



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Regular Meeting
Thursday, July 18, 2013
Colchester Town Hall**

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

RECEIVED
COLCHESTER, CT
2013 JUL 16 PM 1:25
NANCY A. BRAY
TOWN CLERK

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the June 20, 2013 Regular Board of Selectmen Meeting
4. Citizen's Comments
5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Fire Department Task Force
 - i. Judith Didato to be interviewed
6. Budget Transfers
7. Tax Refunds & Rebates
8. Discussion and Possible Action on Ambulance Incentive Program Status
9. Discussion and Possible Action on Plan of Conservation & Development Contract
10. Discussion and Possible Action on Senior Center Program Coordinator Job Description
11. Discussion and Possible Action on Library Programming Assistant Job Description
12. Discussion and Possible Action on Parks & Recreation Office Assistant Job Description
13. Discussion and Possible Action on Short Term Rental Agreement With Ryan Business Systems, Inc. Cragin Library Copier
14. Discussion and Possible Action on Historic Documents Preservation Grant Program
15. Discussion and Possible Action on Fire Sprinkler Service, Inspection, & Maintenance Bid Award
16. Discussion and Possible Action on Elevator/Chair Lift Maintenance, Service, & Repair Bid Award
17. Discussion and Possible Action on Personnel Policies
18. Discussion and Possible Action on Blight Petition
19. Citizen's Comments

20. First Selectman's Report
21. Liaison Report
22. Executive Session to Discuss Colchester Firefighters Union UPPFA, IAFF, Local #3831 Contract
23. Discussion and Possible Action on Colchester Firefighters Union UPPFA, IAFF, Local #3831 Contract
24. Executive Session to Discussions Memorandum of Agreement with Local 1303-254 of Connecticut Council 4, AFSCME, AFL-CIO (Town Hall Union)
25. Discussion and Possible Action on Memorandum of Agreement with Local 1303-254 of Connecticut Council 4, AFSCME, AFL-CIO (Town Hall Union)
26. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

Colchester Commission Chairmen Meeting Agenda
Thursday, July 18, 2013
Colchester Town Hall
Meeting Room 1 – 7:00 p.m.

HARRY A. BRAY
TOWN CLERK
Harry A. Bray

RECEIVED
COLCHESTER, CT
2013 JUL 15 AM 10:52

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



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

Board of Selectmen Minutes
Regular Meeting
Thursday, June 20, 2013
Colchester Town Hall

Meeting Room 1 – 7:00PM

RECEIVED
COLCHESTER, CT
2013 JUN 21 AM 10:05
NANCY A. BRAY
TOWN CLERK
Nancy A. Bray

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

MEMBERS ABSENT:

OTHERS PRESENT: Derrik Kennedy, Brad Bernier, Tim York, Diana Giles, Gail Therien, Walter Cox, Antoinette Charest, John Jones, Tony Gallicchio, Don Lee, Gary Siddell, James Paggioli, John Chaponis, Maggie Cosgrove, and other citizens.

1. **Call to Order**
First Selectman G. Schuster called the meeting to order at 7:00 p.m
2. **Additions to the Agenda**
None.
3. **Approve Revised Minutes of the June 6, 2013 Regular Board of Selectmen Meeting**
R. Coyle moved to approve the minutes of the June 6, 2013 Regular Board of Selectmen Meeting as revised, with noted changes to item #6a, her recusing herself, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
4. **Approve Minutes of the June 10, 2013 Special Tri-Board Meeting**
G. Cordova moved to approve the minutes of the June 10, 2013 Special Tri-Board Meeting, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
5. **Citizen's Comments**
D. Martin commented on the Fire Department Task Force (FDTF) charge and restrictions of career fire department staff volunteering.
D. Marvin commented on fire career staff volunteer restrictions.
P. Guidice commented on interpretation of Federal Fair Labor Standards Act and subsequent state laws on volunteering.
J. Knapp supported the ability of career fire staff to volunteer and on charges for FDTF.
R. Harvin commented that previous town administrations authorized paid staff to volunteer for their full-time jobs.
6. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Agriculture Commission. Resignation of Elizabeth Gilman.**
S. Soby moved to accept the resignation of Elizabeth Gilman from the Agriculture Commission with regret, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
 - b. **Ethics Commission. Member appointment for a three-year term to expire 11/01/2016.** Shannon Bergquist was interviewed. S. Soby moved to appoint Shannon Bergquist to the Ethics Commission as a member for a three-year term to expire 11/01/2016, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

c. **Fire Department Task Force**

- i. Scott Callan was absent.
- ii. Mary Ellen Harper was interviewed. J. Ford moved to appoint Mary Ellen Harper as a member of the Fire Department Task Force, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

7. **Budget Transfers**

Discussion on Planning & Code Administration legal fees and on laptop purchases. S. Soby moved to approve budget transfers in the amount of \$1,000 from "Collector of Revenue-Reg Salaries (11303-40101)" to \$1,000 "Office Equipment (11303-48416);" \$4,503 from "Assessor-FICA & Retirement (11304-41230)" to \$4,503 "Regular Payroll (11304-40101);" \$1,371 from "P&C Admin-Legal Notices (11411-44230)" to \$1,371 "Office Equipment (11411-48416);" \$1,300 from "P&C Admin-Overtime (11411-401 03)," \$2,379 from "Legal Notices (11411-44230)," and \$2,206 from "Postage (11411-44217)" to "P&C Admin-Reg Payroll (11411-401 01);" \$726 from "P&C Admin-ProfMembership (11411-43258)" to \$726 "Copier (11411-42233);" \$1,500 from P&C Admin-Cont Temp Occass (11411-40105)" to \$1,500 "Legal (11411- 44203);" \$2,200 from "Registrar of Voters Elections-Prof Services (1160 1-44208)" to \$2,200 "Contr Temp Occas (1160 1-401 05);" \$4 "Information Technology-Reg Payroll (1180 1- 401 01)" to \$4 "Overtime (11801-40103);" \$27,455 from "PW Admin & Hwy-Reg Payroll (1320 1-40101)"to \$22,810 "PW Admin-Reg Payroll (13200-40 101)"and \$4,645 "PW Admin-FICA & Retirement (13200-41230);"seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

8. **Tax Refunds & Rebates**

None.

9. **Discussion and Possible Action on Formation of Subcommittee**

J. Ford commented on proposal of subcommittee. S. Soby commented on purpose of committee and its duration. Also commented on possible need of standing committee. R. Coyle commented on need for committee to be temporary and items brought before the board to have discussion by the full board.

J. Ford moved that the Board of Selectmen establishes the Selectmen's Operations Committee, of the Board of Selectmen, which shall be bi-partisan in makeup and consist of two members of the Board, Selectman James Ford and Selectman Stan Soby.

The purpose of the Operations Committee is to study operational matters affecting the Town and provide recommendations for action to the Board of Selectmen.

For the purposes of addressing the issues concerning certain properties owned by the Bacon Academy Board of Trustees, the Selectman's Operations Committee shall invite two members of the Board of Finance on a bipartisan basis and invite two members from the Bacon Academy Board of Trustees to join the Committee. Membership of the Committee in this instance shall be limited to these six representatives.

Based on the dialogue between the Town and the Bacon Academy Board of Trustees, the charge established for the Committee in this instance is as follows:

1. Review the Bacon Academy Board of Trustees' organization, current responsibilities, and ability to carry out its obligations.
2. Review current and future municipal needs for Bacon Academy Board of Trustees Facilities.
3. Establish current financial resources available for Bacon Academy Board of Trustees properties.
4. Collect available information and review general condition of Bacon Academy Board of Trustees properties.

5. On the basis of 1 to 3 4, identify short- and long-term operational and financial needs for Bacon Academy Board of Trustees facilities.
 6. Examine potential means of facilitating operations and historical preservation of iconic Bacon Academy Board of Trustees properties.
 - State and Federal Grant Opportunities
 - Town aid
 - Restructuring
 - Other opportunities and partnerships
 7. Within 3 months, submit to the full Board of Selectmen a summary report of recommendations for short, intermediate and long term actions by parties to establish a responsible, fiscally sound program for Bacon Academy Board of Trustees facilities.; seconded by S. Soby. Unanimously approved. MOTION CARRIED.
10. **Discussion and Possible Action on Fire Department Task Force Charge**
R. Coyle commented on the various needs the task force needs to look into. R. Coyle moved that the Task Force return to the board with recommendations for recruitment, retention, and participation in the department and if there is any financial impact to that, that should come to the board as well, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
11. **Discussion and Possible Action on Personnel Policies**
Discussion on number of final candidates to be interviewed by the Board. Various language changes proposed. No Action Taken.
12. **Discussion and Possible Action on Departmental Photocopier Lease Agreements**
S. Soby moved to approve the lease of a new Canon copier with Ryan Business Systems, Inc. for the period July 1, 2013 through July 1, 2018 for the Finance Department, and authorize the First Selectman to sign all necessary documents; seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
- G. Cordova moved to approve the lease of a new Canon copier with Ryan Business Systems, Inc. for the period July 1, 2013 through July 1, 2018 for the Planning & Zoning Department and authorize the First Selectman to sign all necessary documents; seconded by S. Soby. Unanimously approved. MOTION CARRIED.
- S. Soby moved to approve the lease of a new Canon copier with Ryan Business Systems, Inc. for the period July 1, 2013 through July 1, 2018 for the Library and authorize the First Selectman to sign all necessary documents; seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
13. **Discussion and Possible Action on Fire Alarm Service, Repair, & Monitoring Contract**
G. Cordova moved that the Board of Selectmen enter into a contract with the New England Fire for the supplying of Fire Alarm and Service /Monitoring in Town and School buildings as detailed in the Town of Colchester RFP #2013-09, for a period of from July 1, 2013 to June 30, 2016; and hereby authorize the First Selectman, with consultation of the Superintendent of Schools to sign and deliver said agreement and necessary documents required; seconded by S. Soby. Unanimously approved. MOTION CARRIED.
14. **Discussion and Possible Action on Uniform Rental and Cleaning Contract**
G. Cordova moved that the Board of Selectmen enter into a contract with the Cintas Corporation for the supplying of Rental Uniforms and Cleaning Services as detailed in the Town of Colchester RFP #2013-06, for a period of from July 1, 2013 to June 20, 2016; and hereby authorize the First Selectman to sign and deliver said agreement and necessary documents required; seconded by S. Soby. Unanimously approved. MOTION CARRIED.

