Pilot Plan | Cott |
| Project Review | Cott, Customer |
| Phase III | |
| Install software and any necessary components | Cott |
| Training for customer's staff & designated searcher accounts | Cott, Customer |
| Create test environment and live testing on customer's system | Cott, Customer |
| Review meeting with searcher accounts | Cott, Customer |
| Go Live | Customer, Cott |
| Implementation Signoff | Customer, Cott |
| Customer Support Transition | Cott, Customer |



INFORMATION MANAGEMENT SOLUTIONS

Portal Service: Initial Term: 12 months

Schedule of Payments

Monthly Payment to Customer \$1.00 per page ¹

¹ The monthly payment will be issued by the 10th business day of each month and will reflect activity from the previous month.

Colchester CT Town Clerk directs Cott to deposit monies due Customer as follows:

Name of Account: _____

Routing #: _____

Account #: _____

Email Address: _____
[for receipt of EFT notices]



INFORMATION MANAGEMENT SOLUTIONS

Cott and Customer have entered into this Addendum and Schedule as of the date it is signed by Customer, under the provision this Addendum and Schedule are only valid when signed by customer within (90) days of the date of signature by Cott.

Master Agreement for Products and Services: 12/4/08 (Date signed)

Colchester CT (County, Parish, Town)

COTT SYSTEMS, INC.

CUSTOMER

Jodie M. Bare Signature 3.18.10

Date

Jodie M. Bare Print Name

Vice President Marketing Print Title

Mark Buchan Attest

Signature

Date

Print Name

Print Title

Attest

Gregg Schuster



First



MEMORANDUM

May 6, 2010

TO: Board of Selectmen

FROM: Derrick M. Kennedy, Executive Assistant to the First Selectman

RE: Organ Donor Week

Action from the Board is desired to approve of a new flag to fly on the Town Hall flagpole to fly for one week. This new flag would represent Life Choice Organ Donors – or to show appreciation to those who choose to be organ donors. These “Donate Life” flags will be raised across America to bring awareness and to promote organ donation.

There will be a “flag rising” ceremony, a press release regarding the flag rising, and a letter from the First Selectman to Town Hall employees promoting awareness about organ donation.

Board action could include (1) not supporting a new flag on the flagpole, but support of a letter from the First Selectman to Town Hall employees, (2) not supporting any of the materials or actions, (3) support of rising the flag and press release, but not the letter from the First Selectman to Town Hall employees, or (4) support of all items.

Derrick Kennedy

From: Peter Kupczak [peter.kupczak@sbcglobal.net]
Sent: Sunday, April 18, 2010 7:51 PM
To: Derrick Kennedy
Cc: Caitlyn Bernabucci; Peter Kupczak
Subject: Fw: RE: Colchester Memorial Day Parade.
Attachments: FOR IMMEDIATE RELEASE COLCHESTER TO FLY DONATE LIFE FLAG IN HONOR OF ORGAN AND TISSUE DONATION.doc; Town of Colchester Letter to Employees.doc

Dear Mr. Kennedy.

Thank you for taking the time to speak with me the other day in your office. As I mentioned Donate life through the local Organ Procurement Organization which in CT is Life Choice Donor Services raises a special Donate Life Flags across America to help bring awareness and to promote Organ Donation. I personally have participated in several such events here in CT. Attached are two documents from Caitlyn Bernabucci of Life Choice Donor Services. One is a press lease and the other is a letter that Mr. Schuster could send to various Town Department Employee's. I personally will be on hand to help raise the flag with several recipients and Donor Family Members. In addition I will be speaking to t he Senior class at Bacon Academy on May 13th from 9:20 AM to 9:40 AM as well as marching again in this years Colchester Memorial Day Parade. I would appreciate if you could discuss this with Mr. Schuster. My home number is 860-537-1465 and my cell number is 860-985-1810. Thank you. Peter

Peter Z. Kupczak
84 Jaffee Terrace
Colchester CT 06415

Please consider giving the Gift of Life. Become a Registered Organ Donor today.

*****DRAFT*****

CONTACT:

Caitlyn Bernabucci, Public Education Specialist
LifeChoice Donor Services
860-214-5671
cbernabucci@lifechoiceopo.org

FOR IMMEDIATE RELEASE

Town of Colchester Promotes Organ and Tissue Donation in Statewide Effort to Save Lives

Flag to fly at Town Hall in Honor of Local Donors and Recipients

The town of Colchester is one of nearly 50 municipalities, hospitals and organizations in Connecticut promoting organ and tissue donation awareness by flying or displaying flags that read “Donation Saves Lives”.

On [DATE], the Donate Life flag will be raised in front of Town Hall during a special ceremony to share the importance of donation with the Colchester community. [INSERT NAME] will host the event in honor of people in the community who have given and received the gift of life. Town resident, Peter Kupczak, will share his story as the father of a beautiful young woman who saved lives after her life was cut tragically short after suffering from an asthma attack. Kupczak has since begun volunteering his time with organizations throughout the country that promote donation, and he is looking forward to carrying the donation message in the town’s Memorial Day Parade. Other special guests include [INSERT NAMES].

The town of Colchester is eager to participate in Connecticut’s flag-flying campaign, which is part of a national effort to bolster organ and tissue donor registries. Currently, only 37% of licensed drivers in the state of Connecticut are registered as donors. [INSERT NAME] *hopes that the flag will motivate the community to consider the benefits of donation and to then join the Connecticut Donor Registry.*

To increase awareness about the need for more people to register, [INSERT NAME] will send a letter to all town employees with more information about organ and tissue donation and a link to register online at www.DonateLifeNewEngland.org. As a *Workplace Partner for Life*, a program designed by the US Department of Health and Human Services for employers to educate employees about donation, the Town of Colchester is committed to helping save the lives of people on the waiting list.

[INSERT QUOTE] “Organ and tissue donation can save and improve lives in our community, around Connecticut and across the nation, and Colchester wants to help drive that point home with this symbolic flag,” said [INSERT NAME, TITLE]. “Joining the Donor Registry gives hope to those in need of organ and tissue transplants, while leaving a legacy of generosity for the donor and his or her family.”

Connecticut's flag campaign and efforts to promote organ, tissue and eye donation are sponsored by LifeChoice Donor Services, the organ procurement organization serving counties in Connecticut and Massachusetts, and Donate Life Connecticut.

More than 1,100 Connecticut residents are waiting to receive life-saving hearts, livers, lungs, kidneys and other organs. In fact, 18 people die every day in the U.S. waiting for an organ transplant and the national waiting list currently is more than 106,000 people.

In order to register as an organ and tissue donor in Connecticut, residents can visit the Department of Motor Vehicles or sign up online at Donate Life New England (www.DonateLifeNewEngland.org). Registering as a donor in the state of Connecticut is first person consent in order to protect the rights of individuals who have made the decision to save lives.

More than 30,000 people joined the Connecticut Donor Registry in 2009. Currently, out of the state's 2.1 million residents, about 1 million are registered as donors.

