

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

**Board of Selectmen Agenda
Regular Meeting
Thursday, September 6, 2012
Colchester Town Hall**

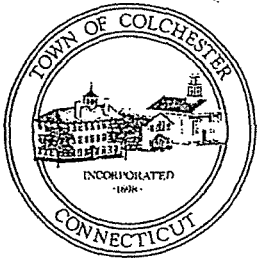
Meeting Room 1 - 7:00PM

HANCOY A. BRAY
TOWN CLERK

RECEIVED
COLCHESTER, CT
2012 SEP - 4 PM 4: 23

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the August 16, 2012 Regular Board of Selectmen meeting
4. Approve Minutes of the August 21, 2012 Special Tri-Board meeting
5. Citizen's Comments
6. 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 11/30/2015. David A. O'Brien to be interviewed.
 - b. Parks & Recreation Commission. Alternate vacancy to be filled for a three-year term to expire 11/30/2015. Tracy Loskant was interviewed on 08/16/2012.
 - c. Planning & Zoning Commission. Alternate vacancy to be filled for a three-year term to expire 12/31/2014. Nathaniel Shiff was interviewed on 8/02/2012.
 - d. Fair Rent Commission. Member vacancy to be filled for a two-year term to expire 4/31/2014. Steven J. Durel was interviewed on 08/16/2012.
7. Budget Transfers
8. Tax Refunds & Rebates
9. Discussion and Possible Action on East River Energy Diesel Fuel Contract
10. Discussion and Possible Action on Discontinuance of Portion of Reservoir Road
11. Discussion and Possible Action on Superintendent Karen Loiselle Goodwin Appreciation Day
12. Discussion and Possible Action on Senior Center Policies
13. Discussion and Possible Action on Energy Project – Referral to Planning & Zoning Commission
14. Citizen's Comments
15. First Selectman's Report
16. Liaison Report

17. Executive Session to Discuss Personnel Issue
18. Executive Session to Discuss Litigation
19. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, August 16, 2012
Colchester Town Hall – 7:00 PM
Meeting Room 1

RECEIVED
COLCHESTER, CT
2012 AUG 17 PM 2:42
Nancy A. Bray
TOWN CLERK

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

MEMBERS ABSENT: Selectman Stan Soby

OTHERS PRESENT; Gail Therian, A. Turner, J. Gigliotti, Jim Paggioli, Sal Tassone, Dot Mrowka, and other citizens.

1. **Call to Order**

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

2. **Additions to the Agenda - None**

3. **Approve Minutes of the August 2, 2012 Commission Chair Meeting**

G. Cordova moved to approve the minutes of the August 2, 2012 Commission Chair meeting, seconded by R. Coyle. Abstentions: G. Cordova All others in favor. MOTION CARRIED

Approve Minutes of the August 2, 2012 Commission Regular Board of Selectmen Meeting

R. Coyle moved to approve the minutes of the August 2, 2012 Regular Board of Selectmen meeting, seconded by G. Cordova. Abstentions: G. Cordova All others in favor. MOTION CARRIED

4. **Citizen's Comments-**

Dave Dander presented a memo to the Board regarding three requests he made on Monday, August 13, 2012.

7. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**

a. **Planning & Zoning Commission.** Alternate vacancy to be filled for a three-year term to expire 12/31/2014. Nathaniel Shiff was interviewed on 8/2/2012.

G. Schuster said he has not had an opportunity to speak with the Chairman of the Planning and Zoning Commission and suggested that the decision be delayed at this time. No action taken.

b. **Parks & Recreation Commission.** Alternate Vacancy to be filled for a three-year term to expire 11/30/2015.

Tracy Loskant interviewed for this position.

c. **Fair Rent Commission.** Member vacancy to be filled for a two-year term to expire 4/31/2014. Steven J. Durel to be interviewed.

Steven J. Durel interviewed for this position.

6. **Budget Transfers**

None

7. Tax Refunds & Rebates

None

8. Discussion and Possible Action on Discontinuance of Portion of Reservoir Road

G. Schuster said that this item had been scheduled for the Planning and Zoning Commission to review this 8-24 application at their Wednesday, August 15, 2012 meeting, but the Commission did not meet. S. Tassone reviewed his updated memo and map regarding the discontinuance of a portion of Reservoir Road Discussion followed. No action taken.

