

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

Colchester Commission Chairmen Special Meeting Agenda
Thursday, August 2, 2012
Colchester Town Hall
Meeting Room 1 – 7:00 p.m.

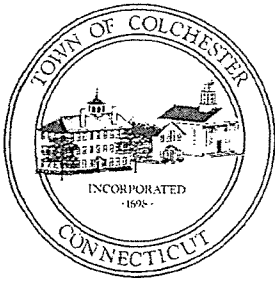
Wendy A. Bray
OWN CLERK

Wendy A. Bray

2012 JUL 19 PM 1:31

RECEIVED
COLCHESTER, CT

1. Call to Order
2. Commission Updates – Commission Chairs
3. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

**Board of Selectmen Agenda
Regular Meeting
Thursday, August 2, 2012
Colchester Town Hall**

**Meeting Room 1 – Immediately Following Commission Chair
Meeting at 7:00PM**

NANCY A. GRAY
TOWN CLERK

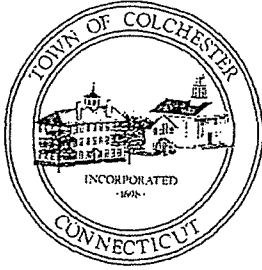
Nancy A. Gray

2012 JUL 30 PM 3:44

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COLCHESTER, CT

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the July 19, 2012 Regular Board of Selectmen Meeting
4. Citizen's Comments
5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Parks & Recreation Commission. Alternate vacancy to be filled for a three-year term to expire 10/01/2015. John Carroll was interviewed on 07/19/2012.
 - b. Planning & Zoning Commission. Alternate vacancy to be filled for a three-year term to expire 12/31/2014. Nathaniel Shiff to be interviewed.
6. Budget Transfers
7. Tax Refunds & Rebates
8. Discussion and Possible Action on Discontinuance of Portion of Reservoir Road
9. Discussion and Possible Action on IT Job Descriptions
10. Discussion and Possible Action on SAFER Grant
11. Discussion and Possible Action on Town Hall Hours
12. Discussion and Possible Action on Reorganization of Facilities and Public Works
13. Discussion and Possible Action on Energy Performance Contract
14. Discussion and Possible Action on Ordinances
 - a. Sunday Alcohol Sales
 - b. Open Space Advisory Board
 - c. Building Permit Fees
 - d. Curfew

15. Discussion and Possible Action on Personnel Policy
 - a. Section II, pages 23 – 26 (2nd Reading)
 - b. Section II, pages 26 – 29 – up to FMLA (1st Reading)
16. Citizen's Comments
17. First Selectman's Report
18. Liaison Report
19. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

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

Meeting Room 1 – 7:00PM

MEMBERS PRESENT: First Selectman Gregg Schuster, Selectman James Ford, Selectman Stan Soby (arrived at 7:17pm), Selectman Greg Cordova, and Selectman Rosemary Coyle

MEMBERS ABSENT:

OTHERS PRESENT: Derrik Kennedy, Marc Tate, Sgt. Petruzzi, James Paggioli, Sal Tassone, Nancy Bray, Dot Mrowka, Ron Goldstein, Thomas Tyler, Ryan Blessing, Kate Kelleher, and other citizens.

RECEIVED
COLCHESTER, CT
2012 JUL 20 AM 10:19
NANCY A. BRAY
TOWN CLERK
Nancy A. Bray

1. **Call to Order**
First Selectman G. Schuster called the meeting to order at 7:00 p.m.
2. **Additions to the Agenda**
None.
3. **Approve Minutes of the June 21, 2012 Public Hearing**
G. Cordova moved to approve the minutes of the June 21, 2012 Public Hearing, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
4. **Approve Minutes of the June 21, 2012 Regular Board of Selectmen Meeting**
R. Coyle moved to approve the minutes of the June 21, 2012 Regular Board of Selectmen meeting, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
5. **Approve Minutes of the June 27, 2012 Special Tri-Board Meeting**
R. Coyle moved to approve the minutes of the June 27, 2012 Special Tri-Board meeting, seconded by G. Cordova. G. Schuster abstained. All others approved. MOTION CARRIED.
6. **Citizen's Comments**
C. Jackter commented on the possible ability of the Board of Selectmen to assume functions of inactive boards and commissions until they can reach a quorum.
7. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Historic District Commission. Resignation of Member, Mike Trocchi.**
R. Coyle moved to accept the resignation of Mike Trocchi from the Historic District Commission with regret, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

- b. **Ethics Commission. Member re-appointment for a three-year term to expire 7/01/2015. Debra Marvin to be interviewed.**
Debra Marvin was absent.
- c. **Parks & Recreation Commission. Alternate vacancy to be filled for a three-year term to expire 10/01/2015. John Carroll to be interviewed.**
John Carroll was interviewed.

8. Budget Transfers

None.

9. Tax Refunds & Rebates

None.

10. Election of Vice Chairman

J. Ford moved to elect R. Coyle as Vice Chairman of the Board of Selectmen. No second. G. Cordova moved to elect Stan Soby as Vice Chairman of the Board of Selectmen, seconded by G. Schuster. R. Coyle and J. Ford abstained. All others voted in favor. MOTION CARRIED.

11. Discussion and Possible Action on Historic Documents Grant Resolution

J. Ford moved the pass the resolution, "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 a Historic Documents Preservation Grant," seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

S. Soby arrived.

12. Discussion and Possible Action on Reservoir Road Driveway

Discussion on possibility of future development on Reservoir Road and indemnification of Town to limit liability. G. Cordova moved 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, and hold harmless the Town for any liability," seconded by J. Ford. Unanimously approved. MOTION CARRIED.

13. Discussion and Possible Action on Fire Rescue Truck

G. Schuster commented on rescue truck and continual maintenance issues. This particular truck is the main first responder and primary heavy rescue as well as one of few heavy rescues in the surrounding region. Possible lease/purchase option at similar rates to bonding. Discussion on how to proceed. J. Ford commented on specification of lease/purchase and cost differential. No action taken.

14. Discussion and Possible Action on Building Committee

G. Schuster commented on future meetings for the public of the building committee and potential future actions. T. Tyler commented that the architect has completed their drawings and interviews as well as on future timing of process and progression. J. Ford questioned whether the architect has budget

estimates for the project. T. Tyler stated it was not that time yet, but there would be a preliminary budget shortly, but without a lot of detail. J. Ford commented on the need for public involvement at some point in the process. R. Goldstein stated that Colchester's State Representative and State Senator have worked to extend the application deadline for reimbursement money for the project and that the sooner the application can be sent in, the better enrollment numbers the Town can use. G. Schuster commented on difficulty of pursuing project after failed referendum and a fall vote. However, interest rates are very favorable. R. Coyle commented on possible deadlines for application and referendum dates. N. Bray commented on deadlines for referendum ballot. S. Soby commented on communication plan. G. Schuster commented on concern that Town voted to not maintain current infrastructure and what will happen with vote for new infrastructure. R. Coyle commented on public education campaign. S. Soby commented on long-term benefits of the project. No action taken.

15. Discussion and Possible Action on IT Job Descriptions

J. Ford commented on possible department position and certifications that should be required. S. Soby commented on language that would meet all requirements in certifications. R. Coyle commented that she was not aware there would be an increase in total IT hours and such an increase was not discussed with the Board. S. Soby commented on differentiation of education requirements between the two positions. J. Ford commented on specific education requirements. No action taken.

16. Discussion and Possible Action on Personnel Policy

- a. Section II, pages 18 – 23 (2nd Reading)
- b. Section II, pages 23 – 26 (1st Reading)

Discussion on personnel policy revisions and clarifications to new/current provisions. G. Cordova moved to adopted the proposed vacation schedule as presented, seconded by S. Soby. J. Ford and R. Coyle opposed. All others voted in favor. MOTION CARRIED. No other action taken.

17. Citizen's Comments

None.

18. First Selectman's Report

G. Schuster reported that the Lebanon Avenue/Main Street streetscape project is nearing completion and that the circles near the benches are bike racks; the Town is currently working with owners and other officials of the Norton Mill due to the recent fire; he recently called the new town manager of East Hampton to welcome him to the area and to his new position and offered assistance, should he need any; and finally, at the last Council of Governments, New London will not be paying their dues do to budgetary issues.

19. Liaison Report

J. Ford reported that the Conservation Commission heard two applications, one failed and the other (Gillette Lane) was approved. One additional application for a farm pond was accepted, but evaluation is continuing.

R. Coyle reported that the Commission on Aging is still pursuing the Handyman project and Resource List. There will be no August meeting.

S. Soby reported that the Agriculture Commission is reviewing issues concerning piggeries and best practices for farm animals to make a recommendation to Planning & Zoning Commission as they revise the Zoning Regulations.

S. Soby also reported that the Planning & Zoning Commission approved a permit to allow residents to occupy a RV while their house is being rebuilt. Two proposals for housing development were introduced: one for an active adult community off of Lebanon Avenue and the other for a village style, multi-unit development off of Amston Road. The latest revisions to the Zoning Regulations have been distributed to members of the commission.

20. Executive Session to Discuss Pending Legal Matter

R. Coyle moved to enter into executive session to discuss pending legal matters and invite the Resident Trooper Supervisor, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Entered into executive session at 8:43 p.m.

Exited from executive session at 8:53 p.m.

21. Executive Session to Discuss Appointment of Animal Control Officer

S. Soby moved to enter into executive session to discuss appointment of animal control officer and invite the Resident Trooper Supervisor, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Entered into executive session at 8:54 p.m.