###

*****DRAFT*****

[LETTERHEAD]

[INSERT DATE]

Dear Colleague,

The town of Colchester will proudly fly a Donate Life flag in front of town hall to spread awareness of organ and tissue donation in Connecticut and to encourage residents, employees, and visitors to join the Connecticut Donor Registry.

Colchester will be among nearly 50 hospitals and organizations in Connecticut flying the Donate Life flag. Our participation in this life-saving cause is part of a national campaign to encourage and promote organ and tissue donor registration.

LifeChoice Donor Services, the organ procurement organization serving Hartford County provided the flag, which proclaims that "Donation Saves Lives." It is now our turn to carry forth that important message.

As you may know, more than 1,100 residents are on the waiting list to receive desperately needed hearts, livers, lungs, kidneys and other organs. In fact, 18 people die every day in the United States waiting for an organ transplant. Currently, the national waiting list for an organ transplant exceeds 106,000.

You can help.

If you have not already joined the Connecticut Donor Registry, you can do so now by visiting Donate Life New England at www.donatelifene.org and completing a simple online registration form. Additionally, I encourage you to discuss the importance of organ and tissue donation with your family and friends

Thank you for considering providing the ultimate gift and for giving hope to those in need of life-saving organs and tissues. Joining the Connecticut Donor Registry takes less than a minute, but it could mean years of new life for those on the transplant waiting list.

Sincerely,

[INSERT SIGNATURE]

ROGIN NASSAU LLC
Attorneys at Law

CityPlace I, 22nd Floor
185 Asylum Street
Hartford, CT 06103-3460
Tel: 860.256.6300
Fax: 860.278.2179
www.roginlaw.com

12

LEWIS K. WISE
lwise@roginlaw.com

10-03-29P01:42 RCVD

March 26, 2010

Colchester Board of Selectmen
c/o Gregg Schuster, First Selectman
127 Norwich Avenue
Colchester, CT 06415

Dear Members of the Board:

I represent Colchester Realty, LLC in connection with its recently granted application to the Planning and Zoning Commission ("PZC") for the reapproval of the 235,000 square-foot commercial development between Parum Road and Route 2. As you may know, this new application was necessitated by the decision of the Appellate Court invalidating the 2002 PZC approval of this development. The purpose of this letter is to request a waiver of the filing fee which is \$10,790.00 under the new fee schedule. This amount includes a \$560.00 base fee plus \$10.00 for each of the 1,023 parking spaces in the development. We had requested that the PZC waive the fee but were advised that only the Board of Selectmen had such authority.

There are two reasons why this waiver should be granted. First, the application sought the reapproval of plans which had already been reviewed and approved by the staff in connection with the first application. The only changes to those approved plans were very minor in nature and were made in order to comply with several zoning amendments and DEP stormwater standards promulgated since the initial approval. As a consequence, the staff time to review this application was significantly less than would ordinarily have been required.

Second, since the 2002 approval, Colchester Realty has spent many tens of thousands of dollars on attorney's fees and expenses incurred in defending against the appeals of the wetlands and site plan approvals. Moreover, the site plan approval was invalidated by the Appellate Court solely as a result of two illogical zoning regulations, each of which created catch-22 conditions impossible for an applicant to satisfy. Recent amendments to those regulations by the PZC have removed the impediment for our new application. As a result of the Appellate Court decision, my client has incurred additional substantial engineering and legal expenses in connection with the recent application.

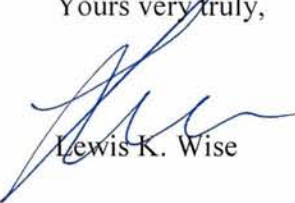
In light of these very unusual circumstances it would be extremely unfair to the applicant not to waive the new filing fee, particularly one of this magnitude. We, therefore, request that this fee be waived.

ROGIN NASSAU LLC

Page 2
March 26, 2010

Please let me know when this request will be on the agenda so that I can be heard. Thank you for your consideration of this request.

Yours very truly,



Lewis K. Wise

LKW/pgl

MEMO

To: Greg Schuster

From: Adam Turner

Re: Review of Parum Road Development

Date: April 8, 2010

The following memo details the Planning Department staff efforts in regard to the Parum Road development application review.

Engineer

The Town Engineer spent a great deal of time reviewing past plans and documents/reports including legal briefs and new plans and documents and conducted site investigations and discussions/e-mail communications with Department of Transportation officials and the applicant.

Over the course of 3 weeks following the initial plan submission on November 16, 2009, he spent the better part of each work day, reviewing the plans page by page with a side by side comparison to the old 2002/2004 plans. He also reviewed new/revised project/drainage reports and performed field inspections, and then generated the first Engineering Department review dated December 10, 2009, which consisted of 33 items that needed to be addressed.

Subsequent to this initial application, the Engineer spent the better part of 3 to 4 days reviewing the second/revised plan submission along with the Design Engineers Response letter and revised storm drainage report and a report by the opposition party's Engineering Consultant and responded with the second Engineering Department review dated January 19, 2010, which consisted of 11 items which remain to be addressed along with a written response to the opposition party Engineer's comments.

Between January 11, 2010 and February 3, 2010, the Engineer spent several hours (over several days) performing site investigations (with town staff) of the storm drainage system along Parum Road, reviewing old DOT road maps and communicating by phone and e-mail with DOT officials and the applicant regarding this drainage system.

On February 6, 2010, he summarized his evaluation of the existing storm drainage system along Parum Road in an e-mail to the Town Planner along with a Drainage area map that he prepared to illustrate his evaluation of a contentious culvert pipe along/across Parum Road.

Over the next week he spent a few hours reviewing and discussing a Draft copy of a Planning & Zoning Document summarizing project background, current issues and P&Z motion recommendations with town staff and the town attorney.

Now that the plan has been approved with conditions to address the outstanding staff comments we anticipate that the Engineer will spend several more hours over the course of several days reviewing the necessary plan revisions to assure that all review comments have been addressed.

We also note that the applicant did not pay any Engineering Review fees during the original 2002/20004 application process as the town did not have such a review fee structure in place at the time. In essence, this project has received two full Engineering/staff reviews for the price of one.

Total time spent in review approximately 100 hours

Wetlands

After Staff's initial meeting with the applicant it was determined that the permitted wetlands application W2001-2737 remained valid due to the fact that the time table for the permit had not commenced as it was in litigation and the fact that there had been no significant changes to the application.

Once the application was submitted to the Planning and Zoning Commission over the course of the next 2 weeks the Wetland Enforcement Officer (WEO) spent many hours completing a page by page comparison of the approved 2002 and the revised 2004 plans of the retail center vs. the submitted 2009 plans. This task included conducting research on what was approved by the Conservation Commission, Planning and Zoning Commission, Army Corps of Engineers and all of the staff comments that were conditions of approval. It was determined that there had been a number of errors and omissions between the 2002/2004 and the 2009 plans, however, it was determined that none of these differences were significant enough to require a new wetlands permit.

