

# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

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

**Meeting Room 1 – 7:00PM**

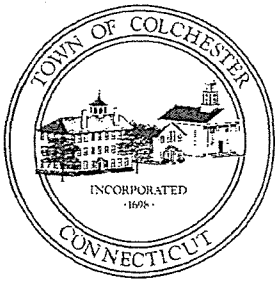
HANCY A. BRAY  
TOWN CLERK

2012 DEC - 3 PM 4: 05

RECEIVED  
COLCHESTER, CT

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the November 15, 2012 Regular Board of Selectmen meeting
4. Citizen's Comments
5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
  - a. Ethics Commission. Member appointment for a three-year term to expire 11/01/2015. Nicholas Constant was interviewed on 11/15/12.
  - b. Ethics Commission. Member appointment for a three-year term to expire 11/01/2015. Stephen Kane to be interviewed.
  - c. Board or Commission Vacancy. Jeffrey Collins to be interviewed.
  - d. Ethics Commission. Member appointment for a three-year term to expire 11/01/2015. Kristin Moody was interviewed on 10/18/2012.
  - e. Parks & Recreation Commission. Member re-appointment for a three-year term to expire 11/01/2015. Lynne Stephenson to be interviewed.
  - f. Commission on Aging. Member re-appointment for a three-year term to expire on 12/01/2015. Jean Stawicki to be interviewed.
  - g. Economic Development Commission. Member re-appointment for a five-year term to expire 12/01/2017. Paul Catalano to be interviewed.
  - h. Zoning Board of Appeals. Member re-appointment for a five-year term to expire 12/01/2017. Laurie Robinson to be interviewed.
  - i. Zoning Board of Appeals. Member re-appointment for a five-year term to expire 12/01/2017. Patrick Reading to be interviewed.
  - j. Planning & Zoning Commission. Member re-appointment for a three-year term to expire 12/01/2015. Stacey Brown to be interviewed.
  - k. Planning & Zoning Commission. Member re-appointment for a three-year term to expire 12/01/2015. John Novak to be interviewed.

6. Budget Transfers
7. Tax Refunds & Rebates
8. Discussion and Possible Action on Acceptance of Conservation Easement
9. Discussion and Possible Action on Reduction of Subdivision Bond
10. Discussion and Possible Action on Request for Fee Waiver
11. Discussion and Possible Action on Purchase of Hydraulic Tool System
12. Discussion and Possible Action on Tax Collection Information
13. Discussion and Possible Action on Amendment to 401(a)/457 Plan Document - Loans
14. Discussion and Possible Action on Administrators Union Job Descriptions
15. Discussion and Possible Action on Senior Center Director Hiring Process
16. Discussion and Possible Action on Personnel Policy
  - a. Section IV, pages 38 – 40 (2<sup>nd</sup> Reading)
  - b. Section V, pages 40 – 44 (1<sup>st</sup> Reading)
17. Citizen's Comments
18. First Selectman's Report
19. Liaison Report
20. Adjourn



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

Board of Selectmen Minutes  
Regular Meeting  
Thursday, November 15, 2012  
Colchester Town Hall

Meeting Room 1 – 7:00PM

NANCY A. DRAY  
TOWN CLERK

2012 NOV 16 PM 3:37

RECEIVED  
COLCHESTER, CT

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

**MEMBERS ABSENT:** Selectman Stan Soby

**OTHERS PRESENT:** Derrik Kennedy, James Paggioli, Cheryl Hancin, Jean Walsh, Tim York, Maggie Cosgrove, Ryan Blessing, 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**

J. Ford moved to add to the agenda as item #10, "Discussion Concerning Resignation of Senior Center Director," and renumber accordingly; seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

3. **Amend Minutes of the April 5 and April 19 Regular Board of Selectmen meetings**

R. Coyle moved to amend the Board of Selectmen minutes of April 5 and April 19 to state under "Boards and Commission – Mike Trocchi, 'unable to attend,' instead of 'was absent,'" seconded by J. Ford. Unanimously approved. MOTION CARRIED.

4. **Approve Minutes of the October 18, 2012 Regular Board of Selectmen meeting**

R. Coyle moved to approve the minutes of the October 18, 2012 Regular Board of Selectmen meeting, seconded by G. Cordova. G. Schuster abstained. All others approved. MOTION CARRIED.

5. **Approve Minutes of the October 24, 2012 Special Board of Selectmen meeting**

G. Cordova moved to approve the minutes of the October 24, 2012 Special Board of Selectmen meeting, seconded by R. Coyle. J. Ford and G. Schuster abstained. All others approved. MOTION CARRIED.

6. **Citizen's Comments**

None.

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

a. **Historic District Commission. Resignation of Peter John Chesnes.**

J. Ford moved to accept the resignation of Peter John Chesnes from the Historic District Commission with regret, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.



12. **Discussion and Possible Action on Re-Enrollment for Medicare Billing Program**  
R. Coyle moved to approve the Medicare fee-for-service contract and authorize the First Selectman to sign all necessary documents, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
13. **Discussion and Possible Action on Middlesex Paramedic Bundle Billing**  
R. Coyle moved to approve the advanced life support intercept agreement between the Town of Colchester and Middlesex Hospital and authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
14. **Discussion and Possible Action on Town Green Holiday Tree**  
Discussion on risks of moving new tree, timeline, and process. J. Ford moved to support the removal of the current holiday tree and replace with suggested tree, as recommended by the Public Works Director and Parks & Recreation Commission, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
15. **Discussion and Possible Action on Parks & Recreation Program Fund**  
Discussion on Fund and adjustments to fund for future budgets. Discussion on change to registration process. No action taken.
16. **Discussion and Possible Action on 2013 Board & Commission Chairmen Meeting Dates**  
R. Coyle moved to approve the 2013 Board and Commission Chairmen Meeting schedule as recommended by the First Selectman, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
17. **Discussion and Possible Action on 2013 Board of Selectmen Meeting Dates**  
R. Coyle moved to approve the 2013 Board of Selectmen meeting schedule as recommended by the First Selectman, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
18. **Discussion and Possible Action on Personnel Policy**
  - a. Section II, pages 35 – 38 (2<sup>nd</sup> Reading)
  - b. Section II, pages 38 – 40 (1<sup>st</sup> Reading)

No action taken.
19. **Citizen's Comments**  
None.
20. **First Selectman's Report**  
First Selectman G. Schuster reported that the Town did well with regards to Hurricane Sandy compared to our neighbors and shoreline communities, with staff doing an exceptional job throughout the storm and after. The Town had a great working relationship with CL&P and due to the declaration of emergency by the federal government, the Town will be able to be reimbursed at 100% for all storm-related and approved expenses.  
  
Further, the First Selectman reported that according to State Statute, the Local Traffic Authority should be the Police Commission. The matter was brought to the Commission who agreed to take on the responsibility.  
  
Finally, the First Selectman reported that the 2<sup>nd</sup> and 4<sup>th</sup> voting districts at the Church during this past election witnessed a hiccup when there were reports that voters were given the wrong ballot. He will be addressing this issue with the appropriate authorities at the State and continue to look into the problem.
21. **Liaison Report**  
R. Coyle reported that the Building Committee held a public hearing tonight at WJMS with a tour of the school to show the public many of the issues the committee is facing and attempting to remedy. There was a presentation at the Senior Center for AARP and the architect has been available and an asset to the whole process.

R. Coyle reported that the Commission on Aging is interested in the replacement of the Center Director and is currently working on a resource manual.

22. **Executive Session to Discussion Memorandum of Agreement with Colchester Police Local 3693T, AFSCME, Council #15**

R. Coyle moved to enter into executive session to discuss the Memorandum of Agreement with Colchester Police Local 3693T, AFSCME, Council #15, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Entered into executive session at 8:04 p.m.

Exited from executive session at 8:12 p.m.

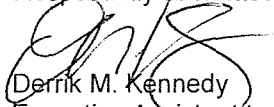
23. **Discussion and Possible Action on Memorandum of Agreement with Colchester Police Local 3693T, AFSCME, Council #15**

G. Cordova moved to approve the Memorandum of Agreement with Colchester Police Local 693T, AFSCME, Council #15, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

24. **Adjourn**

G. Cordova moved to adjourn at 8:12 p.m., seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Derrick M. Kennedy  
Executive Assistant to the First Selectman

Attachments:

- Resignation Letter by Patti White, Senior Center Director
- FY2011-2012 Year-End Budget Transfers
- 2013 Commission Chair Meeting Dates
- 2013 Board of Selectmen Meeting Dates

12-11-07P919129PA1N

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

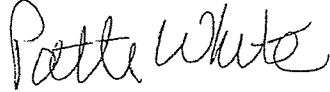
November 6, 2012

Dear Mr. Schuster:

*Gregg*  
Per our conversation today, I am submitting my resignation as the Director of Senior Services with the town of Colchester, effective Friday November 16<sup>th</sup>.

I truly appreciate the opportunity to have worked with the wonderful seniors of this community and the dedicated staff who serve them.

Sincerely,



Patti White

CC: Colchester Board of Selectmen  
Rose Levine, Colchester Commission on Aging Chair





p. 1 of 3  
FY 12/13

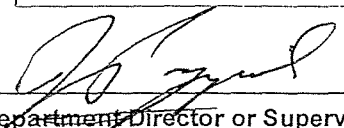
Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Public Works - Transfer to Capital Reserve

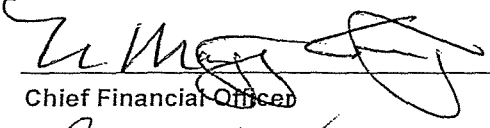
Reason for Request: Software budgetary quote at the time of budget preparation was insufficient for the operational needs of the Department. Budgetary quote provided to IT department was for single seat, Windows based, non fuel integrated, program. The requirements should have been for network based, 5 user, Gas Boy integrated, SQL based program that would allow for over sight of operation by Supervisors and input by staff at Fleet.

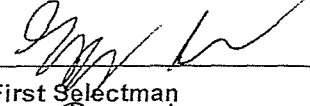
Reason for Available Funds: Unexpended funds within current operational budget, evenly distributed between all "users" of the Fleet software, at a cost of \$156 per vehicle per Department. Allocation can be maintained within operational budget within each department.


From:	Account Number	Account Name	Amount
	12101-46390	Police - Vehicle Maintenance & Fuel	1,248
	14102-46390	Youth Serv. - Vehicle Maintenance & Fuel	468
To:	18501-50474	Transfer to Capital Reserve	1,716

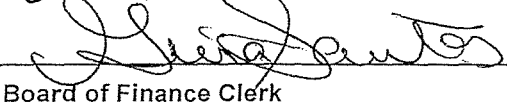
Nov 7, 2012  
Date Requested   
Department Director or Supervisor - Signature

Print Name JAMES PAGGIOLI

11/7/12  
Date Reviewed   
Chief Financial Officer

11/15/12  
Date Approved   
First Selectman

11/15/12  
Date Approved   
Board of Selectmen Clerk

11/14/12  
Date Approved   
Board of Finance Clerk

P 2 of 3  
FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

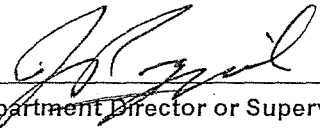
Department: Public Works - Transfer to Capital Reserve

Reason for Request: Software budgetary quote at the time of budget preparation was insufficient for the operational needs of the Department. Budgetary quote provided to IT department was for single seat, Windows based, non fuel integrated, program. The requirements should have been for network based, 5 user, Gas Boy integrated, SQL based program that would allow for over sight of operation by Supervisors and input by staff at Fleet.

Reason for Available Funds: Unexpended funds within current operational budget, evenly distributed between all "users" of the Fleet software, at a cost of \$156 per vehicle per Department. Allocation can be maintained within operational budget within each department.

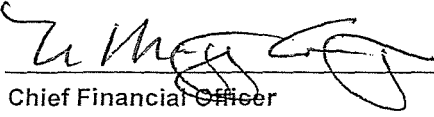
From:	Account Number	Account Name	Amount
	13601-46390	Transfer Sta - Vehicle Maintenance & Fuel	156
	15401-46390	Senior Ctr. - Vehicle Maintenance & Fuel	468
	11411-46390	Code Adm- Vehicle Maintenance & Fuel	468
To:	18501-50474	Transfer to Capital Reserve	1,092

Nov 7, 2012  
Date Requested

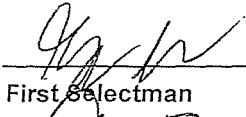
  
Department Director or Supervisor - Signature

Print Name: JAMES PAGGIOLI

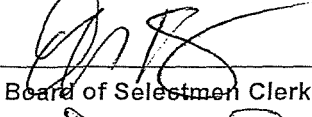
11/7/12  
Date Reviewed

  
Chief Financial Officer


11/15/12  
Date Approved

  
First Selectman

11/15/12  
Date Approved

  
Board of Selectmen Clerk

11/14/12  
Date Approved

  
Board of Finance Clerk

P. 3 of 3

Rq 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation


Department: Public Works - Transfer to Capital Reserve

Reason for Request: Software budgetary quote at the time of budget preparation was insufficient for the operational needs of the Department. Budgetary quote provided to IT department was for single seat, Windows based, non fuel integrated, program. The requirements should have been for network based, 5 user, Gas Boy integrated, SQL based program that would allow for over sight of operation by Supervisors and input by staff at Fleet.

Reason for Available Funds: Unexpended funds within current operational budget, evenly distributed between all "users" of the Fleet software, at a cost of \$156 per vehicle per Department. Allocation can be maintained within operational budget within each department.

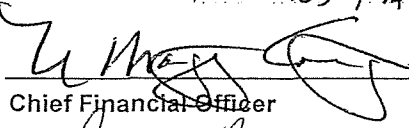
From:	Account Number	Account Name	Amount
	13201-46390	Highway - Vehicle Maintenance & Fuel	2,340
	13202-46390	Fleet - Vehicle Maintenance & Fuel	156
	13203-46390	Gnds. Maint.- Vehicle Maintenance & Fuel	780
To:	18501-50474	Transfer to Capital Reserve	3,276

Nov 7, 2012  
Date Requested

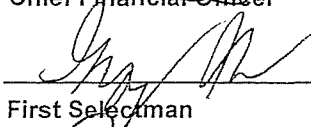
  
Department Director or Supervisor - Signature

Print Name JAMES PAGGIOLI

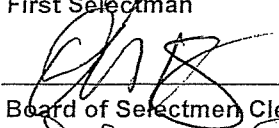
11/7/12  
Date Reviewed

  
Chief Financial Officer

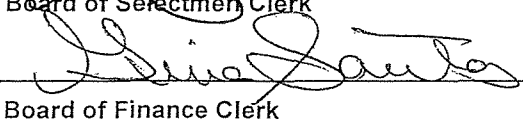
11/15/12  
Date Approved

  
First Selectman

11/15/12  
Date Approved

  
Board of Selectmen Clerk

11/14/12  
Date Approved

  
Board of Finance Clerk

FY 12/12

Town of Colchester

General Fund

~~Budget Transfer~~ Additional Appropriation

Department: Fire

Reason for Request: Increase in collection fees due to increased revenue collections for ambulance billings

Reason for Available Funds: Additional revenue in excess of budget projections for ambulance billings

From:	Account Number	Account Name	Amount
	12202-33704	Revenues - Ambulance Fees	1,262

To:	Account Number	Account Name	Amount
	12202-44208	Professional Services	1,262

Oct 11, 2012  
Date Requested

*Walter Cox*  
Department Director or Supervisor - Signature

Print Name: Walter Cox, Fire Chief

10/12/12  
Date Reviewed

*[Signature]*  
Chief Financial Officer

11/12/12  
Date Approved

*[Signature]*  
First Selectman

11/15/12  
Date Approved

*[Signature]*  
Board of Selectmen Clerk

11/14/12  
Date Approved

*[Signature]*  
Board of Finance Clerk

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Various

Reason for Request: Non-union employee merit pay increases and union contract settlement (Town Administrators and Police unions)

Reason for Available Funds: Funds budgeted for non-union employee merit pay increases and union contract settlements included in Board of Finance Contract Settlements line item

From:	Account Number	Account Name	Amount
	11101-50950	BOF Contract Settlements	19,667
	11101-50950	BOF Contract Settlements	24,973
	11101-50950	BOF Contract Settlements	13,606

To:			
	Various - see detail	Non-union - see detail attached	19,667
	Various - see detail	Admin Union - see detail attached	24,973
	Police - see detail	Police Union - see detail attached	13,606

Oct 10, 2012  
Date Requested Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

Oct 10, 2012  
Date Reviewed Chief Financial Officer

11/2/12  
Date Approved First Selectman

11/15/12  
Date Approved Board of Selectmen Clerk

11/14/12  
Date Approved Board of Finance Clerk

Town of Colchester

Budget Transfer - Non-union Merit increases & Union Contract settlements

Account #	Department & Account Name	From	To	Explanation
11101-50950	BOF - Contract Settlements	19,667		Funds budgeted for non-union employee merit pay increases
11201-40101	First Selectman's Office - Regular Payroll		1,463	Non-union employee merit pay increases
11201-41230	First Selectman's Office - FICA/Retirement		182	Non-union employee merit pay increases
11301-40101	Finance - Regular Payroll		1,591	Non-union employee merit pay increases
11301-40105	Finance - Contractual, Temporary, Occasional Payroll		113	Non-union employee merit pay increases
11301-41230	Finance - FICA/Retirement		226	Non-union employee merit pay increases
11411-40101	Planning & Code Administration - Regular Payroll		6,273	Non-union employee merit pay increases
11411-41230	Planning & Code Administration - FICA/Retirement		605	Non-union employee merit pay increases
11801-40101	Information Technology - Regular Payroll		814	Non-union employee merit pay increases
11801-41230	Information Technology - FICA		62	Non-union employee merit pay increases
11901-40101	Facilities - Regular Payroll		1,011	Non-union employee merit pay increases
11901-41230	Facilities - FICA/Retirement		138	Non-union employee merit pay increases
12202-40101	Fire - Regular Payroll		2,707	Non-union employee merit pay increases
12202-41230	Fire - FICA/Retirement		369	Non-union employee merit pay increases
12301-40101	Civil Preparedness - Regular Payroll		57	Non-union employee merit pay increases
12301-41230	Civil Preparedness - FICA/Retirement		4	Non-union employee merit pay increases
13201-40101	Highway - Regular Payroll		499	Non-union employee merit pay increases
13201-41230	Highway - FICA/Retirement		68	Non-union employee merit pay increases
14102-40105	Youth & Social Services - Contractual, Temporary, Occasional Payroll		219	Non-union employee merit pay increases
14102-41230	Youth & Social Services - FICA		16	Non-union employee merit pay increases
15101-40101	Cragin Library - Regular Payroll		983	Non-union employee merit pay increases
15101-41230	Cragin Library - FICA		75	Non-union employee merit pay increases
15401-40101	Senior Center - Regular Payroll		1,952	Non-union employee merit pay increases
15401-41230	Senior Center - FICA/Retirement		240	Non-union employee merit pay increases

Town of Colchester

Budget Transfer - Non-union Merit increases & Union Contract settlements

Account #	Department & Account Name	From	To	Explanation
11101-50950	BOF - Contract Settlements	24,973		Funds budgeted for union contract negotiation settlements
11301-40101	Finance - Regular Payroll		2,165	Town Administrators' union contract settlement
11301-41230	Finance - FICA/Retirement		333	Town Administrators' union contract settlement
11304-40101	Assessor - Regular Payroll		2,379	Town Administrators' union contract settlement
11304-41230	Assessor - FICA/Retirement		366	Town Administrators' union contract settlement
11411-40101	Planning & Code Administration - Regular Payroll		4,744	Town Administrators' union contract settlement
11411-41230	Planning & Code Administration - FICA/Retirement		730	Town Administrators' union contract settlement
13201-40101	Highway - Regular Payroll		2,160	Town Administrators' union contract settlement
13201-41230	Highway - FICA/Retirement		332	Town Administrators' union contract settlement
13202-40101	Fleet Maintenance - Regular Payroll		2,183	Town Administrators' union contract settlement
13202-41230	Fleet Maintenance - FICA/Retirement		336	Town Administrators' union contract settlement
13301-40101	Engineering - Regular Payroll		2,418	Town Administrators' union contract settlement
13301-41230	Engineering - FICA/Retirement		372	Town Administrators' union contract settlement
14102-40101	Youth & Social Services - Regular Payroll		1,814	Town Administrators' union contract settlement
14102-41230	Youth & Social Services - FICA/Retirement		280	Town Administrators' union contract settlement
15101-40101	Cragin Library - Regular Payroll		2,226	Town Administrators' union contract settlement
15101-41230	Cragin Library - FICA/Retirement		343	Town Administrators' union contract settlement
15401-40101	Senior Center - Regular Payroll		1,553	Town Administrators' union contract settlement
15401-41230	Senior Center - FICA/Retirement		239	Town Administrators' union contract settlement
11101-50950	BOF - Contract Settlements	13,606		Funds budgeted for union contract negotiation settlements
12101-40101	Police - Regular Payroll		10,964	Police union contract settlement
12101-41230	Police - FICA/Retirement		2,642	Police union contract settlement
	Totals	58,246	58,246	

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Board of Finance

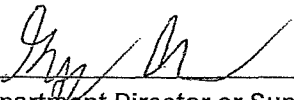
Reason for Request: Part-time employee provided services as Clerk for BOF

Reason for Available Funds: Funds budgeted for overtime for regular full-time employee serving as Clerk for BOF meetings

From:	Account Number	Account Name	Amount
	11101-40103	BOF - Overtime	1,260

To:	Account Number	Account Name	Amount
	11101-40105	BOF - Contractual Temp Occasional P/R	1,260

Oct 10, 2012  
Date Requested

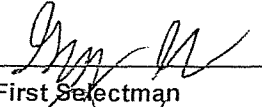
  
Department Director or Supervisor - Signature

Print Name: Gregg Schuster, First Selectman

10/12/12  
Date Reviewed

  
Chief Financial Officer

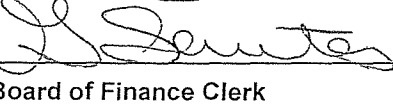
11/2/12  
Date Approved

  
First Selectman

11/15/12  
Date Approved

  
Board of Selectmen Clerk

11/15/12  
Date Approved

  
Board of Finance Clerk



124 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: First Selectman

Reason for Request: Payroll costs incurred to assist with EOC operations and citizen information phone line. Additional hours paid to Town staff in at regular or overtime rates not eligible for FEMA reimbursement.

Reason for Available Funds: Used less hours for Human Resources consulting services than anticipated

From:	Account Number	Account Name	Amount
	11201-44208	Professional Services	19

To:	Account Number	Account Name	Amount
	11201-40101	First Selectman - Regular Payroll	10
	11201-40103	First Selectman - Overtime	9

11/2/12  
Date Requested  
Gregg Schuster  
Department Director or Supervisor - Signature

Print Name  
Gregg Schuster, First Selectman

11/2/12  
Date Reviewed  
Chief Financial Officer

11/2/12  
Date Approved  
First Selectman

11/15/12  
Date Approved  
Board of Selectmen Clerk

11/15/12  
Date Approved  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

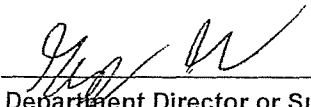
Department: First Selectman

Reason for Request: Meeting Clerk services for Johnston Project Building Committee

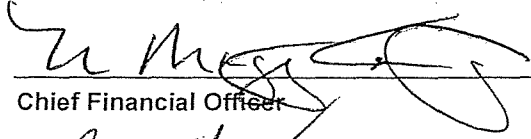
Reason for Available Funds: Used less hours for Human Resources consulting services than anticipated

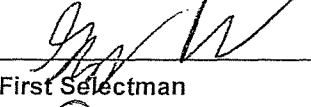
From:	Account Number	Account Name	Amount
	11201-44208	Professional Services	231

To:	Account Number	Account Name	Amount
	11201-40105	Contractual, Temp, Occasional Payroll	231


11/2/12  
Date Requested  
  
Department Director or Supervisor - Signature

Print Name: Gregg Schuster, First Selectman

11/2/12  
Date Reviewed  
  
Chief Financial Officer

11/2/12  
Date Approved  
  
First Selectman

11/15/12  
Date Approved  
  
Board of Selectmen Clerk

11/14/12  
Date Approved  
  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

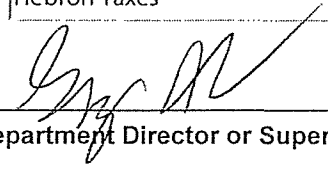
Department: First Selectman

Reason for Request: Mileage to meetings and conferences, increase in job postings, printing of publications, and increase in tax from Hebron

Reason for Available Funds: Did not expend total funds for HR consulting

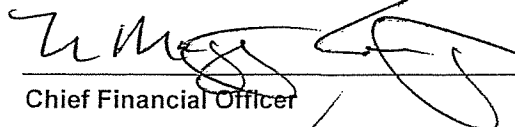
From:	Account Number	Account Name	Amount
	11201-44208	Professional Services	2,367
To:	11201-43213	Mileage, Training, & Meeting	634
	11201-44231	Advertising	1,673
	11201-44232	Printing & Publications	55
	11201-45250	Hebron Taxes	5

Oct 12, 2012  
Date Requested

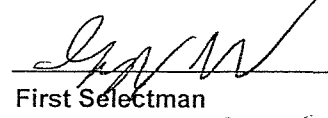
  
Department Director or Supervisor - Signature

Print Name Gregg Schuster

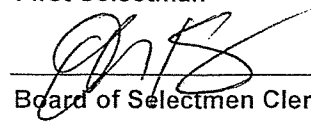
10/12/12  
Date Reviewed

  
Chief Financial Officer

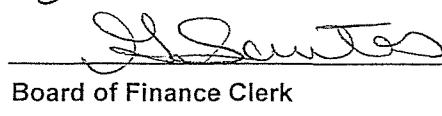
10/12/12  
Date Approved

  
First Selectman

11/15/12  
Date Approved

  
Board of Selectmen Clerk

11/14/12  
Date Approved

  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Finance

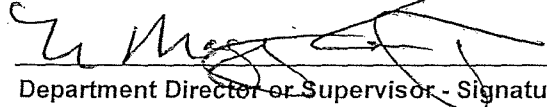
Reason for Request: Weekend coverage of public information phone line during power outages resulting from Storm Irene

Reason for Available Funds: Postponed scheduling Munis financial software staff training

From:	Account Number	Account Name	Amount
	11301-43213	Mileage, Training & Meetings	28

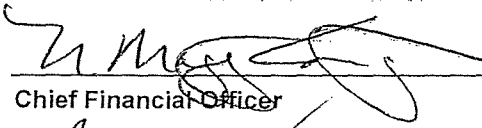
To:	Account Number	Account Name	Amount
	11301-40103	Overtime	28