9. Discussion and Possible Action Reorganization of Facilities and Public Works

J. Paggioli had provided the breakdown of the duties and an organizational chart that the Board requested at the last meeting. J. Ford asked about the cross training of employees and any potential conflicts with the union contracts. R. Coyle asked about the funding of the positions. J. Paggioli explained the cross training of several of the positions. J. Ford moved 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; seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

10. Discussion and Possible Action on Senior Center Contract/Making Memories

R. Coyle moved to resolve that the Board of Selectmen for the Town of Colchester hereby empower the First Selectman, Gregg Schuster, to enter into and amend contractual instruments in the name and on behalf of the Town of Colchester with the Eastern Connecticut Agency on Aging; seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

11. Discussion and Possible Action on Fire Works Contract for 57Fest

G. Cordova moved to accept Zambelli Fireworks Manufacturing bid and authorize the First Selectman to sign all necessary documents; seconded by J. Ford for discussion purposes. J. Ford said that he felt the Board could not commit to the contract without a provision stipulating that the fee for subsequent years be subject to budget approval. Discussion followed regarding the budget and time line for approval of this item. J. Ford moved to approve the contract for fireworks for Zambelli Fireworks Manufacturing with the display date of on or about September 22, 2012 for \$7,000 and a potential date for 2012 for the same amount of money subject to subsequent budget approval for the second year; seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

12. Discussion and Possible Action on a Main Street Investment Grant (MSIG)

A. Turner, Town Planner, told the Board that staff is preparing to apply for a Main Street Investment Grant in the amount of \$300,000. He said after reviewing three options, he recommends that the Town pursue funding for the development of a streetscape between the Federated Church and Stop and Shop. The design would be similar to the Merchants Row project. J. Gigliotti presented a power point presentation on the proposed Streetscape project. Discussion followed regarding the location and obtaining input from property owners in the area. The Board was in concurrence that Town Staff continue to develop a grant proposal for the Linwood Avenue streetscape.

13. Discussion and Possible Action on Ordinances

First Selectman Schuster said that items a and b had previously been talked about and finalized.

a. Sunday Alcohol Sales
No action taken.

b. Open Space Advisory Board
No action taken.

c. Building Permit Fees
R. Coyle said she reviewed the information provided and found that the proposed ordinance is similar to other towns but perhaps the ordinance could be simplified. A. Turner explained the need for this ordinance. Discussion followed regarding an appeals process and the need to educate the public on the permit process and the proposed penalties. No action taken.

d. Curfew

First Selectman Schuster said that he will check into why the audio portion of the Police Commission meeting regarding this ordinance was no longer available. No action taken.

First Selectman Schuster said that proposed ordinances a, b and c will be forwarded to Town Counsel for their review.

16. Citizen's Comments – None

17. First Selectman's Report

First Selectman G. Shuster said that hiring process for the IT person and the Deputy Assessor is moving forward. He said that "Subway" has approached the Town about building a new concession stand at the RecPlex. He is working with them to craft a proposal. He has asked them to present the proposed costs and preliminary plans to the Parks and Recreation Commission and if they are in favor then return to the Board of Selectmen with the proposal. He also spoke about his concern about the increased number of suicide attempts and suicides in Colchester during the past year. He would like to educate the public about the services and resources available to anyone who is in need of this type of help.

18. Liaison Report

R. Coyle said that the Fair Rent Commission and the Open Space Advisory Committee had cancelled their meetings this month.

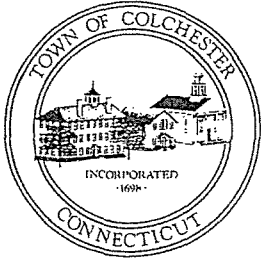
J. Ford said that he attended the Special Parks and Recreation meeting regarding staffing at the Day Camp and felt that the Commission handled the situation very well. He also mentioned that there are several traffic concerns on Linwood Avenue that should be addressed.