Exited from executive session at 9:01 p.m.

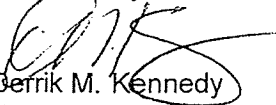
22. Discussion and Possible Appointment of Animal Control Officer

G. Cordova moved to appoint William Paul as Animal Control Officer, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

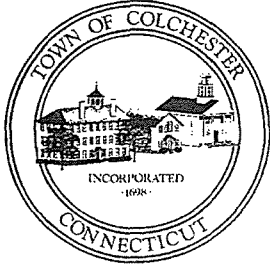
23. Adjourn

R. Coyle moved to adjourn at 9:03 p.m., seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Derrick M. Kennedy
Executive Assistant to the First Selectman



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

July 27, 2012

To: Colchester Board of Selectmen

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

Re: July 24, 2012 letter from Attorney John W. Butts to Gregg Schuster, First Selectman requesting that the Town discontinue "unpaved portion of "Reservoir Road" between Norwich Reservoir and Scott Hill Road".

Having reviewed the referenced letter of request (copy attached) with Jim Paggioli, Colchester Public Works Director, we concur that it appears to be in the best interest of the Town of Colchester to formally discontinue the "abandoned" portion of Reservoir Road which has not been maintained by the town for a long period of time.

There is an existing utility pole and guy wire (CL&P #1594) located 20 to 30 feet beyond the end of the existing paved/maintained portion of Reservoir Road. This Utility pole should remain within the Town right-of-way. It is therefore recommended that the formal discontinuance of this abandoned section of Reservoir Road be from **THE EAST BOUNDARY OF PROPERTY OF THE CITY OF NORWICH TO A LINE APPROXIMATELY 40 FEET WEST OF THE EXISTING END OF PAVEMENT. SAID LINE BEING APPROXIMATELY 700 FEET WEST OF THE CENTERLINE OF SCOTT HILL ROAD AS FIELD MEASURED ALONG THE CENTERLINE OF RESERVOIR ROAD** by the Public Works Director and Town Engineer on July 27, 2012. It is also recommended that the applicant submit a map/sketch depicting the limits of road proposed to be discontinued including approximate dimensions.

Based on available mapping there appear to be three properties that abut the portion of Reservoir Road proposed to be discontinued. The three properties are as follows:

1. N/F Stanley R. Woronik (123 Scott Hill Road, Colchester, CT. 06415) on the South side of road.
2. N/F Estate of John B. & Carol C. Willard (1408 Beacon Street, Brookline, MA. 02446) on the North side of road.
3. N/F City of Norwich Reservoir (16 South Golden Street, Norwich, CT. 06360) on the West end of road.

It is recommended that notification be sent to these three property owners regarding any Board of Selectmen meeting or Town meetings scheduled on the referenced matter since their rights of access may be most significantly impacted.

c. Jim Paggioli – Director of Public Works

Craig Grimord, ZEO/Colchester Planning & Zoning Commission

LAW OFFICES OF
JOHN W. BUTTS, LLC

JOSEPH A. BRODER, OF COUNSEL*

* ALSO ADMITTED TO PRACTICE IN
NEW YORK AND SPECIAL CORPORATE
COUNSEL IN VIRGINIA

151 BROADWAY
POST OFFICE BOX 270
COLCHESTER, CONNECTICUT 06415
TELEPHONE: (860) 537-3404
FAX: (860) 537-1433

July 24, 2012

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

Re: Proposed Discontinuance
Unpaved Portion of "Reservoir Road"
Between Norwich Reservoir and Scott Hill Road

Dear Mr. Schuster:

I represent Ryan M. Sherry, Jessica L. Sherry, and Stanley R. Woronik, owners of property lying to the south of the above-referenced portion of Reservoir Road.

You will recall that the Board of Selectmen recently voted to allow Mr. and Mrs. Sherry to build a driveway on the road, which has long been neglected and considered abandoned by the Town.

I now write to request the Board of Selectmen to place on the first available Town Meeting agenda an item to consider and act upon formal discontinuance of the portion of Reservoir Road lying between the eastern boundary of land owned by the City of Norwich and the eastern end of the paved portion of Reservoir Road (which is approximately 639' west of the intersection of Reservoir Road and Scott Hill Road.)

I have been a municipal attorney for much of the past 35 years. I feel strongly that towns, in order to limit municipal liability, should formally "discontinue" any ancient roadways which they do not intend to maintain. This particular case is interesting, and I believe some history is in order.

Prior to 1927 there was no "Reservoir Road," because there was no reservoir. The road in question was known as road from Scott Hill to the Borough of Colchester.

2012 JUL 25 PM 12:15
CLERK OF SUPERIOR COURT
TOWN OF COLCHESTER
127 NORWICH AVENUE
COLCHESTER, CT 06415

July 24, 2012
Hon. Gregg Schuster
Page 2

During the mid-20's, the City of Norwich acquired several large tracts of land between Stanavage Road (as it is now known) on the west, and Scott Hill Road on the east. Prior to creating the "new" reservoir, Norwich commenced a court action in Connecticut Superior Court, and served on the Town of Colchester notice of its intention to have the court formally discontinue the old road from Scott Hill to the Borough of Colchester. ("Discontinuance" has always been a term of art connoting formal, legal severance of a town's control of and liability for an ancient roadway.)

On January 17, 1927, a Special Town Meeting voted to authorize the Board of Selectmen to NOT oppose the suit, and to enter into any agreements as might be required to allow the discontinuance. (Colchester Town Meeting Records, 1891-1938, pp.298-301)

Judgment entered in court. The old road within Norwich's property (only) was discontinued. The reservoir was flooded. Most of the old roadway running toward Scott Hill Road was quietly ignored by the town and allowed to revert to nature.... EXCEPT for about 639' running west from Scott Hill Road, which the town continued to maintain, and which the town eventually paved.... because it served a tiny local school.

Time marched on. The school was folded into Colchester's consolidated schools, and the paved portion of what had become known as Reservoir Road became a road to nowhere... and an invitation to the public to explore further.

Now I will don my municipal attorney hat, and address liability. I have always been concerned that ancient roadways may attract trespassers, be they snowmobilers, hunters or partiers, who may create liability for a town and/or place a burden on municipal emergency services if they require assistance in a relatively inaccessible area. That is why I have always advised my municipal clients to "discontinue" any ancient roadways which they do not intend to maintain.

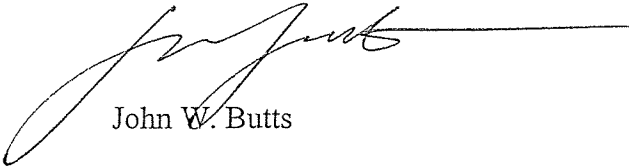
Once an ancient roadway is formally discontinued, the town is absolved of all liability, and the private landowners may take appropriate steps to limit public access.

Formal discontinuance of the unpaved portion of the roadway between the east boundary of property of the City of Norwich and the end of pavement, approximately 639' west of Scott Hill road, will, I believe, be in the best interest of all parties.

July 24, 2012
Hon. Gregg Schuster
Page 3

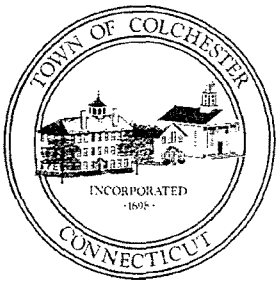
I would be pleased to speak with you if you have any questions about the contents of this letter. I will also be pleased to prepare an appropriate Town Meeting motion, and to attend the Town Meeting, as I have done on other occasions in similar circumstances.

Very truly yours,

A handwritten signature in black ink, appearing to read "John W. Butts", with a long horizontal line extending to the right from the end of the signature.

John W. Butts

cc. Sal Tassone



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 

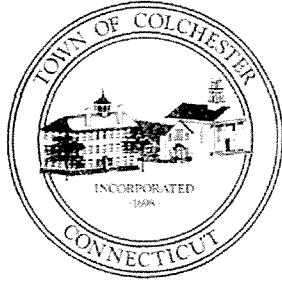
Date: 08/02/12

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.

The two job descriptions have been edited and modified based on Selectmen suggestions from the July 19, 2012 regular meeting.

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.
- Assist and participate with scheduled and emergency maintenance.
- Manage the town Geographic Information System (GIS) system and data.
- Administer a Windows Server and workstation environment.
- 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
- Technology project management
- 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.
- 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.~~

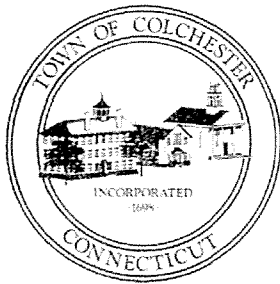
EDUCATION AND EXPERIENCE

- ~~High School diploma or equivalent.~~ **Bachelor Degree in Computer Science or similar field preferred.**
- Two years of experience/education with ArcGIS, **programming and relational databases** required.
- ~~Three~~ **Four** years **professional** experience in IT ~~work~~ **site administration**, including troubleshooting technical problems, setting up and maintaining MS Exchange servers, **project management and** management of Geographic Information Systems required.
- ~~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.~~ **Classes/certification with Microsoft products, A+, CISCO, ESRI, networking, routers and switches or equivalent in experience.**
- Prefer experience with, but not limited to, VPN, Firewalls, Backup Software, **Visual Basic**, VB Script, Anti-Virus Software, Microsoft Active Directory, SQL Server, **ArcGIS**, 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
- User training
- 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 experience professional IT work, including troubleshooting technical problems, setting up and maintaining computers.
- Prefer classes/certification with Microsoft products, A+, CISCO, networking, routers and switches or equivalent in experience.
- Prefer experience with VPN, Firewalls, Backup Software, VB Script, Anti-Virus Software, Microsoft Active Directory, SQL Server, Oracle, ArcGIS 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 Board of Selectmen at any time.
Part-time; non-union; hourly; non-exempt*

Memo



Date: 07/19/2012
To: Board of Selectmen, Colchester CT
From: Deputy Fire Chief Donald Lee
RE: SAFER Grant

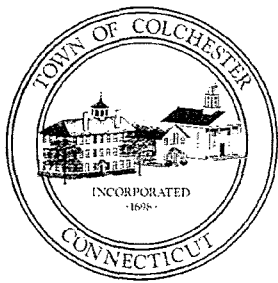
The purpose of this Recruitment and Retention Grant is to assist the Colchester Volunteer Fire Department with the recruitment and retention of volunteer firefighters who are involved with, or trained in the operations of firefighting and emergency response. This grant is intended to create a net increase in the number of trained, certified and competent firefighters in the ranks of the department.

