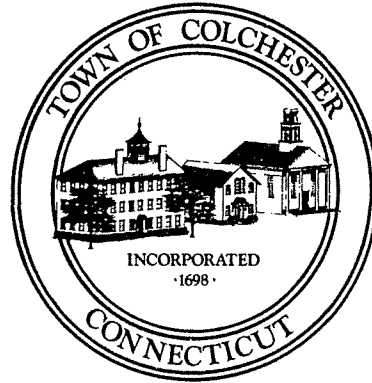


Gregg Schuster



First Selectman

**Board of Selectmen Regular Meeting Agenda  
Thursday, June 3, 2010  
Colchester Town Hall**

**Meeting Room 1 – 7:00 pm**

RECEIVED  
COLCHESTER, CT  
2010 JUN -2 AM 9:53

*Margaret Bray*  
MARGARET BRAY  
TOWN CLERK

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the May 20, 2010 Board of Selectmen Regular Meeting
4. Citizen's Comments
5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
  - a. Historic District Commission. Resignation of William Rowan Beer.
  - b. Historic District Commission (to fill vacancy left by resignation of William Rowan Beer for a term to expire 11/30/2011). Mike Trocchi to be interviewed.
  - c. Historic District Commission (to fill vacancy left by resignation of William Rowan Beer for a term to expire 11/30/2011) Linda Akerman to be interviewed.
  - d. 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.
  - e. Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). Jim Maffuid was interviewed on 05/20/10. Discussion and action on Jim Maffuid for possible appointment to Health District Task Force.
  - f. Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). Jean Amara was interviewed on 05/20/10. Discussion and action on Jean Amara for possible appointment to Health District Task Force.

- g. Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). Sharon Laliberte was interviewed on 05/06/10. Discussion and action on Sharon Laliberte for possible appointment to Health District Task Force.
  - h. Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). Blyse Soby was interviewed on 05/06/10. Discussion and action on Blyse Soby for possible appointment to Health District Task Force.
  - i. Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). Keri Shkutzko interviewed was interviewed on 05/06/10. Discussion and action on Keri Shkutzko for possible appointment to Health District Task Force.
- 6. Budget Transfer –
  - 7. Tax Refunds & Rebates
  - 8. Discussion and Possible Action on Cody Camp Field Acceptance
  - 9. Discussion and Possible Action on Animal Control Officer
  - 10. Discussion and Possible Action on Town Projects
  - 11. Citizen's Comments
  - 12. First Selectman's Report
  - 13. Liaison Report
  - 14. Adjourn



**Board of Selectmen Regular Meeting Minutes  
Thursday, May 20, 2010  
Colchester Town Hall**

RECEIVED  
COLCHESTER, CT  
2010 MAY 21 PM 12:53  
NANCY A. BRAY  
*Nancy A. Bray*

**Meeting Room 1 – 7:00 pm**

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

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Derrik Kennedy, Tim York, Sal Tassone, Nancy Bray, Ryan Blessing, Katy Naly, Eva Gallupe, Guthrie Dinda, Sylvia Miller and other citizens

**1. Call to Order**

First Selectman G. Schuster called the meeting to order at 7:00 p.m.

**2. Additions to the Agenda**

Stan Soby moved to remove from the agenda items 5a and 5b and to renumber accordingly, seconded by Gregg Cordova. Unanimously approved. MOTION CARRIED.

**3. Approve Minutes of the May 6, 2010 Board of Selectmen Regular Meeting**

Rosemary Coyle moved to approve the minutes of the May 6, 2010 Board of Selectmen Regular Meeting, seconded by Greg Cordova. Unanimously approved. MOTION CARRIED.

**4. Citizen's Comments**

Gurthrie Dinda commented on item #9 regarding duration of program.

**5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations. Stan Soby recused himself from Health District Task Force interviews.**

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. Jean Amara was 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. John Carroll was not present.**

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 was interviewed on 05/06/10. Discussion and action on Mary Lynn Burke for possible appointment to Health District Task Force. Rosemary Coyle moved to postpone items 5d, 5e, 5f, and 5g until all applicants have been interviewed. Seconded by Greg Cordova, Stan Soby recused with motion approved by remaining Selectman..**

