

Gregg Schuster



First Selectman

**Board of Selectmen Regular Meeting Agenda
Thursday, October 7, 2010
Colchester Town Hall**

Meeting Room 1 – 7:00pm

1. Call to Order
 2. Additions to the Agenda
 3. Approve Minutes of the September 16, 2010 Board of Selectmen Public Hearing
 4. Approve Minutes of the September 16, 2010 Board of Selectmen Regular Meeting
 5. Citizen's Comments
 6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Conservation Commission. Member Kurt Franzen to be reappointed for a term to expire 10/31/2013.
 - b. Conservation Commission. Member Arthur Falk Von Plachecki to be reappointed for a term to expire 10/31/2013.
 - c. Ethics Commission. Member Genea Bell to be reappointed for a term to expire 10/31/2013.
 - d. Police Commission. Resignation of Commissioner John Jones.
 7. Budget Transfers –
 8. Tax Refunds & Rebates
 9. Discussion and Possible Action on Childhood Lead Poisoning Grant
 10. Discussion and Possible Action on Subdivision Bond Reduction
 11. Discussion and Possible Action on Police Commission Operating Policy
 12. Discussion and Possible Action on Alleged MIRMA Outstanding Bill
- 127 NORWICH AVENUE, COLCHESTER, CT 06415 • (860) 537-7220 • FAX (860) 537-0547

13. Discussion and Possible Action on Virtual Town Meetings
14. Discussion and Possible Action on Selection of Land Use Legal Firms
15. Discussion and Possible Action on Website Revision
16. Discussion and Possible Action on Kabera Parcel Acquisition
17. Discussion and Possible Action on Legal Traffic Authority
18. Discussion and Possible Action on Well 3 Redevelopment Bid and Agreement
19. Citizen's Comments
20. First Selectman's Report
21. Liaison Report
22. Executive Session to Discuss Successor Agreement with MEUI Local 506, SEIU, AFL-CIO, CLC
23. Discussion and Possible Action on Successor Agreement with MEUI Local 506, SEIU, AFL-CIO, CLC
24. Discussion and Possible Action on Job Descriptions for MEUI Local 506, SEIU, AFL-CIO, CLC
25. Executive Session to Discuss Employee Separation Agreement
26. Discussion and Possible Action on Employee Separation Agreement
27. Adjourn

Gregg Schuster

First Selectman



**Public Hearing Minutes
Thursday, September 16, 2010
Colchester Town Hall**

Meeting Room 1 – 7:00pm

NANDY A. BRAY
TOWN CLERK

Nancy A. Bray

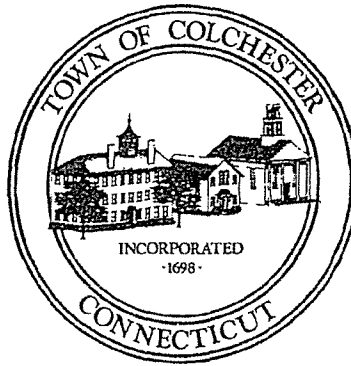
RECEIVED
COLCHESTER, CT
2010 SEP 17 PM 3:45

PRESENT: First Selectman G. Schuster, Selectman G. Cordova, Selectman J. Ford, Selectman J. Soby, D. Kennedy, A. Turner, M. Decker, P. White, J. Gigliotti, R. Tarlov, B. Hayn, A. Hemingway, K. Nally, and R. Blessing.

- 1. Call to Order**
First Selectman G. Schuster called the public hearing to order at 7:00pm.
- 2. Discussion on Discontinuance of old Prospect Hill Road**
B. Hayn commented on the discontinuance of old Prospect Hill Road.
- 3. Adjourn**
J. Ford moved to adjourn at 7:02pm, seconded by G. Cordova. Unanimously approved.
MOTION CARRIED.

Gregg Schuster

First Selectman



**Board of Selectmen Regular Meeting Minutes
Thursday, September 16, 2010
Colchester Town Hall**

**Meeting Room 1 – Immediately Following
Public Hearing at 7:00pm**

RECEIVED
COLCHESTER, CT
2010 SEP 17 PM 3:46
Nancy A. Bray
NANCY A. BRAY
TOWN CLERK

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

MEMBERS ABSENT: Selectman Rosemary Coyle

OTHERS PRESENT: Derrik Kennedy, Adam Turner, Mark Decker, Bruce Hayn, Rob Tarlov, Patti White, Jay Gigliotti, Ryan Blessing, Kate Nally, and Al Hemingway

1. **Call to Order**
First Selectman G. Schuster called the meeting to order at 7:02pm.
2. **Additions to the Agenda**
J. Ford moved to add to the agenda Item #10, "Discussion and Possible Action on STEAP Funding for Water and Sewer Expansion," and renumber accordingly, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
3. **Approve Minutes of the September 2, 2010 Board of Selectmen Regular Meeting**
G. Cordova moved to approve the minutes of the September 2, 2010 Board of Selectmen Regular Meeting, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
4. **Citizen's Comments**
None
5. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
None
6. **Budget Transfers**
None
7. **Tax Refunds & Rebates**
J. Ford moved to approve tax refunds in the amount of \$72.95 to Katherine Hawkins, \$15.04 to Robert & Sandra Gaines, \$6.77 to Vincent & Cheryl Croce, \$20.55 to Martin Gordon, \$239.92 to Karen Pelletier, \$201.02 to Nissan Infiniti LT, \$666.86 to Bottling Group LLC, \$122.36 to James & Joyce Mako, \$60.17 to L Bell-Yockachonis & Robert Yockachonis, \$6.01 to William Wolfe, \$8.27 to Michael Pater, \$17.55 to Norma Dibartolo, \$30.08 to Ruth Robinson, \$13.79 to Mark & Brenda Love, \$29.83 to Richael Carabillo & Gloria Rivera, \$139.64 to GMAC, and \$222.62 to Chrysler Financial Services, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

8. **Discussion and Possible Action on National Senior Center Month Proclamation**
G. Cordova moved to approve the proclamation declaring September, "National Senior Center Month," seconded by S. Soby. Unanimously approved. MOTION CARRIED.
9. **Discussion and Possible Action on Senior Center Second Tier Grant Approval**
G. Cordova moved to authorize Senior Center Director Patti White to submit an application to the Brookdale Foundation for Second Tier funding in the amount of \$3,000 for the Making Memories program, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
10. **Discussion and Possible Action on STEAP Funding for Water and Sewer Expansion**
G. Cordova moved to authorize the First Selectman to apply for an receive funding from the STEAP grant request related to the development of a plan for expanded water and sewer service in Colchester and to sign all necessary documents, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
11. **Presentation by Mark Decker and Adam Turner on Sewer & Water Expansion**
Public Works Director Mark Decker and Town Planner Adam Turner presented the sewer and water expansion plan to the Board of Selectmen.
12. **Presentation by Adam Turner on Sidewalk Plan**
Town Planner Adam Turner presented the sidewalk plan to the Board of Selectmen.
13. **Discussion and Possible Action on Discontinuance of old Prospect Hill Road**
G. Cordova moved to discontinue the old abandoned portion of Prospect Hill Road located between the Southerly limit of Route 2 and the current Prospect Hill Road, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
14. **Discussion and Possible Action on Open Space Donation (White Oak Farm)**
S. Soby moved to forward the proposed property transfer to the Planning and Zoning Commission and Board of Finance for their review, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Selectman S. Soby stepped out of the meeting at 8:04pm

15. **Discussion and Possible Action on Business Directional Signage**
G. Cordova moved to permit off-street directional signage as proposed by the Town Planner and to permit private business owners to utilize such signage at a cost of \$8/month, seconded by J. Ford. Unanimously approved by those present. MOTION CARRIED.

Selectman S. Soby returned to the meeting at 8:05pm

16. **Discussion and Possible Action on Inland Wetlands Fee Schedule Revision**
Board took no action
17. **Citizen's Comments**
None
18. **First Selectman's Report**
First Selectman G. Schuster reported that 57 Fest is being held Saturday, September 25 with the rain date being Sunday, September 26; farmers wanting to create an agricultural commission that would be advisory to other boards and commissions in town; the town has received the bid results from the revaluation RFP and officials will be determining in

the short future which company to choose; the official opening of the Bacon track will be Friday, October 1; he has been appointed chairman of the Southeastern Connecticut Council of Governments (SCCOG) Legislative Committee; and Mothers Against Drunk Driving (MADD) has awarded OFC Green with an award for his work against drivers under the influence.

19. Liaison Report

S. Soby commented that the Planning & Zoning Commission reviewed revisions to the sidewalk plan and stated that the commission has been doing a tremendous amount of work and put in a good amount of effort to get this plan in fruition as well as discussed the recent event at Lincoln Lake Lodge with regards to zoning permits

20. Executive Session to Discuss Hardship Withdrawal

S. Soby moved to enter into executive session to discuss a retirement account hardship withdrawal, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

The Board of Selectmen entered into executive session at 8:15pm.

The Board of Selectmen returned to open session at 8:16pm.

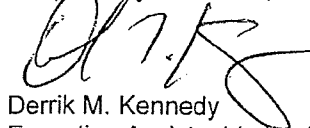
21. Discussion and Possible Action on Hardship Withdrawal

S. Soby moved to authorize retirement account hardship withdrawal, as recommended by the First Selectman, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

22. Adjourn

S. Soby moved to adjourn at 8:16pm, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Derrik M. Kennedy
Executive Assistant to the First Selectman

Attachments:

- Memo from Patti White regarding Second Tier Grant Approval
- Memo from Adam Turner regarding STEAP funding for sewer and water extension
- Memo from Sal Tassone regarding discontinuance of old Prospect Road
- Memo from Adam Turner regarding Open Space land acquisition
- Memo from Adam Turner regarding Off-site Direction Signage

Senior Center Grant Approval Request

To: Board of Selectmen

From: Patti White, Director

Re: Second Tier Grant Approval Request

Date: 9/8/10

Grantor: The Brookdale Foundation Group

Requested Amount: \$3,000

Submission date: 9/30/10

Purpose: This grant would provide continuation funding to pay for part time recreational therapy staff that provides recreational therapeutic activities and support for family members of those individuals who come to the center who are facing early signs of dementia and/or cognitive limitations. The program is designed to increase this target population's ability to remain in the community, decrease their isolation and improve their overall cognitive functioning and well being. In this fiscal year we received \$7,500 from this foundation. We are eligible to apply for \$3,000 in continuation funding for fiscal year 2011.

Matching Requirements: There is a 100% match for this grant which will be met with existing costs in the senior center's annual budget, client donations and other grants as obtained. This will include a percentage of the director's salary and estimated 2011 phone, occupancy and utility costs.

Recommended Proposal:

That the Colchester Board of Selectman authorize Patti White, Senior Center Director, to submit an application to the Brookdale Foundation, for Second Tier funding in the amount of \$3,000, for its Making Memories program.

To: Gregg Schuster

From: Adam Turner

Re: Motion to Apply for and Accept STEAP Funding for Development of a Plan for Water and Sewer Expansion

Date: September 14, 2010

Memorandum

In early 2008, we proposed application to the Small Town Economic Assistance Program (STEAP) for the development of a water and sewer expansion plan. During our research we discovered that the town, despite its size, had been classified as a State of Connecticut Urban Area and was not eligible for STEAP funding.

We appeared before this Board in April 2008 and proposed that:

- We petition the State to re-classify the Town of Colchester as a STEAP eligible community and
- If our petition for reclassification was successful we proposed that we apply for funds for a water and sewer improvement plan. This study was necessary given the Towns Plan of Conservation and Development focusing future development to the south of the town center at the intersection of RT 85 and RT 2/11 and that several developments had been approved for that area.

The Board of Selectman, reviewed the memo from the Planner, discussed the matter, and accepted a motion to apply for the re-designation of Colchester as a STEAP community. While the discussion centered on the STEAP grant for water and sewer provision, the motion appeared to only reflect the application for STEAP designation.

In July 2008 we appeared before the legislature as they discussed the Towns request for reclassification. The measure was supported by the legislature and we were recognized as eligible for STEAP funding in 2008. In June 2009 we submitted documentation and applied officially for a STEAP grant. In November 2009 we were officially awarded \$130,000 in STEAP funding to complete the Plan for Water and Sewer Infrastructure Project. In December 2009, the Planner and the Public Works Director appeared before the Board of Selectman and Board of Finance to brief each on the grant award. No motion of acceptance was requested.

In September a consultant was hired to complete the work and is already proceeding through the work scope. They have submitted their initial billing and we are working with the State to complete the necessary administrative paperwork. In developing that package the State has requested that the Board of Selectman authorize the First Selectman to apply for and receive funding from the STEAP grant request related to the development of a plan for expanded water and sewer service in Colchester. We have provided all of the other administrative requirements.

Motion: Move to authorize the First Selectman to apply for and receive funding from the STEAP grant request related to the development of a plan for expanded water and sewer service in Colchester and to sign all associated paperwork.

August 6, 2010

Code Administration
Building Official
Fire Marshal
Wetlands Enforcement



Planning and Zoning
Planning Director
Zoning Enforcement
Town Engineer

To: Colchester Board of Selectmen
From: Salvatore A. Tassone P.E. – Town Engineer and *Sal Tassone*
Mark Decker P.E. – Public Works Director *MD*
Re: Request by State of Connecticut DEP Land Acquisition & Management for the Town to formally discontinue the old Prospect Hill Road located between the Southerly limit of Route 2 and the current Prospect Hill Road as shown on the attached 7/26/2010 letter and plans submitted to BOS by Elizabeth Brothers of DEP.

The old section of Prospect Hill Road in question is approximately 520 feet long and traverses two properties. One parcel is owned by "One Way Realty LLC." and the other is owned by "Binder Alfred C. ETAL". Formal discontinuance of this old road bed will revert the land back to these two properties. Although, as indicated in the referenced DEP letter, "This old roadway bed was never released and still exists west of the current travel way.", the town's long ago abandonment of maintenance activity for this old road bed has effectively accomplished the discontinuance of the old road bed as a public travel way.

The proposed DEP request does not appear to have any adverse impact to the Town, therefore it is recommended that the town formally take action to discontinue this old section of Prospect Hill Road.

Prior to taking action to discontinue this old road bed, it is recommended that the Board of Selectmen send notification to the two abutting property owners directly impacted by such action to afford them the opportunity to comment on the proposed road bed discontinuance. The two property owners are as follows:

ASSESSOR LOT 33, MAP 6-10

Owner – One Way Realty LLC.
Robert G. Siegel ESQ./Day Berry
City Place 1
Hartford, CT. 06103-3499

ASSESSOR LOT 44, MAP 5-12

Owner – Binder Alfred C. ETAL
15 Old Clark Hill Road
East Hampton, CT. 06424

The BOS will need to Notice a BOS Public Hearing for "Discussion and possible formal discontinuance of old abandoned section of Prospect Hill Road". **The Recommended Motion is as follows: "Motion to discontinue the old abandoned portion of Prospect Hill Road located between the Southerly limit of Route 2 and the current Prospect Hill Road."**

Please notify Mark Decker or I of the Date that this item will be on the BOS agenda so we can plan to attend to respond to any questions. Also, please notify the DEP in the event they wish to have someone present at the meeting. Please note that neither Mark or I will be available for the August 19, 2010 BOS meeting.

TO: Gregg Schuster

FROM: Adam Turner

SUBJECT: 9.2 Acres of Open Space Land located within the White Oak Farm Conservation Subdivision.

DATE: August 12, 2010

MEMO

The Town has been offered a 9.2 acre parcel of land located within the White Oak Farm Subdivision. The parcel, located within an un-developed phase of the subdivision, is completely subject to a Conservation Easement. The owners, Sarah Mazur, Etta Isenberg, Ada Nidzon, and Faye Peltz originally retained the parcel to dedicate it to a passed family member, entitling the parcel with signage, "Jack Nidzon Preserve". The family now offers the land to the town.

On August 9, 2010, the proposed purchase was reviewed and recommended by the Open Space Committee. The Colchester Conservation Commission unanimously recommended the acceptance of the land and the Conservation Easement as proposed in the above referenced subdivision on August 11, 2010 with a condition that the entire parcel be marked with Conservation Easement markers (As stated within the Quit claim Deed) prior to the acceptance from the Town.

Attached are the Quit Claim Deed and a map highlighting the parcel.

The property transfer requires Planning and Zoning review under Ct 8-24 although the eventual transfer of the property as proposed in the this application is consistent with the subdivision approval for White Oak Farms as well as review by the Board of Finance even though there are no costs to this purchase. Once those reviews are completed the final actions on the transfer can take place.

Recommended Motion – Move to forward the proposed property transfer to the Planning and Zoning Commission and Finance Board for their review.

To: Gregg Schuster
From: Adam Turner
Re: Off Site Directional Signage
Date: September 8, 2010

MEMORANDUM

As per request of several businesses that need off site directional signage:

We propose that the Town construct a directional signage post at the corner of Old Amston and Hartford Road just south of the fire station. Local businesses (must be in Colchester) can have their business represented on these signage posts. No trademark or advertising shall be permitted on any signage posts, simply the business name and direction.

Each post should be 4" X 4" X 12' pressure treated or cedar for durability. The edges beveled with a white pvc or copper cap.

The post would be 3' into the ground leaving 10' above grade. There should be 1' from the top of the post to the top of the top of the topmost sign, and a minimum of 4' of clearance from grade to the bottom of the lowest sign leaving 4' for signage.

Signs to be a standardized size of 6" X 2' poplar painted dark green (enamel or epoxy paint) with white lettering routed into the surface no more than 1/2" wide, 1/2" deep.

There will be a maximum of 6 signs per post. All signs to be installed with brass screws.

Town directional signs will be issued on a first come first served basis (with permit, no fee but for record keeping). Each business will be limited to one sign per business. Each business will be charged a fee of \$8/month to utilize the town directional signage with the fees being collected to be used to defray the cost of the signage posts and other hardware and maintenance of the directional signage posts.

The approximate costs of the posts and signage is \$700.

Motion: Move to permit off-street directional signage, as proposed by the Town Planner, and to permit private business owners to utilize such signage at a cost of \$8/month.



Prototype Directional Signage
Town of Colchester Connecticut
August 2010

BREWSTER | ARCHITECTS
111 CENTER ROAD, BERLIN, CONNECTICUT

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

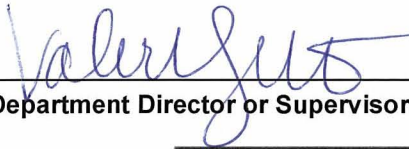
Reason for Request:

Reason for Available Funds:

| From: | Account Number | Account Name | Amount |
|-------|--------------------------------------------|----------------------|----------------------|
| | <input type="text" value="*see attached"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| To: | Account Number | Account Name | Amount |
|-----|----------------------|----------------------|----------------------|
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |
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| | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Date Requested


Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

| From Acct.# | Account Name | Amount | To Acct. # | Account Name |
|--------------------|--------------------------|---------------|-------------------|---------------------------|
| 14101-40101 | Payroll | 20,494 | 14102-40101 | Payroll |
| 14101-40103 | Overtime | 1,000 | 14102-40103 | Overtime |
| 14101-41230 | FICA & Retirement | 1,645 | 14102-41230 | FICA & Retirement |
| 14101-43213 | Mileage, Training, Mtgs. | 880 | 14102-43213 | Mileage, Training, Mtgs. |
| 14101-43258 | Professional Memberships | 450 | 14102-43258 | Professional Memembrships |
| 14101-44217 | Postage | 350 | 14102-44217 | Postage |
| 14101-45216 | Telephone | 780 | 14102-45216 | Telephone |

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="14102-40103"/> | <input type="text" value="Overtime"/> | <input type="text" value="1,000"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | | |
|-----|------------------------------------------|---------------------------------------------------------|------------------------------------|
| To: | <input type="text" value="14102-40105"/> | <input type="text" value="CONT, TEMP, OCCA Employees"/> | <input type="text" value="1,000"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |


Date Requested



Department Director or Supervisor - Signature


Print Name

Date Reviewed



Chief Financial Officer

Date Approved



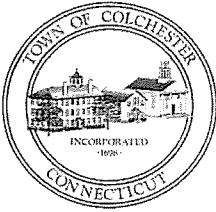
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk




Colchester Health Department



Public Health
Prevent. Promote. Protect.

MEMORANDUM

DATE: September 24, 2010
TO: Gregg Schuster
FROM: Wendy Mis 
RE: Childhood Lead Poisoning Grant

Colchester is eligible to receive \$4,322.00 in grant funding from the CT Department of Public Health to address childhood lead poisoning prevention. The recently received application for the grant covers the 9/1/10 – 6/30/11 time period. In order to receive the funding, the attached contract must be signed and submitted. The funding will allow for activities to increase awareness of the dangers of childhood lead poisoning.

Please place this item on the next available Board of Selectmen agenda. Two signed copies of the contract are required (attached). Let me know if there are any questions or more information needed.

Recommended motion: Move to allow First Selectman to sign all associated paperwork for Lead Poisoning Prevention Grant for 9/1/10 – 6/30/11 grant period.

**Lead Poisoning Prevention and Control Program
 LHD Fiscal Assistance**

Pursuant to Part I, Section A.1 (4), above, the Contractor and each subcontractor LHD funded under this Contract shall enter into a separate, written subcontract using the following form:

| | | |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lead Poisoning Prevention and Control Program LHD Fiscal Assistance Sub-Contract | | DPH Log No. 2011-1503/LEAD Name of Subcontractor LHD: Colchester Health Department |
| | | TERM OF SUBCONTRACT: 9/1/10 through 6/30/11 |
| 1. | Subject to the terms, conditions, provisions and requirements of an original executed contract between the State of Connecticut Department of Public Health (the Department) and the Connecticut Association of Directors of Health, Inc. (CADH), DPH LOG # 2011-1503 , (“DPH/CADH Contract”) CADH hereby enters into a Subcontract with: Colchester Health Department | |
| 2. | CADH hereby uses funding provided under such original DPH/CADH Contract to distribute, through this Subcontract, funding to the Subcontractor LHD named above, in the amount of \$ 4,322.00 . Such funding shall be used by the Subcontractor LHD only and solely for childhood lead poisoning testing, case management and intervention activities as required under this subcontract. | |
| 3. | The Subcontractor LHD shall: | |
| | a. | perform the services, submit reports and comply with all requirements as described and applicable to such subcontractor LHD in Part I: Subsections A.1 and A.2 and Part II of the DPH/CADH Contract; |
| | b. | submit Lead Surveillance System data to the Department, as required by LPPCP guidelines, for statewide lead poisoning surveillance and case management, |
| | c. | conduct timely and thorough case follow-up response actions, and |
| | d. | provide timely response to LPPCP inquiries |
| 4. | A copy of the fully executed DPH/CADH Contract is attached hereto and is incorporated herein in its entirety as if fully set forth herein. | |
| 5. | Subcontractor LHD’s compliance with provisions 3a, 3b, 3c and 3d above shall be monitored by the Department and shall be fully considered by the Department in subsequent decisions regarding Department funding of the LHD under other contracts, at the sole & final discretion of the Department. The Subcontractor LHD shall submit all deliverables including reports, directly to the Department; CADH shall retain administrative oversight over this and all participating Subcontractor LHDs. | |
| 6. | The Subcontractor LHD acknowledges that it has full responsibility and liability for the provision of subcontracted services hereunder, and that it also hereby holds harmless the State of Connecticut and CADH and any of the officers, representatives, agents, servants, employees, successors and assigns of either the State or CADH from and against any and all claims arising directly or indirectly, in connection with this Subcontract, including but not limited to the acts of commission or omission of the Subcontractor LHD. | |

Acceptances and Approvals:

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>For the Connecticut Association of Directors of Health, Inc. (CADH)</i></p> <p>By: _____ Jennifer C. Kertanis, Executive Director</p> <p>Date: ___ / ___ /2010</p> | <p><i>For the Subcontractor Local Health Department or Local Health District (LHD):</i></p> <p>Signature: _____ Dept./District Name: Colchester Health Department</p> <p>Print name/title: _____ _____</p> <p>Date: ___ / ___ /2010</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Lead Poisoning Prevention and Control Program
 LHD Fiscal Assistance**

Pursuant to Part I, Section A.1 (4), above, the Contractor and each subcontractor LHD funded under this Contract shall enter into a separate, written subcontract using the following form:

| | |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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| TERM OF SUBCONTRACT: 9/1/10 through 6/30/11 | |
| 1. | Subject to the terms, conditions, provisions and requirements of an original executed contract between the State of Connecticut Department of Public Health (the Department) and the Connecticut Association of Directors of Health, Inc. (CADH), DPH LOG # 2011-1503 , (“DPH/CADH Contract”) CADH hereby enters into a Subcontract with: Colchester Health Department |
| 2. | CADH hereby uses funding provided under such original DPH/CADH Contract to distribute, through this Subcontract, funding to the Subcontractor LHD named above, in the amount of \$ 4,322.00 . Such funding shall be used by the Subcontractor LHD only and solely for childhood lead poisoning testing, case management and intervention activities as required under this subcontract. |
| 3. | The Subcontractor LHD shall: |
| a. | perform the services, submit reports and comply with all requirements as described and applicable to such subcontractor LHD in Part I: Subsections A.1 and A.2 and Part II of the DPH/CADH Contract; |
| b. | submit Lead Surveillance System data to the Department, as required by LPPCP guidelines, for statewide lead poisoning surveillance and case management, |
| c. | conduct timely and thorough case follow-up response actions, and |
| d. | provide timely response to LPPCP inquiries |
| 4. | A copy of the fully executed DPH/CADH Contract is attached hereto and is incorporated herein in its entirety as if fully set forth herein. |
| 5. | Subcontractor LHD’s compliance with provisions 3a, 3b, 3c and 3d above shall be monitored by the Department and shall be fully considered by the Department in subsequent decisions regarding Department funding of the LHD under other contracts, at the sole & final discretion of the Department. The Subcontractor LHD shall submit all deliverables including reports, directly to the Department; CADH shall retain administrative oversight over this and all participating Subcontractor LHDs. |
| 6. | The Subcontractor LHD acknowledges that it has full responsibility and liability for the provision of subcontracted services hereunder, and that it also hereby holds harmless the State of Connecticut and CADH and any of the officers, representatives, agents, servants, employees, successors and assigns of either the State or CADH from and against any and all claims arising directly or indirectly, in connection with this Subcontract, including but not limited to the acts of commission or omission of the Subcontractor LHD. |

Acceptances and Approvals:

| | |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>For the</i> Connecticut Association of Directors of Health, Inc. (CADH) | <i>For the</i> Subcontractor Local Health Department or Local Health District (LHD): Dept./District Name: Colchester Health Department |
| By: _____ Jennifer C. Kertanis, | By: _____ |
| Date: ___ / ___ /2010 | Print name/title: _____ _____ |
| | Date: ___ / ___ / 2010 |

September 27, 2010

Code Administration
Building Official
Fire Marshal
Wetlands Enforcement



Planning and Zoning
Planning Director
Zoning Enforcement
Town Engineer

To: Colchester Board of Selectmen

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

Re: Subdivision for # 612 Westchester Road LLC., Westchester road –
CT. Route 149 Colchester CT - Veccadola Drive
Owner/developer – Claudio Vecchiarino.