This is an attempt to both continue and increase the current SAFER grant for volunteer recruitment and retention programs.

There are three areas that we are seeking to fund in this grant application. Each of these is currently funded under a SAFER grant that is due to expire next year. The goal is to keep these programs going with an increase being adjusted at a rate of 3.0% for each year. The current grant was funded at \$60,000.00, and the new application is for \$90,000.00.

This figure represents:

1. Hourly payment of volunteers for certification courses. \$ 7,500.00 each year for four years. \$30,000.00
2. Per diem / paid on call to cover shortages in staffing coverage and during special events or states of emergency. \$ 7,500.00 each year for four years. \$30,000.00
3. Augment the fuel compensation for volunteers. Additional money to assist with the deferment of cost for use of members' personal vehicles both during responses but also for travel to and from training courses. \$ 7,500.00 each year for four years. \$30,000.00



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 

Date: 7/30/12

Re: Town Hall Hours Analysis

As discussed at a previous meeting, staff has been tracking traffic in their office for Thursday evenings. In addition to Thursdays, I also asked them to track Friday afternoons. The summation and raw data is attached.

While there can be significantly less traffic at times on Thursday evenings, I see no compelling reason to discontinue this practice. It is common for towns to be open at least one time period outside normal business hours for citizen convenience. Despite the lower traffic, I believe we should retain this option for our residents.

Department: Town Clerk, Code Administration, Assessor, Tax Collector

Thursday Evenings

	5/10/2012	5/17/2012	5/24/2012	5/31/2012	6/7/2012	6/14/2012	6/21/2012	6/28/2012	7/5/2012	7/12/2012	TOTAL
4:00 - 4:30	4	6	4	5	4	4	7	15	7	7	63
4:30 - 5:00	3	3	4	4	3	3	8	11	3	4	46
5:00 - 5:30			4	1	2	2	5	10	3	4	31
5:30 - 6:00	2		7	5	7	4	3	6	4	7	45
6:00 - 6:30	1	3	4	4	10	3	7	6	1	4	43
6:30 - 7:00		1	1	1	2		2	7	3		17
TOTAL	10	13	24	20	28	16	32	55	21	26	

Friday Afternoons

	5/11/2012	5/18/2012	5/25/2012	6/1/2012	6/8/2012	6/15/2012	6/22/2012	6/29/2012	7/6/2012	7/13/2012	TOTAL
12:00 - 1:00	10	4	7	6	11	10	12	16	13	12	101
1:00 - 2:00	11	12	12	3	13	15	6	20	9	9	110
2:00 - 3:00	16	13	7	9	8	10	10	16	14	12	115
3:00 - 4:00	10	10	2	11	11	5	12	13	10	8	92
4:00 - 4:30	2	3	4	1	5	4	16	6	3	4	48
TOTAL	49	42	32	30	48	44	56	71	49	45	

Department: *Planning + Zoning / Code Adm.*

Recorded by *Carl W. Patten*

Thursday Evenings

	5/10/2012	5/17/2012	5/24/2012	5/31/2012	6/7/2012	6/14/2012	6/21/2012	6/28/2012	7/5/2012	7/12/2012
4:00 - 4:30										
4:30 - 5:00									2	
5:00 - 5:30										
5:30 - 6:00									2	
6:00 - 6:30										
6:30 - 7:00									2	

Friday Afternoons

	5/11/2012	5/18/2012	5/25/2012	6/1/2012	6/8/2012	6/15/2012	6/22/2012	6/29/2012	7/6/2012	7/13/2012
12:00 - 1:00	2	3	1	2	2	2	2	0	1	1
1:00 - 2:00	3	6	2	2	2	2	1	1	3	1
2:00 - 3:00	2	1	1	5	1	2	2	1	2	1
3:00 - 4:00	2	4	1	1	1	1	1	2	1	2
4:00 - 4:30	0	0	0	0	0	2	1	0	1	2

(9) (14) (6) (10) (6) (7) 7 4 8 7

Department: TAX Office



Thursday Evenings - After 4:00

	5/10/2012	5/17/2012	5/24/2012	5/31/2012	6/7/2012	6/14/2012	6/21/2012	6/28/2012	7/5/2012	7/12/2012
4:00 - 4:30	1	1	0	0	0	1	0	0	0	
4:30 - 5:00	1	0	0	0	0	0	1	1	1	Numerous
5:00 - 5:30	0	0	0	0	0	0	1	1	2	
5:30 - 6:00	0	0	2	111	111	0	0	0	1	
6:00 - 6:30	0	0	0	0	1	0	0	0	1	
6:30 - 7:00	0	0	0	0	0	0	0	0	0	

Friday Afternoons

	5/11/2012	5/18/2012	5/25/2012	6/1/2012	6/8/2012	6/15/2012	6/22/2012	6/29/2012	7/6/2012	7/13/2012
12:00 - 1:00	1	0	0	0	11	1	0			
1:00 - 2:00	1	0	111	0	11	0	0	Closed to public	July collection	
2:00 - 3:00	2	1	1111	0	0	1	1			
3:00 - 4:00	1	0	0	1	0	0	0			
4:00 - 4:30	0	0	1	0	0	0	0			

Department: *Town Clerk*

Thursday Evenings

	5/10/2012	5/17/2012	5/24/2012	5/31/2012	6/7/2012	6/14/2012	6/21/2012	6/28/2012	7/5/2012	7/12/2012
4:00 - 4:30		2								
4:30 - 5:00		3								
5:00 - 5:30										
5:30 - 6:00										
6:00 - 6:30										
6:30 - 7:00										
	(3)	(7)	(12)	(9)	(17)	(9)	(18)	(39)	(4)	(8)

Friday Afternoons

	5/11/2012	5/18/2012	5/25/2012	6/1/2012	6/8/2012	6/15/2012	6/22/2012	6/29/2012	7/6/2012	7/13/2012
12:00 - 1:00			3	2			 			
1:00 - 2:00			2	1		 				
2:00 - 3:00	 	 	2	4						
3:00 - 4:00			1	7			 			
4:00 - 4:30				1	 		 			
	(23)	(21)	(11)	(15)	(26)	(21)	(37)	(51)	(20)	(17)

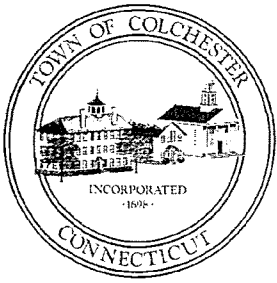
Department: Assessor

Thursday Evenings

	5/10/2012	5/17/2012	5/24/2012	5/31/2012	6/7/2012	6/14/2012	6/21/2012	6/28/2012	7/5/2012	7/12/2012
4:00 - 4:30								"	+++	+++
4:30 - 5:00								"		"
5:00 - 5:30										"
5:30 - 6:00							"		"	"
6:00 - 6:30	"	"			//		"			
6:30 - 7:00										

Friday Afternoons

	5/11/2012	5/18/2012	5/25/2012	6/1/2012	6/8/2012	6/15/2012	6/22/2012	6/29/2012	7/6/2012	7/13/2012
12:00 - 1:00							+++	"	+++	
1:00 - 2:00			")		+++
2:00 - 3:00								+++	+++	+++
3:00 - 4:00	"			"				"		
4:00 - 4:30										"



Town of Colchester, Connecticut


127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

MEMORANDUM

To: Board of Selectmen

Cc: Karen Loiselle, Superintendent of Schools
Jim Paggioli, Public Works Director
Greg Plunkett, Director of Facilities and Operations
Maggie Cosgrove, CFO

From : Gregg Schuster, First Selectman 

Date: 07/30/12

Re: Proposed Reorganization of Facilities into Public Works

I am proposing a reorganization where Facilities would now be part of Public Works. This proposal involves both town and school personnel. This proposal has been reviewed and approved by the Board of Education.

The purpose of this proposal is to consolidate facilities and grounds management into Public Works. This will allow for more flexible operations and a single point of responsibility for capital planning. Additionally, anticipated staff change make this a good time to transition responsibilities.

The details of the reorganization are below:

Public Works Director (PWD)

The PWD would now oversee all town and school facilities. This would include general inspection, maintenance, improvements, and planning. The PWD would now supervise the Facility Manager. The PWD would not supervise the school custodial staff. More specifics can be seen in the proposed revised job description.