Oct 12, 2012  
Date Requested

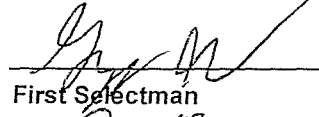
  
Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO


10/12/12  
Date Reviewed

  
Chief Financial Officer


11/14/12  
Date Approved

  
First Selectman

11/15/12  
Date Approved

  
Board of Selectmen Clerk

11/14/12  
Date Approved

  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Finance

Reason for Request: Per copy charges - printing of budget materials due to multiple referendums

Reason for Available Funds: Postponed scheduling Munis financial software staff training

From:	Account Number	Account Name	Amount
	11301-43213	Mileage, Training & Meetings	63

To:	Account Number	Account Name	Amount
	11301-42233	Copier	63

Oct 12, 2012  
Date Requested Department Director or Supervisor Signature

Print Name N. Maggie Cosgrove, CFO

10/12/12  
Date Reviewed Chief Financial Officer

11/2/12  
Date Approved First Selectman

11/15/12  
Date Approved Board of Selectmen Clerk

11/14/12  
Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Finance

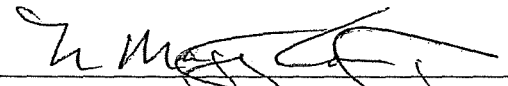
Reason for Request: Upgrade to check signer security system (shared cost with BOE)

Reason for Available Funds: Postponed scheduling Munis financial software staff training

From:	Account Number	Account Name	Amount
	11301-43213	Mileage, Training & Meetings	243

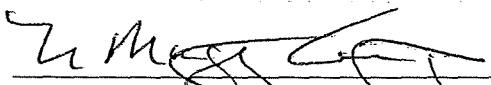
To:	Account Number	Account Name	Amount
	11301-44205	Data Processing	243

Oct 12, 2012  
Date Requested

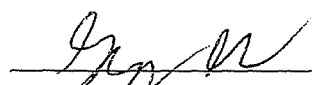
  
Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

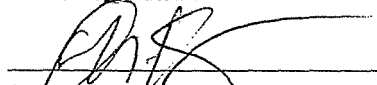
10/12/12  
Date Reviewed

  
Chief Financial Officer

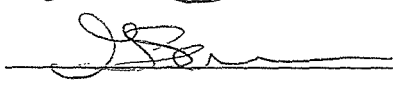
11/2/12  
Date Approved

  
First Selectman

11/15/12  
Date Approved

  
Board of Selectmen Clerk

11/14/12  
Date Approved

  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Finance

Reason for Request: Purchase latest version of Governmental Accounting, Auditing, and Financial Reporting (GAAFR) published by the National Government Finance Officers' Association. Obtained quantity discount by purchasing in conjunction with other CT municipalities

Reason for Available Funds: Funds budgeted for staff professional development training used to purchase additional reference materials for office

From:	Account Number	Account Name	Amount
	11301-43213	Mileage, Training & Meetings	60

To:	Account Number	Account Name	Amount
	11301-42343	Technical Reference Materials	60

Oct 12, 2012

Date Requested

Department Director or Supervisor - Signature

Print Name

N. Maggie Cosgrove, CFO

10/12/12  
Date Reviewed

Chief Financial Officer

1/12/12  
Date Approved

First Selectman

1/15/12  
Date Approved

Board of Selectmen Clerk

1/14/12  
Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Finance/Engineering

Reason for Request: Budget rounding of insurance premium calculations for Life/AD&D and Long-term disability

Reason for Available Funds: Finance - annual (calendar year) banking service fees less than anticipated (reduction from each of two previous calendar years).  
Engineering - per copy charges less than anticipated

From:	Account Number	Account Name	Amount
	11301-44208	Finance - Professional Services	1
	11301-42233	Engineering - Copier	1

To:	Account Number	Account Name	Amount
	11301-41210	Finance - Employee Related Insurance	1
	13301-41210	Engineering - Employee Related Ins	1

10/24/12  
Date Requested Department Director or Supervisor - Signature

Print Name N. Maggie Cosgrove, CFO

10/24/12  
Date Reviewed Chief Financial Officer

11/12/12  
Date Approved First Selectman

11/15/12  
Date Approved Board of Selectmen Clerk

11/14/12  
Date Approved Board of Finance Clerk



11-1-12  
P 122

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Tax Collector

Reason for Request:  
(1) Needed additional envelopes for mailing to taxpayers  
(2) More delinquent bills went out to taxpayers increasing postage  
(3) Service contracts were just an estimate, figures increased  
(4) Newspaper for legal ads increased their fees

Reason for Available Funds:  
Payroll decreased due to unanticipated resignation from an employee

From:	Account Number	Account Name	Amount
	11303 40101	Regular Payroll	1,874

To:	Account Number	Account Name	Amount
	11303 42301	Office Supplies	1,235
	11303 44217	Postage	408
	11303 44223	Service Contracts	171

Oct 24, 2012  
Date Requested Department Director or Supervisor - Signature

Print Name Tricia Coblentz

10/25/12  
Date Reviewed Chief Financial Officer

11/4/12  
Date Approved First Selectman

11/15/12  
Date Approved Board of Selectmen Clerk

11/14/12  
Date Approved Board of Finance Clerk

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Tax Collector

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount

To:	Account Number	Account Name	Amount
	11303 44230	Legal Notices	60

Date Requested \_\_\_\_\_ Department Director or Supervisor - Signature \_\_\_\_\_  
 Print Name Tricia Coblentz

Date Reviewed \_\_\_\_\_ Chief Financial Officer \_\_\_\_\_

Date Approved \_\_\_\_\_ First Selectman \_\_\_\_\_

Date Approved \_\_\_\_\_ Board of Selectmen Clerk \_\_\_\_\_

Date Approved \_\_\_\_\_ Board of Finance Clerk \_\_\_\_\_

See signatures on page 1

24 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Assessor

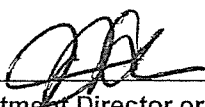
Reason for Request: To cover payment to surveyor for tax map research on Stanavage Rd.

Reason for Available Funds: Waiver of payment due to a credit Vision Appraisal gave Colchester because we performed additional duties in house for 2011 reval and reduced the overall cost of the ~~payment~~ project.

From:	Account Number	Account Name	Amount
	11304-44205	Data Processing	180

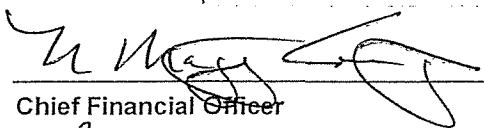
To:	Account Number	Account Name	Amount
	11304-44208	Professional Services	180

Oct 15, 2012  
Date Requested

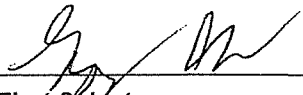
  
Department Director or Supervisor - Signature

Print Name John Chaponis C.C.M.A. II, C.T.A. Assessor

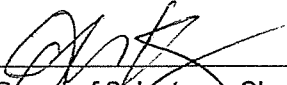
10/15/12  
Date Reviewed

  
Chief Financial Officer

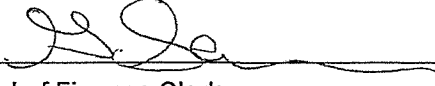
11/2/12  
Date Approved

  
First Selectman

11/15/12  
Date Approved

  
Board of Selectmen Clerk

11/14/12  
Date Approved

  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Assessor

Reason for Request: Overtime to cover staffing for unanticipated resignation. Regular payroll-Payout of accrued leave time for unanticipated resignation.

Reason for Available Funds: Waiver of payment due to a credit Vision Appraisal gave Colchester because we performed additional duties in house for 2011 reval and reduced the overall cost of the ~~payment~~ project.

From:	Account Number	Account Name	Amount
	11304-44205	Data Processing	510
	11304-44205	Data Processing	1,002

To:	Account Number	Account Name	Amount
	11304-40103	Overtime	510
	11304-40101	Regular Payroll	1,002

Oct 15, 2012  
Date Requested

Department Director or Supervisor - Signature

Print Name John Chaponis C.C.M.A. II, C.T.A. Assessor

10/15/12  
Date Reviewed

Chief Financial Officer

11/2/12  
Date Approved

First Selectman

11/15/12  
Date Approved

Board of Selectmen Clerk

11/14/12  
Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Board of Assessment Appeals

Reason for Request: Purchase of digital voice recorder for BAA meetings

Reason for Available Funds: Adopted budget included funding for all BAA members to attend training - only one member attended seminar presented by CT Assessors' Association

From:	Account Number	Account Name	Amount
	11305-43213	Mileage, Training & Meetings	18

To:	Account Number	Account Name	Amount
	11305-42301	Office Supplies	18

Oct 22, 2012  
Date Requested

Department Director or Supervisor - Signature

Print Name John Chaponis, Assessor

10/22/12  
Date Reviewed

Chief Financial Officer

11/2/12  
Date Approved

First Selectman

11/15/12  
Date Approved

Board of Selectmen Clerk

11/14/12  
Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

Reason for Request: Cost of handling charges was higher than anticipated on last order

Reason for Available Funds: Fewer legal notices required because of fewer P & Z Applications

From:	Account Number	Account Name	Amount
	<u>11411-44230</u>	<u>Legals</u>	<u>2</u>

To:	Account Number	Account Name	Amount
	<u>11411-42301</u>	<u>Office Supplies</u>	<u>2</u>

<u>Oct 12, 2012</u>	<u>all</u>
Date Requested	Department Director or Supervisor
<u>10/18/12</u>	<u>[Signature]</u>
Date Reviewed	Chief Financial Officer
<u>11/12/12</u>	<u>[Signature]</u>
Date Approved	First Selectman
<u>11/15/12</u>	<u>[Signature]</u>
Date Approved	Board of Selectmen Clerk
<u>11/24/12</u>	<u>[Signature]</u>
Date Approved	Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Planning & Code Administration

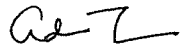
Reason for Request: Cost was previously shared with the Health Department

Reason for Available Funds: Fewer legal notices required because of fewer P & Z Applications

From:	Account Number	Account Name	Amount
	11411-44230	Legals	645
To:			
	11411-42233	Copier	645


Oct 12, 2012

Date Requested

  
Department Director or Supervisor

10/18/12

Date Reviewed

  
Chief Financial Officer

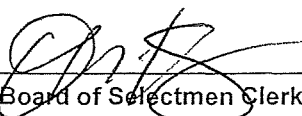
11/2/12

Date Approved

  
First Selectman

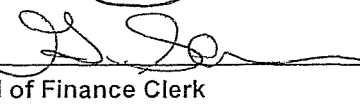
11/15/12

Date Approved

  
Board of Selectmen Clerk

11/14/12

Date Approved

  
Board of Finance Clerk

FY 11/12  
p. 1 of 2

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

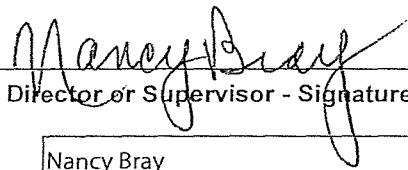
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="11501-46224"/>	<input type="text" value="Equipment Repairs"/>	<input type="text" value="500"/>
	<input type="text" value="11501-45216"/>	<input type="text" value="Telephone"/>	<input type="text" value="199"/>
	<input type="text" value="11501-44232"/>	<input type="text" value="Printing &amp; Publication"/>	<input type="text" value="101"/>

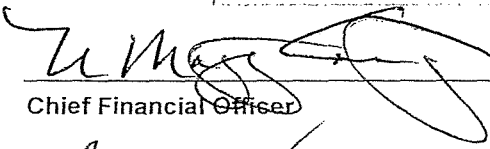
To:	Account Number	Account Name	Amount
	<input type="text" value="11501-44230"/>	<input type="text" value="Legal Notices"/>	<input type="text" value="4,737"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

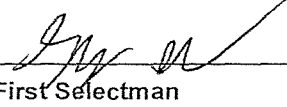
  
Department Director or Supervisor - Signature

Print Name


Date Reviewed

  
Chief Financial Officer

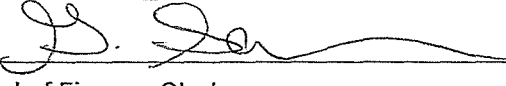
Date Approved

  
First Selectman

Date Approved

  
Board of Selectmen Clerk

Date Approved

  
Board of Finance Clerk



P. 2 of 2

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="11501-44207"/>	<input type="text" value="Indexing &amp; Recording"/>	<input type="text" value="3,255"/>
	<input type="text" value="11501-43213"/>	<input type="text" value="Mileage, Training &amp; Meetings"/>	<input type="text" value="682"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:			
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested \_\_\_\_\_ Department Director or Supervisor - Signature

*Nancy A. Bray*

Print Name

Date Reviewed \_\_\_\_\_ Chief Financial Officer

Date Approved \_\_\_\_\_ First Selectman

Date Approved \_\_\_\_\_ Board of Selectmen Clerk

Date Approved \_\_\_\_\_ Board of Finance Clerk

Signatures on page 1

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

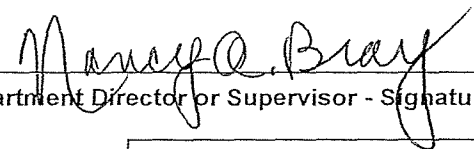
Department:

Reason for Request:

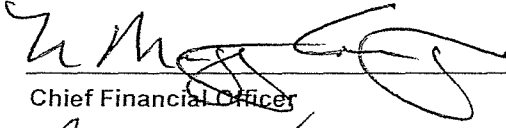
Reason for Available Funds:

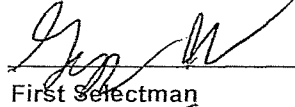
From:	Account Number	Account Name	Amount
	<input type="text" value="11501-44232"/>	<input type="text" value="Printing &amp; Publications"/>	<input type="text" value="62"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="11501-42301"/>	<input type="text" value="Office Supplies"/>	<input type="text" value="62"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>


Date Requested  Department Director or Supervisor - Signature

Print Name

Date Reviewed  Chief Financial Officer

Date Approved  First Selectman

Date Approved  Board of Selectmen Clerk

Date Approved  Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Town Clerk

Reason for Request: Weekend coverage of public information phone line during power outages resulting from Storm Irene

Reason for Available Funds: Per copy charges less than anticipated

From:	Account Number	Account Name	Amount
	11501-42233	Copier	54

To:	11501-40103	Overtime	54

Oct 24, 2012  
Date Requested

Nancy Bray  
Department Director or Supervisor - Signature  
Print Name Nancy Bray, Town Clerk

10/24/12  
Date Reviewed

[Signature]  
Chief Financial Officer

11/2/12  
Date Approved

[Signature]  
First Selectman

11/15/12  
Date Approved

[Signature]  
Board of Selectmen Clerk

11/14/12  
Date Approved

[Signature]  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Elections 11601

Reason for Request: service contract account over budget due to multiple reorders these are programming charges for memory cards for voting machines

Reason for Available Funds: Printing costs were not as great as anticipated - mailers for redistricting came to under budget

From:	Account Number	Account Name	Amount
	<u>44232</u>	<u>Printing + Publications</u>	<u>108</u>

To:	Account Number	Account Name	Amount
	<u>44223</u>	<u>Service Contracts</u>	<u>108</u>

7/12/12  
Date Requested

[Signature]  
Department Director or Supervisor - Signature Dorothy A Mrowka

Print Name Denise Q. Mizla

10/10/12  
Date Reviewed

[Signature]  
Chief Financial Officer

11/12/12  
Date Approved

[Signature]  
First Selectman

11/15/12  
Date Approved

[Signature]  
Board of Selectmen Clerk

11/14/12  
Date Approved

[Signature]  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Elections 11601

Reason for Request: Telephone line in meeting rooms is usually only turned on for elections and then shut off. Line was left on per request of IT dept. to use for testing of new system. As we use it every election the cos. will actually be less to leave it on. Saves on install charges.

Reason for Available Funds: Printing costs not as great as anticipated as the cost of markers for redistricting were less.

From:	Account Number	Account Name	Amount
	44232	Printing & Publications	161

To:	Account Number	Account Name	Amount
	45216	Telephone	161

7/12/12 Date Requested  
Alvin D. Chin Department Director or Supervisor - Signature  
Dorothy A Mrowka

Denise Q. Mizla Print Name  
[Signature] Chief Financial Officer  
Dorothy A Mrowka

10/12/12 Date Reviewed  
[Signature] First Selectman

11/2/12 Date Approved  
[Signature] Board of Selectmen Clerk

11/15/12 Date Approved  
[Signature] Board of Finance Clerk

11/14/12 Date Approved  
[Signature] Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Elections 11601

Reason for Request: We had budgeted for 1 primary and 2 budget referenda. We have had 3 budget referenda additional spending.

Reason for Available Funds: Professional Services was under budget because the state of Ct. paid for the maintenance contracts for the voting tabulators

From:	Account Number	Account Name	Amount
	<u>44208</u>	<u>Professional Svcs.</u>	<u>1880.00</u>
	<u>44232</u>	<u>Printing + Public.</u>	<u>1170.00</u>
	<u>44217</u>	<u>Postage</u>	<u>1000.00</u>

To:	Account Number	Account Name	Amount
	<u>40105</u>	<u>Contre Temp occas.</u>	<u>4050.00</u>

7/12/12 Denise D. Mizla Dorothy A Mrowka  
Date Requested Department Director or Supervisor - Signature

Print Name Denise D. Mizla Dorothy A Mrowka

10/12/12 [Signature]  
Date Reviewed Chief Financial Officer

11/2/12 [Signature]  
Date Approved First Selectman

11/15/12 [Signature]  
Date Approved Board of Selectmen Clerk

11/14/12 [Signature]  
Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester

General Fund

Budget Transfer/Additional Appropriation

Department: Elections 11601

Reason for Request:

FICA was over as Registrar's salaries were higher due to multiple referenda

Reason for Available Funds:

Did not purchase throughout the year as much as anticipated for all elections.

From:

Account Number	Account Name	Amount
42340	Other purchased supplies	291

To:

41230	FICA	291

7/12/12 \_\_\_\_\_  
 Date Requested Department Director or Supervisor - Signature

Print Name Denise Q. Mizla Dorothy A. Mrowka

10/12/12 \_\_\_\_\_  
 Date Reviewed Chief Financial Officer

11/2/12 \_\_\_\_\_  
 Date Approved First Selectman

11/15/12 \_\_\_\_\_  
 Date Approved Board of Selectmen Clerk

11/14/12 \_\_\_\_\_  
 Date Approved Board of Finance Clerk

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

FY 11/12

Department: Elections 11601

Reason for Request: We attended more than anticipated ROVAC county meetings (both registrars)

Reason for Available Funds: Printing costs were not as great as anticipated - mailers for redistricting came under budget

From:	Account Number	Account Name	Amount
	<u>44232</u>	<u>Printing + Publications</u>	<u>77</u>

To:	Account Number	Account Name	Amount
	<u>43213</u>	<u>Mileage, training + meetings</u>	<u>77</u>

7/12/12 [Signature]  
Date Requested Department Director or Supervisor - Signature

Print Name Denise Q. Mizla Dorothy A Mrowka  
[Signature] [Signature]  
Chief Financial Officer

10/12/12 [Signature]  
Date Reviewed  
11/2/12 [Signature]  
Date Approved First Selectman

11/15/12 [Signature]  
Date Approved Board of Selectmen Clerk

11/14/12 [Signature]  
Date Approved Board of Finance Clerk



FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Legal & Insurances

Reason for Request: Legal costs associated with land use matter - Landowner's second appeal of court ruling in favor of the Town.

Reason for Available Funds: Contingency funds included in adopted budget

From:	Account Number	Account Name	Amount
	11101-50900	Contingency	32,584

To:	Account Number	Account Name	Amount
	11701-44203	Legal	32,584

11/2/12  
Date Requested  
Gregg Schuster  
Department Director or Supervisor - Signature

Print Name  
Gregg Schuster, First Selectman

11/2/12  
Date Reviewed  
[Signature]  
Chief Financial Officer

11/2/12  
Date Approved  
[Signature]  
First Selectman

11/15/12  
Date Approved  
[Signature]  
Board of Selectmen Clerk

11/14/12  
Date Approved  
[Signature]  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Probate

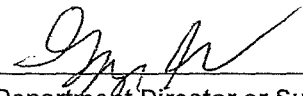
Reason for Request: Consolidated Probate Court budget revision to individual member Town assessments

Reason for Available Funds: Regional Dispatch services budget adopted 3/31/11 for FY 11/12 - increase in Colchester assessment lower than anticipated when Town budget prepared and submitted to BOF

From:	Account Number	Account Name	Amount
	12103-44223	Central Dispatch - Service Contracts	198

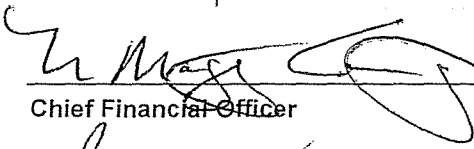
To:	Account Number	Account Name	Amount
	11702-47250	Windham-Colchester Probate Court	198

11/12/12  
Date Requested

  
Department Director or Supervisor - Signature

Print Name: Gregg Schuster, First Selectman

11/21/12  
Date Reviewed

  
Chief Financial Officer

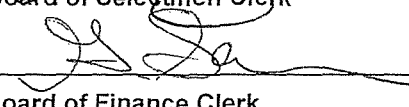
11/12/12  
Date Approved

  
First Selectman

11/15/12  
Date Approved

  
Board of Selectmen Clerk

11/14/12  
Date Approved

  
Board of Finance Clerk

Town of Colchester

11/11/12

General Fund

Budget Transfer/Additional Appropriation

Department: Information Technology

Reason for Request: Extra Supplies needed for VoIP Project

Reason for Available Funds: Unanticipated discounts on equipment

From:	Account Number	Account Name	Amount
	11801-48416	EQUIPMENT	235

To:	Account Number	Account Name	Amount
	11801-42315	OTHER SUPPLIES	235

10/19/12  
Date Requested

Department Director or Supervisor - Signature

Print Name Marc G. LaFollette

10/19/12  
Date Reviewed

Chief Financial Officer

11/14/12  
Date Approved

First Selectman

11/15/12  
Date Approved

Board of Selectmen Clerk

11/14/12  
Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="11901-45662"/>	<input type="text" value="Electricity"/>	<input type="text" value="2,452"/>
	<input type="text" value="11901-45221"/>	<input type="text" value="Heating Fuel"/>	<input type="text" value="1,122"/>
	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>


To:	Account Number	Account Name	Amount
	<input type="text" value="11901-46226"/>	<input type="text" value="Building Repair"/>	<input type="text" value="3,574"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

  
\_\_\_\_\_  
Department Director or Supervisor - Signature

Print Name

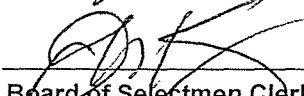
Date Reviewed

  
\_\_\_\_\_  
Chief Financial Officer

Date Approved

  
\_\_\_\_\_  
First Selectman

Date Approved

  
\_\_\_\_\_  
Board of Selectmen Clerk

Date Approved

  
\_\_\_\_\_  
Board of Finance Clerk

124 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation


Department: Facilities

Reason for Request: Consolidation of VOIP monthly billing for Town Hall in Facilities Telephone account (Feb-June) - monthly phone charges previously allocated across all departments in Town Hall.  
Remaining balance for settlement agreement for cancellation of T-1 line (previous transfer for \$1,200)

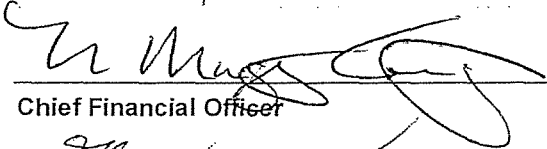
Reason for Available Funds: Fuel oil was topped off in Spring of 2011, and an unusually warm winter. Supplies left over from previous year - warmer winter = less sand tracked in. Cooler summer and warmer winter required less air conditioning and heating.

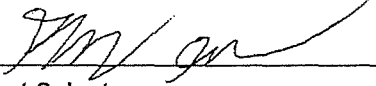
From:	Account Number	Account Name	Amount
	11901-45221	Heating Fuel	1,279
	11901-42331	Custodial Supplies	1,569
	11901-45662	Electricity	182

To:	Account Number	Account Name	Amount
	11901-44223	Telephone	3,030

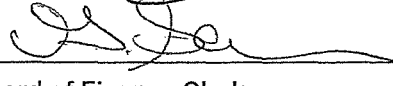
Oct 18, 2012  
Date Requested   
Department Director or Supervisor - Signature

Print Name Greg Plunkett

10/24/12  
Date Reviewed   
Chief Financial Officer

11/12/12  
Date Approved   
First Selectman

11/15/12  
Date Approved   
Board of Selectmen Clerk

11/14/12  
Date Approved   
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation


Department:

Reason for Request:

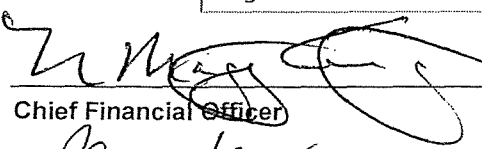
Reason for Available Funds:

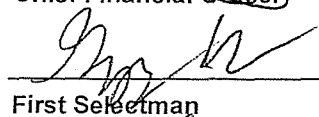
From:	Account Number	Account Name	Amount
	<input type="text" value="11901-45221"/>	<input type="text" value="Heating Fuel"/>	<input type="text" value="5,974"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>


To:	Account Number	Account Name	Amount
	<input type="text" value="11901-44223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="5,974"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

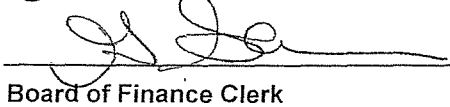
Date Requested   
Department Director or Supervisor - Signature

Print Name

Date Reviewed   
Chief Financial Officer

Date Approved   
First Selectman

Date Approved   
Board of Selectmen Clerk

Date Approved   
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Facilities

Reason for Request: Payroll costs incurred to assist with EOC and Emergency shelter operations for Storm Irene. Additional hours paid to Town staff at overtime rates not eligible for FEMA reimbursement.