Initially a summary of the WEO review process was completed, comprising of all of the steps necessary to complete a thorough review of the proposal. When completed, the WEO attended a staff meeting that focused on the findings of all the different reviews.

Over the next few weeks the WEO conducted numerous site walks in response to questions posed by the Planning and Zoning Commission regarding the presence of a third drainage pipe. Written reports/photo documentation were completed.

Total time of the WEO review from beginning to end consisted of a month and a half.

None of the review fees collected at the time of submission was applied towards the WEO review.

Total time spent in review - 80 hours

Zoning

The above referenced application required a level of review not usually required for applications of this nature. The previous application of 2002 was initially approved and held up on several appeals until eventually the decision was overturned on two minor technicalities. CT case law requires that once an application is approved, it cannot be subsequently denied unless there are significant changes to the previously approved plan or the plan no longer conforms to the existing zoning requirements. This was the extra effort that was required for reviewing the new application. In order to support a decision to re-approve the plans Staff had to determine if the plans submitted were essentially identical to the previously approved plans and that they

complied with recent regulatory changes made to the Zoning Regulations. **First**, the submitted plans had to be reviewed for compliance with the original approval conditions. **Second**, a side by side comparison had to be made to determine the differences in the two plans, and if any differences were significant enough to affect the approval. **Thirdly**, the plans had to be reviewed for compliance with the changes to the regulations, and if the changes made to comply with the new regulations were significant to affect the approval.

There are 92 pages to the plan set and several voluminous documents pertaining to drainage, storm water runoff, traffic impacts and wetland mitigation. All of these documents had to be compared with the previous approvals for significant changes.

In all, the Zoning Enforcement Officer spent conservatively about 60 hours on the initial submission, another 40 hours on the subsequent submitted revisions, about 10 hours of field verifications, inspections and consultations with other staff members and the CT DOT and several hours of the public hearings and deliberations and decision memos totaling approximately 20 hours. We conservatively estimate that he spent 150 hours reviewing this proposal. I estimate that a normal review of an application of this magnitude would have taken approximately 30 hours.

The applicant was charged \$400.00 in P&Z fees: \$200.00 as a base P&Z review fee, and \$200.00 to cover the legal ads required by the state.

Total time spent in review - 150 hours

Planning Staff

The Planner served as the coordinator of the review effort. He compiled all of the various reviews and ensured that the applicant and various board/commissions were provided with staff comments and was the main communicator of such. He also responded to various public requests for information including a freedom of information act request

The Planner evaluated the plan to ensure compliance with the Plan of Conservation and Development. He also reviewed all other review comments and was the main point of communication to the Planning and Zoning Commission.

The Planner was the primary drafter of the Memorandum of Decision and collaborated with all other staff members as well as outside counsel.

Finally the Planner spent extensive time researching whether a 3rd drainage pipe existed on Parum Road and if it did exist whether it was functioning or not. The Planner was also involved in the development of the memorandum of development condition that responded to the third pipe issue.

Total time spent in review - 60 hours

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April 6, 2010

Code Administration
Building Official
Fire Marshal
Wetlands Enforcement



Pla
F
Zoning Enforcement
Town Engineer

To: Board of Selectmen

Copy: Gregg Schuster, Mark Decker, Adam Turner

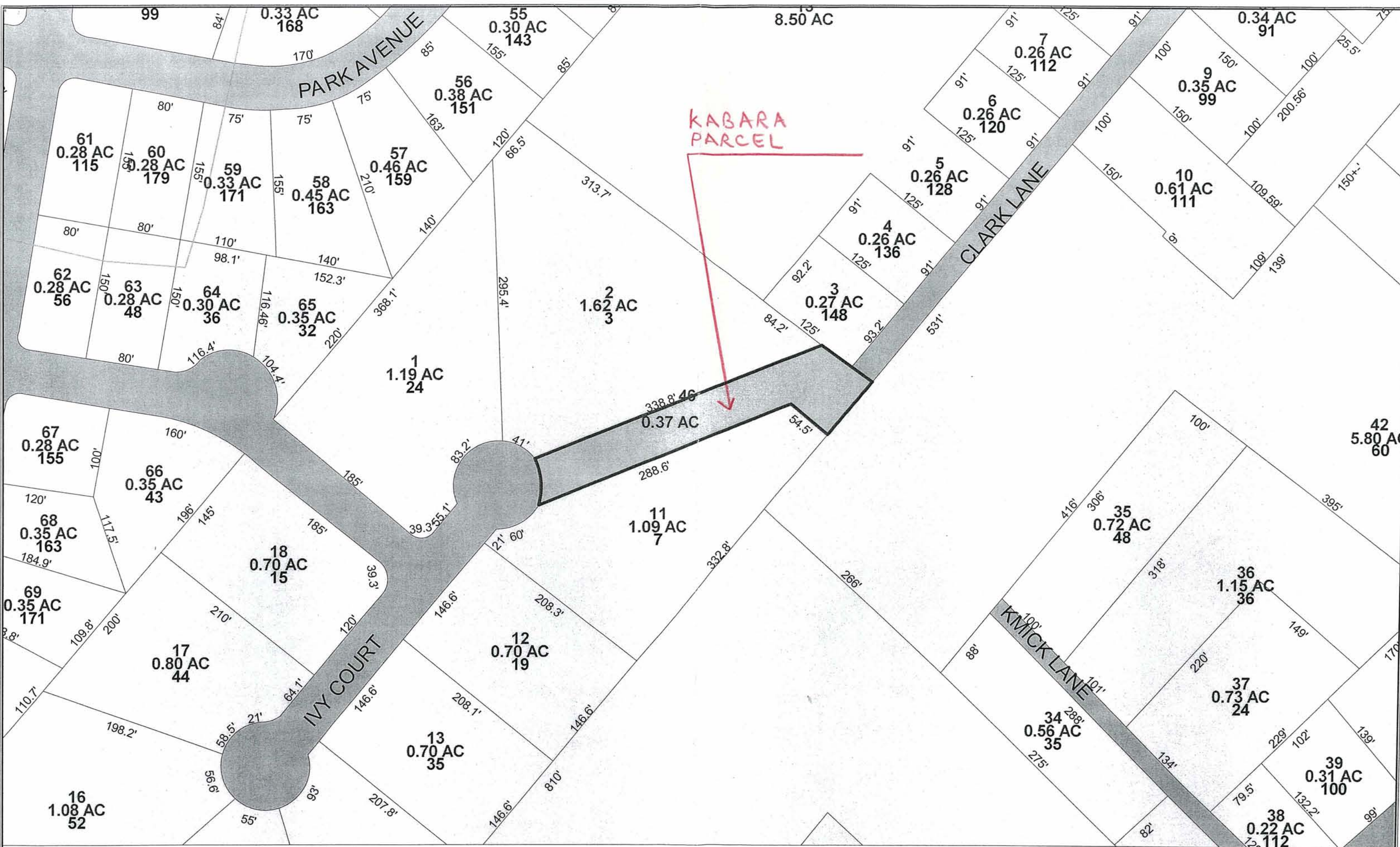
From: Salvatore A. Tassone P.E. – Town Engineer

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.