The PWD would have an annual salary increase of \$10,000 per year once this reorganization has been approved by the Board of Selectmen. The salary increase would be offset by a \$10,000 per

year salary decrease of the Director of Educational Operations (previously the Director of Facilities and Operations) position. This would all occur within the town budget.

Facility Manager (FM)

The Facility Manager, who previously reported to the Director of Facilities and Operations, would now report to the PWD. The FM would no longer directly supervise the school custodial staff as that responsibility would go to the Director of Educational Operations. More specifics can be seen in the proposed revised job description.

There is no change in the salary or funding sources of this joint position. Salary for this position is dictated by union contract.

Ground Crew Leader (GCL)

The GCL would now report to the Public Works Director of Operations. There is no change in the salary or responsibilities of this position. The only change is the reporting structure.

Director of Educational Operations (DEO)

The position of Director of Facilities and Operations will now be Director of Educational Operations. The DEO will convert from a joint position to a position solely with the Board of Education.

Due to the current involvement of this position in two major projects (energy savings project and building project), the recommendation is to execute the attached MOU to recognize this arrangement. The town will continue to fund the budgeted amount of this position less the \$10,000 transferred to the PWD salary. This arrangement will be in place for FY12-13 and may be extended depending on the status of the projects.

Recommended Motion – “Move to approve the proposed reorganization including the revised job descriptions, salary changes, and the MOA with the Board of Education and authorize the First Selectman to sign all necessary documents.”



Town of Colchester Job Description

Public Works Director of Public Works

GENERAL STATEMENT OF DUTIES: Responsible to develop, manage, administer, supervise and direct the programs and activities of the Public Works Department in the functional areas of road, sidewalk, bridge, and storm water construction, maintenance and repair; snow and ice control; transfer station management; vehicle and equipment maintenance; maintenance of all public grounds and buildings, including buildings under the operation of the Board of Education; maintenance and operation of all services provided in the Sewer and Water District. The Director of Public Works is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

WORK HOURS: Monday – Friday, 8:00 a.m. – 4:30 p.m.(primarily), with occasional night board/commission meetings.

SUPERVISOR: Work under the administrative direction of the First Selectman and the Superintendent of Schools in regard to Board of Education Facilities, established policies, and Connecticut General Statutes.

SUPERVISION: Provides general supervision and oversees all departments that encompass public works including Fleet Maintenance, Highway, Sewer and Water, Grounds Maintenance, Facilities and Transfer Station.

ESSENTIAL DUTIES:

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

1. Oversees and evaluates the total operation of all Public Works and Sewer and Water personnel and activities.
2. Review, plan, recommend, and supervise repairs of roads, bridges, sidewalks, drainage, water and sewer lines as needed
3. Plans, directs, coordinates construction, inspection, and maintenance of roads, bridges, storm water, structures, water and sewer lines and other Town properties.
4. Inspects, along with the Town Engineer, roads and drainage systems for compliance with requirements governing subdivisions
5. Organizes and implements duties, or performs as part of a team, in responding to natural or man-made emergencies; including snow and ice control.
6. Administers and directs transfer station operations, including hauling and disposal contracts; oversees and coordinates the town recycling program, as designated recycling coordinator; completes revenue and tonnage reports for transfer station; and complies with State reporting requirements.
7. Administers and directs the preventative maintenance programs for all Town vehicles and equipment.

8. Prepares specifications for the procurement of materials, contractor and consultant services and prepares cost projections for all public work projects.
9. Investigates citizen/staff complaints and oversees corrective action as appropriate.
10. Assures safe working conditions for employees through training programs as required by State and Federal Agencies. Review and enforce DEP, EPA, OSHA and other public safety and health directives, mandates, regulations and ordinances.
11. Works with Town Engineer to design and layout projects that are done by town employees; oversee and inspects projects completed by outside contractors.
12. Consults with and advises the Superintendent of Schools and First Selectman on issues and policies pertaining to school operations, public facilities and grounds.
13. Carries out Capital Plan Program for Town and Public Schools as relates to buildings, grounds and pertinent facilities.
14. Prepares operating and capital budget recommendations for public building design, construction, renovation, repair and maintenance, and manages all public building activities and projects funded via the Capital Plan and Program of the Town and Public Schools.
15. Develops bids specifications and recommends contractual agreements for architects, engineers, constructions managers, general contractors, and others involved with public building projects.
16. Works with architects, engineers, contractors and Town and Public School officials to review and resolve problems associated with building and ground maintenance or construction projects.
17. Oversees the scheduling of preventative maintenance and repair work to all Town and Public School buildings and grounds, as well as the coordination of all operational maintenance, repairs and alterations, including, but not limited to, heating, ventilating, and air conditioning and power operation.
18. Directs the planning, design constructions, inspection, maintenance and improvement of all grounds/property of the Town. Manages all aspects of the athletic grounds and field maintenance to provide a safe environment for athletic teams practice and competition, and for school physical education classes.
19. Periodically monitor and review the operations of the Department for the purpose of evaluating effectiveness of operations, policies and practices. Identify problems, troubleshoot and take corrective action. Recommend ways and means of improving services.
20. Works closely with the Director of Operations, Facilities Manager and Grounds Maintenance Crew Leader to recruit, screen, hire, and train all maintenance personnel.
21. Consults with Town Engineer on special technical engineering problems
22. Assists subordinate supervisors as needed
23. Coordinates all public works activities with other Town departments and other local and State governing agencies
24. Develops department policies and procedures and assigns, trains and supervises staff. Consults with First Selectman on such personnel actions as hiring, termination, and discipline and obtains approval from First Selectman for such personnel actions.
25. Prepares and administers operating budget for department; presents budget to the First Selectman, Board of Selectman, Board of Finance, and the Sewer and Water Commission.
26. Submits oral and written reports to Town officials as needed.
27. Attends all monthly Sewer and Water Commission and Joint Facilities meetings and, when necessary, Board of Selectmen, Board of Finance, and other Board or Commission meetings. Provides written and oral reports, as required, to a variety of individuals, boards and commissions and attends meetings as requested.
28. Administers drug and alcohol testing program.
29. Perform related work as required by the Superintendent of Schools and First Selectman.
30. Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Strong knowledge of the modern principles and practices of civil engineering and public works operations as applied to the development and maintenance of streets, water and sewer operations, and other public works functions

2. Practical, working knowledge of the principles and practices of organization, supervision and finance administration in the operation of a public works department.
3. Thorough knowledge of OSHA Regulations as they apply to public works and utilities
4. Ability to plan, organize, assign, supervise and inspect the work of both civil engineers, consultants, contactors and sub-professional, technical subordinates and employees
5. Ability to establish and maintain effective working relationships with engineers, contractors, and other public officials.
6. Ability to make knowledgeable evaluations of a public works program and to prepare complete and accurate research and operational reports as required and assist the First Selectman and or the Sewer and Water Commission when applicable.
7. Considerable knowledge of the principles and practices of construction techniques, architectural, and engineering principles and maintenance requirements, as related to the design, management and maintenance of public buildings and facilities.
8. Must be able to deal effectively with staff, officials, and members of the public
9. Must have working knowledge of labor relations practices and procedures.
10. Must be able to perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

1. The qualifications required would generally be acquired with a Bachelor's or Master's Degree in Civil Engineering or Management, or the equivalent combination of education and training.
2. Four years of supervisory and engineering experience, specifically as it relates to public works operations
3. Ability to plan, direct, coordinate, and manage
4. Strong personnel management skills
5. CT Drivers License

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 will makes frequent contact with other municipal departments, state agencies, vendors and contractors and the general public; contacts may be in person, by telephone, fax, e-mail, or at meetings. Such contacts will frequently require a high level of persuasiveness and resourcefulness to resolve problems. This position requires occasional work outside in various weather conditions.

Full-time; non-union; salary; exempt

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



Town of Colchester Job Description

Public Works
Director of Public Works

GENERAL STATEMENT OF DUTIES: Responsible to develop, manage, administer, supervise and direct the programs and activities of the Public Works Department in the functional areas of road, sidewalk, bridge, and storm water construction, maintenance and repair; snow and ice control; transfer station management; vehicle and equipment maintenance; maintenance of all public grounds and buildings, including buildings under the operation of the Board of Education; maintenance and operation of all services provided in the Sewer and Water District. The Director of Public Works is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

WORK HOURS: Monday – Friday, 8:00 a.m. – 4:30 p.m.(primarily), with occasional night board/commission meetings.

SUPERVISOR: Work under the administrative direction of the First Selectman and the Superintendent of Schools in regard to Board of Education Facilities, established policies, and Connecticut General Statutes.

SUPERVISION: Provides general supervision and oversees all departments that encompass public works including Fleet Maintenance, Highway, Sewer and Water, Grounds Maintenance, Facilities and Transfer Station.

ESSENTIAL DUTIES:

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

1. Oversees and evaluates the total operation of all Public Works and Sewer and Water personnel and activities.
2. Review, plan, recommend, and supervise repairs of roads, bridges, sidewalks, drainage, water and sewer lines as needed
3. Plans, directs, coordinates construction, inspection, and maintenance of roads, bridges, storm water, structures, water and sewer lines and other Town properties.
4. Inspects, along with the Town Engineer, roads and drainage systems for compliance with requirements governing subdivisions
5. Organizes and implements duties, or performs as part of a team, in responding to natural or man-made emergencies; including snow and ice control.
6. Administers and directs transfer station operations, including hauling and disposal contracts; oversees and coordinates the town recycling program, as designated recycling coordinator; completes revenue and tonnage reports for transfer station; and complies with State reporting requirements.
7. Administers and directs the preventative maintenance programs for all Town vehicles and equipment.

