

## Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

### Gregg Schuster, First Selectman

Board of Selectmen Agenda Regular Meeting Thursday, November 21, 2013 Colchester Town Hall

### Meeting Room 1



COLCHESTER, COLONIA 18 PM 3: 1

- 1. Call to Order
- Additions to the Agenda
- 3. Approve Minutes of the November 7, 2013 Regular Board of Selectmen Meeting
- 4. Citizen's Comments
- 5. Boards and Commissions Interviews and/or Possible Appointments and Resignations
  - Discussion on Ordinance Interpretation regarding Genea Bell serving another term on the Ethics Commission
  - b. Commission on Aging Susan Choma to be Interviewed
  - Zoning Board of Appeals Patrick Reading- Reappointment for a Five Year Term to Expire 12/01/2018
  - d. Planning and Zoning David Gesiak Reappointment for a Three Year Term to Expire 12/31/2016
  - 6. Discussion and Possible Action on Liaison Assignments
  - 7. Budget Transfers
  - 8. Tax Refunds & Rebates
  - 9. Discussion and Possible Action on Selectman's Operating Committee Report
  - 10. Discussion and Possible Action on Elected Officials Salary Increase
  - 11. Discussion and Possible Action on Appointment of John Jones as Tree Warden
  - 12. Discussion and Possible Action To Approve Colchester Fire Department to submit a Federal Grant request for EMS and Firefighter Members Grant(AFG)

### Pg. 2 Board of Selectmen Agenda 11/21/2013

- 13. Discussion and Possible Action to Modify Language to the Sports League Endorsement Policy and Application
- 14. Discussion and Possible Action to Approve Commission Chairmen's Meeting Schedule for 2014
- Discussion and Possible Action to Approve the Board of Selectmen's Regular Meeting Schedule for 2014
- 16. Discussion and Possible Action on Employee Evaluation Process
- 17. Citizens Comments
- 18. First Selectman's Report
- 19. Liaison Report
- 20. Executive Session to Discuss Negotiations with Library Union Local 1303-448 Connecticut Council 4, AFSCME, AFL-CIO
- 21. Discussion and Possible Action on Successor Contract with Library Union Local 1303-448 Connecticut Council 4, AFSCME, AFL-CIO
- 22. Adjourn



## Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

Board of Selectmen Minutes Regular Meeting Minutes Thursday, November 7, 2013 Colchester Town Hall – 7:00 PM Meeting Room 1



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

MEMBERS ABSENT: None

**OTHERS PRESENT:** Maggie Cosgrove, Jim Paggioli, Rob Tarlov, Denise Mizla, Ed Fusco, Mike Caplet, Joe Mathieu, Kurt Frantzen, Jay Gigliotti, Gail Therian, 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 –

G. Schuster asked that a motion be made to add a new Item #5, "Approve Minutes of the October 17, 2013 Commission Chairman Meeting" and to delete "Item A under Item 18 – Negotiations with Library Union Local 1303-448 Connecticut Council 4, AFSCME, AFL-CIO" and to delete "Item #19 Discussion and Possible Action on Successor Contract with Library Union Local 1303-448 Connecticut Council 4, AFSCME, AFL-CIO" and to renumber the agenda accordingly.

So moved by R. Coyle, seconded by S. Soby. Unanimously approved. MOTION CARRIED

### 3. Approve Minutes of the October 17, 2013 Regular Board of Selectmen Meeting

R. Coyle moved to approve the Regular Board of Selectmen Meeting minutes of October 17, 2013 as presented, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

#### 4. Approve Minutes of the October 16, 2013 Tri-Board Meeting

R. Coyle said that on Page 2, under "Item 5 Adjourn" the last sentence should read: "R. Coyle moved to adjourn the **Board of Selectmen** at 8:37 p.m. seconded by G. Cordova. Unanimously approved. MOTION CARRIED

R. Coyle moved to approve the Minutes of the October 16, 2013 Tri Board Meeting with the correction to the adjournment motion, seconded by S. Soby. Unanimously approved. MOTION CARRIED

### 5. Approve Minutes of the October 17, 2013 Commission Chair Regular Meeting

Motion by S. Soby to approve the Minutes of the October 17, 2013 Commission Chairman Regular Meeting, seconded by G. Cordova. Unanimously approved. MOTION CARRIED

#### Citizen's Comments-

Gary Slidell congratulated the candidates who were elected and thanked all those who were not successful in the election for their time and dedication to the Town of Colchester.