The owner of the referenced Subdivision has requested a bond reduction to reflect the public improvements that have been completed to date. As of September 27, 2010, the following items are incomplete:

| Item No. | Item | Cost |
|----------|---------------------------------------|----------|
| 1 | Clearing and grubbing | \$ 1,000 |
| 7 | Cut bituminous pavement | 200 |
| 19 | Sedimentation control system | 3,500 |
| 21 | Bituminous concrete class 2 | 25,600 |
| 22 | Tack coat material | 1,440 |
| 57 | Turf establishment | 1,440 |
| 59 | Maintenance and protection of traffic | 800 |
| 65 | Monuments and iron pins | 2,500 |
| 66 | As-built plans | 1,000 |
| 67 | Underground utilities | 10,000 |
| 69 | Clean sediment from catch basins | 450 |
| 75 | Street trees | 14,700 |

Total cost of remaining incomplete items = \$ 62,630.00

The town is currently holding a Subdivision cash bond in the amount of \$101,950.00.

Recommended motion:

Motion that the Town of Colchester reduce the existing Subdivision cash bond by \$39,320.00, thus leaving a bond balance of \$62,630.00

Gregg Schuster



First Selectman

MEMORANDUM

To: Board of Selectmen

Cc:

From: Gregg Schuster, First Selectman

Date: 10/4/10

Re: Police Commission Operating Policy

Attached is the proposed policy. Please note that there will be a meeting this week between myself and members of the Police Commission to review and possibly amend this policy. A revised version will be sent out as soon as possible prior to the Board of Selectmen meeting.

Recommended Motion – “Move to adopt the Police Commission Operating Policy as section 5.3 in the town policy manual.”

Colchester Police Commission Operating Policy

Purpose

The current governance of the Colchester Police can be confusing. The Police Commission, First Selectman, Resident Trooper Supervisor, Board of Selectmen, and Board of Finance all have some role in the makeup and operation of the department. In order to ensure that all parties have a full and complete understanding of their roles, the following policy is adopted.

Administration

1. The First Selectman's office is the Human Resources office for the town.
2. All personnel information including, but not limited to offer letters, disciplinary matters, and grievances shall originate from the First Selectman's office.
3. All personnel information shall reside in the First Selectman's office.

Chain of Command

1. Commissioners shall respect the chain of command at all times.
2. Individual commissioners have no authority. Only the commission acting as a body has authority.
3. No commissioner shall issue orders or requests to officers. Such requests will be directed to the Resident Trooper Supervisor or his designee.
4. Commissioners shall understand that they do not have any police powers within the town of Colchester.

Communication

1. As stated in the charter, the commission, as a body and as individual officials, reports to the First Selectman.
2. The commission shall respond to any request from the First Selectman as soon as possible by discussing at the next regular commission meeting or by calling a special meeting if necessary.
3. The First Selectman shall respond to any request from the commission in a timely manner.

Rules and Regulations

1. The commission shall keep the rules and regulations governing the police department current and in accordance with applicable laws and best practices.
2. When advised by the Resident Trooper Supervisor that a rule or regulation needs to be changed, the commission shall enact such change within three months or provide a reason why they choose not to.
3. The commission shall abide by their rules and regulations.

Hiring

1. When an officer vacancy occurs, the commission shall first obtain the authority to hire from the First Selectman. This is to ensure that the funds needed to hire an officer are not needed for some other purpose.
2. The First Selectman's office shall do any necessary advertising for the position.
3. The commission shall designate the hiring process to be followed after consulting with the Resident Trooper Supervisor.
4. The Resident Trooper Supervisor shall oversee the hiring process enacted by the commission including all testing, background checks, and interviews.
5. Any meeting of the commission for hiring purposes must be a warned meeting with agenda and minutes. The commission may enter executive session as provided for in the Freedom of Information Act.
6. The commission shall either vote to make an offer to a candidate or will empanel a subcommittee to make the decision and vote to make an offer. Any vote by the commission or a subcommittee must be done in a warned meeting with an agenda and minutes. The commission or subcommittee may enter executive session as provided for in the Freedom of Information Act.
7. The commission is the sole authority that decides who to hire.
8. All offers shall come from the First Selectman's office.
9. The Resident Trooper Supervisor shall coordinate any and all interaction with the POSTC.

Promotions

1. The commission shall only promote officers when there is a budgeted position to be filled.
2. If the commission wishes to promote an officer and there is not a budgeted position, the commission shall get the permission from the First Selectman and obtain the necessary budget transfers from the Board of Selectmen and Board of Finance. Once the transfer is complete, the commission may conduct the promotion.
3. All promotions must be in accordance with the collective bargaining agreement.

Discipline

1. All discipline must be in accordance with the collective bargaining agreement.
2. For any action that may result in discipline greater than a written reprimand, the commission shall immediately inform the First Selectman prior to taking any action so that legal counsel may be consulted.

Collective Bargaining

1. Prior to the commencement of collective bargaining with the police union on successor contracts, the First Selectman shall meet in executive session with the commission. The commission shall make the First Selectman aware of their concerns and recommended changes to the contract.
2. The First Selectman shall negotiate on behalf of the town. The First Selectman may involve others, including commission members, in negotiations at the discretion of the First Selectman.

Annual Budget

1. The commission shall recommend a police department budget to the First Selectman for the next fiscal year by January 1st.
2. The First Selectman shall work with the Finance Department to ensure the accuracy of the budget.
3. The First Selectman shall advise the Police Commission of any proposed changes to the budget and allow them to comment.

4. While the commission may make recommendations, it is ultimately the First Selectman's budget that will be presented to the Board of Selectmen and the Board of Finance.

Budget Management

1. Budget management ultimately rests with the Board of Selectmen and the Board of Finance. The boards have the authority to adjust the budget and staffing as they deem appropriate throughout the budget year as they would with any other department.
2. The Resident Trooper Supervisor is the department head and shall have daily management control over the police department budget.
3. Should a budget transfer be required, the Resident Trooper Supervisor shall make that recommendation to the commission. The commission shall forward any transfer request to the Board of Selectmen.

To: Gregg Schuster, First Selectman

From: Adam Turner

Re: Qualification of Legal Firms

Date: September 23, 2010

MEMORANDUM

For several weeks in June 2010, First Selectman Schuster, Selectman Ford, Planning and Zoning Commission Chairman Mathieu and the Planner Turner (review committee) developed a Request for Qualifications (RFQ) for Legal Services Regarding Land Use. A request for qualification is used to determine a firm's competence in a focused issue area. An RFQ is not a request for a competitive bid.

Legal firms with qualifications that included expertise in representing local governments regarding land use issues were encouraged to respond. The RFQ specifically requested information on each firm's:

- Experience/Representative Clients for Towns of 15,000 residents
- Staff that would be utilized should the Town elect to utilize the service proposed

Fee proposals were included but were not considered in the initial qualification of firms.

The RFQ was sent to several locations including the Connecticut Planning Association website and list-serve, the Towns website and several legal websites that cater to legal RFQ's and specific proposals. In addition RFQ's were provided to local law firms in the Colchester area.

Once the RFQ was advertised, responses were received from six law firms identified below:

- Carmody and Torrence
- Juristaff
- Rome Mcguigan
- Suisman – Shapiro
- Shipman and Goodwin
- Murtha Cullina

Each member of the review committee reviewed each of the qualification submittals. All firm appeared qualified but the committee applied several targeted criteria toward selecting the most qualified firms. The following criteria with emphasis on Connecticut expertise was utilized:

- Experience in drafting and review of land use regulations
- Litigation – appeals
- Freedom of information act
- Day to day commission guidance

The committee met and short listed three firms for selection.

- Shipman and Goodwin
- Rome McGuigan
- Suisman and Shapiro

It is possible that the town would use all three depending upon the scope of work and services required.

Motion – to qualify each of the three firms mentioned in this memo to perform legal work regarding land use and for the first selectman to negotiate rates, and scope for such services

**TOWN OF COLCHESTER
REQUEST FOR QUALIFICATIONS**

**LEGAL SERVICES
For
LAND USE ISSUES**

1. INTRODUCTION

Purpose

The Town of Colchester is requesting proposals from qualified attorneys located and authorized to do business in the State of Connecticut to provide legal services pertaining to various land use issues confronted by the Town.

Background

The Town of Colchester frequently requires legal consultation regarding the interpretation and application of various land use statutes and regulations. In other cases the Town must be represented in cases of appeal of various board decisions.

Scope of Services

Services to be provided by the Attorney regarding land use issues shall include, but not be limited to:

- Legal Research and legal opinions upon direction of Town Planner and/or First Selectman.
- Consultation regarding the legal ramifications and/or impacts of various regulatory actions.
- Representation of town in litigation including preparation and analysis of proposals for settlement and counter-proposals; Identification and implementation of court strategies; Serving as the Town's advocate in interest of settlement, if required; and representation before various courts on appeals of decision and enforcement matters.
- Guidance and attendance at public meetings if necessary.
- Review and advice on ordinances, regulations and proposed decisions.

Minimum Qualifications for Consideration

The proposer must meet the following minimum criteria to be given further consideration. Failure to meet the minimum criteria will result in the proposer's rejection by the Town:

- Attorneys performing services for the Town must be a member in good standing of the Connecticut Bar
- Qualified attorneys to perform Scope of Services requested herein
- Have a strong background of Ct Statutes relating to planning and zoning and other state regulations governing land use
- 5 years experience in land use consultation for municipalities with a minimum of 15,000 residents
- Strong knowledge of Freedom of Information Act requirements.

2. EVALUATION CRITERIA

Proposals will be evaluated on the following criteria:

- Attorney or Firm's overall qualifications and the experience of key personnel
- Attorney or Firm's experience with public sector representation relating to land use matters

Cost will not be the primary factor in the selection of an attorney. Hourly rates and other fee specifications should be provided in a separate envelope to be reviewed after selection and/or qualification of a firm/individual.

3. SUBMISSION OF PROPOSALS

Proposals must be signed by an authorized member of the law firm, and the name, address and telephone number of a representative qualified to answer questions during the review process must be included.

Two copies of the proposal must be submitted to:

Gregg Schuster
First Selectman
Town of Colchester
127 Norwich Avenue
Suite 201
Colchester, CT 06415

Phone: 860-537-7220
Fax: 860-537-0547

All proposals must be received by 4:00 p.m. on July 22, 2010. Proposals submitted after the stated time and date will not be considered.

The Town reserves the right to accept or reject any and/or all proposals, to waive any and all informalities, defects or immaterial irregularities, and to request further clarification.

The Town reserves the right to negotiate with any, all, or none of the bidders responding to this RFP.

4. PROPOSAL CONTENT

Management and Qualifications

- Describe the firm's experience and expertise related to land use issues and litigation
- Provide information regarding the history of the firm, including but not limited to the number of years the firm has been in business, how long the firm has provided legal services, what other services the firm provides and the percentage of business done in each area.
- State the name(s) of the officer(s) and associate(s) in the firm.
- Provide brief resumes of the key personnel who would be assigned to this engagement. Summary information should be provided covering the professional qualifications and experience of the supervising and support attorneys and other personnel who would perform the requested work.
- Provide a minimum of three (3) governmental client references for which legal services similar to this request has been performed, including contact names and telephone numbers, and a brief description of services your firm has provided.
- Provide an affirmative statement that the firm is independent of the Town of Colchester and that the firm is unaware of any potential conflicts of interest if it were selected to perform the requested work.
- Provide any other information that might be beneficial to the Town.

Fee Proposal to be provided in a separate sealed envelope and to be reviewed after firms are selected/qualified.

It is the intent of the Town to first select firms which possess qualifications which meet our needs on the basis of the material submitted in the Management and Qualifications package. The Town is interested in firms suggesting a compensation arrangement which will be cost effective and suite the needs of the Town. To this end firms are encouraged to submit proposed compensation arrangements which it feels would be attractive to the Town.

These may include but should not be limited to:

1. Hourly Rates for Service by staff classification.
2. Monthly retainer providing for access to firm's staff (not requiring written opinions)

3. Lump Sum fee for simple real estate closing.
4. Formats for negotiated not to exceed costs for regulation review, miscellaneous legal services and other normally encountered but not routine legal services.

The Town seeks firms with innovative approaches to permit fair and equitable compensation arrangements while allowing the Town to plan properly for its expenses. Each firm as a minimum shall submit a response for Item 1 above. As noted material related to firm fees shall be included in a sealed envelope. Upon qualification of the firm based on the Management and Qualifications submission the Town shall use the firm's fee submission to negotiate final compensation arrangements with the selected firm. .

5. QUESTIONS

All questions about this RFQ must be submitted in writing to Gregg Schuster, First Selectman at gschuster@colchesterct.gov no later than July 9, 2010. All information given by the Town except by written addenda shall be informal and shall not be binding upon the Town nor shall it furnish a basis for legal action by a Proposer or prospective Proposer against the Town.

6. TERMS AND CONDITIONS

Contract Period

It is the intent to award a contract for the period beginning August 1, 2010 to July 2011 with the option to renew for an additional year. The decision to renew the contract will be at the sole discretion of the Town.



SHIPMAN & GOODWINLLP.
COUNSELORS AT LAW

RESPONSE TO REQUEST FOR QUALIFICATIONS:
LEGAL SERVICES FOR LAND USE ISSUES

TOWN OF COLCHESTER

July 22, 2010

PREPARED BY
Matthew Ranelli, Counsel
Shipman & Goodwin LLP
One Constitution Plaza
Hartford, CT 06103-1919
Tel: (860) 251-5748
Fax: (860) 251-5318
mraneli@goodwin.com



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| Beth Bryan Critton | |
| Amber Sarno | |
| Elizabeth Caron | |
| ATTORNEY CENSUS, JULY 1, 2010 | |



SHIPMAN & GOODWINLLP.
COUNSELORS AT LAW

Matthew Ranelli, Counsel
Shipman & Goodwin LLP
One Constitution Plaza
Hartford, CT 06103-1919
Tel: (860) 251-5748
Fax: (860) 251-5318
mranelli@goodwin.com

July 22, 2010

VIA HAND DELIVERY

The Honorable Gregg Schuster
First Selectman
Town of Colchester
127 Norwich Avenue
Suite 201
Colchester, CT 06415

Re: **Request for Qualifications: Legal Services for Land Use Issues**

Dear First Selectman Schuster:

Shipman and Goodwin LLP is pleased to submit our proposal to provide legal services pertaining to various land use issues confronted by the Town of Colchester in accordance with your Request for Qualifications for such services (the "RFQ"). Accordingly, enclosed please find one (1) original and two (2) copies of our response to the RFQ.

Thank you for the opportunity to present our proposal. We would welcome the opportunity to speak with you and the Board of Selectmen at an interview session where we can discuss further our experience with respect to the legal services outlined in the RFQ. Should you need any additional information or have any questions regarding this proposal, please contact me at the above-reference telephone number.

Very truly yours,


Matthew Ranelli



Preliminary Observations

We are pleased to submit this proposal to the Town of Colchester in response to its Request for Qualifications (the "RFQ"). Before responding to the particular requirements of the RFQ, we would like to emphasize several key points:

- We have a long and successful history of working closely with the Colchester land use commissions and professional staff. We have, through preliminary consultations, proactively addressed legal issues before they reach Town commissions. We have also assisted staff and commissions with issues relating to the conduct of meetings and the drafting of decisions that place Town commissions in a strong legal position, if such a decision is appealed, thereby reducing the amount of litigation. We have worked, where appropriate, to negotiate settlements on terms favorable to the Town and, when necessary, have vigorously and effectively defended any appeals taken. Our institutional knowledge of the Town and "hands on" experience with Colchester's land use regulations enables us to provide cost effective legal guidance. A complete list of the matters completed for the Town of Colchester is available upon request.
- We are accustomed to working with Connecticut municipalities. As you may know, we are pleased to have served as Labor Counsel and Town Attorney to the Town of Colchester since 1992. The firm currently serves as Town Attorney to the Towns of Glastonbury and Montville and previously served in that capacity to Canton, Simsbury, Plymouth and Old Saybrook.
- Shipman & Goodwin is often called upon and has competed successfully for special land use counsel positions relating to land use issues, most recently in Meriden and New Haven. These assignments frequently involve complex, contentious, and/or politically sensitive land use applications and issues.
- We have many attorneys who serve their communities as elected or appointed officials. Our attorneys' involvement in their hometown governments demonstrates their and the firm's commitment to local government and, more importantly, brings the municipal official's viewpoint into review and analysis of legal issues, all to the benefit of our municipal clients.
- We believe that our commitment to quality and the depth of our legal experience is an important and distinctive resource of the firm. We have always prided ourselves on our ability to attract to the firm top legal talent, both experienced practitioners and new lawyers from national law schools and clerkships.
- We pride ourselves not only on our experience, but also on our prompt and courteous client service. Legal advice must not only be accurate, but also



SHIPMAN & GOODWIN^{LLP.}
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delivered in a timely manner. If retained, Matthew Ranelli, with the assistance of Beth Critton and Amber Sarno, will serve as principal contact for the Town on all land use issues to ensure that each inquiry from the Town is given prompt attention.



Required Information

Set forth below is our response to the Proposal Content section of the RFQ.

(a) EXPERTISE AND EXPERIENCE RELATED TO LAND USE ISSUES AND LITIGATION

Shipman & Goodwin's Environment, Energy and Land Use group provides land use and environmental counseling; representation in local, regional, state, and federal permitting and administrative agency proceedings (including proceedings before the Freedom of Information Commission, Department of Public Health and Connecticut Siting Council); and representation in all forms of environmental, land use and real estate-related litigation in the state and federal trial and appellate courts.

Our experience in land use encompasses eminent domain, inverse condemnation and other constitutional property rights claims, affordable housing, fair housing, sustainable development, drafting and enforcement of regulations, historic preservation, mineral rights and earth materials, specific performance, landlord and tenant, common interest ownership communities, issues relating to easements and roads, quiet title, tax appeals, and foreclosures. We represent clients, including municipalities, in administrative proceedings, and in civil actions in the state and federal trial and appellate courts, involving permitting, injunctions, compensation and damages, and enforcement.

As a firm we have many years of experience with land use, environmental and utility law and have developed good working relationships with the regulators and agencies including the Connecticut DEP. We regularly provide guidance on all major federal and state environmental programs, including the federal Environmental Protection Act, Clean Water Act, Clean Air Act, Resource Conservation and Recovery Act, Emergency Planning and Community Right-to-Know Act, CT Aquifer Protection Act, CT Inland Wetlands Protection Act, CT Water Diversion Policy Act, CT Property Transfer Act, CT Remediation Standards Regulations, CT Underground and Aboveground Storage Tank Regulations, CT Environmental Protection Act and CT Environmental Policy Act, as well as land use and environmental matters involving water quality, stormwater management, tidal and inland wetlands and watercourses, pesticides, solid and hazardous waste, coastal zone management, and ambient and indoor air quality. We also work with the Connecticut Department of Public Health on drinking water quality issues and risk assessments. Our experience working with DEP has resulted in established and respected relationships within all levels of the agency.

Furthermore, Shipman & Goodwin's environment, energy and land use group has extensive experience with affordable housing programs, including both the HOMEConnecticut program and the affordable housing land use appeals statute (Conn. Gen. Stat. Section 8-30g). Our Partner and Chair of the environment, energy and land use practice, Timothy Hollister, served



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on both of the State's Affordable Housing Blue Ribbon Commissions (1989 and 1999) and was the principal drafter in 2007 of the HOMEConnecticut Legislation. In 2002, we assisted the State Department of Economic and Community Development in drafting state regulations regarding affordable housing, and have drafted affordable housing zoning regulations in dozens of Connecticut municipalities. More recently, we have worked with the Towns of Wallingford, Watertown and Thomaston on HOMEConnecticut Incentive Housing Zone and Office of the Policy and Management applications.

In addition to our work for the Town of Colchester, we have represented numerous Connecticut municipalities on various land use issues.

1. We successfully defended a large municipality against an injunction action brought by a homeowner. The homeowner plaintiff sought an injunction under state statutes and common law prohibiting the municipality from draining storm water from area streets into and through a decades-old ditch in the rear of the plaintiff's property. The plaintiff also sought an order directing the Town to install a pipe and fill the drainage ditch – with potentially serious ramifications throughout the municipality, and for other municipalities across the State. The court found that the plaintiff was not entitled to the injunctive relief he sought, because the evidence showed that the flow of water was confined to the ditch and there was no evidence that the water flooded the plaintiff's yard. *Boyne v. Glastonbury*, HHD-CV-06-4024371-S, J.D. of Hartford, at Hartford. Appeal reported at 110 Conn. App. 591.
2. We represented the Town of Preston in its purchase of approximately 400 acres of real estate in Preston, Connecticut comprising the site of the former Norwich State Hospital. We currently represent the Town of Preston, providing environmental advice on one of the largest private developments proposed in Connecticut, including evaluation and assessment of environmental risks, and negotiating environmental protections in agreements with the preferred developer. Counsel is in relation to the municipality's development agreement with Utopia Studios, Ltd. proposed development of a \$1,600,000,000 project to include movie studios, hotels and a theme park.
3. We worked with New Haven City offices, departments and elected officials to manage a complicated public input process, arbitration and draft of zoning regulations for a new zoning district to meet the special needs of downtown medical institutions including the proposed Yale-New Haven Cancer Center. The new regulations were designed to address the need for state-of-the-art medical institutions consistent with several other ongoing economic and community development initiatives in the downtown area. In addition to managing intense public and private interest regarding the Cancer Center itself, the firm worked with the appropriate City departments to coordinate zoning



approvals, negotiate property sales and to draft practical regulations to achieve future goals.

4. We represented a Connecticut municipality in litigation in connection with groundwater contamination resulting from the use of pesticides by tobacco farmers. Working with the elected officials, we drafted revisions to Conn. Gen. Stat. §22a-471 to permit municipal action to supply public water, subject to state approval. The State Representative led the effort resulting in the enactment of the changes as P.A. 85-407. The municipality invoked the provisions of the new law to supply public water to the affected areas. The suit was withdrawn later as part of an overall settlement.
5. We successfully represented the Town of Glastonbury in the Superior and Appellate Courts in defense of a decision by its Plan and Zoning Commission to deny a special permit for a large drugstore. We are currently representing the Town in zoning appeals relating to the Town Council's denial of a PAD zoning amendment for a hotel/retail complex and the Town Plan and Zoning Commission's approval of an outdoor dining area for a restaurant.
6. We are currently representing the City of Meriden in appeals relating to denial of an inland wetlands application and the granting of a variance for a large auto-intensive use.
7. We provide advice to Connecticut municipalities on establishing Wastewater Management Districts, Community Sewage Systems and management agreements and general environmental advice.
8. We have represented the Towns of Preston and Montville on water supply issues. In Preston, we assisted the Town in its efforts to acquire the ESA (exclusive service area) for water distribution rights in the area of the former Norwich State Hospital property. This involved detailed review of the WUCC (water utility coordinating committee) process for identification and assignment of ESAs in Connecticut, including working with the Department of Public Health on issues related to the authority and ability of municipalities to operate water supply systems. We also represented Preston in the negotiation of the Thames River Regional Water Supply Agreement between numerous towns, cities and the Mohegan Tribal Utility Authority in southeastern Connecticut.
9. In Montville, where we currently serve as town attorney, we have assisted the Town in fulfilling its obligations under this same Regional Agreement and addressing insurance, real estate and general operational issues. We represent Town commissions in a variety of land use appeals. In addition, we are working actively with the zoning enforcement officer to address a variety of zoning



violations and have negotiated settlements favorable to the Town to provide for the permanent cessation of such violations.