15. **Discussion and Possible Action on Fire Extinguisher & Hood Service, Cleaning and Inspection Contract**

R. Coyle moved that the Board of Selectmen enter into a contract with Simplex-Grinnell for the supplying of Fire Extinguisher and Hood Service, Cleaning and Inspection in Town and School buildings as detailed in the Town of Colchester RFP #2013-10, for a period of from July 1, 2013 to June 30, 2016; and hereby authorize the First Selectman, with consultation of the Superintendent of Schools to sign and deliver said agreement and necessary documents required; seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

16. **Discussion and Possible Action on Petition for Town Meeting**

Discussion on validity of petition, need for specified action, possibility of holding a public hearing, enforcement of blight ordinance, response to petition, diversity of blight ordinances, and range of possibilities going forward. B. Prentiss read a statement to the Board (attached).

G. Schuster left the meeting at 8:12 p.m. S. Soby assumed chair.

R. Coyle moved to have a special board of selectmen meeting to discuss issues of blight in Colchester with no other items on the agenda, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

G. Schuster returned to the meeting at 8:13 p.m. and resumed being chair.

17. **Discussion and Possible Action on Property Listings**

J. Chaponis commented on property data online and Freedom of Information Act laws regarding disbursement of information with regards to requests for property database. Discussion on opt-out parameters. No action taken.

S. Soby left the meeting at 8:17 p.m.

S. Soby returned to the meeting at 8:20 p.m.

18. **Discussion and Possible Action on Examination of Senior Center by Engineer**

Discussion on Bacon Academy Board of Trustees action later this month and possible Board of Selectmen action depending on Trustees action. T. York commented on structural integrity of the current senior center. Comments on need for expenditure process to go through all channels and on department head ability to spend based on budget. No action taken.

19. **Discussion and Possible Action on CGS §8-24 Review of WJJMS/Senior Center Project**

R. Coyle moved the resolution, "RESOLVED, That the Board of Selectmen recommends that the Town of Colchester undertake the William J. Johnston Middle School, Community Center and Senior Center Project at the site of the existing William J. Johnston Middle School at 360 Norwich Avenue, including renovations and additions to the middle school and relocation of the Senior Center, the Youth Center, Social Services facilities, and Parks and Recreation facilities, substantially as described in the detailed estimate prepared by Tecton Architects, Inc. dated April 3, 2013, as modified June 19, 2013. FURTHER RESOLVED, That the project be referred to the Zoning and Planning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes;" seconded by S. Soby. Unanimously approved. MOTION CARRIED.

20. **Citizen's Comments**

J. Kelly commented on copier costs and economies of scale, hood RFP, and teacher pension funding.

21. **First Selectman's Report**

G. Schuster reported that the Fire Department Task Force has an organizational meeting on Tuesday of this week and decided that meetings will take place on the 1st and 3rd Monday's of each month, the Slembek Farm has a potential buyer and would like the Town to assist with a possible \$95,000 in development rights, and there will be no Board meeting on July 4.

22. **Liaison Report**

J. Ford reported that the Conservation Commission heard a report of a violation with a construction of pond and is working with the owner, but an enforcement action may commence.

R. Coyle reported that the Building Committee is planning next steps, there is a meeting next week which the architect is coming to.

S. Soby reported that the Planning & Zoning Commission is talking with farmers with regards to agriculture regulations. Had a very positive dialogue. Agreement on language for zoning regulations. The Plan of Conservation and Development update went through the RFP process and staff chose Planimetrics.

23. **Executive Session to Discuss Facility Security**

S. Soby moved to enter into executive session to discuss facility security and invite James Paggioli and Tim York, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Entered into executive session at 8:41 p.m.

Exited from executive session at 9:23 p.m.

24. **Executive Session to Discuss Personnel**

G. Cordova moved to enter into executive session to discuss personnel, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

Entered into executive session at 9:24 p.m.

Exited from executive session at 9:45 p.m.

25. **Executive Session to Discussion Successor Contract with Colchester Firefighters Union UPPFA, IAFF, Local 0831**

G. Cordova moved to enter into executive session to discussion successor contract with Colchester Firefighters Union UPPFA, IAFF, Local 0831 and invite Chief Walter Cox and Attorney Patrick McHale via telephone; seconded by S. Soby. Unanimously approved. MOTION CARRIED.

Entered into executive session at 9:45 p.m.

Exited from executive session at 10:22 p.m. Attorney Patrick McHale was not on the phone at any time.

26. **Discussion and Possible Action on Successor Contract with Colchester Firefighters Union UPPFA, IAFF, Local 0831**

No action taken.

27. **Adjourn**

G. Cordova moved to adjourn at 10:24 p.m., seconded by J. Ford. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Derrick M. Kennedy

Executive Assistant to the First Selectman

Attachments:

- Statement from Kevin McManus
- Statement from Bob Prentiss

6/20/2013

To the Board of Selectmen, Town of Colchester.

I am submitting this Public Comment letter, as I work evening shift and am unable to attend this important meeting in person.

The Colchester Hayward Volunteer Fire Company has enjoyed over 159 years of service to this town. Most of it Volunteer.

For clarification and a reminder to some, the "Company" is a corporation, formed under the Statutes of the State of Connecticut, with an objective of furnishing Fire Protection and other Emergency Related Services to the Town of Colchester, and to aid other area Departments as conditions may demand.

The Company is primarily made up of a volunteer membership, providing manpower to the Town of Colchester Fire Department.

While there is a clear distinction between the two entities (Town Department and Hayward Fire Company), the staffing, duties, and responsibilities overlap and are shared between Volunteers and Paid personnel.

Abrupt changes to the structure of the fire department will have long standing and a rippling effects across the board. We are currently pulling out all the strings, looking for membership and finding ways to make them part of family.

By possibly (I stress possibly) limiting members ability to volunteer and changing the organizational structure, the department & company may suffer a limited advancement path, reduced stake in executive decision making, and overall decreased vested involvement in the organizations.

I stress possibly at this point, due to the fact that information sharing has been limited, and members are not fully aware of the potential changes. Understanding that union negotiations are executive meetings, the potential outcome of these will affect the company, its bylaws, its structure, and its 100 volunteers.

I would urge the Selectmen at this point, to involve the entire membership of the Fire Company, before making any changes that would significantly impact our membership, structure, and overall involvement in our own organization, The Colchester Hayward VOLUNTEER Fire Company.

Sincerely,

Kevin McManus
Fire Instructor, EMS Instructor and Resident of the Town of Colchester.

Kevin McManus
31 Oak Ridge Dr
Colchester CT

My name is Bob Prentiss. I live at 144 Norwich Avenue next to St. Andrews church. Across the street from my house are 2 depressed houses owned by 2 different people who don't even live in Colchester and could care less what the property looks like. This has had a negative effect on the value of my home according to my appraiser.

I have collected 242 signatures in favor of a blight ordinance after interviewing 249 people. Only 2 people did not want to sign it and the other 5 could not make up their mind. During the collection of signatures I interviewed people in 2 neighborhoods where many residents were upset with a neighbor who had a blighted property and there was nothing they could do about it because there was nowhere they could go to address the problem.

I'm hoping this board will draw up a strong blight ordinance with teeth to protect the value of home and property owners.



APPLICATION FOR ABATEMENT OR REFUND OF PROPERTY TAXES

THIS APPLICATION FORM PROVIDES SATISFACTORY PROOF FOR ENTITLEMENT TO EXEMPTION ON THE OCTOBER 1, **2011** ASSESSMENT LIST TO THE TAX COLLECTOR OF COLCHESTER, STATE OF CONNECTICUT.

APPLICANT INFORMATION	
NAME:	Matthew Macclain-Demar
MAILING ADDRESS:	56 Felicia Barber Lane, Colchester, CT 06415
BILL NO:	2011-3-58991
BILL NO:	
BILL NO:	
BILL NO:	
REASON FOR APPLICATION:	Delete CHVFD

AMOUNTS FOR REFUND								
	Amount Paid	List Year	Due Date	Principal	Interest	Lien Fees	Amount Due	TOTAL
8/3/12	\$ 110.02	10/11	7/12	\$ 0.00	\$	\$	\$ 0.00	\$ 110.02
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$

APPLICANT(S) SIGNATURE: *Matthew Macclain-Demar*

OFFICE USE ONLY:			
Accounting Codes			
Refund 11303 – 30111		Current Levy	\$
Refund 11303 – 30112	X	Prior Levy	\$ 110.02
Refund 11303 – 30113		Interest	\$
Collectors Recommendation to the Governing Body			
To the Board of Selectman: It is recommended that an abatement or refund of property taxes with the following information be made to the above named taxpayer in accordance with the provisions of Section 12-81 (20), 12-124 thru 12-129 Rev. as amended			
ABATEMENT OR REFUND	\$ 110.02	APPLICATION SUBMITTED DATE:	7/2/13
TAX COLLECTOR: TRICIA COBLENTZ		<i>Tricia Coblentz</i>	

Governing Body Action Taken		
At a regular meeting of the Board of Selectman it was voted to abate or refund property the following taxes to the above named taxpayer		
MEETING DATE:	ABATEMENT OR REFUND AMOUNT:	ACCOUNTING VENDOR NUMBER:
BOARD OF SELECTMAN, COMMON COUNCIL SIGNATURE:		
CLERK SIGNATURE:		



2011030058991

GENERAL DATA MOTOR VEHICLE OFFICE OF THE TAX COLLECTOR

AS OF 07/10/2013

BILL NO: 2011-03-0058991 NAME: MACCLAIN-DEMAR MATTHEW J
 UNIQUE ID: 50921200 C/O:
 LINK #: 2011-MV-0005175 ADDRESS: 56 FELICIA BABER LN
 FILE# ADDRESS2:
 BANK: CITY ST ZIP: COLCHESTER CT 06415-2244
 ESCROW: COUNTRY:
 DISTRICT:
 PROP ASSESSED: 3,820 YR/MAKE/MDL: 2001 / GMC / JIMMY
 EXEMPTIONS: REG / CL / ID: /1 / 1GKDT13W012152756
 COC CHANGE: -3,820
 COC #: 84395M ASSMNT CHANGE:
 EXEMPT Change: 3,820 TOWN BENEFIT
 NET VALUE: REG# EXPR: 06/04/2013