Reason for Available Funds: Unanticipated resignation and subsequent position vacancy - part-time custodial position

From:	Account Number	Account Name	Amount
	<u>11901-40101</u>	<u>Facilities - Regular Payroll</u>	<u>129</u>

To:	Account Number	Account Name	Amount
	<u>11901-40103</u>	<u>Facilities - Overtime</u>	<u>129</u>

10/25/12 \_\_\_\_\_  
Date Requested Department Director or Supervisor - Signature

Print Name Greg Plunkett, Director of Facilities

10/25/12 \_\_\_\_\_  
Date Reviewed Chief Financial Officer

11/2/12 \_\_\_\_\_  
Date Approved First Selectman

11/15/12 \_\_\_\_\_  
Date Approved Board of Selectmen Clerk

11/14/12 \_\_\_\_\_  
Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation


Department: Police

Reason for Request: Extensive repairs due to damages to Ford Expedition (authorized by BOF on 10/19/11). Police cruiser repairs - 2005 cruiser (rebuilt transmission), 2007 cruiser (leaking in coolant, oil cooler, pinion seal, exhaust, & AC condensor), 2010 cruiser (control module for lighting & siren speaker)

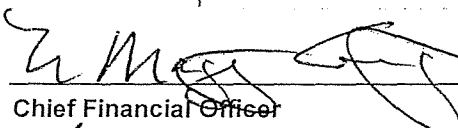
Reason for Available Funds: Parks & Recreation - savings in unleaded/diesel gasoline due to mild winter (less usage of pickup trucks for snow removal). Savings in vehicle repairs due to replacement of two 2003 Ford F-250 pickups and one 2001 F-350 pickup truck through vehicle lease purchase in December 2011/January 2012.

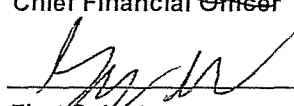
From:	Account Number	Account Name	Amount
	15201-46390	Parks & Rec - Vehicle Maint & Fuel	14,681

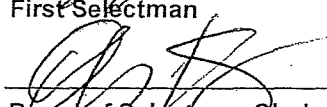
To:	Account Number	Account Name	Amount
	12101-46390	Police - Vehicle Maintenance & Fuel	14,681

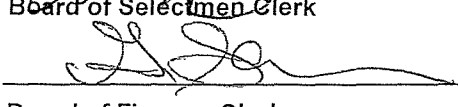
10/26/12  
Date Requested  213  
Department Director or Supervisor - Signature

Print Name Marc Petruzzi, Resident Trooper Supervisor

10/26/12  
Date Reviewed   
Chief Financial Officer

11/12/12  
Date Approved   
First Selectman

11/15/12  
Date Approved   
Board of Selectmen Clerk

11/14/12  
Date Approved   
Board of Finance Clerk



Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Police

Reason for Request: Patrol overtime - cover FMLA leave/light duty assignment from August-December 2011.  
Increased need for shift coverage for paid time off leaves (holidays, vacation, sick, personal).  
Shift coverage for additional required training for new officer. Increase in overtime pay rates from settlement of union contract negotiations.

Reason for Available Funds: Funds included in adopted budget for Contract Settlements.  
Parks & Recreation - Changes in management impacted planned use of seasonal Parks Maintenance staff as reflected in adopted budget.  
Parks & Recreation - position vacancies

From:	Account Number	Account Name	Amount
	11101-50950	Contract Settlements	8,334
	15201-40105	P&R - Contractual, Temp, Occas Payroll	16,162
	15201-41230	Parks & Rec - FICA & Retirement	6,677
To:	12101-40103	Police - Overtime	31,173

11/21/12  213  
Date Requested Department Director or Supervisor - Signature

Print Name Marc Petruzzi, Resident Trooper Supervisor

11/21/12   
Date Reviewed Chief Financial Officer

11/12/12   
Date Approved First Selectman

11/15/12   
Date Approved Board of Selectmen Clerk

11/14/12   
Date Approved Board of Finance Clerk

FY 11/12

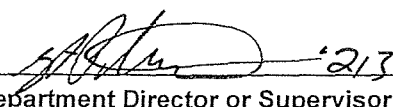
Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Police

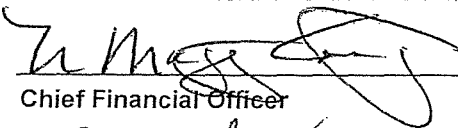
Reason for Request: Resident Trooper overtime for attendance at evening meetings for various Boards & Commissions, Town meetings, and Budget public hearings and meetings. Resident Trooper participation at weekend Community events.

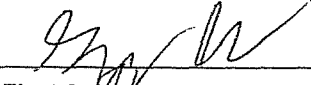
Reason for Available Funds: Need to replace & update equipment less than anticipated.  
Savings in hiring costs resulting from hiring of Certified Police Officer.  
Need for equipment repairs less than anticipated.  
Reduced need for printer supplies - elimination of individual printers due to use of copier as network printer.

From:	Account Number	Account Name	Amount
	12101-42338	Police Equipment & Supplies	1,654
	12101-44208	Professional Services	1,804
	12101-46224	Equipment Repairs	1,686
	12101-42301	Office Supplies	257
To:	12101-44204	Resident Trooper Overtime	5,401

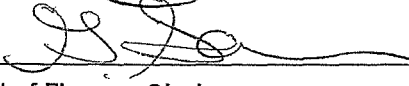
10/26/12 Date Requested  Department Director or Supervisor - Signature

Print Name Marc Petruzzi, Resident Trooper Supervisor

10/26/12 Date Reviewed  Chief Financial Officer

11/2/12 Date Approved  First Selectman

11/15/12 Date Approved  Board of Selectmen Clerk

11/14/12 Date Approved  Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

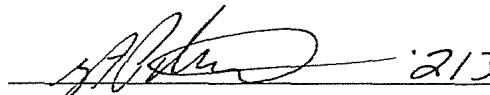
Department: Police

Reason for Request: FY 2010-2011 billing received in June 2011 for Resident Trooper program only covered payroll costs thru 6/17/11. FY 2011-2012 billing from State covers the payroll period from 6/17/11 thru 6/28/12. Cost estimates for FY 2011-2012 provided by State on 3/31/11. For the period 6/17/11-6/30/11, Colchester was assigned Resident Trooper Supervisor and Resident Trooper.


Reason for Available Funds: Parks & Recreation - Recreation Manager position vacancy through October 2011. Position vacancy in September & October 2011 on Parks Maintenance crew from unanticipated resignation. Employee on workers compensation leave.

From:	Account Number	Account Name	Amount
	15201-40101	Parks & Recreation - Regular Payroll	10,528

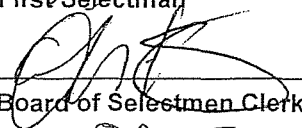
To:	Account Number	Account Name	Amount
	12101-44200	Police - Resident Trooper	10,528


10/26/12  213  
Date Requested Department Director or Supervisor - Signature

Print Name Marc Petruzzi, Resident Trooper Supervisor

10/26/12   
Date Reviewed Chief Financial Officer

11/2/12   
Date Approved First Selectman

11/15/12   
Date Approved Board of Selectmen Clerk

11/14/12   
Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Police

Reason for Request: Additional patrol officer included in the adopted budget at Step 1. Hired Certified officer with previous experience at Step 3.

Reason for Available Funds: Uniform cleaning allowance: - 1) Adopted budget anticipated hiring of additional officer on 1/1/12 - actual hire date of 1/23/12, and 2) Officer on Workers Comp leave.  
Savings in hiring costs resulting from hiring of Certified Police Officer.

From:	Account Number	Account Name	Amount
	12101-44208	Professional Services	2,004

To:	Account Number	Account Name	Amount
	12101-40101	Regular Payroll	2,004

10/26/12 \_\_\_\_\_  
Date Requested Department Director or Supervisor - Signature

Print Name Marc Petruzzi, Resident Trooper Supervisor

10/26/12 \_\_\_\_\_  
Date Reviewed Chief Financial Officer

11/12/12 \_\_\_\_\_  
Date Approved First Selectman

11/15/12 \_\_\_\_\_  
Date Approved Board of Selectmen Clerk

11/14/12 \_\_\_\_\_  
Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

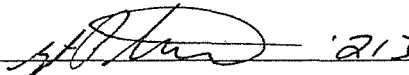
Department: Police

Reason for Request: Increase in per copy charges for use of copier as a network printer


Reason for Available Funds: Reduced need for printer supplies - elimination of individual printers due to use of copier as a network printer

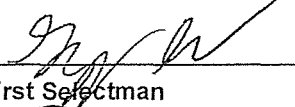
From:	Account Number	Account Name	Amount
	12101-42301	Office Supplies	398


To:	Account Number	Account Name	Amount
	12101-42233	Copier	398


10/26/12 Date Requested  213  
Department Director or Supervisor - Signature

Print Name Marc Petruzzi, Resident Trooper Supervisor

10/26/12 Date Reviewed   
Chief Financial Officer

11/2/12 Date Approved   
First Selectman

11/15/12 Date Approved   
Board of Selectmen Clerk

11/14/12 Date Approved   
Board of Finance Clerk

PT 1  
FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Vehicle Maintenance - unforeseen costs of major repairs on aging equipment to include brake work on 3 pieces, spring work on 3 pieces, electrical malfunctions, and tires.

Reason for Available Funds: - Payroll savings - (FEMA reimbursement for direct Admin costs, unanticipated resignation - PT staff  
- extreme effort by the Administrative Assistant to reduce costs and yield savings by negotiating better prices, identifying exact needs and buying off state / term contracts;  
- conserved office supplies

From:	Account Number	Account Name	Amount
	12202-40101	regular payroll	4,192
	12202-40103	overtime	975
	12202-41230	FICA / retirement	2,625
	12202-42233	copier	469
	12202-42301	office supplies	100

Oct 23, 2012  
Date Requested

See PT 3

Department Director or Supervisor - Signature

Print Name Walter Cox

Date Reviewed Chief Financial Officer

Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

See P. 3 for signatures

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Vehicle Maintenance - unforeseen costs of major repairs on aging equipment to include brake work on 3 pieces, spring work on 3 pieces, electrical malfunctions, and tires.

Reason for Available Funds: - buying off state / term contracts for protective clothing, and fire equipment ( comp 1 & 2)  
-streamlined ordering of emerg. med supplies  
- negotiated better prices for service contracts  
- suspended one subscription of technical ref materials

From:	Account Number	Account Name	Amount
	12202-42323	protective clothing	7,188
	12202-42343	technical reference materials	21
	12202-42345	emergency medical supplies	1,580
	12202-42346	fire equipment supplies	513
	12204-42346	fire equipment supplies	1,500
	12204-44223	service contract contracts - comp 2	665

Oct 23, 2012  
Date Requested

*See pg 3*

Department Director or Supervisor - Signature

Print Name Walter Cox

Date Reviewed  
Chief Financial Officer

Date Approved  
First Selectman

Date Approved  
Board of Selectmen Clerk

Date Approved  
Board of Finance Clerk

*See p. 3 for signatures*

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Vehicle Maintenance - unforeseen costs of major repairs on aging equipment to include brake work on 3 pieces, spring work on 3 pieces, electrical malfunctions, and tires.

Reason for Available Funds: - reduced postage by repairing in-house - not sending out  
- negotiated better prices for service contracts  
- fewer members took physicals  
- did in house repairs on company 2 vehicles

From:	Account Number	Account Name	Amount
	12202-44217	postage	203
	12202-44223	service contracts	5,967
	12202-44286	physicals & testing	2,587
	12204-46390	vehicle maintenance	100
To :	12202-46390	vehicle maintenance	28,685

Oct 23, 2012  
Date Requested

*Walter Cox*

Department Director or Supervisor - Signature

Print Name Walter Cox

10/24/12  
Date Reviewed

*[Signature]*  
Chief Financial Officer

11/2/12  
Date Approved

*[Signature]*  
First Selectman

11/15/12  
Date Approved

*[Signature]*  
Board of Selectmen Clerk

11/14/12  
Date Approved

*[Signature]*  
Board of Finance Clerk



FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Mileage & Training - mandatory EMS recertification classes and increased costs for participation in Regional training class & number of participants  
Machinery & Equipment - BOF approval on 7/6/11 for the purchase of a training module at Schuster Pk which would require the funds to be transferred

Reason for Available Funds: - performed in-house repairs on other equipment & reduced scope of work to be done  
- fewer members took physicals

From:	Account Number	Account Name	Amount
	12202-46327	other equipment	1,617
	12202-44286	physicals & testing	1,885

To:	Account Number	Account Name	Amount
	12202-43213	Mileage, Training, & Meetings	1,617
	12202-48404	Machinery & Equipment	1,885

Oct 22, 2012  
Date Requested Walter Cox  
Department Director or Supervisor - Signature

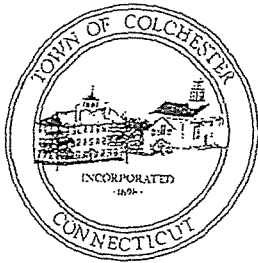
Print Name Walter Cox

10/24/12  
Date Reviewed [Signature]  
Chief Financial Officer

11/2/12  
Date Approved [Signature]  
First Selectman

11/15/12  
Date Approved [Signature]  
Board of Selectmen Clerk

11/14/12  
Date Approved [Signature]  
Board of Finance Clerk



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

TOWN OF COLCHESTER  
BOARD OF FINANCE – REGULAR MEETING  
TOWN HALL  
127 NORWICH AVENUE  
Wednesday, July 6<sup>th</sup>, 2011 – 7:00 p.m.

## MINUTES

**MEMBERS PRESENT:** Chairman Bruce Hayn, Robert Tarlov, Michael Caplet, and Robert Esteve

**MEMBERS ABSENT:** Cathy Pompei, and John Ringo

**OTHERS PRESENT:** First Selectman Schuster, Maggie Cosgrove, Walter Cox, D. Lee, and C. Barnes (clerk).

### 1. CALL TO ORDER

Chairman Hayn called this Regular Meeting to order at 7:02 p.m.

### 2. APPROVAL OF PREVIOUS MEETING MINUTES

#### a. June 15<sup>th</sup>, 2011 Regular Meeting

R. Tarlov moved to approve the minutes of the June 15<sup>th</sup> 2011 Regular Meeting of the Board of Finance, seconded by R. Esteve. All members present voted in favor.

MOTION CARRIED

### 3. CITIZENS COMMENTS:

None

### 4. ADDITIONS TO THE AGENDA.

M. Caplet moved to remove item "11. Executive Session to Discuss Pending Legal Matter", seconded by R. Tarlov. All members present voted in favor. MOTION CARRIED

### 5. DEPARTMENT REPORTS

5.1 Finance Department. None

5.2 Tax Collector. None

### 6. FIRST SELECTMAN'S REPORT

#### a. Selectman's Agenda:

##### i. Transfer Requests

- A motion was made by M. Caplet to approve the "Bulletproof Vest Replacements" transfer in the amount of \$3,000 from account 12101-40101 "Regular Payroll" to account 12101-42324 "Uniform Purchases", seconded by R. Esteve. All members present voted in favor. MOTION CARRIED.

ii. First Selectman's Update

G. Schuster gave update

7. CORRESPONDENCE None

8. LIAISON REPORT

R. Esteve reported on the Board of Education

9. OLD BUSINESS

None

10. NEW BUSINESS.

a. Discussion and Possible Action on Schuster Park Training Grounds

D. Lee gave presentation

b. Discussion and Possible Action on Budget Reclassification

Budget Reclassification was discussed.

11. Executive Session to Discuss Pending Legal Matter

This Item was Removed from the Agenda

12. ADJOURNMENT

M. Caplet moved to adjourn at 8:45 p.m., seconded by R. Tarlov. All members present voted in favor. MOTION CARRIED.

Respectfully submitted,  
Candace Barnes  
Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Fuel / Heating : increased cost due to increase in contractual fuels, and use of buildings for heat / shelter during storms Irene & Albert

Reason for Available Funds: - savings in telephone; - did equipment repair in house when possible  
-savings in building repairs - many repairs done in house. Funds were not expended due to projected repairs that may be incorporated in Energy contract;  
- no bid advertising costs due to failure of bond referendum questions  
-reduced negotiated prices in foam; used in-house efforts for custodial maintenance needs

From:	Account Number	Account Name	Amount
	12202-45216	telephone	291
	12202-48417	building & ground improvements	698
	12202-44231	advertising	500
	12202-46224	equipment repair	246
	12202-42347	fire fighting foam	54
	12202-42331	custodial maintenance	2,448
To:	12202-45221	fuel / heating	4,237

Oct 22, 2012  
Date Requested

Walter Cox

Department Director or Supervisor - Signature

Print Name Walter Cox

10/24/12  
Date Reviewed

[Signature]  
Chief Financial Officer

11/2/12  
Date Approved

[Signature]  
First Selectman

11/15/12  
Date Approved

[Signature]  
Board of Selectmen Clerk

11/14/12  
Date Approved

[Signature]  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request:

To cover overexpended accounts for FY 11-12 as follows:

Electric - firehouses were used as a refuge for people without power during : storms. *L Irene + r*  
Building repairs - emergency repair to over head doors over budgeted amount.

Reason for Available Funds:

We have reviewed all accounts with balances, and identified like accounts that money was not expended due to: savings in water account - due to delay of hydrant installation; and equipment repairs savings (due to in-house repairs)

From:

Account Number	Account Name	Amount
12202-45350	Water	1,500
12202-46224	Equipment repairs	280
12202-46224	Equipment Repairs	91

To:

12202- 45622	Electricity	1,780
12202-46226	Building Repairs	91

Oct 15, 2012

Date Requested

*Walter Cox*

Department Director or Supervisor - Signature

Print Name

Walter Cox

*10/24/12*

Date Reviewed

*[Signature]*  
Chief Financial Officer

*11/12/12*

Date Approved

*[Signature]*  
First Selectman

*11/15/12*

Date Approved

*[Signature]*  
Board of Selectmen Clerk

*11/14/12*

Date Approved

*[Signature]*  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: Contractual Temp Occas - personnel cost related to Storm Irene (per diem) not eligible for FEMA reimbursement

Reason for Available Funds: -supplied company 2 with surplus company 1 supplies

From:	Account Number	Account Name	Amount
	12204-42340	operating supplies	526

To: 12202-	40105	Contr. Temp Occas	526

Oct 22, 2012  
Date Requested

*Walter Cox*

Department Director or Supervisor - Signature

Print Name Walter Cox

10/24/12  
Date Reviewed

*[Signature]*  
Chief Financial Officer

11/12/12  
Date Approved

*[Signature]*  
First Selectman

11/15/12  
Date Approved

*[Signature]*  
Board of Selectmen Clerk

11/14/12  
Date Approved

*[Signature]*  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Civil Preparedness

Reason for Request: Food supplies purchased for operation of EOC during Storm Irene

Reason for Available Funds: Funds budgeted for EOC equipment supplies - change in priorities due to Storm Irene

From:	Account Number	Account Name	Amount
	12301-48404	Machinery & Equipment	518

To:	12301-42340	Other Purchased Supplies	518

10/24/12  
Date Requested Department Director or Supervisor - Signature

Print Name Reed Gustafson

10/24/12  
Date Reviewed Chief Financial Officer

11/12/12  
Date Approved First Selectman

11/15/12  
Date Approved Board of Selectmen Clerk

11/14/12  
Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Civil Preparedness

Reason for Request: Monthly pest control service for EOC (monthly service started in Feb/March 2011)

Reason for Available Funds: Funding for equipment repairs not needed during the fiscal year

From:	Account Number	Account Name	Amount
	12301-46224	Equipment Repairs	970

To:	12301-44223	Service Contracts	970

10/24/12  
Date Requested Department Director or Supervisor - Signature

Print Name Reed Gustafson

10/24/12  
Date Reviewed Chief Financial Officer

11/12/12  
Date Approved First Selectman

11/15/12  
Date Approved Board of Selectmen Clerk

11/14/12  
Date Approved Board of Finance Clerk



FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Highway

Reason for Request:

The professional service account was augmented by a transfer from Other Purchased Supplies in order to continue to address tree issues caused from storms and maintain payment for a roadway culvert replacement that has to be contracted out at Old Hartford Road. The transfer back to the line represents a distribution back into the Other Purchases and not an over expenditure within the Other Purchases original budgeted amount.

Reason for Available Funds:

See above, final savings available after FEMA reimbursement recieved.


From:

Account Number	Account Name	Amount
13201-44208	Professional Services	3,933

To:

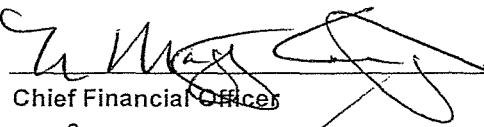
13201-42340	Other Purchases	3,933

Oct 19, 2012  
Date Requested

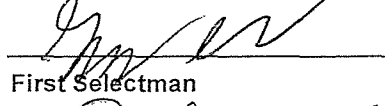
  
Department Director or Supervisor - Signature

Print Name James Paggioli


10/25/12  
Date Reviewed

  
Chief Financial Officer

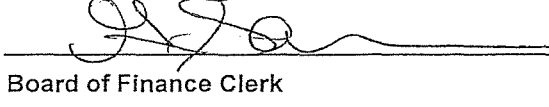
11/12/12  
Date Approved

  
First Selectman

11/15/12  
Date Approved

  
Board of Selectmen Clerk

11/14/12  
Date Approved

  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Highway

Reason for Request: Increase of Membership dues amount from \$150 to \$187

Reason for Available Funds: Less Meetings attended by staff.

From:	Account Number	Account Name	Amount
	13201 - 43213	Mileage - Training - Meetings	37

To:	Account Number	Account Name	Amount
	13201 - 43258	Professional Membership	37

Oct 19, 2012  
Date Requested Department Director or Supervisor - Signature

Print Name James Paggioli

10/25/12  
Date Reviewed Chief Financial Officer

11/2/12  
Date Approved First Selectman

11/15/12  
Date Approved Board of Selectmen Clerk

11/14/12  
Date Approved Board of Finance Clerk

Town of Colchester  
 General Fund  
 Budget Transfer/Additional Appropriation

Department: Fleet Maintenance

Reason for Request: Overtime - more vehicle maintenance and repairs performed in-house

Reason for Available Funds: Transfer Station Transportation - lower price per ton on disposal. Increased rate per ton of scrap metal sales.

From:	Account Number	Account Name	Amount
	13601-43212	Transfer Station - Transportation	1,435

To:	13202-40103	Fleet Maintenance - Overtime	1,435

11/2/12 \_\_\_\_\_  
 Date Requested Department Director or Supervisor - Signature

Print Name James Paggioli, Director of Public Works

11/2/12 \_\_\_\_\_  
 Date Reviewed Chief Financial Officer

11/2/12 \_\_\_\_\_  
 Date Approved First Selectman

11/15/12 \_\_\_\_\_  
 Date Approved Board of Selectmen Clerk

11/14/12 \_\_\_\_\_  
 Date Approved Board of Finance Clerk

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Fleet Maintenance

Reason for Request: Equipment Repairs - Increased need for repairs of underground storage tank system and fuel dispenser servicing. Repair of other containment items.  
Building Repairs - Repairs to outside lighting at Town Garage, replace motherboard in fire alarm control panel at Town Garage

Reason for Available Funds: Transfer Station Transportation - lower price per ton on disposal. Increased rate per ton of scrap metal sales.

From:

Account Number	Account Name	Amount
13601-43212	Transfer Station - Transportation	4,554

To:

13202-46224	Fleet - Equipment Repairs	2,215
13202-46226	Fleet - Building Repairs	2,339

11/2/2012 \_\_\_\_\_  
Date Requested Department Director or Supervisor - Signature

Print Name James Paggioli, Director of Public Works

11/2/12 \_\_\_\_\_  
Date Reviewed Chief Financial Officer

11/2/12 \_\_\_\_\_  
Date Approved First Selectman

11/15/12 \_\_\_\_\_  
Date Approved Board of Selectmen Clerk

11/14/12 \_\_\_\_\_  
Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

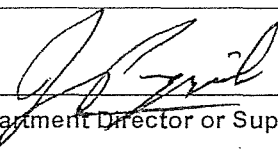
Department: Fleet Maintenance

Reason for Request: Supplies were not ordered in FY 10-11, due to need to reappropriate fund for snow, and sufficient amounts were available to last into beginning of FY11-12 before reorder. As such, normal operating/ordering schedule per annual basis of use is restored. Transfer is a one time temporary adjustment and does not affect a change in normal operations.

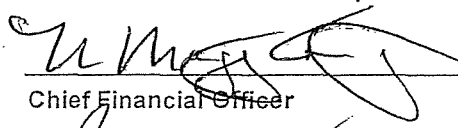
Reason for Available Funds: Savings were generated within line item through out the year to address the above issue.

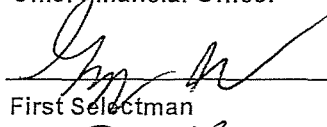
From:	Account Number	Account Name	Amount
	<u>13202-42341</u>	<u>Fleet Repair and Maintenance Supplies</u>	<u>391</u>

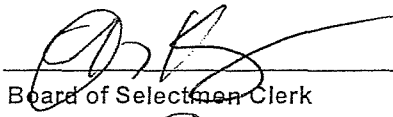
To:	Account Number	Account Name	Amount
	<u>13202-42331</u>	<u>Custodial/ Maintenance Supplies</u>	<u>391</u>

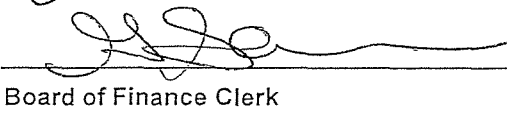
Oct 19, 2012  
Date Requested   
Department Director or Supervisor - Signature

Print Name JAMES PAGGIOLI

10/23/12  
Date Reviewed   
Chief Financial Officer

11/12/12  
Date Approved   
First Selectman

11/15/12  
Date Approved   
Board of Selectmen Clerk

11/14/12  
Date Approved   
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation


Department: Fleet Maintenance

Reason for Request: Cost for Heart Save Community Defibrillator. Required Supplies.