#### 7. Boards and Commissions - Interviews and/or Possible Appointments and Resignations

### a. Veterans Affairs Service Contact Person

- Daniel Henderson was interviewed at the previous meeting.
- 2. Beverly Popowich was interviewed at the previous meeting.
- Erin Rowlins was interviewed at the previous meeting.

R. Coyle suggested that a Committee be established consisting of people who want to work with the Veterans Affairs Service Contact person.

Discussion followed and it was decided by the Board to continue the discussion at the next meeting regarding setting up a Committee in the future.

G. Cordova moved to appoint Daniel Henderson as Veterans Affairs Service Contact Person, seconded by R. Coyle. Unanimously approved. MOTION CARRIED

### b. Blight Task Force.

- 1. Maria Colacicco was interviewed.
- 2. William Belch was interviewed.
- c. Historic District Commission Nancy Anderson re-appointment for a five-year term to expire 11/01/2018.
  J. Ford moved to reappoint Nancy Anderson as a member of the Historic District Commission for a five-year term to expire 11/01/2018, seconded by S. Soby. Unanimously approved. MOTION CARRIED

Historic District Commission alternate member Janice Adams said that she was also here for her reappointment as an alternate.

- S. Soby moved to add to the agenda the reappointment of J. Adams as an alternate member of the Historic District Commission for a five-year term to expire 11/01/2018' as Item 7h, seconded by R. Coyle. Unanimously approved. MOTION CARRIED
- d. Planning and Zoning Commission Joseph Mathieu, Member re-appointment for a three-year term to expire 11/01/2016.
  - S. Soby moved to reappoint Joseph Mathieu as a member of the Planning and Zoning Commission for a three-year term to expire 11/01/2016, seconded by G. Cordova. Unanimously approved. MOTION CARRIED
- e. Police Commission Edward Fusco, Member re-appointment for a three-year term to expire 11/1/2016 R. Coyle moved to reappoint Edward Fusco as a member of the Police Commission for a three-year term to expire 11/01/2016, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
- f. Agricultural Commission Olivia Duksa, Member re-appointment for a two-year term to expire 11/1/2015 R. Coyle moved to reappoint Olivia Duksa as a member of the Agricultural Commission for a two-year term to expire 11/01/2015, seconded by J. Ford. Unanimously approved. MOTION CARRIED.
- g. Discussion on Ordinance Interpretation regarding Genea Bell serving another term on the Ethics Commission

Discussion took place regarding the Memo from G. Schuster to the Board of Selectman regarding the Ethics Commission Ordinance interpretation. No action was taken. G. Schuster will speak with Town Counsel regarding this Ordinance Interpretation.

- h. Historic District Commission Janice Adams reappointment as an alternate member for a five year term to expire 11/1/2018.
  - J. Ford moved to reappoint Janice Adams as an alternate member to the Historic District Commission for a five-year term to expire 11/1/2018, seconded by G. Cordova. Unanimously approved. MOTION CARRIED

### 8. Budget Transfers

G. Cordova moved to approve the Additional Appropriation in the amount of \$10,436 from Appropriation Fund Balance (18501-36250) to Engineering – Refunds (13301-44244) Seconded by J. Ford. Unanimously approved. MOTION CARRIED

### 9. Tax Refunds & Rebates

G. Cordova moved to approve tax refunds in the amount of \$156.85 to James or Kathryn Alvarez, \$14.02 to Helen Cormier, \$57.23 to Herbert or Janet Soule, \$179.39 to Marisa Gallicchio & Joanne Gallicchio, \$127.79 to Honda Lease Trust, \$488.12 to Toyota Financial Services, \$156.24 to Ronald or Kathleen Paice, \$103.55 to Diana Fedus, \$11.87 to Kenneth Gaber, \$25.44 to Honda Lease Trust, \$66.91 to David Pudlo, \$5.15 to Jeanne Wickham and \$852.90 to Chase Auto Finance Corp., seconded by S. Soby. Unanimously approved. MOTION CARRIED

- 10. Discussion and Possible Action on Selectmen's Operating Committee Report
  - J. Ford said that the Selectman's Operating Committee consisted of membership from the Board of Finance, Bacon Academy Trustees and Selectmen J. Ford and S. Soby. The charge of this subcommittee was to examine circumstances surrounding the Bacon Academy Trustees property including the financial conditions of the Trustees and their ongoing obligations and to develop a report recommending actions by the town. The subcommittee was authorized for a period of three (3) months. He reviewed the Purposes and Needs, and Findings.
  - S. Soby reviewed the Recommendations including the Immediate Actions, Intermediate Actions, and Long Term Actions.