19. Adjourn

R. Coyle moved to adjourn at 8:27 p.m., seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Gail Therian
Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen, Board of Finance, and Board of Education
Special Joint Meeting Minutes
Tuesday, August 21, 2012
Colchester Town Hall – 7:00 p.m.**

RECEIVED
COLCHESTER, CT
2012 AUG 22 PM 1:57
NANCY A. BRAY
TOWN CLERK
Nancy A. Bray

Board of Selectmen Members Present: Gregg Schuster, Stan Soby, Rosemary Coyle, and Gregg Cordova

Board of Selectmen Members Absent: Jim Ford

Board of Finance Members Present: Rob Tarlov, Cathy Pompei, Rob Esteve, Tom Kane, and Art Shilosky

Board of Finance Members Absent: John Ringo

Board of Education Members Present: Donald Kennedy, John Reeve, Mary Tomasi, Mitchell Koziol

Board of Education Members Absent: Ron Goldstein, Brad Bernier, Michael Egan

Others Present: Greg Plunkett, Maggie Cosgrove, Jim Paggioli, Doreen Hamilton, Bob Tidona, Paul Popinchalk, Steve Wells and other citizens

1. Call to order

G. Schuster called the Board of Selectmen to order at 7:11 p.m.

R. Tarlov called the Board of Finance to order at 7:11 p.m.

Board of Education did not have a quorum.

2. Citizens Comments

None

3. Discussion and Possible Action on Energy Performance Contract Project

G. Schuster proposed two phases for the discussion. The first phase will be discussing the actual project and what will or will not be done and the second phase will be financing the project. G. Plunkett presented to the board members a handout that shows alternate plan B for the comprehensive energy savings program which includes bonus incentives. G. Plunkett gave an overview of alternate plan B. Discussion was had on scope of project.

D. Kennedy called the Board of Education to order at 7:25 p.m. due to a member now being present therefore having a quorum.

Board of Selectman, Board of Finance and Board of Education agreed to move forward with energy performance project alternate B plan.

Special Joint Meeting Minutes cont'd (8/21/12)

M. Cosgrove presented to the boards three finance options available which include financing through Honeywell, financing through bond or lease purchase arrangement. Longer time line to put together a bond and more of an expense versus a lease. A lease would be put out to bid. Discussion was had regarding the finance for the energy performance project. J. Ford submitted questions and concerns in his absence that was addressed.

Board of Selectmen, Board of Finance and Board of Education agreed to move forward with Alternate B plan through a town meeting for a lease purchase agreement. Leading up to a town meeting there will be an active communications plan that will involve multiple public hearings as well as other informational items.

4. Citizen Comments

None

5. Adjourn

G. Cordova moved to adjourn the Board of Selectmen at 8:33 p.m., seconded by S. Soby. Unanimously approved. MOTION CARRIED.

A. Shilosky moved to adjourn the Board of Finance at 8:33 p.m., seconded by R. Esteve. Unanimously approved. MOTION CARRIED.

D. Kennedy moved to adjourn the Board of Education at 8:33 p.m., seconded by M. Tomasi. Unanimously approved. MOTION CARRIED.

Note: This meeting was recorded by a digital audio recording system and is available through the Colchester First Selectman's office in accordance with the Freedom of Information Act.

Respectfully Submitted,



Gina Santos, Administrative Assistant



East River Energy

· Premium Quality Fuel Oils · Natural Gas · Electricity · Bio Fuels · HVAC

August 31, 2012

Mr. Gregg Schuster, First Selectman
Mr. Jeffrey Mathieu, Superintendent
Colchester Town and BOE
127 Norwich Ave, Suite 203
Colchester, CT 06415

Transmitted via Electronic Mail

Dear Mr. Schuster and Mr. Mathieu:

East River Energy is pleased to confirm the following agreement which has already been processed effective August 31, 2012, as per the electronic mail exchanged between Colleen Canestrari of East River Energy and Eva Gallupe of the Town of Colchester.

East River Energy shall supply and the Colchester Town and BOE shall purchase the following as listed below.