- d. **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.** Stan Soby moved to appoint Christopher J. Rowlins to the Economic Development Commission as a regular member for appointment for a new term previously held by Cathy Pompei to expire 10/31/2014, seconded by Rosemary Coyle. Unanimously approved. MOTION CARRIED.
  - e. **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.
6. **Budget Transfers – None.**
  7. **Tax Refunds & Rebates**  
Rosemary Coyle moved to approve tax refunds in the amount of \$9.94 to Allen Del Valle, \$259.91 to Kassam Khybery, \$31.98 to Stephen \$ Lisa Capezzone, \$7.50 to Edward & Mary Mack, and \$70.71 to Arlene Campanelli, seconded by Greg Cordova. Unanimously approved. MOTION CARRIED.
  8. **Discussion and Possible Action on Replacement of Town Hall Photocopiers**  
R. Coyle commented on length of lease. G. Cordova commented on IT Department involvement. J. Ford commented on Copier functions. Greg Cordova moved to authorize the First Selectman to sign the lease agreement for Ricoh copiers associated with the proposed buyout of all current Canon copier leases held by the Town, and for the replacement of the Parks and Recreation Department copier, seconded by Rosemary Coyle. Unanimously approved. MOTION CARRIED.
  9. **Discussion and Possible Action on the Federal Adult Employment Program**  
Greg Cordova moved to authorize the First Selectman to sign the Federal Adult Employment Program agreement to allow TVCCA to place up to 6 workers in the Parks & Recreation Department through June 30, 2010, seconded by Jim Ford, Unanimously Approved. MOTION CARRIED.
  10. **Discussion and Possible Action on the Preventative Health Block Grant**  
Rosemary Coyle moved to authorize the First Selectman to sign the Preventative Health Block Grant contract and grant-related paperwork as required for the 2011 Prevention Health Block Grant, seconded by Stan Soby . Unanimously approved. MOTION CARRIED.
  11. **Discussion and Possible Action on Caverly Mill Road Right-of-Way**  
John and Jean Stawicki commented as concerned citizens(property owners)of abutting property in question. Consensus of Board was to let this go through the Planning and Zoning process before taking any action.
    - a. **Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). Jim Maffuid to be interviewed.** Stan Soby recused himself. Jim Maffuid was interviewed.

**12. Citizen's Comments**

Students asked questions: why Stan Soby recused himself from Health District interviews:questions regarding Caverly Hill Road:general questions on length of BOS meetings.

**13. First Selectman's Report**

Budget passed, thanks to all town staff  
Bonding went out today-achieved savings on refunding over \$200M  
Resignation of police officer, currently have 8 officers  
Observed officers in qualification

**14. 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 and Zoning Board of Appeals.

**15. Adjourn**

Jim Ford moved to adjourn at 8:08 p.m., seconded by Greg Cordova. . Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Sylvia J. Miller  
Department Clerk to the First Selectman

Attachments:

- Memorandum regarding IKON State and Local Master Agreement and Product Schedules
- Memorandum regarding Federal Adult Employment Program
- Memorandum regarding FY 2011 Preventative Health Block Grant
- Memorandum from Salvatore Tassone regarding Caverly Mill Road
- Letter to Board of Selectman from John and Jean Stawicki regarding Caverly Mill Road



**N. Maggie Cosgrove**  
**Chief Financial Officer**  
**Finance Department**  
**Town & Public Schools of Colchester**

## **MEMORANDUM**

**TO:** Board of Selectmen

**FROM:** N. Maggie Cosgrove, CFO

**DATE:** May 14, 2010

**RE:** IKON State and Local Master Agreement and Product Schedules

### Background

The Town and Board of Education currently lease Canon copiers through IKON. IKON is now a distributor of Ricoh copiers and has been authorized by Ricoh to buyout all existing Canon copier leases in order to replace those copiers with Ricoh copiers. By choosing to participate in this offer, the Town and Board of Education have an opportunity to realize cost savings from reduced monthly lease payments and energy savings.

In addition, the current Parks and Recreation copier lease is expiring and IKON has submitted a lease proposal for a Ricoh copier with network scanning and printing capabilities.

### Recommendation

Authorize the First Selectman to sign lease agreements for Ricoh copiers associated with the proposed buyout of all current Canon copier leases held by the Town, and for the replacement of the Parks and Recreation department copier.



"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: May 6, 2010  
Re: Federal Adult Employment Program

**Proposal**

Sign the enclosed agreement to allow TVCCA to place up to 6 workers in our department through the federally funded program through June 30, 2010. The work schedule would be 8:30am-2:30pm on Monday, Wednesday and Friday.

**Rationale**

This is similar to the youth employment program in which we participated last summer. It is a win-win program, as the staff are employed and paid by TVCCA, but work under our supervision. The town gets free help during a critical time for parks maintenance.

Staff would assist with general maintenance, such as trash removal, weed trimming and the like. They would not operate any heavy machinery.

The town does not take on any liability for workman's compensation or unemployment.