Diana Giles, a member of the subcommittee, said that the subcommittee was very productive. She went out to explain some of the maintenance and financial problems facing the Bacon Academy Trustees. Discussion followed regarding the current problems and recommendations.

G. Schuster will invite R. Goldstein, Chairman of the Board of Education to the next meeting to discuss this item. No action was taken on this item. This item will be on the agenda of the next regularly scheduled meeting.

# 11. Discussion and Possible Action to Approve Reallocation of \$450.00 in Application Fees from Withdrawn Conservation Commission Permit #W2013-2957, to the Resubmission of the Corrected Application R. Coyle moved to approve the Reallocation of \$450 in application fees from withdrawn Conservation Commission Permit #W2013-2957, to the resubmission of the corrected application, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

## 12. Discussion and Possible Action on Results and Recommendation for Award to Furnish and Install Overhead Bay Door Openers for Fire Department

R. Coyle moved to award a contract for the Furnishing and Installation of Overhead Bay Door Openers located at the Fire Department, Company 1, 52 Old Hartford Road to Advanced Overhead Door, LLC of Norwich, CT for the bid price of \$8000.00, and to authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

### 13. Discussion and Possible Action to Authorize the First Selectman to Sign Anthem Agreements

S. Soby moved to authorize the First Selectman to sign the Administrative Services Agreement and Stop Loss Policy for the period July 1, 2013 through June 30, 2014 with Anthem Blue Cross and Blue Shield, seconded by G. Cordova. Unanimously approved. MOTION CARRIED

## Discussion and Possible Action to Authorize the First Selectman to Sign Business Agreement with McGladrey LLP for Auditing Services for Fiscal Year Ended June 30, 2013 Citizen's Comments

S. Soby moved to authorize the First Selectman to sign the Business Associate Agreement with McGladrey LLP related to auditing services provided for the fiscal year ended June 30, 2013, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

### 15. Discussion and Possible Action on non-union employee salary increase

S. Soby moved to approve the First Selectman's recommendation on non-union employee salary increases, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

The Board decided to add to the agenda of next regularly scheduled meeting the discussion of salary increases for elected official.

At this time First Selectman Schuster stated that he will not be requesting nor would he accept a salary increase for the 2013/2014 fiscal year.

### 16. Citizens Comments - None

#### 17. First Selectman's Report

G. Schuster said that a Recount of votes will take place on Wednesday, November 13, 2013 at 2:00 p.m. for the remaining seat on the Board of Selectmen. A police cruiser was involved in the accidental hitting of a deer. The officer was not injured, but there was some cosmetic damage to the cruiser. He advised that the Town Hall will be closed on Monday, November 11, 2013 in observance of Veterans Day. A ceremony will be held on Veterans Green at 11:00 a.m. on that day. The KX dispatch, the Fire and Ambulance Dispatch, has been looking to consolidate to put them on a better financial operation footing. Through their RFP process, they have asked the towns of East Lyme and Montville to join them. It has not yet been determined what the end state will be from a legal prospective but it is easier for them to come to KX. The physical location of KX would likely move to either East Lyme or Montville.

G. Schuster congratulated G. Cordova on his election to the position of Town Treasurer. He thanked G. Cordova for his years of service on the Parks and Recreation Commission and his eight (8) years of service on the Board of Selectmen. He thanked J. Ford for his time and dedication to the Town on the Planning and Zoning Commission as both a member and the Chairman and for his four (4) years of service on the Board of Selectmen.

### 18. Liaison Report

S. Soby said that J. Paggioli has been working with the Police Commission and piggy backing with Willimantic to purchase another Police Interceptor Utility vehicle. The Police Commission is still working on crosswalk safety in the area of the Youth Services building. He said they plan to use visible items such as barrels and lights and also plan on training staff in safety measures. The Planning and Zoning Commission held a meeting on Wednesday, November 6<sup>th</sup> and

approved a site development modification for a business in town to correct work that has already been done. The Dollar General Store application is awaiting the preliminary State DOT approval for the access/egress drive on Old Hartford Road.

### 19. Executive Session to Discuss

a. Negotiations with Clerical Union Local 1303-254 Connecticut Council 4, AFSCME, AFL-CIO

### b. Town Employee Hardship Withdrawal Request

S. Soby moved to go into Executive Session to discuss Negotiations with Clerical Union Local 1303-254 Connecticut Council 4, AFSCME, AFL-CIO and Town Employee Hardship Withdrawal Request and to invite Selectmen-elect Caplet and Mizla, seconded by G. Cordova. Unanimously approved. MOTION CARRIED

Entered into executive session at 8:28 p.m. Exited from executive session at 8:48 p.m.