KABARA
PARCEL

Town of Colchester
Parcel Number: 03-09/072-007
Street Address: 407 CABIN RD

Intermittent Streams
 Perennial Streams
 Easements
 Parcels

This map is for assessment purposes only.
It is not to be used as a survey or
for conveyance.



Date Printed: May 11, 2009



4-26-2010

Dear Mr. Tassone:

In answer to your notification of possible purchase of the right of way property at the end of Clark Lane; We have a few reservations.

Some years ago the collective residence of Clark Lane were personally assured by the then sitting board of selectmen that, that property would never be developed as a road or passage, between Clark Lane and Ivy Court (and Sunny Brook development).

It has been opened up in the past (not even improved) with disastrous results. It will be used on a regular daily basis.

We have experienced, motorcycle, motorbike, Bicycle, Snowmobiles, 4 wheelers and much foot traffic as well as problems with vandalism to our property.

A car hit our fence narrowly missing our car in our driveway. It finally hit a large tree head on, popped its trunk (full of beer and liquor).

Each time the surrounding property is disturbed; we experience water in our cellar during rain storms and heavy snow melt.

I am also wondering how anyone can


RECEIVED
TOWN OF COLCHESTER
CODE ADMINISTRATION

2010 APR 26 PM 12:51

disturb the wetlands area on part of this property. If you can't build a house on it, how will a gravel road or any kind of pavement have less impact?

Sincerely,
Mr and Mrs Wayne P Cronin
148 Clark Lane
Colchester Ct 06415

Memo

To: Gregg Schuster
From: Mark Decker 
CC: Derrick Kennedy
Date: 4/19/2010
Re: Salt Purchase Order

This memorandum is a request for the First Selectman to authorize submittal of a contractual purchase order to the Ct. DOT for winter rock salt. This is a standard process we follow annually with the Department of Administrative Services (DAS) and the Department of Transportation (DOT).

The DAS annually issues a questionnaire to municipalities prior to going to bid for supply and delivery of rock salt for snow and ice control. They use this information to establish quantities included in the bid documents. By submitting this contractual purchase order, the Town is committing to purchase at least 100 tons of white rock salt at the contract price (to be determined based on the selected bid). The white rock salt is used predominately in the parking lots and drive isles in the public parking areas around Cragin Library and the access road adjacent to Noel's Plaza as well as in the school properties. The approximate expense associated with this contractual purchase order is \$7,500 (for the 100 tons). The actual expense will depend on the quantity of material purchased and the bid price and is included in the Snow Removal budget.

This purchase order for white rock salt is not applicable to the purchase of treated road salt, which is the predominant product used by the Town. The State does not offer a bid for treated road salt as they do not use this product for their snow and ice control services.

The Department of Administrative Services (DAS) & Department of Transportation (ConnDOT)

Winter Season 2010/11 Road Salt Requirement Form – 1st Request – 04/01/10

URGENT – PARTICIPATION DEADLINE – JUNE 1, 2010

The 2009/10 Salt Contracts are scheduled to expire on June 30, 2010. To include your municipality in the State of Connecticut's contract for **Road Salt** for the 2010/11 Winter Season, please CAREFULLY read the following and provide the information as requested:

DO NOT WISH TO PARTICIPATE IN THE 10/11 STATE SALT CONTRACT

By SIGNING this form you are committing or binding your municipality to the following:

- **ISSUE A PURCHASE ORDER for 100%** of the yearly estimated quantity from the contract vendor on or before NOVEMBER 1, 2010.
- **GUARANTEE to purchase 50%** of the 100% yearly estimated quantity for the contract period.
- **AGREE** that "with respect to matters not specifically addressed by other terms of the contract, DAS may, in its sole discretion, handle and resolve any dispute or problem concerning the vendor's performance if it affects any or all municipalities, as it affects the contract"

Failure to properly execute this form and process it in the time period noted below will exclude your municipality from the road salt contract benefits such as contract prices, additional tonnage over purchase order quantities, product testing, deficient quality penalty applications, performance bond, delivery requirements, etc. Awarded vendors will NOT BE REQUIRED to supply any non-participating municipality.

Mark Decker - Public Works Director
127 Norwich Avenue
Suite 201

TOWN NAME: Colchester, CT 06415

1. **ESTIMATED ANNUAL PURCHASE REQUIREMENT:** 200 Tons
(Suggested projection methodology: ten (10) year average annual usage minus current balance on hand. You will be required to issue a purchase order in the entire amount to the contracted vendor by November 1, 2010)

2. **CONTRACTUAL PURCHASE GUARANTEE:** 100 Tons
(This is 50% of the quantity listed in Item #1 above and IS A REQUIREMENT to participate in this contract)

3. **STOCKPILE LOCATION / CAPACITY (delivery location for bulk road salt and maximum storage capacity)**

Address: 300 Old Hartford Road Town Colchester Capacity: 400 Tons
Address: _____ Town _____ Capacity: _____ Tons

4. **CONTACT PERSON at the Stockpile: (Person at Town to schedule deliveries and handle operational issues)**

Name: Kevin Kelly Title: Highway Supervisor
Please print

Telephone No: (860) 537 1086 Fax: 888 768 6093

5. **AUTHORIZED SIGNATURE by TOWN OFFICIAL binding your municipality to all conditions contained herein**

Signature: _____ Title: _____ Date: _____

Department of Administrative Services Contact - Ms. Susan Thomas – 860-713-5091 (fax: 860-622-2939)
Department of Transportation Contact - Ms. Charlesina Ball – 860-594-2267 (fax: 860-594-2260)

TO PARTICIPATE IN THE STATE SALT CONTRACT PLEASE PROPERLY COMPLETE AND RETURN TO

CHARLESINA BALL at ConnDOT

**NO LATER THAN JUNE 1, 2010 via FAX @ 860-594-2260 or Mail to
2800 Berlin Turnpike, Room 2416, Newington, CT 06111**

NO EXCEPTIONS

Anyone within a municipality receiving this form should immediately route it to the appropriate person.
The State of Connecticut WILL NOT BE RESPONSIBLE if document is not properly routed within a municipality.

Memo

To: Board of Selectman
From: Timothy E. York *TEY*
CC: Gregg Schuster-First Selectman
Date: 4/26/2010
Re: Declaration of Preservation Restrictions

Members of the Board of Selectman

We are in the process of completing all of the required paper work to the State in order to receive final payment in the amount of \$50,000. In order to apply for the monies we must complete this Declaration of Preservation Restrictions, that must be executed by the Board of Selectman, the Attorney Generals Office, and the Connecticut Commission on Culture and Tourism then filed on the Colchester land records.