MILL RATE: 28.8000

*** BILLED ***

	TOWN	TOTALS
INST1:	110.02	110.02
INST2:	0.00	0.00
INST3:	0.00	0.00
INST4:	0.00	0.00
ADJS:	-110.02	-110.02
TOT TAX:	0.00	0.00
TOTAL PAID:	110.02	110.02

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Adj	1	07/02/2013	84395M	69/1/1	T	-110.02	0.00	0.00	0.00	0.00
Pay	2	08/03/2012		81/136/45	T	110.02	0.00	0.00	0.00	110.02
TOTAL PAYMENTS:						110.02	0.00	0.00	0.00	110.02

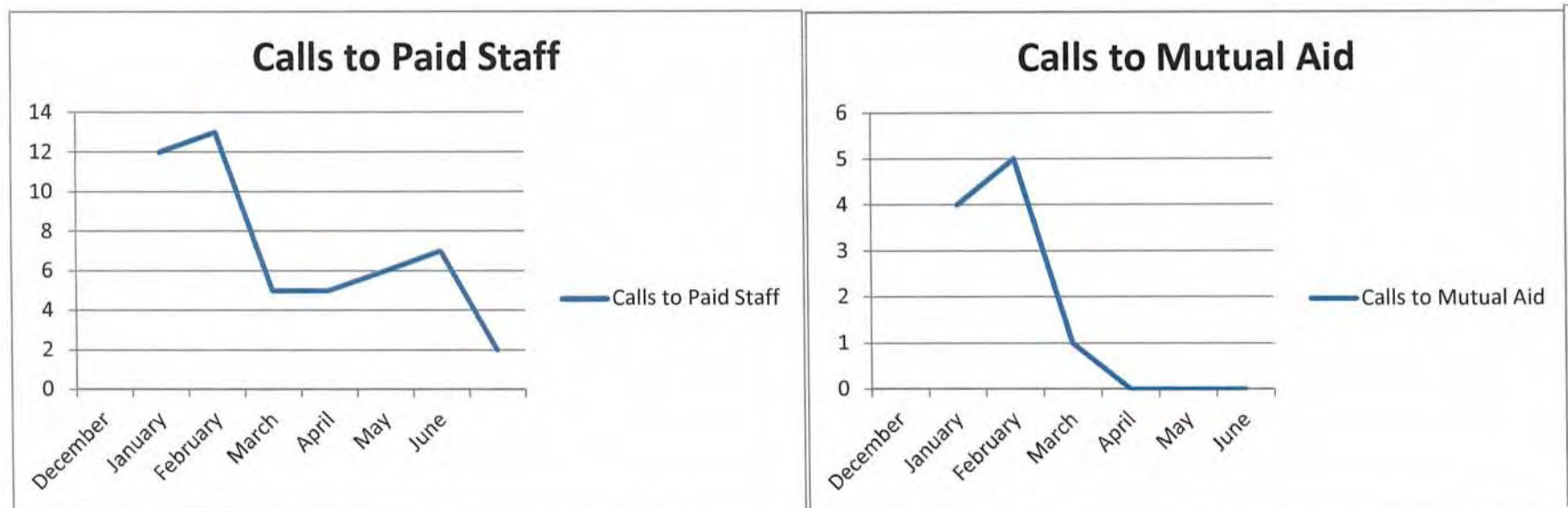
TOTAL BALANCE DUE AS OF 07/10/2013

	TOWN
INT DUE:	0.00
LIEN DUE:	0.00
FEES DUE:	0.00
TAX DUE NOW:	-110.02
TOT DUE NOW:	-110.02
BALANCE AMT:	-110.02

*** FLAGS ***

Circuit Breaker Amt: 0 Benefit Year: 0
 Invalid Address Flag No
 Last Adjustment Reason DELETE. CHVFD EXEMPT

Month	Calls to Paid Staff	Calls to Mutual Aid	Total Openings on EMS Schedule
December	12	4	75
January	13	5	71
February	5	1	61
March	5	0	44
April	6	0	45
May	7	0	30
June	2	0	37



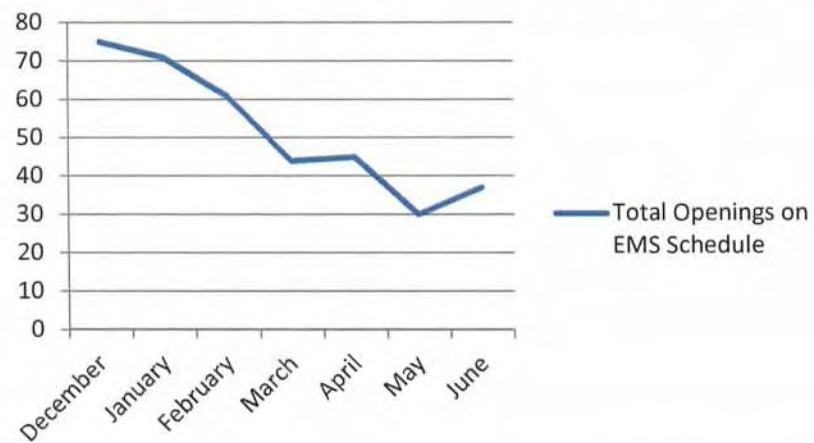
Analysis: Since the institution of the paid per call program, data shows a small decrease in the amount of calls to paid staff each n the increase for the past two months, although it still remains significantly less compared to times prior to the beginning of the pi see that since the institution of the program that the calls to mutual aid has decreased and remained at the goal number (0) for t data set, Total openings on EMS schedule we can see a significant decrease in openings 75 (max in data set prior to initiation of p program). This data shows that the paid per call program is working.

While we see that the program has been working by increasing ambulance coverage we also must note that there is still room for schedule and setting a long term goal of "total openings on EMS schedule" to be 0 we can guarantee a reduction in "calls to paid

mutual aid." What we need to do is develop more of an incentive to cover each ambulance shift. My recommendation would be a larger incentive to cover each shift compared to the current \$15. Currently we pay an additional \$15 per EMS call, to maintain our budget, if necessary, making the overall program easier to budget. To ensure that second ambulance calls are covered I recommend we cover each ambulance shift if a second ambulance is needed.

By increasing the overall base pay for shift coverage we can expect a positive response causing ambulance shifts to be filled, thus reducing responses and preventing calls from going to mutual aid.

Total Openings on EMS Schedule



nonth. It must be noted that this statistic is back on rogram. Looking at the Calls to Mutual Aid we can he past three months. Finally, reviewing the final rogram) to 30 (min in data set since initiation of

r improvement. By completely filling the EMS staff" and maintain the goal of 0 in "total calls to

to increase the pay per shift to \$50, this is a much
our current budget this additional \$15 will no longer be
continue paying \$15 per call when the second

reducing the amount of third tone paid staff

To: Gregg Schuster
From: Adam Turner
Date: POCD
Date: July 11, 2013

Memorandum

Enclosed please find the draft contract, scope of work and payment schedule for Planimetrics to complete an update of the Plan of Conservation and Development (POCD). The scope of work is consistent with the Planning Departments proposal and is consistent with state guidelines in terms of substance and date.

Recommended motion: Move that we accept the proposed contract from Planimetrics to complete an update of the Plan of Conservation and Development (POCD).

AGREEMENT FOR PROFESSIONAL SERVICES

By and Between The

TOWN OF COLCHESTER, CONNECTICUT

And

PLANIMETRICS, INC

This Agreement is entered into, this _____ day of _____, 2013, by and between the **TOWN OF COLCHESTER, CONNECTICUT** (hereinafter referred to as the "Town") and **PLANIMETRICS, INC**, (hereinafter referred to as the "Consultant").

WITNESSETH THAT:

WHEREAS, the Town desires certain professional services for preparation of an update to the Plan of Conservation & Development (hereinafter referred to as the "Plan"); and

WHEREAS, the Town desires to engage the Consultant to provide professional services in connection with preparation of an update to the Plan; and

WHEREAS, the Consultant wishes to provide such technical and advisory services as may be necessary during the process of preparing an update to the Plan;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. EMPLOYMENT OF CONSULTANT

- 1.1 The Town hereby engages the Consultant who hereby agrees to perform the professional services described in the Scope of Services / Schedule (Exhibit A) attached to this Agreement.
- 1.2 The Town and the Consultant may, by written agreement, amend this Agreement at any time to include additional items not presently contemplated in the Scope of Services / Schedule (Exhibit A) or to adjust any study item by increasing or decreasing the scope of work or by substituting new study items for existing ones. Any such action shall be confirmed by written amendment to this Agreement and shall be subject to an appropriation of the necessary funds by the Town.
- 1.3 Any amendment to this Agreement shall supplement the terms found herein, and shall provide for a revised Scope of Services / Schedule (Exhibit A) and/or Project Fee (Exhibit B).

2. RESPONSIBILITY OF CONSULTANT

- 2.1 During the period of time covered by this Agreement, the Consultant shall perform and carry out all such work as indicated in the Scope of Services / Schedule (Exhibit A). Such work shall be conducted professionally and courteously, in accordance with applicable federal, state, and local laws, and in a manner satisfactory and proper as determined by the Town.
- 2.2 It is expressly understood that the Consultant's ability to complete such work is predicated, in part, on the Town's commitment as indicated in Section III following.

July 8, 2013

3. RESPONSIBILITY OF TOWN

- 3.1 The Town hereby agrees to perform, obtain or provide certain services or items as set forth hereinafter. Said services or items are deemed essential to the carrying out of the professional service of the Consultant as here-in set forth.
- 3.2 The Town, acting through its designated representative, shall be responsible for overall coordination, the scheduling of meetings, and for making reports and materials provided by the Consultant available for the media, public and other Town agencies and officials.
- 3.3 The Town, acting through its designated representative (indicated below), shall:
 - 3.3.1 make reasonable time available during the course of the study for coordination, including meetings, with the Consultant.
 - 3.3.2 provide the Consultant, at no cost, with copies of relevant documents and other non-privileged materials in the Town's possession as reasonably necessary for satisfactory completion of the Scope of Services.
 - 3.3.3 provide reasonable assistance to the Consultant as shall mutually be agreed upon in the undertaking of the study items covered by this Agreement.
- 3.4 It is understood that the Town shall act expeditiously on all submissions by the Consultant that require Municipal approval or action.
- 3.5 Upon execution of this Agreement, the Town's project management responsibilities shall be represented by:

Adam Turner, AICP
Town Planner

4. TIME OF PERFORMANCE

- 4.1 The services of the Consultant shall be undertaken and completed by the Consultant in a prompt and satisfactory manner as determined by the Town in accordance with the Scope of Services / Schedule (Exhibit A).
- 4.2 The time of completion may be extended if the contracting parties mutually agree that such extension would benefit the successful completion of the work hereunder.