10. We currently represent the Town of Wolcott and its Sewer and Water Commission on waterline extension and financing issues, including benefit assessment policies and procedures. We also currently represent the Southington Water Department, the water utility for the Town of Southington. We have assisted the Department in its financing of water system improvements through the State's Clean Water Fund Program, and on general operational issues such as the implementation of a service line protection program for the system's customers.
11. We have represented the Town of Old Saybrook in developing a unique alternative wastewater management project. Representation included coordinating approval by various State agencies, including the Connecticut Department of Environmental Protection, the Connecticut Department of Public Health and the local health district to prepare an ordinance and manage bonding and financing for the project. This is the first project of its kind in Connecticut.

Municipal Law

In addition to the Town of Colchester, where we have served as Town Attorney since 1992, Shipman & Goodwin serves as Town Attorney to the Towns of Glastonbury and Montville. In that capacity, lawyers at the firm have provided a wide range of municipal law services including drafting or review of charter provisions, ordinances, land use regulations, and contracts. We have provided land use counseling, defended land use appeals, and initiated zoning enforcement actions. Our attorneys have also handled freedom of information, parliamentary rules and general governance issues, as well as various types of litigation, including property tax foreclosures and appeals. The firm provides pro-bono legal services as general counsel to the Connecticut Council of Small Towns.

In addition, the firm represents many governmental and quasi-governmental entities as general counsel or special counsel on a wide range of issues which complement our municipal law practice, including:

- the drafting and interpretation of financing program legislation
- the drafting and adoption of agency procedures and regulations
- the status of agency employees under state civil service laws

We have extensive experience in government procurement and contracting, including privatization initiatives, and the statutory and constitutional framework within which such governmental entities operate.



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(b) ABOUT SHIPMAN & GOODWIN LLP

Shipman & Goodwin LLP was founded in 1919 by Arthur Shipman, Charles Goodwin and George Day, each a leading citizen of Hartford. Shipman & Goodwin is now one of Connecticut's largest law firms with offices in Hartford, Stamford, Greenwich and Lakeville and recently, the firm opened a new office in Washington, DC. The firm has more than 140 attorneys who are supported by over 29 paralegals and over 160 professional and support staff. The firm's four departments form the framework for the delivery of legal services by practice groups that are organized to meet the needs of discrete sectors of public and private entities.

We are committed to our clients, to understanding their needs and priorities, and to producing practical and effective solutions to their legal problems. The firm is large and diverse enough to handle the most sophisticated legal work, yet small enough to care for each client individually. Our long-standing relationship with our clients, including the Town of Colchester, is a matter of great pride, and we strive to achieve an ongoing role of counselor and business partner.

We are prepared to handle the most demanding assignments and possess the ability to work on short deadlines when necessary. Our commitment to effective and efficient communications with our clients is reflected in our state-of-the-art telecommunications, and related technologies, equipment and staff. Our extensive library is augmented by computerized research capabilities which provide access to comprehensive legal research databases. These technologies enable us to quickly communicate with our clients and conduct in-depth research, saving time and money, all of which result in savings to our clients and improved productivity.

(c) OFFICERS AND ASSOCIATES IN THE FIRM

Managing Partner, Scott L. Murphy. Scott Murphy is Chair of the firm's seven-person management committee and acts as the firm's Managing Partner.

Chief Financial Officer, Thomas Purcell
Chief Information Services Officer, Peter A. Lok
Chief Marketing Officer, Jill Mastrianni
Chief of Personnel and Diversity, Sandra G. Olearcek

A complete listing of the firm's attorneys is attached to this proposal.



(d) QUALIFICATIONS OF PERSONNEL AND IDENTIFICATION OF THE PROPOSED WORKING GROUP

We believe we can best continue our representation of and relationship with the Town of Colchester by providing it with the highest quality service while at the same time recognizing the Town's need to control costs. The attorneys we identify in this proposal are those who will have primary responsibility for work with the Town. Particular assignments will depend on the nature of the work required, the most cost-effective method of handling the work, and the expectations of the Town and its staff. One of the advantages our firm brings to the table is the availability of some of the most experienced and highly regarded lawyers in Connecticut. As previously noted, the collective experience of these attorneys, as well as those identified in this proposal, will be an asset to the Town.

Although we are willing to work with you in determining the most appropriate team for your needs, we recommend that Matthew Ranelli be the attorney primarily responsible for representing the Town on a day-to-day basis, with assistance from Beth Critton and Amber Sarno. By identifying a core group of attorneys, the Town becomes familiar with working with a small number of lawyers; yet the Town will derive the benefit of the experience of all lawyers in the firm. In addition, Elizabeth Caron, an experienced paralegal in the environment, energy and land use practice, will support Matt, Beth and Amber with respect to the Town's land use needs.

We have attached to this proposal the professional resumes of Matt, Beth, Amber and Elizabeth, which include their biographical information, education, professional activities, and affiliations. In addition, narratives describing each team member's experience are set forth below in the descriptions of the team's proficiency with respect to land use matters. As required, Matt, Beth and Amber are members in good standing of the Connecticut Bar. For all of the firm's attorneys, copies of admission to practice law in the State of the Connecticut are maintained on a current basis and are available for your review upon request.

Detailed Summary Of Expertise And Experience

The firm will provide all of the legal services required by the Town with respect to land use issues. A description of our experience in these areas is set forth below.

Matthew Ranelli

Matt would be responsible for land use issues. Matt's practice includes environmental and land use litigation, permitting and counseling. His land use representation includes representing public and private clients before local, state agencies, and in state and federal court. As part of his work on the Adriaen's Landing project, Matt participated in National Environmental Policy Act environmental impact review and the environmental permitting, and successfully defended the project's remedial action plan and the general and individual permits issued by the Department of Environmental Protection against challenges in superior court. He has also successfully represented clients in numerous important land use appeals including *AvalonBay*



SHIPMAN & GOODWIN LLP.

COUNSELORS AT LAW

Communities v. Inland Wetlands Commission, 266 Conn. 150 (2003); *River Bend Associates v. Simsbury Conservation Commission*, 269 Conn. 57 (2004); *Konigsberg v. Board of Aldermen of New Haven*, 283 Conn. 553 (2007), and *River Sound v. Old Saybrook*. Matt has represented Colchester in many land use matters, most recently with regard to *Tinelle*, an appeal of a permit to build a windmill.

Matt recently became a LEED Accredited Professional. He sits on the Board of Directors for the Connecticut Clean Energy Fund and is Vice Chairman of the Connecticut Bar Association Planning and Zoning Section and Chairman of the Connecticut Bar Association Environmental Law Section.

Prior to joining the firm, Matt was a legislative attorney at the Connecticut General Assembly's Office of Legislative Research where he served the environment and public health committees.

Beth Bryan Critton

Beth would be responsible for land use issues. Beth Bryan Critton is an associate in the firm's environment, energy and land use practice. She represents municipalities, developers (including for profit and non-profit developers of supportive and workforce housing), property owners, condominium associations and neighbors of proposed developments.

As counsel to municipalities, Beth advises commissions and officials regarding legal procedures, legal standards and issues pertaining to land use applications. She defends commission decisions and assists with the drafting and enforcement of land use regulations.

Beth has been involved in the legal research, writing, and development of legal strategy in some of Connecticut's most significant zoning and wetlands decisions, including *AvalonBay Communities, Inc. v. Wilton Inland Wetlands Commission*, *River Bend Associates v. Simsbury Conservation Commission and Pond View, LLC v. Monroe Planning and Zoning Commission*. These cases have established important statewide benchmarks for wetlands regulations, permitting and appeals, and for environmental intervention under Connecticut General Statute § 22a-19.

Beth has experience in the defense and negotiation of municipal tax appeals. Tax appeal experience at the Appellate level has included *Konover v. West Hartford* and *Sakon v. Glastonbury*. She has appeared before the Connecticut Department of Public Health, Department of Mental Health, and Freedom of Information Commission.

Prior to joining the firm, Beth served as Assistant Corporation Counsel for the Town of West Hartford from 1986-1998, was a police officer in the Town of Wethersfield and a recreation program director for the American Red Cross in Korea and Vietnam.



SHIPMAN & GOODWIN^{LLP}

COUNSELORS AT LAW

Amber Sarno

Amber would provide litigation and general support in all areas of the proposed representation. Amber practices in the areas of environmental land use law and litigation. Her practice includes environmental and land use litigation, permitting and counseling. She represents public and private clients before local, state agencies, and in state and federal court. Amber is currently defending the Town of Preston before the Connecticut Appellate Court in an action under the Connecticut Environmental Protection Act ("CEPA"). Prior to joining the firm, she was a judicial law clerk to the Honorable F. Herbert Gruendel, State of Connecticut Appellate Court.

Elizabeth N. Caron

Elizabeth would provide assistance and support in all areas of our proposed representation. She has worked as a litigation paralegal for private law firms for the past twenty-one years. She has experience in the areas of land use, environmental, general litigation, personal injury, workers' compensation, construction law, business litigation, and intellectual property. For the last 14 ½ years, she has worked for Shipman & Goodwin LLP working primarily in the areas of land use, environmental and general litigation. She has performed extensive due diligence at local town halls and state agencies. These activities have included all manner of reviews and searches of town records, town agency records, land records, Department of Environmental Protection records, and court records. She also has experience in all facets of litigation including factual development, discovery, pleadings, trial preparation and trial.

Concrete evidence of our capability in environmental and land use matters, as well as the quality of our work product, may be found in a review of the work we have performed for the Town of Colchester as its land use counsel from 1992 to the present. This work has included, but is not limited to, defense of numerous appeals involving gravel excavations (*Rankl, Przekopski, Wasniewski*), involving legal challenges by Fedus family members, and involving various land use decisions (*Carrier Enterprises, Damica*). Shipman & Goodwin successfully represented Colchester in challenges to its 2003 amendments to the Zoning Regulations and assisted the Town in drafting its EMPAR Regulations.

Description Of Provision Of Legal Services

We distinguish ourselves from our competitors both in terms of the quality of legal services we provide and the efficiency with which they are delivered. When such questions arise, it is critically important to consult with experienced counsel such as the environment, energy and land use attorneys of Shipman & Goodwin LLP and those specifically identified in this proposal.

We also understand the need for availability of attorneys and quick responses to issues concerning the Town. We know that issues sometimes arise at the last minute, which need to be addressed promptly. With our depth of knowledge of land use law, our understanding of the operations of Connecticut municipalities and municipal agencies and special districts, and



our historical knowledge of the Town of Colchester and its ordinances and regulations, we are prepared to provide quick responses to questions that arise.

We believe that the key to effective and prompt service is to have people available at virtually all times to respond to your calls and questions. All of our attorneys maintain direct dial phone numbers with voice mail and secretarial capabilities. Therefore, there is someone available if an urgent matter arises that needs to be addressed immediately. Town officials can also correspond with our attorneys via e-mail.

In responding to Town issues, we work to minimize the number of hours spent on a project through careful assessment of the client's needs and by working collaboratively with in-house personnel.

We recommend that we work with appropriate Town officials to better define the services that are needed and the form in which those services will be provided. For example, it is important to clarify at the outset which department heads and/or managers have the authority to incur expenses for legal services. We would also seek to review goals and timelines for land use matters for the coming year, and to identify the role of Shipman & Goodwin LLP in meeting the goals established by the Town.

Finally, we would work jointly with the Town to establish a budget for any major project. This process will help the Town to budget for its legal services, and to make informed decisions based on a cost-benefit analysis of its position in a given case.

(e) REPRESENTATIVE PUBLIC SECTOR CLIENTS & CLIENT REFERENCES

The following is a select list of our municipal clients who can provide testimony as to our qualifications. Additional details concerning the services performed for all of the below clients are available upon request.

Richard J. Johnson
Town Manager
Town of Glastonbury
2155 Main Street
P.O. Box 6523
Glastonbury, CT 06033
Phone: (860) 652-7500
Fax: (860) 652-7505
Richard.johnson@glastonbury-ct.gov
Description of Services:
Serve as Town Attorney to the Town of Glastonbury.

Joseph Jaskiewicz
Mayor
Town of Montville
Montville Town Hall, 2nd Floor
310 Norwich-New London Turnpike
Uncasville, CT 06382
Phone: (860) 848-3030 x301
Fax: (860) 848-4534

Description of Services:
Serve as Town Attorney to the Town of Montville, including land use counseling, settlement and defense of land use appeals and zoning enforcement.

Karyn M. Gilvarg
Executive Director
New Haven City Plan Department
165 Church Street
New Haven, CT 06510
Phone: (203) 946-6380
Fax: (203) 946-7815
Kgilvarg@newhavenct.net

Description of Services:
Worked with the City on zoning amendments and assisted with provisions pertaining to parking lots and structures and to certain environmentally-beneficial zoning standards.



SHIPMAN & GOODWIN_{LLP}
COUNSELORS AT LAW

Additional references are available if the Town wishes to inquire further as to the quality of services that we have provided to our other public sector clients.

(f) STATEMENT REGARDING INDEPENDENT ENTITY AND CONFLICTS OF INTEREST

Shipman & Goodwin LLP is independent of the Town of Colchester and we are not aware of any conflict of interest that would prevent our representation of the Town of Colchester with respect to land use legal services at this time.

(g) OTHER INFORMATION

As noted previously under Preliminary Observations, the attorneys at Shipman & Goodwin LLP are highly qualified practitioners who know and understand Connecticut public sector agencies including municipalities, special districts and authorities. The proposed team has a working knowledge of Colchester's land use commissions and regulations and an established relationship with the Town's professional staff. We believe that we meet all of the requirements of the Town's Request for Qualifications with respect to land use legal services, and we would be very pleased to continue to serve as the Town's land use counsel. Finally, we would be happy to provide any additional information that would assist the Town in making an informed decision regarding this proposal.



SHIPMAN & GOODWIN LLP.
COUNSELORS AT LAW

HARTFORD
ONE CONSTITUTION PLAZA
HARTFORD, CT 06103
860.251.5000

STAMFORD
300 ATLANTIC STREET
STAMFORD, CT 06901
203.324.8100

WASHINGTON, DC
1133 CONNECTICUT AVENUE NW
WASHINGTON, DC 20036
202.469.7750

GREENWICH
289 GREENWICH AVENUE
GREENWICH, CT 06830
203.869.5600

LAKEVILLE
12 PORTER STREET
LAKEVILLE, CT 06039
860.435.2539

WWW.SHIPMANGOODWIN.COM



ATTORNEY PROFILE

Matthew Ranelli's practice includes environmental, energy and land use law. His land use representation includes representing public and private clients before local, state agencies and in state court. These matters have included wetlands permits, zone changes, subdivision, site plans, special permits, variances, workforce and affordable housing, and enforcing and appealing administrative orders. In addition, he assists state and local agencies in drafting environmental and land use regulations.

In environmental litigation matters, Matt handles state and federal Superfund actions, site remediation, enforcement defense, common law claims, and environmental permitting. He has represented the State of Connecticut, cities and towns, and private sector clients.

Matt also represents developers, schools, municipalities and other end-users regarding green building standards, energy conservation and efficiency projects and managing energy options.

Prior to joining Shipman & Goodwin, Matt was a legislative attorney at the Connecticut General Assembly's Office of Legislative Research where he served the environment and public health committees.

PRACTICE AREAS

Environment, Energy and Land Use

EDUCATION

Vermont Law School, M.S.L.

Vermont Law School, J.D.

DePauw University, B.A.

PROFESSIONAL AFFILIATIONS

- American Bar Association
- Connecticut Bar Association:
 - Environmental Law Section, Chairman (2006-2007), Executive Committee (2002-Present)
 - Planning and Zoning Section, Vice Chairman (2009-Present), Executive Committee (2003-Present)
- New Haven County Bar Association: Environmental and Land Use Law Committee, Chairman (2008-Present)



Matthew Ranelli
Counsel

Hartford

p. (860) 251-5748

f. (860) 251-5318

mraneli@goodwin.com



SHIPMAN & GOODWIN^{LLP}[®]
COUNSELORS AT LAW

DISTINCTIONS

- BV Peer Review Rated, Martindale-Hubbell
- LEED Accredited Professional
- Connecticut Clean Energy Fund; Secretary (2010-Present), Board of Directors

COMMUNITY ACTIVITIES

- New Haven Commission on Disabilities; Member
- State Commission on the Deaf and Hearing Impaired; Member
- New Haven Green Fund; Board of Directors



ATTORNEY PROFILE

Beth Bryan Critton practices land use, environmental and municipal law with Shipman & Goodwin's Environment, Energy and Land Use Group, representing developers (including for profit and non-profit developers of supportive and workforce housing), municipalities, property owners, condominium associations and neighbors of proposed developments.

As counsel to developers, Beth assembles and coordinates teams of engineers, planners, architects, wetland scientists, geologists, blasting experts and other professionals in preparing and presenting applications for responsibly planned development to municipal zoning, wetlands, sewer, and design review commissions. She prepares and handles administrative appeals of commission decisions, including related motions for stay and injunction and mandamus actions; Appellate litigation of land use appeals; and negotiation of settlements of land use disputes.

As counsel to municipalities, she advises commissions and officials regarding legal procedures, legal standards and issues pertaining to land use applications. Beth defends commission decisions and assists with the drafting and enforcement of land use regulations.

As counsel to condominium associations and other neighbors concerned about proposed development near their homes, she provides legal representation during local agency hearings and prepares and pursues appeals to protect the rights of her clients.

Beth has been involved in the legal research, writing, and development of legal strategy in some of Connecticut's most significant zoning and wetlands decisions, including AvalonBay Communities, Inc. v. Wilton Inland Wetlands Commission, River Bend Associates v. Simsbury Conservation Commission and Pond View, LLC v. Monroe Planning and Zoning Commission. These cases have established important statewide benchmarks for wetlands regulations, permitting and appeals, and for environmental intervention under Connecticut General Statute § 22a-19.

Beth has experience in the defense and negotiation of municipal tax appeals and in the representation of non-profit organizations and property owners challenging the valuation and taxability of their property. Tax appeal experience at the Appellate level has included Konover v. West Hartford and Sakon v. Glastonbury. She has appeared before the Connecticut Department



Beth Bryan Critton
Associate

Hartford

p. (860) 251-5662

f. (860) 251-5318

bcritton@goodwin.com



SHIPMAN & GOODWIN^{LLP}
COUNSELORS AT LAW

of Public Health, Department of Mental Health, and Freedom of Information Commission.

Prior to joining the firm, Beth served as Assistant Corporation Counsel for the Town of West Hartford from 1986-1998, was a police officer in the Town of Wethersfield and a recreation program director for the American Red Cross in Korea and Vietnam.

As an avid hiker and hike leader, Beth has a particular interest in legal issues relating to recreational liability.

PRACTICE AREAS

Environment, Energy and Land Use
Real Estate
Municipal Law

EDUCATION

University of Connecticut School of Law, J.D.
Pennsylvania State University, B.A.,

PROFESSIONAL AFFILIATIONS

- American Bar Association: Natural Resources, Energy and Environmental Law Section
- Connecticut Bar Association: Planning and Zoning Section: Treasurer and Executive Committee Member; Environmental Law Section
- Connecticut State Judicial Department: Victim Compensation Commissioner (1997-2008)
- Connecticut Association of Assessing Officers: Member
- Connecticut Society of Women Environmental Professionals: Member
- Environmental Professionals' Organization of Connecticut: Member
- International Municipal Lawyers Association: Member

COMMUNITY ACTIVITIES

- Appalachian Mountain Club, Connecticut Chapter: Past Chair and Past Membership Chair of this 9000 member recreation, environmental and educational non-profit organization; Hike Leader
- New England Wildflower Society: Plant Conservation Volunteer



ATTORNEY PROFILE

Amber Sarno practices in the areas of environmental law and litigation. Her practice includes environmental and land use litigation, permitting and counseling. She represents public and private clients before local, state agencies, and in state and federal court. Prior to joining the firm, she was a judicial law clerk to the Honorable F. Herbert Gruendel, State of Connecticut Appellate Court.

PRACTICE AREAS

Environment, Energy and Land Use
Government Investigations and White Collar Criminal Defense

EDUCATION

Quinnipiac University School of Law, J.D.
Providence College, B.A.,

PROFESSIONAL AFFILIATIONS

- American Bar Association
- Connecticut Bar Association
- Hartford County Bar Association

DISTINCTIONS

- Clerk, Judge F. Herbert Gruendel, Connecticut Appellate Court (2007-2008)
- Dean's Scholar, Quinnipiac University School of Law (2004-2007)
- Mock Trial Honor Society Member

COMMUNITY ACTIVITIES

- Greater Hartford Legal Aid Foundation, Inc.: Security Deposit Clinic
- Lawyers for Children America
- Career Beginnings: College Preparation Mentor



Amber N. Sarno
Associate

Hartford
p. (860)251-5043
f. (860)251-5218
asarno@goodwin.com



SHIPMAN & GOODWIN LLP®
COUNSELORS AT LAW

PARALEGAL PROFILE

Elizabeth N. Caron has worked as a litigation paralegal for private law firms for the past twenty-one years. She has experience in the areas of land use, environmental, general litigation, personal injury, workers' compensation, construction law, business litigation, and intellectual property. For the last 14 ½ years, she has worked for the law firm of Shipman & Goodwin LLP working primarily in the areas of land use, environmental and general litigation. She has performed extensive due diligence at local town halls and state agencies. These activities have included all manner of reviews and searches of town records, town agency records, land records, Department of Environmental Protection records, and court records. She also has experience in all facets of litigation including factual development, discovery, pleadings, trial preparation and trial.

PRACTICE AREAS

Environment, Energy and Land Use

EDUCATION

Quinnipiac College, B.A. Legal Studies, 1989, *summa cum laude*

Elizabeth N. Caron
Paralegal

Hartford
(860) 251-5636 (tel)
(860) 251-5318 (fax)
ecaron@goodwin.com

ATTORNEY CENSUS

| | | |
|------------------------------|-------------------------------|---------------------------------------|
| PARTNERS (61) | Starr, Gary S. | Brown, Rebecca B. (S) |
| Bergenn, James W. | Walker, Lyn G. | Buckley, Moira L. |
| Betts, James T. | Welsh, Natalie W. | Burnick, Corrine L. |
| Borden, Robert M. | Wertam, John E. | Carannante, Vincenzo |
| Brooks, Donna L. | Widland, Michael L. (S) | Cohen, Kimberly S. |
| Casella, Raymond J. | Wilkinson, Marcus D. | Critton, Beth Bryan |
| Casey, Coleman H. | Williams, Joseph P. | Dolphin, Leander A. |
| Chudwick, Bruce A. | Wyld, Robert L. | Doyle, Todd D. |
| Clemow, Brian | Yoder, Linda L. | Drury, Christopher R. |
| Cohen, Richard I. | Zeitlin, Andrew M. (S) | Duval, Lee Anne |
| Cunningham, Glenn M. | | Ferrucci, Danielle P. |
| Davenport, Leslie L. | CONTRACT PARTNERS (15) | Goldstein, Eric S. |
| Eckert, Brenda A. | Bellach, Andreana R. (S) | Hathorn, Kelly Smith |
| Fahey, Patrick M. | Bilfield, Peter J. (S) | Headley, Maurice A. |
| Feldman, Joan W. | Brochu, Gary R. | Kasinskas, Karen P. (S) |
| Finn, Vaughan | Brooks, Robert A. | Leichsenring, Ryan V. |
| Flynn, Thomas P. | Fusco, John C. (G) | Lubochinski, Eric J. (S) |
| Frederick, Robin G. (S) | Haffner, Aline G. | McKain, Ryan K. |
| Freedman, Susan C. | Huddleston, Sheila A. | McKinney, Lina E. |
| Garber, Ross H. | Intravia, Catherine F. | McVerry, Carol J. |
| Gellman, Stephen K. | Lloyd, Alex | Mogck, Derek L. |
| Gold, Frederick S. (S) | Mack, David M. | Murphy, Peter J. |
| Gold, Steven M. (S) | Meo, R. Michael Jr. (S) | Murphy, Susan S. |
| Goldman, Ira H. | Romano, Lori E. (G) | O'Toole, Jill M. |
| Goodstein, Shari M. (S) | Rueckert, Morgan P. | Patel, Tejal K. |
| Gustafson, Donald R. (S) | Schulwolf, James C. | Pedraza, Sonia M. |
| Harmon, Bryon W. | Weinberg, Joshua D. (D.C.) | Plochocki, Tara J. (D.C.) |
| Hawkins, Barry C. (S) | | Polletta, Diane C. (S) |
| Hollister, Timothy S. | COUNSEL (11) | Pollio, Marie C. |
| Howard, Charles L. | Andrews, Mary Jo B. | Querijero, Michelle L. |
| Jiran, Gabriel J. | Cavolo, Carolyn J. (S) | Ritter, Matthew D. |
| Kaufmann, Charles B. III (G) | Christiansen, James G. (D.C.) | Roberts, Chasity V. |
| LaManna, Kathleen M. | Fay, Julie C. | Roberts, William J. |
| Lawrence, John H. Jr. | Gladke, Lisa D. | Roy, Kevin M. |
| Lieberman, Alan E. | Ness, Erik J. | Salafia, Lesley N. |
| Littlefield, Anne H. | Ranelli, Gian-Matthew | Santiago, Rebecca Rudnick |
| Manning, Julie A. | Ronalter, William J. | Sarno, Amber N. |
| Mehta, Lisa B. | Rybacki, Glenn G. | Solis, Margaret R. |
| Mills, Richard A. Jr. | Shimelman, Arnold K. | Strassfeld, Eliezer F. |
| Mooney, Thomas B. | Zaccardi, Henry J. | Sullivan, Laurie A. |
| Murphy, Scott L. | | Tracey, Christopher A. (S) |
| Murray, Saranne P. | OF COUNSEL (3) | Venhorst, Matthew E. |
| Nevins, Kent S. (S) | Bartels, Philip H. (G) | Wagner, Emily H. |
| Ostrowski, Mark K. | Bearns, Stuyvesant K. (L) | Williams, Latonia |
| Parks, Edward B. II (D.C.) | Kreitler, John E. | Zana, Lisa M. (S) |
| Rock, William G. | | Zittoun, Gwen J. |
| Ruggeri, James P. (D.C.) | GENERAL COUNSEL (1) | |
| Sanson, Paul D. | Cathcart, Robert J. | ASSOCIATE DEFERRED TO 2010 (1) |
| Schatz, Louis B. | | Monteith, Matthew |
| Simpson, Robert R. | ASSOCIATES (48) | |
| Smith, Christopher J. | Backus, Michele L. (D.C.) | |
| Staub, Karen T. | Baker, Alison P. (S) | 140 Attorneys as of July 1, 2010 |

Suisman Shapiro

Attorneys-At-Law

HAND DELIVERED

Matthew E. Auger

Raymond L. Baribeault, Jr.