EASEMENTS, DECLARATION OF COVENANTS, AND DECLARATION OF PRESERVATION RESTRICTIONS

This grant of Easements, Declaration of Covenants, and Declaration of Preservation Restrictions, executed the 6th day of May, 2010 by the Town of Colchester (hereinafter referred to as Grantor”) and in favor of the STATE OF CONNECTICUT (hereinafter referred to as “Grantee”), acting by the CONNECTICUT COMMISSION ON CULTURE AND TOURISM, an agency of the State of Connecticut having its offices at One Constitution Plaza, 2nd Floor, Hartford, Connecticut 06103.

WITNESSETH THAT,

WHEREAS, the Grantee has an interest in the maintenance, protection, preservation, restoration, stabilization and adaptive use of buildings, structures, objects, districts, areas and sites significant to the history, architecture, archaeology or culture of the State of Connecticut, its municipalities or the nation, and in particular the Grantee has an interest in the maintenance, protection, preservation, restoration, stabilization and adaptive use of the site and improvements thereon (hereinafter referred to cumulatively as the “Property”) which are described in Exhibits A and B hereof, together with any further exhibits to which Exhibit B may refer, attached thereto and made a part hereof, which site and improvements are hereby declared to be significant in the history, architecture, archaeology or culture of the State of Connecticut, its municipalities or the nation; and

WHEREAS, the Grantee wishes to protect and further such interest by acquiring legally enforceable rights, running with the land, to ensure that the Grantor and its successors in title to the Property use and maintain said Property in a way which will advance and further such interest; and

WHEREAS, the Grantor likewise has an interest in the maintenance, protection, preservation, restoration, stabilization and adaptive use of the Property, which the Grantor acknowledges to be significant to the history, architecture, archaeology or culture of the State of Connecticut, its municipalities or the nation; and

WHEREAS, the Grantor has represented itself as the owner in fee simple of the Property subject only to the encumbrances recited in Exhibit A hereof; and

WHEREAS, the Grantor wishes to impose certain limitations, restrictions, obligations and duties upon itself as the owner of the Property and on the successors to its right, title or interest thereon, with respect to maintenance, protection, preservation, restoration, stabilization and adaptive use of said Property in order to protect the historical, architectural, archaeological and cultural qualities of the Property; and

WHEREAS, the grant of easements in gross from the Grantor, its heirs, successors and assigns to the Grantee, and the declaration of covenants and preservation restrictions by the Grantor on behalf of itself, its heirs, successors and assigns in favor of the Grantee, its successors and assigns, will assist, advance and protect the interests recited above; and

WHEREAS, among the purposes of this instrument is the purpose of the Grantor to guarantee the

preservation of the historical and architectural qualities of the Property, as provided in Section 10-321b(b) of the Connecticut General Statutes and as set forth in Section 10-321b(c) of said Statutes, and to impose on the Property “preservation restrictions” as that term is used in Section 47-42a(b) of the Connecticut General Statutes;

NOW, THEREFORE, the Grantor, declaring its intention that it, its heirs, successors and assigns be legally bound hereby, in favor of the Grantee, its successors and assigns, and in consideration of Ten Dollars (\$10.00) and other good and valuable considerations, the receipt of which is hereby acknowledged, does hereby give, grant, bargain, sell and confirm to said Grantee, its successor’s and assigns forever, easements in gross and the benefit of covenants, preservation restrictions and obligations (all as more particularly described herein and in Exhibit B hereof, together with any further exhibits to which Exhibit B may refer, attached hereto and made a part hereof) in and to the Property. The easements, covenants, preservation restrictions, and obligations herein described shall constitute binding restrictions, servitudes and obligations upon the Property of the said Grantor and upon the Grantor and its successors in title and interest for the benefit of the Grantee, its successors and assigns; and to that end the Grantor hereby grants and covenants as follows on behalf of itself, its heirs, successors and assigns, jointly and severally, to and for the benefit of the Grantee, its successors and assigns, it being the intent of the Grantor and Grantee that said grants and covenants shall run as a binding servitude with the land:

1. The Grantor agrees to assume and pay the total costs of the continued maintenance, good and sound repair, and administration of the Property, whether now existing or henceforth constructed, so as to preserve and maintain the historical, architectural, archaeological and cultural qualities of the same for a period of 10 years in a manner satisfactory to the Grantee, its successors and assigns. For this purpose, the historical, architectural, archaeological and cultural qualities of the Property shall be deemed to be those qualities described in Exhibits A and B hereof.

2. Without express prior written permission of the Grantee, signed by its duly authorized representative, or the express written permission of the Grantee’s successors or assigns, signed by their duly authorized representative or representatives, no building or other structure or improvement shall be built or maintained on the Property site other than those buildings, structures and improvements which are as of this date located on the site, as shown in Exhibits A and B hereof, together with any further exhibits to which Exhibits A and B may refer, attached hereto and made a part hereof; and no alteration or any other thing shall be undertaken or permitted to be undertaken on said site which would affect more than marginally and insignificantly the appearance or the historical, architectural, archaeological and cultural qualities of the Property; PROVIDED, HOWEVER, that the maintenance, repair and preservation of the Property may be made without the written permission of the Grantee or its successors or assigns, and PROVIDED FURTHER,

HOWEVER, that the Grantor may and shall, at its own expense, restore the existing buildings, structures and improvements on the Property site as provided in Exhibit B hereof, together with any further exhibits to which Exhibit B may refer, attached hereto. The express prior written permission of the Grantee or its successors or assigns as provided in this Section 2 shall not be unreasonably withheld. Upon written request for such permission submitted via certified mail, return receipt requested by the then owner or owners of the Property site and the buildings, structures and improvements

thereon, the Grantee, or its successors or assigns, shall act upon such request within ninety days of the receipt thereof, and if such request for permission is not denied in writing mailed to the said requesters at the address or addresses set forth in the request within said ninety days, such request shall be deemed approved and such permission shall be deemed granted.

3. The Property shall not be subdivided.

4. Representatives of the Grantee may inspect the Property at reasonable intervals upon reasonable notice to the possessor thereof in order to determine whether or not the covenants, restrictions, agreements and obligations recited herein are being adhered to and observed.

5. In the event of the nonperformance or violation of any duties of the Grantor, its successors, heirs or assigns, under any easement, covenant or preservation restriction provided herein, the Grantee may sue for money damages. In addition, the Grantee may institute suit to enjoin such violation and to require the restoration of the Property site, buildings, structures, or improvements thereon to the condition required by this instrument and the attachments hereto. In addition, representatives of the Grantee may do whatever is reasonably necessary, including entering upon the Property, in order to correct any such nonperformance or violation, and the Grantee may then recover the cost of said correction from the then owner or owners of the Property, site, buildings, structures and improvements. Should the Grantee resort to any of the remedies set forth in this paragraph, it may recover from the legally responsible parties all costs and expenses incurred in connection with such remedies including, but not limited to, court costs and reasonable attorney's fees.

