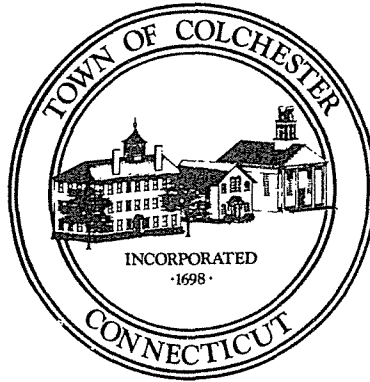


Gregg Schuster



First Selectman

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2011 FEB -1 PM 1:10
Gregg Schuster

**Board of Selectmen Regular Meeting Agenda
Thursday, February 3, 2011
Colchester Town Hall**

Meeting Room 1 – 7:00pm

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the January 20, 2011 Commission Chair meeting
4. Approve Minutes of the January 20, 2011 Regular Board of Selectmen meeting
5. Citizen's Comments
6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. CORRECTION - Police Retirement Board. Member Dan Eberle to be re-appointed to the Police Retirement for a three-year term to expire 01/31/14.
7. Budget Transfers
8. Tax Refunds & Rebates
9. Discussion and Possible Action on Senior Center Grant Renewal Application
10. Discussion and Possible Action on STEAP Recommendation and Weston & Sampson Proposal
11. Discussion and Possible Action on Job Descriptions
12. Discussion and Possible Action on Concession Stand Bid Award
13. Citizen's Comments
14. First Selectman's Report

15. Liaison Report

16. Executive Session to Discuss Agreement with Local 1303-448 Connecticut Council 4, AMERICAN FEDERAL OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO Library Employees

17. Discussion and Possible Action on Agreement with Local 1303-448 Connecticut Council 4, AMERICAN FEDERAL OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO Library Employees

18. Adjourn

Gregg Schuster



First Selectman

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2011 JAN 21 PM 1:02

**Colchester Commission Chairmen Meeting Minutes
Thursday, January 20, 2010
Colchester Town Hall – 6:30PM
Meeting Room 1**

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

MEMBERS ABSENT: Selectman Greg Cordova

OTHERS PRESENT: Derrik Kennedy, Ron Goldstein, Bruce Hayn, Rob Tarlov, Joseph Mathieu, Brendan Healy, Richard LeMay, Stephen Cohn, Thomas St. Louis, and Robert Parlee

1. Call to Order

First Selectman G. Schuster called the meeting to order at 6:30 p.m.

2. Commission Updates – Commission Chairs

Chair Ron Goldstein reported that the Board of Education is working on developing the budget, initiating the Strategic Planning process (which is done every five years), the high school was very successful in the Lego Robotics Competition winning several gold medals, and the middle school satisfied all AYP requirements.

Chair Bruce Hayn reported that the Board of Finance has a draft budget schedule for meetings and forums, the budget questionnaire is available online and in various town departments for the public to offer their opinions, and the Capital Improvement Plan is being developed.

First Selectman G. Schuster read a report regarding the Commission on Aging from Chair Jean Stawicki.

Chair Stephen Cohn reported that the Economic Development Commission has no new business to report since the last Chairmen meeting and they are currently filling vacant seats on the commission.

First Selectman G. Schuster read a report regarding the Ethics Commission from Chair Genea Bell

First Selectman G. Schuster read a report regarding the Open Space Advisory Committee from Chair Nick Norton

Chair Joseph Mathieu reported that the Planning and Zoning Commission has a full commission, the staff is working on revising the Zoning Regulations and is starting the process of updating the Plan of Conservation and Development, they are being proactive to develop parcels in the business district to attract development, there has been a gravel

pit permitted, a pet rehabilitation facility approved, and an application for development of the gas station on South Main Street.

Chair Robert Parlee reported that the Police Commission has a full commission after various appointments, the police department is transitioning with the change-over of the Resident State Trooper Supervisor and Resident Trooper, two recruits are proceeding well and should come on the force in early February, the by-laws are being revised, they are working on strategic goals and revising the departmental Rules & Regulations, and are initiating a five-year equipment plan.

Chair Brendan Healy reported that the Police Retirement Board has instituted minor changes to the pension plan to align with IRS code changes, assets are growing, and they are starting to discuss changes to the plan itself in the future.

Chair Richard LeMay reported that the Sewer & Water Commission prepared the operating budget and it will go to public hearing on February 9 with a 0% rate increase, STEAP grant preliminaries have been completed, the DOT property transfer is moving along on Lake Hayward Rd., the Streamflow Regulations were rejected and have until February 1 to re-submit, and the Well 3 redevelopment is complete.

Chair Thomas St. Louis reported that the Youth Services Advisory Board is thankful that the Board of Selectmen found money to assist Youth & Social Services with added personnel, the youth groups are doing very well in Middle School and High School, a male mentoring program has been developed for the Elementary School, the juvenile review board will begin to be active again, and they are still raising money for an additional Youth Services van.

First Selectman G. Schuster read a report regarding the Zoning Board of Appeals from Chair Laurie Robinson.

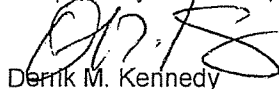
No reports received from:

Chair Dave Anderson on the Board of Assessment Appeals
Merja Lehetinen on the Cable Advisory Committee
Chair Falk Von Plachecki on the Conservation Commission
Chair Jack Faski on the Fair Rent Commission
Chair Ellen Sharon on the Historic District Commission
Chair Jan LaBella on the Housing Authority
Chair Sean O'Leary on the Parks & Recreation Commission

3. Adjourn

R. Coyle moved to adjourn the Commission Chair Meeting at 7:08 p.m., seconded by J. Ford. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Derek M. Kennedy
Executive Assistant to the First Selectman

Attachments:

- Report on the Commission on Aging from Chair Jean Stawicki
- Report on the Ethics Commission from Chair Genea Bell
- Report on the Open Space Advisory Committee from Chair Nick Norton
- Report on the Zoning Board of Appeals from Chair Laurie Robinson

39 Caverly Mill Road
Colchester, CT 06415
January 20, 2011

Mr. Greg Schuster
First Selectman
And Board of Selectmen
Town of Colchester
127 Norwich Avenue
Colchester, CT 06415

Re: Commission on Aging Quarterly Report

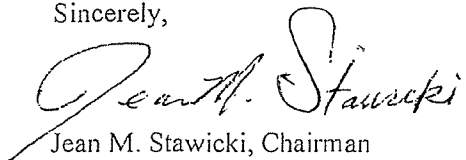
Dear Board of Select men,

Toward the end of improving the condition of seniors in the Colchester community, Rose Levine, an alternate on the Commission on Aging, spear-headed a presentation which was given in November 2010, entitled, "KEEPING SENIORS AT HOME". The program was presented by the Commission on Aging and was supported by the Senior Center. It was directed to caregivers in the Colchester community and involved a number of presenters who specialize in support for caregivers for seniors. This program was the first that the Commission on Aging has presented and was relatively well attended for being the first one. The Commission would like to present two or three such programs a year.

The Commission has also formed a sub-committee to review both its by-laws and its enabling ordinance/code to bring them up to date.

The Commission currently has two vacancies in its full membership and a vacancy in one of its alternate positions. The remaining alternate, Rose Levine, has requested to be made a full member. The Commission on Aging has voted to recommend that Rose Levine be made a full member. Rose Levine is over 65 years of age.

Sincerely,

A handwritten signature in cursive script that reads "Jean M. Stawicki". The signature is written in dark ink and is positioned above the typed name and title.

