

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

**Board of Selectmen Agenda
Regular Meeting
Thursday, July 19, 2012
Colchester Town Hall**

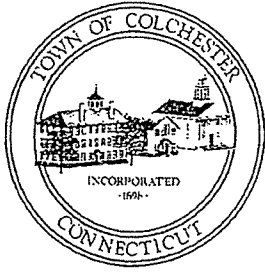
Meeting Room 1 – 7:00PM

NANCY A. BRAY
TOWN CLERK

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2012 JUL 16 PM 4:22

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the June 21, 2012 Public Hearing
4. Approve Minutes of the June 21, 2012 Regular Board of Selectmen Meeting
5. Approve Minutes of the June 27, 2012 Special Tri-Board Meeting
6. Citizen's Comments
7. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Historic District Commission. Resignation of Member, Mike Trocchi.
 - b. Ethics Commission. Member re-appointment for a three-year term to expire 7/01/2015. Debra Marvin to be interviewed.
 - c. Parks & Recreation Commission. Alternate vacancy to be filled for a three-year term to expire 10/01/2015. John Carroll to be interviewed.
8. Budget Transfers
9. Tax Refunds & Rebates
10. Election of Vice Chairman
11. Discussion and Possible Action on Historic Documents Grant Resolution
12. Discussion and Possible Action on Reservoir Road Driveway
13. Discussion and Possible Action on Fire Department SAFER Grant
14. Discussion and Possible Action on Fire Rescue Truck
15. Discussion and Possible Action on Building Committee

16. Discussion and Possible Action on IT Job Descriptions
17. Discussion and Possible Action on Personnel Policy
 - a. Section II, pages 18 – 23 (2nd Reading)
 - b. Section II, pages 23 – 26 (1st Reading)
18. Citizen's Comments
19. First Selectman's Report
20. Liaison Report
21. Executive Session to Discuss Pending Legal Matter
22. Executive Session to Discuss Appointment of Animal Control Officer
23. Discussion and Possible Appointment of Animal Control Officer
24. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

Public Hearing Minutes
Thursday, June 21, 2012
Colchester Town Hall

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

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

MEMBERS ABSENT:

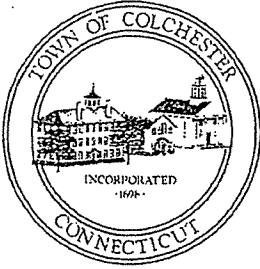
OTHERS PRESENT: Derrik Kennedy, Maggie Cosgrove, James Paggioli, Adam Turner, Dot Mrowka, Greg Plunkett, Leann Hill, Walter Cox, Don Lee, Brad Bernier, Ryan Blessing, and other citizens.

- 1. Call to Order**
First Selectman G. Schuster called the public hearing to order at 7:28 p.m.
- 2. Discussion on Connecticut Neighborhood Assistance Act Tax Credit Program**
L. Curtis commented in favor of the application.
- 3. Adjourn**
S. Soby moved to adjourn the public hearing at 7:30 p.m., seconded by R. Coyle.
Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Derrik M. Kennedy
Executive Assistant to the First Selectman

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2012 JUN 22 AM 11:37
NANCY A. BRAY
TOWN CLERK



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

**Board of Selectmen Minutes
Regular Meeting
Thursday, June 21, 2012
Colchester Town Hall**

**Meeting Room 1 – Immediately Following Public Hearing after Town
Meeting at 7:15PM**

RECEIVED
COLCHESTER, CT
2012 JUN 22 AM 10:33
NANCY A. BRAY
TOWN CLERK
Nancy A. Bray

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

MEMBERS ABSENT:

OTHERS PRESENT: Derrik Kennedy, Maggie Cosgrove, James Paggioli, Adam Turner, Dot Mrowka, Greg Plunkett, Leann Hill, Walter Cox, Don Lee, Brad Bernier, Ryan Blessing, and other citizens.

1. **Call to Order**
First Selectman G. Schuster called the meeting to order at 7:30 p.m.
2. **Additions to the Agenda**
J. Ford moved to add to the agenda Item #20, "Discussion and Possible Action on AFG Federal Grant Opportunity," and renumber accordingly; seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
3. **Approve Minutes of the June 7, 2012 Regular Board of Selectmen Meeting**
R. Coyle moved to approve the minutes of the June 7, 2012 Regular Board of Selectmen meeting, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
4. **Approve Minutes of the June 14, 2012 Special Board of Selectmen Meeting**
S. Soby moved to approve the minutes of the June 14, 2012 Special Board of Selectmen meeting, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
5. **Citizen's Comments**
None.
6. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
None.
7. **Budget Transfers**
None.
8. **Tax Refunds & Rebates**
R. Coyle moved to approve tax refunds in the amount of \$81.72 for Melissa Ellsworth, \$67.21 to Nissan Infiniti, and \$134.68 to Nissan Infiniti; seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
9. **Discussion and Possible Action on Business Associate Agreement with McGladrey & Pullen**
J. Ford commented on concern over liability claims. M. Cosgrove commented on liability coverage. S. Soby moved to authorize the First Selectman to sign the Business Associate Agreement with McGladrey & Pullen, LLP related to auditing services provided

for the fiscal year ended June 30, 2012; seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

10. Discussion and Possible Action on Connecticut Neighborhood Assistance Act Tax Credit Program

R. Coyle moved that the Board of Selectmen certifies that the Colchester Land Trust operates and is beneficial to this community and that the Board of Selectmen supports their application for inclusion in the Connecticut Neighborhood Assistance Act Tax Credit Program, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

11. Discussion and Possible Action on FY 2013 STEAP Grant Application

Discussion on multi-town application. J. Paggioli discussed application process. J. Ford commended J. Paggioli for seeking a multi-town STEAP application, as the State is favoring such applications. R. Coyle moved that the Colchester Board of Selectmen, as recommended by the Colchester Sewer and Water Commission, include within the FY 2013 STEAP Grant application for the Town of Colchester, a request for \$250,000 for the Town of Colchester portion of construction funding of Project 11-69, "Sludge Thickener" of the Colchester-East Hampton Joint Facilities Water Pollution Control Facility and authorize the First Selectman to sign and submit said application and provide to the State of Connecticut Office of Policy and Management any and all documents for the grant application; seconded by S. Soby. Unanimously approved. MOTION CARRIED.