# Colchester Health Department



**Public Health**  
Prevent. Promote. Protect.

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## MEMORANDUM

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**DATE:** May 13, 2010

**TO:** Gregg Schuster  
Board of Selectmen

**FROM:** Wendy Mis *W Mis*

**RE:** Grant funding

The Health Department is making application to the CT DPH for the FY 2011 Preventive Health Block Grant. This is an annual grant offered by DPH to local health departments. In the past, this grant has been used to fund, among other things, a blood borne pathogen study in businesses that intentionally break the skin, a senior fall prevention program, and crosswalk safety and awareness programs. This year, we are eligible for \$1,994 in funding. In the absence of significant funding, it is felt that using small grants over a period of time to build upon previous programs will allow forward movement in specific areas to benefit the town. The program proposed this year is a continuation of the recent focus of physical activity and obesity reduction.

The proposed program includes purchasing bicycle racks to be placed at a few locations in town to be determined. It is anticipated that easy access to available bike racks will increase bike ridership. Policy change to address nutrition policies is also proposed with Parks and Recreation. Program details may be adjusted or added as the program is further developed. Colchester Parks and Recreation is a collaborating partner.

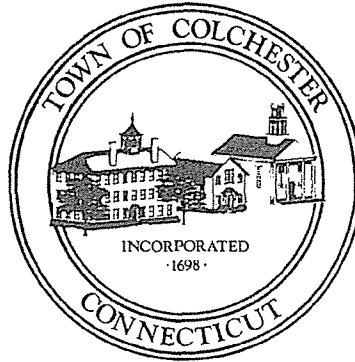
The grant application will require the signature of the First Selectman.

**Please consider a motion to pass a resolution allowing the First Selectman the authority to sign the contract and grant related paperwork as required for the 2011 Prevention Health Block Grant.**



May 3, 2010

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



**Planning and Zoning**  
Planning Director  
Zoning Enforcement  
Town Engineer

To: Board of Selectmen

Copy: Craig Grimord (ZEO), Adam Turner (Planning Director), Mark Decker (DPW)

From: Salvatore Tassone P.E. – Town Engineer

A handwritten signature in cursive script, appearing to read "Sal Tassone".

Re: This memorandum is for clarification and in response to a request by Gary Souza, principal of Sippycup LLC. for permission to use and make such improvements as are necessary within the abandoned portion of Caverly Mill Road right-of-way so as to facilitate access to a proposed single family home on existing land owned by Sippycup LLC. (Copy of letter from Gary Souza attached).

In the past, the Town/BOS has received and granted similar requests on abandoned or discontinued portions of old roads such as Sullivan Road and Munn Lane. The Town's position has essentially been as follows (specifics noted for Caverly Mill Road).

Caverly Mill Road is an unimproved Town Road which is maintained and plowed for 0.28 miles from its intersection with Norwich Avenue. Beyond that point the road is abandoned due to lack of maintenance. The underlying right-of-way remains the property of the Town of Colchester. Properties fronting on the abandoned portion of Caverly Mill Road may be legal non-conforming lots, which existed prior to the abandonment of that portion of Caverly Mill Road. The Town of Colchester has no intention at this time to resume maintenance of the abandoned portion of Caverly Mill Road (approximately 0.08 mile to the State Route 2 Highway Line – see attached sketch map and aerial photo map).

Pursuant to CGS Section 13a-55: "Property owners bounding a discontinued or abandoned highway, or a highway any portion of which has been discontinued or abandoned, shall have a right-of-way for all purposes for which a public highway may be now or hereafter used over such discontinued or abandoned highway to the nearest or most accessible highway, provided such right-of-way has not been acquired in conjunction with a limited access highway."

Property owners abutting the abandoned portion may construct and maintain their driveway (at their own expense) over the Town road right-of-way with the specific approval of the Board of Selectmen of the Town of Colchester. Driveways for single family residential development must conform to the standards of Section 3.7.3.D of the Zoning Regulations, including that portion which is within the Town right-of-way. Pending BOS approval, the owner/applicant must submit proposed single family lot development plans for review by town staff to assure conformance with all applicable regulations.

39 Caverly Mill Road  
Colchester, CT 06415  
May 20, 2010

Board of Selectmen  
127 Norwich Avenue  
Colchester, CT 06415

Re: Board of Selectmen's Agenda for 5/20/2010  
Item #11

Dear Board Members,

It has come to our attention by way of a member of the Board of Selectmen, that Item 11 concerning Caverly Mill Road is on the Board of Selectmen's Agenda for tonight. This item has raised concerns on our part because the present owner, and his predecessors in interest, have claimed our driveway as being the town road right of way. When we purchased the property next door to the now Sippycup property on October 31, 1984, which Sippycup property is the subject of this application, the Planning and Zoning staff denied that our driveway was in the road right of way and said that we would need to maintain that section of driveway ourselves. Consistently, and to the present day, the Town staff has denied that our driveway was part of the road right of way.