Jean M. Stawicki, Chairman
Commission on Aging

**COMMISSION CHAIR MEETING
JANUARY 20, 2011**

Dear First Selectman Schuster:

The Ethics Commission continues to meet as needed. Our commission is full. There have been no complaints or requests for advisory opinions in the past three months.

Genea Bell
Chair, Colchester Ethics Commission

Report to Selectman on Open Space Committee issues:
Nick Norton , Chair,
January 20, 2011

The Committee is working to update the Open Space Plan. This task includes revising the base map to include open space parcels and conservation easements obtained/designated since 2005. Committee has also developed a ranking system for open space dedications similar to what is used to evaluate open space purchases by the town.

Committee has begun evaluation of a proposal to utilize several acres of open space lands on the White Oak property for use as a solar collector area. The developer of the property has proposed to construct numerous solar collection panels that would provide power to the Bacon Academy. As the solar panels would be located on town owned property that is reserved for open space, the committee is weighing the benefits of maintaining the property as opposed to the benefits s provided by clean energy. The committee will complete its evaluation in February.

Committee is working with staff and the Bacon Academy to develop an action plan for development of the white oak farm open space. This follows up on the work completed in 2008 for trails and other features.

Gregg Schuster

From: H & L Robinson [robinson@snet.net]
Sent: Friday, January 14, 2011 11:30 PM
To: Gregg Schuster; Derrick Kennedy
Cc: Laurie Robinson; Patrick Reading; Stan Soby
Subject: ZBA Report Out for 1/20/11 Commission Chair Meeting

Hello Derrick,

I'll be recovering from surgery on 1/19/11, so I will not be able to attend the Thursday 1/20/11 Commission Chair Meeting. I appreciate you sharing the report-out below with the Board of Selectman so that it can be read at the meeting.

Thank you,
Laurie Robinson

To: Gregg Schuster, First Selectman
From: Laurie Robinson, Chairman, Zoning Board of Appeals
Date: 1/14/2011

Subject: ZBA Quarterly Report

Hello Gregg,

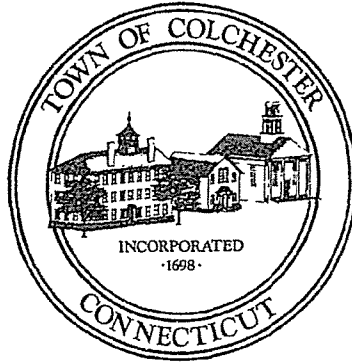
Please accept this report-out for the Zoning Board of Appeal's recent news, for use at the Thursday, 1/20/11 Commission Chair Meeting:

- The ZBA met in November to elect the 2011 Chairman (Laurie Robinson) and Co-Chairman (Patrick Reading).
- Due to lack of applications, the ZBA cancelled the December 2010 and January 2011 regular meetings.
- The ZBA now has no alternates, and this puts us at risk to ensure a full voting board of 5 in 2011. We appreciate any support the Board of Selectmen can offer to recruit and appoint qualified Alternate members for the ZBA..

Thank you,

Laurie R. Robinson
Chairman, Zoning Board of Appeals

Gregg Schuster



First Selectman

RECEIVED
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2011 JAN 21 PM 1:02

**Board of Selectmen Regular Meeting Minutes
Thursday, January 20, 2011
Colchester Town Hall**

**Meeting Room 1 –
Immediately Following Town Meeting at 7:15pm**

MEMBERS PRESENT: First Selectman Gregg Schuster, Selectman Rosemary Coyle, Selectman James Ford, Selectman Stan Soby, and Selectman Greg Cordova (7:24 p.m.)

MEMBERS ABSENT:

OTHERS PRESENT: Derrik Kennedy, Greg Plunkett, Maggie Cosgrove, Robert Tarlov, Dot Mrowka, Blyse Soby, Katy Nally, Ryan Blessing, and other citizens.

1. **Call to Order**
First Selectman G. Schuster called the meeting to order at 7:22 p.m.
2. **Additions to the Agenda**
None
3. **Approve Minutes of the January 6, 2011 Public Hearing**
R. Coyle moved to approve the minutes of the January 6, 2011 Public Hearing with the correct spelling for John Malsbenden in Item #2, seconded by S. Soby. S. Soby abstained, all other voted in favor. MOTION CARRIED.
4. **Approve Minutes of the January 6, 2011 Regular Board of Selectmen meeting**
R. Coyle moved to approve the minutes of the January 6, 2011 Regular Board of Selectmen meeting, seconded by S. Soby. S. Soby abstained, all others voted in favor. MOTION CARRIED.
5. **Citizen's Comments**
None.
6. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**

Selectman G. Cordova arrived at 7:24 p.m.

- a. **Commission on Aging. Member appointment to fill a vacancy on the Commission on Aging for a two-year term to expire 12/31/12. Rose Levin to be interviewed.**
R. Coyle moved to appoint Rose Levin to the Commission on Aging as a regular member for a two-year term to expire 12/31/12, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

- b. **Police Retirement Board. Member Dan Eberle to be re-appointed to the Police Retirement Board for a three-year term to expire 01/31/13. Dan Eberle to be interviewed.**

S. Soby moved to re-appoint Dan Eberle to the Police Retirement Board as a regular member for a three-year term to expire 01/31/13, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

7. **Budget Transfers**
None
8. **Tax Refunds & Rebates**
R. Coyle moved to approve the tax refunds in the amount of \$70.75 for Rossi Law Office, \$34.35 for Richard & Penni Bennett, \$15.29 for Janice & David Blake, \$23.31 for Robart Dombrowski, \$500.25 for Scott Panagrosso, \$9.78 for Allison Leffingwell, \$358.50 for Deborah & William Ziegenhagen, \$276.58 for Marusz & Christine Ruszczyk, \$122.34 for Patricia Coblentz, and \$183.56 for Brian & Karen Marburger, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
9. **Discussion and Possible Action on Restated Version of the Town of Colchester Police Department Pension Plan**
S. Soby moved to approve the restated version of the Town of Colchester Police Department Pension Plan and the resolution stating WHEREAS, the Town of Colchester (the "Town") maintains the Town of Colchester Police Department Pension Plan (the "Plan") for the benefit of certain eligible employees; and WHEREAS, the Town wishes to restate the Plan to incorporate Amendments 1 & 2 and changes that were federally required under the Internal Revenue Code. NOW THEREFORE, pursuant to Section 10.01 of the Plan, the Plan is hereby restated as required by the Internal Revenue Code. IN WITNESS WHEREOF, the Town of Colchester has caused this restatement to be executed this 20th day of January 2011, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
10. **Discussion and Possible Action on White Oak Farm Conservation Subdivision Bond Reduction**
S. Soby moved that the Town of Colchester reduce Subdivision bond No. 5023479 in the amount of \$976,962.00 by \$442,262.85 leaving a bond balance of \$534,699.15 as recommended by the Town Engineer, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
11. **Discussion and Possible action on Memorandum of Agreement between Town of Colchester and MEIU, Local 506, SEIU, AFL-CIO, CLC**
S. Soby moved to approve the Memorandum of Agreement between the Town of Colchester and MEIU, Local 506, SEIU, AFL-CIO, CLC, with the amendments in Item number 1 – changed "thee" to "three" and Item number 2 – changed to read "...receive compensation of four hundred and fifty dollars (\$450.00) per week for the extended period," and contingent upon these changes being accepted by the Union, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
12. **Discussion and Possible Action on Consulting Agreement with Mark Decker**
R. Coyle moved to approve the consulting agreement with Mark Decker and the Town of Colchester, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
13. **Discussion and Possible Action on Facility Repair/Improvement Needs**
Discussion on police security improvements. No action taken.
14. **Discussion and Possible Action on Vehicle Policy (Second Reading)**
R. Coyle moved to approve the Vehicle Policy with the amendment to §4(VII) to read, "Smoking cigarettes, cigars, pipes, or the use of any other..." seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

15. Discussion and Possible Action on Parks & Recreation Program Fund

Selectman J. Ford raised concerns about Program Fund finances and the future of the fund.