5. MEETINGS

- 5.1 During the course of the work stipulated in this Agreement, the Consultant shall attend meetings as indicated in the Scope of Services / Schedule (Exhibit A).
- 5.2 The Consultant may, to the extent feasible and reasonable, attend additional meetings with other groups or persons for the purposes of encouraging community participation, presenting findings, or other purposes.

6. WORK PRODUCTS

- 6.1 As directed by the Town, work products submitted to the Town by the Consultant will include:
 - 6.1.1 Preliminary reports to summarize relevant issues.
 - 6.1.2 Drafts of Plan chapters,
 - 6.1.3 Draft revisions to sections of the Plan, and/or
 - 6.1.4 electronic copies of work products in "PDF" format for posting by the Town on the Town's website.
- 6.2 One (1) copy of each digital report will be submitted.
- 6.3 Work products delivered to the Town by the Consultant will be delivered to the designated representative and shall become the property of the Town.
- 6.4 Upon completion of the Scope of Services / Schedule (Exhibit A) or upon termination of this Agreement in accordance with the provisions herein and receipt of any payment of any outstanding amounts due the Consultant, all appropriate work materials used during the course of the study shall be delivered to, and become the property of, the Town.
- 6.5 Any reports, data, or other information given to or prepared or assembled by the Consultant under this Agreement shall not be made available to any individual or organization by the Consultant without the approval of the Town.
- 6.6 The Consultant reserves the right, and the Town agrees to allow the Consultant, to use final work products prepared under this Agreement for marketing and solicitation efforts.

July 8, 2013

7. COMPENSATION

- 7.1 Upon the satisfactory completion of the services to be performed in the Scope of Services, the Town shall pay the Consultant the amount identified in the Project Fee (Exhibit B) as full and complete compensation for the Consultant's services as set forth in the Scope of Services / Schedule (Exhibit A).
- 7.2 The Fee Arrangement may be modified as provided in Section I of this Agreement.

8. METHOD OF PAYMENT

- 8.1 The Consultant shall invoice the Town monthly for services performed up to the date of such invoice.
- 8.2 The Town shall pay the Consultant within thirty (30) days of receipt of an invoice.
- 8.3 The Town, prior to making payment, may review the invoice to determine that the compensation claimed is in accordance with this Agreement. If the Town feels that the invoice is not in accordance with this Agreement, the Town shall notify the Consultant within fifteen (15) days of receiving the invoice. The Consultant may, at its option, revise the invoice or resubmit the invoice to the Town.
- 8.4 If the Town does not pay any undisputed invoice within forty-five (45) days of the invoice date, work in progress by the Consultant shall be stopped.
- 8.5 In the event of non-payment by the Town of an invoice or dispute over this Agreement, the prevailing party shall be entitled to costs of collection, except attorney's fees.

9. TERMINATION

- 9.1 The Town may terminate this Agreement at any time by notice, in writing, from the Town to the Consultant. Said termination may be with or without cause.
- 9.2 The Consultant may terminate this Agreement at any time by notice, in writing, from the Consultant to the Town. Said termination shall be limited to cause resulting from the Town not performing its responsibilities as indicated in Section III, non-payment of invoices as indicated in Section VIII, or a substantial change in the circumstances under which the Consultant undertook the project.
- 9.3 If the Agreement is terminated as provided herein, the Town shall pay the Consultant an amount which bears the same ratio to the total compensation as the services actually performed to the date of termination by the Consultant bear to the total services covered by this Agreement and described in the Scope of Services, less payments of compensation previously made.

10. SUBCONTRACTORS / ASSIGNMENT

The Consultant shall not assign this Agreement nor any right or responsibility hereunder without the prior written consent of the Town, which consent may be withheld at the Town's sole discretion. However, no such consent shall operate to release the Consultant from any obligation or liability hereunder, or modify the obligations or liabilities of the Consultant to the Town.

11. LIABILITY AND CLAIMS

- 11.1 The acceptance by the Consultant of any final payment made under or upon termination of this Agreement shall constitute a full and complete release of the Town from any and all claims, demands and causes of action whatsoever which the Consultant, his successor or assigns, or sub-consultants (if any) have or may have against the Town.
- 11.2 During the life of this Agreement, the Consultant shall maintain liability insurance coverage of not less than \$1,000,000 limit of liability; and shall, before commencing the work, furnish to the Town a certificate of insurance evidencing such coverage, which shall include for notice of cancellation, lapse or amendment to be given to the Town prior to the date of its effective action.
- 11.3 The consultant's general liability insurance policy shall name the Town as additional insured.
- 11.4 The Consultant shall, upon request, furnish to the Town evidence of worker's compensation insurance for employees of the Consultant. If such coverage is not applicable, the Consultant shall provide an affidavit that such coverage is not applicable.

12. JURISDICTION

This Agreement shall be construed in accordance with the laws of the State of Connecticut and any controversy or claim arising out of or relative to this Agreement shall be subject to the exclusive jurisdiction of the Connecticut courts, both state and federal.

13. EMPLOYMENT COMPLIANCE

The Consultant warrants that it is in full compliance with all local, state and federal affirmative action and equal opportunity requirements.

14. INDEPENDENT CONTRACTOR

The Consultant is an independent contractor and, as such, is not and shall not be construed to be an agent or employee of the Town. Consultant has no authority to bind the Town to any obligation to any other entity.

15. INDEMNIFICATION

In addition to, and not in lieu of, any indemnification set forth in other provisions of this Agreement, to the extent permitted by law Consultant shall indemnify and hold harmless the Town and its agents, servants and/or employees from and against any and all claims involving physical damage to property, personal injury, and wrongful death arising out of the performance of this Agreement by the Consultant or any of its employees or agents.

16. NOTICES

Any written notices required by this Agreement shall be sent to:

CONSULTANT: Glenn Chalder, AICP
Planimetrics, Inc.
70 County Road
Simsbury, CT 06070

TOWN: Adam Turner, AICP
Town Planner
Town of Colchester
127 Norwich Avenue
Colchester CT, 06415

17. WAIVER

The failure of any party to insist in any one or more instances upon performance of any of the terms or conditions of this Agreement shall not be construed as a waiver or a relinquishment of any right granted hereunder or of the future performance of such term, covenant or condition; but the obligations of the parties with respect thereto shall continue in full force and effect.

18. SEVERABILITY

In the event one or more of the provisions of this Agreement is determined to be invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, then such provision shall be deemed omitted and the balance of the Agreement shall remain valid and enforceable.

19. COUNTERPARTS

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

20. UNFORESEEN CIRCUMSTANCES

20.1 Neither party shall be liable for its failure to perform its obligations under this Agreement if such failure is due to unforeseen circumstances beyond its reasonable control. Unforeseen circumstances shall mean such event or conditions that has an effect on the rights and obligations of the parties under the Agreement which is beyond the control of the party relying thereon and constitutes a justification for delay or non-performance of an action required in this Agreement, including but not limited to:

20.1.1 acts of God, landslide, lightning, earthquake, tornado, hurricane, fire, explosion, tidal wave, war, blockage, sabotage, insurrection, riot, or civil disturbance,

20.1.2 preliminary or final order of any state or federal court, administrative agency, or governmental body of competent jurisdiction, or

20.1.3 any change in law, regulations, rule, requirement, interpretation, or statute adopted, promulgated, issued, or otherwise specifically modified or changed by any state or federal government body.

21. MEDIATION

21.1 In the event of any dispute over this Agreement, the parties agree to try and resolve any such dispute among themselves.

21.2 In the event that no resolution acceptable to both parties is reached within thirty (30) days of written notice of a dispute, the parties agree to submit all claims, disputes, or controversies arising out of, or in relation to, the interpretation, application or enforcement of this Agreement to mediation.

21.3 Mediation shall be conducted under the auspices of the American Arbitration Association in accordance with its then existing terms and procedures.

21.4 The party seeking to initiate mediation shall do so by submitting a formal written request to the other party to this Agreement and the American Arbitration Association.

21.5 The cost of mediation shall be borne equally by the parties.

21.6 If, within 120 days of initiation of mediation, the parties have not resolved the claims or disputes or controversies which led to mediation or have not agreed to continue mediation, the parties shall have the right to pursue other remedies available to them under the law.

July 8, 2013

22. ENTIRETY OF AGREEMENT

22.1 This Agreement embodies the complete agreement and understanding between the parties and supersedes and preempts any prior understandings, agreements or representations by or between the parties, whether written or oral, which related to the subject matter hereof in anyway.

22.2 This instrument contains the entire agreement of the parties and it may not be changed orally, but only by an agreement in writing signed by both parties.

IN WITNESS WHEREOF:

The TOWN OF COLCHESTER, acting herein by the following municipal official, and the CONSULTANT, acting herein by the following principal, have subscribed their names to this Agreement this _____ day of _____ A.D. 2013.

TOWN OF COLCHESTER, CT (TOWN), by

PLANIMETRICS, INC. (CONSULTANT), by



Gregg B. Schuster, First Selectman

Glenn Chalder, AICP, President

Attachments:

<u>Exhibit</u>	<u>Topic</u>	<u>Page(s)</u>	<u>Date</u>
A	Scope of Services / Schedule	6 -8	July 8, 2013
B	Project Fee	9	July 8, 2013

SCOPE OF SERVICES / SCHEDULE

This project involves updating the current 2001 Plan of Conservation and Development in accordance with the requirements of CGS Section 8-23. Data will be updated, current strategies will be reviewed, and new strategies will be developed as needed. It is anticipated the update will occur within the framework of the current Plan.

Note that the following schedule is predicated on one meeting per month (or more) with the Planning and Zoning Commission *dedicated* to the POCD update.