8. Prepares specifications for the procurement of materials, contractor and consultant services and prepares cost projections for all public work projects.
9. Investigates citizen/staff complaints and oversees corrective action as appropriate.
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11. Works with Town Engineer to design and layout projects that are done by town employees; oversee and inspects projects completed by outside contractors.
12. Consults with and advises the Superintendent of Schools and First Selectman on issues and policies pertaining to school operations, public facilities and grounds.
13. Carries out Capital Plan Program for Town and Public Schools as relates to buildings, grounds and pertinent facilities.
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18. Directs the planning, design constructions, inspection, maintenance and improvement of all grounds/property of the Town. Manages all aspects of the athletic grounds and field maintenance to provide a safe environment for athletic teams practice and competition, and for school physical education classes.
19. Periodically monitor and review the operations of the Department for the purpose of evaluating effectiveness of operations, policies and practices. Identify problems, troubleshoot and take corrective action. Recommend ways and means of improving services.
20. Works closely with the Director of Operations, Facilities Manager and Grounds Maintenance Crew Leader to recruit, screen, hire, and train all maintenance personnel.
21. Consults with Town Engineer on special technical engineering problems
22. Assists subordinate supervisors as needed
23. Coordinates all public works activities with other Town departments and other local and State governing agencies
24. Develops department policies and procedures and assigns, trains and supervises staff. Consults with First Selectman on such personnel actions as hiring, termination, and discipline and obtains approval from First Selectman for such personnel actions.
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28. Administers drug and alcohol testing program.
29. Perform related work as required by the Superintendent of Schools and First Selectman.
30. Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Strong knowledge of the modern principles and practices of civil engineering and public works operations as applied to the development and maintenance of streets, water and sewer operations, and other public works functions

2. Practical, working knowledge of the principles and practices of organization, supervision and finance administration in the operation of a public works department.
3. Thorough knowledge of OSHA Regulations as they apply to public works and utilities
4. Ability to plan, organize, assign, supervise and inspect the work of both civil engineers, consultants, contactors and sub-professional, technical subordinates and employees
5. Ability to establish and maintain effective working relationships with engineers, contractors, and other public officials.
6. Ability to make knowledgeable evaluations of a public works program and to prepare complete and accurate research and operational reports as required and assist the First Selectman and or the Sewer and Water Commission when applicable.
7. Considerable knowledge of the principles and practices of construction techniques, architectural, and engineering principles and maintenance requirements, as related to the design, management and maintenance of public buildings and facilities.
8. Must be able to deal effectively with staff, officials, and members of the public
9. Must have working knowledge of labor relations practices and procedures.
10. Must be able to perform the essential functions of the job with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

1. The qualifications required would generally be acquired with a Bachelor's or Master's Degree in Civil Engineering or Management, or the equivalent combination of education and training.
2. Four years of supervisory and engineering experience, specifically as it relates to public works operations
3. Ability to plan, direct, coordinate, and manage
4. Strong personnel management skills
5. CT Drivers License

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 will makes frequent contact with other municipal departments, state agencies, vendors and contractors and the general public; contacts may be in person, by telephone, fax, e-mail, or at meetings. Such contacts will frequently require a high level of persuasiveness and resourcefulness to resolve problems. This position requires occasional work outside in various weather conditions.

Full-time; non-union; salary; exempt

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

FACILITY MANAGER JOB DESCRIPTION

SUPERVISION EXERCISED: Head Custodians, Custodial Staff
SUPERVISION RECEIVED: Works Under the Direct Supervision of the
Director of Public Works

SUMMARY:

Position of Facility Manager is a full-time position for the Colchester Public Schools and Town of Colchester **conducting** and overseeing building systems maintenance and repair. The Manager troubleshoots building systems and components, oversees contractors working on Town and school facilities, makes recommendations to the Director of Public Works concerning repair and replacement of equipment and **capital improvements**

DUTIES & RESPONSIBILITIES:

1. Coordinate the operation, maintenance, and repair of building systems, and components as directed.
2. Prepare lists of maintenance materials for maintaining building systems.
3. Perform regular inspections of facilities and equipment to ensure safety, proper operations and facility cleanliness.
4. Schedule of required training for all maintenance staff.
5. Assist the Director of Public Works with preparation of budgets and the maximization of financial resources.
6. Prepare purchase orders and manage the department budget.
7. Develop and implement preventative maintenance programs.
8. Develop and monitor yearly inventories of system supplies and equipment in central storage.
9. **Maintains a record of work orders for each facility.**
10. Other duties as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge/Abilities
 - A. Possesses knowledge of operating/maintaining/repairing facilities, including but not limited to electrical distribution, security surveillance systems, heating and cooling systems, and HVAC controls.
 - B. Operates independently, prioritizing daily work.
 - C. Operates for his/her and surrounding individuals' safety.
 - D. **Possesses communication skills that not only allow clear communication but also helps staff identify solutions to problems.**

2. Skills - Ability to:

1. Work with diverse individuals with various skills to promote excellent working relationships with the Town/School

- staff, students and community members.
2. Follow oral and written directions.
 3. Communicate with strong verbal and written skills.
 4. Use and teach when necessary, shop fabrication skills and the use of hand and shop tools.
 5. Organize a warehouse.
 6. Read blueprints.

SUPERVISION GIVEN AND RECEIVED

1. Receives supervision from the Director of Public Works.
3. Receives work requests from the Director of Public Works, Superintendent of Schools, school administration, First Selectman's office and department heads.

PHYSICAL REQUIREMENTS:

1. The manager is required to climb, bend, stoop, pick-up and carry 75 pounds, as well as work at heights. The manager shall be capable of working on the exterior and the interior of buildings during all seasonal weather conditions. He/She shall have the capability of operating under pressure conditions. The manager shall be capable of passing a basic physical. The manager is required to disclose debilitating conditions that would prohibit or limit the candidate's ability to perform the work required.

RESIDENCY REQUIREMENTS:

1. Within one year of employment, the Manager shall reside in Colchester or no greater than a 20 minute commute from Colchester center.

DRIVERS LICENSE:

The Manager shall possess a minimum of a Connecticut standard driver's license although a CDL endorsement is preferred.

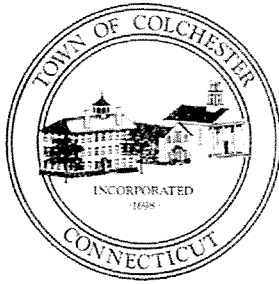
The Manager shall submit waiver of personal driver's license search, and be finger printed.

EDUCATION AND EXPERIENCE:

1. A minimum of 10 years in the building industry. Currently holds at least one of the following State of Connecticut journeyman's trade licenses: E-2, P-2, or S-2. The Manager must have basic administrative and mechanical skills and an understanding of how the construction trades operate.
 - This job description is illustrative of the tasks and responsibilities and not meant to be inclusive of every task and responsibility

- It is a temporary management guide/tool and subject to change.

SALARY:



Town of Colchester Job Description

Department of Public Works Facility Manager

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.

GENERAL STATEMENT OF DUTIES:

Position of Facility Manager is a full-time position for the Colchester Public Schools and Town of Colchester conducting and overseeing building systems maintenance and repair. The Manager troubleshoots building systems and components, oversees contractors working on Town and school facilities, makes recommendations to the Director of Public Works concerning repair and replacement of equipment and capital improvements.

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

SUPERVISOR: Works under the Direct Supervision of the Director of Public Works. Receives work requests from the Director of Public Works, Superintendent of Schools, school administration, First Selectman's office and department heads.

SUPERVISION: May Supervise Head Custodians, Custodial Staff in absence of Director of School Operations.

ESSENTIAL DUTIES:

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

1. Coordinate the operation, maintenance, and repair of building systems, and components as directed.
2. Prepare lists of maintenance materials for maintaining building systems.
3. Perform regular inspections of facilities and equipment to ensure safety, proper operations and facility cleanliness.
4. Schedule of required training for all maintenance staff.
5. Assist the Director of Public Works with preparation of budgets and the maximization of financial resources.
6. Prepare purchase orders and manage the department budget.
7. Develop and implement preventative maintenance programs.
8. Develop and monitor yearly inventories of system supplies and equipment in central storage.
9. Maintains a record of work orders for each facility.
10. Other duties as directed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Possesses knowledge of operating/maintaining/repairing facilities, including but not limited to electrical distribution, security surveillance systems, heating and cooling systems, and HVAC controls.
2. Operates independently, prioritizing daily work.
3. Operates for his/her and surrounding individuals' safety.
4. Possesses communication skills that not only allow clear communication but also helps staff identify solutions to problems.

5. Work with diverse individuals with various skills to promote excellent working relationships with the Town/School staff, students and community members.
6. Follow oral and written directions.
7. Communicate with strong verbal and written skills.
8. Use and teach when necessary, shop fabrication skills and the use of hand and shop tools.
9. Organize a warehouse.
10. Read blueprints.

EDUCATION AND EXPERIENCE

A minimum of 10 years in the building industry. Currently holds at least one of the following State of Connecticut journeyman's trade licenses: E-2, P-2, or S-2. The Manager must have basic administrative and mechanical skills and an understanding of how the construction trades operate. This job description is illustrative of the tasks and responsibilities and not meant to be inclusive of every task and responsibility.