6. The Grantee may assign the benefit of the easements, covenants, restrictions, obligations and duties set forth in this instrument to another governmental body or to any charitable corporation or trust among the purposes of which is the maintenance and preservation of buildings, structures and sites significant in the history, architecture, archaeology or culture of the State of Connecticut, its municipalities or the nation, and such assignee may act under this instrument in the same way that the Grantee would have acted, and such assignee shall have a like power of assignment.

7. Without the express prior written permission of the Grantee, its successors or Assigns, the Property shall be used for the following purposes and no other

Historical firehouse, municipal services, social services and economic development

The procedure for the requesting and granting of such express prior written permission under this section 7 shall be the same as that set forth in Section 2 of this instrument and such permission shall not be unreasonably withheld.

8. The Grantor covenants for itself, its heirs, successors and assigns that the Property Shall be open to the public for viewing of its exterior and interior(s) at least twelve days a year on an equitably spaced basis between the hours of [11:00 am and 1:00 pm] and at other times by appointment. The Grantor shall publish notices, giving dates and times

when the Property will be open to the public, in newspapers of general circulation in the community or area in which the Property is located. Documentation of such notices will be furnished annually to the State Historic Preservation Officer during the term of this covenant, easement and preservation agreement. No charges shall be made for the privilege of such viewing except to the extent that such charges have been approved in advance and in writing by the duly authorized representative or representatives of the Grantee. The procedure for submitting and responding to any request to the Grantee or its successors or assigns for permission to make such charges (which request shall include a proposed schedule of such charges) shall be the same as the procedure set in Section 2 of this instrument.

9. The Grantor, its heirs, successors and assigns, shall maintain for the Property such public liability and fire and extended coverage insurance, and flood insurance if the same is available, as shall, from time to time, be required by the Grantee, its successors or assigns, and shall provide them with satisfactory evidence of such insurance. It is contemplated by the parties hereto that the proceeds of such fire and extended coverage and flood insurance shall be used to repair and restore the Property site, buildings, structures and improvements should they be damaged or destroyed by any peril which the Grantor, its successors, heirs and assigns are required to insure against or which they have insured against. To the extent that the Property is destroyed or damaged by any casualty which the Grantor or its heirs, successors or damaged by any casualty which the Grantor or its heirs, successors or assigns are not required to insure against and have not insured against, the Grantee, its successors and assigns shall have none of the remedies set forth out in Section 5 of this instrument for failure to repair such damages. The Grantor, its heirs, successors and assigns shall also maintain sufficient liability insurance to render the Grantee, its successors and assigns, harmless in any action arising from the acquisition, restoration, operation, maintenance, alteration or demolition of the Property or any portion of the Property, and shall provide them with satisfactory evidence of said insurance.

10. The Grantor warrants and represents that it is the owner in fee simple of the Property and all appurtenances thereto, and no other person or entity has any Interest therein, except as set forth in Exhibit A hereof.

11. The Grantor agrees to comply with Title VI of the Civil Rights Act of 1964 [42 USC 2000(d)] and Section 504 of the Rehabilitation Act of 1973 [29 USC Section 794]. These laws prohibit discrimination on the basis of race, religion, national origin, or handicap. In implementing public access, reasonable accommodation to qualified handicapped persons shall be made in consultation with the Grantee. The Grantor, its heirs, successors and assigns agree that discrimination on the basis of race, color, national origin or disability will not occur in implementing public access provisions in accordance with 43 CFR 17.260.

12. The Grantor agrees and covenants that the provisions of this instrument will be inserted by it into any subsequent deed or instrument of conveyance whereby it transfers title to or any interest in the Property or any portion of the Property.

13. Wherever the context of this instrument would reasonably be deemed to so require, any gender shall include any other gender, the plural shall include the plural.

14. The rights, remedies, privileges, duties and obligations of this instrument shall inure to the benefit of, and be binding upon, as the case may be, the heirs, successors and assigns of the Grantor and Grantee, and the duties set forth herein shall run with the land, except that the provisions of the first sentence of the second paragraph of Section 2 shall not run with the land.

15. The easements, covenants and restrictions set forth herein shall terminate 10 years from the date of this instrument, but such termination shall not affect rights accrued under this instrument prior to such termination.

Signed, sealed and delivered

In the presence of:

Grantor Name:

Witness

By: _____
Name

Name:

Title:

Witness

Name:

STATE OF CONNECTICUT)
) ss.
COUNTY OF HARTFORD)

On this _____ day of _____, _____, before me, the undersigned
officer, personally appeared _____, who acknowledged
herself/himself to be the _____ of

and that she/he, as such _____, being authorized so to do,
executed the foregoing instrument for the _____, by signing the
name of the corporation as such _____.

IN WITNESS WHEREOF, I hereunto set my hand.

Commissioner of the Superior Court/Notary Public

STATE OF CONNECTICUT BY THE
CONNECTICUT COMMISSION ON
CULTURE AND TOURISM

Witness
Name:

By: _____
Name/Title: Karen Senich
Executive Director

Witness
Name:

STATE OF CONNECTICUT)
) ss. City of Hartford
COUNTY OF HARTFORD)

On this _____ day of _____, _____, before me, the undersigned
officer, personally appeared Karen Senich, who acknowledged that she is the Executive
Director of the CONNECTICUT COMMISSION ON CULTURE AND TOURISM and that she, as
Such Executive Director, being authorized so to do, executed the foregoing instrument for the
State of Connecticut by signing her name as such Executive Director.

IN WITNESS WHEREOF, I HEREUNTO SET MY HAND.

Commissioner of the Superior Court
Name

EXHIBIT A

Exhibit A to an instrument entitled: EASEMENTS, DECLARATION OF COVENANTS, DECLARATION OF PRESERVATION RESTRICTIONS, executed on the 6th day of May, 2010 by the Town of Colchester and the STATE OF CONNECTICUT, acting by the CONNECTICUT COMMISSION ON CULTURE AND TOURISM and made a part thereof.

The property encompassed by the term of this Preservation Restriction includes all the land with the buildings, structures and appurtenances thereon commonly known as

Commonly known as the Historic Colchester Hayward Fire House

"As that certain piece or parcel of land, together with the buildings and improvements located thereon, situated in the Town of Colchester., County of New London and the State of Connecticut, bounded: Commencing on the west side of the side-walk at a point thirty-three (33) feet south of the south cellar wall of the building formerly occupied by Earl R. Holmes as a drugstore and offices;

NORTHERLY: running northerly by the west side of said side-walk to a point fifteen (15) feet north of the north cellar wall of said building

EASTERLY: easterly in a straight line to the point of beginning; excepting the right of way to the Old Burying Grounds.

SOUTHERLY: southerly to a point thirty-three (33) feet south of the south cellar wall of said building

WESTERLY: westerly to the Old Burying Grounds.

SUBJECT TO:

As recorded in Volume 119, Page739 of the Colchester Land Records.