Since Sippycup purchased the property on July 31, 2009, it has used our driveway to access its property and Mr. Gary Sousa has told prospective buyers and other's accessing Sippycup's land to use our driveway for the reason that our driveway is the town road right of way. Sippycup has had its property surveyed, has dug test pits on our property, has had the town come out to view the digging of the test pits and has been showing the property for sale, all accessing its property and our property by way of our driveway. Sippycup has not filed a copy of its survey with the town clerk or with the building office, refuses to give us a copy of its survey, will not allow its surveyor to give us a copy of its survey and does not return our phone calls.

I talked with a prospective buyer of the Sippycup property who had a contract to purchase the Sippycup property and he was told by his seller that the town would do all of the construction and maintenance of the driveway where it crosses the stream. The buyer also showed me that the corners of "his property" were 150 to 200 feet further into our property than where they actually were.

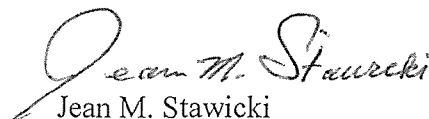
We have no objection to Sippycup accessing the town road right of way from its property, but we do object to its accessing the road right of way by going over our driveway and property. Because of the lack of clarity as to the actual location of the town road right of way in this area, I would suggest that the town would want Sippycup to establish the town road right of way by means of an A-2 survey done at its expense, as opposed to being at the town's expense, before it can show that its build-out of its access will meet the town codes and regulations.

Thank you for hearing our concerns about the above agenda item.

Sincerely,



John L. Stawicki



Jean M. Stawicki

September 3, 2009

Ellen Sharon, Chairman  
Historic Commission

Dear Ellen,

This letter is to inform you of my intent to resign from the Historic Commission effective immediately.

I have returned to College as a fulltime student and no longer reside in Colchester, making fulfilling my duties to the Commission difficult at this time.

I thank the Commission for the opportunity that was presented to me as one of its youngest members and look forward to future opportunities to serve my community once my college education has been completed.

Sincerely,

William Rowan Beer

cc Linda Hodge  
Craig Grimord

RECEIVED  
COLCHESTER, CT  
2010 MAY 17 AM 11:54  
*W. Rowan Beer*  
NANCY A. BRAY  
TOWN CLERK

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:

Account Number	Account Name	Amount
<input type="text" value="12202-42323"/>	<input type="text" value="Protective clothing &amp; safety equipment"/>	<input type="text" value="4,000"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

<input type="text" value="12202-&lt;del&gt;44286&lt;/del&gt; 45216"/>	<input type="text" value="Physicals &amp; Testing"/>	<input type="text" value="4,000"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

*Walt Cox*

Department Director or Supervisor - Signature

Print Name

Date Reviewed

*[Signature]*  
Chief Financial Officer

Date Approved

*[Signature]*  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester  
 General Fund  
 Budget Transfer/Additional Appropriation

Department: Transfer Station

Reason for Request: Replacement of gatehouse due to rot and rodent infestation

Reason for Available Funds: Increased return on scrap metal and reduction in transportation and disposal costs due to conversion to single stream recyclables

From:	Account Number	Account Name	Amount
	<u>13601-43212</u>	<u>Transportation</u>	<u>5,000</u>

To:	<u>13601-46226</u>	<u>Building Repairs</u>	<u>5,000</u>

5-27-10  
 Date Requested *Mark Decker*  
 Department Director or Supervisor - Signature

Print Name MARK DECKER

5/27/10  
 Date Reviewed *[Signature]*  
 Chief Financial Officer

6/2/10  
 Date Approved *[Signature]*  
 First Selectman

Date Approved \_\_\_\_\_  
 Board of Selectmen Clerk

Date Approved \_\_\_\_\_  
 Board of Finance Clerk

Town of Colchester  
 General Fund  
 Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

Reason for Request: Services for the sidewalk improvements as part of the Lebanon Ave. Revitalization

Reason for Available Funds: Staff did not apply for as many memberships as anticipated or covered costs themselves

From:	Account Number	Account Name	Amount
	11411-43258	Professional Memberships	1,041
To:			
	11411-44208		1,041

May 28, 2010  
 Date Requested AZ  
 Department Director or Supervisor

6/1/10  
 Date Reviewed [Signature]  
 Chief Financial Officer

6/2/10  
 Date Approved [Signature]  
 First Selectman

                      
 Date Approved Board of Selectmen Clerk

                      
 Date Approved Board of Finance Clerk

**Derrick Kennedy**

---

**From:** Adam Turner

**Sent:** Wednesday, June 02, 2010 11:07 AM

**To:** Derrick Kennedy

Services in the Lebanon Ave budget transfer request are for drawing and other graphic materials related to the sidewalk improvement proposal for the Small Town Economic Assistance Program (STEAP) grant.