12. Discussion and Possible Action on Open Space Purchase by Norwich Public Utilities

A. Turner discussed open space purchase. S. Soby moved that the Colchester Board of Selectmen support the Norwich Utility Purchase of 88 Brainard Road, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

S. Soby moved to approve the resolution: "WHEREAS, Norwich Public Utilities has applied for and received a grant under the Open Space and Watershed Land Acquisition Program established and administered by the Department of Energy and Environmental Protection pursuant to Section 7-131 d of the Connecticut General Statutes; and WHEREAS, the land being acquired by Norwich Public Utilities is located within the territorial limits of the Town of Colchester, and pursuant to Section 7-131d of the Connecticut General Statutes, Norwich Public Utilities is required to seek approval by the Board of Selectmen of the Town in which said land is located; BE IT RESOLVED, that the Town of Colchester by means of a meeting of the Board of Selectmen, approved the purchase of land by Norwich Public Utilities known as the property. This land will be managed as open space pursuant to Section 7-131 d of the Connecticut General Statutes;" seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

13. Discussion and Possible Action on Elevator Maintenance Contract

G. Cordova commented on bid and recommendation. G. Plunkett commented on recommendation. G. Cordova moved to award the elevator maintenance contract to Independent Elevator for the 2012-2013 fiscal year, as recommended by the Director of Facilities and Operations, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

14. Discussion and Possible Action on Generator Service and Repair Contract

S. Soby moved to award the generator service and repair contract to Tri-State for the 2012-2013 fiscal year, as recommended by the Director of Facilities and Operations, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

15. Discussion and Possible Action on Fire Alarm Service Contract

R. Coyle commented on selection of company. G. Plunkett commented on recommendation. G. Cordova moved to award the fire alarm service contract to CINTAS and fire alarm monitoring to American Alarm for the 2012-2013 fiscal year, as

recommended by the Director of Facilities and Operations, seconded by J. Ford.
Unanimously approved. MOTION CARRIED.

16. Discussion and Possible Action on Fire Extinguisher and Exhaust Hood Service Contract

R. Coyle moved to award the fire extinguisher and exhaust hood service contract to Roybal and Sons for the 2012-2013 fiscal year, as recommended by the Director of Facilities and Operations, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

17. Discussion and Possible Action on Heating/HVAC Service Contract

R. Coyle commented on the selection. G. Plunkett commented on recommendation. S. Soby moved to award the heating/HVAC service contract to Reliable Oil for the maintenance and repair of the heating and air conditioning for the Youth Center, Senior Center, and Fire Department, for the 2012-2013 fiscal year, as recommended by the Director of Operations and Facilities, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

S. Soby moved to award the heating/HVAC service contract to SOLO Mechanical for the maintenance and repair of heating and air conditioning for Town Hall and Cragin Memorial Library, for the 2012-2013 fiscal year, as recommended by the Director of Facilities and Operations, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

18. Discussion and Possible Action on Security System Monitoring and Service Contract

R. Coyle moved to award the security system monitoring and service contract to American Alarm Company, for the 2012-2013 fiscal year, as recommended by the Director of Facilities and Operations, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

19. Discussion and Possible Action on Sprinkler System Service Contract

R. Coyle moved to award the sprinkler system contract to MJ Daly, for the 2012-2013 fiscal year, as recommended by the Director of Facilities and Operations, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

20. Discussion and Possible Action on AFG Federal Grant Opportunity

R. Coyle moved to allow the Colchester Fire Department to pursue the current AFG Federal Grant opportunity with application deadline of Friday, July 6, 2012 for funding not to exceed \$175,000 and Town of Colchester 5% cost share not to exceed \$8,750, and authorize the First Selectman to sign any and all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

21. Citizen's Comments

None.

22. First Selectman's Report

First Selectman G. Schuster reported that the Lebanon Ave./Main Street Streetscape Project work is continuing and the public has made some comments on the removal of trees on Main Street, the Town of Hebron will be leaving KX Dispatch effective July 1, 2013 and will have a possible budgetary impact on Colchester of about \$20,000 - \$30,000, and suggested that the July 5 Board of Selectmen meeting may be cancelled if there were no objections from the Board.

23. Liaison Report

R. Coyle reported that the Commission on Aging has been doing a significant amount of fund raising and has met their annual goal by raising \$3,678. Tecton will be meeting with the Commission. There were 791 unduplicated visitors to the Senior Center this year. The tag sale raised \$1,000. The Commission resolved the publication issue of the Busy Bee Bulletin, are working on a Senior Resources list, and Rose Levine was re-elected as chairman.

S. Soby reported that at a recent State Police Dispatch Consolidation meeting, Commissioner Bradford made a presentation that stated technology can now support consolidation and the department is now leaning toward consolidating dispatch in the area after a trial period in Western Connecticut. Dispatch will be a civilian function and troopers will be moved back to patrol.

24. Executive Session to Discuss Memorandum of Agreement with Local 1303-254 of Connecticut Council #4, AFSCME, AFL-CIO (Town Hall)

G. Cordova moved to enter into executive session to discuss memorandum of agreement with Local 1303-254 of Connecticut Council #4, AFSCME, AFL-CIO, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

Entered into executive session at 8:22 p.m.

Exited from executive session at 8:24 p.m.

25. Discussion and Possible Action on Memorandum of Agreement with Local 1303-254 of Connecticut Council #4, AFSCME, AFL-CIO (Town Hall)

S. Soby moved to approve the Memorandum of Agreement with Local 1303-254 of Connecticut Council #4, AFSCME, AFL-CIO, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

26. Executive Session to Discuss Negotiations with Colchester Police Local 2693T, AFSCME Council #15

R. Coyle moved to enter into executive session to discuss negotiations with Colchester Police Local 2693T, AFSCME Council #15, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

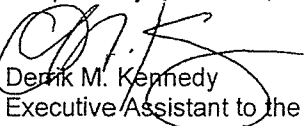
Entered into executive session at 8:26 p.m.