Phase 1 - Scoping

*Obtain relevant planning documents from the Town
Evaluate 2001 Plan implementation status with Staff
Participate in a community tour (if desired)
Review 2001 POCD / Review other plans / studies completed since 2001*

July / August 2013

Introductory Meeting With PZC

- Discuss 2001 POCD and identify what worked best and why
- Identify expectations / priorities for 2014 POCD
- Discuss potential POCD program / schedule
- Discuss POCD organization

*Invite residents and boards and commissions to public meeting
Review information prepared by Town Staff related to growth and development in Colchester, including demographics, housing, economic, fiscal, etc.
Review the GIS mapping prepared by Town Staff
Suggest additional research/investigation by Town Staff
Interview key groups / stakeholders (as determined by Planimetrics)*

September 2013

Public Workshop Meeting

- Residents provide input on 2001 POCD and key issues for 2014 POCD

*Summarize results of public workshop
Continue research and investigation
Evaluate goals / objectives / findings for inclusion in this POCD
Prepare a report that suggests a “planning program” (essentially an outline of the themes and goals for the Plan update) to address issues and opportunities*

October 2013

PZC Working Meeting (Issues / Strategies)

- PZC discussion of workshop meeting(s)
- Review issues summary / preliminary planning program

Phase 2 - Strategy Formulation

Continue research and investigation

Conduct independent research, as necessary, on topics and issues that emerged as a priority during Phase 1. Research may include information on policies and strategies undertaken by similar communities in Connecticut and elsewhere

Begin working with Staff to draft POCD

Prepare a draft survey

November 2013

PZC Working Meeting (Survey)

- PZC discussion of survey issues / questions
- PZC authorize survey

Prepare and administer survey

Assist Staff publicize survey availability

November 2013

Community Survey

- Residents participate in survey for 2014 POCD

Continue research and investigation

Conduct independent research, as necessary, on topics and issues that emerged as a priority during Phase 1. Research may include information on policies and strategies undertaken by similar communities in Connecticut and elsewhere

Compile survey results

Continue working with Staff to draft POCD

December 2013

PZC Working Meeting (Survey Results)

- PZC discussion of survey results
- Confirm / amend planning program

Phase 3 - Plan Preparation & Adoption

Continue research and investigation (as needed)
Continue working with Staff to finalize the draft POCD

January 2014

PZC Working Meeting (Draft POCD)

- PZC discussion of draft POCD chapters and strategies

Possible special PZC meeting (if needed)

February 2014

PZC Working Meeting (Draft POCD)

- PZC discussion of draft POCD chapters and strategies

Create revised POCD to reflect PZC comments
Schedule public informational meeting for March
Prepare presentation

March 2014

Public Informational Meeting

- Residents provide input on revised POCD

Compile comments from public meeting / possible POCD changes

April 2013

PZC Working Meeting (Revised POCD)

- PZC discussion of comments from public informational meeting
- PZC suggest changes to revised POCD
- Schedule public hearing

Prepare and distribute proposed POCD

May 2014

No POCD meeting due to statutory 65-day comment period

Prepare presentation for public hearing

June 2014

Public Hearing On Adoption

- Residents provide input on proposed POCD

Compile comments from public hearing / possible POCD changes

July 2013

PZC Working Meeting (Plan Adoption)

- PZC discussion of public hearing comments
- Review / modify POCD
- Adopt POCD with effective date

Assist Staff with final printing of adopted POCD
Deliver work materials to Town of Colchester

COLCHESTER PLAN OF CONSERVATION & DEVELOPMENT – EXHIBIT B
PROJECT FEE

<p>Phase 1 – Scoping</p>	<ul style="list-style-type: none"> • Introductory Meeting With PZC • Public Workshop Meeting • PZC Working Meeting (Issues / Strategies) • Preliminary planning program 	<p>\$7,500</p>
<p>Phase 2 – Strategy Formulation</p>	<ul style="list-style-type: none"> • PZC Working Meeting (Survey) • Community Survey • PZC Working Meeting (Survey Results) • Finalize planning program 	<p>\$7,500</p>
<p>Phase 3 – Plan Preparation & Adoption</p>	<ul style="list-style-type: none"> • Draft POCD • PZC Working Meetings on Draft POCD (up to three meetings) • Revise POCD • Public Informational Meeting • PZC Working Meeting on Revised POCD (one meeting) • Create Proposed POCD • Public Hearing On Adoption • PZC Working Meeting (Plan Adoption) • Project Completion 	<p>\$15,000</p>
	<p>Fee For Professional Services</p>	<p>\$30,000</p>
	<p>Allowance For Printing / Delivery</p>	<p>\$0</p>
	<p>Total Project Budget</p>	<p>\$30,000</p>



Town of Colchester, Connecticut

95 Norwich Avenue, Colchester, Connecticut 06415

Patricia A. Watts, Director of Senior Services/Municipal Agent

MEMORANDUM

To: Board of Selectmen

Cc:

From: Patricia A. Watts, Director of Senior Services

Date: 07/15/2013

Re: Revised Job Description, Program Coordinator

Job Description for Program Coordinator has been updated. Last copy on file was dated 2001 and the Program Coordinator's position will be vacant, effective August 2, 2013, on the occasion of the current Program Coordinator's retirement. Job description must be updated before Program Coordinator position can be posted for hire.

This proposed job description includes language from the 2001 document; other revisions found on file at the Senior Center written at later dates and some inclusions from the same position at the Wallingford Senior Center (supporting documentation available) and as such, cannot be presented as a red-line document.

Revised job description was shown to Commission on Aging, on the July 8, 2013 meeting and was unanimously approved with recommendation to the Board of Selectmen to adopt, as written.

Recommended Motion

Move to approve the revised job description for Program Coordinator.



**Town of Colchester
Job Description**

Senior Services Program Coordinator

GENERAL STATEMENT OF DUTIES

Develop, organize, and implement a diversified programs of recreational, educational and social activities for Colchester's senior citizens at the Colchester Senior Center that will meet the needs, interests and abilities of the seniors of the Town of Colchester and surrounding communities. ~~be a self-starter and creative, and able to work independently. Must be able to work independently or as part of a team and be able to assume responsibilities, as assigned by the Director of Senior Services in his/her absence~~

Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

SUPERVISOR

Works under the direct supervision of the ~~Senior Center Director, Director of Senior Services~~

ESSENTIAL DUTIES

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

- 1) ~~Provide quality interaction with senior citizens. Plan and conduct/oversee special and ongoing programs; including classes, special interest groups, trips/outings, volunteer activities and special events.~~
- 2) ~~Develop, coordinate, implement and track use of programs. Maintain appropriate records including attendance, trip files and financial reports of programs and activities.~~
- 3) ~~Attract and motivate participants and volunteers. Promote programs through monthly newsletter and flyers/posters.~~
- 4) ~~Maintain a detailed record of all program participants. Plan schedule of activities and prepare information for monthly newsletter for submission to the Administrative Assistant by the 15th of each month.~~
- 5) ~~Submit a calendar of events, with descriptions of each activity to the Center administrative assistant by the 10th of the month. Work in a professional manner, guarding the confidentiality of all participants, volunteers and records.~~
- 6) ~~Work flexible hours as requested by the Director on a month-by-month basis, generally but not limited to 2-4 evenings per month and 3-4 weekends per month. Recruit, train and supervise paid, volunteer and contractual staff for program activities.~~
- 7) ~~Be punctual. Provide crisis intervention when necessary. Maintain First Aid/CPR certification.~~
- 8) ~~Maintain a first-aid, CPR, and public service license. Participate in all staff meetings.~~

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- 9) Assume responsibility for the Senior Center, including all activities and personnel, in the absence of the Director. Maintain Public Service License and assist with transportation/out trips, as assigned.
- 10) Exhibit strong leadership qualities. Ability to work occasional weekend and/or evening hours, as requested by the Director.
- 11) Work in partnership with the staff. Communicate any/all problems with programs, activities and participants to the Director of Senior Services.
- 12) Ensure the safety of all participants and Center users. Attend seminars, trainings and workshops, as approved.
- 13) Provide crisis intervention as needed. Work cooperatively, in partnership with Colchester Senior Center and Town of Colchester staff.
- 14) Participate in all staff meetings. Comply with the Town of Colchester safety and personnel policies.
- 15) Attend workshops, trainings, and/or seminars as approved by the Director. Perform other duties as assigned.
- 16) Provide evidence of ongoing career and/or skills development.
- 17) Related duties as assigned.
- 18) Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1) Must have:

Must exhibit professionalism, creativity, strong leadership and organizational skills.

Possess strong interpersonal skills, the ability to work well with the public and experience working with an elderly/senior population.

Ability to use Microsoft Word, Excel and Outlook, to carry out the functions of the position.

Ability to lift/carry items (up to 50 pounds) including but not limited to packages, boxes and furniture as necessary to set up for programs.

- a) Strong office administration skills.
- b) Comprehensive knowledge of senior citizen's networks and agencies.
- c) Strong interpersonal skills and ability to work well with the public.
- d) Agility to use or proven ability to learn Microsoft Word, Excel, and Outlook.

2) Must be able to:

- a) Move and lift furniture, boxes, etc. to reset the room as needed to carry out the programs.
- b) Carry packages and items up to 50 pounds.

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EDUCATION AND EXPERIENCE

A bachelor's degree in gerontology or therapeutic recreation or a field related to the elderly.

Experience in social/recreational programming and services to the elderly or a combination of experience and education.

Full-Time; Hourly; Non-Exempt; Non-Union

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



Cragin Memorial Library
8 Linwood Avenue
Colchester, CT 06415
860-537-5752 ☒ Fax: 860-537-4559
www.colchesterct.gov/library

Date: July 11, 2013

To: Board of Selectmen

From: Kate Byroade, Library Director

Subject: Cragin Memorial Library—New Job Description

Background

The Library's longtime Head of Reference Services recently resigned from the position. This vacancy created the opportunity to revisit the need for this part-time paraprofessional position and evaluate the Library's staffing needs. Few of the job duties listed in the Head of Reference job description were actually being performed due to changes in Library services. The Library's programming has continued to grow and serve town residents of all ages, leading to a reliance on entry-level staff to perform many of those complex and highly valued services.

I propose a new job title and job description: Library Programming Assistant. This part-time paraprofessional position will provide creative and organizational assistance and implement Library programming for all ages, including outreach services. Compensation for this position will be budget neutral and will enhance the services the Library provides to the community.