16. Citizen's Comments

None.

17. First Selectman's Report

First Selectman G. Schuster reported that he attended the Connecticut Council of Small Towns annual meeting whereby the discussion centered around the State budget and the Governor will submit his budget on February 16; during this past and any future snow storms, residents should clear out fire hydrants from snow; our town crew is doing a fantastic job clearing the streets and roadways; and the Assessor asked for an extension to submit the grand list for this year.


18. Liaison Report

R. Coyle commented that the Senior Center Study Group is close to making a recommendation to the Board of Selectmen and should hopefully be completed by March.

19. Adjourn

R. Coyle moved to adjourn at 7:58 p.m., seconded by S. Soby. Unanimously approved.
MOTION CARRIED.

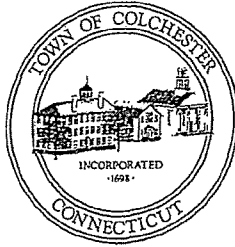
Respectfully submitted,



Derrick M. Kennedy
Executive Assistant to the First Selectman

Attachments:

- Memo from Chief Financial Officer Maggie Cosgrove regarding the Pension Plan restatement
- Memo from Town Engineer Sal Tassone regarding the bond reduction
- Memo from Director of Facilities & Operations Greg Plunkett regarding facility repairs and improvement needs



N. Maggie Cosgrove
Chief Financial Officer
Finance Department

Date: January 4, 2011

To: Board of Selectmen

From: N. Maggie Cosgrove, CFO

Subject: Police Pension Plan Restatement

Shipman & Goodwin has submitted the proposed restatement of the Town of Colchester Police Department Pension Plan. The restatement incorporates Amendments No. 1 (collectively bargained provision permitting the purchase of prior service) and No. 2 (a federally required amendment due to changes in the regulations under Internal Revenue Code Section 415), and a series of other changes required under the Internal Revenue Code over the past several years. Each of the changes is required under the Internal Revenue Code and/or the regulations thereunder. It should be noted that none of the changes to the Plan would have a negative impact on the future pension benefits of the employees covered under the Plan.

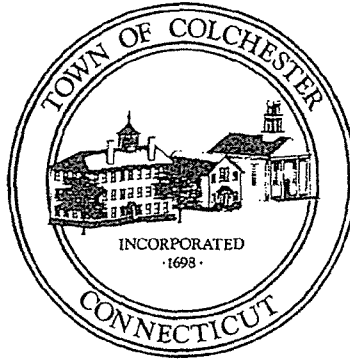
The deadline for execution of the restatement of the Police Pension Plan is January 31, 2011.

Recommendation

- 1) Approval of resolution to adopt the Town of Colchester Police Department Pension Plan as amended and restated to comply with Federal law and regulations effective July 1, 2010 (first date of plan year during which the plan is amended and restated).

January 6, 2011.

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

A handwritten signature in black ink, appearing to read "Sal Tassone", is written over the printed name of the Town Engineer.

Re: White Oak Farm Conservation Subdivision, Lebanon Avenue (Route 16) and
Goldberg Road, Colchester, CT. prepared for Ponsett Ridge LLC.

By: Angus McDonald Gary Sharpe Associates, Inc.

The owner of the referenced subdivision (Ronald Gaudet – White Oak Development, LLC) has requested the release of his phase A-1 Subdivision Bond due to the transfer/sale of this phase of the project to another developer (Rodney Goldberg – Goldberg Estates, LLC).

On January 6, 2011, the town received a substitute subdivision bond for phase A-1 of the White Oak Farm Subdivision from Rodney Goldberg (Lexon Insurance Company surety Subdivision Bond No. 1063781 in the amount of \$442,262.85). This is the full approved bond amount for phase A-1 and no construction activity has yet been initiated on this phase.

It is therefore recommended that the original bond posted by Ronald Gaudet for both Phase A-1 and Phase A-2 (Bond Safeguard Insurance Company surety Subdivision Bond No. 5023479 in the amount of \$976,962.00) be reduced by \$442,262.85 leaving a bond balance of \$534,699.15 which is to remain in effect for Subdivision Phase A-2.

RECOMMENDED MOTION:


Motion that the Town of Colchester reduce Subdivision bond No. 5023479 in the amount of \$976,962.00 by \$442,262.85 leaving a bond balance of \$534,699.15 as recommended by the Town Engineer.

Town of Colchester
127 Norwich Avenue
Suite 202
Colchester, CT 06415

Gregory J. Plunkett
Director of Facilities and Operations
gplunkett@colchesterct.org

Tel. (860) 537-2296
Fax. (860) 537-1252
Cell (860) 303-0125

January 14, 2011

TO: Gregg Schuster
FROM: Greg Plunkett 
RE: Facility Repair/Improvement Needs

As you are aware the Town has quite a long list of facility repair needs that due to tight budgets have not been addressed. In discussion with Maggie Cosgrove she has indicated that in the present fiscal year there exists approximately \$59,000 in bond interest savings that could be used to address the most pressing of these needs. Attached is a list of repairs we propose be completed this fiscal year.

Water leak in the Town Hall foyer \$6,000
As you know this has been a problem for several years but must be repaired to avoid further damage.

Modify the rolling gate at the Fleet Maintenance lot. \$7,500
The gate is too heavy for some of our employees who must open and close it. Additionally we have had workmen's Compensation claims due to injuries caused by operating the gate.

Repair the leaks in the roof at Company #1 \$6,000
The gaskets surrounding the screws which hold the metal roofing have dried out and many are leaking. In some instances this is allowing water to infiltrate ceiling tiles and window frames.

Install additional security to the police department offices \$17,500
A secured entrance is needed for the department office.

Renovate crew quarters at the Highway Garage \$3,200
These quarters are used for the plow drivers to rest and at times sleep during prolonged snow removal activities.

Repair the roof at the Fleet Maintenance Garage \$4,000
The roof has developed large bubbles and although not presently leaking should be repaired before leaks start.

Repair the furnace at the Senior Center \$3,300
The furnace is leaking due to a crack in one of the sections.

Paint exterior trim at Cragin Memorial Library \$7,500
The old section of the library has paint that is peeling and trim that will deteriorate if not painted.

Reconfigure offices at Town Hall \$4,000
This reconfiguration will accommodate the additional space needed by the Board of Education as well as space for the Economic Development Coordinator and the relocation of Social Services. It will also address the needs of the Town Clerk for additional vault space.

Total \$59,000.00

We are also proposing power washing the outside of the Youth Center. Funds for the project will be taken from the Reserve account established for that purpose.