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MEMO

To: Board of Selectmen  
From: Jason Cohen, Director  
Date: May 28, 2010  
Re: Town Acceptance of Cody Camp Field

**Proposal**

Accept Cody Camp Memorial Field as a completed Town facility with all improvements.

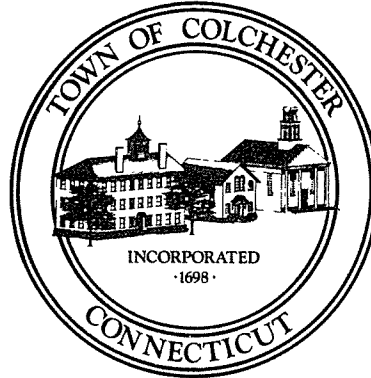
**Rationale**

The original contract terms were extended to allow field work through May 31, 2010. The work has been substantially completed, with all required elements installed. The ground cover has been certified as complete by the Town Engineer, and the foundation’s bond has been released.

In accordance with the contract between the Town and the Cody Camp Memorial Field Foundation, the foundation is submitting documentation regarding the final construction of the field and complete payment on all items purchased and services contracted.



Gregg Schuster



First Selectman

## MEMORANDUM

**To:** Board of Selectmen

**Cc:** Sgt. John Thompson, Resident Trooper Supervisor

**From :** Gregg Schuster, First Selectman

**Date:** 6/1/10

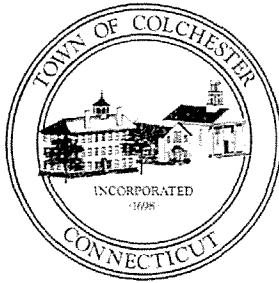
**Re:** Animal Control Officer (ACO)

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As stated previously, the First Selectman has nearly twenty direct reports all performing different job functions. This is very difficult to manage and does not provide for adequate supervision. It is my intent to consolidate when possible as we have done with Social Services.

The Resident Trooper Supervisor has offered to take over animal control operations and supervise the ACO and it is my recommendation that the Board of Selectmen approve this change. To facilitate this, the board must change the job descriptions of the ACO, Police Department Administrative Assistant, and First Selectman Department Clerk. This change has been reviewed with the Police Department Administrative Assistant's union and there are no objections. The proposed revised job descriptions are attached.

**Recommended Motion – “I move to place all Animal Control Operations under the supervision of the Resident Trooper Supervisor and revise the necessary job descriptions as recommended by the First Selectman.”**



## Town of Colchester Job Description

### Police Department Animal Control Officer

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

Responsible for operating a municipal dog pound and enforcing the provisions of the General Statutes and regulations pertaining to the control and impoundment of dogs and enforcement of State rabies and cruelty to animals policies for dogs and any other animal (cats). Communicating with the public, law enforcement, and the Department of Agriculture is an important function of this position.

#### **SUPERVISOR**

Works under the administrative supervision of the Resident State Police Supervisor/Colchester Police and the general supervision of the State of Connecticut Department of Agriculture Chief or Assistant Chief of Canine Control.

#### **SUPERVISION EXERCISED**

May supervise the Assistant Animal Control Officer.

#### **EXAMPLES OF DUTIES**

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

- Enforce the General Statutes and regulations relating to dogs with particular reference to picking up, impounding, feeding, maintaining, selling, disposing of or permission to redeem stray and unlicensed dogs
- Respond to procedural questions and requests for information from the general public
- Answer complaints relative to misbehaving or dangerous animals and take action to abate the nuisance
- Survey and investigate to assure compliance with dog licensing regulations
- Operate and maintain the dog pound and remain available for any emergency arising at the dog pound
- Destroy animals in accordance with established procedures
- Collect and record pound fees and sales monies
- Collect and dispose of dead animals
- Enforce State rabies and cruelty to animals policies for dogs and any other animal (cats)
- Keep detailed records and prepare reports of operations for the CPD commanding officer
- Arrest, within an assigned region, any person for violation of any law relating to dogs
- Administrate the State of Connecticut Department of Agriculture's Animal Population Control Program (ACPC)
- Perform related duties, as required