Exited from executive session at 8:36 p.m.

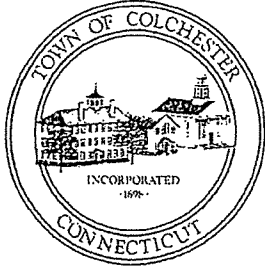
27. Adjourn

R. Coyle moved to adjourn at 8:37 p.m., seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Derik M. Kennedy
Executive Assistant to the First Selectman



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen, Board of Finance, and Board of Education
Special Joint Meeting Minutes
Wednesday, June 27, 2012
Bacon Academy Cafe - 7:00 p.m.

NANCY A. BRAY
TOWN CLERK

Nancy A. Bray

2012 JUN 28 PM 1:43

RECEIVED
COLCHESTER, CT

Board of Selectmen Members Present: Rosemary Coyle, Stan Soby, James Ford, Greg Cordova
Board of Selectmen Members Absent: Gregg Schuster
Board of Finance Members Present: Robert Tarlov, Cathy Pompei, Robert Esteve, Art Shilosky, John Ringo
Board of Finance Members Absent: Thomas Kane
Board of Education Members Present: Ron Goldstein, Brad Bernier, Donald Kennedy, Mike Egan
Board of Education Members Absent: Mary Tomasi, Mitchel Koziol, John Reeve
Others Present: Maggie Cosgrove, Greg Plunkett, Chris Halpin, Rob Tedona, Doreen Hamilton, and other citizens.

1. Call to Order

- S. Soby called the Board of Selectmen to order at 7:00 p.m.
- R. Tarlov called the Board of Finance to order at 7:00 p.m.
- R. Goldstein called the Board of Education to order at 7:07 p.m.

2. Citizen Comments

None.

3. Discussion and Possible Action on Energy Performance Contract Project

C. Halpin from Celtic presented to the Boards regarding Celtic Energy and their status as third party representative for the Town. Discussion on scope of project. D. Hamilton and R. Tedona presented to the Boards on Honeywell and the evaluation process and findings. Discussion on savings, incentives, and pay-back period. Next steps were on primary versus secondary and tertiary priorities. Further discussion on capital versus energy-savings projects. No action taken.

4. Citizen Comments

None.

5. Adjourn

- R. Coyle moved to adjourn the Board of Selectmen at 8:25 p.m., seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
- A. Shilosky moved to adjourn the Board of Finance at 8:25 p.m., seconded by R. Esteve. Unanimously approved. MOTION CARRIED.
- B. Bernier moved to adjourn the Board of Education at 8:25 p.m., seconded by D. Kennedy. Unanimously approved. MOTION CARRIED.

Gregg Schuster
Colchester First Selectman
127 Norwich Avenue
Colchester, CT

Dear Gregg,

I recently purchased a home in East Haddam, making me ineligible to serve on the Colchester Historic District Commission.

Thanks for all your support and the opportunity to serve the town in a small manner.

Sincerely,

Mike Trocchi

Cc: Ellen Sharon, Craig Grimord

Memo

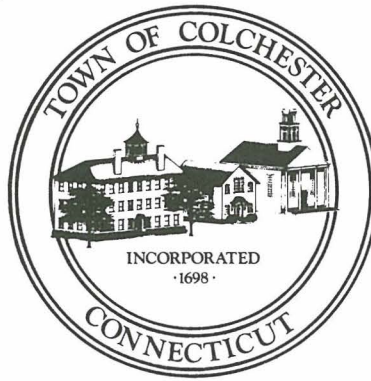
To: Board of Selectmen
From: Nancy A. Bray, Town Clerk
Date: 7/10/2012
Re: Targeted Grant FY 2013

Please pass the Resolution for the Historic Documents Grant from the State Library so that we can move on to the next phase. This is the grant that I applied for in March to restore a portion of our vital records; the Board of Selectmen approved that motion at the March 14th meeting.

“Motion to pass the following Resolution”:

RESOLVED: That Gregg B. Schuster, First Selectman, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for an Historic Documents Preservation Grant.

Code Administration
Building Official
Fire Marshal
Wetlands Enforcement



Planning and Zoning
Planning Director
Zoning Enforcement
Town Engineer

July 12, 2012

Sheet 1 of 2

To: Colchester Board of Selectmen

Copy: Craig Grimord – ZEO

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

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

Re: Request by Ryan Sherry for permission to construct his proposed single family residence driveway in the Town Right-of-way over the abandoned portion of Reservoir Road which is located just beyond the west end of paved roadway.

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

Reservoir Road is a paved Town Road which is maintained and plowed up to approximately 0.1 mile west of its intersection with Scott Hill Road. Beyond that point the road is abandoned due to lack of maintenance. The underlying right-of-way remains the property of the Town of Colchester. The Town of Colchester has no intention at this time to resume maintenance of this abandoned portion of Reservoir Road.

Mr. Sherry's approved building lot is the only parcel with frontage on the south side of the abandoned portion of Reservoir Road. The only other parcel with frontage on this abandoned section of Reservoir Road is on the North side of the road and is owned by N/F Estate of John R. & Carol C. Willard (this parcel currently contains an abandoned single family home). There do not appear to be any occupied properties along any portion of the Reservoir Road located west of Scott Hill Road.

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

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

As indicated on the attached June 25, 2012 letter written on behalf of Mr. Ryan Sherry by Wesley J. Wentworth P.E., Soil Scientist, the proposed driveway located within the abandoned portion of Reservoir Road, as shown on the attached "Site Development Plan Parcel 'A' – Reservoir Road, prepared for Jessica & Ryan Sherry Colchester, Connecticut, by Wentworth Civil Engineers, LLC and Robert R. Weaver L.S., dated January 16, 2012, latest revision 3-06-12, has received the Town Zoning approval.