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="18101-49246"/>	<input type="text" value="Debt Service - Bond interest"/>	<input type="text" value="59,000"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

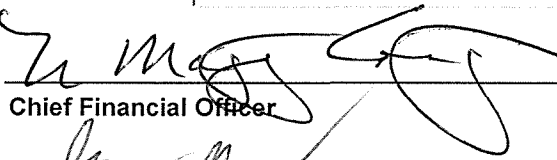
To:	Account Number	Account Name	Amount
	<input type="text" value="18501-50474"/>	<input type="text" value="Trsf to Capital Reserve - Bldgs&Grounds"/>	<input type="text" value="59,000"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

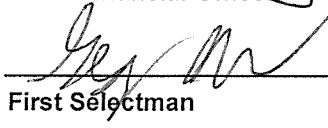

 Department Director or Supervisor - Signature

Print Name

Date Reviewed


 Chief Financial Officer

Date Approved


 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved


Board of Finance Clerk

Town of Colchester
127 Norwich Avenue
Suite 202
Colchester, CT 06415

Gregory J. Plunkett
Director of Facilities and Operations
gplunkett@colchesterct.org

Tel. (860) 537-2296
Fax. (860) 537-1252
Cell (860) 303-0125

January 14, 2011

TO: Gregg Schuster
FROM: Greg Plunkett 
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Total \$59,000.00

We are also proposing power washing the outside of the Youth Center. Funds for the project will be taken from the Reserve account established for that purpose.

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="12101-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="211"/>
	<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" value="12101-43258"/>	<input type="text" value="Professional Memberships"/>	<input type="text" value="211"/>
	<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

Senior Center Making Memories Program

Renewal Grant Approval Request

To: Board of Selectmen

From: Patti White

Date: 1/28/11

Re: Grant Renewal Application Approval

Grantor: Senior Resources
Title III funds of the Older American Act

Federal Fiscal Year (10/11-9/12)

Requested Amount: \$12,500

Preliminary Submission date: 2/18/11


Purpose: This grant would provide continuation funding for the center's Making Memories program which provides recreational therapeutic activities for seniors who are facing early signs of dementia and/or cognitive and physical mobility 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.

We currently have a \$10,000 grant for this program through Senior Resources, Title III funds. This is a renewal application.

Matching Requirements: There is a 25% (\$3,125) match for this grant which will be met with either other grant sources (as obtained), client donations, or existing costs in the senior center's annual budget. Expected sources of the match: % of directors' salary/existing operating expenses and in-kind volunteer time. No new funding is needed.

Recommended Action: That the Colchester Board of Selectman authorize Patti White, Senior Center Director, to submit a preliminary application for grant funding in the amount of \$12,500 to Senior Resources, Title III fund of the Older Americans Act for continuation funding of the Making Memories program.

Memo

To: Gregg Schuster
From: Mark Decker 
CC: Board of Selectmen, Maggie Cosgrove
Date: 1/17/2011
Re: Bid Recommendations

At the 17 June 2010 Board of Selectmen meeting, the following action occurred:

21. Discussion and Possible Action on Water and Sewer Infrastructure Extension Project Engineering Consultant Contract

Jim Ford moved to accept the Weston & Sampson proposal for "Consulting Engineering Services for Expansion of the Town's Sewer and Water Infrastructure to Commercial Use Zones" with a lump sum fee of \$83,550 and to authorize the First Selectman to sign all associated agreements, including any associated agreement with the State related to the STEAP grant, seconded by Stan Soby. Unanimously approved. MOTION CARRIED.

It was further agreed, Board of Selectmen approval would be needed for expenditure of the balance of \$46,450 for the design phase portion of the project. This memorandum addresses the attached proposal for design phase services.

Chris Wester of Weston & Sampson Engineers, Adam Turner, Sal Tassone, Steve Klobukowski, and I met, reviewed, and negotiated the attached proposal for design of the water and sewer infrastructure, including the sanitary sewer pump station. The proposal takes the project through construction bidding and award services.

The proposal was reviewed and endorsed by the Sewer and Water Commission at its 13 January 2011 meeting as follows:

Motion to accept the Weston & Sampson design phase proposal and to forward it to the Board of Selectmen with a recommendation to approve and authorize the First Selectman to sign all necessary documents, by S. Coyle, second by D. Ferrigno; Motion approved 4-0.

The Commission pointed out the \$10,750 cost difference between the lump sum proposal and the available remaining funds of the grant and strongly encouraged the Board of Selectmen to identify an appropriate funding source to move the design phase forward on this critical project. The Commission also noted the cost difference was approximately \$21,000 before negotiating the recommended scope and fee.

As presented in the above motion, it is the recommendation of staff to approve the attached proposal and to authorize the First Selectman to sign all necessary documents. Also as pointed out by the Commission, additional funds totaling \$10,750 will be needed to fully fund this design phase.

Please contact me if you have questions.

AGREEMENT FOR ENGINEERING SERVICES
BY AND BETWEEN THE
TOWN OF COLCHESTER, CONNECTICUT
AND
WESTON & SAMPSON ENGINEERS, INC.

THIS AGREEMENT is made by and between the TOWN OF COLCHESTER, CONNECTICUT, acting herein by and through its Sewer and Water Commission, hereinafter called OWNER and WESTON & SAMPSON ENGINEERS, INC., with offices at 273 Dividend Road, Rocky Hill, Connecticut hereinafter called ENGINEER.

WITNESSETH, for the consideration hereinafter set forth, the parties hereto agree as follows:

ARTICLE 1 - ENGAGEMENT OF ENGINEER

- 1.01 OWNER hereby engages ENGINEER, and ENGINEER hereby accepts the engagement to perform certain professional engineering services hereinafter described for the COLCHESTER COMMERCIAL DEVELOPMENT SANITARY SEWER AND WATER EXPANSION PROJECT hereinafter called the PROJECT. The proposed project area, hereinafter called PROJECT AREA, is shown on the attached figure.
- 1.02 ENGINEER's services shall be performed in a manner consistent with that degree of skill and care ordinarily exercised by practicing design professionals performing similar services in the same locality, at the same site and under the same or similar circumstances and conditions. ENGINEER makes no other representations or warranties, whether expressed or implied, with respect to the services rendered hereunder.

ARTICLE 2 - SCOPE OF SERVICES

2.01 PRELIMINARY ENGINEERING:

A. Kickoff Meeting:

1. Meet with OWNER staff and others as deemed appropriate by OWNER to obtain latest collection system drawings, Wastewater Facilities Plan, concept information and drawings, design element targets, anticipated flow rates, etc. During meeting, review and discuss the merits, drawbacks, and benefits for customary pumping station configurations (submersible, flooded suction, suction lift). In addition to the physical configuration, consideration shall also be given to pumping and storage capacities, in the context of initial and maximum projected flows to the station. Review OWNER's desires, concerns, and preferences for the aesthetic, operational, and detailed mechanical components of the station. Review and discuss forcemain, gravity sewer, and water main configuration and preferred routing. Meeting shall result in recorded decisions for design of preferred configurations and piping routes.

B. Survey and Mapping:

1. Review existing site survey data (if any), provide additional property and topographic survey as follows:
 - a. Perform land records research to determine existence of and obtain any existing mapping for the PROJECT AREA. ENGINEER presumes that OWNER will provide detailed A-2 / T-2 boundary and topographic survey data from existing development areas within the PROJECT AREA.
 - b. ENGINEER further presumes that inland wetlands delineation and mapping will be provided by OWNER based on existing data in possession of OWNER.

C. Geotechnical Investigations

1. Obtain permission (right-of-entry) from property owner (via OWNER) to proceed with conduct of geotechnical investigation of the subsurface soil and bedrock conditions at the proposed wastewater pumping station site (see attached Figure). Upon receipt, conduct one (1) geotechnical boring to a maximum depth of 50 feet. Borings shall include blow counts and sampling at 5-foot intervals. ENGINEER will monitor boring activities.
2. Due to budgetary constraints, ENGINEER and OWNER agree that additional geotechnical investigations will not be conducted along forcemain, sewer, and water main piping routes. Subsurface conditions in these areas of the PROJECT will be portrayed in the Contract Documents based on presumed conditions.