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

- Knowledge of care and handling of animals
- Knowledge of nature, purpose, and enforcement of laws relating to animals
- Knowledge of operation of a dog pound
- Interpersonal skills
- Oral and written communication skills
- Must be able to perform the essential functions of the job with or without reasonable accommodations

## ***EDUCATION AND EXPERIENCE***

- High school diploma or equivalent
- Three to five years experience in the handling and control of animals

## ***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.

Part-time; non-union; salary; exempt

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

**JOB DESCRIPTION**

Town of Colchester  
Animal Control Officer

Salary -

**GENERAL STATEMENT OF DUTIES:** Responsible for operating a municipal dog pound and enforcing the provisions of the General Statutes and regulations pertaining to the control and impoundment of dogs and enforcement of State rabies and cruelty to animals policies for dogs and any other animal (cats). Communicating with the public, law enforcement and the Department of Agriculture is an important major function of this position.

**SUPERVISION RECEIVED:** Works under the administrative supervision of the First Selectman and general supervision of the State of Connecticut Department of Agriculture Chief or Assistant Chief of Canine Control.

**SUPERVISION EXERCISED:** May supervise the Assistant Animal Control Officer.

**EXAMPLES OF DUTIES:**

1. Enforce the General Statutes and regulations relating to dogs with particular reference to pick up, impound, feeding, maintenance, selling, disposal of or permission to redeem stray and unlicensed dogs.
2. Respond to procedural questions and requests for information from the general public
3. Answer complaints relative to misbehaving or dangerous animals and take action to abate the nuisance.
4. Survey and investigate to assure compliance with dog licensing regulations.
5. Operate and maintain the dog pound and remain available for any emergency arising at the dog pound.
6. Destroy animals in accordance with established procedures.
7. Collect and record pound fees and sales monies.
8. Collect and dispose of dead animals.
9. Enforce State rabies and cruelty to animals policies for dogs and any other animal (cats).
10. Keep detailed records and prepare reports of operations for the (First Selectman).
11. Arrest within an assigned region, any person for violation of any law relating to dogs.
12. Administrate the State of Connecticut, Department of Agriculture's Animal Population Control Program (ACPC).
13. Perform related duties, as required.

**KNOWLEDGES, ABILITIES AND SKILLS:**

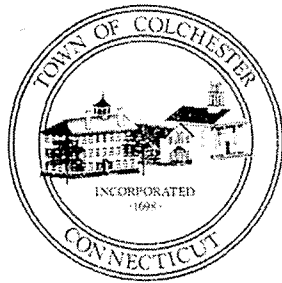
1. Knowledge of care and handling of dogs.
2. Knowledge of nature, purpose and enforcement of laws relating to dogs.
3. Knowledge of operation of a dog pound.
4. Interpersonal skills. Oral and written communication skills.
5. Must be able to perform the essential functions of the job with or without reasonable accommodations.

**Job Description**  
**Animal Control Officer**  
**Page 2**

**EXPERIENCE AND TRAINING:**

1. High School diploma or equivalent.
2. Three to five years experience in the handling and control of dogs.

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



**Town of Colchester  
Job Description**

**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.
- Animal Control Officer Liaison responsibilities: Receive all phone calls from the public regarding questions, complaints, etc. Whenever possible advise resident of Town Ordinances.
- Complete time sheet for Animal Control Officer and Assistant Animal Control Officer.

### ***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 45 pounds.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
- Effectively operate software necessary for the job, such as Word, Excel, Access, Publisher or Munis.

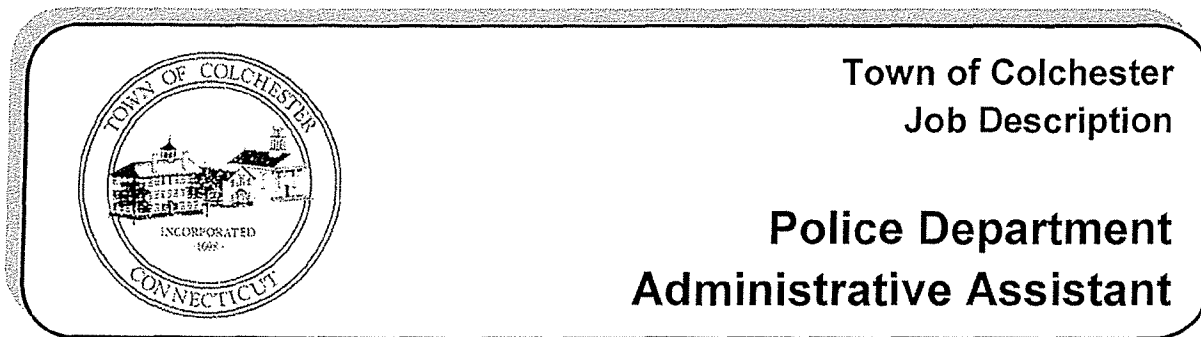
### ***EDUCATION AND EXPERIENCE***

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

### ***WORK ENVIRONMENT***

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

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

**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***

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- 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.