Reason for Available Funds: Increased savings within repair line item. (Transfer Station)

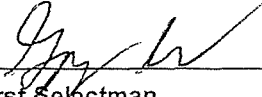
From:	Account Number	Account Name	Amount
	<u>13601-46390</u>	<u>Vehicle Maintenance and Fuel</u>	<u>232</u>
		<u>Transfer Station</u>	

To:	Account Number	Account Name	Amount
	<u>13202-42301</u>	<u>Office Supplies</u>	<u>62</u>
	<u>13202-42323</u>	<u>Protective Clothing &amp; Equip.</u>	<u>170</u>


Oct 19, 2012  
Date Requested   
Department Director or Supervisor - Signature

Print Name James Paggioli

10/25/12  
Date Reviewed   
Chief Financial Officer

11/12/12  
Date Approved   
First Selectman

11/15/12  
Date Approved   
Board of Selectmen Clerk

11/14/12  
Date Approved   
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Fleet Maintenance

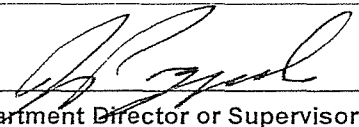
Reason for Request: More training conducted

Reason for Available Funds: Work conducted in House

From:	Account Number	Account Name	Amount
	<u>13202-44223</u>	<u>Service Contracts</u>	<u>58</u>

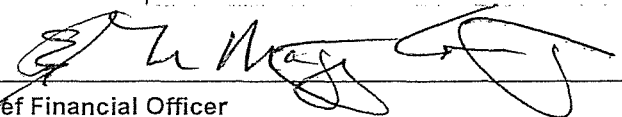
To:	Account Number	Account Name	Amount
	<u>13202-43213</u>	<u>Mileage, Training, meetings</u>	<u>58</u>

Oct 19, 2012  
Date Requested

  
Department Director or Supervisor - Signature

Print Name James Paggioli

10/25/12  
Date Reviewed

  
Chief Financial Officer

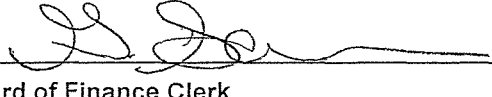
11/2/12  
Date Approved

  
First Selectman

11/15/12  
Date Approved

  
Board of Selectmen Clerk

11/14/12  
Date Approved

  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13202-44223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="298"/>
	<input type="text" value="13202-45221"/>	<input type="text" value="Fuel &amp; Heating"/>	<input type="text" value="1,519"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>


To:	Account Number	Account Name	Amount
	<input type="text" value="13202-44238"/>	<input type="text" value="Uniform Rental"/>	<input type="text" value="251"/>
	<input type="text" value="13202-45216"/>	<input type="text" value="Telephone"/>	<input type="text" value="679"/>
	<input type="text" value="13202-45622"/>	<input type="text" value="Electricity"/>	<input type="text" value="887"/>

Date Requested

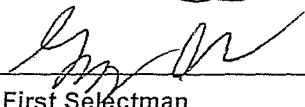
  
Department Director or Supervisor - Signature

Print Name

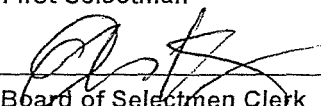
Date Reviewed

  
Chief Financial Officer

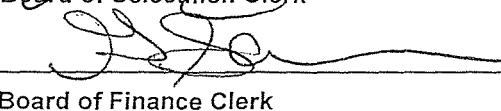
Date Approved

  
First Selectman

Date Approved

  
Board of Selectmen Clerk

Date Approved

  
Board of Finance Clerk



Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Transfer Station

Reason for Request: Overtime - Storm Irene & Storm Alfred (not eligible for FEMA reimbursement) required to keep the Transfer Station open for debris removal. Contractual coverage for leave time use. Debris storage area enlarged at the site along with construction of a material storage area for Highway construction material (drainage).

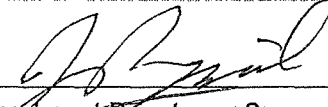
Reason for Available Funds: Highway Overtime - Majority of overtime at Transfer Station performed by employees of the Highway Department - shared use of staff and facility by both divisions of Public Works. Transfer Station Transportation - lower price per ton on disposal. Increased rate per ton of scrap metal sales.

From:


Account Number	Account Name	Amount
13201-40103	Highway - Overtime	3,000
13601-43212	Transfer Station - Transportation	488

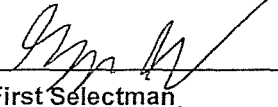
To:

13601-40103	Transfer Station - Overtime	3,488

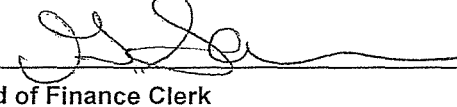
11/2/12 Date Requested  Department Director or Supervisor - Signature

Print Name James Paggioli, Director of Public Works

11/2/12 Date Reviewed  Chief Financial Officer

11/2/12 Date Approved  First Selectman

11/15/12 Date Approved  Board of Selectmen Clerk

11/14/12 Date Approved  Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Transfer Station

Reason for Request: Position filled with employee at Grade 3 as opposed to Grade 2 as was envisioned in march of 2011.

Reason for Available Funds: Savings realized during year on professional services..

From:	Account Number	Account Name	Amount
	<u>13601-44208</u>	<u>Professional Services</u>	<u>878</u>

To:	Account Number	Account Name	Amount
	<u>13601-40101</u>	<u>Regular Payroll</u>	<u>878</u>

Oct 19, 2012  
Date Requested

[Signature]  
Department Director or Supervisor - Signature

Print Name James Paggioli

10/25/12  
Date Reviewed

[Signature]  
Chief Financial Officer

11/12/12  
Date Approved

[Signature]  
First Selectman

11/15/12  
Date Approved

[Signature]  
Board of Selectmen Clerk

11/14/12  
Date Approved

[Signature]  
Board of Finance Clerk

24 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

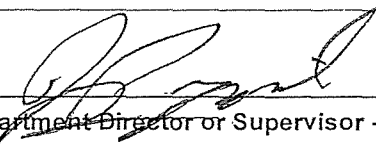
Department: Transfer Station

Reason for Request:   
1) Conducted more physical work in areas that caused wear and tear on uniforms greater than previous years.  
2) Increase of uses  
3) Increased participation in HHW program.

Reason for Available Funds:   
Savings on Other Purchases (Tub Grinder - Mowing) & Supplies through out the year.

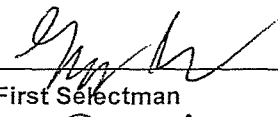
From:	Account Number	Account Name	Amount
	13601-42340	Other Purchases and Supplies	379

To:	Account Number	Account Name	Amount
	13601-41238	Uniform Rental	223
	13601-45622	Electricity	128
	13601-46228	Household Hazardous Waste	28

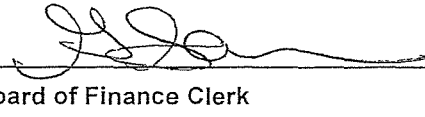
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Date Requested   
Department Director or Supervisor - Signature

Print Name James Paggioli

10/25/12  
Date Reviewed   
Chief Financial Officer

11/2/12  
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FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

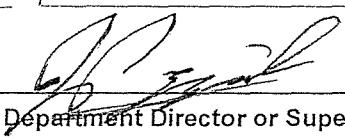
Department: Transfer Station

Reason for Request: Vacant Position filled by employee at Grade 3 instead of 2 as originally envisioned in March of 2011

Reason for Available Funds: Savings on Office Supplies through out the year.

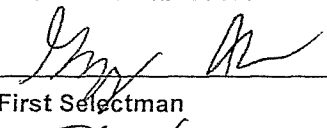
From:	Account Number	Account Name	Amount
	<u>13601-42301</u>	<u>Office Supplies</u>	<u>49</u>

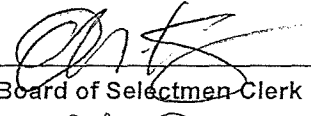
To:	Account Number	Account Name	Amount
	<u>13601-41230</u>	<u>FICA</u>	<u>49</u>

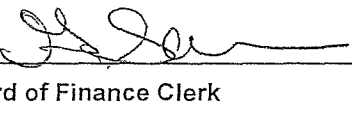
Oct 19, 2012  
Date Requested   
Department Director or Supervisor - Signature

Print Name James Paggioli

10/25/12  
Date Reviewed   
Chief Financial Officer

11/12/12  
Date Approved   
First Selectman

11/15/12  
Date Approved   
Board of Selectmen Clerk

11/14/12  
Date Approved   
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13601-42301"/>	<input type="text" value="Office Supplies"/>	<input type="text" value="41"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

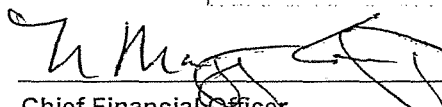
To:	Account Number	Account Name	Amount
	<input type="text" value="13601-45216"/>	<input type="text" value="Telephone"/>	<input type="text" value="41"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

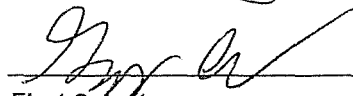
  
Department Director or Supervisor - Signature

Print Name

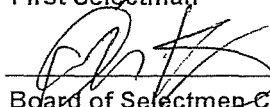
Date Reviewed

  
Chief Financial Officer

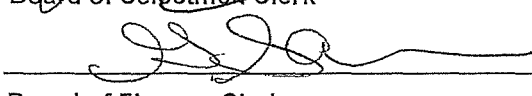
Date Approved

  
First Selectman

Date Approved

  
Board of Selectmen Clerk

Date Approved

  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Youth Services

Reason for Request: 1) Salary: Paid Youth Center Supervisors to provide childcare during parenting classes as we could not get enough volunteers for on of the parenting series.  
2) Copier: Without a printer, all staff used the copier as their only source of printing and there were not enough funds budgeted to cover the usage (per copy charges)  
3) Office Supplies: New parts to try and repair printer which was unsuccessful

Reason for Available Funds: Unused training and travel funds due to a lack of valuable training opportunities that accommodated staff schedules

From:	Account Number	Account Name	Amount
	14102-43213	Mileage, travel and Training	483

To:	Account Number	Account Name	Amount
	14102-40105	temp occasional payroll	83
	14102-42301	office supplies	91
	14102-42233	copier	309

Oct 17, 2012  
Date Requested

Department Director or Supervisor - Signature

Print Name Valerie Geato

10/18/12  
Date Reviewed

Chief Financial Officer

11/2/12  
Date Approved

First Selectman

11/15/12  
Date Approved

Board of Selectmen Clerk

11/14/12  
Date Approved

Board of Finance Clerk

Ry 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Youth & Social Services

Reason for Request: Weekend coverage of public information phone line during power outages resulting from Storm Irene

Reason for Available Funds: Unused training and travel funds due to a lack of valuable training opportunities that accommodated staff schedules

From:	Account Number	Account Name	Amount
	14102-43213	Mileage, Travel and Training	45

To:	Account Number	Account Name	Amount
	14102-40103	Overtime	45

Oct 24, 2012  
Date Requested

*Val Geato*  
Signature

Print Name Val Geato, Youth & Social Services Director

10/25/12  
Date Reviewed

*W. Messerly*  
Signature  
Chief Financial Officer

11/12/12  
Date Approved

*[Signature]*  
Signature  
First Selectman

11/15/12  
Date Approved

*[Signature]*  
Signature  
Board of Selectmen Clerk

11/14/12  
Date Approved

*[Signature]*  
Signature  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Youth & Social Services

Reason for Request: Youth & Social Services - Payout of accrued leave time for unanticipated retirement

Reason for Available Funds: Parks & Recreation - Recreation Manager position vacancy for several months of the fiscal year

From:	Account Number	Account Name	Amount
	15201-40101	Parks & Recreation - Regular Payroll	7,604

To:	Account Number	Account Name	Amount
	14102-40101	Youth & Social Services - Regular Payroll	7,604

10/28/12  
Date Requested Val Geato  
Department Director or Supervisor - Signature

Print Name Val Geato, Youth & Social Services Director

10/28/12  
Date Reviewed [Signature]  
Chief Financial Officer

11/2/12  
Date Approved [Signature]  
First Selectman

11/15/12  
Date Approved [Signature]  
Board of Selectmen Clerk

11/14/12  
Date Approved [Signature]  
Board of Finance Clerk



FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Health & Safety Committee

Reason for Request: Purchase of materials for Health & Safety Committee meetings

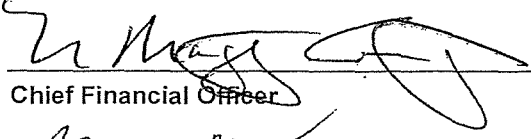
Reason for Available Funds: Funds budgeted for materials for training seminars

From:	Account Number	Account Name	Amount
	14200-42340	Health & Safety - Other Supplies	29

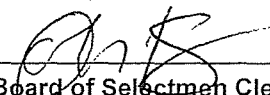
To:	Account Number	Account Name	Amount
	14200-42301	Health & Safety - Office Supplies	29


10/24/12  
Date Requested  
  
Department Director or Supervisor - Signature

Print Name Anita Pizzutiello, H&S Committee Chair

10/24/12  
Date Reviewed  
  
Chief Financial Officer

11/2/12  
Date Approved  
  
First Selectman

11/15/12  
Date Approved  
  
Board of Selectmen Clerk

11/14/12  
Date Approved  
  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Health


Reason for Request: Payment of longevity payments due on 7/1/11 for Town employees transferred to Chatham Health District

Reason for Available Funds: Contingency funds included in adopted budget

From:	Account Number	Account Name	Amount
	11101-50900	Contingency	1,023

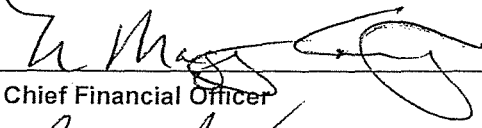
To:	Account Number	Account Name	Amount
	14201-40101	Health - Regular Payroll	950
	14201-41230	Health - FICA & Retirement	73

11/2/12  
Date Requested

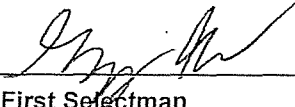
  
Department Director or Supervisor - Signature

Print Name: Gregg Schuster, First Selectman

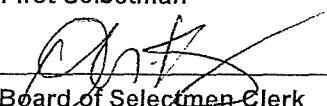
11/2/12  
Date Reviewed

  
Chief Financial Officer

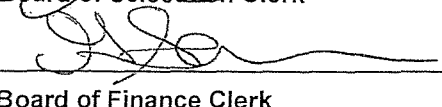
11/2/12  
Date Approved

  
First Selectman

11/15/12  
Date Approved

  
Board of Selectmen Clerk

11/14/12  
Date Approved

  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:

Account Number	Account Name	Amount
<input type="text" value="44223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="541"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

<input type="text" value="42331"/>	<input type="text" value="Custodial Supplies"/>	<input type="text" value="247"/>
<input type="text" value="44232"/>	<input type="text" value="Printing &amp; Publications"/>	<input type="text" value="252"/>
<input type="text" value="45216"/>	<input type="text" value="Telephone"/>	<input type="text" value="42"/>

Date Requested *Kate Byroade* Department Director or Supervisor - Signature

Print Name

Date Reviewed *[Signature]* Chief Financial Officer

Date Approved *[Signature]* First Selectman

Date Approved *[Signature]* Board of Selectmen Clerk

Date Approved *[Signature]* Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="42344"/>	<input type="text" value="Library Supplies"/>	<input type="text" value="534"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="42301"/>	<input type="text" value="Office Supplies"/>	<input type="text" value="534"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

*Kate Byroade*  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

*[Signature]*  
Chief Financial Officer

Date Approved

*[Signature]*  
First Selectman

Date Approved

*[Signature]*  
Board of Selectmen Clerk

Date Approved

*[Signature]*  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="42344"/>	<input type="text" value="Programs"/>	<input type="text" value="25"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="43213"/>	<input type="text" value="Meetings, Training, Mileage"/>	<input type="text" value="20"/>
	<input type="text" value="43258"/>	<input type="text" value="Professional Memberships"/>	<input type="text" value="5"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

*Kate Byroade*

Department Director or Supervisor - Signature

Print Name

Date Reviewed

*[Signature]*  
Chief Financial Officer

Date Approved

*[Signature]*  
First Selectman

Date Approved

*[Signature]*  
Board of Selectmen/Clerk

Date Approved

*[Signature]*  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="44223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="414"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="46226"/>	<input type="text" value="Building Repairs"/>	<input type="text" value="414"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

*Kate Byroade*

Department Director or Supervisor - Signature

Print Name

Date Reviewed

*[Signature]*

Chief Financial Officer

Date Approved

*[Signature]*

First Selectman

Date Approved

*[Signature]*

Board of Selectmen Clerk

Date Approved

*[Signature]*

Board of Finance Clerk

FY 12/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="45221"/>	<input type="text" value="Fuel"/>	<input type="text" value="210"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="45222"/>	<input type="text" value="Water &amp; Sewer"/>	<input type="text" value="210"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

*Kate Byroade*  
Department Director or Supervisor - Signature

Print Name

Date Reviewed

*[Signature]*  
Chief Financial Officer

Date Approved

*[Signature]*  
First Selectman

Date Approved

*[Signature]*  
Board of Selectmen Clerk

Date Approved

*[Signature]*  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Cragin Library

Reason for Request: Overtime costs incurred for additional library hours after Storm Irene - provide location for residents to charge electronic devices

Reason for Available Funds: Fewer library supplies were purchased than anticipated

From:	Account Number	Account Name	Amount
	<u>15101-42344</u>	<u>Library Media Supplies</u>	<u>98</u>

To:	Account Number	Account Name	Amount
	<u>15101-40103</u>	<u>Library - Overtime</u>	<u>98</u>

10/26/12  
Date Requested Kate Byroade  
Department Director or Supervisor - Signature

Print Name Kate Byroade, Library Director

10/24/12  
Date Reviewed [Signature]  
Chief Financial Officer

11/2/12  
Date Approved [Signature]  
First Selectman

11/15/12  
Date Approved [Signature]  
Board of Selectmen Clerk

11/14/12  
Date Approved [Signature]  
Board of Finance Clerk



FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

Reason for Request: Costs from Storm Irene not eligible for FEMA Reimbursement

Reason for Available Funds: Recreation Manager position was vacant for a portion of the year.

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	2,323

To:	Account Number	Account Name	Amount
	15201-40103	OVERTIME	2,323

10/1/2012  
Date Requested Department Director or Supervisor - Signature

Print Name Cheryl Hancin

10/18/12  
Date Reviewed Chief Financial Officer

11/2/12  
Date Approved First Selectman

11/15/12  
Date Approved Board of Selectmen Clerk

11/14/12  
Date Approved Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

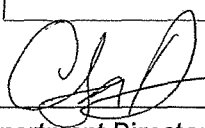
Reason for Request: Telephone/WIFI reinstalled at RecPlex

Reason for Available Funds: Recreation Manager position was vacant for a portion of the year.

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	432

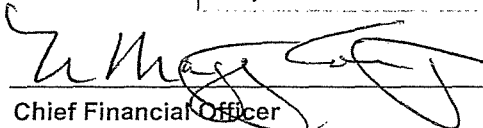
To:	Account Number	Account Name	Amount
	15201-45216	Telephone	432

10/1/2012  
Date Requested

  
Department Director or Supervisor - Signature

Print Name Cheryl Hancin


10/18/12  
Date Reviewed

  
Chief Financial Officer

11/2/12  
Date Approved

  
First Selectman

11/15/12  
Date Approved

  
Board of Selectmen Clerk

11/14/12  
Date Approved

  
Board of Finance Clerk

11/11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

Reason for Request: Unanticipated increase in membership dues.  
Unanticipated increase in conference fees  
An increase in use of personal vehicles and mileage reimbursement as town vehicles were no longer available for use by department

Reason for Available Funds: Recreation Manager position was vacant for a portion of the year.

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	1,407

To:	Account Number	Account Name	Amount
	15201-43258	Prof membership	380
	15201-42213	Mileage, Training, Meeting	1,027

10/1/2012  
Date Requested Department Director or Supervisor - Signature

*[Signature]*

Print Name Cheryl Hancin

10/18/12  
Date Reviewed Chief Financial Officer

*[Signature]*

11/12/12  
Date Approved First Selectman

*[Signature]*

11/15/12  
Date Approved Board of Selectmen Clerk

*[Signature]*

11/14/12  
Date Approved Board of Finance Clerk

*[Signature]*

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

Reason for Request:

Unanticipated cost of replacing the tent canopies, radios, and sprinkler heads.

Reason for Available Funds:

Recreation Manager position was vacant for a portion of the year.

From:

Account Number	Account Name	Amount
15201-40101	Regular Payroll	3,220

To:

15201-42340	Other Operating Supplies	3,220

10/1/2012  
Date Requested

Department Director or Supervisor - Signature

Print Name Cheryl Hancin

10/18/12  
Date Reviewed

Chief Financial Officer

11/2/12  
Date Approved

First Selectman

11/15/12  
Date Approved

Board of Selectmen Clerk

11/14/12  
Date Approved

Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

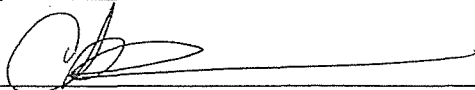
Reason for Request: Unanticipated need for Office Shredder (sensitive information on program rosters)

Reason for Available Funds: Recreation Manager position was vacant for a portion of the year.

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	230


To:	Account Number	Account Name	Amount
	15201-42301	Office Supplies	230

10/1/2012  
Date Requested

  
Department Director or Supervisor - Signature

Print Name Cheryl Hancin


10/18/12  
Date Reviewed

  
Chief Financial Officer

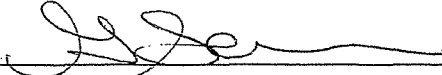
11/12/12  
Date Approved

  
First Selectman

11/15/12  
Date Approved

  
Board of Selectmen Clerk

11/14/12  
Date Approved

  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

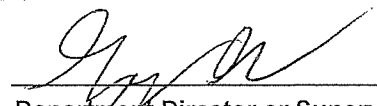
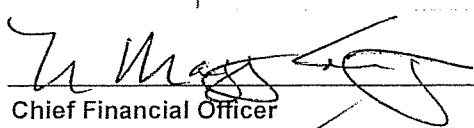
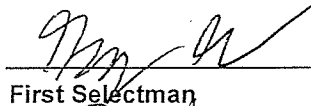
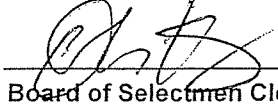

Department: Senior Center

Reason for Request: Increase in annual lease payment for use of Senior Center facility (requested to cover cost of liability insurance paid by lessor/owner of facility) - lease agreement approved at BOS meeting of 5/19/11.

Reason for Available Funds: Contingency funds included in adopted budget.

From:	Account Number	Account Name	Amount
	11101-50900	Contingency	3,609

To:	Account Number	Account Name	Amount
	15401-44215	Senior Center - Building Rental	3,609

Date Requested  
 Department Director or Supervisor - Signature  
 Print Name   
 Date Reviewed  
 Chief Financial Officer  
 Date Approved  
 First Selectman  
 Date Approved  
 Board of Selectmen Clerk  
 Date Approved  
 Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Senior Center

Reason for Request: Department share of cost to publish and distribute quarterly Colchester Connection publication to all residents

Reason for Available Funds: Bulk purchasing for kitchen and bath paper goods across all Town & School departments. Use of supplies remaining from prior year for all departments.

From:	Account Number	Account Name	Amount
	15401-42331	Custodial/Maintenance Supplies	16

To:	Account Number	Account Name	Amount
	15401-43232	Printing & Publications	16

10/26/12  
Date Requested

*Patti White*  
Department Director or Supervisor - Signature

Print Name: Patti White, Senior Center Director

10/26/12  
Date Reviewed

*[Signature]*  
Chief Financial Officer

11/2/12  
Date Approved

*[Signature]*  
First Selectman

11/15/12  
Date Approved

*[Signature]*  
Board of Selectmen Clerk

11/14/12  
Date Approved

*[Signature]*  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

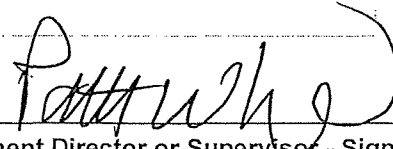
Department: Senior Center

Reason for Request: Unanticipated electrical upgrade for new electric stoves

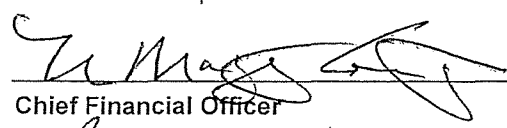
Reason for Available Funds: Bulk purchasing for kitchen and bath paper goods across all Town & School departments.  
Use of supplies remaining from prior year for all departments.  
Lower vehicle expenses than projected.

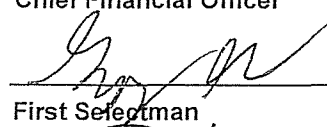
From:	Account Number	Account Name	Amount
	15401-42331	Custodial/Maintenance Supplies	1,021
	15401-46390	Vehicle Maintenance & Fuel	240

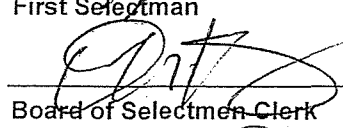
To:	Account Number	Account Name	Amount
	15401-46226	Building Repairs	1,261

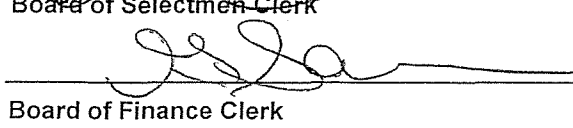
10/26/12  
Date Requested   
Department Director or Supervisor - Signature

Print Name Patti White, Senior Center Director

10/26/12  
Date Reviewed   
Chief Financial Officer

11/2/12  
Date Approved   
First Selectman

11/15/12  
Date Approved   
Board of Selectmen Clerk

11/14/12  
Date Approved   
Board of Finance Clerk



FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Senior Center

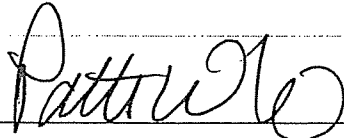
Reason for Request: Additional membership to the Connecticut Association of Senior Center Personnel for the Program Coordinator

Reason for Available Funds: Bulk purchasing for kitchen and bath paper goods across all Town & School departments. Use of supplies remaining from prior year for all departments.

From:	Account Number	Account Name	Amount
	15401-42331	Custodial/Maintenance Supplies	45

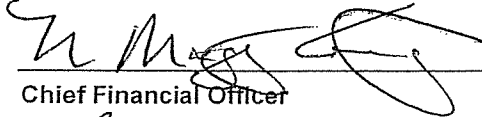
To:	Account Number	Account Name	Amount
	15401-43258	Professional Memberships	45

10/26/12  
Date Requested

  
Department Director or Supervisor - Signature

Print Name Patti White, Senior Center Director

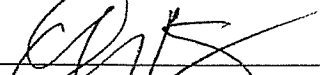
10/26/12  
Date Reviewed

  
Chief Financial Officer


11/2/12  
Date Approved

  
First Selectman

11/15/12  
Date Approved

  
Board of Selectmen Clerk

11/14/12  
Date Approved

  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Senior Center

Reason for Request: Overtime costs incurred to provide residents with transportation to and from the Emergency Shelter during Storm Irene

Reason for Available Funds: Lower vehicle expenses than anticipated (fuel and repairs)

From:	Account Number	Account Name	Amount
	15401-46390	Vehicle Maintenance & Fuel	135

To:	Account Number	Account Name	Amount
	15401-40103	Overtime	135

10/26/12  
Date Requested

*Patti White*  
Department Director or Supervisor - Signature

Print Name: Patti White, Senior Center Director

10/26/12  
Date Reviewed

*[Signature]*  
Chief Financial Officer

11/2/12  
Date Approved

*[Signature]*  
First Selectman

11/15/12  
Date Approved

*[Signature]*  
Board of Selectmen Clerk

11/14/12  
Date Approved

*[Signature]*  
Board of Finance Clerk

FY 11/12

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Senior Center

Reason for Request: Additional hours for part-time driver during employee FMLA leave

Reason for Available Funds: Lower vehicle expenses than anticipated (fuel and repairs)

From:	Account Number	Account Name	Amount
	15401-46390	Vehicle Maintenance & Fuel	219

To:	Account Number	Account Name	Amount
	15401-40101	Regular Payroll	219

10/26/12  
Date Requested Patti White  
Department Director or Supervisor - Signature

Print Name Patti White, Senior Center Director

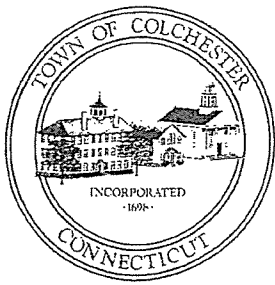
10/26/12  
Date Reviewed [Signature]  
Chief Financial Officer

11/2/12  
Date Approved [Signature]  
First Selectman

11/15/12  
Date Approved [Signature]  
Board of Selectmen Clerk

11/14/12  
Date Approved [Signature]  
Board of Finance Clerk





# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415


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Gregg Schuster, First Selectman

## MEMORANDUM

To: Board of Selectmen

Cc:

From: Gregg Schuster, First Selectman 

Date: 11/13/12

Re: 2013 Board and Commission Chairmen Meeting Schedule

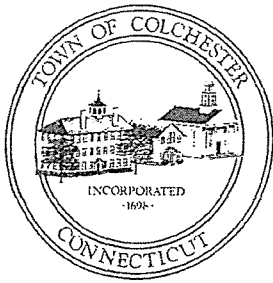
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The following regular meeting schedule is recommended for 2013. All meetings will take place prior to the regular Board of Selectmen meeting for that evening.