2.02 DESIGN ENGINEERING:

A. Design of the PROJECT is anticipated to include the following facilities:

1. One wastewater pumping station where shown on the attached Figure;
2. Approximately 2,100 linear feet of force main piping and appurtenances, including valves and connections where shown on the attached Figure;
3. Approximately 600 linear feet of gravity sewer and appurtenances, including manholes and connections where shown on the attached Figure;
4. Approximately 2,600 linear feet of water main and appurtenances, including valves and connections where shown on the attached Figure;
5. Design details showing trench construction, pavement repair, erosion and sedimentation controls, and maintenance and protection of traffic; and
6. Detailed technical construction specifications of the proposed construction work to conform to Construction Specification Institute (CSI) format.

B. Preliminary Design

1. Review and visit the proposed wastewater pumping station parcel, and examine concept structure footprints and their interface with adjacent structures, impacts and views from surrounding parcels, accessibility, power supply, nearby easements, Conservation Easements, wetlands restrictions, and other site issues and amenities.
2. Receive from OWNER any available sanitary sewer, water main, storm drain, and other utility drawings within the PROJECT AREA.
3. Prepare preliminary design drawings for review by OWNER and funding agencies (as necessary). Preliminary design drawings shall include concept layout plans for the force main, water main, gravity sewer, and structure(s) housing the wastewater pumping station components and controls. The preliminary design drawings shall also identify major materials of construction to establish a level of quality for the project. In addition, an elevation view drawing of any proposed above-grade buildings shall be included to portray the type and character of exterior finish. Prepare a Preliminary Opinion of Probable Construction Cost (OPCC).
4. Meet with the project team to review the preliminary design drawings and OPCC figures. Based on the review, revise drawings and documents as necessary, and finalize a recommendation for the facility layout as agreed upon with the team.
5. Based on the recommended configuration, finalize the preliminary OPCC.

C. Final Design

1. Complete any structural, mechanical, architectural, site, and electrical design for the approved preliminary design utilizing the configuration produced under Task 2.02.B.
2. Final design shall include:
 - a. Exterior site landscaping, walkway and external site elements design.
 - b. Final design of the force main, gravity sewer, water main, and pumping station building, power/electrical, lighting, fire, telecommunications/SCADA systems, security, HVAC, drainage, plumbing, refuse/recycling, water/sewer systems and building management systems as appropriate.
 - c. Specification of maintenance equipment for the wastewater pumping station building and the preparation of a maintenance and operations plan.
 - d. Preparation of design drawings and project specifications.
 - e. Preparation of a sediment and erosion control plan for the construction area showing erosion control details together with a construction narrative.

3. Preparation of final bid documents (plans, specifications, final cost and any specialized construction testing and oversight procedures).
 4. Utilizing the final design elements and current industry unit prices, develop a final detailed opinion of construction costs (OPCC) including construction inspection and testing, contingencies, construction administration, etc.
 5. Present the final documents and OPCC to OWNER for review. Make revisions to the design based on the OPCC, budget, and recommendations from the design review team, including, where applicable, the establishment of bid alternates for some design elements.
- D. Permitting: ENGINEER shall prepare and submit to OWNER the proposed construction documents from which OWNER can develop and submit technical design data and documents as required for OWNER's submittal of permit applications for the PROJECT. OWNER will pay for all permitting fees.

2.03 BIDDING SERVICES:

- A. Provide TEN (10) sets of bid document sets to OWNER for OWNER's distribution to potential bidders. Provide one electronic file containing the bidding documents and drawings in Portable Document File (PDF) format for OWNER's use.
- B. Assist OWNER during advertising period; respond to technical and design questions; attend pre-bid conference and bid opening.
- C. Tabulate and review bids received, investigate bidder qualifications and references; make recommendations for bid acceptance and bid alternates.

2.04 CONSTRUCTION SERVICES:

- A. Work under this task shall be described under a future amendment.

ARTICLE 3 - RESPONSIBILITIES OF OWNER

OWNER, without cost to ENGINEER, shall do the following in a timely manner so as not to delay the services of ENGINEER:

- 3.01 Designate in writing a person to act as OWNER 's representative with respect to work to be performed under this AGREEMENT, such person to have complete authority to transmit instructions, receive information, interpret and define OWNER'S policies and decisions with respect to materials, equipment elements and systems pertinent to the work covered by this AGREEMENT.
- 3.02 Through its officials and other employees who have knowledge of pertinent conditions, confer with ENGINEER regarding both general and special considerations relating to the PROJECT.

- 3.03 Assist ENGINEER by placing at the disposal of ENGINEER, all available information pertinent to the PROJECT including previous reports and any other data relative to design or construction of the PROJECT.
- 3.04 Pay all application and permit fees associated with approvals and permits from all governmental authorities having jurisdiction over the PROJECT and such approvals and consents from others as may be necessary for completion of the PROJECT.
- 3.05 Arrange for access to and make all provisions for ENGINEER to enter upon public and private lands as required for ENGINEER to perform its work under this AGREEMENT.
- 3.06 Furnish ENGINEER all needed property, boundary and right-of-way maps.
- 3.07 Cooperate with and assist ENGINEER in all additional work that is mutually agreed upon.
- 3.08 Pay ENGINEER for work performed in accordance with the terms specified herein.
- 3.09 Operate all valves, pumps, instrumentation, and other equipment as required to support ENGINEER and Contractor personnel in carrying out systems and plant startup and testing operations.

ARTICLE 4 - TIME OF PROJECT

- 4.01 ENGINEER will initiate work under this AGREEMENT following formal acceptance of this AGREEMENT by OWNER. ENGINEER agrees to provide services for the estimated duration of work, starting within SEVEN (7) calendar days of signing this AGREEMENT and concluding the work of Tasks 2.01 and 2.02 within NINETY (90) calendar days thereafter. The work of Task 2.03 will be performed concurrent and associated with bidding of the project, as mutually agreed upon following completion of Tasks 2.01 and 2.01.

ARTICLE 5 - PAYMENTS TO THE ENGINEER

- 5.01 For services performed as described under this AGREEMENT, OWNER agrees to pay ENGINEER the TOTAL LUMP SUM FEE identified below, with individual task fees generally distributed as indicated in Table 1. Fees for this PROJECT shall be billed monthly as they accrue based upon the services performed as a percent of the total lump sum fee. OWNER agrees to make payment to ENGINEER within THIRTY (30) days of the invoice date.

Table 1
ENGINEER'S FEES

TASK	DESCRIPTION	FEE
2.01	PRELIMINARY ENGINEERING	\$5,600
2.02	DESIGN ENGINEERING	\$44,000
2.03	BIDDING SERVICES	\$7,600
2.04	CONSTRUCTION SERVICES	TBD
TOTAL LUMP SUM FEE:		\$57,200

5.02 If OWNER fails to make any payment due ENGINEER for services and expenses within thirty (30) days after receipt of ENGINEER'S statement therefore, ENGINEER may, after giving seven (7) days' written notice to OWNER, suspend services under this AGREEMENT. Unless ENGINEER receives payment within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, ENGINEER shall have no liability to OWNER for delay or damage caused OWNER because of such suspension of services.

ARTICLE 6 - INSURANCE

6.01 General Liability Insurance: ENGINEER shall secure and maintain, for the duration of this PROJECT, the following General Liability Insurance policy or policies at no cost to OWNER. With respect to the operations ENGINEER performs, ENGINEER shall carry Commercial General Liability Insurance providing for a combined single limit of One Million Dollars (\$1,000,000) for bodily injury, death, and property damage.