Based on my review of the attached letter of request and the proposed development plans showing the design/construction specifications for the proposed driveway within the abandoned portion of Reservoir Road, I recommend approval of this request.

RECOMMENDED MOTION:

MOTION TO APPROVE CONSTRUCTION OF SINGLE FAMILY RESIDENTIAL DRIVEWAY WITHIN THE TOWN RIGHT-OF-WAY OVER THE ABANDONED PORTION OF RESERVOIR ROAD, WITH THE UNDERSTANDING THAT THE DRIVEWAY WILL NOT BE MAINTAINED BY THE TOWN OF COLCHESTER. IN ADDITION, THE TOWN OF COLCHESTER HAS NO INTENTION AT THIS TIME TO RESUME MAINTENANCE OF THE ABANDONED PORTION OF RESERVOIR ROAD.

WENTWORTH CIVIL ENGINEERS, LLC

177 West Town St.
Lebanon, CT 06249
Tel. (860) 642-7255
Fax. (860) 642-4794

June 25, 2012

Mr. Salvatore Tassone, PE
Town Engineer
Town of Colchester
127 Norwich Ave.
Colchester, CT 06415

Re. Ryan Sherry
Reservoir Road
Colchester, CT


Dear Sal:

I am writing to you on behalf of my client, Ryan Sherry in regards to his proposal to construct a single family home on Reservoir Road.

I would like to request permission from the Town of Colchester on Mr. Sherry's behalf for him to construct a driveway in the Town right of way at the westerly end of the paved portion of Reservoir Road. This driveway location would eliminate the need to disturb and fill extensive wetlands and abutting regulated upland area. This portion of Reservoir Road has been abandoned by the Town of Colchester and is not currently maintained.

Mr. Sherry understands that he is responsible for all costs to construct and maintain the proposed driveway in the Town right of way. I have enclosed two copies of the proposed site plan and his Town Zoning approval for reference purposes. Please let me know if there is any additional information required in order for you to proceed with this request. Thank you for your attention to this matter.

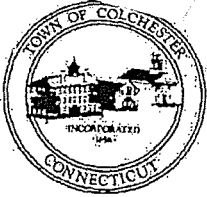
Sincerely,



Wesley J. Wentworth
PE, Soil Scientist

Enc.

Cc Ryan Sherry, Stan Woronik



APPLICATION FOR ZONING PERMIT

Zoning and Planning Commission
Town of Colchester
Department of Planning and Zoning
127 Norwich Avenue, Colchester CT 06415, Telephone (860)-537-7280

THIS PERMIT CANNOT BE APPROVED UNTIL ALL THE FOLLOWING INFORMATION IS PROVIDED

APPLICATION IS HEREBY MADE TO PERMIT: RYAN SHERRY

TAX ASSESSOR'S MAP#: 2-2 LOT#: 10 ZONE: R-80

LOCATION OF SITE: RESERVOIR ROAD - WEST END.

PROPERTY OWNER: STANLEY R. WERONIK PHONE: (860) 378-4858

OWNER'S ADDRESS: 123 SCOTT HILL ROAD PHONE: _____
COLCHESTER, CT 06415

APPLICANT / AGENT: RYAN SHERRY PHONE: (860) 287-1187

MAILING ADDRESS: 68 BENNETT ROAD VOLUNTAUN, CT 06384 FAX: _____

TYPE OF CONSTRUCTION: New Alteration _____ Addition _____ Repair _____ Sign _____ Other _____

TYPE OF OCCUPANCY / USE (Current):

Single Family Dwelling Two Family Dwelling _____ Multi-Family Dwelling _____

Agricultural _____ Commercial _____ Industrial _____ Other _____

FLOOD HAZARD ZONE DESIGNATION: N/A

PROPOSED ADDITIONAL STRUCTURE: Footprint: 60 x 6.0 Height: 32' MAX.

PROPOSED (sq. ft.): 1st floor: 2,100 2nd floor: 700 Attic: 1,000 Basement: 2,000 Accessory Bldg(s): _____

REQUIRED SUPPLEMENTAL INFORMATION:

- A SITE PLAN/ PLOT PLAN AT A MINIMUM SCALE OF 1"= 40', DRAWN IN ACCORDANCE WITH SECTION 12 OF THE COLCHESTER ZONING REGULATIONS SHOWING LOCATION OF ALL EXISTING AND PROPOSED STRUCTURES, DRIVEWAYS, PARKING AREAS, EROSION AND SEDIMENTATION CONTROLS, LOT DIMENSIONS, AND DISTANCES FROM ALL EXISTING AND PROPOSED STRUCTURES TO THE NEAREST PROPERTY LINE.
- A FLOOR PLAN AND DIMENSIONED ELEVATION RENDERINGS DEPICTING: THE HEIGHT, FLOOR AREA, AND COVERAGE OF ALL PROPOSED STRUCTURES ABOVE PROPOSED FINISHED GRADE WITH A CLEAR INDICATION OF WHAT IS EXISTING AND WHAT IS PROPOSED.
- COPY OF ANY VARIANCE OR OTHER APPROVALS PERTINENT TO THE APPLICATION
- ANY OTHER ADDITIONAL INFORMATION WHICH MAY BE NECESSARY TO DETERMINE ZONING COMPLIANCE.

THE OWNER OF THE ABOVE PROPERTY GUARANTEES THAT ALL THE APPLICABLE REQUIREMENTS OF THE ZONING REGULATIONS WILL BE MET.

I, THE UNDERSIGNED, ATTEST THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TO THE BEST OF MY KNOWLEDGE TRUE AND ACCURATE REPRESENTATIONS OF THE EXISTING SITE AND PROPOSED SITE IMPROVEMENTS.