The Manager shall possess a minimum of a Connecticut standard driver's license although a CDL endorsement is preferred. The Manager shall submit waiver of personal driver's license search, and be finger printed.

PHYSICAL REQUIREMENTS

The manager is required to climb, bend, stoop, pick-up and carry 75 pounds, as well as work at heights. The manager shall be capable of working on the exterior and the interior of buildings during all seasonal weather conditions. He/She shall have the capability of operating under pressure conditions. The manager shall be capable of passing a basic physical. The manager is required to disclose debilitating conditions that would prohibit or limit the candidate's ability to perform the work required.

RESIDENCY REQUIREMENTS

Within one year of employment, the Manager shall reside in Colchester or no greater than a 20 minute commute from Colchester center.

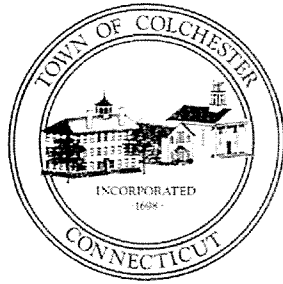
WORK ENVIRONMENT

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



Town of Colchester Job Description

Department of Public Works Grounds 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 Public Works Director of Operations and administrative directive of the Director of Public Works.

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.



Colchester Public Schools

Director of Educational Operations

Job Description

Overview:

This is a highly responsible position requiring strong management skills and knowledge of best practices in educational operations. This position manages the daily operations of food services, custodial staff and facility operations and student transportation with the exception of transportation coordinated by the Office of Pupil Services. This position involves the performance of a wide variety of functions.

Essential Duties and Responsibilities:

- Consults with and advises the Superintendent of Schools on issues and policies pertaining to school operations
- Prepares operating budget recommendations for cafeteria, student transportation and custodial functions and manages public use of school facilities.
- Develops and oversees a facilities inspection program and evaluates the quality of custodial, food services, transportation and safety programs and reports information to the Superintendent of Schools. Serves as co-chairman of the District Safety Committee.
- Works with the Superintendent of Schools and the Chief Financial Officer in preparing applications for and the administration of relevant State and Federal grants.
- Acts as a liaison to school construction committees.
- Investigates and recommends energy conservation measures/programs and works with the Chief Financial Officer to purchase cost-effective energy supplies.
- Maintains a variety of records and ensures compliance with government regulations as required.
- Provides administrative support to and evaluates Cafeteria Supervisor and Head Custodians .
- Works closely with Head Custodians in the completion of all custodial staff evaluations.
- Works with the Superintendent of Schools and principals to implement transportation and other operational policies established by the Board of Education.
- Assists in preparing bid documents, budget estimates and other related duties relevant to the transportation needs of the district. Serves as the point of contact for all parents and guardians for transportation related matters. Works with contractor and other school personnel to establish bus routes, evaluates and recommends adjustments to routes and may be required.
- Provides written and oral reports, as required, to a variety of individuals, boards and committees and attends meetings as requested.
- Facilitates the development and ongoing review of district and school crisis plans and serves as District's (EOC) Emergency Operations Coordinator.
- Periodically monitors and reviews the operations of the Department for the purpose of evaluating effectiveness of operations, policies and practices.

Identifies problems, troubleshoot and take corrective action. Recommends ways and means of improving services.

- Works with Human Resource Coordinator, Head Custodians, and Cafeteria Supervisor to recruit, screen, hire, train and support cafeteria and custodial personnel.
- Performs other duties as assigned by the Superintendent of Schools.

Knowledge, Skills & Abilities:

- Possess good planning and organizational skills.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain highly effective and collaborative working relationships with subordinates, other departments, and outside contractors.

Position Qualifications:

- Bachelor's degree plus four (4) years of progressively responsible professional project or facilities management experience.
- At least three (3) years of management or supervisory experience in the field of contract administration of building projects, building design, engineering, maintenance, construction or an equivalent combination of education and qualifying experience.
- Considerable knowledge of:
 - Public administration principles and practices relevant to facilities management and operations.
 - Principles of collective bargaining.
- Strong ability to:
 - Recommend and administer policies and procedures governmental operations, project management, project estimates, and collective bargaining.
 - Establish and maintain working relationship with employees, department heads, administrators, elected and appointed officials, other governmental agencies, contractors and service providers.
 - Work with Microsoft Office Suite, Transportation Software, Facility use software and Project Management Software.
- Strong verbal and written communication skills required with considerable emphasis on customer service.
- Team player with high ethical and professional standards and strong work ethic.

Other Requirements:

- Must be mobile, able to push/pull/lift objects of less than 20 pounds, and able to sit for prolonged periods. Able to perform moderately difficult manipulative skills and skills which require hand-eye coordination, such as keyboard skills or using a calculator.
- Must be able to concentrate on the fine detail with constant interruption, attend to task for periods longer than 60 minutes, remember multiple tasks that may be assigned to self and others over long periods and understand the theories behind several related concepts.
- Must be able to see objects closely, as in typing a report, hear normal sounds with some background noise, and communicate through human speech.

- Must be able to work in a professional manner with co-workers, customers, and the public at large.
- May be exposed to: fluctuating temperatures; seasonable outdoor weather; grease; oil and dust; loud or unpleasant noises and electro-magnetic radiation from computer screens.
- Background check
- Screening for Tuberculosis (TB)

Terms of Employment:

12 month position

8:30 AM – 4:30 PM – individual remains in district until all buses have completed routes.

Evaluated by:

The Superintendent of Schools

Memorandum of Understanding

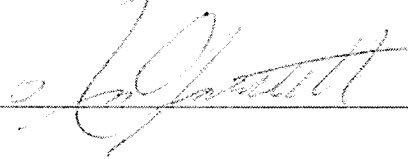
Between

The Colchester Board of Education
and
The Colchester Board of Selectmen

For the 2012-13 school year the Director of Educational Operations will work under direct supervision of the First Selectman regarding the Energy Performance Contract and Community Center, Senior Center and Middle School Renovation Project and under the direct supervision of the Superintendent of Schools for all other functions.

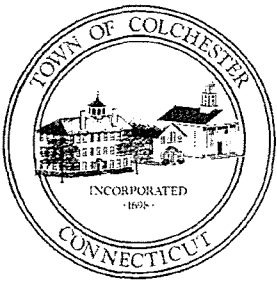
From the Colchester Board of Education

From the Colchester Board of Selectmen



7/10/12
Date: _____

Date: _____



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 

Date: 7/30/12

Re: Proposed Ordinance Revisions

I am bringing several new and revised ordinances to the board for discussion and possible action at a future date. I would like the board to discuss each proposal and provide feedback prior to submission to Town Counsel for their review. The new ordinances are attached.

Once the final language is agreed upon, any new or revised ordinance must be approved by a Town Meeting.

Sunday Alcohol Sales

As previously discussed, the following changes are proposed:

§ 7-1. Sale on Sunday permitted.

The sale of alcoholic liquor shall be permitted in the Town of Colchester on Sundays ~~from 12:00 noon until 9:00 p.m.~~ in accordance with state statutes.

Open Space Advisory Committee

As previously discussed, the current makeup of the committee does not conform to what is allowable by our charter. Based on a previous board meeting, the following changes are proposed:

§ 18-53. Establishment; membership.

To assist in the implementation of the open space plan, the Board of Selectmen shall create a standing advisory committee, designated the "Open Space Advisory Committee," of seven members, to be comprised as follows: ~~the Conservation Commission staff person; the Planning Director; the Director of Parks and Recreation;~~ a representative of the Colchester Land Trust; a representative of a fish and game club; and ~~two~~five members at large.

Penalty For Work Without Permits

As explained in the memo from the Planning and Zoning Commission, there continues to be a problem with work being conducted in the absence of the necessary permits. Currently, there is no penalty for this action. The proposed ordinance included in the memo would address this situation.

Limited Curfew for Minors

Attached is a proposed ordinance that would impose a limited curfew for minors on certain town and school properties. The ordinance has been drafted by town counsel. This ordinance has been reviewed by the Police Commission and forwarded to the Board of Selectmen. The vote was not unanimous.

It should be noted that this proposed ordinance is not without potential problems. There are constitutional issues regarding this proposed ordinance. Town Counsel was present at the Police Commission meeting to discuss these issues. This was a very good and thorough discussion that explored many of the issues this proposed ordinance presents. The meeting was recorded and I strongly encourage all board members to listen to this discussion.

MEMO

May 18, 2012

TO: The Board of Selectmen

FROM: The Planning & Zoning Commission

RE: Proposed recommended ordinance to address conducting work without permits

HISTORY: In the past few years the Land Use Dept. has had to respond to several instances of residents beginning or conducting work on projects that require land use permits, building permits and health code reviews. The issues range from clearing significant portions of land without permits, actual construction without permits, after the fact permit requests for work that was done without permits in order to re-finance or sell homes, and occupancy of new single-family homes without a Certificate of Occupancy.

The last two items are significantly important in that the Town could become liable should an injury occur due to faulty workmanship or non-code compliance.

To address this issue, the Land Use Assistant (Gail Therian) has compiled a significant amount of data from the other CT towns pertaining to their ordinances and/or regulations that impose various penalties and fees for conducting work without the required permits. While conducting this research, Gail discovered that this issue had been previously raised with the Selectmen back in August of 2010 where they requested that a formal proposal be drafted to address building permit late fees. (Selectmen's minutes of 8/19/10)

The problem goes beyond just building department permit fees/penalties for work without permits. The penalty/fees need to also apply to necessary land use permits (i.e. Zoning and Inland Wetlands permits) not just building permits, as many of the infractions we have observed do not require building permits but may require Zoning, Inland Wetlands or both for permits or approvals.