6.02 Automobile Liability Insurance: ENGINEER shall secure and maintain, for the duration of this PROJECT, Automobile Liability Insurance covering the operation of all motor vehicles, including those hired or borrowed, used by ENGINEER in connection with this AGREEMENT, in the following amount:

A. Not less than Five Hundred Thousand Dollars (\$500,000) for all damages arising out of bodily injuries to or death of one person and subject to that limit for each person, a total limit of Five Hundred Thousand Dollars (\$500,000) for all damages arising out of bodily injuries to or death of two or more persons in any one accident or occurrence, and

B. Not less than One Hundred Thousand Dollars (\$100,000) for all damages arising out of injury to or destruction of property in any one accident or occurrence.

6.03 Umbrella Liability Insurance: In addition to the above-mentioned coverage, ENGINEER shall carry a minimum of One Million Dollar (\$1,000,000) umbrella liability policy for the duration of the PROJECT.

6.04 Professional Services Liability Insurance: ENGINEER shall secure, at its own expense, a Professional Services Liability Insurance policy with a limit of One Million Dollars (\$1,000,000) per claim and in the aggregate, and maintain such policy for the duration of the PROJECT.

6.05 Workers Compensation Coverage:

A. ENGINEER shall maintain statutory Worker's Compensation insurance coverage for all of its employees at the PROJECT as required by the State of Connecticut.

B. OWNER shall maintain statutory Worker's Compensation insurance coverage for all of its employees at the PROJECT as required by the State of Connecticut.

ARTICLE 7 - LIMITATION OF LIABILITY AND INDEMNIFICATION

7.01 To the fullest extent permitted by law, the total liability in the aggregate, of ENGINEER and its officers, directors, employees, agents, and independent professional associates, and any of them, to the OWNER and any one claiming by, through or under OWNER, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to ENGINEER'S services, the project, or this AGREEMENT, from any cause or causes whatsoever, including but not limited to, the negligence, errors, omissions, strict liability, breach of contract, misrepresentation, or breach of warranty of ENGINEER or its officers, directors, employees, agents or independent professional associates, or any of them, shall not exceed the total amount recoverable from the available limits of the insurance identified in Article 6.

7.02 To the fullest extent permitted by law, and subject to the limitation of liability set forth in 7.01, the ENGINEER agrees to indemnify and hold harmless the OWNER and its officers, directors, employees, agents, and independent professional associates, and any of them, from any claims, losses, damages or expense (including reasonable attorneys' fees) arising out of the death of, injuries, or damages to any person, or damage or destruction of any property, in connection with the ENGINEER'S services under this AGREEMENT to the extent caused by the negligent acts, errors, or omissions of the ENGINEER or its officers, directors, employees, agents or independent professional associates, or any of them.

7.03 Hazardous Waste Indemnifications:

A. ENGINEER and its consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous waste in any form at the PROJECT site. Accordingly, OWNER hereby agrees to bring no claim for negligence, breach of contract, strict liability, indemnity, contribution or otherwise against ENGINEER, its principals, employees, agents or consultants if such claim in any way arises from such services. OWNER further agrees to defend, indemnify and hold ENGINEER and its consultants and their principals, employees and agents harmless from and against any claims, demands, loss or damage (including reasonable attorneys' fees) sustained by any person or entity arising from such services or circumstances. ENGINEER shall not be liable for any damages or injuries, of any nature whatsoever, due to any delay or suspension in

the performance of its services caused by or arising out of the discovery of hazardous substances or pollutants at the PROJECT site.

- B. OWNER hereby warrants that, if they know or has any reason to assume or suspect that hazardous materials may exist at the PROJECT site, they have so informed ENGINEER. OWNER also warrants that they have done their best to inform ENGINEER of such known or suspected hazardous materials' type, quantity and location.
- C. If, in the performance of the work, hazardous materials are encountered and are judged by ENGINEER to be an imminent threat to on-site personnel and/or the general public, ENGINEER shall take all steps immediately available that are, in his judgment, prudent and necessary to mitigate the existing threat. OWNER agrees to compensate ENGINEER for any time spent or expenses incurred by ENGINEER to mitigate the threat, in accordance with ENGINEER'S prevailing fee schedule and expense reimbursement policy.
- D. Subsurface sampling may result in unavoidable contamination of certain subsurface areas, as when a probe or boring device moves through a contaminated area, linking it to an aquifer, underground stream or other hydrous body not previously contaminated and capable of spreading hazardous materials off-site. Because nothing can be done to eliminate the risk of such an occurrence, and because subsurface sampling is a necessary aspect of the work that ENGINEER will perform on OWNER'S behalf, OWNER waives any claim against ENGINEER and agrees to defend, indemnify and hold ENGINEER harmless from any claim or liability for injury or loss which may arise as a result of alleged cross-contamination caused by sampling. OWNER further agrees to compensate ENGINEER for any time spent or expenses incurred by ENGINEER in defense of any such claim, in accordance with ENGINEER'S prevailing fee schedule and expense reimbursement policy.
- E. ENGINEER will hold soil samples collected during the subsurface investigation for THREE (3) months after the completion of the PROJECT at their offices. After such period, ENGINEER shall contact OWNER requesting information regarding the disposition of the soil samples. At OWNER'S request, after receiving written instructions, ENGINEER will either [1] ship the samples to OWNER for their use, or [2] dispose of the samples. If Engineer does not receive a response from OWNER within THIRTY (30) days of submitting the request for information relative to the disposition of the samples, ENGINEER shall dispose of the samples.

ARTICLE 8 - EXTENSION OF SERVICES

- 8.01 Additional Work: In the event ENGINEER, as requested by OWNER, is to make investigations or reports on matters not covered by this AGREEMENT, or is to perform other services not included herein, additional compensation shall be paid ENGINEER as is mutually agreed upon by and between OWNER and ENGINEER. Such services shall be incorporated into written amendments to this AGREEMENT, or into a new written AGREEMENT.

- 8.02 Changes in Work: OWNER, from time to time, may require changes or extensions in the Scope of Services to be performed hereunder. Such changes or extensions, including any increase or decrease in the amount of compensation, to be mutually agreed upon by and between OWNER and ENGINEER, shall be incorporated into written amendments to this AGREEMENT.
- 8.03 Litigation Support Services: In the event ENGINEER is to prepare for or appear in any litigation on behalf of OWNER, additional compensation shall be paid ENGINEER. OWNER agrees to compensate ENGINEER for time spent and expenses incurred in preparation for and attendance at meetings and appearances, including depositions. This shall include appearances before OWNER'S attorney and before the attorney of any other party to the litigation, in addition to all other support services as requested by OWNER. Additional compensation shall be paid ENGINEER as is mutually agreed upon by and between OWNER and ENGINEER. Such services shall be incorporated into written amendments to this AGREEMENT, or into a new written AGREEMENT.
- 8.04 Hazardous Materials Encountered: If, in the performance of the work, hazardous materials are encountered and are judged by ENGINEER to be an imminent threat to on-site personnel and/or the general public, ENGINEER shall inform the Local and State Emergency Personnel of the release. OWNER agrees to compensate ENGINEER for any time spent or expenses incurred by ENGINEER to mitigate the threat, in accordance with ENGINEER'S prevailing fee schedule and expense reimbursement policy. Such services shall be incorporated into written amendments to this AGREEMENT or into a new written AGREEMENT.

ARTICLE 9 - OWNERSHIP AND USE OF DOCUMENTS

9.01 Use of Documents:

- A. All Documents are instruments of service in respect to this Project, and ENGINEER shall retain an ownership and property interest therein (including the right of reuse at the discretion of ENGINEER) whether or not the Project is completed.
- B. Copies of Documents that may be relied upon by OWNER are limited to the printed copies (also known as hard copies) that are signed or sealed by ENGINEER. Files in electronic media format of text, data, graphics, or of other types that are furnished by ENGINEER to OWNER are only for convenience of OWNER. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.
- C. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. The party delivering the electronic files will correct any errors detected within the 60-day acceptance period. ENGINEER shall not be responsible to maintain documents stored in electronic media format after acceptance by OWNER.