SIGNATURE OWNER / AGENT: X [Signature] DATE: 5/23/12

OFFICIAL USE ONLY		APPLICATION # <u>2P#12-357</u>
MODIFICATIONS: _____		
THE ABOVE STATED PROPOSAL IS HEREBY CERTIFIED TO: <input checked="" type="checkbox"/> COMPLY, <input type="checkbox"/> NOT COMPLY, WITH THE COLCHESTER ZONING REGULATIONS.		
THE ABOVE APPLICATION IS: <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		
ZONING ENFORCEMENT OFFICER: <u>[Signature]</u>	DATE: <u>6/21/12</u>	

5
DD 50. Pt 2
60 zoning - check # 614. 6/14/12 fut

WHITE: File CANARY: Applicant

ZONING PERMIT
TOWN OF COLCHESTER
PLANNING & ZONING COMMISSION

DATE ISSUED: June 21, 2012

PERMIT #: ZP#12-357

NAME OF OWNER/APPLICANT: Ryan Sherry/Stanley Woronik

LOCATION OF PROPERTY: 123 Scott Hill Road

MAP# 2-2

LOT # 010

ZONE R-80

PERMITTED ACTIVITY/USE: First Division of a lot of record per approved plans titled "Site Development Plan Parcel "A" Reservoir Road" prepared for Jessica & Ryan Sherry, 5-sheets dated 1/16/12 and revised to 3/6/12 by Robert Weaver & Wentworth Civil Engineers LLC.

CONDITIONS/MODIFICATIONS: The applicant is to submit 3-signed and sealed paper copies of the plans and one redlined Mylar set for endorsement. The Mylar and deeds reflecting this lot division and associated easements are to be filed in the land records.
Zoning & building permits required prior to development.

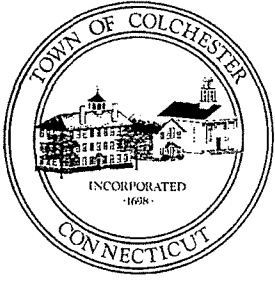
APPROVED BY:


ZONING ENFORCEMENT OFFICER


DATE

**THIS PERMIT MUST BE PROMINENTLY
POSTED ON THE PREMISES**

Applicant may publish NOTICE of this approval as per Public Act No. 03-144



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

MEMORANDUM

To: Board of Selectmen

Cc:

From : Gregg Schuster, First Selectman *GRS*

Date: 07/19/12

Re: IT Department Job Descriptions

Please find attached a red-lined job description for the IT/GIS Coordinator (currently IT Coordinator) and the newly-developed job description for the Computer Network Technician.

Recommended Motion – “Move to approve the IT/GIS Coordinator and Computer Network Technician job descriptions as presented.”



Town of Colchester
Job Description

Information Technology / Geographic Information Systems Coordinator

GENERAL STATEMENT OF DUTIES

Act as the primary point of contact for technology projects, department operations ~~technology issues and provide technological support in a broad range of areas.~~ Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

Specific dates and times set by the First Selectman; ~~24~~ 15 hours/week.

SUPERVISOR

Work under the direct supervision of the First Selectman.

SUPERVISION EXERCISED

~~None~~ Computer Network Technician

ESSENTIAL DUTIES

- Represent the department in a professional and courteous manner to staff and public.
- Respond to staff inquiries and provide assistance in a timely manner.
- Troubleshoot basic hardware/software problems.
- Respond to end user questions and problems.
- Participate in the installation and modification of software programs.
- Set up workstations.
- Assist and participate with scheduled and emergency maintenance.
- Service printers and other network peripherals.
- Administer a Windows Server and workstation environment.
- Manage the town Geographic Information System (GIS) system and data.
- Custom Software design and management
- Administer SQL, Oracle and Exchange servers.
- Administer Network Backup.
- Administer Cisco Phone system
- Administer Antivirus and threat management services.
- Support network performance.
- Document work completed.
- Advise departments on business processes as related to technology
- Network security management
- Administer Town website
- Manage and plan department budget
- ~~Perform account management.~~

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Must have:
 - Strong interpersonal skills and ability to work well with other staff.
 - Excellent written and oral communication skills.
 - Outstanding customer service skills.
 - Strong time-management, organizational, and multi-tasking skills.
 - Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.

- 2) Must be able to:
 - Troubleshoot technical problems.
 - Communicate and work effectively with diverse groups, the public and individuals.
 - Exhibit a professional manner with other employees and the public.
 - Work independently.
 - Maintain detailed and accurate records.
 - Lift and/or move up to 50 pounds and install computer equipment in tight spaces.
 - Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.

- ~~3) While performing the duties of this job, the employee is regularly required to sit, stand, walk and talk. The employee is at times required to use hands to feel objects; reach with hands and arms; and stoop, kneel, crouch, or crawl.~~

- ~~4) Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.~~

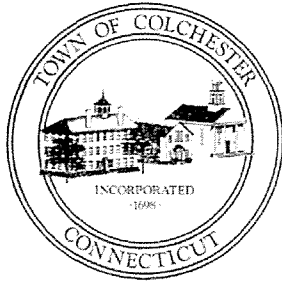
EDUCATION AND EXPERIENCE

- High School diploma or equivalent.
- Two years of ArcGIS experience and/or education required.
- Three years experience in IT work, including troubleshooting technical problems, setting up and maintaining MS Exchange Server, and management of Geographic Information Systems.
- Classes/certification in, but not limited to, Windows ~~2008~~/2007/2003/~~2000~~/XP, MCSA, A+, CISCO, networking, routers, switches and server set-up or equivalent in experience.
- Prefer experience with, but not limited to, VPN, Firewalls, Backup Software, VB Script, Anti-Virus Software, Microsoft Active Directory, SQL Server, Oracle, and municipal software packages (e.g. MUNIS, RecWare, VISION).

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. The noise level in the work environment is usually moderate.

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



**Town of Colchester
Job Description**

**Computer Network
Technician**

GENERAL STATEMENT OF DUTIES

Act as the primary point of contact for technology issues and provide technological support in a broad range of areas. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

Specific dates and times set by the First Selectman; 21 hours/week.