James P. Berryman

Michael A. Blanchard

Andrew J. Brand

Eric W. Callahan

Michael P. Carey

John A. Collins, III

Jeanette M. Dostie

Eileen C. Duggan

Bryan P. Fiengo

Lawrence J. Greenberg

Jeffrey W. Hill

Carolyn P. Kelly

Robert B. Keville

Hinda K. Kimmel

Martin W. Schoepfer

Matthew Shafner

Robert G. Tukey

In Memoriam

James F. Brennan

James J. Courtney

L. Patrick Gray, III

Michael V. Sage

Max M. Shapiro

Charles J. Suisman

Louis C. Wool

Of Counsel

Richard A. Schatz

Thomas B. Wilson

July 22, 2010

Hon. Gregg Schuster
First Selectman
Town of Colchester
127 Norwich Ave.
Colchester, CT 06415

Re: Response to Request For Qualifications For
Legal Services for Land Use Issues

Dear First Selectman Schuster:

Please consider this letter and the enclosed materials (one copy of this letter, a separately sealed package labeled "Fee Proposal", and two copies of our "Proposal to Provide Legal Services for Land Use Counsel"), to be the response of the firm Suisman, Shapiro, Wool, Brennan, Gray and Greenberg, P.C. of New London ("Suisman Shapiro") to Colchester's Request for Qualifications for Legal Services for Land Use Issues ("RFQ"). Below I will briefly address specific information requests made by the RFQ.

Scope Of Services

Suisman Shapiro is ready and able to perform all of the tasks outlined in the RFQ under the heading "Scope of Services". I will be the attorney responsible for the performance and oversight of all work to be performed for the Town of Colchester. I have performed all of the types of work described in the Scope of Services for various public and some private land use clients for nearly thirty years. Since I joined Suisman Shapiro in July 2000, my practice has focused almost exclusively on the representation of municipal clients, with a strong emphasis on land use work. Please see pages 4 - 5 of the "Proposal" for a detailed recitation of my experience.

A Tradition of Innovative Solutions

Suisman, Shapiro, Wool, Brennan, Gray & Greenberg, P.C.
2 Union Plaza, Suite 200 • P.O. Box 1591, New London, CT 06320
Phone 860-442-4416 • Fax 860-442-0495 • www.suismanshapiro.com

Minimum Qualifications For Consideration

All of the attorneys in this firm are in good standing in the Connecticut Bar. I have practiced land use law in Connecticut since 1981, and have become thoroughly familiar with the key statutory provisions, including without limitation, Chapter 124 (Zoning), Chapter 126 (Planning), Chapter 97a (Historic Districts and Historic Properties) and Chapter 400 (Inland Wetlands), and I have a good appreciation of Chapter 439 (Connecticut Environmental Protection Act). I have recently counseled the North Stonington Planning and Zoning Commission through two affordable housing applications. The Commission granted one and denied the other. It had a very good chance of winning the appeal from the denial, which was perhaps one of the reasons, financial exigency being another, the applicant withdrew the appeal following a pretrial in New Britain.

I have represented at least three communities with populations greater than 15,000, two of them at the same time. Since July 2000, I have been the principal attorney to the land use boards and commissions and to the staff of the Office of Planning and Development Services of the Town of Groton, a municipality that has a population well in excess of 15,000. My work for the Town of Groton touches on all facets of municipal land use law and has included interpretation, analysis and application of existing and proposed regulations; the application to permit applications of such diverse statutory provisions as the Federal Fair Housing Act and the Americans with Disabilities Act; participating in the briefing and argument of a recent Connecticut Supreme Court case the decision of which helps to define a municipality's obligation to complete the infrastructure of a failed subdivision; day to day advice on all aspects of land use laws; day to day involvement in zoning enforcement, including a relatively large number of litigated matters, in a good number of which we have been able to obtain compensation from the defendants for a large proportion of the town's litigation costs; appearances at meetings of each of the town's land use agencies as needed, including, and usually, in hotly contested and highly controversial matters, such as an application for a special use permit for a Super WalMart; the review and drafting of proposed agency decisions; the handling of all administrative appeals arising from land use agency actions; and the analysis of constitutional issues presented by, for example, proposals to amend the Town's sign regulations.

In addition, from July 2000 to approximately November 2006, this office served as Town Attorney for the Town of Montville, and I performed work for that Town's land use staff, boards, commissions and agencies. Montville work included the defense of Vitale v. Montville ZBA, a lawsuit that resulted in an appeal to the Connecticut Supreme Court that presented almost the same issue and was argued on the same day as one of Colchester's several Fedus cases. I also counseled the wetlands agency and planning and zoning commission during the permitting process for the Montville Commons, and represented the town's building official during the disputes that arose after the so called "mudslide" during the construction of the project. I continue to represent the town's

zoning board of appeals in two administrative appeals pending in the New London superior court.

Finally, from approximately February 1983 until May 1986, I was the only full time member of the Office of the Corporation Counsel of the Town of West Hartford, and in that capacity, and with the assistance and support of the three different Corporation Counsel under whom I worked, represented West Hartford's land use agencies and staff in all aspects of their operations. I believe West Hartford's population well exceeded 15,000 during that time.

I have dealt with the Connecticut Freedom of Information Act from the beginning of my municipal practice. My FOIA-related work has included the litigation of contested cases at the Freedom of Information Commission and in the superior court and has also included a matter recently decided by the Connecticut Appellate Court dealing with the discloseability of records of potential child abuse. My FOIA work also includes helping clients such as police department record keepers with all manner of document requests. I have given seminars on the Freedom of Information Act, and gave one as recently as last winter.

From 1983 until some time in 1987 or 1988, I served as an instructor of the CAZEO classes given to individuals seeking certification as zoning enforcement officers.

Management and Qualifications

The relevant experience and expertise of this firm with regard to land use issues and litigation was described in the preceding sections of this letter, and is discussed throughout our "Proposal". The "Proposal" also includes a history of Suisman Shapiro and touches on some of the various areas of law in which this firm is engaged. Practice areas of the firm, not all of which are relevant to this proposal, but some of which might be, include: family and criminal; personal injury and all manner of litigation; workers' compensation, generally for claimants but often in defense of municipal employers; and commercial and real estate, including the analysis and preparation of contracts, leases, deeds and other conveyance documents, and all manner of business-related documentation.¹ I am unable now to give you a precise breakdown in terms of dollars earned, time spent or any other measure of the "percentage of business done in each [practice] area."

Brief resumes of individuals in the firm who will or might be assigned to perform Colchester work are included at pages 6 - 8 of the Proposal.

¹ You never know, we recently had to call on one of our criminal defense practitioners to assist in a criminal matter that resulted when a contractor allegedly forged a building official's signature on a certificate of occupancy.

Governmental client references

1. James Butler, Executive Director of the Southeast Connecticut Council of Governments. Mr. Butler and I have known each other for a decade and have discussed various land use issues throughout that time. I have also performed work for SECCOG on an ad hoc basis. (860-889-2324)

2. James Rabbit, Planner, Southeast Connecticut Council of Governments. I have dealt with Mr. Rabbit both as an adversary and as a counselor. I represented individuals with applications to the Lisbon Planning and Zoning Commission while he served as the Planning Consultant to that agency. More recently, Mr. Rabbit and I have worked together in counseling the Planning and Zoning Commission of the Town of North Stonington. (860-889-2324)

3. Craig Grimord, of the Town of Colchester Zoning Enforcement and Land Use Staff. I was Mr. Grimord's attorney for the entire time he was employed as the planner/zoning enforcement officer of the Town of North Stonington.

4. Bernard Gigliotti, Zoning and Inland Wetlands Enforcement Officer, Town of Lyme Inland Wetlands and Planning and Zoning Commissions. I have been engaged by both the Lyme planning and zoning commission and the Lyme wetlands agency on various matters over the last approximately twenty years. In that capacity, I initially worked with Mr. Gigliotti's predecessor, Frank Skwarek, and have worked with Mr. Gigliotti since he assumed the position. (860-434-7733)

5. Michael Murphy, Kevin Quinn and Lee Treadway of the town of Groton OPDS. Mr. Murphy is the Director of OPDS and Mr. Quinn is the Director of Inspection Services. I have worked with both of them for more than a decade. Mr. Treadway is an inspector/zoning enforcement officer. I have worked with him both at OPDS and during his previous stint as Ledyard's ZEO. (860-446-5995)

Suisman Shapiro "is independent of the Town of Colchester" to the best of my knowledge and information, and I am unaware of any existing or potential conflicts of interest.²

² I am a member of the Colchester Republican Town Committee.

July 22, 2010
Page 5 of 5

Thank you for allowing us to submit this proposal and to be considered for the position of counsel to the land use agencies and staff for the Town of Colchester. Please feel free to contact me with any questions or concerns.

Respectfully submitted

A handwritten signature in black ink, appearing to read "Michael P. Carey". The signature is written in a cursive style with a large, stylized initial "M".

Michael P. Carey

MPC/rs
Enclosures



**RESPONSE BY SUISMAN SHAPIRO TO THE TOWN OF
COLCHESTER'S REQUEST FOR QUALIFICATIONS FOR
LEGAL SERVICES FOR LAND USE ISSUES**

SUBMITTED JULY 22, 2010

FROM:

**SUISMAN SHAPIRO, P.C.
The Courtney Building
Two Union Plaza, Suite 200
P.O. Box 1591
New London, CT 06320
Telephone: (860) 442-4416
Facsimile: (860) 442-0495**

**Point of contact:
Michael P. Carey
860-271-2268
mcarey@sswbqq.com**

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INTRODUCTION

This document describes Suisman Shapiro's abilities to serve Colchester's land use law agencies and staff. Suisman Shapiro attorneys now represent or have represented numerous Connecticut towns and cities in various capacities and for a variety of purposes. A list of the towns and cities includes Ansonia, Chaplin, Eastford, East Lyme, Groton, Ledyard, Lyme, Montville, New London, Norwich, North Stonington, Sprague, Stonington, Voluntown, Waterford, Windham, West Hartford and Wethersfield. We also have represented and/or now represent public sector and non-profit agencies such as the New London Housing Authority, the Norwich Housing Authority, the Jewett City Department of Public Utilities, the Southeast Area Transit District, the Northeast Connecticut Transit District, the Southeastern CT Council on Alcoholism and Drug Dependence, Inc., United Way of Southeastern Connecticut, Survivors of Homicide, Inc. as well as the Southeastern and Northeastern Connecticut Councils of Government. We are authorized to and provide representation and/or are currently providing representation to clients insured by CIRMA, Metrogard, Massamont and/or Trident.

All attorneys in this firm are licensed to practice law in the State of Connecticut, and we have the capacity to provide all requisite legal services on a timely and cost effective basis. None of the attorneys who we anticipate would provide legal services for the Town of Colchester have been sanctioned.

The contents of this document are confidential and are intended exclusively for the Town of Colchester. Distribution or sharing of this information with persons or entities for which it is not intended is prohibited, in any form, without the express written consent of Suisman Shapiro.



FACTUAL DATA ABOUT OUR LAW FIRM

History and Background: The firm was founded in New London over fifty years ago by three general practice attorneys, Charles Suisman, Max Shapiro and Louis Wool, each of whom was prominent in his own right and all of whom were well known for their excellent representation to individuals and businesses in the New London area. Following its merger with Greenberg and Parenteau in 1997, Suisman Shapiro has continued to grow in its representation of individuals, municipalities, private and public companies, savings and commercial banks, and insurance companies.

Suisman Shapiro is a full service law firm committed to practicing law in a way that is both effective and efficient, and when appropriate, innovative. We are engaged in a general civil and criminal practice with concentrations in the areas of corporate, tax, real estate, estate planning, banking, education, municipal, land use, employment and labor law. Our attorneys and staff are divided into a number of departments according to practice areas. Apropos of its name, the Labor, Employment, Municipal and Education Law Department focuses on employment and municipal law issues of all varieties.

Suisman Shapiro provides counsel and guidance on all facets of municipal operations, including land use, property assessment and tax collection, freedom of information, and water company and water pollution control authority operations. We also regularly advise public sector employers on contract drafting, bidding and compliance issues; construction issues; and municipal charter and code interpretation. Our attorneys appear before administrative and government agencies and courts on the local, state and federal level, including the Department of Public Health, the Office of Policy and Management and the Freedom of Information Commission.

We have materials available and knowledgeable attorneys ready to provide training and seminars on topics such as:

- Land Use Law
- Freedom of Information
- Connecticut Environmental Protection Act
- Commission on Human Rights & Opportunities
- Americans with Disability Act
- Workers' Compensation
- Sexual Harassment
- Unemployment
- Discipline & Discharge
- Fair Labor Standards Act
- Workers' Compensation
- Family and Medical Leave Act

For more comprehensive information about our firm please review our website at www.suismanshapiro.com.



Equal Opportunity Employer Statement: It is our policy to provide equal employment opportunity without regard to race, color, sex, sexual orientation, age, disability, religion, national origin, citizenship status, ancestry, marital status, veteran status, or any other criteria protected under applicable federal, state, or local law.

This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, and all other conditions and privileges of employment in accordance with applicable federal and state laws.

We are fully committed to this principle and to obtaining the cooperation and understanding of this effort by all of our employees.

BIOGRAPHIES

Biographies of Suisman Shapiro attorneys who would be expected to work on Colchester land use law matters are:

MICHAEL P. CAREY, Director of the firm.

Mr. Carey graduated from the University of Rochester, *cum laude*, in 1977, and received his Juris Doctor from the University of Connecticut School of Law in 1980. He is admitted to bars of the State of Connecticut and the U.S. District Court for the State of Connecticut, as well as to the bars of the Mashantucket and Mohegan tribes.

Attorney Carey joined Suisman Shapiro in July of 2000, after spending almost twelve years at Brown, Jacobson in Norwich, the last seven as a partner. While at Brown, Jacobson, Attorney Carey worked in a number of practice areas, focusing on representing claimants in workers' compensation cases and defending employment appeals at the Mashantucket Pequot Tribal Court, but also dealing with municipal and land use issues. Since joining Suisman Shapiro, Attorney Carey's practice has focused on the areas of municipal law, and especially land use law and litigation. Attorney Carey has extensive experience in the interpretation and application of the Connecticut Freedom of Information Act.

Over the years Attorney Carey has represented many municipalities, and was for three years the in-house, assistant corporation counsel of the Town of West Hartford, where he advised the Town's elected and appointed officers and officials, boards, commissions and agencies, and handled all of the Town's land use litigation. Attorney Carey currently serves as special land use counsel to the Town of Lyme's Planning and Zoning Commission and Inland Wetlands Agency and as land use counsel to the Town of North Stonington Planning and Zoning Commission. For three years in the 1980's, he was an instructor for the University of Connecticut Institute of Public Policy's CAZEO certification program for municipal zoning enforcement officers. He was for several years the legal counsel to Catholic Charities of the Diocese of Norwich. He served on the most recent Charter Revision Commission of the Town of Colchester and has been a member of the town's Economic Development Commission and of a joint Economic Development/Planning and Zoning Commission subcommittee that studied critical land use issues facing the town. In May, 2004, he was the presenter at an NBI seminar on legal issues involving local governments for which he authored an article entitled "Land Use and Planning Issues" that focused on the history and application of Connecticut's Environmental Protection Act. Mr. Carey has successfully argued before the Connecticut Compensation Review Board and the Connecticut Supreme and Appellate Courts. Notable appellate cases he has successfully argued and/or briefed include:

- Vitale v. Montville ZBA (Connecticut Supreme Court 8/29/06) (Decision helped clarify question about the adequacy of service of process of municipal zoning appeal.)
- Groton Police Department v. Freedom of Information Commission (Connecticut Appellate Court 10/9/07) (Resolved the question whether the statute exempting records of child abuse from public disclosure is applicable to records compiled by a municipal police department.)

- Genesky v. Town of East Lyme (Connecticut Supreme Court 8/30/05) (Resolved the question whether constables are entitled to heart and hypertension benefits.)
- Fort Trumbull Conversancy, LLC v. Alves (Connecticut Supreme Court 3/4/03) (Held that the Connecticut Environmental Protection Act did not apply to a municipal Building official's decision to issue demolition permits. The decision contains an important summary and analysis of previous case law interpreting the Connecticut Environmental Protection Act to that time.)
- Giarrantano v. Zoning Board of Appeals of the City of Norwich (Connecticut Appellate Court 10/17/00) (Reversed the trial court decision that had declared a variance granted by the Norwich Zoning Board of Appeals to be invalid.)
- Poprosky v. Shea (Connecticut Appellate Court 5/1/90) (In a case arising out of the controversy over the permitting process for the Wheelabrator plant, the Appellate Court upheld an ordinance that simultaneously disbanded and replaced the Lisbon Planning and Zoning Commission.)
- Fleischmann v. Wethersfield, PZC, (Former Appellate Session of the Superior Court 12/24/82) (Rejected the claim that publication of commission's notice of decision was constitutionally insufficient because applicant had requested that he be given personal notice.)
- Attorney Carey also recently argued at the Connecticut Supreme Court in a matter (Miller's Pond v. New London, Connecticut, et al) that presented a question of first impression regarding the applicability of federal law to an anti-trust claim brought against municipal water companies, and participated in the briefing and argument of a matter (Groton v. Mardie Lane Homes Connecticut Supreme Court 2008) that held C.G.S. § 8-26c(c) did not require the town to call a bond to build infrastructure in a failed subdivision. The key issue was whether the granting of mortgages and other security interests in lots constituted "conveyances" for purposes of the statute.

Attorney Carey has successfully represented clients before the Connecticut Department of Public Utilities and the Connecticut Siting Council. Most recently, he represented the Northeastern Connecticut Council of Governments in opposition to a water rate increase requested by the Connecticut Water Company.

Mr. Carey may be reached at his direct extension, (860) 271-2268, or via email at mcarey@sswbgg.com.

EILEEN C. DUGGAN, Director of the firm.

Ms. Duggan received her Bachelor of Arts, *summa cum laude*, from Yale University in 1990, and her Juris Doctor from the University of Virginia in 1993. After clerking for the Honorable Barry R. Schaller of the Connecticut Appellate Court, she joined the firm in 1994 and became a Director in 2001. From September 2004-October 2005, Ms. Duggan worked in the Office of Diversity and Equity at the University of Connecticut, where she investigated and decided claims of discrimination at the University's main and regional campuses.

Ms. Duggan is a member of the Connecticut and New London County Bar Associations. In 2002, Ms. Duggan was elected as a Fellow of The Connecticut Bar Foundation James W. Cooper Fellows Program.

She represents local towns before state administrative agencies and in court litigation with regard to property assessments and tax appeals, and will advise municipalities and private employers as to compliance with the state and federal Family and Medical Leave Acts, the Americans with Disabilities Act and the Connecticut Fair Employment Practices Act. Attorney Duggan represents municipal and private employers in matters before the Connecticut Commission on Human Rights and Opportunities and the Connecticut Employment Security (i.e., Unemployment Appeals Division), as well as in litigation before both state and federal courts.

Attorney Duggan represents public and private employers and non-profit organizations in all aspects of municipal law, labor relations and employment law, i.e., collective bargaining, contract administration, grievance disputes, personnel policies and practices, wage and hour disputes, and occupational health and safety. She appears before such administrative agencies as Connecticut State Board of Mediation and Arbitration, the Connecticut State Board of Labor Relations, the American Arbitration Association, the Connecticut Commission on Human Rights and Opportunities and the Connecticut Employment Security (i.e., Unemployment Appeals Division), as well as in state and federal courts.

Ms. Duggan is the Town Attorney for the Town of Groton and, in this capacity, directs and coordinates the legal services performed by this firm for the Town.

Ms. Duggan may be reached at her direct extension (860) 271-2241, or via email at eduggan@sswbgg.com.



BRYAN P. FIENGO, Associate of the firm.

Bryan Fiengo joined Suisman Shapiro as an associate in October 2006. His areas of concentration are general municipal law, labor and employment law and general litigation.

Mr. Fiengo earned his Bachelors Degree, *summa cum laude*, in Business Administration from the University of Connecticut, and his J.D., *summa cum laude*, from Quinnipiac University School of Law. During law school, he received four awards for outstanding academic achievement - Business Organizations; Political & Civil Rights; Trusts and Estates; and Native American Law. Mr. Fiengo was an associate editor of the Quinnipiac Law Review; he has regularly draft briefs for submission to state and federal court, and provides legal research and memoranda in support of opinions issued by this firm on complex municipal matters.

Attorney Fiengo is a member of the Connecticut Bar Association, the New London County Bar Association and the Connecticut Trial Lawyers Association as well as a member of the bars in Connecticut and New York.

Mr. Fiengo may be reached at his direct extension, (860) 271-2203, or via email at bfiengo@ssswbgg.com.

ERIC W. CALLAHAN, Associate of the firm.

Eric W. Callahan is an Associate who concentrates in the areas of corporate, commercial, and real estate law, and applies those concentrations to municipal contract and bidding issues. He has been admitted to the Connecticut and New York bars.

Mr. Callahan received his B.S. in Finance from the University of Connecticut and his Juris Doctor, *cum laude*, from Western New England College School of Law. During law school, he performed an externship at the Connecticut Appellate Court for the Honorable Barry R. Schaller, and was a note editor for the Western New England Law Review. He is a member of the Connecticut Bar Association (and the American Bar Association).

Mr. Callahan may be reached at his direct extension, (860) 271-2213, or via e-mail at ecallahan@ssswbgg.com.

MARY H. WYATT, Senior Paralegal of the firm.

Ms. Wyatt joined the firm in 1988, after receiving her Bachelors Degree from Ball State University in 1982. She focuses on all aspects of collective bargaining, from the preparation of proposals to the presentation of issues in binding interest arbitration hearings.

She regularly assists with the development of employee handbooks, personnel policies, job descriptions and the investigation of discriminatory practice complaints against both public and private sector employers. She is responsible for assisting in the preparation of responses to CHRO, EEOC, and OSHA complaints.

Ms. Wyatt is a member of the National Federation of Paralegal Associations and an Associate member of the Connecticut Bar. She has also served as a member of the Allocation Cabinet of the United Way of Southeastern Connecticut.

Ms. Wyatt may be reached at her direct extension, (860) 271- 2235, or via email at mwyatt@sswbgg.com.

JUDITH E. FLEMMING, Paralegal of the firm.

Ms. Fleming received her Associates Degree from Mitchell College in 1983 and joined the firm in February of 1987, originally providing support for Attorney James Brennan in the municipal law department. She currently provides support for Attorneys Eileen Duggan, Hinda Kimmel, Andrew Brand, Michael Carey and Bryan Fiengo in the labor and employment department and the municipal law department in the preparation and presentation of litigation matters before administrative agencies and state and federal courts.

Ms. Fleming provides legal research, gathering and outlining pertinent information and drafting documents, to assist in the investigation of claims against municipal and private sector clients, and to prepare for grievance arbitration and court hearings. She works closely with the attorneys and clients to get accurate information for drafting responses to complaints, motions and discovery requests.

She is also responsible for providing support to the attorneys in the development of materials used in providing seminars and training for clients and various community organizations on topics such as the Family Medical Leave Act, Sexual Harassment Training and Freedom of Information.

Ms. Fleming may be reached at her direct extension, (860) 271-2215, or via e-mail at jflemming@sswbgg.com.