Product	Contract Gallons	Contract Period	Differential Price Per Gallon Excluding Taxes
Clear Ultra Low Sulfur Diesel Fuel	107,523	8/31/2012-6/30/2013	+\$0.0053

Please note that the differential for diesel fuel will be added to the Journal of Commerce New Haven Harbor low posting, date of delivery, plus L.U.S.T. of \$0.0010 per gallon and the Federal Spill Fund Recovery Tax of \$0.0019 per gallon.

East River Energy's payment terms are net 45 days.

Please sign below where indicated, and return to my attention, along with Attachment A, via facsimile immediately.

Thank you for your valued business. I look forward to continuing our mutually rewarding relationship.

Sincerely,

Maryanne E. Little
Bids & Proposals Manager

Accepted by:

Mr. Gregg Schuster
First Selectman
Dated: _____

Accepted by:

Mr. Jeffrey Mathieu
Superintendent

Your Energy Partner
401 Soundview Road · P.O. Box 388 · Guilford, CT 06437-0388
203.453.1200 · 800.336.3762 · FAX: 203.453.3899
www.eastriverenergy.com
Est. 1984



East River Energy

• Premium Quality Fuel Oils • Natural Gas • Electricity • Bio Fuels • HVAC

Attachment A

The price contained and offered in this contract is based upon the sale of the quantity of contract gallons as stated in the specifications. In the event that the customer exceeds 100% of the contract gallons during the contract period, East River Energy reserves the right to (1) extend the contract under the same terms and conditions, or (2) change the contract price to an amount to be determined. In the event that the customer purchases less than 100% of the contract gallons during the contract period, East River Energy reserves the right to (1) extend the contract under the same terms and conditions, (2) have the customer purchase at the contract price the difference between the contract gallons and the actual delivered gallons; East River Energy shall have no obligation to deliver remaining gallons, or (3) terminate the contract. East River Energy will monitor consumption on a monthly basis. Storage fees or liquidation charges may apply. East River Energy reserves the right to allocate committed gallons on a pro-rata basis over the term of this contract. In addition, Bio-heat and Bio-Diesel Fuel may not follow the heating oil and diesel fuel markets. Should customer request a #1 Diesel (Kerosene) blend, price will be the Journal of Commerce New Haven Harbor Daily Kerosene Average, plus \$0.20 per gallon. Please note: In regards to heating oil, should the maximum sulfur content change from .3 to a lower sulfur grade, customer shall be liable for increased costs relative to the .3 sulfur content grade.

Customer agrees to the terms of sale as set forth in this contract. If customer fails to pay within the terms of contract, customer agrees that East River Energy has the right to charge, and customer agrees to pay, a finance charge of 1% per month on any unpaid balance. If East River Energy hires an attorney or collection agency to collect the amounts the Customer owes, Customer agrees to pay any costs and expenses, including reasonable attorneys' fees and/or collection agency fees, incurred in the collection of the account or in enforcing the contract. In addition, any credit balance remaining on an account will be applied to the following year's purchases. Please note that any change in State or Federal taxes over the course of the contract period will be passed down to the customer and customer will be responsible for payment on such new tax rate.

East River Energy reserves the right to refuse to deliver to any tank, which, in its sole discretion, is deemed unsafe. Deliveries will resume once the problem is corrected. In the event a "run-out" occurs at a "will-call" tank, East River Energy reserves the right to levy a surcharge commensurate to the cost of providing immediate delivery, if one is requested. In the event a driver is re-routed due to a will call customer not taking the full load as ordered, East River Energy reserves the right to levy delivery charge. In addition, if any special blended products are undeliverable by East River Energy in their entirety, as ordered, the customer will be billed for the full amount of bio-stock. Customer acknowledges that all tanks and piping are in good condition and meet all State and Federal regulations and specifications. Product samples, when requested, must come directly off of truck before delivery is made. East River Energy is not obligated to deliver to any tanks or locations other than what is stated in the contract and/or bid specifications. In addition, East River Energy reserves the right to levy a fuel surcharge.