January 17  
April 18  
July 18  
October 17

Recommended motion – “Move to adopt the Board and Commission Chairmen 2013 meeting schedule as recommended by the First Selectman.”





# 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: 11/15/12

Re: 2013 Board of Selectmen Regular Meeting Schedule

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The following regular meeting schedule is recommended for 2013. All regular meetings are the first and third Thursday of each month.

January 3	July 18
January 17	August 1
February 7	August 15
February 21	September 5
March 7	September 19
March 21	October 3
April 4	October 17
April 18	November 7
May 2	November 21
May 16	December 5
June 6	December 19
June 20	

Recommended motion – “Move to adopt the Board of Selectmen 2013 meeting schedule as recommended by the First Selectman.”





FY12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Public Works - Facilities


Reason for Request: Consolidation of VOIP monthly billing for Town Hall in Facilities Telephone account - monthly phone charges previously allocated across all departments in Town Hall.

Reason for Available Funds: Funds included in individual departments located in Town Hall for share of monthly telephone services.

From:	Account Number	Account Name	Amount
	Various 45216	Various - Telephone (see detail list)	10,128

To:	Account Number	Account Name	Amount
	13205-45216	Public Works Facilities - Telephone	10,128

11/2/12  
Date Requested

  
Department Director or Supervisor - Signature

Print Name James Paggioli, Director of Public Works

11/20/12  
Date Reviewed

  
Chief Financial Officer

11/20/12  
Date Approved

  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester			
Budget Transfer - Town Hall VOIP Telephone			
Account #	Department & Account Name	From	To
11201-45216	First Selectman's Office - Telephone	1,380	
11301-45216	Finance - Telephone	1,020	
11303-45216	Tax Collector - Telephone	858	
11304-45216	Assessor - Telephone	540	
11411-45216	Planning & Code Administration - Telephone	1,740	
11501-45216	Town Clerk - Telephone	1,050	
11601-45216	Elections - Telephone	180	
12101-45216	Police - Telephone	1,380	
14102-45216	Youth & Social Services - Telephone	1,080	
15201-45216	Parks & Recreation - Telephone	900	
13205-45216	Facilities - Telephone		10,128
	Totals	10,128	10,128

107 12/13


Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Police

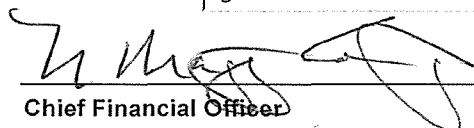
Reason for Request: Fund Overtime for Administrative Assistant to assist in compiling Emergency Notification Information for special needs citizens.

Reason for Available Funds: Crimestar no longer used.

From:	Account Number	Account Name	Amount
	44208	Professional Services/Crimestar Support	400
To:	40103	Overtime	400

10/17/12  
Date Requested  213  
Department Director or Supervisor - Signature

Print Name Sgt. Marc Petruzzi

11/20/12  
Date Reviewed   
Chief Financial Officer

11/20/12  
Date Approved   
First Selectman

Date Approved  
Board of Selectmen Clerk

Date Approved  
Board of Finance Clerk

FY 12/13

Town of Colchester  
General Fund  
Budget Transfer/Additional Appropriation

Department: Fire

Reason for Request: SCBA repairs - exceeded projection. Frequency usage has increased due to additional training

Reason for Available Funds: - Fire Equipment Supplies - hazmat suits and supplies to be minimized to make this transfer

From:	Account Number	Account Name	Amount
	<u>12202-42346</u>	<u>Fire Equipment Supplies</u>	<u>1,000</u>

To:	<u>12202-46327</u>	<u>Other equipment repair</u>	<u>1,000</u>

Oct 25, 2012

Date Requested

*Walter Cox*

Department Director or Supervisor - Signature

Print Name Walter Cox

11/20/12  
Date Reviewed

*[Signature]*  
Chief Financial Officer

11/20/12  
Date Approved

*[Signature]*  
First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester  
 General Fund  
 Budget Transfer/Additional Appropriation

Department: Public Works - Admin & Grounds Maint

Reason for Request: Reorganization of Facilities & Grounds Maintenance approved by BOE on 7/10/12 and BOS on 8/16/12 - Increased salary for Director of Public Works, and additional compensation for Director of Facilities & Operations to oversee Grounds Maintenance until effective date of reorganization.

Reason for Available Funds: Decrease in salary for Director of Facilities & Operations as a result of reduction in responsibilities due to the reorganization of Facilities and Grounds Maintenance as approved by BOE on 7/10/12 and the BOS on 8/16/12.


From:

Account Number	Account Name	Amount
13205-40101	PW Facilities - Regular Salaries	10,000

To:

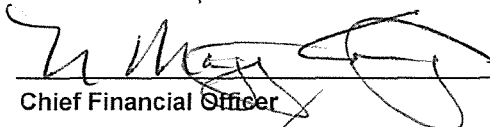
13200-40101	PW Administration - Regular Salaries	9,300
13203-40101	PW Grounds Maint - Regular Salaries	700

11/20/12  
 Date Requested

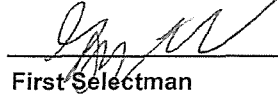
  
 Department Director or Supervisor - Signature

Print Name James Paggioli, Director of Public Works

11/20/12  
 Date Reviewed

  
 Chief Financial Officer

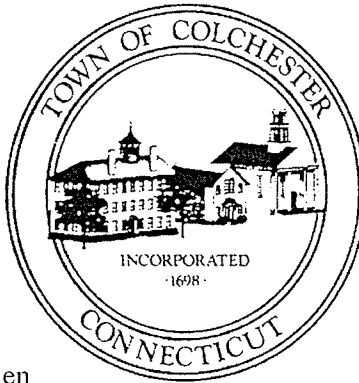
11/20/12  
 Date Approved

  
 First Selectman

Date Approved \_\_\_\_\_  
 Board of Selectmen Clerk

Date Approved \_\_\_\_\_  
 Board of Finance Clerk





Code Administration  
Building Official  
Fire Marshal  
Wetlands Enforcement

Planning and Zoning  
Planning Director  
Zoning Enforcement  
Town Engineer

November 8, 2012

TO: Board of Selectmen

FROM: Colchester Conservation Commission

SUBJECT: Acceptance of 10.65 Acres Conservation Easement located on the Tractor Supply Site

In 2011, The Tractor Supply Company (TSC) received approvals from the Town of Colchester Conservation Commission and the Planning and Zoning Commission, to develop a retail building, a smaller retail building pad and associated parking, utilities and drainage facilities. The 23 acre site is located on the Southwestern corner of the intersection of Rte 85 & Lake Hayward Road.

The TSC was permitted to fill 4,250 square feet or .10ac of wetlands in order to construct the access drive and a portion of the parking area. The disturbance to the wetlands system was countered by the mitigation and creation of 47,190 square feet or 1.12 ac of wetlands. Due to this wetland disturbance and mitigation, the applicant was required to obtain an Army Corps of Engineers (AOCE) permit.

As part of the AOCE permitting process, the applicant was required to permanently protect an environmentally sensitive area in the rear portion of the site as development in this area might have potentially damaging affects to the stream, wetlands and vernal pools on the site.

The applicant proposed to comply with this condition by placing 10.65 acres of this area within a Conservation Easement (see attached plan). The ACOE requested that the rights of the Conservation Easement be given to the Town of Colchester. Planning and Zoning Staff recommended that this Easement be accepted and in order for the applicant to move forward, the Board of Selectman must accept the Conservation Easement.

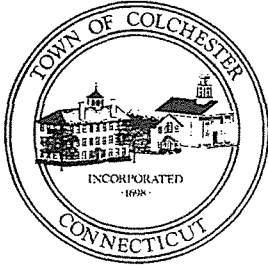
On Wednesday, October 10<sup>th</sup>, 2012, The Colchester Conservation commission voted to recommend that the Board of Selectmen accept such an easement.

**Recommended Motion:**

The Board of Selectmen motion to accept the 10.65 Acre Conservation Easement located on the Tractor Supply Company development site, as shown on the attached plan dated 12.5.2011 revised through 9.5.2012 & authorize the First Selectman to sign all necessary documents.







# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

November 30, 2012

To: Colchester Board of Selectmen

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

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

By: Angus McDonald Gary Sharpe Associates, Inc. **(phase A-1 Goldberg  
Road extension and White Tail Lane)**

The Owner of the referenced Subdivision phase A-1 (Rodney Goldberg), has requested a bond reduction to reflect the public improvements completed to date.

As of 11/30/12, the remaining incomplete items are as follows:

<u>Item no.</u>	<u>Item</u>	<u>cost</u>
19	Sedimentation control system	1,890.00
21	Bituminous concrete class 2	40,950.00
47	Metal beam rail	6,900.00
48	Concrete sidewalk	35,000.00
54	Furnishing and placing topsoil	13,686.75
55	Liming	782.10
57	Turf establishment	3,910.50
61	Stop sign and post	200.00
62	Road sign and post	200.00
63	Speed limit signs and posts	400.00
65	Monuments and iron pins	7,300.00
66	As-built plans	3,015.00
69	Clean sediment from catch basins	1,520.00
72	Remove existing cul-de-sac, loam & seed	2,500.00
Remaining incomplete items		= \$118,254.35

The town is currently holding a Subdivision surety bond (Lexon Insurance Company bond no. 1063781) in the amount of \$291,051.85 to guarantee the completion of public improvements within the White Oak Farm Phase A-1 Subdivision. It is therefore recommended that the subdivision bond be reduced by \$172,797.50 leaving a bond balance of \$118,254.35.

## **RECOMMENDED MOTION:**

Motion that the Town of Colchester reduce Subdivision surety bond No. 1063781 in the amount of \$291,051.85 by \$172,797.50 leaving a bond balance of \$118,254.35 as recommended by the Town Engineer.



12-10-09 A10:31 OUT

## Steve Fedus, LLC

P.O. Box 143 Colchester, CT 06415  
Office: (860)537-1100

10/9/12

Colchester Board of Selectman:  
Re: Fee refund  
203 Amston Rd- 14 unit multifamily

Dear Board:

At the September 12<sup>th</sup> Wetland Meeting my application (W2012-2948) that was on hold awaiting minor revisions was denied without prejudice. My engineer failed to communicate a request for an extension. He was the person directly responsible (DRI) for dealing with this. I was told by him that we had an extension. I wish to request a refund of the the base Administrative fee (\$200) and the non-significant activity fee (\$100). My intension is to re-submit . It is my understanding that the State fee is not refundable.

The revisions to my plan are minor – taking one unit out and terminating the second access. The number of parking spaces remains the same. I therefore also ask if it is possible to waive the second engineering review fee of \$320 when I re-submit. Thank you for your consideration.

Stephen M. Fedus



cc:  
WL  
AT-TP.

COLCHESTER CONSERVATION COMMISSION  
Regular Meeting Wednesday, October 10, 2012  
Town Hall, 127 Norwich Avenue, Room 2  
Minutes of Meeting

**MEMBERS PRESENT:** Falk von Plachecki, Chairman; Kurt Frantzen, Vice Chairman; Moe Epstein, and Sue Bruening (arrived 7:10 p.m.); Alternate: Andrew George and Erika Fuery, Staff: Wetlands Enforcement Officer: Jay Gigliotti; and Clerk: Gail Therian;

**MEMBERS ABSENT** Darrell York; and Jim Ford, Board of Selectmen Liaison

**A. CALL REGULAR MEETING TO ORDER**

Chairman von Plachecki called the Regular Meeting to order at 7:01 p.m. A. George and E. Fuery were seated as voting members.

**B ADDITIONS TO AGENDA -**

J. Gigliotti asked the Commission to add, under "Item G, New Business" – "A. 2013 Meeting Schedule"; under "Item J – Conservation" – "A. – Tractor Supply Company Proposed Conservation Easement"; and Item K – "Correspondence" Item B Steve Fedus Request for Refund of Fees" to the Agenda.

Chairman von Plachecki asked that under "Item J" – Conservation – "B - Nature Conservancy Grant" be added.

**Motion** by K. Frantzen, seconded by M. Epstein to amend tonight's agenda as recommended in the previous conversation. **Motion carried unanimously.**

**C APPROVAL OF MINUTES – Meeting Minutes of September 12, 2012**

**Motion** by K. Frantzen, seconded by A. George to approve the Minutes of the September 12, 2012 meeting as presented. **Motion carried unanimously.**

**D. PUBLIC COMMENT – None**

**E. PENDING APPLICATIONS**

- A. W2012-2952- Steve Ostroski, Foxridge & Pickerel Lake Rd, Assessor's Map 3-20 Lot# 29, 2-Lot Subdivision w/ no public improvements. No URA or wetland impacts. DRD 11.16.12**

J. Gigliotti reviewed the location of this proposed subdivision and said that there are no wetland or Upland Review Area impacts. He told the Commission that a revised plan was submitted this afternoon and Staff had not reviewed the plan as of yet. He said that the finger of wetlands that had been missing in the original plan had been included in the revised plan. He distributed a letter from James Sipperly, Certified Soil Scientist dated October 10, 2012. He told the Commission that the Decision Required Date for action on this application was November 16, 2012. No Open Space is required as it is a family subdivision.

**Motion** by K. Frantzen, seconded by M. Epstein to approve W2012-2952 Steve Ostroski, Foxridge & Pickerel Lake Road as presented seeing that there are no wetlands or Upland Review Area impacts. **Motion carried unanimously.**

Chairman von Plachecki said that S. Bruening had now arrived, so A. George would be seated as a voting member and E. Fuery would step down as a voting member.

**F. NEW APPLICATIONS- None**

**G. NEW BUSINESS –**

- A. 2013 Meeting Schedule**

**Motion** by K. Frantzen, seconded by S. Bruening to approve the 2013 Meeting Schedule as drafted by *Nancy A. Bray* **Motion carried unanimously.**

**H. OLD BUSINESS – None**

**I. ENFORCEMENTS – None**

RECEIVED  
COLCHESTER, CT  
2012 OCT 11 PM 2:41  
NANCY A. BRAY  
TOWN CLERK  
*Nancy A. Bray*

**J. CONSERVATION -**

**A. Tractor Supply Company Proposed Conservation Easement**

J. Gigliotti gave a brief background on this approved application and said that the Tractor Supply Company and the Army Corp of Engineers had reached an agreement regarding protection of an area of land for the proposed project. A Conservation Easement will be deeded to the Town to protect this area. Tractor Supply has received a Water Quality Certification from the CT Department of Energy and Environmental Protection. He explained that a recommendation needed to be forwarded to the Board of Selectmen from this Commission. Discussion followed regarding access to the Conservation Easement.

**Motion** by K. Frantzen, seconded by S. Bruening to accept the Conservation Easement being proposed and a recommendation be submitted to the Board of Selectmen. **Motion carried unanimously.**

**B. Nature Conservancy Grant**

F. von Plachecki told the Commission that the Nature Conservancy has awarded a \$40,000 Grant for study of water testing in the Salmon River Watershed.

**K. CORRESPONDENCE -**

**A. As of Right Colchester Conservation Commission Application**

J. Gigliotti presented the draft of the As of Right Colchester Conservation Commission Application. Commission members made comments and additions to the application including an attachment of Section 4 of the Inland Wetlands Regulations as a reference, list of items that are not included as of right, site plan or sketch and signatures of all the owners of the property. J. Gigliotti will make the suggested additions and corrections and will present the revised application at the next meeting.

**B. Steve Fedus Request for Refund of Fees**

J. Gigliotti distributed a copy of letter dated October 9, 2012 from Steve Fedus requesting a refund of the Conservation Commission fees for the application that was denied at the September 12, 2012 meeting. J. Gigliotti explained what was covered under the base administration fee and the non significant fee. Discussion followed.

**Motion** by K. Frantzen, seconded by A. George to deny the request for the refund. **Motion carried unanimously.**

**L. ADJOURNMENT**

**Motion** by K. Frantzen, seconded by M. Epstein to adjourn the meeting at 8:01 p.m.

Respectfully Submitted,

Gail N. Therian, Clerk .



# Memo



**Date:** 11/28/2012

**To:** Colchester CT BOS

**From:** Chief Walt Cox Colchester FD

**RE: Approved FY13 CIP Purchase of CHFD Hydraulic Tool System**

---

*Approved FY13 Capital Purchase line item for hydraulic tool system: \$64,800.00*

The two lowest bidders of the RFP were given the opportunity to demonstrate their equipment to the Colchester Fire Department.

Based on the demonstration and review of data specifications and hands-on feedback from the Colchester FD members who tested said equipment, the CHFD Chief Officers are requesting permission from the Board of Selectman to move forward with the purchase from Northeastern Fire aka TNT Rescue Tool System.

**Motion:** *To allow the Colchester Fire Department to purchase the hydraulic tool system from Northeastern Fire Assoc. aka TNT Hydraulic Tool System based on the favorable review of the Colchester FD for the price of \$62,895.00*

WJC







## Department of Fire and Emergency Medical Services

November 9, 2012

Dear Board of Selectman,

On Wednesday October 3<sup>rd</sup> 2012, 15 members of the Colchester Fire Department along with sales reps from Hurst Extrication tools and TNT extrication tools got together to compare the two different brands. The goal of this comparison was to see which extrication tool operated and performed the best. On hand were the quoted extrication tools from Hurst and TNT. Also provided were 3 vehicles, 2 four door sedans and 1 two door coupe. These vehicles were used to put the extrications tools thru their paces and fully see how they perform. The members were given full access to all the tools. For the next 3 hours they spread doors, cut roofs, lifted dashes, cut steering wheel columns and turned the 2 door coupe into a 4 door. After all this was complete, all the members headed back to Company #1 so we could sit down and discuss what happened. All the members were handed an evaluation sheet where they could rate the tools and leave comments. The members were asked to compare the weight of the tools, how they handled, the spreading and cutting force and which one the member liked the most. The evaluation sheets were then collected. After reviewing the comments and the member's recommendation, a decision was reached. The members unanimously chose TNT extrication tools. Members liked the weight of the tool and that the whole hand grip was the trigger to operate the tool. Whereas the Hurst tool was a little heavier and had a thumb switch to operate.

When comparing the Hurst and the TNT extrication tool to the specs, the Hurst did not fully meet them. Hurst did not meet any of the spreading or pulling PSI's required by the specs. They were under all the numbers. The spec also required a lifetime warranty on all the provided equipment. Hurst provided a lifetime warranty that expired after 10 years. TNT provided a lifetime warranty that never expires and covers everything regardless of age or how and why it broke. TNT fully met the spec.

After the hands on demonstration of the two brands of extrication tools, and listening to the opinions and recommendations from the membership, I am recommending that the town purchase the TNT extrication tools as quoted on September 5<sup>th</sup> 2012.

Respectfully,

Paul Giudice  
Captain  
Colchester Fire Dept

Cc: Chief Walt Cox



# **Northeastern Fire**

## **Fire Apparatus Specialists**

P.O.Box 387 Cheshire, CT 06410 Ph 203-272-9228 [northeasternfire.com](http://northeasternfire.com)

Northeastern Fire agrees to provide the Colchester Fire Dept. a TNT Rescue Tool System per RFP for the Sum of **\$62,895.00**. Below is a list of all equipment and services being provided.

1. (2) Two S100-28 Spreaders with Nexus Couplings.
2. (1) One BFS 32 Spreader with Nexus Coupling.
3. (2) Two SLC29 Cutters with Nexus Couplings.
4. (1) One BFC 320 Cutter with Nexus Coupling.
5. (1) R20 Ram with Nexus Coupling.
6. (1) R40 Ram with Nexus Coupling.
7. (1) R50 Ram with Nexus Coupling.
8. (2) ATT-ET 4.0 Electric Simo Pumps With Flat Style Couplers.
9. (1) BT3.0 Gas Pump with Flat Style Couplers.
10. (1) ATT6.5-RCWC Gas Simo Pump with Roll Cage and Wheel Kit
11. (4) 30' Extension Hoses Nexus Coupler on end and Flat Coupler on Pump end.
12. (3) Three HRH 100' Reel Hose with Nexus Couplers.
13. (1) One RKIT Ram Accessory Kit.
14. Installation of electric pumps and conversion of the Fire Departments existing reels to high pressure.

Terms: Net 15

Respectfully submitted,

Alan Harris, Northeastern Fire

Accepted: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_



TNT RESCUE SYSTEMS, INC.

## LIFETIME WARRANTY

!! Means Lifetime!!

The high quality and reliability of TNT Rescue Systems, Inc. tools and parts enables us to offer you the following warranty:

**Should any TNT product purchased from TNT or an authorized representative of TNT fail to perform as originally intended due to wear, workmanship, or even accidental damage, return it to TNT with postage prepaid, and we will either replace or repair it, at our option, for as long as you own it -- no if's, and's or but's. This warranty does not apply to: (1) abuse (2) any alterations non compliant with TNT factory specifications (3) engines, lifting bags and lifting bag accessories, which are not manufactured by TNT. (All engines and lifting bags have separate warranties from the manufacturer).**

**TNT's lifetime warranty also remains in effect when used with other manufactures equipment!**

This warranty is limited to the cost of repair or replacement at the option of TNT Rescue Systems, Inc. of any defective product and it shall in no event include incidental or consequential commercial damages of any kind.

THIS WARRANTY IS AN EXCLUSIVE WARRANTY AND TNT RESCUE SYSTEMS, INC. MAKES NO OTHER WARRANTIES OF ANY KIND OR NATURE WHATSOEVER, EXPRESSED OR IMPLIED, WITH RESPECT TO THE PRODUCTS MANUFACTURED AND/OR SOLD BY IT. TNT RESCUE SYSTEMS, INC. SPECIFICALLY DISCLAIMS ANY WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY.

NO DISTRIBUTOR, AGENT, EMPLOYEE OR REPRESENTATIVE OF TNT RESCUE SYSTEMS, INC. MAY ALTER THIS WARRANTY IN ANY WAY.

Gregg Schuster

First Selectman



**BID OPENING**

DATE: 9/5/12 TIME: 2:00PM

PLACE: First Selectman's Office, Suite 201, 127 Norwich Avenue, Colchester, CT 06415

BID OPENING: HIGH PRESSURE RESCUE TOOLS

IN ATTENDANCE FOR THE TOWN: DEREK KENNEDY

WALTER COX

DON LEE

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

COMPANY	BID AMOUNT
<u>FIREMATIC SUPPLY CO.</u>	<u>\$ 58,967.00</u>
<u>BRIGHAM INDUSTRIES, INC.</u>	<u>\$ 76,000.00</u>
<u>FIVE STAR FIRE</u>	<u>\$ 69,853.86</u>
<u>NORTHEASTERN FIRE ASSOC.</u>	<u>\$ 62,859.00</u>
<u> </u>	<u> </u>
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# Memo

**To:** Board of Selectmen  
**From:** Marc Tate, IT/GIS Coordinator and Tricia Coblentz, Tax Collector  
**Date:** 12/3/2012  
**Re:** Online Tax Collection Information

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In the current budget we have funding for an online service to provide tax collection information to the public. The online service allows for the lookup of public tax information that currently requires department staff to provide.

The online service is currently utilized by 52 municipalities in the state. It complies with current procedures for privacy and has automated updates that work with the town's existing technology so no additional software is needed.

Adding this service is another step forward in online systems automation that is improving service to the citizens and the efficiency of our operations.

Recommended motion:

Motion to approve the Taxpayer Inquiry Web Hosting Services Agreement and authorize the First Selectman to sign all necessary documents.



# Quality Data Systems

Tax collection agencies utilizing online tax service

12/3/2012

Ansonia	Plymouth
Ashford	Portland
Bethel	Prospect
Branford	Redding
Bridgeport	Simsbury
Brookfield	Somers
Chaplin	Southbury
Clinton	Stonington
Columbia	Stratford
East Hampton	Suffield
East Hartford	Thomaston
Glastonbury	Torrington
Goshen	Vernon
Hebron	Waterbury
Kent	Westbrook
Killingly	West Haven
Lebanon	Weston
Lisbon	Westport
Madison	Wethersfield
Manchester	Wilton
Mansfield	Windham
Montville	Windsor
Morris	Windsor Locks
New Canaan	Wolcott
New Fairfield	Woodbury
Norwich	Woodridge Lake

QDS Contact Person: **Jeff Johnson** – Sales Manager  
203.755.9031 x124 (p) 860.729.4551 (cell) 203.574.4360 (f)  
[jjohnson@qds.biz](mailto:jjohnson@qds.biz) or [leo@qds.biz](mailto:leo@qds.biz)

**QDS Web Hosting On-Line Inquiry/Payment Setup Form**

Please fill out the following form and include it with your QDS Web Hosting agreement.

**Municipality:** Town of Colchester, CT

**Your Name & Title:** Tricia Coblentz - Tax Collector  
(name, phone&e-mail)

**Your Contact info:** TaxCollector@ColchesterCT.gov - 860-537-7210

**IT Contact info:** mtate@colchesterct.gov

**Web Page Contact info:** mtate@colchesterct.gov

**HOW WOULD YOU LIKE YOUR SITE SET UP?**

Include taxpayer mailing address on display?

Yes  No

Exclude (omit sensitive accounts) Internet File Records?

Yes  No

Show flags on-line?