I have attached both job descriptions for your reference.

Recommendation

Approve the creation of the Library Programming Assistant position.



Town of Colchester
Job Description
Head of Reference Services/LTA
Library Programming Assistant LTA II

S

GENERAL STATEMENT OF DUTIES

Provides Reference and reader assistance services for adults, young adults and children.
Assists with the development and implementation of programs and services for people of all ages.

Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

SUPERVISOR

Works under the direct supervision of the Library Director. Works under the direct supervision of the Children's Librarian, Adult Services Librarian, and Library Director.

ESSENTIAL DUTIES

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

- 1) Assists the Children's Librarian and/or Adult Services Librarian in the planning and execution of programs for children, teenagers, and adults of all ages.
- 2) Prepares developmentally appropriate early literacy experiences for infants, toddlers, and preschoolers.
- 3) Utilizes storytelling tools such as puppets, flannel boards, musical instruments, and other early childhood materials.
- 4) Researches and shares new materials for library programming with other program presenters.
- 5) Creates signs, flyers and other publicity material for library programs.
- 6) Creates displays for the Library.
- 7) Assists in outreach programs in the Colchester community.
- 8) Assists patrons with reader's advisory and research requests.
- 9) Assists patrons with technology.
- 10) Participates in materials selection, including placing orders.
- 11) Performs circulation and customer service duties as needed.
- ~~1) Assists Library Director in creating an open friendly atmosphere.~~

- 2) ~~Assists Library Director in planning for growth and development of Reference collection.~~
- 3) ~~Assists Library Director in planning for growth and development of Adult nonfiction collection.~~
- 4) ~~Provides Reader's Advisory service.~~
- 5) ~~Assists patrons in the use of OPACs, word processors, Internet usage and database searching.~~
- 6) ~~Conducts Reference interviews using established procedures.~~
- 7) ~~Acts as liaison for the Healthnet reference service with the UConn Health Center.~~
- 8) 12) Performs Circulation Desk duties.
- 9) ~~Oversees budgeting, ordering, processing and maintenance of all periodical subscriptions.~~
- 10) ~~Oversees loans, processing and circulation of materials from the State Library Service Centers.~~
- 11) 13) Attends workshops and continuing education inservice training s related to position.
- 14) Undertakes special projects and other duties as assigned by the Library Director, Children's Librarian, and/or Adult Services Librarian
- 12) 15) Performs other duties as assigned.
- 13) 16) Be punctual.
- 14) 17) Be aware of and ensure the safety of the work site around you.
- 15) 18) Participate in all staff meetings.
- 16) 19) Attend workshops, trainings, and/or seminars as approved by the Director.
- 17) 20) Provide evidence of ongoing career and/or skills development.
- 18) 21) Related duties as assigned.
- 19) 22) Comply with Town of Colchester Personnel Policies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1) Must have:

- a) Strong interpersonal skills.
- b) ~~Ability to work effectively with adults, young adults and children.~~
- c) ~~Ability to work with detail and follow established procedures.~~
- d) Understanding of the developmental needs of children and teens.
- e) Working knowledge of age appropriate children's literature.
- d)f) Good organizational skills.

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~~Computer literacy and Internet proficiency. Technology skills—including word processing, spreadsheets, presentation, and publishing programs, use of social media, and technology assistance.~~

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2) Must be able to:

- g) ~~Ability to work effectively with adults, young adults and children.~~
- h) Ability to work effectively with toddlers, children and teenagers.

- i) Ability to present songs, rhymes, finger plays and to speak and perform in front of an audience.
- j) Manage time effectively and organize programs and materials and remain on task despite interruptions.
- k) Work independently with minimal supervision.
- l) Ability to perform the essential functions of the job with or without reasonable accommodation.
- m) Ability to work with detail and follow established procedures.

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EDUCATION AND EXPERIENCE

A Associate's Degree as Library Technical Assistant or passage of the State of Connecticut Library Technical Assistant Exam.

Bachelor's Degree—preferably in English, Psychology, Child Development, Education or related fields.

Prior library experience preferred.

Prior experience with public programming preferred.

Prior experience working with small groups preferred

This job description is not all-inclusive and is subject to change by the First Board of Selectman's Office at any time.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Cheryl Hancin, Recreation Manager

MEMO

To: Board of Selectman

From: Cheryl Hancin, Recreation Manager

Date: July 15, 2013

Re: Office Assistant Position

There has been a vacancy in the Administrative Assistant position since August 2013 in the Parks and Recreation Department. I am proposing to fill the position with an Office Assistant with a modified job description as the position and hours were reduced from 35 (union) to 20-25 (non-union) hours per week in the FY 2013-14 budget.

Sean O'Leary, of the Parks and Recreation Commission has reviewed and approved the current description

Recommended Motion

Motion for BOS to accept the revised Office Assistant position.



**Town of Colchester
Job Description**

**Parks & Recreation Department
Administrative Assistant
Office Assistant**

GENERAL STATEMENT OF DUTIES

Perform a variety of office related duties for the Manager of Parks & Recreation with a strong emphasis on public relations and customer service. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

~~Monday-Friday, 8:30am-4:30pm with a one-hour lunch (35 hours/week).~~
Monday - Friday (20- 25 hours/week)

SUPERVISOR

Work under the direct supervision of the Manager of Parks & Recreation and administrative supervision of the First Selectman.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES

- Answer telephone, take messages, and assist walk in customers with information as needed.
- Complete customer program registrations and facility reservations in person, by email, fax and by telephone.
- Prepare and type a variety of documents that may include correspondence, memos, directives, meeting and legal notices, applications, specific reports, forms and spreadsheets.
- ~~Schedule monthly Parks & Recreation meetings, prepare agenda, prepare and mail packets, maintain commission records and attendance. Post agenda and minutes at Town Clerk's office and website.~~
- ~~Prepare and type a variety of documents that may include correspondence, memos, directives,~~
- Manage the department's financial records, including processing and tracking of vouchers, purchase orders, and requisitions, along with monthly reconciliation. Close out books daily.
- Responsible for billing and collection of delinquent accounts.
- Daily ~~closeout and~~ deposit.
- ~~Record and distribute notes for weekly staff meetings.~~
- ~~Provide timely information to the appropriate person for or maintain department web page.~~
- Maintain department records and records retention.
- Oversee office operations, such as processing mail and maintaining supplies and equipment
- Assist department programmer as needed.
- Represent the department in a professional courteous manner.

- Provide extensive public assistance, i.e. phone, routine inquiries, written correspondence, and person-to-person

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Must have:
 - Knowledge of office management practices and procedures.
 - Strong interpersonal and communication skills and ability to work well with the public.
 - Excellent written and oral communication skills.
 - Strong communication and customer service skills.
 - Ability to coordinate duties under the direction of the Parks & Recreation Manager.
- 2) Must be able to:
 - Communicate and work effectively with diverse groups and individuals.
 - Exhibit a professional manner with other employees and the public.
 - Work independently.
 - Maintain accurate records.
 - Lift and/or move up to 45 pounds.
 - 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, and Publisher

EDUCATION AND EXPERIENCE


- High School diploma or equivalent.
- Two years' experience in general clerical work with **municipal experience preferred**; or an equivalent combination of education and experience.

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies. The noise level in the work environment is usually moderate.

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



Cragin Memorial Library
8 Linwood Avenue
Colchester, CT 06415
860-537-5752  Fax: 860-537-4559
www.colchesterct.gov/library

Date: July 12, 2013

To: Board of Selectmen

From: Kate Byroade, Library Director

Subject: Cragin Memorial Library--Photocopier for Library

Background

After the approval of the new lease from Ryan Business it was discovered that the new copier/coin-op would not have the ability to provide different prices for public users of the machine based on color vs. black & white. Ryan Business would like the opportunity to mitigate the issue by testing an alternative product. In order to ensure that the Library retains the capacity to do internal photocopies and has adequate time to either accept a new solution from the vendor or seek out a new vendor. We are seeking a temporary 6 month rental -in lieu of the prior lease that was approved on June 20, 2013.

The proposed rental agreement is \$185.00 (all-inclusive)-per month for 6 months, for a copier with network and printer, and black & white printing, and scanner capabilities. The agreement includes 8,000 images per month, after which the per image copy charge is \$0.005, covering service, toner, and the drum. The proposal includes a cash and coin-op machine for the public to pay for their copies and printouts. -The rental agreement allows for early termination without penalties if they can provide a complete solution before the end of the six month term. This proposal provides time for both the Library and the vendor to explore alternative solutions.

As this quote is lower than the quote for the color machine, it is well within budget.

Recommendation

Approve the rental of a new Canon copier with Ryan Business Systems, Inc. for six months and authorize the First Selectman to sign all necessary documents.

RYAN

Business Systems, Inc.

"A Family-Owned Business-With a Lot of Pride When it Comes to Service"

Short Term Rental Agreement (Toner Inclusive)

RYAN BUSINESS SYSTEMS, INC ("RYAN") agrees to rent to Customer the following equipment to be installed at the location listed below, subject to the terms and conditions herein and on the reverse side hereof.

BILL TO:
ACCOUNT NAME: Town of Colchester
ADDRESS: 127 Norwich Ave, Suite 203
CITY: Colchester STATE: CT
ZIP: 06415 CONTACT:
PHONE NUMBER: 860-537-7262
ORDER DATE: 6/28/13

SHIP TO:
ACCOUNT NAME: Cragin Memorial Library
ADDRESS: 8 Linwood Ave
CITY: Colchester STATE: CT
ZIP: 06415 CONTACT:
PHONE NUMBER: 860-537-5752
INSTALL DATE: 7/2/13

RENTAL INCLUDES: EQUIPMENT, ALL PARTS, LABOR, TONER, DRUMS & STAPLES.

<u>BASE CHARGE (RENTAL TERM)</u>	<u>IMAGES* INCLUDED</u>	<u>EXCESS METER CHARGES</u>
\$185.00/mo.	8,000/mo	.005

* An "Image" is considered a single-sided letter-size copy, print or fax. The meter will click twice for duplexed or over-sized copies, prints & faxes. Machine rental includes toner, staples and service.

ACCESSORY CHARGES: N/A

INSTALLATION CHARGE: N/A

REMOVAL CHARGE: N/A

Customer also agrees to pay any and all taxes and assessments levied on the equipment and use thereof. The installation charge shall be included in the first payment. The removal charge shall be included in the final monthly payment. Supplies, such as paper and staples, are available at the prices set forth in RYAN'S price list as may be in effect from time to time.