SUPERVISOR

Work under the direct supervision of the Information Technology / Geographic Information Systems Coordinator

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES

- Represent the department in a professional and courteous manner to staff and public.
- Respond to staff inquiries and provide assistance in a timely manner.
- Troubleshoot basic hardware/software problems.
- Respond to end user questions and problems.
- Participate in the installation and modification of software programs.
- Set up workstations.
- Assist and participate with scheduled and emergency maintenance.
- Service printers and other network peripherals.
- Document work completed.
- Support Cisco phone system
- User account administration
- Website administration
- Other duties as necessary or assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Must have:
 - Strong interpersonal skills and ability to work well with other staff.
 - Excellent written and oral communication skills.
 - Outstanding customer service skills.
 - Strong time-management, organizational, and multi-tasking skills.
 - Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.

- 2) Must be able to:
 - Troubleshoot technical problems.
 - Communicate and work effectively with diverse groups, the public and individuals.
 - Exhibit a professional manner with other employees and the public.
 - Work independently.
 - Maintain detailed and accurate records.
 - Lift and/or move up to 50 pounds and install computer equipment in tight spaces.
 - Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

- High School diploma or equivalent.
- Two years of ArcGIS experience and/or education required.
- Three years experience in IT work, including troubleshooting technical problems, setting up and maintaining MS Exchange Server, and management of Geographic Information Systems.
- Classes/certification in, but not limited to, Windows 2007/2003/2000/XP, MCSE, A+, CISCO, networking, routers, switches and server set-up or equivalent in experience.
- Prefer experience with, but not limited to, VPN, Firewalls, Backup Software, VB Script, Anti-Virus Software, Microsoft Active Directory, SQL Server, Oracle, and municipal software packages (e.g. MUNIS, RecWare, VISION).

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

TOWN OF COLCHESTER



EMPLOYEE HANDBOOK & PERSONNEL POLICIES

DRAFT
LAST REVISION: 06/12/12

Regular, part-time employees who are consistently scheduled to work at least twenty (20) hours per week shall be eligible for holidays off with pay and according to the preceding guidelines.

For the purpose of calculating overtime, hours credited to an eligible full-time employee for holiday pay will be considered as hours worked. If a holiday falls on a Saturday or Sunday it will be observed on the preceding Friday or the following Monday, at the sole discretion of the Town.

Vacations

All **regular** employees **who work at least 20 hours per week** will receive their vacation time on January 1st of each year, based on the prior year's accrual. Employees **presently will** accrue vacation days based on completed years of service as follows:

<u>Years of Completed, Continuous Full-Time Employment</u>	<u>Annual Vacation</u>
After 1 year	One week (5 working days)
After 2 years	Two weeks (10 working days)
After 7 years	Three weeks (15 working days)
After 14 years	Four weeks (20 working days)
0 – less than six months	0 days
6 mos – 1 yr	3 days
1 year	10 days
2 years	11 days
3 years	12 days
4 years	13 days
5 years	15 days
6 years	16 days
7 years	17 days
8 years	18 days
9 years	19 days
10 years	20 days
More than 10 years	20 days

Part-time employees who are regularly scheduled to work at least thirty (30) hours per week shall earn vacation on a pro-rated basis, but such employees shall, in no case, be

entitled to more than two (2) weeks of vacation per year. **Part-time employees who are regularly scheduled to work at least twenty (20) hours per week shall earn vacation on a pro-rated basis, but such employees shall, in no case, be entitled to more than one (1) week of vacation per year.**

Full-time employees do not accrue or earn vacation benefits during unpaid leaves of absence **when the leave lasts longer than 30 days. In such a situation, the** An unpaid leave of absence will be deducted from the employee's total continuous years of service for the purpose of determining vacation entitlement.

In the event a paid Town holiday falls within an employee's scheduled vacation period, that holiday will not count as an employee vacation day.

Employees who request vacation time must complete a Time-Off Request Form (available in the Human Resources Office). Vacation time must be pre-approved by the employee's immediate supervisor. Normally, individual vacation days will be requested three or more days in advance. In case of emergency or unusual circumstances, less notice may be given for vacation request.

Any employee may take vacation days in conjunction with personal leave days, holidays or sick leave.

Assignment of vacation time off will be based on the operational needs of the Town.

Employees ~~who work 30 hours or more and qualify for vacation benefits will be allowed to~~ **may** carry over ~~accrued unused vacation days to a maximum accumulation of 30 days no more than~~ **10 vacation days per year one year's worth of allotted vacation leave.** Carryover of more than ~~10 vacation days~~ **one's annual vacation allotment per year must be approved by the employee's supervisor and the First Selectman.**

Upon termination or retirement, each employee will be paid for accrued vacation at his/her current base rate of pay.

The First Selectman can grant newly-hired employees more vacation, than the above table allots, at his/her discretion, with the consent of the Board of Selectmen.

Joint Town/Board of Education employees' vacation time is accounted for on a fiscal year basis.

Medical and Dental Insurance

~~Each full-time employee may currently elect single, two-person or family coverage under one of the following medical plans:~~

- ~~1. Century Preferred Managed Care Plan~~
- ~~2. Blue Care Managed Care Plan~~

~~All references in this Policy to types of benefits are solely for the purposes of description and identification, and in all cases the terms and provisions of insurance policies themselves shall govern any claim. The Town currently provides a copy of the insurance plans to all employees covered by this Policy.~~

~~Employees shall be given the opportunity to change their election of a plan on an annual basis only.~~ **All full-time employees may elect to receive group insurance coverage provided by the Town for their employee group. Whenever the Town changes the group insurance plans or contributions, employees of the affected group shall be given written notification of such change. Detailed descriptions of the group insurance plans are available at the Human Resources Office.**

The benefit choices you make during the annual open enrollment period take effect July 1 and remain in effect until June 30 each year. After July 1, you may only make changes to your benefits if you notify Human Resources within 30 days of a qualifying event. A qualifying event is a change in an employee's or dependent's status that results in a gain or loss of coverage or coverage options. The election change must be consistent with the change in status.

The Town may change insurance carriers or modify the insurance policies described in this section at any time in its sole discretion and with **out** prior notice to employees. The Town will provide such notice of benefit changes as is practical at the time of the change.