Force Majeure: East River Energy shall not be liable to the customer for any losses or damages to that customer in the event East River Energy is unable to fulfill its obligations under this agreement due to acts of God, fire, flood, war or any other causes beyond its control.

Please acknowledge acceptance where indicated below and return via facsimile immediately. We value your business and appreciate the opportunity to service your requirements.

Acknowledged by:

_____ Dated: _____

Your Energy Partner
401 Soundview Road • P.O. Box 388 • Guilford, CT 06437-0388
203.453.1200 • 800.336.3762 • FAX: 203.453.3899
www.eastriverenergy.com
Est. 1984



East River Energy

· Premium Quality Fuel Oils · Natural Gas · Electricity · Bio Fuels · HVAC

Attachment B

Please notify East River Energy if any tank is replaced, eliminated, or if there is construction work around a tank location. These changes or construction could affect scheduled delivery times, hose lengths, and fittings required to make the delivery. Demurrage may be assessed if delivery is delayed at your location by circumstances beyond our control. Please have your maintenance personnel keep the fills clear of ice and snow when necessary. East River Energy reserves the right to refuse delivery, at our sole discretion, to a tank that we believe to be unsafe. In the event of a spill not caused by our negligence or error, cost of clean up will be borne by responsible party.

Thank you for your attention to these matters. We look forward to providing the best service you have ever experienced with regard to oil deliveries.

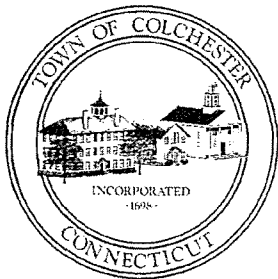
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Est. 1984



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 *GS*

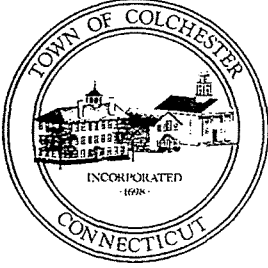
Date: 9/4/12

Re: Discontinuance of Reservoir Road To Town Meeting

With regards to the memo from Town Engineer, Sal Tassone, dated August 16, 2012, concerning the discontinuance of Reservoir Road of the specified section and in accordance with State statutes, the Town must hold a Town Meeting to formally discontinue the relevant section of the road.

Therefore, should the Board accept to discontinue the portion of Reservoir Road, as specified in the attached memo from Mr. Tassone, the Board should also move their recommendation to a Town Meeting to be determined by the Board for final approval.

Recommended Motion – “Move that the Board of Selectmen accept the discontinuance of Reservoir Road from the east boundary of property of the City of Norwich to a line approximately 20 feet west of the existing end of pavement, said Line being approximately 680 feet west of the centerline of Scott Hill Road, as recommended by the Town Engineer, and to move for formal discontinuance at a Town Meeting to be held at 7:00pm on September 20, 2012 at the Colchester Town Hall.”



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

August 16, 2012

To: Colchester Board of Selectmen

Copy: P&Z Commission/Craig Grimmord ZEO, Jim Paggioli PWD

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".

As a follow up to my July 27, 2012 letter of recommendation to the Board of Selectmen regarding the referenced issue, I would like to add the following information to the record.

- 1) I have received an e-mail response from Norwich Public Utilities (the westerly abutting property owner) stating their position on the proposed road discontinuance. **(Copy attached)**.
- 2) I received a phone call from Prudence Hignett who represented herself as the (Northerly abutting property owner). She had several questions, which I answered. She indicated that she will likely be at the next Board of Selectman meeting scheduled for September 6, 2012 to state her position on the proposed road discontinuance. I informed her that it would be helpful if she could submit a letter to the Board of Selectmen stating her position preferably prior to the September 6, 2012 meeting.
- 3) I have received a map from Mr. Stanley Woronik (the applicant/Southerly abutting property owner), showing the proposed limits of road discontinuance which is titled " Property Map, showing portion of Reservoir Road to be discontinued, prepared for the Town of Colchester, Reservoir Road Colchester, Connecticut, scale:1"=40', Dated August 13, 2012, prepared by Robert R. Weaver, L.S.". **(Copy attached)**.