This Agreement shall cover the use of digital units as itemized separately on page two of this agreement. The term of this Agreement shall be for a period of 6 Months commencing on 7/2/13.

The Term will continue on a Month to Month basis - 30 day notice is required to arrange the return of the equipment to RYAN Business Systems, Inc.

This Agreement shall not become effective until it has been signed by a duly authorized representative of RYAN.

Accepted By:
RYAN BUSINESS SYSTEMS, INC.

Account Name: X

Authorized Signature: X

Date: _____

Title: X _____ Date: X _____

Corporate Office: 455 Governor's Highway · South Windsor, CT 06074 · 860/528-9881 · Fax 860/528-3512

Branch Office: 4 Oxford Road · Milford, CT 06460 · 203/877-7159 · Fax 203/877-7365

RYAN

Business Systems, Inc.

"A Family-Owned Business-With a Lot of Pride When it Comes to Service"

ADDITIONAL TERMS AND CONDITIONS

(Short Term Rental – Toner Inclusive)

1. Rentals for less than one month will be invoiced in full at time of installation.
2. Rentals for more than one month will be invoiced monthly beginning at installation and going forward. Overage will be charged month to month in arrears. Payment of invoices will be due promptly upon receipt thereof.
3. Customer agrees to advise RYAN within the first five (5) days of each calendar month of the meter reading for the previous calendar month and to pay applicable overage charges promptly upon receipt of an invoice thereof.
4. RYAN hereby warrants that it is the owner of the equipment installed hereunder and that it has the right to rent the same to the Customer.
5. Customer agrees that they will not make any alteration in the equipment, nor to remove it from the location where installed by RYAN, without prior written approval. Customer further agrees to return the equipment at the end of this Agreement in the same condition as when received except for reasonable wear and tear.
6. Title to the equipment shall remain at all times with RYAN. Customer agrees to keep the equipment free from all liens, security interests and encumbrances. Customer shall not assign this agreement without RYAN'S prior written consent, and any attempted assignment without such consent shall be void. RYAN is hereby authorized to file a financing statement signed by RYAN and lessee (Debtor) to evidence RYAN'S ownership in the copier(s) and/or fax(es) in the possession of the Lessee, which financing statement shall be recorded in the Secretary of State's Office.
7. RYAN will perform all routine maintenance and service during its regular business hours (8:30 AM to 5:00 PM, Monday through Friday, except holidays) at no cost to Customer. Customer agrees to use reasonable care in handling and operation of the equipment. RYAN shall have the right to inspect, repair and remove the equipment and/or read the meter at any time during the Customer's business hours. Any service work made necessary by Customer's willful act or negligence (including, without limitation, damage to Copier Drums which cause abnormally frequent service calls or service problems), or any service work Customer may request to be performed outside regular business hours, shall be invoiced in accordance with RYAN'S established service policies. RYAN shall have the right to substitute equivalent equipment at any time during the term hereof.
8. If, at any time, (a) an assignment is made for the benefit of Customer's creditors, or (b) if voluntary petition of bankruptcy is filed against Customer, or (c) if a receiver is appointed for Customer's property or (d) if customer fails to fully perform each of its obligations including the prompt making of all payments due hereunder, this Agreement shall terminate forthwith and RYAN shall have the right to enter into Customer's premises to remove the equipment, without the posting of any bond(s). In the event of any breach of this Agreement, RYAN shall not have waived any of its rights hereunder by reason of its failure to assert its rights.
9. In the event of default, Customer agrees to pay all costs and expenses of collection, including reasonable attorney's fees.


SIGNED: _____
Ryan Business Systems, Inc

X _____
Customer Initials and Date

Corporate Office: 455 Governor's Highway · South Windsor, CT 06074 · 860/528-9881 · Fax 860/528-3512

Branch Office: 4 Oxford Road · Milford, CT 06460 · 203/877-7159 · Fax 203/877-7365

Memorandum

To: Board of Selectman
From: John Chaponis, Assessor 
CC:
Date: July 16, 2013
Re: Targeted Grant FY 2013-2014

I am requesting that the BOS pass the Resolution for the Historic Documents Grant from the State Library so that we can move onto the next phase. This is a grant that I applied for in April 2013.

“Motion to pass the following Resolution”:

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



STATE OF CONNECTICUT

CONNECTICUT STATE LIBRARY

231 Capitol Avenue • Hartford, Connecticut 06106-1537



June 28, 2013

Town Clerk Nancy A. Bray
Town of Colchester
Town Hall
127 Norwich Ave.
Colchester, CT 06415

RE: Historic Documents Preservation Grant # 028-SF-14, Cycle 1, FY 2014

Dear Town Clerk:

The State Library is pleased to inform you that the Historic Documents Preservation Grant application for the **Town of Colchester** in the amount of **\$4,000.00** has been approved.

To receive the grant award, the municipality must now enter into a contract with the State Library. Please find the following documents enclosed:

1. **Targeted Grant Contract**
2. **Certified Resolution Form**
3. **Instructions for Completing the Grant Contract Materials**

Following the enclosed instructions, please promptly return the Targeted Grant Contract and Certified Resolution Form. Once returned, the contract will be signed by the State Librarian. We will then mail a copy of the fully executed contract to the MCEO and notify you by email.

Grant work and expenditures can begin only **after** the municipality has received its copy of the fully executed contract. Grant award payments will be processed within 30 days after the contract is fully executed. Grant work and expenditures must be completed by June 30, 2014. The final report must be submitted by September 1, 2014. For complete grant administration requirements, see the FY 2014 targeted grant guidelines booklet (www.cslib.org/publicrecords/histdoc/targ14guide.pdf).

Please return these two documents within 30 days. If you will need more than 30 days to return these materials, or if you have questions or need assistance, please contact Kathy Makover at kathy.makover@ct.gov or (860) 566-1100 ext. 303.

Sincerely,

A handwritten signature in cursive script that reads "LeAnn R. Power".

LeAnn R. Power, CRM
Public Records Administrator

Enclosures (3)

cc: First Selectman Gregg Schuster

Instructions for Completing the Grant Contract Materials

A. **Proper date order is essential.** Complete the steps in this order:

1. First, have the resolution adopted by the governing board, if you have not already done so.
2. **After** the resolution has been adopted, ask the MCEO to sign and date the last page of the contract. Do not detach the last page – the full contract must be signed and returned.
3. **After** the MCEO has signed the contract, complete and sign the Certified Resolution Form. Add the municipal seal. Use the form provided or complete and print it online (at www.cslib.org/publicrecords/histdoc/grantforms.htm).
4. Then, return only the Grant Contract (all four pages) and the Certified Resolution Form. Do not include meeting minutes, nondiscrimination forms or extra copies. You should receive an email confirming receipt of your materials within ten days. Mail to:

Kathy Makover, Field Archivist
Connecticut State Library
231 Capitol Avenue
Hartford, CT 06106

B. **Avoid returned documents.** Check these items before mailing:

- Is the date of the MCEO's signature on or after the date of the meeting?
- Is the date of the town clerk's signature on or after the date of the MCEO's signature?
- Have you included the seal on the Certified Resolution?
- We prefer that you use the Certified Resolution Form. If you are not using this form, does your version use the same or very similar language as that on the form – for both the resolution and the certification text?
- Have you included only the full contract (all four pages) and the certified resolution – and no additional documents or extra copies?

C. **Contact us with any questions; or if you will need more than 30 days:**

- Contact Kathy Makover at (860) 566-1100 ext. 303 or kathy.makover@ct.gov with any questions.
- If you will be unable to return the documents **within 30 days**, please email kathy.makover@ct.gov and let us know your estimated return date.
- For common questions and additional information, see the reverse page.



This form may be completed and printed for submission at www.eslib.org/publicrecords/histdoc/grantforms.htm.

Certified Resolution

I, _____ (*name*), Town Clerk of the Municipality of _____,
do hereby certify that the following is a true and correct copy of a resolution duly adopted at a
meeting of the Town Council / Board of Selectmen / Board of Aldermen (*select one*) duly held and convened on
the _____ day of _____ (*month*), _____ (*year*),
at which a constituted quorum of the Town Council / Board of Selectmen / Board of Aldermen (*select one*)
was present and acting throughout, and further certify that such resolution has not been modified, rescinded, or
revoked, and is, at present, in full force and effect.

RESOLVED: That _____ (*name of MCEO*), _____ (*title*),
**is empowered to execute and deliver in the name and on behalf of this municipality a contract with the
Connecticut State Library for an Historic Documents Preservation Grant.**

IN WITNESS THEREOF, the undersigned has affixed his/her signature and the town seal
this _____ day of _____ (*month*), _____ (*year*).

Signature - Town Clerk

Name of Town Clerk (Type or Print Clearly)



**Historic Documents Preservation Program
Connecticut State Library
Hartford, Connecticut 06106**

GRANT CONTRACT

Targeted Grant FY 2014, Cycle 1 — Grant # 028-SF-14

This agreement made between the State of Connecticut, Connecticut State Library (hereinafter “State Library”) and the **Town of Colchester** (the municipality) (hereinafter “Contractor”) pursuant to Connecticut General Statutes §§ 11-8i through 11-8n.

WHEREAS, the Office of the Public Records Administrator administers the Historic Documents Preservation Grant Program for the purpose of preserving and managing historic documents;

WHEREAS, all municipalities are eligible to apply for a Targeted Grant from this program; and

WHEREAS, **Colchester** is a municipality;

NOW THEREFORE, in consideration of the aforesaid and the mutual promises hereinafter contained the parties do hereby agree as follows:

1. The State Library hereby authorizes a grant for an amount not to exceed **\$4,000.00** (hereinafter “Grant Funds”), for the following Project as approved in the municipality’s Targeted Grant Application on **June 28, 2013**, on file at the State Library:

Purchase of records storage equipment that meets current records management/archival standards for the storage of public records.

(hereinafter referred to as the “Project”). The Contractor is responsible for any project expenses greater than the Grant Funds.