Warrant  Yes  No                      Bankruptcy  Yes  No

Suspense  Yes  No                      Collection Agency  Yes  No

Allow on-line payments of the following flagged accounts? (Bill pay ONLY)

Warrant  Yes  No                      Suspense  Yes  No

Collection Agency  Yes  No

Disclaimer that payments will be applied to delinquent taxes first? (Bill pay ONLY)

Yes  No

Payment Processing Service? (Bill pay ONLY)

Who is your secure payment processor? TBD

**\* Please Note: A taxpayer message can be printed on an insert or the back of the bills at an additional cost, or on the tax bill where messages appear for no charge.**

**Include Optional Billing Items – (for an additional annual fee)**

Yes  No      *Parking Tickets*

**Additional comments or questions**

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**Quality Data Service, Inc.**  
**Taxpayer Inquiry Web Hosting Services Agreement**

This Agreement for the Taxpayer Inquiry Web Hosted Services and is subject to the limitations and conditions set forth in this Agreement.

**QUALITY DATA SERVICE, INC.**, a Connecticut Corporation, with its principal place of business at: 121 Mattatuck Heights Rd, Waterbury, CT 06705;

And  
The Town of Colchester, Connecticut  
**(Customer)**,  
With its principal place of business at  
127 Norwich Ave.  
Colchester, CT 06415

QUALITY DATA SERVICE, INC. and Customer agree that when this Agreement is signed by both parties, all terms and conditions contained in this Agreement will apply to any Licensed Program(s) and/or service(s) offered under this Agreement. QUALITY DATA SERVICE, INC. will furnish to the Customer by this Agreement:


1. The QUALITY DATA SERVICE, INC. Web Hosted Taxpayer Inquiry Service on an annual basis. This agreement will begin July 1.
2. Allow the Customer to use the service on an unlimited basis and upgrade to the version of the service that allows for the collection of tax payments using the standard file format interface. Custom interfaces would be programmed at our current hourly rate on a time and materials basis.
3. Provide the Customer with the automated data collection module to provide for the download of all necessary data to provide the service as noted above.
4. Work with the Customers IT Staff to provide them with the necessary links to allow access to the QDS Web Hosted system.
5. The initial one-time setup fee is \$100. The Monthly rate will be \$127.50 (\$1,530 per Year) until 6/30/2013 after which it will be \$150 per month (\$1,800 per year). The Customer must provide 60 days notice in writing prior to cancelling this service.
6. This fee does not include any third party Secure Payment Processing fees.

Both parties acknowledge that they have read this Agreement and agree to be bound by the terms and conditions herein.

**CUSTOMER – Town of Colchester, CT**

**Quality Data Service Inc.**

\_\_\_\_\_  
Authorized Signature

  
\_\_\_\_\_  
Authorized Signature  
Leonello DiNicola, CFO

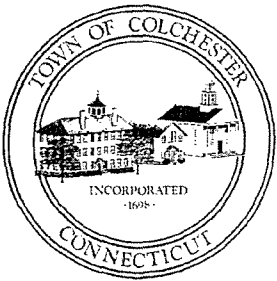
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Print Name & Title

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Print Name & Title

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Date

\_\_\_\_\_  
Date





# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

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Gregg Schuster, First Selectman

## MEMORANDUM

**To:** Board of Selectmen

**Cc:**

**From:** Gregg Schuster, First Selectman

**Date:** 12/06/12

**Re:** Amendment to 401(a) and 457 Plan Documents - Loans

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A request has been made to allow for loans from a participant's retirement plan funds.

After reviewing the procedures for loans with the current custodian, ING National Trust, it has been determined that the amendment to the plan document does not impose any additional requirements or expense upon the Town.

A loan is a non-taxed, penalty-free disbursement to the participant of no more than 50% of their total funds that must be repaid no longer than 60 months from the date of the loan. There is no cost to the employer, either immediately or in the long-term. Employees are responsible to repay the loan through bi-weekly deductions from their paycheck that reimburses their own retirement plan.

The Town is not held liable for unpaid/default loans.

Two actions need to be taken by the Board. First, approval of the amendment to the plan documents to allow for the loan provision; second, passage of the resolution below.

### **Recommended Motion**

Move to approve the custody agreements and amendments to the Town of Colchester 457 and 401(a) Retirement Plan documents to allow for loan provisions and authorize the First Selectman to sign all necessary documents.

Furthermore, "Be it resolved, that ING National Trust is hereby appointed as Custodian of the Town of Colchester, Connecticut 401(a) and 457 employee benefit plan is adopted effective this Sixth day of December, 2012 and further,

Be it resolved, that Gregg Schuster, First Selectman of the Town of Colchester, Connecticut, is hereby authorized and empowered to enter into the agreements substantially in the form attached hereto and to undertake such acts as necessary to carry into effect the foregoing resolutions."



**BOARD OF SELECTMEN RESOLUTION**

**Introduction Section**

The undersigned secretary of the Town of Colchester hereby certifies that the following resolutions were duly adopted by the Board of Selectmen of the Town of Colchester on 12/06/2012, and that such resolutions will remain in effect until further notice:

**Custodian Appointment Section**

Resolved, that ING National Trust is hereby appointed as Custodian of the Town of Colchester 401(a) and 457 Retirement Plan is adopted effective December 06, 2012 and further,

**Delegation of Authority for Signer of Plan Document Section**

*Mandatory clause linking signer of Plan Document to the Board Resolution:*

Resolved, that Gregg Schuster, First Selectman of the Town of Colchester is hereby authorized and empowered to enter into the agreements substantially in the form attached hereto and to undertake such acts as are necessary to carry into effect the foregoing resolutions.

**Conclusion Section**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012  
Attested by, Nancy Bray, Town Clerk, Town of Colchester:

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(signature)

**Nancy Bray, Town Clerk**

**(Seal)**





## ING Installment Loan - Program Agreement Governmental Retirement Plans

ING Life Insurance and Annuity Company  
P.O. Box 990063  
Hartford, CT 06199-0063  
Telephone: 800-262-3862  
Fax: 800-643-8143

Plan Name	Plan Number
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### TERMS OF ING INSTALLMENT LOAN PROGRAM

- The minimum loan amount allowed under the ING Installment Loan program is \$1,000.
- As permitted by the Plan, a Participant may have more than one ING Installment Loan at any time.
- The aggregate total of the outstanding balance of all of the loans taken by the Participant from all plans offered by the Sponsor may not, as of the time a loan is made, exceed the lesser of:
  - 1) \$50,000 reduced by the excess (*if any*) of the highest outstanding balance of Plan loans of the Participant during the one-year period ending on the day before the date on which such loan is made, over the outstanding balance of plan loans, or
  - 2) fifty percent (50%) of the present value of the non-forfeitable accrued benefit of the Participant under the Plan.
- For purposes of this limit, all plans of the Employer shall be considered one plan, to the extent required by Section 72 of the Code, and the balance of all loans under any plan of the Employer under which the individual participates must be aggregated in determining the maximum loan available from the Governmental Retirement plans offered by the Sponsor.
- All assets under the Participant's Account with the Provider will be considered in determining the maximum loan amount available; however, the amount available for loan will be limited to the amount available under the employee accounts (deferred compensation, rollover, etc.).
- Loan fee shall be deducted from the Participant's total account balance before determining the maximum loan amount available.
- A \$50 installation fee and annual administrative fees of \$50 on subsequent anniversaries of the loan effective date will be assessed. Other charges may also be assessed, subject to applicable law. All charges are disclosed in the Truth and Lending Disclosure and Loan Agreement & Promissory Note. As an example, other charges may include insufficient fund fees.
- General Purpose loans may not exceed a duration of 60 months. Residential loans may not exceed a duration of 240 months. Minimum loan repayment period is 12 months.
- The minimum periodic payments are required monthly and are either billed directly to the participant's mail address or made by an ACH arrangement.
- Minimum periodic payments (*as shown on the monthly statement*) must be paid by the payment due date. The participant may pay more than the minimum payment amount at any time. Payments made will be applied in the following order: Fees, Interest, Principal. As payments are made, the interest and principal will be credited to the ING retirement account in accordance with the then current contribution investment allocation instructions on the business day (*any day on which the NYSE is open for business*) that immediately follows the date the payment is credited to the Loan.
- In service withdrawals do not impact the status of the ING Loan provided a balance remains in the ING retirement plan account.
- Loans will be considered to be in default if the full minimum periodic payment due is not received by the payment due date following the second billing cycle after a payment is missed (*"grace period due date"*). In accordance with Internal Revenue Service (IRS) regulations, the entire outstanding balance (*including accrued interest to date*) will be reported as a taxable distribution (*a "deemed distribution"*) to the participant on IRS Form 1099-R.
- If the Participant defaults on any loan under the Program, the Participant shall not be allowed to initiate another loan under the Program even if the defaulted amount is repaid.
- The defaulted loan will be considered outstanding until a distributable plan event occurs (*e.g., the participant retires, terminates employment, etc.*). While the loan is outstanding, interest on the loan amount will continue to accrue (*although not reported to IRS*). Post default loan repayments are allowed and will be accepted, however, repayments will not restore the ING Loan to an active status.
- ING Loan can remain active after participant termination so long as: the ING Loan remains in good standing, a balance remains in the ING retirement plan account that equals or exceeds \$5,000, all payments continue to be

made, and no withdrawals are requested from the ING retirement plan account. If any withdrawal or surrender is requested from the ING retirement plan account for a terminated participant, the outstanding loan balance and accrued interest at the time of the request will be defaulted and reported as a taxable distribution to the participant on IRS Form 1099-R.

- Withdrawals from the ING retirement plan account will not be considered in good order for valuation purposes until the default processes have been completed and the ING Loan is closed.

### **PLAN SPONSOR RESPONSIBILITIES**

- Ensure the Plan document and any applicable state/local law allows for loans to be administered in accordance with the Loan Program described in this document.
- Ensure routine contributions (*salary deferrals*) following a defaulted loan are suspended for the period of time outlined in the plan document
- Establish and maintain a trust or custodial agreement to hold loan promissory notes and related loan accounts on behalf of the Plan. ING makes custodial services available through ING National Trust for an annual fee of \$750.00, subject to an additional custodial services agreement. Trust/Custodial services will be through:  
 ING National Trust     Other Trust/Custodial arrangement

Trust/Custodian Name \_\_\_\_\_

Address \_\_\_\_\_

- Designate ING to review Participant applications for the Loan Program and approve and process applications using agreed upon ING forms.
- Notify ING of any Participant with an outstanding indebtedness under the Loan Program who begins a leave of absence, either bona fide (*for a period of not more than one year*) or due to uniformed service (military duty) and for whom suspension of loan repayments will apply.
- Acknowledge that the individual signing this Agreement has full authority to sign on behalf of the Plan.

### **ING RESPONSIBILITIES**

- Set the interest rate charged for the Loan. Such rate will be determined monthly for new loans. The loan will be processed using the rate in effect when the Loan Request and Agreement are received in good order. ING will set the loan interest rate on the first business day of each calendar month. This rate will be equal to Wall Street Journal (WSJ) Prime Rate plus 1%. This rate is charged for the life of the loan. For the current WSJ Prime Rate please refer to the Wall Street Journal or access the Internet <http://www.bankrate.com/brm/rate.asp?prodtype.=cc>.
- Provide Participant with loan application, loan agreement, promissory note and Truth-in-Lending documentation.
- Establish ING Installation Loan as authorized by Plan Sponsor and in accordance with the terms of the Loan Program. Transfer amounts from ING retirement accounts to Participants as indicated. Requested amounts will be withdrawn on a pro rata basis across all current investments or such other method as agreed upon between ING and the Participant.
- Bill Minimum Periodic Payment and any due fees/charges to participant homes. Accept incoming repayments in U.S. Dollars.
- Upon notice from Plan Sponsor that a participant with an outstanding loan is on a qualifying leave of absence, suspend billing for the maximum period permitted under IRS rules. Currently, IRS rules permit loan repayments to be suspended in the following circumstances:
  - A participant on a bona fide leave may suspend payments for up to one year if the pay received by the participant during this period is less than the amount of the installment payments required under the terms of the loan. However, the loan must still be repaid by the end of the loan term (*i.e., the period of suspension will be less than one year if the loan was within one year of the final payment due date when the leave began*).
  - A participant on a leave of absence due to performance of the uniformed services (*as described under Internal Revenue Code Section 414(u)*), may elect to suspend loan repayments for the period of uniformed service. In this situation, upon the participant's return from uniformed service, the loan repayment period will be extended by a period equal to the length of the uniformed service.
- Perform default processing if a Minimum Periodic Payment is not received within the grace period allowed for payment as defined in the participant loan agreement.
- Initiate loan default processing upon receipt of the withdrawal request on a terminated employee.
- Provide quarterly reports to the Plan Sponsor showing participant balances and loan activity.



- Compute and withhold federal and state income taxes, as required by law, for loan defaults or withdrawals from the Plan in order to repay outstanding loan amounts in full, in accordance with the Internal Revenue Code and applicable guidance. ING will forward, within the applicable time limit, the appropriate information return reflecting the amount of the defaulted loan disbursement and taxes withheld to the appropriate taxing authority and to the participant.

**GENERAL PROVISIONS**

- ING has the right to change the terms of the Loan Program, including applicable fees, at any time. ING will notify Plan Sponsor at least 30 days prior to any change in the Loan Program, or as required by law. No such change will affect the terms of lines established prior to the effective date of the change, unless required by law.
- This Agreement shall be subject to the laws of the State of Connecticut.

Plan Sponsor Signature	Printed Name	
Title		Date (mm/dd/yyyy)



**457 PLAN  
CUSTODY AGREEMENT**

by and between

---

and

ING National Trust

**[Insert Name of Plan]**  
Custody Agreement

**THIS CUSTODY AGREEMENT**, effective as of the \_\_\_\_ day of \_\_\_\_\_, 2010 between \_\_\_\_\_(the "Employer") in its own capacity and as the Plan Sponsor of the [Insert name of Plan Sponsor] 457 Plan (the "Plan"), acting by and through \_\_\_\_\_ as the person/body authorized by Section [\_\_\_\_\_] of the Plan document to act on the Employer's behalf in Plan matters (the "Authorized Representative") and ING National Trust (the "Custodian").

WITNESSETH:

**WHEREAS**, the Employer has adopted the Plan which is intended to meet the requirements of Section 457(b) and Section 414(d) of the Internal Revenue Code of 1986, as amended ("Code"), for the benefit of the employees therein described; and

**WHEREAS**, the Employer desires to establish a custodial account for certain promissory notes and/or loan agreements (the "Loan Documents") issued in connection with loans made to Plan participants pursuant to the terms of the Plan, which Loan Documents are to be held in custody as assets of the Plan to be held to provide for the funding of and payment of benefits under the Plan; and

**WHEREAS**, the Employer has provided through arrangements other than this Custody Agreement for all assets of the Plan other than the Loan Documents to be held in one or more trusts, custodial accounts or contracts that satisfy the requirements of Section 457(g) of the Code; and

**WHEREAS**, the Authorized Representative is identified as such in the Plan, or identified as an authorized representative pursuant to a procedure specified in the Plan, and has the power and authority to manage and control the assets of the Plan; and

**WHEREAS**, the Authorized Representative wishes to appoint the Custodian as a custodian for the Plan solely with respect to the Loan Documents, in accordance with the terms and conditions of this Agreement;

**NOW, THEREFORE**, the Authorized Representative and the Custodian, each intending to be legally bound, agree as follows:

**SECTION 1 - ESTABLISHMENT AND OPERATION OF CUSTODY ACCOUNT**

1.1 Appointment and Acceptance of Custodian. The Authorized Representative hereby establishes with the Custodian a custody account (the "Account") consisting of such Loan Documents as shall from time to time be delivered to the Custodian, and hereby appoints the Custodian as custodian with respect to the Loan Documents held pursuant to this Agreement as they shall exist from time to time. The Account shall be held by the Custodian in custody and dealt with in accordance with the provisions of this Agreement. The Account shall not include any property or asset other than the Loan Documents delivered to the Custodian from time to time. The Custodian shall have no responsibility for any Loan Document until it is received and accepted by the Custodian or for any other property or asset of the Plan. The Custodian hereby accepts its appointment, acknowledges that it assumes the duties established by this Agreement, and agrees to be bound by the terms contained herein.

1.2 Custodian Responsibilities. The Custodian shall receive and hold the Loan Documents on behalf of Plan participants and beneficiaries in accordance with the terms of this Agreement. The duties of the Custodian hereunder are as a custodian and the Custodian shall act solely in accordance with the instructions of the Authorized Representative or Authorized Parties in accordance with Sections 2.2 and 2.3 of this Agreement ("Authorized Instructions"). Nothing in this Agreement is intended to give the Custodian any discretionary responsibility, authority or control with respect to the management or administration of the Plan or the management of the assets of the Plan. Further, the Custodian is not a party to the Plan and has no duties or responsibilities other than those that may be expressly contained in this Agreement. In any case in which a provision of this Agreement conflicts with any provision in the Plan, this Agreement shall control.

1.3 Exclusive Benefit. Except as may be permitted by law, by the terms of the Plan, or by this Agreement, at no time prior to the satisfaction of all liabilities with respect to participants and their beneficiaries under the Plan shall any part of the Account be used for or diverted to any purpose other than for the exclusive benefit of the participants and their beneficiaries. The assets of the Account shall be held for the exclusive purposes of providing benefits to participants of the Plan and their beneficiaries and defraying the reasonable expenses of administering the Plan and the Custody Account.

1.4 Standard of Care. The Custodian shall discharge its duties under this Agreement with the care and skill under the circumstances then prevailing that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims. The Custodian shall not be liable for any acts or omissions of another person other than the negligent acts or omissions of its own employees and agents. The Custodian shall not be responsible for the title, validity or genuineness of any Loan Document received by it or delivered by it pursuant to this Agreement and shall be held harmless in acting upon any notice, request, direction, instruction, consent, certification or other instrument believed by it to be genuine and delivered by the proper party or parties.

1.5 Loan Documents.

(a) The Custodian shall receive Loan Documents that are delivered to the Custodian to be held in the Account for the benefit of the Plan. The Custodian shall have no duty or responsibility for determining the accuracy, sufficiency or appropriateness of the terms of any Loan Document.

(b) Upon notice from an Authorized Representative of the Plan or from the Plan recordkeeper (the "recordkeeper") responsible for administering the terms of a participant loan for which one or more Loan Documents is being held in the Account that the loan has been fully paid, discharged, cancelled or extinguished in accordance with the terms of the Plan, the Custodian may, at the direction of the Authorized Representative or the recordkeeper, deliver any Loan Document relating to such loan to the Authorized Representative or the recordkeeper or to the participant named in the Loan Document. Upon delivery of any Loan Document in accordance with this paragraph, the Custodian's responsibility with respect to such Loan Document shall immediately cease.

1.6 Compliance with Law. The Account is intended to be tax-exempt under Section 501(a) of the Code. The Employer represents that it intends that the Plan constitute an eligible deferred compensation plan under Section 457(b) and Section 414(d) of the Code. The Employer and the Authorized Representative each agree to immediately notify the Custodian if the Plan ceases to be so eligible.

## **SECTION 2 - AUTHORITIES**

2.1 Authority to Execute Agreement. The Authorized Representative hereby certifies that it has the power and authority to enter into this Agreement on behalf of the Plan. The person(s) signing below on behalf of the Authorized Representative warrant, as individuals, that each is an authorized representative of the Employer and the Authorized Representative, all signatures are genuine and the persons indicated are authorized to sign.

2.2 Authorized Parties. The Authorized Representative shall furnish the Custodian with a written list of the names, signatures, and extent of authority of all persons authorized to direct the Custodian and otherwise act on behalf of the Employer under the terms of this Agreement as "Authorized Parties." The Authorized Representative hereby confirms to the Custodian that ING Life Insurance and Annuity Company ("ILIAC") is an Authorized Party, for purposes of delivering Loan Documents to Custodian and directing the Custodian to deliver Loan Documents to other parties in accordance with the terms of this Agreement. The Authorized Representative acknowledges that he or she is aware that ILIAC is an affiliate of the Custodian. The Custodian shall be entitled to rely on and shall be fully protected in acting upon directions, instructions, and any information provided by an Authorized Party until notified in writing by the Authorized Representative of a change of the identity or extent of authority of an Authorized Party.

2.3 Authorized Instructions. All directions and instructions to the Custodian from an Authorized Party ("Authorized Instructions") shall be in writing, transmitted by mail (including electronic mail) or by facsimile. The Custodian shall be entitled to rely on and shall be fully protected in acting in accordance with all such directions and instructions which it reasonably believes to have been given by an Authorized Party and in failing to act in the absence thereof.

### **SECTION 3 - POWERS AND DUTIES**

3.1 General Powers and Duties of Custodian. In administering the Custody Account, the Custodian shall be specifically authorized to:

- (a) In accordance with Authorized Instructions, receive, hold and maintain custody of Loan Documents;
- (b) Appoint domestic agents, sub-custodians or depositories (including affiliates of the Custodian) as to part or all of the Account, except that the indicia of ownership of any asset of the Account shall not be held outside the jurisdiction of the District Courts of the United States;
- (c) Submit or cause to be submitted to the Authorized Representative all information received by the Custodian regarding ownership rights pertaining to Loan Documents held in the Account;
- (d) Commence or defend suits or legal proceedings and represent the Account in all suits or legal proceedings in any court or before any other body or tribunal as the Custodian shall deem necessary to protect the Account, and the Custodian shall be indemnified by the Employer and the Plan against all expenses and liabilities sustained in connection with such action;
- (e) Employ suitable agents and legal counsel and, as part of its reimbursable expenses under this Agreement, pay their reasonable compensation and expenses. The Custodian shall be entitled to rely on and may act upon advice of counsel on all matters, and, if the use of such counsel is authorized by the Authorized Representative, the Custodian shall be without liability for any action reasonably taken or omitted pursuant to such advice;
- (f) Make, execute and deliver any and all documents, agreements or other instruments in writing as are necessary or desirable for the accomplishment of any of the powers and duties in this Agreement; and
- (g) Generally take any action, whether or not expressly authorized, which the Custodian may deem necessary or desirable for the fulfillment of its duties hereunder.

### **SECTION 4 - REPORTING AND RECORDKEEPING**

4.1 Records and Reports. The Custodian shall keep accurate records of all Loan Documents delivered to and from the Account for at least six years following the date of such transaction. The Custodian shall provide a report of the Loan Documents held in the Account to the Authorized Representative from time to time, but at least annually. The Custodian may rely on the fair market value of the property of the Account as reported by ILIAC and the Custodian shall be fully protected in relying on such values.

4.2 Review of Reports. If, within ninety (90) days after the Custodian mails to the Authorized Representative a statement with respect to the Account, the Authorized Representative has not given the Custodian written notice of any exception or objection thereto, the statement shall be deemed to have been approved and, in such case, the Custodian shall not be liable for any matters in such statements. The Authorized Representative or its agent, upon giving prior written notice to Custodian, shall have the right at its own expense to inspect the Custodian's books and records directly relating to the Account during normal business hours. Custodian shall be reimbursed its actual costs for making such books and records available for inspection.

4.3 Non-Account Assets. The duties of the Custodian shall be limited to the Loan Documents held in the Account, and the Custodian shall have no duties with respect to property or assets held by any other person including, without limitation, any trustee or other custodian for the Plan. The Employer hereby agrees that the

Custodian shall not serve as, and shall not be deemed to be, a co-trustee or co-custodian under the circumstances, and shall have no co-fiduciary liability for any other person, trustee, custodian or other entity.

## **SECTION 5 - COMPENSATION, EXPENSES, TAXES, INDEMNIFICATION**

5.1 Compensation and Expenses. The Custodian shall be entitled to compensation for services under this Agreement as set forth in Exhibit A. The Authorized Representative acknowledges that the Custodian may increase the amount of compensation on an annual basis with sixty (60) days' prior written notice to the Authorized Representative. The Custodian shall also be entitled to reimbursement for expenses incurred by it in the discharge of its duties under this Agreement in accordance with Section 3.1. The Custodian is authorized to charge and collect from the Account any and all such fees and expenses, unless the Authorized Representative objects within 30 days of receiving notice of the Custodian's intent to collect its fees and expenses from the Account.

5.2 Tax Obligations. To the extent an Authorized Party has provided necessary information to the Custodian, the Custodian may use reasonable efforts to assist such Authorized Party to notify the Employer or the Authorized Representative (as appropriate) of any responsibility for payment of taxes, withholding, certification and reporting requirements, claims for exemptions or refund, interest, penalties and other related expenses of the Account ("Tax Obligations"). Notwithstanding the foregoing, the Custodian shall have no responsibility or liability for any Tax Obligations now or hereafter imposed on the Employer or the Account by any taxing authorities, domestic or foreign, except as provided by applicable law. To the extent the Custodian is responsible under any applicable law for payment of any Tax Obligation on behalf of the Account, the Authorized Representative shall cause the appropriate Authorized Party to inform the Custodian of all Tax Obligations, shall direct the Custodian with respect to the performance of such Tax Obligations, and shall provide the Custodian with all information required by the Custodian to meet such Tax Obligations.

5.3 Indemnification. The Employer, and to the extent permitted by law, the Plan, shall indemnify and hold harmless the Custodian from all claims, liabilities, losses, damages and expenses, including reasonable attorney's fees and expenses (including Tax Obligations) incurred by the Custodian in connection with this Agreement, except as a result of the Custodian's own negligence or willful misconduct. This indemnification shall survive the termination of this Agreement.

5.4 Force Majeure. The Custodian shall not be responsible or liable for any losses to the Account resulting from nationalization, expropriation, devaluation, seizure, or similar action by any governmental authority, de facto or de jure; or enactment, promulgation, imposition or enforcement by any such governmental authority of currency restrictions, exchange controls, levies or other charges affecting the Account's property; or acts of war, terrorism, insurrection or revolution; or acts of God; or any other similar event beyond the control of the Custodian or its agents. This Section shall survive the termination of this Agreement.

## **SECTION 6 - AMENDMENT, TERMINATION, RESIGNATION, REMOVAL**

6.1 Amendment. The Trustee may amend this Agreement as necessary to comply with the provisions of applicable law and regulations. The Trustee shall deliver written notice of any such amendment to the Named Fiduciary. Other amendments may be made by written agreement signed by the parties hereto.

6.2 Removal or Resignation of Custodian. The Custodian may be removed with respect to all or part of the Account upon receipt of sixty (60) days' written notice from the Authorized Representative. The Custodian may resign as custodian hereunder upon sixty (60) days' written notice delivered to the Authorized Representative. In the event of such removal or resignation, the successor custodian will be appointed by the Authorized Representative, and the retiring custodian shall transfer the Account, less such amounts as may be reasonable and necessary to cover its compensation and direct expenses including but not limited to, a pro-rata share of the fees described in Section 5.1. In the event the Employer fails to appoint a successor custodian within sixty (60) days of receipt of written notice of resignation, the Custodian reserves the right to seek the appointment of a successor custodian from a court of competent jurisdiction. The Employer shall indemnify the Custodian from any costs incurred by the Custodian in seeking such appointment. The Custodian shall have no duties, responsibilities or liability with respect to the acts or omissions of any successor custodian.