DIRECTORY OF ALL SUISMAN SHAPIRO ATTORNEYS

MATTHEW E. AUGER: Personal Injury Law, Wrongful Termination (Employee), Medical Malpractice, Municipal Law, Labor & Employment Law.

RAYMOND L. BARIBEAULT, JR.: Corporate & Business Law, Real Estate, Bankruptcy, Bank Collections, Municipal Foreclosures.

JAMES P. BERRYMAN: Workers' Compensation, Social Security Disability Law.

MICHAEL A. BLANCHARD: Criminal Law, Family Law, Personal Injury, Real Estate.

ANDREW J. BRAND: Municipal Law, Defense of Towns in Tax Appeals, Drafting of Ordinances, Estate and Trust Law, Civil Litigation.

ERIC CALLAHAN: Corporate & Business Law, Real Estate, Bankruptcy, Bank Collections, Municipal Foreclosures.

MICHAEL P. CAREY: Planning & Zoning Law, Municipal Law, Administrative Law, Workers' Compensation Law.

JOHN A. COLLINS: Personal Injury Law, Workers' Compensation, Criminal Law

JEANETTE M. DOSTIE: Wills, Trusts, Estates.

EILEEN C. DUGGAN: Labor and Employment Law (Employer), Municipal Law.

BRYAN P. FIENGO: Labor and Employment Law (Employer), Municipal Law, General Litigation.

LAWRENCE J. GREENBERG: Corporate Law, Real Estate/Commercial Law, Contract Review, Estate Planning and Probate Law.

JEFFREY W. HILL: Family and Marital Law.

CAROLYN P. KELLY: Personal Injury Law, Workers' Compensation Law

ROBERT B. KEVILLE: Workers' Compensation Law.

HINDA K. KIMMEL: Labor and Employment Law (Employer).

MARTIN W. SCHOEPFER: Family and Marital Law, Criminal Law.

MATTHEW SHAFNER: Personal Injury Law, Workers' Compensation, Municipal Law

ROBERT G. TUKEY: Personal Injury Law, Real Estate, Family and Marital Law.

John W. Bradley, Jr.
Direct Dial: (860)493-3548
E-Mail: jbradley@rms-law.com

One State Street Hartford, CT 06103
phone 860.549.1000 fax 860.724.3921
www.romemcguigan.com

July 22, 2010

Hon. Gregg Schuster
First Selectman
Town of Colchester
127 Norwich Ave., Ste. 201
Colchester, CT 06415

RE: Legal Services for Land Use Issues

Dear Mr. Schuster:

I am pleased to submit this proposal to provide legal services to the Town of Colchester on behalf of Rome McGuigan, P.C.

I. Firm Background and Description of Practice Areas

With over 30 lawyers, Rome McGuigan maintains a statewide practice. We are committed to providing the highest quality legal services with an emphasis on responsiveness, practicality, value and results. Rome McGuigan's litigation group is one of the preeminent trial practice groups in the State of Connecticut. We are well versed in areas of employment, intellectual property, contracts, taxation, municipal, product liability tort and criminal law. This experience in such varied areas allows us to handle virtually any issue or problem that the Town may confront.

The founders of the firm, Lewis B. Rome, who is perhaps best known for his work on behalf of the University of Connecticut, and Austin J. McGuigan, former Chief State's Attorney, continue to inspire and lead our firm. Attorney Rome, as Chairman of the UCONN Board of Trustees, helped to spearhead the period of dramatic growth that has taken place at our flagship university. In ceremonies on November 17, 2009, he was honored by Connecticut Public Television as "a visionary" and was given the Founders Award. Attorney McGuigan (along with Attorney Joseph Burns of this office) was instrumental in obtaining a \$101.8 million judgment against the FBI for the unlawful prosecution and subsequent incarceration of four innocent men. Among our major clients are United Technologies Corporation, The Mohegan Sun, The Waterford Group (Adriaen's Landing-Connecticut Convention Center & Hotel), non profits like the Corporation for Independent Living and Community Solutions, Inc. that build housing for disadvantaged and handicapped persons and numerous small businesses, municipalities and individuals.

Our firm has developed an extensive practice involving the representation of law enforcement personnel, especially state troopers. Members of our firm have been called on frequently by the judiciary and by state and local officials to conduct special investigations. We count among our partners, a former Appellate Court Judge (Hon. Anne Dranginis), a former Superior Court Judge (Hon. John Downey) and several other high ranking former prosecutors (Richard Banbury, Glenn Coe, Robert J.T. Britt, A Ryan McGuigan & Proloy Das) who have made important contributions to the people of the State of Connecticut.

**II. How the Law Firm will Supply Legal Services to the Town:
A focused team approach**

While the expertise and resources of our entire firm will be available to the Town of Colchester, experience has taught us that legal services to a municipality are most effectively provided through a designated team of qualified individuals who are thoroughly familiar with the municipality's needs and who work in coordination with a primary contact person. We offer a team consisting, in addition to myself as the lead attorney, of attorneys Morris R. Borea, and Rick Healey, all of whom are partners in the firm. We will be assisted by associates Jonathan Chappell and Robbie Gerrick and by paralegal Judy Grabowicz.

I propose to be the primary contact person for the Town of Colchester and to personally handle many of the matters. I will coordinate requests for legal services in order to make sure that the services are performed by the best suited person in the most efficient and responsive manner. Once an attorney is assigned to a matter he or she will handle the matter to conclusion.

We deal with land use issues on a daily basis and work closely with our town planners and building officials. Our firm has successfully handled numerous land use appeals and zoning enforcement cases and we have extensive experience in drafting and interpreting wetlands, subdivision and zoning ordinances.

III. Qualifications, Resumes and Position with Firm of Personnel that will be Assigned to Work on Matters pertaining to the Town of Colchester

John W. Bradley, Jr. (partner). I have over 30 years experience in private practice and have served as Town Attorney for the Town of Wethersfield almost continuously since 1995 and as Town Attorney for the Town of Cromwell since 1997. I also serve as Corporation Counsel for the Town of Farmington (since 2004) and as Town Attorney for the Town of Marlborough. I have recently served as special land use counsel to the Towns of Portland and Newington and to Old Saybrook's Historic District Commission. I have extensive experience in land use law, including inland wetlands, blight regulations, historic district regulation and the preparation and review of ordinances (including property maintenance codes). We regularly prepare opinion letters on land use and conflict of interest matters. For the past fifteen years, I have devoted a substantial portion of my

professional life to municipal and land use law. I currently serve as President of the Connecticut Association of Municipal Attorneys (CAMA) and I actively participate in activities and seminars of the Land Use and Administrative law sections of the Connecticut Bar Association. I have conducted in service training sessions on proper hearing procedures for municipal boards and commissions and have been a lecturer on historic district regulation and zoning enforcement issues.

In addition to myself, I expect that the following members of our firm (whose resumes are attached) are likely to work on various matters within their areas of specialty. Please see the attached schedules for further details.

Morris Borea (partner). Litigation and land use. Attorney Borea has successfully handled complicated tax and zoning appeals. He serves as Town Attorney for the Town of Rocky Hill and was involved in the negotiations and contract work that brought WFSB-TV to Rocky Hill. He is presently handling Rocky Hill's effort to acquire the former Foundry property along the Connecticut River by eminent domain in order to convert it to parkland. He has also successfully handled numerous Zoning Appeals for Planning & Zoning and the Open Space and Conservation Commission. Finally, he is presently representing the Town in the closing of the Rocky Hill Landfill, working with the property owner and the DEP in the implementation of a Consent Order to close the Landfill. Attorney Borea is responsible for the defense and prosecution of all matters involving land use or zoning in Rocky Hill. Mr. Borea also has a unique perspective on the needs of his municipal clients, as he is the Chairman of the Wethersfield Zoning Board of Appeals and has served in that capacity for over thirteen years.

Richard P. Healey (partner). Real estate and contracts. Attorney Healey has assisted on numerous land acquisition matters for the towns of Farmington and Wethersfield. He is a past member of the Executive Committee of the Real Property Section of the Connecticut Bar Association and has taught Real Property Law as an elective course in the Barney School of Business at the University of Hartford from 2002-2008.

Jonathan Chappell (associate). Attorney Chappell is a fifth year associate who devotes a substantial portion of his time to land use issues for Wethersfield, Cromwell, and Marlborough. He is experienced in land use, including subdivision regulations and health, wetlands and zoning code enforcement. He has counseled clients on water pollution control (sewer commission) issues. In addition, he has appeared frequently before the Freedom of information Commission on behalf of municipalities.

Robbie Gerrick (associate). Attorney Gerrick is a former clerk of the Appellate Court who has worked on tax and land use matters for many of the towns we represent.

Judy Grabowicz (paralegal). Ms. Grabowicz is an experienced real estate paralegal who provides valuable service in connection with land transactions. She has provided valuable assistance to the municipalities we represent in matters involving conservation and

utility easements as well as in complicated land title and right of way matters. She has had a major role in multiple open space purchases and other land transactions that our firm has handled for the Towns of Farmington and Wethersfield. She has worked closely with the town planners, town engineers and building officials. She reviews and preliminarily approves easements, subdivision maps, legal descriptions and other closing documents.

IV. Fee Proposal

(See separate letter).

V. List of References

Peter Gillespie
Town Planner
Chandler Rose
Tax Assessor
Jeff Bridges
Town Manager
Town of Wethersfield
505 Silas Deane Highway
Wethersfield, CT 06109
Telephone: (860) 721-2838

Ms. Barbara Gilbert
Town Manager
Town of Rocky Hill
761 Old Main Street
Rocky Hill, CT 06067
Telephone: (860)258-2743

Craig Minor
Town Planner
Town of Cromwell
41 West Street
Cromwell, CT 06416
Telephone: (860)632-3419

Ms. Kathleen A. Eagen
Town Manager
Liz Dolphin, Assistant Planner
Town of Farmington
One Monteith Drive
Farmington, CT 06032
Telephone: (860)675-2352

VI. Conflict of Interest/Grievances:

1. Rome McGuigan does not represent any real estate developers who propose development in Colchester. The firm is independent of the Town of Colchester and the firm is unaware of any potential conflicts of interest if it were selected to perform the requested work.
2. Our firm performs a thorough conflict check before any new matter is opened.
3. Any actual or potential conflicts that are discovered are resolved in accordance with the Rules of Professional Conduct.
4. No member of our firm has ever been disciplined by the grievance process and no grievances are pending against any member of our firm.

VII. Annual Training Sessions

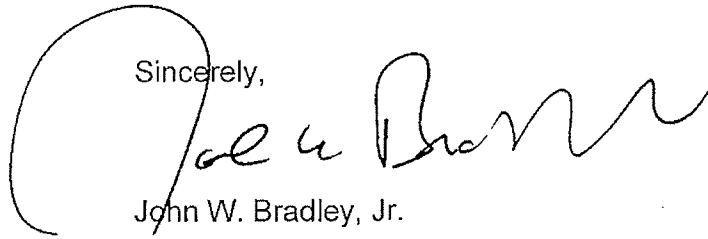
Training sessions are a good idea and are particularly helpful in assisting all town employees in understanding the municipality's responsibilities under the Freedom of Information Act, and in the areas of conflict of interest, hearing procedures for boards and commissions police liability issues. FOI and conflict of interest violations can result in unnecessary costs to municipalities. We propose to conduct in house training sessions on these subjects and to provide updates on new developments in the law as they occur. We have previously conducted such training sessions for Farmington, Rocky Hill and Wethersfield.

Conclusion

Effective representation for a municipality requires a broad range of legal skills, strong interpersonal and communications ability, and knowledge of the community. Given the fast paced demands of municipal law today, it is important that the Town's law firm have the back up and resources necessary to cope with the wide variety of complex legal issues that the Town regularly faces. Our firm is proud of the service we render to municipalities and we are fully capable and prepared to provide timely, effective and responsive legal services to you and your staff.

We look forward to the opportunity to serve the Town of Colchester.

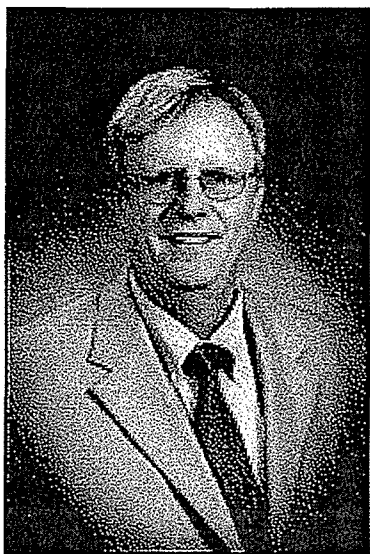
Sincerely,

A handwritten signature in black ink, appearing to read "John W. Bradley, Jr.", written in a cursive style. The signature is positioned to the right of the word "Sincerely," and above the printed name.

John W. Bradley, Jr.

JWB/bc
Enclosures

HA246602



JOHN W. BRADLEY JR.

PRINCIPAL

John W. Bradley, Jr. focuses his practice in the areas of civil litigation and municipal law. He is a skilled and successful litigator with over twenty five years experience in handling complex litigation including the defense of legal and medical malpractice claims, product liability, insurance coverage, land use, commercial and construction disputes. He has represented many Connecticut municipalities including serving as town attorney for the Towns of Cromwell, Wethersfield, Farmington, Marlborough and Rocky Hill. He is a frequent speaker at seminars on municipal, land use and historic preservation issues. Recently, he was a member of a team that successfully obtained approval for a wood burning electric power generating plant in eastern Connecticut. He successfully represented a Gulf War Widow in what is believed to be the first case in the nation to find that a military veteran's pancreatic cancer was caused by exposure to the chemical lindane which was used in the delousing of Iraqi prisoners. He represents many non-profit corporations in construction and real estate disputes. Attorney Bradley has made a career of achieving cost efficient and expeditious results for his clients.

Direct line: 860-493-3548

Areas of Practice

- Civil Litigation
- Land Use & Zoning
- Administrative Law
- Construction Contracts & Litigation
- Personal Injury

Bar Admissions

- Connecticut, 1976
- U.S. District Court District of Connecticut, 1977

Education

- Seattle University, School of Law, Seattle, Washington
 - J.D. - 1976
- College of the Holy Cross
 - B.A. - 1970
 - Major: Political Science

Representative Cases

- *Center Shops v. Town of East Granby*, 253 Conn. 183 (2000)
- *Slimp v. Dept. of Liquor Control*, 239 Conn. 599 (1996)

Classes/Seminars

- Historic District Regulation, Connecticut Bar Association, Advanced Land Use, October 16, 2008
- Municipal Law Topics, Connecticut Association Municipal Attorneys, 2001 - 2009

Professional Associations and Memberships

- Connecticut Association of Municipal Attorneys, President, 2008 - 2010
- Connecticut Bar Association, Litigation, Land Use & Administrative Law Sections
- Hartford County Bar Association - Municipal Law Committee
- Defense Research Institute - Product Liability Section
- Connecticut Trial Lawyers Association

Languages

- French



MORRIS R. BOREA

PRINCIPAL

Morris Borea is an experienced trial lawyer who has been trying cases before juries in State and Federal Courts for over 25 years. Morris has tried cases for both plaintiffs and defendants where the disputes have involved millions of dollars or important legal issues that affect future decisions for years to come. His successful representation of Corporations, Towns and Individuals is the result of careful preparation, years of experience interacting with jurors and telling them the truth.

Morris graduated from Trinity College in Hartford in 1979 majoring in Biology and Psychology. He graduated from the University of Connecticut School of Law in 1982. While in Law School and upon graduation Morris worked for the Attorney General's Office in the Tax Division and then was Special Counsel to the Secretary of State's Office in the Corporation's Division. In 1985 Morris entered private practice and almost immediately began to try jury cases, with his first jury verdict coming in 1986 when he successfully defended a car accident case in the New London Superior Court where the jury rendered a verdict that was for less than the offer that was made during trial. Two years later Morris tried his first plaintiff's case against a senior partner at one of Hartford's largest defense firms, Halloran & Sage. The best offer that was made during trial was \$50,000; the jury awarded \$180,000 for the plaintiff's broken ankle. The senior partner was impressed and in 1989 Morris joined Halloran & Sage as an associate.

Through the years Morris has handled a wide array of cases, including trade secrets litigation, complex commercial litigation, tax disputes, medical malpractice cases, wrongful death claims and product liability claims. Among the notable decisions he has secured are a million dollar verdict against the State of Connecticut for a defective highway claim, resulting in the largest settlement

that the State had ever paid for such a claim; a decision for well over a million dollars in an unfair trade practices claim against a national home builder based on fraud and misrepresentation; a settlement of \$1,450,000 for the wrongful death of an 80 year old man killed by a reckless police officer; and a million dollar settlement for a corporate client as a

Direct line: 860-493-3546

Areas of Practice

- Litigation and Trial Practice
- Personal Injury Practice Group
- Civil Litigation
- Medical Malpractice
- Product Liability
- Wrongful Death
- Trade Secrets Litigation
- Complex Commercial Litigation
- General Business/Counseling
- General Municipal/Government Counseling

result of a product liability claim involving contaminated ingredients used by the client to manufacture food supplements. Over the years Morris has obtained verdicts and settlements for his clients that total well into the millions of dollars.

Morris has also defended substantial claims brought against his clients. In 2009 Morris tried the first asbestos product liability case in Connecticut in over 20 years. His aggressive defense of the case helped to achieve a favorable settlement of the case on appeal. In 2008 he defended a claim for increased pension benefits brought by the former personnel director of the Town of Rocky Hill. The plaintiff was seeking to double her pension payments based on a memorandum signed by a former Town Manager. After a trial in Federal Court the Judge ruled in favor of the Town and entered judgment denying the plaintiff's claim. Morris also defended a major corporation in an anti-trust investigation brought by the Attorney General's office alleging price fixing. After extensive discovery and negotiation the State agreed not to pursue an action against his client.

Besides his trial work, Morris is Co-Chair of the firm's Municipal Law Department. He has been the Town Attorney for Rocky Hill for many years and has represented numerous Towns in Central Connecticut. He has handled hundreds of tax appeals for municipal clients, numerous zoning appeals and substantial eminent domain litigation. He is currently representing the Town of Wethersfield in Federal Court in a claim against Motorola alleging the negligent design and installation of its public safety radio system. As Town Attorney Morris is involved in all aspects of Town government and provides advice and guidance regarding all issues faced by the Town, including environmental issues, personnel matters and general governance questions.

Morris also represents taxpayers. He has represented Mobil Oil Corporation, Ford Motor Company, Massachusetts Mutual Insurance Company and Hallmark Cards, Inc., in property tax appeals involving millions of dollars. His considerable experience with tax appeals provides him with the expert relationships and resources to handle any tax appeal no matter how substantial. Morris knows that a property's value is not based on the owner's ability to pay taxes but on what the property is worth in the marketplace. He has been invited to lecture on the trial of tax appeals by the Statewide Tax Assessors Association and the Connecticut Association of Municipal Attorneys.

Morris strongly believes that the law is a profession that requires that we give back to the Community.

Morris is very involved in his community and profession. He is a long time member of the Continuing Legal Education Committee of the Connecticut Trial Lawyers Association. He has lectured numerous times about trial tactics, product liability, premises liability and wrongful death litigation. He has served as Chairman of the Zoning Board of Appeals in Wethersfield for over 10 years. He has been a lector at Corpus Christi Church for over 15 years. For the last 4 years he has been the Athletic Director at Corpus Christi School. He has been a Little League coach in Wethersfield for over 5 years. He is a past President and Board member of Wethersfield UNICO, an Italian American service organization that raises money for charity. He has been a UNICO member for over 10 years and serves on the Scholarship Committee.

Bar Admissions

- Connecticut, 1982
- U.S. District Court District of Connecticut, 1985
- U.S. Court of Appeals 2nd Circuit, 1993

Education

- **University of Connecticut School of Law, Hartford, Connecticut**
 - J.D. - 1982
- **Trinity College, Hartford, Connecticut**
 - B.S. - 1979
 - Major: Biology & Psychology

Published Works

- "Municipal Liability: The Public Duty Doctrine Revisited", CTLA Forum, Vol. 10, No. 1, Feb., 1992

Representative Cases

- *Caldor, Inc. v. Heffernan*, 440 A.2d 767 (Conn. 1981)
- *Buturla v. St. Onge*, 519 A.2d 1235 (Conn.App. 1987)
- *Alvarado v. Black*, 728 A.2d 500 (Conn. 1999)
- *Gartrell v. Department of Correction*, 787 A.2d 541 (Conn 2002)

Representative Clients

- United Natural Foods, Inc.
- Ford Motor Company
- On Site Gas Systems, Inc.
- Massachusetts Mutual Ins. Co.
- Town of Rocky Hill

Classes/Seminars

- The Trial of a Tax Appeal, Connecticut Association of Municipal Attorneys, December, 2009
- Program Chair, "Direct and Cross Examination of Expert Witnesses" Continuing Legal Education Seminar, Connecticut Trial Lawyers Association, April 12, 2002
- "Product Liability Roundtable" CLE Seminar, Connecticut Trial Lawyers Association, December 4, 2001 - December 4, 2002
- Program Chair, "Suing the Federal, State and Local Government", Continuing Legal Education Seminar, Connecticut Trial Lawyers Association, March 6, 1999
- Speaker, "Jury Selection in Premises Liability Cases", CTLA CLE Seminar, Connecticut Trial Lawyers Association, 1995
- Program Chair, "Taking Effective Depositions", CLE Seminar, Connecticut Bar Association, 1994
- Speaker, "Successor Liability for Product Liability Claims", CLE Seminar, CBA, 1991
- Examining Expert Witnesses, CTLA, 2002 - 2008
- Issues in Product Liability, CTLA, 2001 - 2003

Professional Associations and Memberships

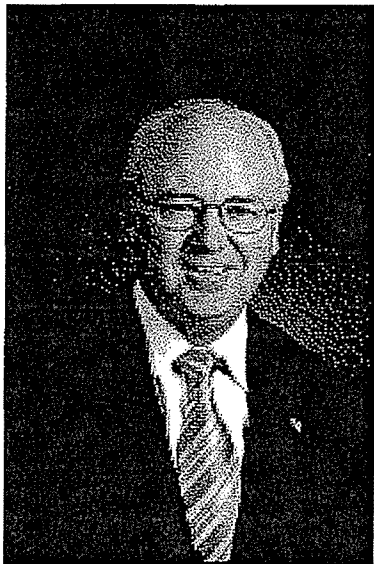
- Connecticut Trial Lawyers Association, Member, Continuing Legal Education Committee, 1992 - Present
- CTLA People's Law School, Wethersfield, CT, Chairman, 1993 - 1997
- UNICO, Wethersfield, Member, Board of Directors, 1999 - Present
- UNICO, Wethersfield, President, 2002 - 2003

Pro Bono Activities

- Chairman, Zoning Board of Appeals, Wethersfield, CT, 1998 - Present
- Secretary, Zoning Board of Appeals, Wethersfield, CT, 1996 - 1998
- Athletic Director, Corpus Christi School, Wethersfield, CT 2006 - Present
- Coach, Wethersfield Little League, 2004 - Present
- Lector, Corpus Christi Church, 1994 - Present

Languages

- Italian



RICHARD P. HEALEY
MANAGING PRINCIPAL – COO

Mr. Healey grew up in Peabody, Massachusetts and graduated from Saint John's Preparatory School, Boston College and Boston College Law School. He received the Alumni Award for Outstanding Contribution to the Development of the Law School for his work as the sole student representative on the Law School committee that negotiated with the university for the relocation of the Law School on the newly acquired Newton College Campus and on the Law School committee that oversaw the design and development of the new Law School facility on the Newton College Campus.

Mr. Healey worked as a legal intern in the Legal Department for the Boston Redevelopment Authority during law school, and joined the Legal Department as a staff attorney following graduation. He relocated to Connecticut in the fall of 1977 and joined the law firm of Gilman & Marks. He joined Hoberman & Pollack, P.C., the predecessor of Rome McGuigan, P.C. as a principal in 1984, and, in addition to his practice, has overseen the day-to-day administration of the firm since 1993.

Mr. Healey's practice includes commercial real estate development, finance, leasing and restructuring, representation of underwriters in bond financing transactions, business law contracts, commercial litigation, elections law and administrative law. He is a past member of the Executive Committee of the Real Property Section of the Connecticut Bar Association and has taught Real Property Law as an elective course in the Barney School of Business at the University of Hartford from 2002-2008.

Mr. Healey has an AV Peer Rating Review from Martindale Hubbell.

Direct line: 860-493-3510

Areas of Practice

- Corporate and Finance Practice
- Employment and Education Law
- Finance
- Real Estate
- Civil and Commercial Litigation
- Employment Law
- Real Estate and Conveyancing
- Commercial Real Estate Financing and Development
- Contracts and Business Transactions
- Election Law
- Commercial Litigation
- Bond Underwriter Representation

Mr. Healey has been actively involved in community activities having taught CCD classes at Saint Maurice Church, serving two terms as Chairman of the Saint Maurice Church Parish Council, most recently from 2007-2009, serving on the Advisory Board for Holy Family Retreat Center from 2007-present, and serving on the Board of the Connecticut Affiliate of the American Diabetes Association from 1991-1997, including as Chairman from 1993-1995. Mr. Healey has also served as a member of the Judicial Performance Evaluation Review Subcommittee for the Judicial Branch of the State of Connecticut (1995-1999) and as a member of the Prisons and Jails Overcrowding Commission for the State of Connecticut (1999-2006). He presently serves as a member of the Criminal Justice Policy Advisory Committee for the State and is Legal Advisor for the Petit Family Foundation (2007-present).