EXHIBIT B

Exhibit B to an instrument entitled: EASEMENTS, DECLARATION OF COVENANTS, DECLARATION OF PRESERVATION RESTRICTIONS, executed on the 6th day of May 2010, by the Town of Colchester and the STATE OF CONNECTICUT, acting by the CONNECTICUT COMMISSION ON CULTURE AND TOURISM and made a part thereof.

MAINTENANCE STANDARDS FOR The Historic Colchester Hayward Fire House

The historic exterior dimensions of the structure were not altered. The existing wall, floor and roof framing was retained. Using infill foundation walls and infill framing, portions of the north, east and south walls were re-created.

The existing siding and trim at the upper levels of the east and west walls were retained; where required, new wood siding and trim matched existing materials. New prefinished wood windows and new doors emulated the originals as shown in the historic photograph, which guided the restoration effort. The asphalt roof shingles on the roof were replaced using architectural fiberglass asphalt shingles with a forty-year life expectancy, and missing cornices at both the north and south sides were replaced using wood.

Finally, the building was painted in colors selected with the help of the Colchester Fire Department, the Colchester Historic District Commission and the Colchester Historical Society.

The Grantors herein will preserve and maintain the structure as described in good condition during the life of this Preservation Restriction.




Colchester Health Department

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Prevent. Promote. Protect.

MEMORANDUM

DATE: April 20, 2010
TO: Gregg Schuster
FROM: Wendy Mis 
RE: Childhood Lead Poisoning Grant

Colchester is eligible to receive \$1,358.00 in grant funding from the CT Department of Public Health to address childhood lead poisoning prevention. The application for the grant, which covers the 1/1/10 – 6/30/10 time period, was just recently received. In order to receive the funding, the attached contract must be signed and submitted. The funding will allow for the purchase of printed educational materials for children who are identified through screening or testing as lead poisoned, or other small activities to increase awareness of the dangers of childhood lead poisoning.

This grant does not require approval through the elected body to process the application. If Colchester's process requires approval from the Board of Selectmen for you to sign, please place this item on the next available agenda. Two signed copies of the contract are required- one will be returned to this Department with both your signature and the signature from the pass through agency. Let me know if there are any questions or more information needed.

To: Board of Selectman
From: Adam Turner
Re: Parking Lot Funding
Date: April 30, 2010



MEMORANDUM

The Long Island Sound Futures Fund (LSFF), administered by the National Fish and Wildlife Foundation (NFWF), is funding a competitive grant for basin implementation projects. The NFWF is a non-profit organization that aims to preserve and restore wildlife species and habitats. Created by Congress in 1984, NFWF directs public conservation dollars to important environmental needs and matches those investments with private funds. The Foundation's method is to work with individuals, foundations, government agencies, nonprofits, and corporations to identify and fund the nation's most challenging conservation efforts. The LISFF is one of those challenges

The Long Island *Sound Futures Fund* was created in 2005 by the EPA's Long Island Sound Office and the National Fish and Wildlife Foundation. The program has provided more than \$16 million in locally-based conservation projects. In all, funded projects will open up 40 river miles for fish passage, and restore 290-acres of critical fish and wildlife habitat.

The town of Colchester is included in this program through our involvement with the Salmon River partnership. The Nature Conservancy has applied for and been funded under the LIFF for the previous two years.

This year the Sound Futures Fund has emphasized implementation projects that improves water quality and protects water resources. Local grant funding has a maximum award of \$50,000.

We are proposing a project to retro fit the town hall western parking lot using porous materials greatly improving the storm-water retention rate and permit improved separation of storm water and groundwater. In addition we are proposing to utilize the removed parking lot material (pavement and gravel) to add capacity to the commuter parking lot on Old Hartford Road. The total cost of the project is approximately \$57,000. The LIFF grant is \$50,000 leaving \$7,000 in in-kind services to the Town. We anticipate using the Town Engineer for design, the Public Works Director for project management, the Highway Director and staff for certain construction activities as in-kind service.

PROPOSED POROUS PAVEMENT PARKING AREA
 127 NORWICH AVENUE, COLCHESTER CT.
 MUNICIPAL OFFICE BUILDING/TOWN HALL

ESTIMATE OF PROBABLE COST: April 26, 2010 (revised 4/28/2010)
 PREPARED BY: SALVATORE TASSONE P.E. – TOWN ENGINEER

The proposed parking area reconstruction is a 26 car parking area on the West side of the Municipal Office Building.

All costs are for in-place cost and are based on construction of a 4" (compacted depth) of open graded asphalt (porous asphalt) over 14 inches of clean processed aggregate recharge bed over a geotextile filter fabric set on uncompacted native ground to prevent migration of fines into the aggregate bed/base.

| Item: | Quantity: | Unit cost: | Cost: |
|---|------------|---------------------|--------------|
| - Porous asphalt/bit. conc. | 222 tons | \$ 140.00 | \$ 31,080.00 |
| - Clean processed aggregate | 386 C.Y. | \$ 30.00 | \$ 11,580.00 |
| - Non woven geotextile (Mirafi 140N) | 9,000 S.F. | \$ 0.20 | \$ 1,800.00 |
| - Remove/excavate/dispose existing pavement, gravel base/subgrade, and bit. conc. curb at offsite location. | 482 C.Y. | \$ 8.00 | \$ 3,856.00 |
| - 6" bit. conc. curb | 360 L.F. | \$ 7.00 | \$ 2,520.00 |
| - Cut bit. conc. pavement | 60 L.F. | \$ 5.00 | \$ 300.00 |
| - Line striping/pavement markings | L.S. | L.S. | \$ 800.00 |
| | | Subtotal = | \$ 51,936.00 |
| | | 10% contingencies = | \$ 5,194.00 |
| | | Total = | \$ 57,130.00 |

Action: A motion to permit the Planning, Engineering and Public Works staff to develop a proposal to The Long Island Sound Futures Fund for the amount of \$57,000 to reconstruct the eastern town hall parking lot using porous materials.



“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: April 29, 2010
Re: Award of Dog Park Fencing Contract

Proposal

Award contract to Fence Man & Sons of Colchester, CT as outlined in their proposal in response to our RFP. All fees to be paid out of Dog Park account, which has been accumulated through the committee’s fundraising.

Rationale

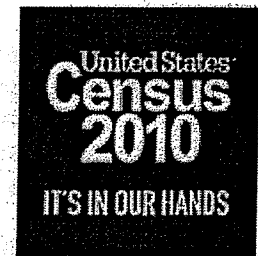
Quotes were first received through an online auction. However, due to limited participation, the committee opted to also do a traditional bid process.

This process ultimately resulted in a very low bid.

Fence Man & Sons is a local vendor, and is extremely capable and well respected. They have done a large amount of work for the town and always provide excellent service and quality.



Representative Joe Courtney
United States House of Representatives
Water Street, Suite 301
Norwich, CT 06360
(860) 886-0139



Top Constituent Concerns Regarding the 2010 Census

Question 1: Do I have to respond to the 2010 census?