Please note that the map prepared by Robert Weaver, L.S. represents slightly different limits than those previously detailed in my July 27, 2012 letter of recommendation to the BOS. Jim Paggioli, Public Works Director and I have reviewed these new limits which, although different, are still favorable for the Town. In consideration of this change, my recommendation is revised as follows:

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 20 FEET WEST OF THE EXISTING END OF PAVEMENT. SAID LINE BEING APPROXIMATELY 680 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 and as depicted on a map entitled:

" Property Map, showing portion of Reservoir Road to be discontinued, prepared for the Town of Colchester, Reservoir Road Colchester, Connecticut, scale:1"=40', Dated August 13, 2012, prepared by Robert R. Weaver, L.S.".

Sal Tassone

From: Sal Tassone
Sent: Wednesday, August 15, 2012 4:32 PM
To: 'Mark Decker'
Subject: RE: Reservoir Road

Thank you Mark

Sal

-----Original Message-----

From: Mark Decker [<mailto:MarkDecker@npumail.com>]
Sent: Wednesday, August 15, 2012 4:27 PM
To: Sal Tassone
Cc: Chris LaRose
Subject: Reservoir Road

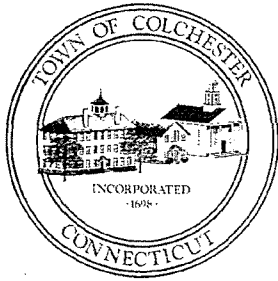
Sal,

We have reviewed the proposal by the Town of Colchester to formally discontinue the abandoned portion of Reservoir Road and NPU has no objections to this proposed action. Please contact me if you need additional information.

Mark

Mark Decker, P.E.
Water and Wastewater Integrity Manager
Norwich Public Utilities
16 South Golden Street
Norwich, CT 06360
860-823-4168 office
860-710-5955 cell





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: 9/4/12

Re: Superintendent Karen Loiselle Goodwin Appreciation Day

As you know, after years of dedicated service to Colchester, Superintendent Karen Loiselle Goodwin is leaving the district. There will be a small celebration with her the evening of 9/14/12 to recognize all that she has done for Colchester and our school system.

In recognition of her accomplishments, I am recommending that the Board of Selectmen designate September 14, 2012 as Superintendent Karen Loiselle Goodwin Appreciation Day.

Recommended Motion – “Move that Colchester designate September 14, 2012 as Superintendent Karen Loiselle Goodwin Appreciation Day.”

Colchester Senior Center
BOS Request for Approval

To: Board of Selectmen

From: Patti White, Director

Re: Approval of Senior Center Transportation, Code of Conduct and Participation Policies

Date: 8/29/12

Summary of Request:

After a detailed and careful review, the Colchester Commission on Aging has approved new operating policies for the Colchester Senior Center. The policies include a general participation guideline as well as Transportation and Code of Conduct policies.

Action Recommended:

That the Colchester Board of Selectmen vote to approve the proposed Transportation, Code of Conduct and Participation policies as presented.

Colchester Senior Center Participation Policy

For the safety and well being of all concerned, any participant who requires special assistance to walk or use the restrooms independently, must be accompanied by an aid/family member when using any of the services offered by the Colchester Senior Center.

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COLCHESTER SENIOR CENTER

CODE OF CONDUCT POLICY AND GRIEVANCE PROCEDURE

The Center is for the pleasure of all. Courtesy should be shown to all participants at all times. If you have a personal problem with an individual, we ask that you work to address it at a location away from the center.

Discrimination towards any person for any reason will not be tolerated.

Profanity and sexually explicit language are not acceptable behaviors.

Each person is responsible for maintaining the premises in a neat and orderly fashion.

Town of Colchester employees are here to assist you. They should be treated with respect and courtesy.

If there is a problem or complaint, please contact any staff member. They will assist you in the proper complaint procedure.

Any participant of the Colchester Senior Center who is dissatisfied with or believes they have been denied its services should inform the center director either in writing, by phone call or in person. The director will have 72 hours to respond to the participant with a suggested course of action. Should the program participant be dissatisfied with the decision of the director he/she should contact the First Selectman's office of the town of Colchester.