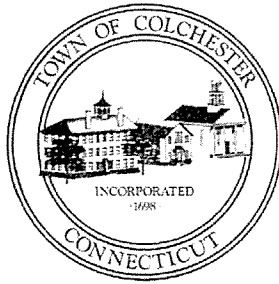
### ***EDUCATION AND EXPERIENCE***

- 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***

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*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

### First Selectman's Office Department Clerk

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

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

Responsible for the distribution of all incoming and outgoing mail. Responsible for performing a variety of secretarial, reception and general clerical duties, answering phones, make copies, perform mass mailings.

#### **WORK SCHEDULE**

Monday-Friday, 1:00 p.m. - 5:00pm (primarily)

#### **SUPERVISOR**

Works under the direct supervision of the Executive Assistant and the First Selectman

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

- Posting and mailing of all outgoing mail, including some packages and Certified Mail.
- Organize work and establish priorities within work assignment.
- Perform general receptionist duties: answer telephones, direct calls, take messages and filing.
- Operate central copier: copy, collate, staple and distribute copies.
- Update bulletin board in lobby. Remove all items placed on the board that are advertisement (for profit companies). Maintain/update second bulletin board with required posters as directed by the State of Connecticut.
- Receive requests for Town Hall meeting rooms via e-mail, phone requests. Add to Meeting Room Calendar. Once a year send out notices to all groups/organization (non profit) that have used rooms during the past year, asking for their requests for the following year.
- Complete all invoices for First Selectman's Office and track First Selectman budget through Munis.
- Accept applications from residents for court ordered community service. Forward to State of Connecticut, Department of Public Safety for background checks.
- Administrate State and local permits required by the office/State, i.e. Raffles, Bazaars, etc.
- Liaison for Memorial Day Parade to the Memorial Day Parade Committee.
- Order and maintain all office supplies.
- Be aware of all BID notices (set up folder with pertinent dates and copy of FRP).
- Maintain all Town Hall bulletin boards.
- Produce records in accordance with the Freedom of Information Act.
- Other duties as assigned by the Executive Assistant or the First Selectman.

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

- 1) Ability to handle confidential matters a must.
- 2) Ability to communicate and work effectively with the public and other employees.
- 3) Ability to maintain accurate records.
- 4) Telephone and organizational skills essential.
- 5) Must have:
  - a) Strong interpersonal skills and ability to work well with the public.
  - b) Excellent written and oral communication skills.
- 6) Must be able to:
  - a) Work independently.
  - b) Maintain accurate records.
  - c) Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
  - d) Effectively operate Word, Excel, Outlook, Access, or comparable computer programs.

## ***EDUCATION AND EXPERIENCE***

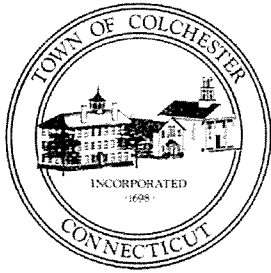
- High School Diploma or Equivalent
- Computer and typing experience
- Professional telephone answering experience
- Minimum of 2 Years in general clerical/receptionist work.
- Experience maintaining filing system.

## ***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.

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

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



## Town of Colchester Job Description

### First Selectman's Office Department Clerk

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

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

Responsible for the distribution of all incoming and outgoing mail. Responsible for performing a variety of secretarial, reception and general clerical duties, answering phones, make copies, perform mass mailings.