A: Yes, participation in the 2010 census is vital and required by law. By being counted, you're helping your community secure the resources and representation it needs and deserves. Accurate data reflecting changes in your community are crucial in deciding how almost \$450 billion in federal funding per year is allocated for projects like new hospitals, roads, job training centers, and schools. That's more than \$4 trillion over a 10-year period. Census data also determine apportionment in the U.S. House of Representatives and state legislatures.

Question 2: What happens if I don't respond? Will I be fined or punished in any way?

A: Although the law makes it a crime not to answer the decennial census, the American Community Survey and other mandatory censuses, and authorizes the courts to impose a fine of up to \$5,000 for failure to respond, the Census Bureau views this approach as a last resort. Instead, the Bureau will make every effort to help all Americans respond to this simple questionnaire.

Question 3: Why doesn't the Census Bureau deliver to P.O. Boxes?

A: The Census Bureau must count people and assign them to a physical location where their living quarters are actually located. To do this, it conducts the census focused on where people live. The enumeration is driven by where people live, not by where they receive their mail. This concept of usual residence was established by the Census Act of March 1, 1790, as the interpretation of the Constitutional language requiring a census to determine the number of persons in each state.

Post office boxes can be used to retrieve mail in any place one wishes to receive the mail. The boxes can be far away from the home of the owner of the box; boxes can be shared by multiple people who live in different housing units; some boxes are not attached to households but to businesses. In addition, to ensure state and federal representative districts are equal in population, governments rely on the physical location of citizens, not their P.O. boxes. For these reasons, the Census Bureau does not mail census forms to post office boxes.

To ensure those with P.O. Boxes are counted, the Census Bureau staff hand delivered census forms, usually leaving them on the front door knob in a plastic bag. If you do not receive a form, you can call the Telephone Questionnaire Assistance lines at 1-866-872-6868. (If you prefer a Spanish-speaking operator, then dial 1-866-928-2010).

Question 4: Why am I being asked about my personal information, such as my sex, age, race, and whether or not I am a homeowner?

A: Census questions are determined in response to the data needs of federal, state, local, and tribal governments. The Bureau asks questions that will help us obtain some basic information necessary for apportionment (determining how many representatives each state gets) and redistricting (determining the boundaries for congressional districts within a state, in accordance with the Voting Rights Act). Additionally, census information is used in federal, state, and local programs to allocate hundreds of billions of dollars every year in funding.

Sex: Census data on gender are important because many federal programs must differentiate between males and females for funding, implementing and evaluating their programs. For instance, laws promoting equal employment opportunity for women require census data on gender. Also, sociologists, economists, and other researchers who analyze social and economic trends use the data. The question has been asked since 1790.

Age: Federal, state, and local governments need data about age to interpret most social and economic characteristics, such as forecasting the number of people eligible for Social Security and Medicare benefits. The data are widely used in planning and evaluating government programs and policies that provide funds or services for children, working-age adults, women of childbearing age, or the older population. The question has been asked since 1800.

Race and Hispanic origin: Race and Hispanic origin status (which is considered an ethnicity under federal guidelines) are key to implementing many federal laws and are needed to monitor compliance with the Voting Rights Act and the Civil Rights Act. State governments use the data to determine congressional, state and local voting districts. Race data are also used to assess fairness of employment practices, to monitor racial disparities in characteristics such as health and education and to plan and obtain funds for public services. The question has been asked since 1790.

Homeownership: Homeownership rates serve as an indicator of the state of the nation's economy. The data are used to administer housing programs and to inform planning decisions. In addition, owner versus renter status gives the Census Bureau an important tool for evaluating the accuracy of the census and improving counting operations, because post-census analyses have consistently shown that renters are far more likely to be missed in the census than homeowners. The question has been asked since 1890.

Question 5: Why are illegal immigrants being counted?

A: The Census Bureau is mandated by the Constitution to count everyone who lives in this country, regardless of immigration or citizenship status. Federal courts and Solicitors General from both Republican and Democratic Administrations have consistently upheld this interpretation of the Constitution's 'census clause.' The person filling out the questionnaire should include information about all household members (including him/herself) who live and sleep at the address most of the time.

Question 6: What do I do if I don't receive a questionnaire?

A: If you do not receive a form, you can call the Telephone Questionnaire Assistance lines at 1-866-872-6868. (If you prefer a Spanish-speaking operator, then dial 1-866-928-2010).

Census questionnaires are also available at "Be Counted" centers in your local community. To find a nearby "Be Counted" center where you can pick up a form, visit www.2010Census.gov to see the day/hours of operation for the Questionnaire Assistance Center of your choice.

Question 7: When is my census questionnaire due?

A: The Census Bureau asks people to mail back their forms by April 1, but there is plenty of time to do so. Households that mail back a form by about April 19 will not be visited by a census taker when census workers start going door-to-door for non-response follow-ups.

If the Census Bureau does not receive the completed questionnaire by mail, beginning May 1, a census worker will visit your home to obtain the information. All census takers carry official government badges marked with their name. You may also ask them for a picture ID from another source to confirm their identity. Some census workers might carry a "U.S. Census Bureau" bag.

If you still are not certain about their identity, please call your Local Census Office or appropriate Regional Census Center toll-free number to confirm they're employed by the Census Bureau. (Phone numbers for all of these offices are posted on the 2010 census website, 2010.census.gov.) Most importantly, census takers will NEVER, under any circumstances, ask to enter your home.

Question 8: How do I know my information is confidential?

A: By law, the Census Bureau cannot share respondents' answers with anyone, including the IRS, FBI, CIA, local authorities, or any other government agency. All Census Bureau employees take an oath of nondisclosure and are sworn for life to protect the confidentiality of the data. The penalty for unlawful disclosure is a fine of up to \$250,000, imprisonment of up to 5 years, or both. The Department of Justice has also concluded that provisions of the USA Patriot Act that pertain to the gathering and sharing of information do not override federal confidentiality laws when it comes to the census.

Question 9: I've gotten more than one piece of mail that appears to be a census form. How can I tell which one is real?

A: One possibility is that your address was also selected to be part of the American Community Survey. The American Community Survey (ACS), which replaced the decennial census long form, provides communities with detailed population and housing characteristics every year instead of once every 10 years like the decennial census. Households in the ACS sample must respond both to that survey and the 2010 census. The 2010 census and the American Community Survey are both vitally important in ensuring that your community receives its fair share of government funding for education, transportation, neighborhood improvements, and much more.

Another possibility is that you've received a fraudulent form from organizations posing as the Census Bureau. Please know that any request for census information from the Census Bureau will be clearly identified as coming from the U.S. Census Bureau and as OFFICIAL BUSINESS of the United States. If you still are not certain about the origin of the mail, please call your Local Census Office or appropriate Regional Census Center toll-free number to confirm. (Phone numbers for all of these offices are posted on the 2010 census website, 2010.census.gov.)