- D. When transferring documents in electronic media format, ENGINEER makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by ENGINEER at the beginning of this Project.
- E. OWNER may make and retain copies of Documents for information and reference in connection with use on the Project by OWNER. Such Documents are not intended or represented to be suitable for reuse by OWNER or others on extensions of the Project or on any other project. Any such reuse or modification without written verification or adaptation by ENGINEER, as appropriate for the specific purpose intended, will be at OWNER's sole risk and without liability or legal exposure to ENGINEER or to ENGINEER's Consultants. OWNER shall indemnify and hold harmless ENGINEER and ENGINEER's Consultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting therefrom.
- F. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- G. Any verification or adaptation of the Documents for extensions of the Project or for any other project will entitle ENGINEER to further compensation at rates to be agreed upon by OWNER and ENGINEER

ARTICLE 10 - TERMINATION

- 10.01 The obligation to provide further services under this AGREEMENT may be terminated by either party upon THIRTY (30) days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.
- 10.02 If the PROJECT is suspended or abandoned in whole or in part for more than three (3) months, ENGINEER shall be compensated for all services performed prior to receipt of written notice from OWNER of such suspension or abandonment, together with other direct costs then due and all Termination Expenses as defined in Article 10.04. If the PROJECT is resumed after being suspended for more than THREE (3) months, ENGINEER'S compensation shall be equitably adjusted.
- 10.03 In the event of termination by OWNER under Article 10.01, ENGINEER will be paid a percentage of the lump sum fee based on work completed on the PROJECT through the completion of services necessary to affect termination, in accordance with the provisions of Article 5 of this AGREEMENT.

10.04 In the event of termination by ENGINEER under Article 10.01, or termination by OWNER for OWNER'S convenience, ENGINEER will be paid a percentage of the lump sum fee based on work completed on the PROJECT through the completion of services necessary to affect termination, plus termination expenses. Payment for services will be in accordance with the provisions of Article 5 of this AGREEMENT. Termination expenses are defined as additional costs of services and other direct costs directly attributable to termination, which shall be an additional amount, computed as the costs ENGINEER reasonably incurs relating to commitments, which had become firm before the termination.

ARTICLE 11 - GENERAL PROVISIONS

11.01 Precedence: The terms and conditions in this AGREEMENT shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding the ENGINEER'S services.

11.02 Severability: If any of the terms and conditions in this AGREEMENT shall be finally determined to be invalid or unenforceable in whole or part, the remaining provisions hereof shall remain in full force and effect, and be binding upon the parties hereto. The parties agree to reform this AGREEMENT to replace any such invalid or unenforceable provision with a valid enforceable provision that comes as close as possible to the intention of the stricken provision.

11.03 Mediation: All claims, disputes or controversies arising between OWNER and ENGINEER shall be submitted to non-binding mediation prior to and as a condition precedent to the commencement of any litigation between those parties. The American Arbitration Association, or such other person or mediation service shall conduct the non-binding mediation as the parties mutually agree upon. The party seeking to initiate mediation shall do so by submitting a formal written request to the other party to this AGREEMENT and the American Arbitration Association or such other person or mediation service as the parties mutually agree upon. The costs of mediation shall be borne equally by the parties. All statements of any nature made in connection with the non-binding mediation shall be privileged and will be inadmissible in any subsequent court or other proceeding involving or relating to the same claim.

11.04 Subrogation: OWNER and ENGINEER waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, but only to the extent covered by any property or other insurance in effect whether during or after the PROJECT. OWNER and ENGINEER shall each require similar waivers from their contractors, consultants and agents.

11.05 Statute of Limitations: Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion for acts or failures to act occurring prior to Substantial Completion or the date of issuance of the final Certificate for Payment for acts or failures to acts occurring after Substantial Completion. In no event shall such statutes of limitations commence to run any later than the date when ENGINEER's services are substantially completed.

ARTICLE 12 - DISCLOSURE RIGHTS

12.01 OWNER agrees that ENGINEER has the authority to use its name as a client and a general description of the project as a reference for other prospective clients.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT the day and year last signed below.

ACCEPTED FOR:

OWNER:

WESTON & SAMPSON ENGINEERS, INC.:

Authorized Signature

Authorized Signature

Printed Name

Printed Name

Date

Date

OWNER'S Connecticut Sales and Use Tax Certificate Exemption Number: _____

Gregg Schuster



First Selectman

MEMORANDUM

To: Board of Selectmen

Cc:

From : Gregg Schuster, First Selectman

Date: 1/31/11

Re: Union Job Descriptions

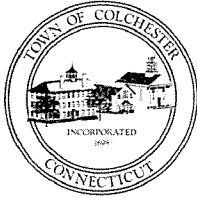
At a previous meeting, the board did not take action on approving job descriptions as negotiated through collective bargaining due to the weight restrictions. After much research, we determined that OSHA does not issue any restrictions for lifting and suggests following the National Institute for Occupational Safety and Health (NIOSH) guidelines.

NIOSH has created a formula for recommended weight limits that is incident specific. The formula is $RWL = LC \times HM \times VM \times DM \times AM \times FM \times CM$.

LC is the load constant or the fixed weight to be lifted. HM is the horizontal multiplier or the distance the weight will be moved from left to right. VM is the vertical multiplier or the height the weight will be lifted. DM is the distance multiplier and is taken from a table provided by NIOSH. AM is asymmetric multiplier and is based on how close the load is to the center of the body. It is also taken from a table supplied by NIOSH. FM is the frequency multiplier and based on the number of times the lift is performed per minute and the length of time the lift takes and is also taken from a NIOSH table. CM is the coupling multiplier and is based on the type of grip the person doing the lifting can get on the package and is taken from a NIOSH table.

At this point, there is nothing else that can be done with the job descriptions unless the board wishes to remove the actual weights and simply refer to the NIOSH standard. However, doing so would remove a criteria that can be used when evaluating employees or potential employees for hiring, promotion, or return to work assessments.

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



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.

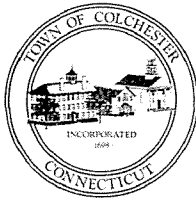
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents,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



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 First Selectman's office 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.

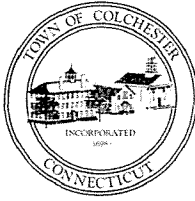
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents,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

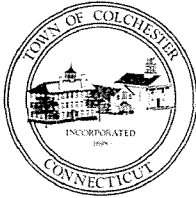
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents,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

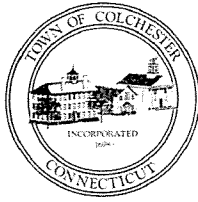
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents,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



**Town of Colchester
Job Description
Parks Maintainer III
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.

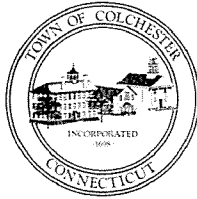
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents,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



**Town of Colchester
Job Description
Parks Maintainer I
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.

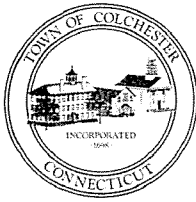
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents,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



**Town of Colchester
Job Description
Parks Maintainer II
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.

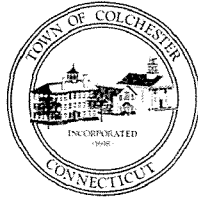
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents,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



**Town of Colchester
Job Description
Parks Crew Leader
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.

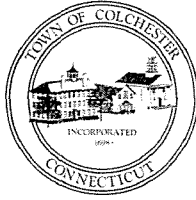
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents,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

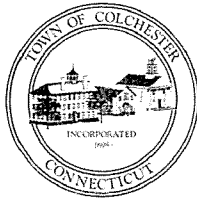
WORK ENVIRONMENT: It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents,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

- holidays, and after hours as required.
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

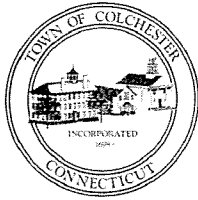
accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies.