#### **WORK SCHEDULE**

Monday-Friday, 1:00 p.m. - 5:00pm (primarily)

#### **SUPERVISOR**

Works under the direct supervision of the Executive Assistant and the First Selectman

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

- Posting and mailing of all outgoing mail, including some packages and Certified Mail.
- Organize work and establish priorities within work assignment.
- Perform general receptionist duties: answer telephones, direct calls, take messages and filing.
- Operate central copier: copy, collate, staple and distribute copies.
- Update bulletin board in lobby. Remove all items placed on the board that are advertisement (for profit companies). Maintain/update second bulletin board with required posters as directed by the State of Connecticut.
- Receive requests for Town Hall meeting rooms via e-mail, phone requests. Add to Meeting Room Calendar. Once a year send out notices to all groups/organization (non profit) that have used rooms during the past year, asking for their requests for the following year.
- Animal Control Officer Liaison responsibilities: Receive all phone calls from the public regarding questions, complaints, etc. Whenever possible advise resident of Town Ordinances.
- Complete time sheet for Animal Control Officer and Assistant Animal Control Officer.
- Complete all invoices for First Selectman's Office and track First Selectman budget through Munis.
- Accept applications from residents for court ordered community service. Forward to State of Connecticut, Department of Public Safety for background checks.
- Administrate State and local permits required by the office/State, i.e. Raffles, Bazaars, etc.
- Liaison for Memorial Day Parade to the Memorial Day Parade Committee.
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- 5) Must have:
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  - a) Work independently.
  - b) Maintain accurate records.
  - c) Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
  - d) Effectively operate Word, Excel, Outlook, Access, or comparable computer programs.

## **EDUCATION AND EXPERIENCE**

- High School Diploma or Equivalent
- Computer and typing experience
- Professional telephone answering experience
- Minimum of 2 Years in general clerical/receptionist work.
- Experience maintaining filing system.

## **WORK ENVIRONMENT**

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

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

Project Name	Description	Deliverables	Effort	Owner	Status
Vehicle Plan	Examination of the number, type, usage, and maintenance of vehicle fleet	Authorized number of vehicles, replacement plan, financial plan, vehicle policy	High	Schuster	In progress
Measurement System	Monthly report with activity and performance measures of town operations	Monthly report to BoS and BoF	High	Kennedy	In progress
Website Revision	Structural and content changes to website to make information flow easier	New website design and content	Low	Tate	In progress
Land Use Attorney	Conduct RFP for new/additional attorneys for land use	Selection of one or more attorney's for land use counsel and litigation	Medium	Turner	In progress
Zoning Regulation Rewrite	Complete rewrite of zoning regulations to make them easier to navigate	Approved regulations	High	Turner	In progress
2011 Revaluation	Selection of vendor to conduct revaluation inspections	Contract award	High	Chaponis	In progress
Library Consortium	Selection of library consortium and migration to new system	System in place, migration completed	Medium	Byroade	In progress
Health District	Determination if Colchester should join a health district and if so, which one	Health District Task Force Recommendation	Medium	Mis	In progress
Facility Security Improvements	Confidential	Confidential	Low	Plunkett	In progress
Public Works/P&R/Water Union Contract	Negotiation of successor contract which expires 6/30/10	Successor contract	High	Schuster	In progress
Town Hall Energy Efficiency	Entering into a performance contract with and ESCO for the purpose of substantially reducing energy needs of town hall	Performance Contract	High	Plunkett	In progress
Sewer and Water Planning (STEAP Grant)	Development of plans for expansion of sewer and water system	Expansion Plans	Medium	Turner	In progress
Library Union Negotiations	Negotiation of initial contract	Contract	High	Schuster	In progress
Hebron Land	Potential transfer of land owned by Colchester in Hebron to the town of Hebron	Land transfer	Low	Turner	Planning
CIP Process	Development of process to build and maintain the CIP	BoS/BoF approval of process	Medium	Schuster	Planning
Personnel Policies	Revision of personnel policies	Personnel Policies Handbook	High	Kennedy	Planning
Fee Relief Program	Development of program to give certain businesses relief from fees	Approved program	Medium	Schuster	Planning
Police Operational Model	Propose new operational model for Police Department	Draft Proposal	High	Schuster	Planning
OPEB	Establishment of process, guidelines, oversight, and ordinances to fund OPEB	Governing body, ordinance, funding plan	High	Cosgrove	Future Project
Budget Process	Review and recommendation of new process to craft annual budget	Process approval of BoS and BoF	Medium	Schuster	Future Project
Management Information Plan	Develop a vision and plan for the improvement of workflow management, reporting, and online services	MI Plan	High	Tate	Future Project
Community Services	Development of plan to consolidate Town and School deliver of Community Services	Community Services Plan	High	Schuster	Future Project
Fire Department Strategic Plan	Development of Strategic Plan	Strategic Plan	High	Cox	Future Project
Youth and Social Services Merging			Medium	Geato	Complete
Clerical Union Job Descriptions			Low	Hill	Complete
2010-2011 Budget			High	Schuster	Complete
Labor Attorney			Medium	Schuster	Complete
Probate Court			Low	Schuster	Complete