Mr. Healey is married to his law school classmate, Mary (Joy) Healey. They have three children, John, Mary Kate and Will. Mr. and Mrs. Healey live in New Britain, CT.

Bar Admissions

- Connecticut, 1977
- Massachusetts, 1977
- U.S. District Court District of Connecticut, 1978
- U.S. District Court District of Massachusetts, 1977
- U.S. Supreme Court, 1991

Education

- **Boston College Law School, Boston, Massachusetts**
 - J.D. - 1976
 - Honors: Alumni Award Outstanding Contribution to the Development of the Law School
- **Boston College, Chestnut Hill, Massachusetts**
 - B.A. (*Cum Laude*) - 1973
 - Major: English and Political Science (Double Major)

Classes/Seminars

- Adjunct Professor, Real Property Law (Elective), Barney School of Business, University of Hartford, MBA Program, 2002 - 2008

Honors and Awards

- AV Peer Rating Martindale-Hubbell, 2002 - Present

Professional Associations and Memberships

- Connecticut Judicial Performance Evaluation Advisory Panel, Member, 1995 - 1999
- Connecticut Prison and Jail Overcrowding Commission, 1999
- Massachusetts Bar Association
- Connecticut Bar Association, Real Property Section, Executive Committee, 1979 -1988

- American Bar Association, Real Property, Labor and Employment, Litigation Sections
- Connecticut Bar Association, Member, 1978 - Present
- American Bar Association, Member, 1981 - Present

Pro Bono Activities

- Chairman, American Diabetes Association, Connecticut Affiliate, 1993 - 1995
- Saint Maurice Church Parish Council, 1982 - 1986
- Holy Family Retreat Center-Advisory Board
- Saint Maurice Church Parish Council, 2007 - Present



JONATHAN R. CHAPPELL

ASSOCIATE

Mr. Chappell focuses his practice in civil litigation, including administrative appeals, commercial litigation, municipal law, and negligence defense. Before his employment with Rome McGuigan, he was an attorney with a small, general practice law firm in New Haven.

Prior to becoming an attorney, Mr. Chappell was employed as a registered physical therapist. He worked in several facilities throughout Connecticut as a treating therapist and also managed certain rehabilitation departments while he completed his law degree. He also was employed as a law clerk with a prominent litigation firm in Hartford during his final year of law school.

Mr. Chappell resides in Wallingford with his wife and daughter. He is an active member of the board of directors of the local Chapter of the Juvenile Diabetes Research Foundation (JDRF) and volunteers as JDRF's State Leader of Government Relations.

Direct line: 860.493.3570

Areas of Practice

- Administrative Law
- Contracts
- Collections
- Freedom of Information
- Construction Law
- Insurance Defense
- Litigation & Appeals
- Personal Injury -- Defense
- Personal Injury -- Plaintiff
- State, Local & Municipal Law

Bar Admissions

- Connecticut, 2005
- U.S. District Court District of Connecticut, 2007

Education

- **Quinnipiac University School of Law, Hamden, Connecticut**
 - J.D. (*Magna Cum Laude*) - 2005
 - Law Journal: Health Law Journal, Lead Articles Editor, 2004 - 2005
- **Quinnipiac University, Hamden, Connecticut**
 - B.S. (*Cum Laude*) - 1999
 - Major: Physical Therapy

Representative Cases

- *Andrews v. Planning and Zoning Commission*, 97 Conn. App. 316 (Connecticut Appellate 2006)

Honors and Awards

- Distinguished Academic Achievement Award - Advanced Legal Writing, 2004 - 2005
- Outstanding Legal Scholarship Award , 2005

Professional Associations and Memberships

- Juvenile Diabetes Research Foundation, State Leader of Government Relations, 2006 - Present
- Connecticut Bar Association, Member, 2005 - Present

Pro Bono Activities

- State Leader of Government Relations, Juvenile Diabetes Research Foundation, 2006 - Present



ROBBIE GERRICK

ASSOCIATE

Robbie Gerrick focuses her practice in the areas of Municipal Litigation, Toxic Tort, Personal Injury, Insurance Defense, Workers' Compensation and Appellate Practice. Ms. Gerrick earned her Juris Doctorate from University of Connecticut School of Law in 2002 and her B.A. from John Jay College in New York in 1999, *magna cum laude*.

Before joining Rome McGuigan, Ms. Gerrick was a law clerk for the Hartford Superior Court judges. She then went on to clerk for the Honorable Anne Dranginis at the Appellate Court, who is now a partner at Rome McGuigan.

Direct line: 860.493-3556

Areas of Practice

- Municipal Litigation
- Toxic Tort-Asbestos
- Personal Injury
- Insurance Defense
- Worker's Compensation
- State Appellate Practice

Ms. Gerrick second-chaired and won her first trial in an insurance defense case. She was equally successful in her appeals before the State Appellate Court in: *Hill v. Cohen & Wolf*, 98 Conn. App. 905 (2006) and *Konefal v. Konefal*, 107 Conn. App. 354 (2008, *cert. denied*, 288 Conn. 902 (2008)).

Ms. Gerrick is admitted to practice before the courts of the State of Connecticut and United States District Court of Connecticut. She is a member in good standing of the Connecticut Bar Association and the Hartford County Bar Association.

As a person who believes in giving back to the community, Ms. Gerrick has worked with Habitat for Humanity in building houses for low-income families.

Bar Admissions

- Connecticut, 2003
- U.S. District Court District of Connecticut, 2005

Education

- University of Connecticut School of Law, Hartford, Connecticut
 - J.D. - 2002
- John Jay College of Criminal Justice, New York, New York
 - B.A. (*Magna Cum Laude*) - 1999
 - Honors: Dean's List
 - Major: Forensic Psychology
 - Minor: English Literature

Representative Cases

- *Hill v. Cohen & Wolf*, 98 Conn. App. 905 (Appellate 2006)
- *Konefal v. Konefal*, 107 Conn. App. 354 (Appellate 2008)

Representative Clients

- Farmington, Rocky Hill, & Cromwell
- Insurance Companies
- Manufacturing Companies
- Injured Workers

Professional Associations and Memberships

- Hartford County Bar Association, Member, 2005 - Present
- Connecticut Bar Association, Member, 2005 - Present

To: Gregg Schuster
From: Adam Turner
Re: Kabara Property
Date: October 5, 2010

MEMORANDUM

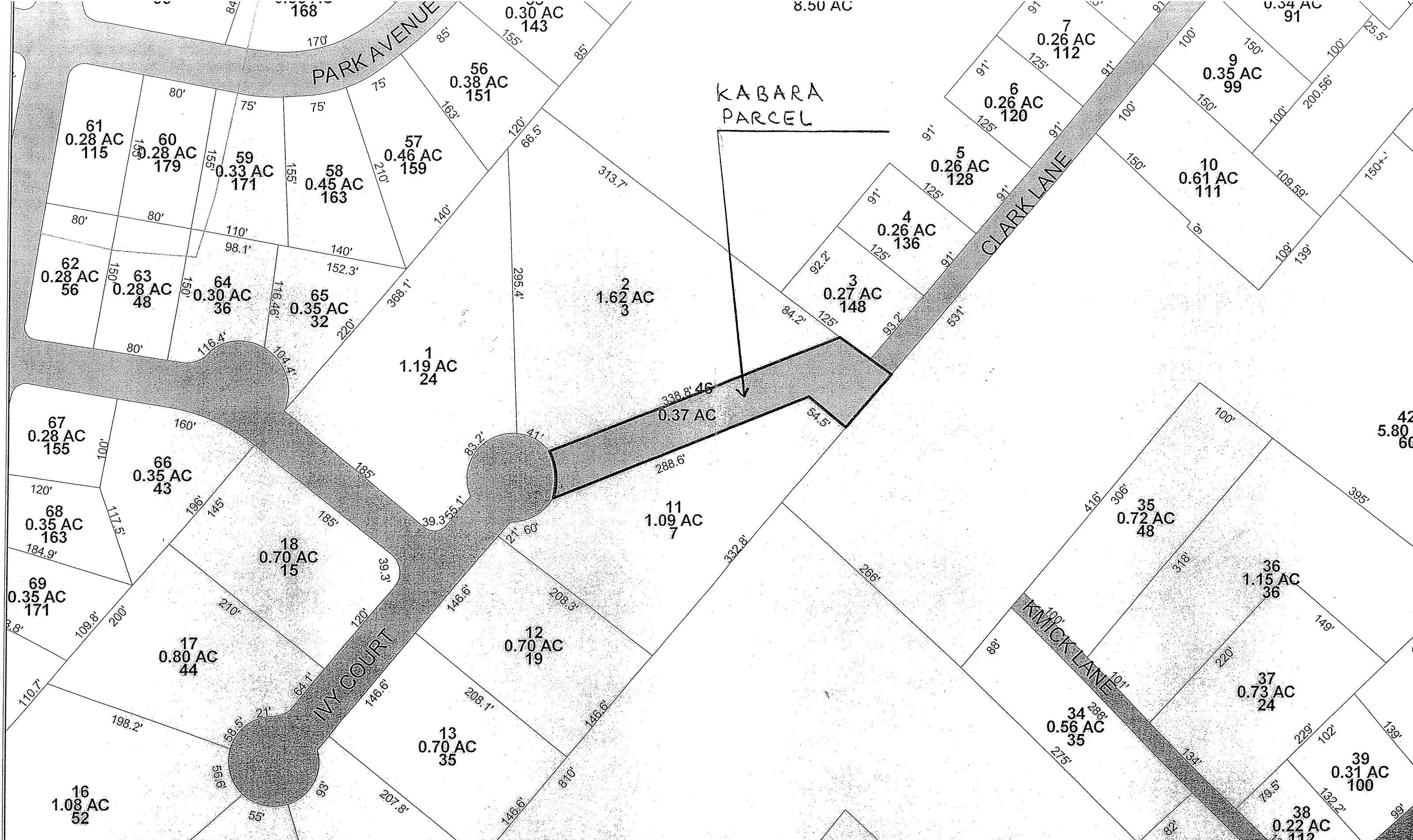
Several years ago, staff was approached by Joseph Kabara regarding the town's interest in acquiring a 0.37acre parcel of land that connected Ivy Court to Clark Lane. As shown on the attached map, the parcel is located between 3 and 7 Ivy Court. The parcel was included in the original Ivy Park sub division and was supposed to be given to the Town upon the acceptance and recording of the original sub division of land in the mid 1970's. Unfortunately the parcel was never transferred to the Town and instead remained the property of Mr. Kabara who was the properties owner.

Mr. Kabara offers to give this parcel to the Town. After conducting a field visit, Town staff was wary about accepting the parcel because of several improvements (planted bushes, and a garage) that were potentially located on the property. Staff recommended that the property not be taken without a formal survey to determine whether indeed some permanent improvements had been located on the property.

Last month a permanent survey was completed that indicated that several different landscaped areas were indeed located within the subject property boundaries. The garage to the north of the property was surveyed to be outside the subject property boundaries although was not setback as far as it should have been.

The property is recommend to be used as an emergency connection between Ivy Court and Clark Lane and would not be permanently improved, instead it would be cleared, and graded. It is also recommended to place a gate at the Clark Lane end of the property to dissuade persons from using the parcel as a shortcut.

Motion: Move to accept the Kabrera Parcel as proposed for no funds and without other considerations.



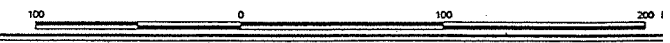
Town of Colchester
 Parcel Number: 03-09/072-007
 Street Address: 407 CABIN RD

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



Memo

To: Board of Selectmen
From: Mark Decker, Public Works Director
Kevin Kelly, Highway Supervisor
Sal Tassone, Town Engineer
CC: Gregg Schuster
Date: 10/5/2010
Re: Legal Traffic Authority



Connecticut Legal Traffic Authorities are municipal officials designated by the municipalities to establish traffic regulations and authorize the installation of traffic control devices. The Board of Selectmen serves as the Legal Traffic Authority (LTA) for Colchester. However, there are certain circumstances we believe operations may be more efficiently served by having the LTA delegate some of these responsibilities to other municipal officials.


Some of the responsibilities of the LTA include authorization of traffic control signs, road closures, and submittal of requests to the State Traffic Commission. In most cases, staff provides the necessary background and makes recommendations to the Board for their action. Some of the activities associated with traffic control are for compliance with new regulations or standards, with general roadway maintenance, or in response to man-made or natural emergencies. We believe responding to certain temporary maintenance requirements or installation of certain type signs for compliance with regulations or standards should be delegated for authorization to either the First Selectman or administratively by the Public Works Director or Town Engineer rather than burdening the full Board. One such example is a temporary road closure to replace cross-road drainage pipes or repair a water main. By the strict letter of the authority, such actions would need to be approved by the Board of Selectmen as the LTA.

While we have no desire to usurp the authority of the Board of Selectmen in fulfilling their role as the LTA, we recommend the Board delegate their authority for "routine maintenance" activities and designate the First Selectman, Public Works Director, and Town Engineer to authorize routine maintenance activities on behalf of the LTA at their professional discretion.

Please contact us if you have questions.

Requested Action: The Board of Selectmen, acting as the Town's Legal Traffic Authority (LTA), designates the First Selectman, Town Engineer, and Public Works Director, to authorize routine roadway maintenance activities on behalf of the LTA at their professional discretion.

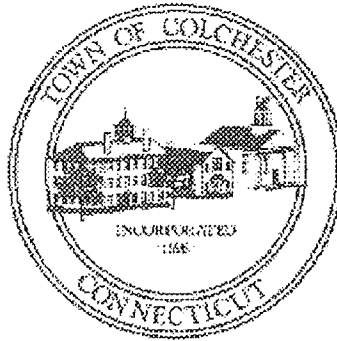
Memo

To: Gregg Schuster
From: Mark Decker 
CC: Board of Selectmen
Date: 10/5/2010
Re: Well 3 Redevelopment Project

At their 30 September 2010 Special Meeting, the Sewer and Water Commission motioned to forward the results of the Well 3 Redevelopment Project bids to the Board of Selectmen with a recommendation to award the project to the low bidder, Layne Christensen Company of Dracut, Massachusetts for a bid price of \$8,790, and to authorize the First Selectman to sign all necessary documents. The work will be paid for out of Water Department operating budget funds.

Copies of the special meeting minutes and bid opening results are attached.

Requested Action: Motion to accept the recommendation of the Colchester Sewer and Water Commission and to award the Well 3 Redevelopment project to the low bidder, Layne Christensen, and to authorize the First Selectman to sign all necessary documents.



Colchester Sewer and Water Commission

Minutes of the 30 September 2010 Special Meeting

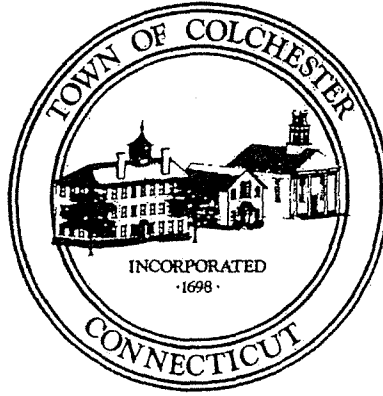
Municipal Office Complex
Colchester, Connecticut

Members Present: R. LeMay, Steve Coyle, Robert Jones, D. Ferrigno (via conference call),
T. Tripodi (via conference call)
Members Absent: S. Boyden
Others Present: M. Decker (Public Works Director)

1. **Call to Order-** Chairman LeMay called the meeting to order at 4:10 p.m.
2. **Possible Action Well 3 Reconditioning Project** – M. Decker reported Reconditioning of Well No. 3 project was publicly advertised on 1 September, a pre-bid meeting held on 15 September, and a bid opening on 24 September. Two companies attended the pre-bid and submitted bids. A third company expressed interest but did not attend the pre-bid but did submit a “no bid” on the closing date.
Bid results were:
Layne Christensen - \$8,790
S.B. Church Company - \$10,430
LaFramboise Well Drilling – no bid
The bids were reviewed by staff and were complete and both bidding companies are experienced in this type work, have worked with the Town before, and are qualified. It is Management’s recommendation to accept the low bid submitted by Layne Christensen.
Motion to forward the results of the bid to the Board of Selectmen with a recommendation to accept the low bid by Layne Christensen and to authorize the First Selectman to sign all necessary documents, by T. Tripodi, second by S. Coyle; Motion approved 5-0
3. **Adjourn** – *Motion to adjourn, by S. Coyle, second by R. Jones; Motion approved 5-0.*
Chairman LeMay adjourned the meeting at 4:14 p.m.

Respectfully submitted,
M. Decker

Linda M. Hodge



First Selectman

BID OPENING

DATE: 24 Sept, 2010 TIME: 2:03 PM.

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

BID OPENING: Well 3 Reconditioning

IN ATTENDANCE FOR THE TOWN: Mark Decker
Steve Klobukowski

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

| <u>COMPANY</u> | <u>BID AMOUNT</u> |
|----------------------------------|------------------------------|
| <u>Layne Christensen</u> | <u>\$ 8,790⁰⁰</u> |
| <u>SB Church</u> | <u>\$ 10,430.00</u> |
| <u>Laframboise Well Drilling</u> | <u>\$ NO BID</u> |
| <u> </u> | <u>\$</u> |
| <u> </u> | <u>\$</u> |
| <u> </u> | <u>\$</u> |

Gregg Schuster



First Selectman

MEMORANDUM

To: Board of Selectmen

Cc:

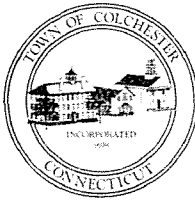
From: Gregg Schuster, First Selectman

Date: 10/4/10

Re: MEUI Job Descriptions

Attached are the recommended revised job descriptions as discussed with the union during negotiations.

Recommended Motion – “Move to adopt the revised job descriptions as recommended by the First Selectman.”



Town of Colchester Job Description

Fleet Maintenance Department Mechanic I

GLOBAL STATEMENT OF DUTIES: All positions shall participate in snow and ice control activities on Town roads and facilities and in other natural or man-made emergencies. All positions shall, through cross-training, meet minimum duty standards such that a basic core level of service can be provided by every staff member regardless of their primary department.

These core duties include:

- operation of backhoe, loader, dump/plow truck, pick-up/plow truck, skid steer, grounds mower, tractor, and various hand operated equipment (e.g., chain saw, snow blower, trimmer, leaf blower, push mower, line painter), and
- ability to perform routine service and minor maintenance on department equipment including but not limited to washing, adjusting, changing oil and filters, greasing, checking fluids, hoses, wiper blades, lights, and tires.

GENERAL STATEMENT OF DUTIES: Performs a wide variety of semi-skilled and unskilled labor tasks relative to the maintenance of Town vehicles and equipment, and Town buildings and grounds. Available to perform/assist as needed for natural or man-made emergencies.

WORK HOURS: Hourly/full-time plus overtime as assigned/required

SUPERVISOR: Work under supervision of the Fleet Maintenance Supervisor and administratively under the Public Works Director, or their designated representative(s). During snow and ice control events, this position may be temporarily supervised by another Department Supervisor or their designee.

SUPERVISION: This position does not include supervisory requirements.

ESSENTIAL DUTIES:

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

1. Execute day-to-day assignments.
2. Perform or assist in performing preventative maintenance and repairs to Town automobiles, trucks, road machinery/equipment such as brakes, suspension and steering, accessories (e.g., radios and strobe lights), sandblast and paint, oil, grease, and tire servicing
3. Perform or assist in performing maintenance on other types of motor driven and mechanical equipment
4. Perform or assist in performing steam cleaning, cutting, and welding
5. Perform or assist in performing general and specific building maintenance such as sweeping, cleaning, washing
6. Perform or assist in performing unskilled and semi-skilled building repairs such as carpentry and painting
7. Perform related work as required.
8. Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. A general knowledge of tools, equipment, materials, methods and practices used in the general maintenance and repair of automotive and mechanical equipment.
2. Ability to safely and legally operate vehicles and equipment to be serviced
3. Ability to work effectively with others.
4. A general knowledge of safety practices and requirements associated with operation and maintenance of vehicles and construction and hand operated equipment
5. Computer literate.
6. Outstanding customer services skills, including ability to receive criticism and respond in a professional manner.
7. Good written and verbal communication skills.
8. Ability to manage time effectively.
9. Ability to work well independently and follow instructions.
10. Ability to work effectively as a team.
11. Ability to work in limited access areas, crawl on knees, carry equipment or materials up to approximately 75 pounds and on occasion up to approximately 100 pounds.
12. Ability to meet the physical requirements of the job and perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

1. Possession of a valid driver's license, with CDL endorsement.
2. Not less than one (1) years employment experience as an automotive or heavy equipment mechanic, or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities
3. Possess mechanic's hand tools up to 1-1/4 in. size
4. High school diploma or equivalency.

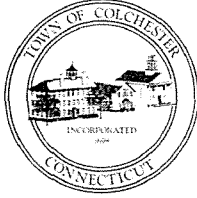
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents,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

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

A physical and medical examination is a condition of employment after hire.

Full-time; 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

Fleet Maintenance Department Mechanic II

GLOBAL STATEMENT OF DUTIES: All positions shall participate in snow and ice control activities on Town roads and facilities and in other natural or man-made emergencies. All positions shall, through cross-training, meet minimum duty standards such that a basic core level of service can be provided by every staff member regardless of their primary department.

These core duties include:

- operation of backhoe, loader, dump/plow truck, pick-up/plow truck, skid steer, grounds mower, tractor, and various hand operated equipment (e.g., chain saw, snow blower, trimmer, leaf blower, push mower, line painter), and
- ability to perform routine service and minor maintenance on department equipment including but not limited to washing, adjusting, changing oil and filters, greasing, checking fluids, hoses, wiper blades, lights, and tires.

GENERAL STATEMENT OF DUTIES: Performs a wide variety of skilled and semi-skilled labor tasks relative to the maintenance of Town vehicles and equipment, and Town buildings and grounds. Available to perform/assist as needed for natural or man-made emergencies.

WORK HOURS: Hourly/full-time plus overtime as assigned/required

SUPERVISOR: Work under supervision of the Fleet Maintenance Supervisor and administratively under the Public Works Director, or their designated representative(s). During snow and ice control events, this position may be temporarily supervised by another Department Supervisor or their designee.

SUPERVISION: This position may supervise Mechanic I.

ESSENTIAL DUTIES:

All duties identified at the Mechanic I level plus the following illustrative and non-exhaustive list of duties:

1. Perform or assist in performing maintenance activities such as adjusting valves and ignition and perform tune ups
2. Perform or assist in performing body and chassis repairs, fenders, bumpers and framework
3. Perform cutting, welding and fabricating
4. Perform or assist in performing engine, transmission, and rear end installations
5. Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. A general knowledge of tools, equipment, materials, methods and practices used in the general maintenance and repair of automotive and mechanical equipment.

2. Ability to safely and legally operate vehicles and equipment to be serviced
3. Ability to work effectively with others.
4. A general knowledge of safety practices and requirements associated with operation and maintenance of vehicles and construction and hand operated equipment
5. Computer literate.
6. Outstanding customer services skills, including ability to receive criticism and respond in a professional manner.
7. Good written and verbal communication skills.
8. Ability to manage time effectively.
9. Ability to work well independently and follow instructions.
10. Ability to work effectively as a team.
11. Ability to work in limited access areas, crawl on knees, carry equipment or materials up to approximately 75 pounds and on occasion up to approximately 100 pounds.
12. Ability to meet the physical requirements of the job and perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

1. Possession of a valid driver's license, with Class B CDL with tank endorsement.
2. Not less than three (3) years employment experience as an automotive or heavy equipment mechanic, or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities
3. Possess mechanic's hand tools up to 1-1/4 in. size
4. High school diploma or equivalency.

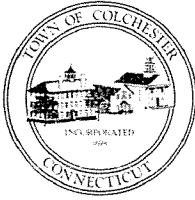
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents,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

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

A physical and medical examination is a condition of employment after hire.

Full-time; 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

Fleet Maintenance Department Mechanic III

GLOBAL STATEMENT OF DUTIES: All positions shall participate in snow and ice control activities on Town roads and facilities and in other natural or man-made emergencies. All positions shall, through cross-training, meet minimum duty standards such that a basic core level of service can be provided by every staff member regardless of their primary department.

These core duties include:

- operation of backhoe, loader, dump/plow truck, pick-up/plow truck, skid steer, grounds mower, tractor, and various hand operated equipment (e.g., chain saw, snow blower, trimmer, leaf blower, push mower, line painter), and
- ability to perform routine service and minor maintenance on department equipment including but not limited to washing, adjusting, changing oil and filters, greasing, checking fluids, hoses, wiper blades, lights, and tires.

GENERAL STATEMENT OF DUTIES: Performs a wide variety of skilled and semi-skilled labor tasks relative to the maintenance of Town vehicles and equipment, and Town buildings and grounds. Available to perform/assist as needed for natural or man-made emergencies.