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 First Selectman's office 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.

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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 First Selectman's office at any time.

Town of Colchester
127 Norwich Avenue
Suite 202
Colchester, CT 06415

Gregory J. Plunkett
Director of Facilities and Operations
gplunkett@colchesterct.org

Tel. (860) 537-2296
Fax. (860) 537-1252
Cell (860) 303-0125

January 4, 2011

TO: Gregg Schuster
FROM: Greg Plunkett 
RE: Concession Stand Bid Award

On December 17, 2010 we opened bids for the operation of the concession stand at the Recreation Complex. Although several people expressed interest in operating the stand we received only one response. Subway of Colchester submitted a complete proposal. They successfully operated the concession for the past two years and we recommend you approve their proposal to operate the stand for the next three years.

At its meeting on January 3, 2011 the Colchester Parks and Recreation Commission approved the proposal submitted by Subway and recommended that it be approved by the Board of Selectmen.

The January 3, 2011 minutes of the Park and Recreation Commission are attached.

Motion:


“To authorize the First Selectman to enter into a contract with Subway to operate the concession stand at the Recreation Complex for 2011, 2012, and 2013.”

Town of Colchester
127 Norwich Avenue
Suite 202
Colchester, CT 06415

Gregory J. Plunkett
Director of Facilities and Operations
gplunkett@colchesterct.org

Tel. (860) 537-2296
Fax. (860) 537-1252
Cell (860) 303-0125

December 29, 2010

TO: Park and Recreation Commission
FROM: Greg Plunkett 
RE: Concession Stand Bid Award

On December 17, 2010 we opened bids for the operation of the concession stand at the Recreation Complex. Although several people expressed interest in operating the stand we received only one response. Subway of Colchester submitted a complete proposal. They successfully operated the concession for the past two years and we recommend you approve their proposal to operate the stand for the next three years. As you know we may terminate the contract at the end of any year if we so choose.

I have attached a copy of their menu with prices for your review.

Colchester and Parks Recreation

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

Colchester Parks & Recreation Commission

January 3rd, 2010

Town Hall, Room 1

7:00 p.m.

MINUTES

Members Present: Chairman S. O'Leary, L. Stephenson, L. Dimock, N. Kaplan, C. Ferrante, and E. Kundahl

Members Absent: A. Spranzo. Alternate, C. Williams, M. Kennedy, and J. Barr

Others Present: Greg Plunkett, Nancy Dooley, Pat Dooley, Steven Lima, Zach Cormier, Joey Mielczank, Matt Szymanski, Mateoesz Mikunla, Dylan Knisko, Rick Kaminske, Bryan Burtis, Ally Lund, Bendan Carey, Peter Maliekr, Kyle Bently, Stephen Fontana, Chelsea Morris, Kaitlin Morris, Autumn Biederstadt, Jackson Diklert, Jared Coffin, Ricky Wdowiak, Alysha Gabree, Kelsey Hall, Brittany Speiller, Sierra Wilder, Matt Hemm, Ryan Clauss, Rachel Gosselin, Amy Pinto, Paige Manidnois, Tyler, Rodriguez, Ryan Fogarty, Evan Sheean, John Blakely, and Candace Barnes

1. **Call to Order:** Chairman S. O'Leary called the meeting to order at 7:05 p.m.
2. **Citizen's Comments:** None
3. **Acceptance of Minutes, December 6th, 2010 Meeting:** E. Kundahl motioned to accept the minutes of the December 6th 2010 meeting as presented. Seconded N. Kaplan. L. Dimock abstained. All other members present voted in favor. **MOTION CARRIED.**
4. **Reading of Correspondence:** None
5. **Committee Reports**
 - **Facilities:** N. Kaplan gave Facilities report which focused on which field should be closed this year. The focus is on R2. The Facilities subcommittee will meet within the month of January. Sean added some thoughts and concerns for the baseball leagues.
 - **Finance/Administration:** None
 - **Programs:** None
 - **BOS Liaison:** None
 - **BOF Liaison:** None
 - **BOE Liaison:** None
 - **Senior Center Study Group:** None

N. Kaplan made a motion to accept the Committee Reports. Seconded by L. Dimock. All other members present voted in favor. **MOTION CARRIED.**
6. **Discussion and Possible Action on Concession Stand Bid:**

E. Kundahl made a motion to accept the Acting Parks & Recreation Director's recommendation to accept the proposal from Subway of Colchester to operate the concession stand at the Recreation Complex for up the next 3 years pending BOS approval. Seconded by C. Ferrante. All other members present voted in favor. **MOTION CARRIED**
7. **Discussion and Possible Action on Update of Recreational Specialist Position:**

G. Plunkett informed the Commission of the BOS approval for the Recreational Specialist Position to continue full time hours through June 1st 2011.
8. **Discussion and Possible Action on Closing of R2:**

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N. Kaplan touched on this in his Facilities Report. C. Ferrante informed the Commission that the use of the William J. Johnson field in place of R2 is not at all a possibility. The leagues would like a decision about R2 soon for planning purposes. C. Ferrante spoke on behalf of the baseball league and said he believes planning should continue for a 2012 closure of R2 since baseball registration will be completed before the next Parks and Recreation Commission meeting. At this point the feeling is there may not be enough notice for the leagues to move forward with a spring 2011 closure. E. Kundahl noted that the fall is a better season to rehabilitate the grass and therefore he is in support of a fall closure. S. O'Leary would be willing to hold a special meeting if the Facilities Subcommittee was able to meet with the leagues and come to a recommendation. The Facilities Subcommittee will be meeting on January 10th 2011. The location is to be determined.

9. Discussion and Possible Action on Sponsor Recognition:

G. Plunkett informed the Commission that First Selectman Schuster would like to hold the Sponsor Recognition at the January 20th 2011 BOS meeting. Chairman O'Leary encouraged Commission members to mark this date on their calendars so as many Commission members as possible could be in attendance.

10. Discussion and Possible Action on Update of 2010 Ornament Sales:

G. Plunkett updated the Commission that the sales of holiday ornaments have brought in \$365 so far and they are still selling them. People are still able to buy ornaments from some of the past years as well although availability may be limited depending on the year.

11. Director's Report:

G. Plunkett gave Director's Report and focused on updating the Commission that the repair work on the damaged drainage pipe at the Bacon Academy track has been completed at no cost to the town. N. Kaplan made a motion to accept the Director's Report as presented. Seconded by E. Kundahl. All other members present voted in favor. **MOTION CARRIED.**

12. Recreation Supervisor's Report (February, May, August, October):

None

13. General Comments:

Commission would like to add a review of the bi-laws to the February Agenda as well as discussion on the Endorsed League Policy to the February Agenda.

14. Adjournment:

Motion was made by E. Kundahl to adjourn at 7:47 p.m.. Seconded by C. Ferrante. All other members present voted in favor. **MOTION CARRIED.**

Candace Barnes, Clerk