ANALYSIS: At least 128 of the 168 towns in the State of CT currently have ordinances that address penalties for conducting work without the benefit of the required permits. There are approximately 34 towns for which there is no readily available information regarding this issue due to limited web sites. (See spread sheet attached) As you can see from the spread sheet, many of the towns that impose

penalties for building without permits double the required fees. Some towns have a base penalty fee plus so much a day that the infraction continues, and some double the permit fees plus a penalty.

A proposed ordinance to impose penalty fees for conducting work that requires permits and/or reviews will require a significant Public Awareness Program via the newspaper/media, Town Hall postings, and the Town Web page. A "grace period" may also be considered before the ordinance goes into full effect.

PROPOSED ORDINANCE:

- A. Effective (1/1/13) there will be a penalty for work commencing prior to obtaining the required permits, approvals or reviews. Any owner or contractor, or either of them, commencing such construction, alteration, work or occupying a single family home without first obtaining the required permits, approvals or reviews shall have the applicable fees increased by the lesser \$1000.00 or 100% of the fees that otherwise would be due.
- B. Subsequent purchasers of residential property who determine after purchase that appropriate permits or approvals were not acquired shall not be assessed a penalty for any remedial work done to come into compliance with the Regulations or Codes. However, regular permit fees for the work shall apply.
- C. The provisions of Section A above notwithstanding, the Building Official may waive the penalty fees for emergency work affecting the health or safety of the public or of the occupants of the building.
- D. All fees plus penalties shall be collected and paid to the Town of Colchester prior to issuance of the permits, before any inspections are conducted and/or certificates of compliance or occupancy issued.

This proposed ordinance has been recommended by the Planning & Zoning Commission. It was reviewed at their meeting held on May 16, 2012 and with a minor correction to section "D", a motion was made to forward the proposed ordinance to the Selectmen with a recommendation of approval. (See attached P&Z minutes of 5/16/12)

COLCHESTER PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, May 16, 2012
TOWN HALL, 127 NORWICH AVENUE, COLCHESTER, CT
Room 2
7:00 P.M.

MEMBERS PRESENT: Chairman Joseph Mathieu; Vice Chairman Stacey Brown; Dave Gesiak, John Rosenthal, John Novak; and Christopher Bakaj Alternate: Jason Tinelle

MEMBERS ABSENT: Mark Noniewicz; Stan Soby, Board of Selectman Liaison; Adam Turner, Planning Director

STAFF PRESENT: Craig Grimord, Assistant Planner/Zoning Enforcement Officer; Gail Therian, Clerk;

1. **CALL TO ORDER** – Chairman Mathieu called the meeting to order at 7:04 p.m. J. Tinelle was seated as a voting member.

2. **Roll Call**

Chairman Mathieu asked the clerk to note those in attendance.

3. **Additions to Agenda** –

C. Grimord distributed a copy of a memo requesting an Item B added under Pending Applications: ZC #12-99 315 Colchester Realty, LLC, Applicant; Application to change current western portion of the property that is now in the Business Zone to Commercial Zone. The following parcel is affected: 315 Old Hartford Road, Assessors Map 09-00, Lots 012 & 012-001.

So moved, by S. Brown, seconded by J. Rosenthal. **Motion carried unanimously.**

4. **Minutes of Previous Meetings** – Minutes of Regular Meetings – May 2, 2012

Motion by J. Rosenthal, seconded by J. Novak to approve the Minutes of the Regular Meeting of May 2, 2012 as presented. **Abstentions:** S. Brown All others in favor **Motion carried.**

5. **Public Hearings** – None

6. **Preliminary Reviews** – None

7. **New Business & Applications Received:**- None

8. **Five Minute Session for the Public** No one spoke

9. **Pending Applications:**

- A. **SD#12-018, Rodney Goldberg, applicant, Goldi-Locks Self Storage, LLC, owner**, site plan application for Phase II construction of 68 new storage units (10,200 Square feet) at the rear of the site with associated site improvements at 359 Lebanon Avenue, Assessors Map 05-06, Lot #021-002, General Commercial Zone. (Received 3/15/12; Decision must be made within 35 days of the receipt of the final report from Conservation Commission)

A copy of the Staff Report from C. Grimord had been included in the Commissioner's packets. C. Grimord said that the only outstanding issue on this application at the last meeting was the Conservation Commission decision on this application. The Conservation Commission met on May 9, 2012 and approved the application.

Motion by J. Novak, seconded by J. Rosenthal, seconded to approve Site Plan Modification SD#12-018, Rodney Goldberg, applicant, Goldi-Locks Self Storage, LLC, owner: Application for Site Plan Modification to construct Phase II of the self storage facility consisting of one 10,200 square foot building with 68 units and associated drives and parking at 39 Lebanon Ave., Tax Map #5-6, Lot #021-002, General Commercial Zone as submitted in revised plans dated 4/21/12 by J. Robert Pfanner and Associates, subject to the following modifications:

Final plans for endorsement are to have the following revisions to comply with the regulations:

- A. The building floor plans and elevation views are to be made part of the final plan set.
B. The IES lighting plan is to be made part of the final plan set

Abstentions: S. Brown All others in favor **Motion carried.**

RECEIVED
COLCHESTER, CT
2012 MAY 17 AM 9:55
NANCY A. BRAY
TOWN CLERK
Nancy A. Bray

- B. **ZC #12-99 315 Colchester Realty, LLC, Applicant;** Application to change current western portion of the property that is now in the Business Zone to Commercial Zone. The following parcel is affected: 315 Old Hartford Road, Assessors Map 09-00, Lots 012 & 012-001. (Received on 4/18/12, Public Hearing scheduled for 6/6/12)

C. Grimord told the Commission that Staff had expected this application to be withdrawn as discussed at the last meeting on May 2, 2012. A. Turner, Town Planner, spoke with the applicant and he has decided to go forward with the application. The Public Hearing is set for the June 6, 2012 meeting. No action on this application was required.

10. **Old Business** - None

11. **Planning Issues & Discussions** -

A. **Draft of Proposed Ordinance for Work without Permits**

A copy of a Staff Report, a copy of the draft of the Proposed Ordinance for Work without Permits, and a spread sheet indicating how each Town in Connecticut addresses this issue was included in the Commissioner's packets. C. Grimord explained how the research was conducted and how the information was used to draft the Proposed Ordinance. Discussion followed regarding Item B and Item D of the proposed Ordinance. It was decided to revise Item D to read: "All fees plus penalties shall be collected and paid to the Town of Colchester prior to the issuance of the permit, before any inspections are completed, and/or certificates of compliance or occupancy."

Chairman Mathieu called for a motion to forward and recommend approval to the Board of Selectmen the Proposed Ordinance for Work without Permits as amended at tonight's meeting.

So moved, by J. Rosenthal, seconded by S. Brown. Motion carried unanimously.

12. **Zoning Enforcement Officer's Report** April 2012

A copy of the April 2012 Zoning Enforcement Officer's Report was distributed. C. Grimord updated the Commissioners on the progress of several of the older enforcements. Discussion followed.

13. **Correspondence** – None

14. **Adjournment**

Motion by D. Gesiak, seconded by S. Brown to adjourn at 7:33 p.m. Motion carried unanimously.

Gail N. Therian, Clerk

**AN ORDINANCE ESTABLISHING HOURS DURING WHICH MINORS MAY
ACCESS CERTAIN TOWN PROPERTIES**

Be it ordained by the Town of Colchester in Town Meeting convened:

(A) PURPOSE AND STATEMENT OF NECESSITY

(1) The Town of Colchester finds that the incidence of unlawful acts committed in the Town by and against minors is increasing and markedly increases during the summer months when schools are not generally in session. The unlawful acts include vandalism of and on public property, including the Town Green, the Town recreation complex, the Ruby Cohen woodlands, and school grounds. The Town of Colchester also finds that persons less than eighteen (18) of age are particularly susceptible, by their lack of full maturity and experience, to participate in unlawful activities and to be victims of older perpetrators of crime, and that based on reason and experience, including the experiences of communities throughout the United States that have enacted similar ordinances, an ordinance prescribing hours during which minors may have access to certain town properties will reduce the frequency of such activities. The Town of Colchester has therefore determined that such an ordinance is necessary and desirable, will be in the interest of the public health, safety, and general welfare, and will help to attain the foregoing objectives and to diminish the undesirable impact of such conduct on the citizens of the Town of Colchester.

(2) This ordinance is intended to:

- (a) Protect minors from each other and other persons on the streets during nighttime hours;
- (b) Promote parental responsibility for and supervision of minors;
- (c) Protect the general public from nocturnal mischief and unlawful activities committed by minors; and
- (d) Assist the police in crime prevention.

(B) AUTHORITY

The Town of Colchester enacts this ordinance pursuant to authority granted it by the State of Connecticut, including without limitation by authority of Conn. Gen. Stat. § 7-148(c)(7)(F)(i), (iii) and (iv).

(C) DEFINITIONS

(1) CURFEW HOURS means:

(a) 11:00 p.m. on any Sunday, Monday, Tuesday, Wednesday, or Thursday, until 6:00 a.m. of the following day;

(b) 12:01 a.m. until 6:00 a.m. on any Saturday or Sunday; and

(c) This ordinance shall apply only from June 1 to September 1 of each year.