6.3 Merger or Consolidation of Custodian. Any entity into which the Custodian may be merged or with which it may be consolidated, or any entity resulting from any merger or consolidation to which the Custodian is a party, or any entity succeeding to the custody business of the Custodian, shall become the successor of the Custodian hereunder, without the execution or filing of any instrument or the performance of any further act on the part of the parties hereto.

6.4 Plan Termination. Upon termination of the Plan, the Custodian shall distribute all assets then constituting the Account, less any fees and expenses payable from the Account, pursuant to the instructions of the Authorized Representative. The Custodian shall be entitled to assume that such distributions are in full compliance with and not in violation of the terms of the Plan or any applicable law.

6.5 Property Not Transferred. The Custodian reserves the right to retain such property as is not suitable for distribution or transfer at the time of the termination of the Plan or this Agreement and shall hold such property for the benefit of those persons or other entities entitled to such property until such time as the Custodian is able to distribute or transfer such property. The Employer shall indemnify the Custodian from any costs incurred by the Custodian for retaining the property until it can be distributed or transferred. Upon the appointment and acceptance of a successor custodian, the Custodian's sole duties shall be those of a custodian with respect to the property not transferred.

#### **SECTION 7 - ADDITIONAL PROVISIONS**

7.1 Assignment or Alienation. Except as may be provided by law, the Account shall not be subject to any form of attachment, garnishment, sequestration or other actions of collection afforded creditors of the Employer, participants or beneficiaries under the Plan. The Custodian shall not recognize any assignment or alienation of benefits unless an Authorized Instruction is received.

7.2 Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Connecticut, to the extent not preempted by Federal law.

7.3 Necessary Parties. The Custodian reserves the right to seek a judicial or administrative determination as to its proper course of action under this Agreement. Nothing contained herein will be construed or interpreted to deny the Custodian, the Authorized Representative, or the Employer the right to have the Custodian's account judicially determined. To the extent permitted by law, only the Custodian, the Authorized Representative and the Employer shall be necessary parties in any application to the courts for an interpretation of this Agreement or for an accounting by the Custodian, and no participant under the Plan or other person having an interest in the Account shall be entitled to any notice or service of process. Any final judgment entered in such an action or proceeding shall, to the extent permitted by law, be conclusive upon all persons. The Employer shall indemnify the Custodian for any costs incurred by the Custodian in seeking such judgment.

7.4 Shareholder Communication. Until such time as the Trustee receives a written notice to the contrary with respect to a particular security, the Trustee may release the identity and the address of the Trust to the security issuer which requests such information pursuant to the Shareholder Communications Act of 1985 for the specific purpose of the direct communication between such security issuer and shareholder.

7.5 Notices. All notices and other communications hereunder shall be in writing and shall be sufficient if delivered by hand or if sent by telefax or mail (including electronic mail), postage prepaid, addressed:

(a) If to the Custodian:

Christopher H. Rand  
Vice President  
ING National Trust  
One Orange Way, C4N  
Windsor, Connecticut 06095



(b) If to the Authorized Representative:

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The parties may, by like notice, designate any future or different address to which subsequent notices shall be sent. Any notice shall be deemed given when received.

7.6 No Third Party Beneficiaries. The provisions of this Agreement are intended to benefit only the parties hereto, their respective successors and assigns, and participants and their beneficiaries under the Plan. There are no other third party beneficiaries.

7.7 Execution in Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and said counterparts shall constitute but one and the same instrument and may be sufficiently evidenced by one counterpart.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the effective date set forth above.

**ING National Trust**

By: \_\_\_\_\_  
[Name of Authorized Representative]

Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT A**

**FEES**

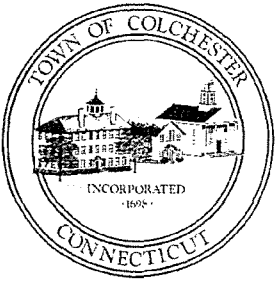
In consideration for services rendered according to the terms of this Agreement, the Custodian shall be paid according to the following fee schedule:

For anniversary year 2010:                      \$750

For anniversary years after 2010:            \$750

In the event the annual payment is not received by the Custodian within 30 days of the anniversary date, the Custodian shall notify the Employer. The Employer shall, on behalf of the Plan, immediately forward to the Custodian the difference between the amount due and the amount the Custodian received.





# *Town of Colchester, Connecticut*

127 Norwich Avenue, Colchester, Connecticut 06415


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Gregg Schuster, First Selectman

## **MEMORANDUM**

**To:** Board of Selectmen

**Cc:**

**From :** Gregg Schuster, First Selectman 

**Date:** 12/06/12

**Re:** Administrators Union Job Descriptions

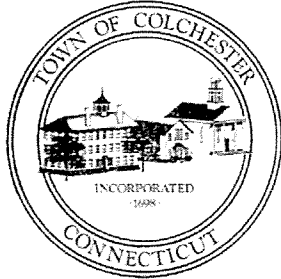
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Please find attached red-lined job description for all the positions in the Administrators Union.

Each job description was revised and approved through contract renewal negotiations.

**Recommended Motion** – “Move to approve the Administrator’s Union job descriptions as presented.”





## Town of Colchester Job Description

### Assessor's Office Assessor

#### **GENERAL STATEMENT OF DUTIES**

Plans, directs and supervises continuing town-wide program of real and personal property assessment for taxation purposes as prescribed by statute and subject to administrative determination of policy; performs related work as required.

#### **WORK SCHEDULE**

As directed by the First Selectman.

#### **SUPERVISOR**

Works under the administrative direction of the First Selectman.

#### **SUPERVISION EXERCISED**

Supervises the work of all employees assigned to the office of the Assessor.

#### **ESSENTIAL DUTIES**

1. Plan and organize work of the office in accordance with statutory guidelines. Assigns work to staff. Supervise and train technical and clerical administrative staff. Plan and implement new office procedures and manage the operation of the Assessor's office.
2. Prepare and recommend office budget. Administer approved budget.
3. Develop and implement data processing application for office operation.
4. Administer the activities of the office in the functional areas of appraisal, assessment, and recording of taxable and non-taxable property.
5. Oversee the preparation of the Grand List to be finalized by January 31 of each year, unless granted an extension by the First Selectman. ~~Supervise and participate in the valuing of taxable property to establish a grand list.~~
6. Perform the inspections of existing properties, improved properties, and properties under construction to determine value of properties.
7. Oversee and coordinate the periodic revaluation of all taxable and nontaxable property.
8. Review and record authorized tax exemptions.
9. Maintain and update information concerning land, motor vehicles and personal properties. Supervise maintenance of records and lists for accuracy.
10. Supervise contracted appraisal services and revaluation services and is responsible for acceptance of contracted work.
11. Administer elderly tax exemption program for homeowners and veterans based on income and age eligibility requirements.
12. Project estimated values of proposed building or commercial developments for planning purposes. Provide information to other town departments, attorneys, and the public.
- ~~13. Coordinate assessment appeals with the Board of Tax Review.~~
13. Provide assistance, data, sales, etc. to the Board of Assessment Appeals and other boards/commission, when requested.
- ~~14. Supervise maintenance of assessment maps including subdivisions.~~
14. Serves as the principal spokesperson for the Town regarding litigation arising out of the assessment process.

15. Responsible for submitting numerous reports for reimbursement to the State in a timely fashion.
16. Coordinate activities with Tax Collector to assure timely notices and collections.
17. Other related duties, as required

### ***REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES***

- Considerable knowledge of the theory, principles, methods and techniques of real and personal property valuation for assessment purposes.
- Knowledge of the laws, rules and regulations governing the valuation and assessment of real and personal property
- Knowledge of local property values and trends; knowledge of construction costs.
- Ability to make technical computations, including replacement and existing values of real property divisions.
- Ability in written and oral expression.
- Ability to deal effectively and tactfully with Town officials and the general public.
- Supervisory ability.
- Must be licensed to operate a motor vehicle in the State of Connecticut.
- Must be able to perform the essential functions of the job with or without reasonable accommodation.

### ***EDUCATION AND EXPERIENCE***

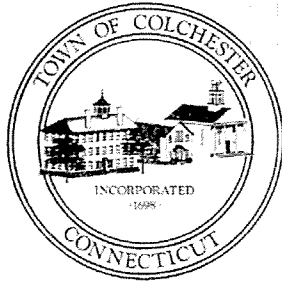
1. Certified Connecticut Municipal Assessor II designation required or ability to obtain such in the near future
2. Five (5) years ~~Four (4) years~~ experience involving evaluation or assessment of real or personal property or appraisal of land and buildings or building cost estimating.
3. College level course work in real estate and assessment desirable or any equivalent combination of training and experience.
4. Successfully completed C.C.M.A.-1A, 1B, 2A, 2B and 3 or equivalent coursework ~~4A— Assessment Administration.~~

### ***WORK ENVIRONMENT***

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





## Town of Colchester Job Description

# Finance Department Finance Director

### **GENERAL STATEMENT OF DUTIES**

This is a highly responsible position requiring strong financial management and analytical skills. This position involves the performance of a wide variety of professional accounting and financial control functions. Coordinate the financial activities of an organization at the mid-level management. Responsible for developing and implementing the privacy requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

### **WORK SCHEDULE**

Monday – Friday 8:30am-4:00pm (primarily), and other times as they are necessary for the completion of duties.

### **SUPERVISOR**

Works under the administrative direction of the Chief Financial Officer.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES**

1. Serves as custodian of the general ledger and subsidiary ledgers for all funds.
2. Analyzes and monitors monthly expenditures for all funds, including grant funds and assists CFO with budget projections and budget transfers as may be required. Analyze financial data.
3. Assists CFO and External auditor with the preparation of year-end financial reports in accordance with Generally Accepted Accounting Principles (GAAP). Compiles data for financial reports including preparing and entering journal entries. Apply accounting principles. Compile data for financial reports including creating and entering journal entries for revenue receipts, expenditures, adjustments, and entries, including year-end closing entries, as required for a full general ledger system.
4. Implement new procedures, policies, or programs as directed by the Chief Financial Officer.
5. Prepares a variety of financial reports including monthly, quarterly and annual reports for all funds. Prepare financial reports.
6. Prepare bank reconciliations
7. Perform internal audit of tax receipts/receivables and water and sewer department revenues and expenditures.
8. Prepare health insurance analysis for both the Town and the Board of Education.
9. Assist CFO with ~~Perform~~ risk management for property and liability insurance for the Town and Board of Education, including filing of claims reports with insurance carrier.
10. Prepare monthly, quarterly and annual payroll reports for State and Federal reporting requirements.
11. Manage and process Long Term Disability and Workers Compensation claims for the Town and Board of Education.
12. Prepare COBRA notifications when a qualifying event occurs.
13. Prepare and monitor accounts receivable billings for the Finance Department and pursue collection procedures as necessary.

14. Responsible for developing and implementing the privacy requirements of the Health insurance Portability and Accountability Act of 1996 (HIPPA).
15. Assists CFO with preparation of annual budget.
16. Assists CFO with preparation of Capital Improvement Plan.
17. Prepare or review grant financial reports required by State, Federal or other grantor agencies.
18. Assist with monitoring cash flow requirements and processing transfers between Town bank/investment accounts as directed by the Town Treasurer.
19. Maintains accounting and management controls of expenditures and revenues for all funds.
20. Other duties as may be required by the CFO.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of the practices and procedures used in governmental accounting, including Generally Accepted Accounting Principles (GAAP), relevant CT General Statutes regarding Town and School District finances, and State Department of Education and State Office of Policy & Management (OPM) financial reporting requirements. ~~Knowledge of economic and account principles and practices, the financial markets, banking and the analysis and reporting of financial data. Knowledge of arithmetic, statistics, and their applications.~~
2. Town of Colchester Charter and ordinances, and Colchester Board of Education policies.
3. Public administration principles and practices relevant to financial administration. ~~Preferred knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.~~
4. Ability to analyze financial statements and budget reports, and develop projections.
5. Strong verbal and written communication skills. ~~Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.~~
6. Experience with Microsoft Office Suite with emphasis on Excel.
7. Ability to create .pdf fillable forms.

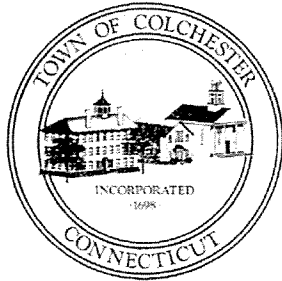
### **EDUCATION AND EXPERIENCE**

1. Bachelors Degree in Accounting/Finance, Business or Public Administration or a related field from an accredited college or university, supplemented by at least three (3) years of progressive experience in public or governmental accounting, OR an equivalent combination of training and experience.
2. CPA or CPFO designation preferred.

### **WORK ENVIRONMENT**

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Full-time; union; salary; non-exempt.*



## Town of Colchester Job Description

# Code Administration Fire Marshal

### **GENERAL STATEMENT OF DUTIES**

Responsible for the enforcement of applicable sections of CGS Chapter 541, as well as numerous codes promulgated under the provision of said statutes. Enforces regulations effecting life, property and public protection from fire boards.

### **WORK SCHEDULE**

Primarily Monday-Friday, 8:30am-4:30pm, and other times as they are necessary for the completion of duties.

### **SUPERVISOR**

Works under the direct supervision of the Code Administration Director ~~Planning Director~~ and administrative supervision of the First Selectman.

### **SUPERVISION EXERCISED**

Provides general supervision to clerical staff; and direct supervision to deputy fire marshal and inspectors.

### **ESSENTIAL DUTIES**

1. ~~Annually~~ Inspect all occupancies regulated by the Fire Safety Code and State Statute.
2. Investigate the cause, origin and circumstances of all fires in accordance with State Statute.
3. Issuc permits for the use, transportation and storage of explosives and firework.
4. Inspect all vehicles that transport flammable and combustible liquids, liquefied petroleum gas or liquefied natural gas.
5. Inspect and enforce the regulations concerning storage, use and transportation of liquefied petroleum gas and liquefied natural gas.
- ~~6. Inspect all outdoor amusements (carnivals, circuses, amusement parks, etc.).~~
6. Conduct review of plans and specifications for proposed occupancies.
7. Maintain required Fire Marshal certification.
- ~~8. Maintain required ninety (90) hours of continuing education over three (3) years to maintain certification.~~
8. Provide safety tips and give advice to the general public.
9. Provide training programs and pre-planning as needed to Fire Department Personnel as well as the General Public.
10. Schedule required inspections for Deputy Fire Marshals and inspectors.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of the Connecticut Fire Safety Code and the accepted requirements of building construction and safety.
- Considerable knowledge of the standard tools and materials of the building trade.
- Considerable ability to read and interpret technical sketches and blueprints
- Considerable ability to read and interpret codes, ordinances, and regulations.
- Considerable ability to inspect and evaluate construction materials and workmanship at all stages of progress for compliance with codes, ordinances, and regulations.

- The ability to respond to fire calls within a reasonable time frame.
- ~~Must provide own transportation and possess a valid Connecticut Drivers License.~~
- Ability to perform the essential functions of the job with or without reasonable accommodations.

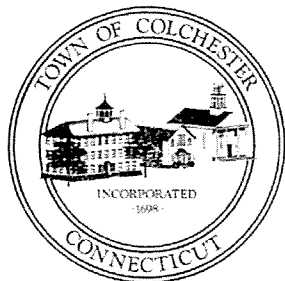
### ***EDUCATION AND EXPERIENCE***

Must be a State of Connecticut Certified Fire Marshal under the provisions of CGS Section 19-397 or be qualified to obtain said certifications within 90 days of appointment.

### ***WORK ENVIRONMENT***

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Full-time; union; salary; exempt.*



## Town of Colchester Job Description

# Fleet Maintenance Supervisor

### ***GENERAL STATEMENT OF DUTIES***

Oversee and assist where necessary, the repairs and maintenance of Town-owned and BOE equipment and vehicles. Responsible for preparing annual budget, processing of invoices, purchasing equipment and supplies. This shall include but not be limited to trucks, tractors, automobiles, road maintenance equipment, grounds maintenance equipment and other motor driven and non-motor driven equipment. The fleet Maintenance Supervisor shall make arrangements or be available for emergency repairs/breakdowns after hours.

### ***WORK SCHEDULE***

Primarily Monday-Friday, 7:00am-3:30pm, and other times as they are necessary for the completion of assigned duties.

### ***SUPERVISOR***

The Fleet Maintenance Supervisor shall be supervised by the Public Works Director. Work under the direct supervision of the First Selectman.

### ***SUPERVISION EXERCISED***

Supervises all Fleet Maintenance Mechanics in the discharge of their duties. Supervise Mechanic I's and II's. May supervise, community service, workfare, C.E.T.A. employees, summer help, Maintainer I's, II's and III's or other Town employees.

### ***ESSENTIAL DUTIES***

1. Prepares annual budget for department, for review by the Public Works Director.
2. Prepares budget information for other departments pertinent to equipment and vehicles.
3. Reviews invoices and process same for payment.
4. Orders & receives parts and supplies. Purchases parts and accessories for Town equipment.
5. Schedules repair and maintenance work.
6. Maintain repair and maintenance records for equipment and ensure all Fleet Management systems are kept current. Maintain repair and maintenance records on all town vehicles.
7. Processes insurance claims.
8. Handles matters concerning warranty work and recalls of equipment and vehicles.
9. May order new equipment with authorization from Public Works Director.
10. Administer environmental concerns pertinent to his/her department.
11. Administer gas and diesel inventory and billing.
12. Administer matters as they pertain to employee evaluation and disciplinary action, including the development of training of staff concerning equipment, safety regulations, environmental concerns, etc.
13. Schedules support staff to ensure mission critical operations are adequately supported.

14. Perform related duties, as required or assigned by the Public Works Director.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. In-depth knowledge of tools, equipment, material, methods, and practices used in the general maintenance and repair of all equipment under the Town's control.
2. Knowledge and ability to safely operate heavy duty construction equipment.
3. Ability to work effectively with others.
4. Ability to assign, supervise, and review the work of others.
5. Sufficient strength, stamina and the ability to perform the essential functions of the job with or without reasonable accommodation.
6. Operational knowledge of the various equipment used in municipal setting.
7. Knowledge of common building maintenance & repair practices.
8. Ability to plan long and short term work schedules.
9. Effectively operate software necessary for the job, such as, but not limited to, Word, Excel, Access, or Munis.

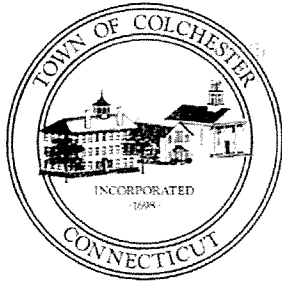
### **EDUCATION AND EXPERIENCE**

1. High school or equivalent diploma.
2. Ten years experience in the heavy equipment field.
3. Previous experience in a supervisory capacity.
4. Ten years ~~Five years~~ experience with small engine and equipment repair.
5. A valid Class A CDL with passenger and tank endorsement.
6. Ten years experience in automotive repair
7. Valid motor vehicle operators' license
8. Previous experience in the municipal field.

### **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.

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Full-time; union; salary; exempt.*



## Town of Colchester Job Description

# Highway Department Supervisor

### **GENERAL STATEMENT OF DUTIES**

Directly supervise highway department employees on a day-to-day basis. Oversee maintenance of and improvement to Town of Colchester public highways, including directing and scheduling snow removal and winter road maintenance operations. Operate a variety of motorized and mechanical equipment and perform a wide variety of highly skilled labor tasks to carry out duty of maintaining and improving Town of Colchester public highways. Prepare procedures, policies and training programs for highway personnel. Respond to On call for emergencies regarding Town of Colchester public highways, parks, and buildings.

### **WORK SCHEDULE**

Primarily Monday-Friday, 7:00am-3:30pm, and other times as they are necessary for the completion of duties.

### **SUPERVISOR**

Work under the supervision of Public Works Director ~~and/or First Selectman.~~

### **SUPERVISION EXERCISED**

Supervise road foremen and all highway maintainers ~~Supervise Maintainer I's, II's, and III's, community service employees, C.E.T.A. employees, and workfare employees, on a day-to-day basis.~~

### **ESSENTIAL DUTIES**

1. Prepare annual department budget, to be reviewed by the Public Works Director.
2. Ensure all invoices and requisitions for payment are completed and accurate. ~~Check invoices and prepare requisitions for payment.~~
3. Handle all matters concerning road crew including, but not limited to, directing work, scheduling, evaluations and disciplinary action.
4. Supervise work crew to carry out specific assignments.
5. Handle concerns and complaints from the public regarding Town roads. Report to the Public Works Director and Boards/Commissions as necessary regarding town road expenditures and needs.
6. Responsible to assist in ~~for all~~ road emergency situations.
7. May operate, or train others to operate, light and heavy duty trucks for plowing and hauling construction materials and supplies.
8. May operate, or train others to operate, heavy equipment including sweeper, front payload, backhoe, road grader, road mower, bucket truck, 20-ton tag-along trailer.
9. May operate, or train others to operate, light equipment including chain saw, brush cutter, jack hammer, paving box power saw, ~~lawn mower, roller, line stripping machine.~~
10. May perform, or train others to perform, highly skilled labor including building catch basins, pipe laying, grade setting, transit and tree work.
- ~~10. Service at regular intervals and make small repairs to equipment including check oil, water, battery, tires, lights and antifreeze, and wash and clean equipment.~~
11. Perform related work as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- A general knowledge of tools, equipment, materials, methods and practices used in the general maintenance and improvement of public highways.
- Ability to operate, service and make minor repairs on light to heavy-duty highway and construction equipment.
- Ability to assign, supervise, direct and review the work of a crew.
- Ability to read blueprints.
- ~~Ability to work effectively with others.~~

## **EDUCATION AND EXPERIENCE**

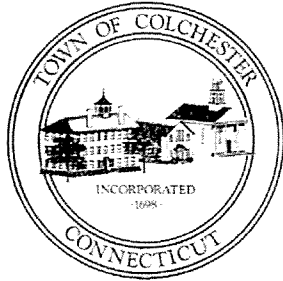
- ~~1. Possession of a valid Class I operator's license and have passed CDL testing.~~
2. Possession of a valid Class B operator's license.
3. Knowledge of CDL requirements and testing.
4. Not less than four (4) years employment in the construction and maintenance field or a related allied field.
5. Must be able to perform essential functions of the job with or without reasonable accommodations.
- ~~6. A physical and medical examination is a condition of employment after hire.~~
7. 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.

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Full-time; union; salary; exempt.*





**Town of Colchester  
Job Description**

**Youth & Social Services  
Director**

***GENERAL STATEMENT OF DUTIES***

Oversee daily operations of the Youth & Social Services YSB while providing leadership, direction, and a vision for the Department.

***WORK SCHEDULE***

As directed by the First Selectman. 35 hours/week

***SUPERVISOR***

Work under the direct supervision of the First Selectman.

***SUPERVISION EXERCISED***

All employees and volunteers assigned to the Youth & Social Services department.

***ESSENTIAL DUTIES***

- Develop and administer annual budget for department
- Ensure high standards of professional practice in the department
- Staff Development, Supervision and Performance Evaluation
- Board Management and coalition building
- Facility Management
- Juvenile Review Board Case manager
- Budget preparation, resource development and general fiscal responsibility
- Program Evaluation/Assess Outcomes
- Strategic Planning, Organizational Development and Policy Development
- Community Organization & Outreach
- Resource Development (funding, volunteers, goods/services)
- Identify community needs and periodically review, evaluate and modify services to meet needs.
- Implement direct services in the absence of other staff and other programs as needed
- Oversee all aspects of the food bank
- Assist clients with energy assistance applications, emergency fuel needs and other crises
- Coordinate holiday food programs with civic organizations, develop and maintain working relationships with civic group appointees to best serve residents
- Recruit and coordinate volunteers to assist in carrying out the work of the department develop a training program for volunteers
- Assess needs of clients and make appropriate referrals when necessary

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Must have:

- Strong interpersonal skills and ability to work well with the public.
- Excellent written and oral communication skills.
- Obtain CT Public Passenger endorsement on CT drivers license
- Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Publisher, or Munis.

Must be able to:

- ~~Obtain CT Public Passenger endorsement on CT drivers license~~
- ~~Communicate and work effectively with diverse groups, the public and individuals.~~
- ~~Exhibit a professional manner with other employees and the public.~~
- ~~Maintain accurate records.~~
- ~~Maintain confidentiality~~
- ~~Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.~~
- ~~Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Publisher, or Munis.~~

## **EDUCATION AND EXPERIENCE**

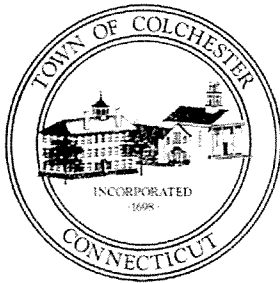
- Minimum of Bachelor's Degree in Social Work or related field
- Minimum of three (3) years of practice in the human services field with at least two (2) years experience in administration.

## **WORK ENVIRONMENT**

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

*Full-time; union; salary; exempt*



## Town of Colchester Job Description

# Public Work's Department Town Engineer

### **GENERAL STATEMENT OF DUTIES**

Provide municipal engineering supervision that includes design review, construction inspection and administration for various Town projects. Assure compliance with Town and State statutes and regulations for construction and development within the Town.

### **WORK SCHEDULE**

As directed by the First Selectman.

### **SUPERVISION RECEIVED**

Receives supervision from the First Selectman and works coordinately with Public Works Director, Planning Director, etc.

### **SUPERVISION EXERCISED**

Provides general supervision to clerical staff.

### **ESSENTIAL DUTIES**

1. Review proposed development plans and specifications for compliance with town regulations/public improvement specifications so as to assure safe and adequate access by the public. Advise applicant, Planning & Zoning Commission, and Conservation Commission of findings and suggest changes, if necessary. ~~Review specifications and drawings of site development, road design, drainage, etc., or the purpose of approval. Advise applicant of findings and suggest changes, if necessary.~~
2. Review and provide design information for various Town projects, such as road, sidewalk, storm drainage and town parking lot improvements. ~~Review and provide design information for various Town projects, such as road improvements and reconstruction program.~~
3. Advise Clerk of the Works on various Town Building programs.
4. Assist the Director of Public Works with overseeing operation of the transfer station ~~Town Landfill~~ to ensure compliance with the Department of Energy and Environmental Protection regulations.
5. Collaborate with ~~Participate in activities of the~~ building inspector, sanitarian, zoning enforcement officer and wetlands enforcement officer ~~Fire Marshal, Road Inspector, as necessary.~~
6. Advise various Town boards and commissions. Attend evening meetings, as required.
7. Advise the First Selectman and Public Works Director ~~Highway Supervisor~~, as required.
8. Investigate and respond to citizens concerns regarding roads, drainage and site development issues. ~~Investigate complaints and respond accordingly.~~
9. Issue permits for and inspect driveway apron construction; work within a town owned road right-of-way and connection of private drains to town's storm drain system.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of the principles and procedures of civil engineering.
- Ability to effectively communicate orally and in writing.
- Ability to deal effectively with other staff, government officials, and the general public.