WORK HOURS: Hourly/full-time plus overtime as assigned/required

SUPERVISOR: Work under supervision of the Fleet Maintenance Supervisor and administratively under the Public Works Director, or their designated representative(s). During snow and ice control events, this position may be temporarily supervised by another Department Supervisor or their designee.

SUPERVISION: This position may supervise Mechanic I and Mechanic II.

ESSENTIAL DUTIES:

All duties identified at the Mechanic I and II levels plus the following illustrative and non-exhaustive list of duties:

1. Diagnose, repair, and maintain mechanical and electrical components of automobiles, trucks, road machinery and other types of motor driven and mechanical equipment
2. Perform or assist in performing activities such as gas and diesel engine repairs, manual transmission and rear axle repairs, automatic transmission repairs
3. Answer phones, schedule work and road calls, and order parts when necessary or in the absence, or at the direction, of the Fleet Maintenance Supervisor
4. Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. A thorough knowledge of tools, equipment, materials, methods and practices used in the general maintenance and repair of automotive and mechanical equipment.
2. Ability to safely and legally operate vehicles and equipment to be serviced
3. Ability to work effectively with others.
4. A thorough knowledge of safety practices and requirements associated with operation and maintenance of vehicles and construction and hand operated equipment
5. Proven supervisory skills
6. Computer literate.
7. Outstanding customer services skills, including ability to receive criticism and respond in a professional manner.
8. Good written and verbal communication skills.
9. Ability to manage time effectively.
10. Ability to work well independently and follow instructions.
11. Ability to work effectively as a team.
12. Ability to work in limited access areas, crawl on knees, carry equipment or materials up to approximately 75 pounds and on occasion up to approximately 100 pounds.
13. Ability to meet the physical requirements of the job and perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

1. Possession of a valid driver's license, with Class A CDL with tank endorsement.
2. Not less than eight (8) years progressive employment experience as an automotive and heavy equipment mechanic, in the areas of automobiles and medium/heavy duty truck brakes, suspension and steering, electrical/electronic systems, heating and air conditioning, and preventative maintenance inspections; or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities
3. Brake Inspector Certification
4. Possess mechanic's hand tools up to 1-1/4 in. size
5. High school diploma or equivalency.

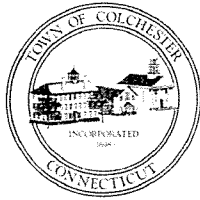
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents,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

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

A physical and medical examination is a condition of employment after hire.

Full-time; 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

Highway Department Assistant Supervisor

GLOBAL STATEMENT OF DUTIES: All positions shall participate in snow and ice control activities on Town roads and facilities and in other natural or man-made emergencies. All positions shall, through cross-training, meet minimum duty standards such that a basic core level of service can be provided by every staff member regardless of their primary department.

These core duties include:

- operation of backhoe, loader, dump/plow truck, pick-up/plow truck, skid steer, grounds mower, tractor, and various hand operated equipment (e.g., chain saw, snow blower, trimmer, leaf blower, push mower, line painter), and
- ability to perform routine service and minor maintenance on department equipment including but not limited to washing, adjusting, changing oil and filters, greasing, checking fluids, hoses, wiper blades, lights, and tires.

GENERAL STATEMENT OF DUTIES: Performs a wide variety of skilled labor tasks to carry out the duty of maintaining and improving Town highway infrastructure and to the maintenance of Town vehicles and equipment, and Town buildings and grounds. Assist the Highway Supervisor and Public Works Director prepare procedures, policies, and training programs for highway personnel. Available to perform/assist as needed for natural or man-made emergencies.

WORK HOURS: Hourly/full-time plus overtime as assigned/required

SUPERVISOR: Work under supervision of the Highway Supervisor and administratively under the Public Works Director or First selectman, or their designated representative(s)

SUPERVISION: This position may supervise Maintainer I, Maintainer II, or Maintainer III. May act as the department supervisor during periods of absence of the Highway Department supervisor

ESSENTIAL DUTIES:

All duties identified at the Maintainer III level plus the following illustrative and non-exhaustive list of duties:

1. Supervise the work crew to carry out specific work assignments
2. May operate, or train others to operate, heavy equipment including road sweeper, loader, backhoe, road grader, roadside mower, 20-ton tag-along trailer, or other equipment as may be owned by the Town from time to time
3. May operate or train others to operate, light equipment including chain saw, brush cutter, jack hammer, paving box, power saw, lawn mowers, roller, or other equipment as may be owned by the Town from time to time.
4. May perform, or train to perform, highly skilled labor including building catch basins, pipe laying, grade setting, transit, tree cutting.

5. Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. A thorough knowledge of tools, equipment, materials, and work methods and practices used in the general maintenance and improvement of public highways, parks, and buildings.
2. Ability to read and understand plans and specifications, establish benchmarks and use elevations throughout a project, to organize and perform work in an efficient manner, and to complete work in substantial conformance with the construction documents
3. Ability to safely and legally operate vehicles and equipment used in assigned duties and to service and make minor repairs on light and heavy-duty highway and construction equipment
4. Ability to work effectively with others.
5. A thorough knowledge of safety practices and requirements associated with construction activities, operation and maintenance of vehicles and construction and hand operated equipment
6. Ability to assign, supervise, and review the work of a crew, proven management/supervisory skills
7. Computer literate.
8. Outstanding customer services skills, including ability to receive criticism and respond in a professional manner.
9. Good written and verbal communication skills.
10. Ability to manage time effectively.
11. Ability to work well independently and follow instructions.
12. Ability to work effectively and as a team with others.
13. Ability to work in limited access areas, crawl on knees, carry equipment or materials up to approximately 75 pounds and on occasion up to approximately 100 pounds.
14. Ability to meet the physical requirements of the job and perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

1. Possession of a valid driver's license, with Class A CDL with tank endorsement.
2. Not less than seven (7) years progressive employment in the construction and maintenance field or an allied field, or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities
3. NIMS trained or the ability to be NIMS trained
4. High school diploma or equivalency.

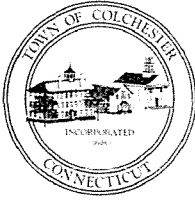
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents,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

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

A physical and medical examination is a condition of employment after hire.

Full-time; 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

Highway Department Maintainer I

GLOBAL STATEMENT OF DUTIES: All positions shall participate in snow and ice control activities on Town roads and facilities and in other natural or man-made emergencies. All positions shall, through cross-training, meet minimum duty standards such that a basic core level of service can be provided by every staff member regardless of their primary department.

These core duties include:

- operation of backhoe, loader, dump/plow truck, pick-up/plow truck, skid steer, grounds mower, tractor, and various hand operated equipment (e.g., chain saw, snow blower, trimmer, leaf blower, push mower, line painter), and
- ability to perform routine service and minor maintenance on department equipment including but not limited to washing, adjusting, changing oil and filters, greasing, checking fluids, hoses, wiper blades, lights, and tires.

GENERAL STATEMENT OF DUTIES: Performs a wide variety of semi-skilled labor tasks relative to maintaining and improving Town roadway infrastructure, parks, grounds, and buildings. Available to perform/assist as needed for natural or man-made emergencies.

WORK HOURS: Hourly/full-time plus overtime as assigned/required

SUPERVISOR: Work under supervision of the Highway Supervisor and administratively under the Public Works Director, or their designated representative(s)

SUPERVISION: This position has no supervisory requirements

ESSENTIAL DUTIES:

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

1. Execute day-to-day assignments.
2. Perform or assist in performing semi-skilled labor such as shoveling and lifting to clean and build catch basins, install pipe, patch roads, hand cut brush, remove trees, install signs, level roads pick up garbage, remove snow, carpentry, lay bricks and blocks
3. Perform or assist in performing unskilled labor such as raking leaves, cutting grass by hand or power equipment, painting, planting trees, grass, and shrubbery
4. Perform or assist performing traffic control
5. Perform related work as required
6. Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to use common laboring tools and equipment
2. Ability to safely and legally operate vehicles and equipment used in assigned duties.
3. Ability to work effectively with others.
4. A general knowledge of safety practices and requirements associated with general maintenance and improvement of public highways, parks, and grounds
5. Ability to operate a computer
6. Outstanding customer services skills, including ability to receive criticism and respond in a professional manner.
7. Good written and verbal communication skills.
8. Ability to manage time effectively.
9. Ability to work well independently and follow instructions.
10. Ability to work effectively as a team
11. Ability to work in limited access areas, crawl on knees, carry equipment or materials up to approximately 75 pounds and on occasion up to approximately 100 pounds.
12. Ability to meet the physical requirements of the job and perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

1. Class 2 Driver's License with good driving record required
2. High school diploma or equivalency.
3. Not less than one (1) year employment experience

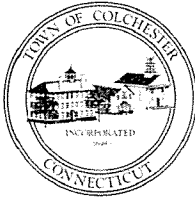
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, 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.

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

A physical and medical examination is a condition of employment after hire.

Full-time; 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

Highway Department Maintainer II

GLOBAL STATEMENT OF DUTIES: All positions shall participate in snow and ice control activities on Town roads and facilities and in other natural or man-made emergencies. All positions shall, through cross-training, meet minimum duty standards such that a basic core level of service can be provided by every staff member regardless of their primary department.

These core duties include:

- operation of backhoe, loader, dump/plow truck, pick-up/plow truck, skid steer, grounds mower, tractor, and various hand operated equipment (e.g., chain saw, snow blower, trimmer, leaf blower, push mower, line painter), and
- ability to perform routine service and minor maintenance on department equipment including but not limited to washing, adjusting, changing oil and filters, greasing, checking fluids, hoses, wiper blades, lights, and tires.

GENERAL STATEMENT OF DUTIES: Performs a wide variety of skilled and semi-skilled labor tasks relative to the maintenance of Town roadway infrastructure, parks, grounds, and buildings. Available to perform/assist as needed for natural or man-made emergencies.

WORK HOURS: Hourly/full-time plus overtime as assigned/required

SUPERVISOR: Work under supervision of the Highway Supervisor and administratively under the Public Works Director, or their designated representative(s)

SUPERVISION: This position may supervise Maintainer I or other Maintainer II.

ESSENTIAL DUTIES:

All duties identified at the Maintainer I level plus the following illustrative and non-exhaustive list of duties:

1. Operate light and heavy duty trucks for snow plowing and hauling construction materials and supplies
2. Operate a minimum of two of the following pieces of equipment: backhoe, street sweeper, front loader, roadside mower, and roller
3. Operate light equipment including chain saw, brush cutter, jack hammer, power saw, lawn mower, compactor, pumps, curbing machine, crack sealing equipment, and wood chipper
4. Service at regular intervals and make small repairs to equipment including check oil, water, battery, tires, lights, antifreeze, and grease, wash, and clean equipment
5. Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. A general knowledge of tools, equipment, materials, and work methods and practices used in the general maintenance and improvement of public highways, parks, and buildings.
2. Ability to safely and legally operate vehicles and equipment used in assigned duties and to service and make minor repairs on light and heavy-duty highway and construction equipment
3. Ability to work effectively with others.
4. A general knowledge of safety practices and requirements associated with operation and maintenance of vehicles and construction and hand operated equipment
5. Computer literate.
6. Outstanding customer services skills, including ability to receive criticism and respond in a professional manner.
7. Good written and verbal communication skills.
8. Ability to manage time effectively.
9. Ability to work well independently and follow instructions.
10. Ability to work effectively and as a team with others.
11. Ability to work in limited access areas, crawl on knees, carry equipment or materials up to approximately 75 pounds and on occasion up to approximately 100 pounds.
12. Ability to meet the physical requirements of the job and perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

1. Possession of a valid driver's license, with Class B CDL with tank endorsement.
2. Not less than one (1) year employment in the construction and maintenance field or an allied field, or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities
3. High school diploma or equivalency.

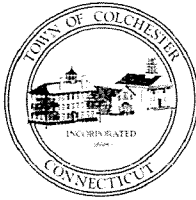
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents,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

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

A physical and medical examination is a condition of employment after hire.

Full-time; 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

Highway Department Maintainer III

GLOBAL STATEMENT OF DUTIES: All positions shall participate in snow and ice control activities on Town roads and facilities and in other natural or man-made emergencies. All positions shall, through cross-training, meet minimum duty standards such that a basic core level of service can be provided by every staff member regardless of their primary department.

These core duties include:

- operation of backhoe, loader, dump/plow truck, pick-up/plow truck, skid steer, grounds mower, tractor, and various hand operated equipment (e.g., chain saw, snow blower, trimmer, leaf blower, push mower, line painter), and
- ability to perform routine service and minor maintenance on department equipment including but not limited to washing, adjusting, changing oil and filters, greasing, checking fluids, hoses, wiper blades, lights, and tires.

GENERAL STATEMENT OF DUTIES: Performs a wide variety of skilled and semi-skilled labor tasks relative to the maintenance of Town roadway infrastructure, parks, grounds, and buildings. Available to perform/assist as needed for natural or man-made emergencies.

WORK HOURS: Hourly/full-time plus overtime as assigned/required

SUPERVISOR: Work under supervision of the Highway Supervisor and administratively under the Public Works Director, or their designated representative(s)

SUPERVISION: This position may supervise Maintainer I, Maintainer II, or other Maintainer III.

ESSENTIAL DUTIES:

All duties identified at the Maintainer II level plus the following illustrative and non-exhaustive list of duties:

1. Operate the following pieces of equipment: backhoe, street sweeper, front loader, roadside mower, and 20-ton tag-alone trailer
2. Operate a minimum of two of the following pieces of equipment: road grader, excavator, paving box
3. Perform skilled labor including building catch basins, pipe laying, grade setting, transit, and tree maintenance
4. Supervise the work crew to carry out specific work assignments
5. Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. A thorough knowledge of tools, equipment, materials, and work methods and practices used in the general maintenance and improvement of public highways, parks, and buildings.

2. Ability to read and understand plans and specifications, establish benchmarks and use elevations throughout a project, to organize and perform work in an efficient manner, and to complete work in substantial conformance with the construction documents
3. Ability to safely and legally operate vehicles and equipment used in assigned duties and to service and make minor repairs on light and heavy-duty highway and construction equipment
4. Ability to work effectively with others.
5. A thorough knowledge of safety practices and requirements associated with construction activities, operation and maintenance of vehicles and construction and hand operated equipment
6. Proven supervisory skills
7. Computer literate.
8. Outstanding customer services skills, including ability to receive criticism and respond in a professional manner.
9. Good written and verbal communication skills.
10. Ability to manage time effectively.
11. Ability to work well independently and follow instructions.
12. Ability to work effectively and as a team with others.
13. Ability to work in limited access areas, crawl on knees, carry equipment or materials up to approximately 75 pounds and on occasion up to approximately 100 pounds.
14. Ability to meet the physical requirements of the job and perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

1. Possession of a valid driver's license, with Class A CDL with tank endorsement.
2. Not less than five (5) years employment in the construction and maintenance field or an allied field, or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities
3. High school diploma or equivalency.

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

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

A physical and medical examination is a condition of employment after hire.

Full-time; 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

Parks & Recreation Department Crew Leader

GLOBAL STATEMENT OF DUTIES: All positions shall participate in snow and ice control activities on Town roads and facilities and in other natural or man-made emergencies. All positions shall, through cross-training, meet minimum duty standards such that a basic core level of service can be provided by every staff member regardless of their primary department.

These core duties include:

- operation of backhoe, loader, dump/plow truck, pick-up/plow truck, skid steer, grounds mower, tractor, and various hand operated equipment (e.g., chain saw, snow blower, trimmer, leaf blower, push mower, line painter), and
- ability to perform routine service and minor maintenance on department equipment including but not limited to washing, adjusting, changing oil and filters, greasing, checking fluids, hoses, wiper blades, lights, and tires.

GENERAL STATEMENT OF DUTIES: Assist the Director in the effective management of all town and school grounds for the Town of Colchester. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies. Available to perform/assist as needed for natural or man-made emergencies.

WORK HOURS: Hourly/full-time plus overtime as assigned/required

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

SUPERVISION: May supervise community service, part-time and seasonal help.

ESSENTIAL DUTIES:

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

- Supervise, train and evaluate full-time and seasonal employees and volunteers, as well as court-mandated service.
- Plan, schedule and oversee day-to-day assignments of crew.
- Inspect and approve completed work, as appropriate and necessary.
- Communicate with Director on daily basis regarding crew and accomplishments.
- Make recommendations for annual parks budget, including specifying & purchasing of materials and supplies.
- Work with Director to develop long-term plans for grounds maintenance and projects.
- Develop and implement a systematic plan for the care of parks, playgrounds, and equipment, as well as turf, shrubs and trees, including the use of herbicides and pesticides for all municipal properties
- Handle concerns and complaints from the public regarding town grounds.
- Operate, and train others to operate, all department-owned and operated equipment and vehicles.
- Perform, and train others to perform, skilled labor including painting, carpentry, masonry and plumbing.
- Service, inspect and make small repairs to equipment at regular intervals.

- Inspect grounds, buildings and equipment for safety and efficiency and report all deficiencies.
- Perform related work as required.
- Be punctual.
- Be aware of and ensure the safety of the work site around you.
- Participate in all staff meetings.
- Attend workshops, trainings, and/or seminars as approved by the Director.
- Provide evidence of ongoing career and/or skills development.
- Related duties as assigned.
- Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. A general knowledge of tools, equipment, materials, methods and practices used in the general maintenance and improvement of public parks and recreation fields, facilities and buildings.
2. Ability to operate, service and make minor repairs on parks maintenance equipment.
3. Ability to work effectively with others.
4. Must be able to perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

1. Possession of a valid driver's license, with CDL endorsement.
2. Not less than four (4) years employment experience working with recreation and athletic field maintenance and construction, or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
3. High school diploma or equivalency.

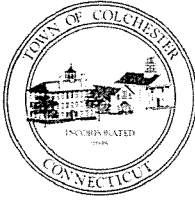
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents,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

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

A physical and medical examination is a condition of employment after hire.

Full-time; 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

Parks & Recreation Department Maintainer 1

GLOBAL STATEMENT OF DUTIES: All positions shall participate in snow and ice control activities on Town roads and facilities and in other natural or man-made emergencies. All positions shall, through cross-training, meet minimum duty standards such that a basic core level of service can be provided by every staff member regardless of their primary department.

These core duties include:

- operation of backhoe, loader, dump/plow truck, pick-up/plow truck, skid steer, grounds mower, tractor, and various hand operated equipment (e.g., chain saw, snow blower, trimmer, leaf blower, push mower, line painter), and
- ability to perform routine service and minor maintenance on department equipment including but not limited to washing, adjusting, changing oil and filters, greasing, checking fluids, hoses, wiper blades, lights, and tires.

GENERAL STATEMENT OF DUTIES: Performs a wide variety of semi-skilled and unskilled labor tasks for all properties under Parks & Recreation management. Available to perform/assist as needed for natural or man-made emergencies.

WORK HOURS: Hourly/full-time plus overtime as assigned/required

SUPERVISOR: Work under supervision of the Parks and Recreation Director and Crew Leader

SUPERVISION: May supervise community service, part-time and seasonal help.

ESSENTIAL DUTIES:

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

1. Execute day-to-day assignments.
2. Handle concerns and complaints from the public regarding town recreation facilities.
3. May operate, or train others to operate, light trucks, small bucket loaders, riding mowers, and golf cart, etc.
4. May operate, or train others to operate, light equipment including chain saw, brush cutter, jack hammer, power saw, lawn mower, roller, line striping machine, hedge trimmer, generator and pumps, etc.
5. May perform, or train others to perform, skilled labor including painting, carpentry, masonry and plumbing.
6. Service, inspect and make small repairs to equipment at regular intervals.
7. Inspects grounds, buildings and equipment for safety and efficiency and reports all deficiencies.
8. Perform related work as required.
9. Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. A general knowledge of tools, equipment, materials, methods and practices used in the general maintenance and improvement of public parks and recreation fields, facilities and buildings.
2. Ability to operate, service and make minor repairs on parks maintenance equipment.
3. Ability to work effectively with others.
4. Must be able to perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

1. Possession of a valid driver's license.
2. General familiarity working with grounds maintenance.

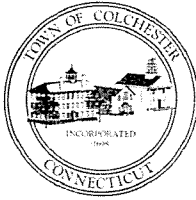
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents,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

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

A physical and medical examination is a condition of employment after hire.

Full-time; 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

Parks & Recreation Department Maintainer 2

GLOBAL STATEMENT OF DUTIES: All positions shall participate in snow and ice control activities on Town roads and facilities and in other natural or man-made emergencies. All positions shall, through cross-training, meet minimum duty standards such that a basic core level of service can be provided by every staff member regardless of their primary department.

These core duties include:

- operation of backhoe, loader, dump/plow truck, pick-up/plow truck, skid steer, grounds mower, tractor, and various hand operated equipment (e.g., chain saw, snow blower, trimmer, leaf blower, push mower, line painter), and
- ability to perform routine service and minor maintenance on department equipment including but not limited to washing, adjusting, changing oil and filters, greasing, checking fluids, hoses, wiper blades, lights, and tires.

GENERAL STATEMENT OF DUTIES: Performs a wide variety of semi-skilled and unskilled labor tasks for all properties under Parks & Recreation management. Available to perform/assist as needed for natural or man-made emergencies.

WORK HOURS: Hourly/full-time plus overtime as assigned/required

SUPERVISOR: Work under supervision of the Parks and Recreation Director and Crew Leader

SUPERVISION: May supervise community service, part-time and seasonal help; may temporarily be assigned to supervise co-workers in absence of Crew Leader.

ESSENTIAL DUTIES:

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

1. Execute day-to-day assignments.
2. Handle concerns and complaints from the public regarding town recreation facilities.
3. May operate, or train others to operate, light trucks, small bucket loaders, riding mowers, and golf cart, etc.
4. May operate, or train others to operate, light equipment including chain saw, brush cutter, jack hammer, power saw, lawn mower, roller, line striping machine, hedge trimmer, generator and pumps, etc.
5. May perform, or train others to perform, skilled labor including painting, carpentry, masonry and plumbing.
6. Service, inspect and make small repairs to equipment at regular intervals.
7. Inspects grounds, buildings and equipment for safety and efficiency and reports all deficiencies.
8. Perform related work as required.
9. Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. A general knowledge of tools, equipment, materials, methods and practices used in the general maintenance and improvement of public parks and recreation fields, facilities and buildings.
2. Ability to operate, service and make minor repairs on parks maintenance equipment.
3. Ability to work effectively with others.
4. Must be able to perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

1. Possession of a valid driver's license.
2. Not less than four (4) years employment experience working with recreation and athletic field maintenance and construction, or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
3. High school diploma or equivalency.

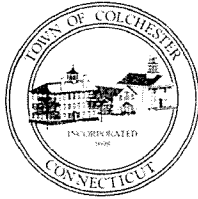
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents,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

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

A physical and medical examination is a condition of employment after hire.

Full-time; 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

Parks & Recreation Department Maintainer 3

GLOBAL STATEMENT OF DUTIES: All positions shall participate in snow and ice control activities on Town roads and facilities and in other natural or man-made emergencies. All positions shall, through cross-training, meet minimum duty standards such that a basic core level of service can be provided by every staff member regardless of their primary department.

These core duties include:

- operation of backhoe, loader, dump/plow truck, pick-up/plow truck, skid steer, grounds mower, tractor, and various hand operated equipment (e.g., chain saw, snow blower, trimmer, leaf blower, push mower, line painter), and
- ability to perform routine service and minor maintenance on department equipment including but not limited to washing, adjusting, changing oil and filters, greasing, checking fluids, hoses, wiper blades, lights, and tires.

GENERAL STATEMENT OF DUTIES: Performs a wide variety of semi-skilled and unskilled labor tasks for all properties under Parks & Recreation management. Available to perform/assist as needed for natural or man-made emergencies.

WORK HOURS: Hourly/full-time plus overtime as assigned/required

SUPERVISOR: Work under supervision of the Parks and Recreation Director and Crew Leader

SUPERVISION: May supervise community service, part-time and seasonal help; supervises the Crew in absence of Crew Leader.

ESSENTIAL DUTIES:

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

1. Execute day-to-day assignments.
2. Handle concerns and complaints from the public regarding town recreation facilities.
3. May operate, or train others to operate, light trucks, small bucket loaders, riding mowers, and golf cart, etc.
4. May operate, or train others to operate, light equipment including chain saw, brush cutter, jack hammer, power saw, lawn mower, roller, line striping machine, hedge trimmer, generator and pumps, etc.
5. May perform, or train others to perform, skilled labor including painting, carpentry, masonry and plumbing.
6. Service, inspect and make small repairs to equipment at regular intervals.
7. Inspects grounds, buildings and equipment for safety and efficiency and reports all deficiencies.
8. Perform related work as required.
9. Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. A general knowledge of tools, equipment, materials, methods and practices used in the general maintenance and improvement of public parks and recreation fields, facilities and buildings.
2. Ability to operate, service and make minor repairs on parks maintenance equipment.
3. Ability to work effectively with others.
4. Must be able to perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

1. Possession of a valid driver's license, with CDL endorsement.
2. Not less than four (4) years employment experience working with recreation and athletic field maintenance and construction, or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
3. High school diploma or equivalency.

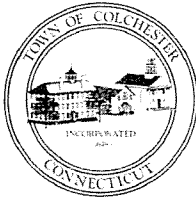
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents,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

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

A physical and medical examination is a condition of employment after hire.