(2) EMERGENCY means an unforeseen combination of circumstances or the resulting state that calls for immediate action. The term includes, but is not limited to, a fire, a natural disaster, an automobile accident, or any situation requiring immediate action to prevent serious bodily injury or loss of life.

(3) GUARDIAN means:

(a) a person who, under court order, is the guardian of the person of a minor;
or

(b) a public or private agency with whom a minor has been placed by a court.

(4) MINOR means any person under eighteen (18) years of age.

(5) PARENT means a person who is:

(a) a natural parent, adoptive parent, or step-parent of another person; or

(b) at least 18 years of age and authorized by a parent or guardian to have the care and custody of a minor.

(6) PUBLIC PLACE means the Town Green, the Town recreation complex, the Ruby Cohen woodlands, and school grounds.

(7) REMAIN means to linger or stay or to fail to leave premises when requested to do so by a police officer or the owner, operator, or other person in control of the premises.

(8) SERIOUS BODILY INJURY means bodily injury that creates a substantial risk of death or that causes death, serious impairment, disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

(D) PROHIBITED ACTS

(1) Curfew for minors. It shall be unlawful for any minor to remain, idle, wander, stroll or play in any public place during curfew hours.

(2) Parent's responsibility. It shall be unlawful for the parent, guardian or other adult person having custody or control of any minor to suffer or permit or by inefficient control to allow such minor to remain in any public place during curfew hours.

(E) EXCEPTIONS

(1) The prohibitions of subsections (D)(1) and (2) shall not apply if the minor was:

- (a) accompanied by the minor's parent, guardian or other adult person having custody or control of such minor;
- (b) on an errand or specific business or activity directed or permitted by the minor's parent, guardian or other adult person having custody or control of such minor, provided the minor makes no detour or stop;
- (c) in a motor vehicle involved in interstate travel;
- (d) engaged in an employment activity, or going to or returning home from an employment activity, without any detour or stop;
- (e) involved in an emergency;
- (f) attending or traveling directly to or from a function or event supervised by adults and sponsored by the Town of Colchester, any school, and/or by any club, religious or other organization, provided such minor has the approval of his or her parent or guardian to attend said function or event;
- (g) attending or travelling directly to or from an activity involving the exercise of First Amendment rights protected by the United States Constitution, such as the free exercise of religion, freedom of speech, and the right of assembly; or
- (h) married or had been married or had disabilities of minority removed in accordance with Connecticut law.

(F) ENFORCEMENT

(1) General: Before taking any enforcement action under this section, a police officer shall ask the apparent minor offender's age and reason for being in the public place. The officer shall not issue a citation or make an arrest under this section unless the officer reasonably believes that an offense has occurred and that, based on any response and other circumstances, no exception listed in subsection (E) hereof exists.

(2) For minors sixteen (16) years of age and older: Any police officer upon finding a minor sixteen (16) years and older in violation of this section may issue the minor an infraction citation for the violation and subject to the fines a set forth in subsection (G)(3). The police officer shall report such action to the chief of police or his or her designate who in turn shall notify the parent, guardian, or person having custody of such minor.

(3) For minors under sixteen (16) years of age:

(a) Any police officer upon finding a minor under sixteen (16) years of age in violation of this section shall ascertain the name and address of such minor and warn such minor that he or she is in violation of curfew and shall direct such minor to proceed at once to his or her home or usual place of abode. The police officer shall report such action to the chief of police or his or her designate who in turn shall notify the parents, guardian, or person having custody or control of such minor.

(b) If such minor refuses to heed such warning or direction by any police officer or refuses to give such police officer his correct name and address, or if such minor has been warned on a previous occasion that he or she is in violation of curfew, he or she may be taken to the police department and the parent, guardian, or other adult person having the care and custody of such minor shall be notified to come and take charge of the minor.

(G) PENALTIES

(1) Any person violating a provision of this section is guilty of a separate offense for each day or part of a day during which the violation is committed, continued or permitted.

(2) For minors sixteen (16) years of age and older:

a violation of this section shall be deemed an infraction with a fine of not more than _____ dollars (\$_____) for the first offense, _____ dollars (\$_____) for the second offense, and _____ dollars (\$_____) for all subsequent offenses.

(3) For minors under the age of sixteen (16) years:

(a) Violation of subsection (D)(2) by any parent, guardian or other adult person having the care and custody of a minor after having been previously notified under subsection (c) shall be deemed an infraction.

(b) Said parent, guardian or other adult person shall be fined not more than _____ dollars (\$_____) for the first offense, _____ dollars (\$_____) for the second offense, and _____ dollars (\$_____) for all subsequent offenses.

(c) It shall not constitute a defense that such parent, guardian, or other adult person did not have knowledge of the presence of the minor at any of the establishments or public places.

(4) Notwithstanding any other provisions of this section, any minor under the age of sixteen (16) violating the provision of this section may be referred to juvenile authorities and dealt with in accordance with the juvenile court law and procedure.

(H) SEVERABILITY

Severability is intended throughout and within the provisions of this section. If any provision, including, inter alia, any exception, part, phrase or term or the application to any person or circumstances is held to be invalid, other provisions or the application to other person or circumstances shall not be affected thereby.

TOWN OF COLCHESTER



EMPLOYEE HANDBOOK & PERSONNEL POLICIES

DRAFT
LAST REVISION: 07/20/12

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:

<u>Start Date</u>	
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:

<u>Start Date</u>	
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 hours 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.**

In adherence to current State and Federal law, all 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. Such employees must work at least 680 hours before accrued, paid sick leave is available for use. If such an employee has vacated their position or no longer works for the Town of Colchester but returns for work on a consistent basis, any accrued sick time will be eliminated and accrual will re-start upon hiring, but any previous amount of hours worked will be retained.

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. **Exceptions are allowed for extenuating circumstances.**

~~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 counseling for physical or psychological injury or disability; (b) obtain services from a victim services organization; (c) relocate due to the family violence; or (d) participate in any civil or criminal proceeding related to or resulting from such family violence. The Town can limit the unpaid leave to twelve (12) days in a calendar year if they deem it is necessary.

Bereavement leave

All regular employees are eligible for bereavement leave. In the event of a death in an ~~an full-time~~ employee's immediate family, ~~leave with pay not to exceed three (3) consecutive days,~~ **the employee will receive up to three days bereavement pay,** beginning with the date of death **(or miscarriage)** and ending with ~~and/or the including~~ the day after the funeral or final services. "Immediate family" includes the employee's spouse, **civil union partner**, parent, **step parent**, sibling, child, **step-child**, grandparent, grandchild, mother-in-law, father-in-law or any other relative who is living in the employee's household. **For miscarriages, bereavement leave is available only for the affected woman or spouse.**

~~Additional bereavement leave without pay may be given to a full-time employee at the discretion of the First Selectman, upon recommendation of the employee's supervisor.~~

All full-time employees shall be granted bereavement leave with pay for a maximum of one (1) day to attend the funeral or final services of a brother-in-law, sister-in-law, niece, nephew, uncle, or aunt.

If a death in an employee's family occurs, the employee must notify ~~his or her~~ **their** supervisor as to the anticipated length of the employee's absence as soon as possible. The Town may require the employee to submit reasonable proof of death and/or funeral date.

Military Leave

Military leave will be provided in accordance with ~~the~~ **applicable federal and state** law. Employees must present any available documentation regarding call-up for service at their earliest opportunity in order to provide appropriate notice to the Town.

Jury Duty

The Town of Colchester considers jury duty to be your civic responsibility. You must submit a copy of your official summons to your supervisor as

soon as it is received. In addition, proof of service must be submitted to your supervisor when you have completed serving.

In accord with current Connecticut law, the Town will pay you your regular wages or salary for the first five days of jury duty leave. Thereafter the state currently reimburses at the rate of \$50 per day of service. The Town will pay you the *difference* between your regular base pay and the pay you receive from the court for jury duty. To accomplish this, the Town will continue your regular pay while you are serving, and you will provide copies of your jury duty paychecks to the Town upon receipt.

You will also be paid for court appearances related to Town business; however such appearances must be compulsory for you to be paid, (or you may apply personal time).

Childbirth Leave

~~An employee who becomes pregnant shall notify her supervisor at least four (4) months prior to the employee's expected date of delivery. Such employee shall receive a leave of absence without pay for the reasonable period of physical disability due to childbirth. Except in the case of unusual medical difficulties, as verified by a physician's statement, such leave is expected not to exceed six (6) weeks after delivery. The Town of Colchester will comply with the provisions of the Family and Medical Leave Act when applicable to an eligible employee. The Town's Family and Medical Leave Policy is set forth in this policy manual.~~

Full-time employees may be eligible for pro-rated paid leave of absence for the reasonable period of physical disability due to childbirth. Eligible, full-time employees are expected to use banked paid leave (i.e. vacation, sick, and personal leave) time during their FMLA leave period. If an employee does not have four or more weeks of banked paid leave, the Town will pay the difference of banked leave, up to four weeks of paid maternity leave, commencing from the first day of maternity leave.

Upon return to work, the employee shall be assigned to her former position, if such position is available, or to a position of equivalent pay and benefits. ~~Maternity~~ **Childbirth** leave shall be treated the same as any other short-term disability and, therefore, will be paid to the extent of earned accumulated sick leave. The employee must contact her supervisor at least ~~thirty (30)~~ two (2) weeks prior to the end of such leave stating the employee's intention to return or not return to work.

Newborn Leave