~~Each eligible employee shall contribute, through weekly payroll deduction, seven and one-half percent (7.5%) of the monthly premium cost for individual, two-person or family medical benefit coverage for the Century Preferred Plan and seven and one-half percent (7.5%) for the monthly premium cost for individual, two-person or family medical benefit coverage for dental benefits. The Town contributes one hundred percent (100%) of the monthly premium cost for individual, two-person or family coverage for the Blue Care Managed Care Plan. The preceding contribution rates are subject to change without prior notice to employees. The Town will provide such notice of change as is practical at the time of the change.~~

The Town currently maintains a plan under Section 125 of the Internal Revenue Code for the purpose of permitting employees to make their premium contributions on a pre-tax basis, to the extent provided by law.

~~The Town, in its sole discretion, may elect to implement a program of cost containment procedures, including, but not limited to pre-admission review, admission planning services, admission and continued stay review, second surgical opinions and hospital bill audits. Prior to implementing any such program, the town will provide information~~

~~sessions for employees. For non-Medicare eligible employees who have been employed by the Town of Colchester for a minimum of 10 years, who retire on or after July 1, 2000, medical coverage for the most cost-effective plan offered to Town employees shall be provided for the retiree and the retiree's spouse at the group rate for such benefits for a period not to exceed five (5) years or upon the retiree's eligibility for Medicare with the cost of the monthly premium paid by the retiree. Once an employee opts out of such plan coverage, he or she will not be eligible for readmission.~~

~~At such time as a retiree who retires on or after July 1, 2000 becomes eligible for Medicare, the Town shall provide for Medicare risk plan coverage as an alternative to Medicare with the cost of the monthly premium paid by the retiree as long as such plans are available to the Town.~~

Long-Term Disability (LTD)

~~A **regular** employee who works a minimum of 30 hours per week who is disabled **for a period of 90 days** due to an accident or sickness that is not compensable under the Worker's Compensation Act and who has exhausted all of his/her paid leave benefits shall be eligible for weekly accident/sickness disability insurance payments up to sixty percent (60%) of his/her base rate at the time of disability, to a maximum of two thousand dollars (\$2,000) per month **until age 65**. ~~These benefits will be offset by weekly worker's compensation benefits (not to include specific indemnity benefits covering specific loss or disfigurement), and other state or federally-mandated benefits the employee receives. In no instance shall such benefits being until after 90 days of disability.~~~~

~~**Joint Town/Board of Education employees shall be eligible for weekly accident/sickness disability insurance payments up to sixty percent (60%) of his/her base rate at the time of disability, to a maximum of six thousand dollars (\$6,000) per month until age 65.**~~

Individual Retirement Account 401(a) Plan

~~Full-time employees, are eligible to receive an I.R.A. plan contributed to, by the town, in an institution of the town's choice.~~

~~After one year of continuous employment, the town contributes into the I.A.A. plan for full time employees based on the base wages (excluding overtime, longevity and any other pay on top of base pay) is three percent (3%). This contribution percentage increases to four (4%) at the beginning of the fiscal year following completion of the first four continuous years of service by the employee. As of July 1, 2000 this contribution percentage increases to five (5%) at the beginning of the fiscal year following completion of the six continuous years of service by the employee.~~

~~It is the responsibility of the employee to abide by all I.R.S. guidelines concerning their I.A.A. Participation in this plan is subject to any and all requirements set forth in applicable laws, as the same may be amended from time to time.~~

~~As of July 1, 2000 part-time employees working at least thirty hours per week on a continuous basis are eligible to receive an I.A.A. plan, contributed to, by the town, in an institution of the town's choice.~~

~~After one year of continuous employment, the town contributes into the I.R.A. plan for thirty hour a week employees based on the base wages (excluding overtime, longevity and any other pay on top of base pay) is two percent (2%). This contribution percentage increases to three (3%) at the beginning of the fiscal year following completion of the first four continuous years of service by the employee. This contribution percentage increases to four (4%) at the beginning of the fiscal year following completion of the six continuous years of service by the employee.~~

~~It is the responsibility of the employee to abide by all I.R.S. guidelines concerning their I.R.A. Participation in this plan is subject to any and all requirements set forth in applicable laws, as, the same, may be amended from time to time.~~

~~An employee may, in writing, request, if they are eligible, to have the town's I.R.A. contribution put into their existing 457 Deferred Compensation Plan instead of the I.R.A.~~

~~The I.R.A. accounts cannot be closed by the employees without prior approval.~~

Employees who are regularly scheduled to work at least thirty-five (35) hours per week, have the option to participate in a Section 401(a) Plan after the end of his/her probationary period. For those who choose to participate, the Town and the employee will each contribute 6% of base pay (not including overtime, longevity, etc.) beginning on the employee's first day after the probationary period concludes. Employee contributions will be made on a pre-tax basis. The combined contribution by the Town and the Employee will not exceed the maximum allowed by law per year. Employees can voluntarily contribute more than the maximum percentages quoted above on an after tax-basis subject to annual limits allowed by law including pre-tax employer and employee contributions.

For those employees who chose not to participate in the Section 401(a) Plan, the employee will not receive any matching contribution from the Town.

~~**Part-time employees who are regularly scheduled to work at least thirty (30) hours per week are eligible to participate in a Section 401(a) Plan after the end of his/her probationary period. The Town and the employee will each contribute 3% of base pay (not including overtime, longevity, etc.) beginning on the employee's first day after the probationary period concludes. Rules regulating full-time**~~

~~employees with regards to this plan shall govern part-time employees as well. Employees that are eligible to participate in the Town's 401(a) Plan are subject to a five (5) year vesting period, whereby the employee attains twenty percent (20%) rights to the Town's contributions each year to a total of one hundred percent (100%) at the completion of five (5) years of employment with the Town.~~

All employees hired prior to the adoption of this policy are considered 100% vested.