I have read and understand the above policy and grievance procedure process.

Name

Date

THANK YOU
Colchester Senior Center

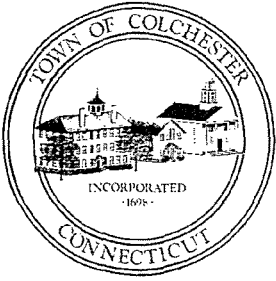
Colchester Senior Center

Transportation Policies

1. Transportation service is available to residents of the Town of Colchester who are sixty (60) years of age or disabled.
2. There is no charge for the service. Donations may be mailed or hand delivered to the center. (Due to federal regulations donations are not allowed to be taken by the drivers on the buses).
3. Transportation may be provided to any destination in the town of Colchester during the hours of 8:00am - 3:30pm and is dependent upon the daily scheduling needs of the center. (Requests for appointments after 1:30 require approval by the director).
4. Out of town medical and special needs transportation is available on a daily basis. Hours of operation depend on the scheduling needs of the center and driver(s). (Reservations should be made as soon as possible as this service books months in advance).
5. All reservations should be made at least twenty four (24) hours in advance by contacting the center by noon on the day prior to the day transportation is needed. (If you need to cancel your reservation please call the senior center as soon as possible). Persons who consistently fail to cancel transportation will be reminded of the policy and will be given two more chances. After that the participant may be placed on a minimal two week probationary period and may not be provided transportation during that time. (This policy will be overseen by the director).
6. Transportation will be provided to a maximum of 3 designated stops in one day. All stops must be requested the day prior so that the drivers can plan their daily schedules.
7. Same day requests for emergency medical appointments or prescription pick-ups will be met provided the schedule allows for such unplanned runs.
8. Grocery shopping will be provided on two mornings each week for certain geographic areas of the town. (Please consult the Busy Bee newsletter or contact the center for specific pick up dates/times for your location).
9. Participants who require special assistance should indicate their need when making a reservation. For the safety of both the rider and driver, drivers are not permitted to routinely physically assist those who need special assistance. Those riders who use a wheel chair or walker must have the ability to transport themselves on and off of the lift without the assistance from the driver or they must be accompanied by an aid/family member.
10. Drivers are not routinely permitted to carry a rider's grocery bags or personal belongings to/from the bus to/from the store or rider's home. When the driver is concerned about the safety of a rider carrying bags the driver will decide whether to assist the rider with putting the bags on the bus and/or carrying them to the rider's home or from the store.

11. No one person may claim a designated seat on the bus. The driver may assign a seat to a client who has an identified special need.
12. The senior center will make every effort to pick up a rider at their requested time. (Riders should be ready for pick-up 10 minutes prior to their scheduled time of pick-up).
13. The driver will indicate arrival at the rider's home or pick up location with a beep of the horn and wait approximately 3 minutes before leaving for the next pick-up. (Riders who are consistently late for their pick up at home or at another location will be subject to the same probationary policy detailed above under the cancellation policy).
14. At time of drop-off the driver will provide the rider with an estimated time of pick-up. (Riders may have to wait for the driver up to 15 minutes for in town rides and for longer periods for out of town rides).
15. Smoking/eating on the bus is not allowed.
16. All riders should conduct themselves in accordance with the Senior Center's Code of Conduct Policy.
17. Items left on the bus will be brought to the senior center office.
18. All passengers must wear their seat belt while the vehicle is in motion.
19. Persons needing transportation for an animal must provide a pet carrier and be capable of handling the carrier without the help of the driver, or have the assistance of an aid.

Approved by Colchester Commission on Aging at its May 14, 2012 meeting



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: 9/4/12

Re: Energy Project – Referral to Planning & Zoning Commission

As part of the continuing process to get approval for the Town and Board of Education Energy Performance Contract, the Planning & Zoning Commission must perform an §8-24 review due to the structural improvements to various facilities.

Recommended Motion – “Move to refer the proposed energy performance contract to the Planning and Zoning Commission in accordance with Connecticut General Statutes Section 8-24 along with any other information that may be required for inclusion within their report.”