2. The approved Project Budget is as follows:

	Expense Type	Funds Approved
1.	Consultants/Vendors	\$
2.	Equipment	\$ 4,000.00
3.	Supplies	\$
4.	Town Personnel Costs	\$
5.	Other (specify)	\$
6.	TOTAL	\$ 4,000.00

3. The Contractor shall complete the Project and expend the Grant Funds as described in the Project Budget within the contract period. The contract period is from **July 1, 2013, or the date of approval of this contract, whichever is later**, through **June 30, 2014**. Any Grant Funds remaining unexpended on **June 30, 2014**, must be returned to the State Library. Grantees must notify the Office of the Public Records Administrator immediately if difficulties arise that could

affect the timely completion of all grant work. Extensions are at the sole discretion of the State Library and will not be considered except in the most extenuating situations beyond the municipality's control.

4. The Contractor may reallocate up to 10% of the grant amount among line items (supplies, equipment, personnel, etc.) contained in the approved Project Budget as detailed in Paragraph 2 of this contract without prior approval. The State Library must approve any reallocation that exceeds 10%. The State Library must also approve any changes to the grant's purpose and/or methodology which are deemed significant by the State Library, or any extension of the deadline. The Contractor shall submit an *Amendment Request Form*, available on request from the State Library, to the State Library at least two months prior to the end of the contract period.
5. The Contractor shall submit a *Project Evaluation/Expenditure Report*, available on the State Library website at www.cslib.org, and a copy of any consultant and/or vendor reports (if applicable), for receipt at the State Library by **September 1, 2014**.
6. Failure to submit a completed *Project Evaluation/Expenditure Report* for receipt by the due date may result in termination of the grant and the requirement that the Contractor return the full grant amount, as well as loss of eligibility for the next grant cycle. No additional grants shall be awarded to the Contractor until the Contractor has submitted all required reports and met all other requirements for this grant. This filing deadline shall not be extended.
7. The Contractor agrees that while performing services specified in this agreement that he shall carry sufficient insurance (liability and/or other) as applicable according to the nature of the service to be performed so as to "save harmless" the State of Connecticut from any insurable claim whatsoever. If requested, certificates of such insurance shall be filed with the contracting State agency prior to the performance of services.
8. The Contractor agrees to indemnify and hold the State, its officials, agents, and employees harmless from and against any and all claims, suits, actions, costs, and damages resulting from the negligent performance or non-performance by the Contractor or any of its officials, agents, or employees of the Contractor's obligations under this agreement. It is further understood that such indemnity shall not be limited by any insurance coverage which is required herein Paragraph 7.
9. The State of Connecticut shall assume no liability for payment of services under the terms of this agreement until the Contractor is notified that the State Library has accepted this agreement.
10. Payment to the Contractor shall be processed upon approval of this contract or upon the first day of this contract period, whichever is later.
11. Audit Requirements.
 - (a) The State Auditors of Public Accounts shall have access to all records and accounts for the fiscal year(s) in which the award was made. The Contractor shall provide for an annual financial audit acceptable to the Agency for any expenditure of state-awarded funds made by the Contractor. Such audit shall include management letters and audit recommendations. The Contractor will comply with federal and state single audit standards as applicable.
 - (b) The Contractor shall make all of its and the Contractor Parties' Records available at all reasonable hours for audit and inspection by the State, including, but not limited to, the Agency, the Connecticut Auditors of Public Accounts, Attorney General and State's Attorney and their respective agents. Requests for any audit or inspection shall be in writing, at least ten (10) days

prior to the requested date. All audits and inspections shall be at the requester's expense. The State may request an audit or inspection at any time during the Contract term and for three (3) years after Termination, Cancellation or Expiration of the Contract. The Contractor shall cooperate fully with the State and its agents in connection with an audit or inspection. Following any audit or inspection, the State may conduct and the Contractor shall cooperate with an exit conference.

(c) For purposes of this subsection, for State Grants, the word "Contractor" shall be read to mean "nonstate entity," as that term is defined in C.G.S. § 4-230.

12. The Contractor shall refund any amounts found to be owing to the State as a result of an error or the discovery of any fraud, collusion, or illegal actions and shall make such refund within 30 days from the notice in writing by the State. In the event that the Contractor fails to make such refund, the State shall deduct such amount from any current or future sums owing to the Contractor on the part of the State from any source or for any purpose whatsoever.
13. This Agreement and the rights and obligations of the parties hereunder shall be governed by, and construed in accordance with, the laws of the State of Connecticut.
14. This Agreement shall be binding upon and shall inure to the benefit of the Contractor and its successor.
15. The sole and exclusive means for the presentation of any claim against the State arising from this agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Contractor further agrees not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.
16. Executive Orders. This Contract is subject to the provisions of Executive Order No. 3 of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices; Executive Order No. 17 of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings; Executive Order No. 16 of Governor John G. Rowland, promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and made a part of the contract as if they had been fully set forth in it. This contract may also be subject to Executive Order 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions. At the Contractor's request, the Department shall provide a copy of these Orders to the Contractor.
17. The State may terminate this contract upon 30 days written notice to the Contractor if the Contractor fails to comply with this agreement or time schedules to the satisfaction of the State. In the event of such a termination, the State shall not be responsible for any future payments to the Contractor, and the State may recover any payments already made to the Contractor by any available means, including the withholding of grants of funds otherwise due the Contractor from the State.

Grant Amount: \$ 4,000.00

Grant Number: 028-SF-14

Contract Period: July 1, 2013 or date of approval of this contract, whichever is later, to June 30, 2014

Grantee Municipality - Colchester:

Signature of Municipal CEO

Date

Name (Type or Print Clearly)

Title (Type or Print Clearly)

Mailing Address (Type or Print Clearly)

Connecticut State Library:

Kendall F. Wiggin, State Librarian

Date

*This contract template, having been reviewed and approved by the Office of the Attorney General (OAG), it is exempt from review pursuant to a Memorandum of Agreement between the State Library and the OAG dated June 10, 2010.

For State Library Use Only

Fund	Department	SID	Program	Account	Project	Budget Ref.
12060	CSL66094	35150	73001	55050	CSL Non. Proj.	2014

Rev. 06/04/2010

Town of Colchester Interoffice Memorandum

To: Gregg Schuster, First Selectman
From: James Paggioli, L.S., Director of Public Works *JP*
CC:
Date: June 19, 2013
Re: Award recommendation RFP 2013-15 Fire Sprinkler Service; Inspection, Testing Maintenance and Repair.

I have reviewed the submitted responses for the Fire Sprinkler Service; Inspection, Testing, Maintenance and Repair RFP #2013-15. There were 3 responses to the request. Upon evaluation of the prices submitted (See Attached Tabular Results), the lowest qualified bidder is identified as Simplex-Grinnell.

Based upon the tabulation and the above, I recommend that the Fire Sprinkler Service; Inspection, Testing, Maintenance and Repair contract RFP #2013-15 be awarded to Simplex- Grinnell of Berlin, CT

Proposed Motion: That the Board of Selectmen enter into a contract with Simplex-Grinnell for the supplying of Fire Sprinkler Service; Inspection, Testing, Maintenance and Repair in Town and School buildings as detailed in the Town of Colchester RFP #2013-15, for a period of from July 1, 2013 to June 30, 2016; and hereby authorize the First Selectman, with consultation of the Superintendent of Schools to sign and deliver said agreement and necessary documents required.

Bid Tabulation Form

FIRE SPRINKLER SERVICE; INSPECTION, TESTING, MAINTENANCE & REPAIR

Bid 2013-15

	Location	Vendor		
		Simplex-Grinnell	Allstate	Precision
1	Bacon Academy	\$975	\$1,550	\$1,520
2	Jack Jackter Intermediate	\$950	\$1,100	\$1,520
3	WJJMS	\$300	\$350	no bid
4	Colchester Elementary	\$825	\$950	\$1,360.00
5	Colchester Town Hall	\$300	\$650	no bid
6	Cragin Memorial	\$300	\$650	\$380.00
7	Fire Department Co.1	\$300	\$650	\$380
	Totals	\$3,950	\$5,900	\$5,160 Note*
	Reg. Time Labor rate	\$95.00	\$75	\$148
	OT Labor Rate	\$142.50	\$112.50	\$176
	Repair Parts Discount	10% over cost	0%	0%
	24 Hour service	yes	Yes	yes

Note: Precision Total greater than Low Bid even without consideration of missing locations.

Town of Colchester Interoffice Memorandum

To: Gregg Schuster, First Selectman
From: James Paggioli, L.S., Director of Public Works
CC:
Date: June 19, 2013
Re: Award recommendation RFP 2013-11 Elevator –Chair Lift Maintenance, Service and Repair.

I have reviewed the submitted responses for the Elevator – Chair Lift Maintenance, Service and Repair RFP #2013-11. There were 2 responses to the request. Upon evaluation of the prices submitted (See Attached Tabular Results), the lowest qualified bidder is indentified as Independent Elevator Company of Coventry, CT. (The present service provider).

Based upon the tabulation and the above, I recommend that the Elevator –Chair Lift Maintenance, Service and Repair contract RFP #2013-11 be awarded to Independent Elevator Company of Coventry, CT

Proposed Motion: That the Board of Selectmen enter into a contract with The Independent Elevator Company for the supplying of Elevator & Chair Lift maintenance, Service and Repair in Town and School buildings as detailed in the Town of Colchester RFP #2013-11, for a period of from July 1, 2013 to June 30, 2016; and hereby authorize the First Selectman, with consultation of the Superintendent of Schools to sign and deliver said agreement and necessary documents required.

Bid Tabulation Form

Elevator / Chairlift Maintenance, Service, Repair

Bid 2013-11

		<u>Vendor</u>	
Location		Otis Elevator	Independent
1	Bacon Academy		
	1993 Dover	\$850	\$680
	2013 Thyssen vertical Lift	\$600	\$680
2	Jack Jackter Intermediate incl EOC		
	1996 Carrier	\$460	\$280
	2004 Garventa	\$450	\$380
3	Colchester Elementary		
	2006 Thyssen	\$850	\$680
4	WJMS		
	1980 Esco	\$850	\$680
	Colchester Town Hall		
5	1990 Montgomery	\$850	\$680
	Cragin Memorial		
6	2002 Thyssen	\$850	\$680
	Totals	\$5,760	\$4,740
7	Reg. Time Labor rate	\$195.00	\$170
8	OT Labor Rate	\$305.00	\$250
9	Repair Parts Discount	10%	10% over cost.