457 Deferred Compensation Plan

~~Each All full- and part-time employees has have the option of participating in contributing to the Town's Deferred Compensation Plan under Section 457 Plan of the Internal Revenue Code of 1986. after their probationary period concludes. The Town will not make matching contributions to the 457 Plan. An employee, who wishes to participate in this plan, will be given both company representative names to contact with their questions.~~

Life Insurance

All regular, full-time, non-exempt employees who work at least thirty-five (35) hours per week are provided group life insurance in the amount ~~ranging from \$20,000 to of \$50,000, as of July 1, 2000, depending on an employee's classification and bargaining unit status.~~

Full-time, exempt employees are provided group life insurance in the amount of \$60,000.

Part-time employees working at least thirty hours per week, ~~as of July 1, 2000,~~ are provided group life insurance in the amount of ten thousand dollars (\$10,000).

Joint Town/Board of Education employees are provided group life insurance in the amount of their annual base salary.

Longevity Bonus

Employees hired on the date of or after the adoption of this handbook and personnel policy manual are not eligible for longevity bonuses.

Full-time employees of the Town of Colchester, who have completed five (5) years of continuous, full-time employment with the Town, are eligible for the following yearly

longevity bonus, determined by the employee's length of continuous full-time service with the Town as of July 1 of each year:

<u>Years of Completed, Continuous, Full-Time Employment</u>	<u>Yearly Amount</u>
6 - 9th year	\$450
10 - 14th year	\$500
15 - 19th year	\$600
20th year and over	\$750

Employees who work no less than 30 hours per week, who have completed five (5) years of continuous full-time employment with the Town are eligible for a longevity bonus on a pro-rated basis.

<u>Years of Completed, Continuous, Full-Time Employment</u>	<u>Yearly Amount</u>
6-9th Year	\$386
10-14th year	\$430
15-19th year	\$515
20th year and over	\$600

Longevity bonuses will be paid in July of each fiscal year to eligible employees.

Any unpaid leave of absence will be deducted from the employee's total continuous years of service for the purpose of determining the employee's eligibility for a longevity bonus.

Performance Incentive

Employees hired on or after the adoption of this handbook and personnel policy manual are eligible for an annual performance bonus.

Employees hired prior to the adoption of this handbook and personnel policy manual must opt out of the longevity bonus program permanently to be eligible for the annual performance bonus.

Eligibility and receipt of performance bonuses is at the discretion of the First Selectman.

Leaves of Absence

Personal Days

~~Regular, Full-time employees who have completed three (3) months of continuous full-time employment~~ **their probationary period** with the Town of Colchester will receive four (4) personal days each year on January 1st of the following year. Employees who work no less than thirty (30) hour per week receive personal days on a prorated basis - 2 personal days each year on January 1st of the **following** year.

New ~~employees-hires~~ will have personal days prorated as follows:

FULL TIME EMPLOYEES:

Start Date

January 1 - March 31:	3 Days
April 1 - June 30:	2 Days
July 1 - September 30:	1 Day
October 1 - December 31:	0 Day

PART TIME **(30 hour)** EMPLOYEES:

Start Date

January 1 - June 30:	1 Day
July 1 - December 31:	0 Day

Employees must use their personal days in the year earned. Under no circumstances will employees be permitted to accumulate personal days from one year to the next. The Town of Colchester does not reimburse, or in any other manner compensate, employees for unused personal leave days upon termination of employment. Employees forfeit all unused personal days at the expiration of each calendar year.

It is the responsibility of the employee to submit a written request to his or her supervisor to take a personal leave day ~~The First Selectman, on recommendation of the employee's supervisor, shall decide whether to grant an employee's request to take a personal leave day. Personal leave is to be used solely for the purpose of conducting personal business, which cannot be transacted outside of work hours (i.e. house closings, court appearances). Such request(s) shall not be unreasonably denied.~~ **and permission to take such a personal leave day is contingent upon the supervisor's approval.**

Sick Leave

Regular full-time employees accrue paid sick leave at the rate of one (1) working day for each month of continuous, full-time employment ~~with the Town of~~

~~Colchester.~~ No sick leave credit shall be earned for partial months of service. Full-time employees may accumulate up to sixty (60) days of paid sick leave, which may be carried over from year to year.

Part-time employees who are regularly scheduled to work a minimum of thirty (30) hours per week accrue paid sick leave ~~on a prorated basis~~ **at a rate of 3.50 days a month** for each month of such continuous part-time employment ~~with the Town of Colchester~~ to a cap of **forty (40) hours per year**. No sick leave credit shall be earned for partial months of service. **Part-time employees who are regularly scheduled to work a minimum of thirty (30) hours per week may carry over unused sick time but cannot use more than forty (40) hours in a year.**

Part-time employees who regularly work less than thirty (30) hours per week and more than 10 hours per week are entitled to earn one (1) hours of paid sick leave for every forty (40) hours worked. Part-time employees may carry over sick leave but cannot use more than forty (40) hours in a year.

Any employee who is ~~sick~~ **absent** for three (3) or more consecutive working days ~~must~~ **may be required to** submit a physician's statement to ~~his/her~~ **their** supervisor documenting the reason for the absence, as well as expected date on which the employee will return to work. The Town of Colchester reserves the right, in its sole discretion, to require a physician's statement in other circumstances, including but not limited to cases of suspected abuse of sick leave benefits. In the event that any employee is unable to report to work, ~~he or she~~ **they** must notify ~~his or her~~ **their** supervisor of that fact prior to the start of the employee's scheduled work day, or as soon as possible thereafter. Eligibility of an employee to receive paid sick leave is ~~contingent upon the employee's compliance with~~ **granted only if the employee meets** the advance notice requirement and the employer's request for production of a physician's statement.

~~For the purpose of bridging the ninety (90) day waiting period for Long Term Disability (LTD) insurance, employees may accumulate up to 30 additional days of sick leave which can also be drawn from in special circumstances involving serious health conditions at the discretion of the First Selectman unless otherwise specified in collective bargaining agreements.~~

Employment Protection for Victims of Domestic Violence

Employees who are victims of domestic violence shall not be terminated, penalized, threatened, or coerced with respect to their employment because the employee: (1) is a victim of family violence; or (2) attends or participates in civil court proceedings related to a case in which they are a family violence victim. Employees who are victims of family violence shall be allowed to take paid or unpaid leave to: (a) seek medical care or