- Ability to perform the essential functions of the job with or without reasonable accommodations.

11/30/2012

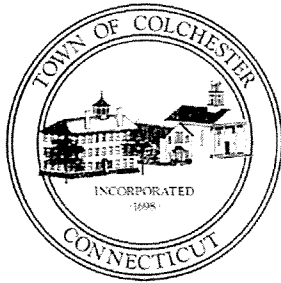
### ***EDUCATION AND EXPERIENCE***

1. Bachelors Degree in Civil Engineering
2. Connecticut Licensed Professional Engineer
3. Municipal Engineering and Planning background preferred ~~would be helpful.~~
4. Basic drafting skills are a must

### ***WORK ENVIRONMENT***

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Full-time; union; salary; exempt.*



**Town of Colchester  
Job Description**

**Planning Department  
Wetlands Enforcement Officer**

***GENERAL STATEMENT OF DUTIES***

Responsible for conducting and administering the Town Inland Wetlands program.

***WORK SCHEDULE***

Primarily Monday-Friday, 8:30am-4:30pm, and other times as they are necessary for the completion of duties. Attendance at some night meetings required.

***SUPERVISION RECEIVED***

~~Works under the direct supervision of the Planning Director and the Conservation Commission and administrative supervision of the First Selectman.~~

***SUPERVISION EXERCISED***

None. ~~Provides general supervision to clerical staff.~~

***ESSENTIAL DUTIES***

1. Responsible for accepting and reviewing all Inland Wetland applications.
2. Maintain Wetland Application files.
3. Conduct site inspections to assure compliance with approved plans.
4. Investigate complaints regarding wetland violations.
5. Enforce all wetland regulations.
6. Staff Attend Conservation Commission and Open Space evening meetings and public hearings
7. Conduct research and investigations as required by Conservation Commission in order to prepare summaries and reports on inland wetland activities.
8. Staff coordinator for all GIS activities within Department.
9. Environmental Planning

***REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES***

Must have:

- Basic knowledge of the principles of natural resources conservation, geography, and land use development.
- Basic knowledge and Understanding of GIS and its functions.
- Good communication skills, both written and oral.
- Must be able to interact well with the public.
- Must provide own transportation and possess a valid Connecticut driver's license.
- Ability to perform the essential functions of the job with or without reasonable accommodations.

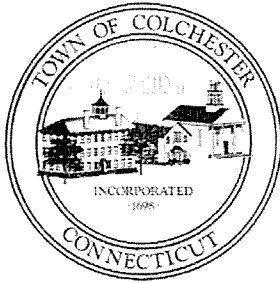
## **EDUCATION AND EXPERIENCE**

1. Must have a minimum of a high school diploma
2. Bachelor's degree is preferred. College level studies in Environmental Sciences is desired.
3. Must have completed and received a certificate of Completion from the State of Connecticut Department of Environmental Protection "Municipal Inland Wetlands Commissioners training program"

## **WORK ENVIRONMENT**

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



## Town of Colchester Job Description

# Director of Senior Services Senior Center Director

### **GENERAL STATEMENT OF DUTIES**

Plan, organize and coordinate community services for senior adults, including recreational, educational and health activities, human services, and special interest classes and programs. Responsible for the operations of the Colchester Senior Center and its programs.

### **WORK SCHEDULE**

As directed by the First Selectman.

### **SUPERVISOR**

Works under the direct supervision ~~administrative direction~~ of the First Selectman.

### **SUPERVISION EXERCISED**

Supervises the work of all employees and volunteers assigned to the Senior Center and its programs.

### **ESSENTIAL DUTIES**

- 1) Work with staff and other town departments and outside agencies to develop, implement, evaluate, and track usage of all programs for senior adults.
- 2) Coordinate with TVCCA's Elderly Nutrition Program staff to provide community meals program.
- 3) ~~Coordinate all programs within the Senior Center, e.g., meals, daily activities, trips, clinics, etc.~~
- 4) ~~Coordinate the transportation system~~
- 5) ~~Implement and oversee special programs.~~
- 6) Supervise all Senior Center employees and volunteers. Supervise staff and volunteers. Participate in personnel actions such as hiring, performance management, annual evaluations, and interim evaluations as needed.
- 7) Prepare and manage department's annual budget. ~~Assist with the yearly budget and preparation of grants.~~
- 8) ~~Maintain statistics and reports as necessary.~~
- 9) ~~Maintain a cooperative working relationship with other social services organizations, governmental entities, and boards.~~
- 10) Research and apply for grants to carry out the work of the senior center; manage, monitor, and prepare required reports for all grants received.
- 11) Develop and direct needed fundraising activities.
- 12) Ensure that timely and informative website updates occur.
- 13) Attend meetings, workshops, training, as approved ~~required~~ and/or required by the First Selectman.
- 14) Coordinate, review, and approve all marketing communications from the Senior Center, i.e. newsletter, brochures, and flyers.

- 15) ~~Ensure all trips are properly supervised.~~
- 16) Engage in various public relations activities, e.g. speaking engagements, and public events to promote and market the services of the center.
- 17) Maintain confidentiality of all records.
- 18) ~~Intake/referral of clients to programs both within and outside the agency.~~
- 19) ~~Plan, develop, and implement new programs.~~
- 20) ~~Keep abreast of the changing needs of the elderly in the community and explore ways to meet these needs.~~
- 21) ~~Other related duties as required by Colchester Commission on Aging.~~
- 22) Provide crisis intervention as needed.
- 23) Serve as Colchester's Municipal Agent for the Elderly if appointed by the Board of Selectmen.
- 24) Attend meetings of and act as staff liaison to the Commission on Aging.
- 25) Working with the Commission on Aging, draft and recommend policies and plans for the implementation of senior services.
- 26) Related duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- 1) ~~Must possess a variety of organizational and recreational skills. Must have good communications skills.~~
- 2) ~~Ability to motivate participants.~~
- 3) ~~Ability to supervise volunteers and paid staff.~~
- 4) ~~Knowledge of the aging process.~~
- 5) ~~Ability to respond and evaluate clients needs.~~
- 6) ~~Ability to communicate with the elderly, their families and professionals serving them.~~
- 7) ~~Must be able to perform the essential functions of the job with or without reasonable accommodations.~~
- 8) Knowledge of the aging process, including local, state, and federal programs and services available to senior citizens.
- 9) Strong interpersonal and communication skills, and ability to work well with the public, particularly seniors, their families, and professionals serving them.
- 10) Ability to use or proven ability to learn Microsoft Word, Excel, and Outlook, and additional software as required.

### **EDUCATION AND EXPERIENCE**

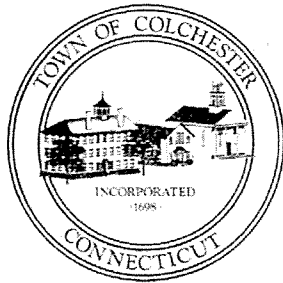
- 1) ~~Degree in Socials Services, Humanities, Gerontology or Business Administration and/or sufficient experience in the field of Human Services to have developed a proficiency in administrative and planning situations. However, substantial pertinent, demonstrated experiences will be considered in lieu of degree.~~
- 2) ~~Must have considerable knowledge of elderly persons and their interests and abilities.~~
- 3) Graduation from a four-year college or university with a degree in social work, human services or a closely related field, and three years related experience, or an equivalent combination of education and experience.
- 4) Considerable experience in planning and administration.
- 5) Willingness and ability to acquire and maintain first aid (CPR), Qualified Food Operator (QFO), and public services certifications/licenses.



Fulltime; salary; exempt; union

*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

# Cragin Memorial Library Library Director

### **GENERAL STATEMENT OF DUTIES**

Plans, develops, administers, organizes, directs, and manages all aspects of town library services in conformity with the policies established by the Board of Trustees and the Town. Management duties include those related to personnel, budget, collection development, building maintenance and library operations.

### **WORK SCHEDULE**

As directed by the First Selectman.

### **SUPERVISOR**

Works under the administrative supervision of the First Selectman.

### **SUPERVISION EXERCISED**

Supervises all library staff.

### **ESSENTIAL DUTIES**

1. Directs the daily operations of the library to ensure high quality services, resource utilization, and to maximize effectiveness of budget allocation.
2. Directs, prepares, and administers the annual budget based on established goals.
3. Manages staff and coordinates staff functions in accordance with established philosophy of library service.
4. Researches and evaluates cooperative purchasing opportunities with other libraries.
5. Prepares grant proposals to state agencies and other organizations to fund new or supplemental programs and/or service needs.
6. Evaluates program of services and makes changes as necessary
7. Formulates policies governing the library and recommends them to the Board of Trustees.
8. Analyzes buildings and grounds needs and recommends improvements and repairs as necessary.
9. Negotiates service contracts ~~which protect the library's interests..~~
10. Establishes and conducts public relations programs ~~which engenders good will and promotes the library and its services to the community.~~
11. Addresses community groups to inform them of related library resources and services.
12. Other related duties, as required.

### Planning and Policy:

- ~~• Conducts an ongoing planning process that assesses community needs and implements programs to meet those needs in an effective and efficient way.~~
- ~~• Establishes goals and objectives.~~
- ~~• Evaluates program of services and makes changes as necessary~~
- ~~• Initiates and develops programs anticipation and/or in response to community needs.~~
- ~~• Evaluates developments in the library profession and other fields as they may relate to library functions for applicability to local needs.~~
- ~~• Formulates policies governing the library and recommends them to the Board of Trustees.~~

#### Fiscal Management:

- Directs, prepares, and administers the annual budget based on established goals.
- Researches and evaluates cooperative purchasing opportunities with other libraries.
- Prepares grant proposals to state agencies and other organizations to fund new or supplemental programs and/or service needs.

#### Personnel Management:

- Formulates and administers a plan for the effective utilization of staff and volunteers in the delivery of library services.
- Recruits, selects, promotes, and terminates library personnel with Board approval.
- Develops in-service training and continuing education opportunities for staff.
- Administers personnel policies.
- Manages staff and coordinates staff functions in accordance with established philosophy of library service.
- Participates in performance evaluations and planning.
- Provides leadership in effective working relationships and communications, encourages initiative and creativity.

#### Library Program Management:

- Directs the daily operations of the library to ensure high quality services, resource utilization, and to maximize effectiveness of budget allocation.
- Supervises the selection and weeding of all library materials.
- Summarizes library developments and trends to provide Trustees with information for decision making.
- Acts as liaison between library staff and Board.

#### Property Management:

- Manages physical plant to ensure proper maintenance and utilization of the library.
- Supervises maintenance and repair personnel.
- Analyzes buildings and grounds needs and recommends improvements and repairs as necessary.
- Ensures safe conditions for staff and public on library grounds.
- Ensures servicing of library equipment to maintain proper working order.
- Negotiates service contracts which protect the library's interests.

#### Public Relations:

- Establishes and conducts public relations program which engenders good will and promotes the library and its services to the community.
- Addresses community groups to inform them of related library resources and services.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of the principals and practices of public library functions.
- Ability in oral and written communications.
- Ability to supervise the work of others.
- Ability to make decisions in an environment of limited resources.
- Ability to establish and maintain effective working relationships with supervisors, subordinates, colleagues, officials of town agencies and the public.

## **EDUCATION AND EXPERIENCE**

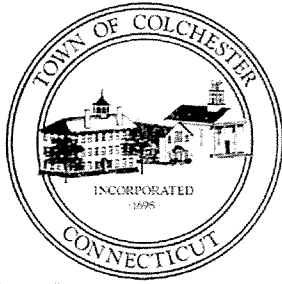
Completion of an ALA accredited Masters Degree Program in Library Science plus a minimum of three years of progressively responsible library experience.

## **WORK ENVIRONMENT**

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Full-time; union; salary; exempt.*





## Town of Colchester Job Description

### Public Works Director of Operations

#### **GENERAL STATEMENT OF DUTIES**

Directly supervise and oversee the operations of the highway, transfers station, and fleet maintenance departments on a day-to-day basis.

Oversee maintenance of and improvement to Town of Colchester public roads, including scheduling snow removal and winter road maintenance. Operate a variety of motorized and mechanical equipment and perform a wide variety of highly skilled labor tasks to carry out duty of maintaining and improving Town of Colchester public roads. Prepare procedures, policies and training programs for highway, fleet, and transfer station employees. May be required to perform same duties for Grounds Maintenance Crew. On call for emergencies regarding Town of Colchester public highways, parks, and buildings.

#### **WORK SCHEDULE**

Monday-Friday, 8:00 a.m. - 4:30 p.m. (primarily), with occasional evening board/commission meetings

#### **SUPERVISOR**

Work under the direct supervision of the Public Works Director and administrative supervision of the First Selectman.

#### **SUPERVISION EXERCISED**

Supervise the Highway, Transfer Station, and Fleet Maintenance staff. May also directly supervise Parks and Recreation Crew Leader.

#### **ESSENTIAL DUTIES**

1. Prepare annual budgets. Check invoices and prepare requisitions for payment.
2. Handle all matters concerning highway, fleet maintenance, and transfer station employees including, but not limited to, directing work, scheduling, evaluations and disciplinary action. May be expanded to include grounds maintenance employees.
3. Supervise work crews to carry out specific assignments.
4. Handle concerns and complaints from the public regarding Town operations. Report to the Public Works Director and Boards/Commissions as necessary regarding town operations, expenditures and needs.
5. Responsible for all road emergency situations.
6. May operate, or train others to operate, light and heavy duty vehicles, such as for plowing and hauling construction materials and supplies.
7. May operate, or train others to operate, heavy equipment, such as a sweeper, front payload, backhoe, road grader, road mower, bucket truck, bulldozer, and/or 20-ton tag-along trailer.
8. May operate, or train others to operate, light equipment, such as a chain saw, brush cutter, jack hammer, paving box power saw, lawn mower, roller, and/or line stripping machine.
9. May perform, or train others to perform, highly skilled labor, such as building catch basins, pipe laying, grade setting, transit and/or tree work.
10. Service at regular intervals and make small repairs to equipment including check oil, water, battery, tires, lights and antifreeze, and wash and clean equipment.
11. Perform related work as required.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. A general knowledge of vehicles, tools, equipment, materials, methods and practices used in the general maintenance and improvement of public highways, transfer station facilities; and vehicle maintenance.
2. Ability to operate, service and make minor repairs on light to heavy-duty highway and construction equipment.
3. Ability to assign, supervise, direct and review the work employees.
4. Ability to read and interpret blueprints.
5. Ability to work effectively with others.

### **EDUCATION AND EXPERIENCE**

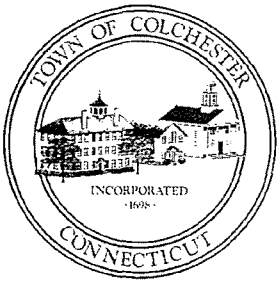
1. Possession of a valid Class I operator's license and have passed CDL testing.
2. Not less than four (4) years employment in the construction and maintenance field or an allied field.
3. Must be able to perform essential functions of the job with or without reasonable accommodations.
4. A physical and medical examination is a condition of employment after hire.
5. High school diploma or equivalency.

### **WORK ENVIRONMENT**

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Full-time; union; salary; non-exempt*






# 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:** 12/3/12  
**Re:** Senior Center Director Hiring Process

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After reviewing our current organizational structure, I am recommending no changes at this time that would involve the position of Senior Center Director.

My recommended hiring process is as follows:

1. Approval of revised job description
2. Internal and external posting
3. Internal panel review and selection of applicants to proceed (internal panel to consist of First Selectman and 2-3 staff members)
4. External panel interview (external panel to consist of professionals with responsibilities similar to Senior Center Director)
5. External panel review and selection of top qualified candidates
6. Internal panel interviews
7. Recommendation to the Board of Selectmen

**Recommended Motion – “Move to approve the Senior Center Director hiring process as recommended by the First Selectman.”**



# TOWN OF COLCHESTER



# EMPLOYEE HANDBOOK & PERSONNEL POLICIES

DRAFT  
LAST REVISION: 09/26/12

~~Therefore,~~ In accordance with Connecticut State law, Sec. 31-40q, ~~the Town of Colchester has decided to declare its entire workplace as "Smoke Free."~~ **Colchester town buildings and facilities are "smoke free."** The burning of tobacco products **within town facilities** is expressly prohibited, including cigars, cigarettes, pipe tobacco or any other matter or substance containing tobacco.

Those employees who continue to smoke tobacco products may do so outside of the workplace outside of the buildings. ~~At Town Hall it would be outside of the building at the side entrances.~~ Employees choosing to smoke may do so only in their allotted break time. Excessive time away from work duties for the purpose of smoking will not be tolerated and may result in disciplinary action.

### **Care of Personal Belongings**

**Your personal belongings are your responsibility at all times. The Town's insurance does not cover loss of personal belongings or monies. Employees should use considerable care to safely store personal belongings and valuables while at work.**

### **Inclement Weather**

**Town Hall will remain open during inclement weather unless the severity of conditions prohibits remaining open. Employees should make every reasonable effort to get to work, or continue working if already present, unless otherwise notified. In the event that Town Hall closes, we will make every effort to have the details concerning the closing announced in a pre-determined manner. Employees are urged to contact their immediate supervisor if they are uncertain about operation. If operations are canceled after a shift has started, hourly employees will be paid for the time worked. If there is an early dismissal, non-exempt employees will be paid through the official release time.**

### **Acceptable Computer Network and Office Equipment Use (ADDED FROM CURRENT POLICY)**

**The use of electronic communications and Internet access is intended for official town business and may not be used for personal business unless approved by the First Selectman. All information and communication on the Town of Colchester's computer network(s) are the property of the Town of Colchester.**

**Electronic communications includes but is not limited to computers, electronic mail (E-mail), electronic bulletin boards, listservs, internet use, facsimile, telephones, cell phones, pagers, voice mail, radios, walkie talkies, personal digital assistants, television, and communications infrastructure.**

The First Selectman and management have the right to review, audit, intercept, access and/or disclose all messages and /or images created, received or sent over the electronic mail system. The contents of electronic mail may be disclosed without the permission of the employee. There is no expectation of privacy. The First Selectman may limit or deny individual's access to the system.

Employees are responsible for observing copyright and licensing agreements that may apply when downloading files, documents and software.

Employees are expected to appropriately use and become proficient in the use of computer hardware and software, electronic communications and Internet access.

Employees must work in cooperation with network administration to ensure all security measures are met. The following is strictly prohibited:

1. Releasing passwords to individuals not authorized by the town
2. Allowing passwords to be visible to others
3. Use of another individual's password
4. Creating unauthorized accounts/passwords
5. The use of video games
6. Viewing of non-work related videos
7. Using equipment for personal profit or partisan political purposes
8. Leaving a workstation without logging out or locking
9. Installing/uninstalling software or hardware without approval of the IT department
10. Allowing non-town personnel use of hardware/software without authorization from the administration
11. Transmitting or receiving messages or images that violate Town of Colchester policies or are offensive or discriminatory as defined by the Town of Colchester Personnel Policies and Nondiscrimination Resolution
12. Communications containing offensive, sexually explicit images, messages or cartoons, ethnic/racial slurs, or anything that can be construed as harassment
13. Vandalizing any system components
14. Sending network-wide non-business related E-mails, e.g. jokes, chain letters
15. Browsing the internet for purposes not work related during work hours
16. Unauthorized attempts or entry into any computer or any part of the system/network

Phones:

Town phones and voice mail are property of the Town of Colchester. Excessive use of the phone for personal calls may be considered a performance issue and may result in disciplinary action, up to and including discharge. The use of personal cell phones during business hours is only permitted in the case of emergency or brief personal contact with family via voice mail, text, or call (excessive use may be considered a performance issue and may result in disciplinary action, up to and including discharge). In such cases, cell phones should be put on "silent" mode. Texting is not permitted while driving or operating equipment.

#### Printers, Scanners:

It is expected that all employees will use this equipment for business purposes only and treat such office equipment with care.

## **V. HEALTH, SAFETY AND SECURITY**

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. To accomplish this goal, a joint effort on the part of management and employees is required to share in the responsibility to protect worker safety.

It is the responsibility of the department head to provide a workplace free from recognized hazards. In order to achieve this, he/she must oversee the administration of safety practices in their departments, be aware of accident statistics, follow disciplinary procedures (verbal and written warnings, suspension and possible dismissal), take appropriate corrective action to ensure continued improvement in eliminating or minimizing hazards, to prevent or reduce injuries on the job. Investigations of all occupational illness or injuries must be conducted, and written reports including corrective actions taken must be provided immediately to the First Selectman's office. Safety audits should be conducted periodically to identify and correct potential hazards. Management must make the commitment to follow-through with required repairs and preventive maintenance of equipment and workplace.

Employee cooperation is also necessary to achieve a harmonious effort in providing a safe and healthy workplace. It is the responsibility of the employee to report perceived hazardous conditions to management. Employees should refrain from participating in activities that may jeopardize the safety of fellow workers. Inoperative equipment or equipment with defects should be reported immediately. Job-related illnesses or injuries, no matter how slight, should be immediately reported to management and treatment promptly sought.

While management attention to accident prevention is an important component of a safety program, it is each employee who carries the greatest responsibility for protecting his/her own health. Though we realize that accidents do happen, we

hope and expect that all employees work together to minimize the risk of work-related illness and injuries.

### Safety-Related Discrimination and Harassment

It is the policy of the Town of Colchester that no employee be discriminated against or harassed in any form because of their involvement in Safety and Health related matters.

Discrimination or harassment may take any form in which an employee is intentionally treated differently than other employees of the same rank, qualification, and department solely because of their involvement with, or comments relative to, safety and health matters.

Complaints may be made in confidence to the Department Head or First Selectman.

### Alcohol and Drug-Free Policy

#### Purpose

The purpose of this policy is to establish a workplace, which is free of the negative effects of alcohol, and free from drug abuse. By accomplishing this purpose, the Town also seeks to ensure a safer, healthier working environment for all employees and to reduce absenteeism, tardiness and other job performance problems which may be caused by alcohol and drug abuse. This policy is adopted in accordance with the Drug Free Workplace Act.

#### Statement of Policy

Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, controlled substance or alcohol while on Town premises or while conducting Town business off Town premises. Any employee who discovers illegal drugs on Town premises shall notify the First Selectman who shall investigate the matter and notify appropriate Town officials.

An employee must report any conviction or plea of nolo contendere under a criminal drug statute for violations occurring on or off Town premises while on Town business, to the First Selectman within five (5) days after the conviction. The Town will notify any agency awarding a grant to the Town

of such conviction, within ten (10) days thereafter, if such notice is required by the granting agency. Upon request, the First Selectman or his/her designee shall meet with the employee and a Union representative, where employee is part of a collective bargaining unit, before taking any further action.

Employees shall only use prescription drugs on town premises which have been prescribed by a licensed medical practitioner, and such drugs shall be used only as prescribed.

An employee shall not consume alcohol on town premises or off Town premises, while conducting Town business. An employee who is on duty shall not be under the influence of alcohol.

Violations of this policy may result in disciplinary action, up to and including discharge.

### Employee Assistance

In appropriate circumstances, the Town shall provide an employee with an opportunity for rehabilitation in overcoming addiction to, dependence upon or other problems with alcohol or drugs. Normally, the opportunity for rehabilitation as an alternative to disciplinary action shall be available only once.

An employee who feels he or she has developed an addiction to, dependence upon or other problem with alcohol or drugs is encouraged to seek assistance. Certain benefits for alcoholism or drug addiction are provided under the Town's group medical insurance plan. An employee will be given one opportunity to participate in a rehabilitation program, which requires absence from work for bona fide treatment. Such absence may be charged to the employee's accrued and unused sick leave, subject to the provisions of the employee's collective bargaining agreement or the Town's Personnel Rules and Regulations as applicable.

Any request for assistance with a drug or alcohol problem will be treated as confidential.

### Drug Testing

Pre-employment drug testing is conducted on all employees whose job entail driving or work in "safety-sensitive positions". At management discretion, random drug testing may occur for those employees whose jobs involve driving or if employees work in "safety sensitive" positions.



If there is suspicion to believe that an employee is working under the influence of alcohol or non-prescribed drugs, the Town may require that a drug test be performed on that employee. If the employee is found to be under the influence of alcohol or non-prescribed drugs, disciplinary action will occur, up to, and possibly including dismissal.

## Security

Town facilities are equipped with alarm systems. Employees who regularly have a need to enter the building during “off hours” will be issued an alarm code and an outside door key. Employees who enter and leave the building during normal work hours do not need to have outside door keys or alarm codes.

The First Selectman will determine to whom keys and alarm codes should be issued. All employees are issued badges, which they are expected to wear, or have in their possession at all times.

Lockdown procedures are followed in emergency situations and are addressed in a separate procedure.

## **VI. CONCLUSION**

### Severability

Should any provision or part of this policy be declared or rendered illegal or unenforceable by legislative or judicial authority, the balance of the policy shall remain in full force and effect.

### Handbook & Policy Review

The Town of Colchester Employee Handbook and Personnel Policies shall be reviewed, and revised, if necessary, no less than once every two years, starting from the adoption of this revised and Board of Selectmen approved personnel policies.

### To All Employees

Should any employee need further clarification or additional information relating to employment, please speak to your supervisor or the Human Resources Office.

Since it is not possible to foresee all conditions and circumstances surrounding the employment relationship, the Town reserves the right to alter, modify, amend or terminate the provisions of this handbook at any time. Notices of such changes will be posted on all appropriate bulletin boards and distributed to you for you to include in your handbook.

## ACKNOWLEDGMENT OF RECEIPT

I, \_\_\_\_\_, have received a copy of the Town of Colchester's employee handbook, including the notice and disclaimer of any contract of employment, and I fully acknowledge the at-will nature of my employment with the Town, which I understand is subject to the provisions of any applicable collective bargaining agreement. I further acknowledge that these policies are subject to change, with or without prior notice by the Town, again subject to the provisions of any applicable collective bargaining agreement and the duty to bargain over secondary effects of substantive changes under prevailing labor laws. I understand that should the content of these policies be changed in any way, the Town of Colchester may require a further signature from me to indicate that I am aware of and understand any new policies. I further understand that I am responsible for reading and knowing the content of this employee handbook. I hereby agree to comply in full with the Town of Colchester's Personnel Policies but understand that where the policies are in direct conflict with a collective bargaining agreement between the Town of Colchester and a duly recognized union, the provision(s) in conflict will be superseded by the collective bargaining agreement. The content of this handbook supersedes all prior handbooks issued.

\_\_\_\_\_  
Employee

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date