Full-time; 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

Water Department Plant/Distribution System Certified Operator

GLOBAL STATEMENT OF DUTIES: All positions shall participate in snow and ice control activities on Town roads and facilities and in other natural or man-made emergencies. All positions shall, through cross-training, meet minimum duty standards such that a basic core level of service can be provided by every staff member regardless of their primary department.

These core duties include:

- operation of backhoe, loader, dump/plow truck, pick-up/plow truck, skid steer, grounds mower, tractor, and various hand operated equipment (e.g., chain saw, snow blower, trimmer, leaf blower, push mower, line painter), and
- ability to perform routine service and minor maintenance on department equipment including but not limited to washing, adjusting, changing oil and filters, greasing, checking fluids, hoses, wiper blades, lights, and tires.

GENERAL STATEMENT OF DUTIES: Participate in performing all functions assigned by the Water Department Supervisor and/or Public Works Director relating to water system plant operation and maintenance, water system distribution operation and maintenance, and related tasks as required. This position will be working towards full certification to operate a Class IV Treatment and Class II Distribution System. On call for emergencies regarding Town of Colchester water department facilities. Available to perform/assist as needed for natural or man-made emergencies.

WORK HOURS: Hourly/full-time plus overtime as assigned/required

SUPERVISOR: Work under the supervision of the Water Department Supervisor and administratively under the Public Works Director or their designated representative(s). During snow and ice control events, this position may be temporarily supervised by another Department Supervisor or their designee.

SUPERVISION: May supervise Water Department Plant/Distribution Assistant, Operator-in-Training, other field staff, and contractors assigned to work on the system

ESSENTIAL DUTIES:

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

1. Performs a wide variety of skilled and semi-skilled activities associated with the municipal water facilities
2. Performs and complies with the duties and responsibilities of a water system certified treatment plant operator as defined by the Connecticut Department of Public Health
3. Operate or assist in operation of all water system facilities including but not limited to filter plant, storage tank facilities, pumps, wells, treatment systems, and distribution system components.
4. Perform or assist with installation/observation of installation of water connections, activation and deactivation of services.
5. Maintain or assist in maintaining and repairing water system components, facilities, and

- equipment.
- 6. Perform or assist with scheduled and unscheduled operation, maintenance, and repairs on weekends, holidays, and after hours as required.
- 7. Performs or assists in performing meter readings and assists in maintaining routing records for meter reading purposes.
- 8. Perform or assist with maintenance, operation, and inspection relating to the water pumping, treatment, and distribution system.
- 9. Assist in training other plant/distribution system operators, meter readers, and helpers.
- 10. Assist in training temporarily assigned employees to the water department when involved in water system operation, maintenance and repairs.
- 11. Advise the Water Department Supervisor and Public Works Director regarding needed procedures, policies, and training programs for Water Department personnel.
- 12. Perform related work as required
- 13. Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Knowledge, ability and skills to operate and maintain Iron/Manganese Pressure Filtration Systems and sequestering systems, wells, disinfection and pH adjustment systems, set chemical dosage rates, perform continuous analyzer calibration and chemical pump maintenance.
- 2) Knowledge, ability and skills to operate and maintain various distribution system components, install water main and service lines and required testing, distribution system flushing and meter installations
- 3) A general knowledge of tools and ability to use them for various skilled and unskilled tasks associated with maintenance of a public water system.
- 4) A general mechanical capability as it relates to plumbing
- 5) A general knowledge of safety practices and requirements associated with operation and maintenance of a public water system.
- 6) Computer literate.
- 7) Outstanding customer services skills, including ability to receive criticism from the general public and respond in a professional manner.
- 8) Good written and verbal communication skills.
- 9) Ability to manage time effectively.
- 10) Ability to work well independently and follow instructions.
- 11) Ability to work effectively and as a team with others.
- 12) Ability to work in limited access areas, crawl on knees, carry equipment or materials up to approximately 75 pounds.
- 13) Ability to perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

- 1) High school diploma required.
- 2) Associates Degree in a technical, chemistry, engineering or scientific area or a two-year apprenticeship or equivalent post-secondary technical certificate/diploma training desired/
- 3) Connecticut Department of Public Health Class IV Water Treatment and minimum Class II Distribution System Operator's Licenses
- 4) Valid Cross-Connection/Backflow Protection Certification preferred;
- 5) Class 2 Driver's License with good driving record required; Class "B" commercial Drivers License preferred
- 6) Plumbing and mechanical technical experience desired.

WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all

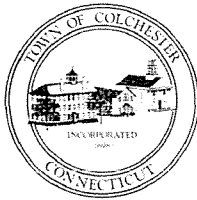
accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies.

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

A physical and medical examination and State-required background check of water system operators or applicants is a condition of employment after hire.

Full-time; 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

Water Department Chief Operator

GLOBAL STATEMENT OF DUTIES: All positions shall participate in snow and ice control activities on Town roads and facilities and in other natural or man-made emergencies. All positions shall, through cross-training, meet minimum duty standards such that a basic core level of service can be provided by every staff member regardless of their primary department.

These core duties include:

- operation of backhoe, loader, dump/plow truck, pick-up/plow truck, skid steer, grounds mower, tractor, and various hand operated equipment (e.g., chain saw, snow blower, trimmer, leaf blower, push mower, line painter), and
- ability to perform routine service and minor maintenance on department equipment including but not limited to washing, adjusting, changing oil and filters, greasing, checking fluids, hoses, wiper blades, lights, and tires.

GENERAL STATEMENT OF DUTIES: Responsible for all functions assigned by the Water Department Supervisor and/or Public Works Director relating to water system plant operation and maintenance, water system distribution operation and maintenance, and related tasks as required. On call for emergencies regarding Town of Colchester water department facilities. Available to perform/assist as needed for natural or man-made emergencies.

WORK HOURS: Hourly/full-time plus overtime as assigned/required

SUPERVISOR: Work under the supervision of the Water Department Supervisor and administratively under the Public Works Director or their designated representative(s). During snow and ice control events, this position may be temporarily supervised by another Department Supervisor or their designee.

SUPERVISION: May supervise Water Department Plant/Distribution Assistant, Operator-in-Training, Certified Operator, other field staff, and contractors assigned to work on the system. May act as the department supervisor during periods of absence of the Water Department supervisor

ESSENTIAL DUTIES:

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

1. Performs a wide variety of skilled and semi-skilled activities associated with the municipal water facilities
2. Performs and complies with the duties and responsibilities of a water system certified treatment plant operator as defined by the Connecticut Department of Public Health
3. In direct, responsible charge of all water system facilities including but not limited to filter plant, storage tank facilities, pumps, wells, treatment systems, and distribution system components.
4. Perform installation of water connections, activation and deactivation of services.
5. Maintain and repair water system components, facilities, and equipment.
6. Perform scheduled and unscheduled operation, maintenance, and repairs on weekends,

- 7. Performs meter readings and assists in maintaining routing records for meter reading purposes.
- 8. Perform maintenance, operation, and inspection relating to the water pumping, treatment, and distribution system.
- 9. Train other plant/distribution system operators, meter readers, and helpers.
- 10. Supervise and Train temporarily assigned employees to the water department when involved in water system operation, maintenance and repairs.
- 11. Advise the Water Department Supervisor and Public Works Director regarding needed procedures, policies, and training programs for Water Department personnel.
- 12. Perform related work as required
- 13. Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) A thorough knowledge, ability and skills to operate and maintain Iron/Manganese Pressure Filtration Systems and sequestering systems, wells, disinfection and pH adjustment systems, set chemical dosage rates, perform continuous analyzer calibration and chemical pump maintenance.
- 2) A thorough knowledge, ability and skills to operate and maintain various distribution system components, install water main and service lines and required testing, distribution system flushing and meter installations
- 3) A thorough knowledge of tools and ability to use them for various skilled and unskilled tasks associated with maintenance of a public water system.
- 4) A general mechanical capability as it relates to plumbing
- 5) A thorough knowledge of safety practices and requirements associated with operation and maintenance of a public water system.
- 6) Computer literate.
- 7) Outstanding customer services skills, including ability to receive criticism from the general public and respond in a professional manner.
- 8) Good written and verbal communication skills.
- 9) Ability to manage time effectively.
- 10) Ability to work well independently and follow instructions.
- 11) Ability to work effectively and as a team with others.
- 12) Ability to work in limited access areas, crawl on knees, carry equipment or materials up to approximately 75 pounds.
- 13) Ability to perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

- 1) High school diploma required.
- 2) Bachelors Degree in a technical, chemistry, engineering or scientific area or a four-year formal apprenticeship or equivalent post-secondary technical certificate/diploma training preferred but not required
- 3) Minimum of five years employment in the water treatment/distribution field
- 4) Connecticut Department of Public Health Class IV Water Treatment and minimum Class II Distribution System Operator's Licenses
- 5) Valid Cross-Connection/Backflow Protection Certification;
- 6) Class 2 Driver's License with good driving record required; Class "B" commercial Drivers License preferred
- 7) Plumbing and mechanical technical experience desired.

WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all

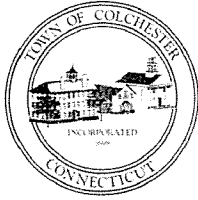
accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies.

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

A physical and medical examination and State-required background check of water system operators or applicants is a condition of employment after hire.

Full-time; 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

Public Works Department Transfer Station Equipment Operator

GLOBAL STATEMENT OF DUTIES: All positions shall participate in snow and ice control activities on Town roads and facilities and in other natural or man-made emergencies. All positions shall, through cross-training, meet minimum duty standards such that a basic core level of service can be provided by every staff member regardless of their primary department.

These core duties include:

- operation of backhoe, loader, dump/plow truck, pick-up/plow truck, skid steer, grounds mower, tractor, and various hand operated equipment (e.g., chain saw, snow blower, trimmer, leaf blower, push mower, line painter), and
- ability to perform routine service and minor maintenance on department equipment including but not limited to washing, adjusting, changing oil and filters, greasing, checking fluids, hoses, wiper blades, lights, and tires.

GENERAL STATEMENT OF DUTIES: Operate Transfer Station motorized and mechanical equipment and perform a wide variety of skilled and semi-skilled labor tasks to maintain and improve Town of Colchester Transfer Station. Assist other Public Works departments as necessary by performing a wide variety of skilled and semi-skilled labor tasks relative to the maintenance of Town roadways, vehicles and equipment, and buildings and grounds. Available to perform/assist as needed for natural or man-made emergencies.

WORK HOURS: Hourly/full-time plus overtime as assigned/required

SUPERVISOR: Work under supervision of the Public Works Director, or their designated representative(s).

SUPERVISION: This position may supervise other public works staff as directed.

ESSENTIAL DUTIES:

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

1. Operate heavy equipment including backhoe and loader as they relate to transfer station operation and maintenance.
2. Oversee transfer station and recycling station to ensure proper handling of municipal solid waste and recyclables.
3. Assist TS Operator as necessary to measure weights or volumes as used in calculating disposal fees, and in operating register and collecting disposal fees.
4. Responsible for overall policing of transfer station and landfill facility.
5. Coordinates with TS Operator for removal/replacement of containers
6. Perform snow and lawn maintenance
7. Performs related work, as required
8. Assists other Public Works Departments, as required

9. Service at regular intervals and make small repairs to equipment including check oil, water, battery, tires, lights, antifreeze, and grease, wash, and clean equipment
10. Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. A thorough knowledge of DEP regulations that pertain to transfer station operation
2. Knowledge of recycling trends, markets, and State recycling goals, and willingness and desire to increase recycling activities through education and additional programs/services
3. A general knowledge of tools, equipment, materials, and work methods and practices used in the operation of a municipal transfer station
4. Ability to safely and legally operate vehicles and equipment used in assigned duties and to service and make minor repairs on light and heavy-duty highway and construction equipment
5. A general knowledge of safety practices and requirements associated with operation of a municipal transfer station
6. Computer literate.
7. Outstanding customer services skills, including ability to receive criticism and respond in a professional manner.
8. Good written and verbal communication skills.
9. Ability to manage time effectively.
10. Ability to work well independently and follow instructions.
11. Ability to work effectively as a team.
12. Ability to work in limited access areas, crawl on knees, carry equipment or materials up to approximately 75 pounds and on occasion up to approximately 100 pounds.
13. Ability to meet the physical requirements of the job and perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

1. Possession of a valid driver's license, with Class B CDL with tank endorsement.
2. Shall be Connecticut Department of Environmental Protection Transfer Station Operator Certified, or able to obtain such within 6 months of being hired
3. Not less than one (1) year employment in the construction or public works field with Transfer Station and recycling experience, or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities
4. High school diploma or equivalency.

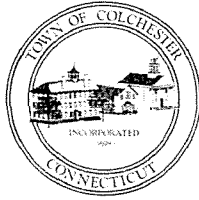
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents,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

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

A physical and medical examination is a condition of employment after hire.

Full-time; 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

Public Works Department Transfer Station Operator

GLOBAL STATEMENT OF DUTIES: All positions shall participate in snow and ice control activities on Town roads and facilities and in other natural or man-made emergencies. All positions shall, through cross-training, meet minimum duty standards such that a basic core level of service can be provided by every staff member regardless of their primary department.

These core duties include:

- operation of backhoe, loader, dump/plow truck, pick-up/plow truck, skid steer, grounds mower, tractor, and various hand operated equipment (e.g., chain saw, snow blower, trimmer, leaf blower, push mower, line painter), and
- ability to perform routine service and minor maintenance on department equipment including but not limited to washing, adjusting, changing oil and filters, greasing, checking fluids, hoses, wiper blades, lights, and tires.

GENERAL STATEMENT OF DUTIES: Coordinates waste disposal and recycling activities at the Town Transfer Station and for the Town of Colchester in general. Assists with other Public Works department activities as needed and assigned by performing a wide variety of skilled and semi-skilled labor tasks relative to the maintenance of Town roadways, vehicles and equipment, and buildings and grounds. Available to perform/assist as needed for natural or man-made emergencies.

WORK HOURS: Hourly/full-time plus overtime as assigned/required

SUPERVISOR: Work under supervision of the Public Works Director, or their designated representative(s).

SUPERVISION: This position may supervise Transfer Station equipment operator or other public works staff as directed.

ESSENTIAL DUTIES:

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

1. Greet customers, directs traffic flow, and computes and collects disposal charges
2. Responsible for disposal records, fees collected, and maintains daily and monthly records
3. Balances accounts daily and monthly
4. Coordinates with TS Equipment Operator for removal/replacement of containers
5. Operates equipment as necessary to ensure efficient operation and orderly condition of facility
6. Performs general clean-up and policing of facility
7. Assists other Town departments in establishing and conducting recycling programs
8. Perform snow and lawn maintenance
9. Performs related work, as required
10. Assists other Public Works Departments, as required
11. Service at regular intervals and make small repairs to equipment including check oil, water, battery, tires, lights, antifreeze, and grease, wash, and clean equipment
12. Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to organize paperwork, calculate fees, and maintain accounting records
2. Ability to work with computers and general knowledge of word processing and spreadsheet software.
3. A thorough knowledge of DEP regulations that pertain to transfer station operation
4. Ability to operate loader/backhoe
5. Knowledge of recycling trends, markets, and State recycling goals, and willingness and desire to increase recycling activities through education and additional programs/services
6. A general knowledge of tools, equipment, materials, and work methods and practices used in the operation of a municipal transfer station
7. Ability to safely and legally operate vehicles and equipment used in assigned duties and to service and make minor repairs on light and heavy-duty highway and construction equipment
8. A general knowledge of safety practices and requirements associated with operation of a municipal transfer station
9. Computer literate.
10. Outstanding customer services skills, including ability to receive criticism and respond in a professional manner.
11. Good written and verbal communication skills.
12. Ability to manage time effectively.
13. Ability to work well independently and follow instructions.
14. Ability to work effectively as a team with others.
15. Ability to work in limited access areas, crawl on knees, carry equipment or materials up to approximately 75 pounds and on occasion up to approximately 100 pounds.
16. Ability to meet the physical requirements of the job and perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

1. Possession of a valid driver's license, with Class B CDL with tank endorsement.
2. Knowledge of basic mathematics and bookkeeping
3. Shall be Connecticut Department of Environmental Protection Transfer Station Operator Certified, or able to obtain such within 6 months of being hired
4. Not less than one (1) year employment in the construction or public works field with Transfer Station and recycling experience, or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities
5. High school diploma or equivalency.

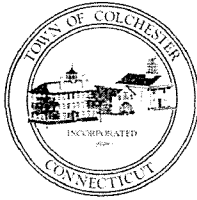
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents,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

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

A physical and medical examination is a condition of employment after hire.

Full-time; 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

Water Department Plant/Distribution System Assistant

GLOBAL STATEMENT OF DUTIES: All positions shall participate in snow and ice control activities on Town roads and facilities and in other natural or man-made emergencies. All positions shall, through cross-training, meet minimum duty standards such that a basic core level of service can be provided by every staff member regardless of their primary department.

These core duties include:

- operation of backhoe, loader, dump/plow truck, pick-up/plow truck, skid steer, grounds mower, tractor, and various hand operated equipment (e.g., chain saw, snow blower, trimmer, leaf blower, push mower, line painter), and
- ability to perform routine service and minor maintenance on department equipment including but not limited to washing, adjusting, changing oil and filters, greasing, checking fluids, hoses, wiper blades, lights, and tires.

GENERAL STATEMENT OF DUTIES: Participate in learning and assisting on all functions assigned by the Water Department Supervisor and/or Public Works Director relating to water system plant operation and maintenance, water system distribution operation and maintenance, and related tasks as required. This position does not include unassisted operation of the water treatment or distribution system. Available for emergencies regarding Town of Colchester water department facilities. Available to perform/assist as needed for natural or man-made emergencies.

WORK HOURS: Hourly/full-time plus overtime as assigned/required.

SUPERVISOR: Work under the supervision of the Water Department Supervisor and, administratively under the Public Works Director, or their designated representative. During snow and ice control events, this position may be temporarily supervised by another Department Supervisor or their designee.

SUPERVISION: This position does not include supervisory requirements

ESSENTIAL DUTIES:

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

1. Performs a wide variety of unskilled and semi-skilled activities associated with the municipal water system facilities including but not limited to filter plant, storage tank facilities, pumps, wells, treatment systems, distribution system components, and properties.
2. Assist with installation/observation of installation of water connections, activation and deactivation of services.
3. Assist in maintaining and repairing water system components, facilities, and equipment.
4. Assist with scheduled and unscheduled operation, maintenance, and repairs on weekends, holidays, and after hours as required.
5. Assist in performing meter readings and assists in maintaining routing records for meter reading purposes.
6. Assist with maintenance, operation, and inspection relating to the water pumping, treatment, and distribution system.
7. Perform related work as required

8. Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Execute day-to-day assignments
- 2) Perform or assist in performing unskilled labor such as raking leaves, cutting grass by hand or power equipment, painting, planting trees, grass, and shrubbery
- 3) Perform or assist performing traffic control (after attaining certification)
- 4) Perform or assist in performing semi-skilled to skilled maintenance of Iron/Manganese Pressure Filtration Systems and sequestering systems, wells, disinfection and pH adjustment systems, and chemical pump maintenance.
- 5) Knowledge of or ability to learn how to operate and maintain various distribution system components, install water main and service lines and required testing, distribution system flushing and meter installations
- 6) A general knowledge of tools and ability to use them for various skilled and unskilled tasks.
- 7) A general mechanical capability as it relates to plumbing.
- 8) Ability to learn and adhere to safety practices and requirements associated with operation and maintenance of a public water system.
- 9) Ability to operate a computer.
- 10) Outstanding customer services skills, including ability to receive criticism from the general public and respond in a professional manner.
- 11) Good written and verbal communication skills.
- 12) Ability to manage time effectively.
- 13) Ability to work well independently and follow instructions.
- 14) Ability to work effectively as a team.
- 15) Ability to work in limited access areas, crawl on knees, carry equipment or materials up to approximately 75 pounds and on occasion up to approximately 100 pounds.
- 16) Ability to meet the physical requirements of the job and perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

- 1) High school diploma required.
- 2) Associates Degree in a technical, chemistry, engineering or scientific area or a two-year apprenticeship or equivalent post-secondary technical certificate/diploma training desired
- 3) Class 2 Driver's License with good driving record required; Class "B" commercial Drivers License desired
- 4) Plumbing and mechanical technical experience desired.

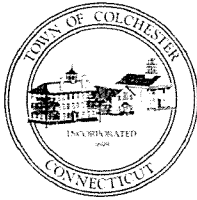
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents,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

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

A physical and medical examination and State-required background check of water system operators or applicants is a condition of employment after hire.

Full-time; 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

Water Department Plant/Distribution System Operator-in-Training

GLOBAL STATEMENT OF DUTIES: All positions shall participate in snow and ice control activities on Town roads and facilities and in other natural or man-made emergencies. All positions shall, through cross-training, meet minimum duty standards such that a basic core level of service can be provided by every staff member regardless of their primary department.

These core duties include:

- operation of backhoe, loader, dump/plow truck, pick-up/plow truck, skid steer, grounds mower, tractor, and various hand operated equipment (e.g., chain saw, snow blower, trimmer, leaf blower, push mower, line painter), and
- ability to perform routine service and minor maintenance on department equipment including but not limited to washing, adjusting, changing oil and filters, greasing, checking fluids, hoses, wiper blades, lights, and tires.

GENERAL STATEMENT OF DUTIES: Participate in learning and assisting on all functions assigned by the Water Department Supervisor and/or Public Works Director relating to water system plant operation and maintenance, water system distribution operation and maintenance, and related tasks as required. This position will be working towards full certification to operate but does not include unassisted operation of the water treatment plant or distribution system. Available for emergencies regarding Town of Colchester water department facilities. Available to perform/assist as needed for natural or man-made emergencies.

WORK HOURS: Hourly/full-time plus overtime as assigned/required.

SUPERVISOR: Work under the supervision of the Water Department Supervisor and, administratively under the Public Works Director, or their designated representative. During snow and ice control events, this position may be temporarily supervised by another Department Supervisor or their designee.

SUPERVISION: This position does not include supervisory requirements

ESSENTIAL DUTIES:

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

1. Performs a wide variety of unskilled and semi-skilled activities associated with the municipal water system facilities.
2. Assist in operation of all water system facilities including but not limited to filter plant, storage tank facilities, pumps, wells, treatment systems, and distribution system components.
3. Assist with installation/observation of installation of water connections, activation and deactivation of services.
4. Assist in maintaining and repairing water system components, facilities, and equipment.
5. Assist with scheduled and unscheduled operation, maintenance, and repairs on weekends, holidays, and after hours as required.

6. Assist in performing meter readings and assists in maintaining routing records for meter reading purposes.
7. Assist with maintenance, operation, and inspection relating to the water pumping, treatment, and distribution system.
8. Perform related work as required
9. Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Execute day-to-day assignments
- 2) Perform or assist in performing unskilled labor such as raking leaves, cutting grass by hand or power equipment, painting, planting trees, grass, and shrubbery
- 3) Perform or assist performing traffic control (after attaining certification)
- 4) Ability to learn the operation and maintenance of Iron/Manganese Pressure Filtration Systems and sequestering systems, wells, disinfection and pH adjustment systems, set chemical dosage rates, perform continuous analyzer calibration and chemical pump maintenance.
- 5) Knowledge of or ability to learn how to operate and maintain various distribution system components, install water main and service lines and required testing, distribution system flushing and meter installations
- 6) A general knowledge of tools and ability to use them for various skilled and unskilled tasks.
- 7) A general mechanical capability as it relates to plumbing.
- 8) Ability to learn and adhere to safety practices and requirements associated with operation and maintenance of a public water system.
- 9) Computer literate.
- 10) Outstanding customer services skills, including ability to receive criticism from the general public and respond in a professional manner.
- 11) Good written and verbal communication skills.
- 12) Ability to manage time effectively.
- 13) Ability to work well independently and follow instructions.
- 14) Ability to work effectively and as a team with others.
- 15) Ability to work in limited access areas, crawl on knees, carry equipment or materials up to approximately 75 pounds and on occasion up to approximately 100 pounds.
- 16) Ability to meet the physical requirements of the job and perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

- 1) High school diploma required.
- 2) Associates Degree in a technical, chemistry, engineering or scientific area or a two-year apprenticeship or equivalent post-secondary technical certificate/diploma training desired
- 3) Connecticut Department of Public Health Class IV Water Treatment and minimum Class II Distribution System Operator-In-Training
- 4) Class 2 Driver's License with good driving record required; Class "B" commercial Drivers License preferred
- 5) Plumbing and mechanical technical experience desired.
- 6) The Water Department will accept, in lieu of the above prescribed licenses and experience, a Certificate in Water Management to be obtained within two years of date of hire and DPH Treatment and Distribution Level I and II licenses to be obtained within a one and two year period, respectively. An employee hired that does not have the experience and Operator licenses will be hired as a provisional employee through the first two years of employment. Failure to achieve the prescribed licenses and training within three years of date of hire will be cause for dismissal.

WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the

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

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

A physical and medical examination and State-required background check of water system operators or applicants is a condition of employment after hire.

Full-time; union; hourly; non-exempt

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