### 20. Adjourn

G. Cordova moved to adjourn at 8:49 p.m., seconded by J. Ford. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Gail Therian, Clerk

### Sylvia Miller

From:

Gregg Schuster

Sent:

Friday, November 15, 2013 9:24 AM

To:

Sylvia Miller

Subject:

FW: Ordinance Interpretation

For BOS packet

\*\*\*\*\*\*\*\*\*

Gregg Schuster First Selectman Town of Colchester 127 Norwich Avenue Colchester, CT 06415 860.537.7220

From: Ritter, Matthew D. [mailto:MRitter@goodwin.com]

Sent: Thursday, November 14, 2013 4:41 PM

**To:** Gregg Schuster **Cc:** Andrews, Mary Jo

**Subject:** RE: Ordinance Interpretation

Hi Gregg- per our telephone conversation, below are my responses to the Board's questions.

The questions the board have are:

1. Has Genea Bell's term ended or is she still on the commission until her successor is appointed?

**Answer:** Ms. Bell's term has ended pursuant to § 53-3 A. of the Code of the Town of Colchester which provides that "[n]o individual shall be appointed to more than two consecutive three-year terms" to the Ethics Commission. Ms. Bell was appointed to her second consecutive three-year term on October 7, 2010 as you provided below.

However, § 53-3 A. also expressly provides that "any member may continue in office until a successor has been appointed." Therefore, Ms. Bell may still serve on the Ethics Commission until a successor is appointed.

2. If her term has expired, can the board reappoint her until a successor has been identified and appointed?

**Answer**: The Board of Selectmen may <u>not</u> re-appoint Ms. Bell because that would violate § 53-3 A. There is a legal distinction between Ms. Bell serving as a member of the Ethics Commission until a successor is appointed and Ms. Bell being re-appointed to the Ethics Commission by the Board of Selectmen in violation of the two consecutive three-year term limitation imposed by § 53-3 A.

It would be prudent for the Board of Selectmen to search for a successor for Ms. Bell so that her status as a "holdover" appointment does not drag on indefinitely. It may also be a good time for the Ethics Commission to consider electing a new Chair because Ms. Bell is restricted from being re-appointed. Having said that, it is understandable that finding and approving a successor for Ms. Bell may take some time and she is legally capable of continuing to serve on the Ethics Commission during this process and until a successor is appointed.

Please let me know if you have any further questions. Thanks, Matt

Matthew D. Ritter Associate 860.251.5092 (Voice) 860.251.5212 (Fax) mritter@goodwin.com

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**From:** Gregg Schuster [mailto:FirstSelectman@colchesterct.gov]

Sent: Wednesday, November 13, 2013 10:04 AM

To: Andrews, Mary Jo

Subject: Ordinance Interpretation

Mary Jo,

Hope all is well with you. The board needs an opinion on an ordinance interpretation regarding the ethics commission. This is a minor issue, so please don't spend more than one or two hours on it. The material facts are:

- 1. At the 10/7/10 Board of Selectmen meeting, commission member and chairman Genea Bell was appointed to her second consecutive full term to expire 10/31/13. Minutes attached.
- 2. The Ethics Commission ordinance (53-3) states "No individual shall be appointed to more than two consecutive three-year terms, provided that any member may continue in office until a successor has been appointed.
- 3. Genea Bell has expressed an interest in continuing to serve on the commission

The questions the board have are:

- 1. Has Genea Bell's term ended or is she still on the commission until her successor is appointed?
- 2. If her term has expired, can the board reappoint her until a successor has been identified and appointed?

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Gregg

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Gregg Schuster First Selectman Town of Colchester 127 Norwich Avenue Colchester, CT 06415 860.537.7220



## Town of Colchester, Connecticut 127 Norwich Avenue, Colchester, Connecticut 06415

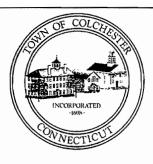
DATE: 11-13-13

## **BOARDS & COMMISSIONS APPLICATION**

Name:	Susan F. Cho	ma					
Address	: 27 Granite	Court				_Colchester, C	Г. 06415
Home Pl	hone: 860.531.9132	Email	Sf choma i	D yahoo.com	n_FAX:		
Work Pl	none:	Email		Town R	Residency_	7mos.	Years
	Party Affiliation: Democ		Republican		`	•	
Commiss	sion or Board you are intere	sted in serving	on: <u>com</u>	Wiggion an	aging		
Educatio	nal Background: List name	e and location o	of school, # of y	ears attended, St	ubjects/Ma	ijor, Did you gr	aduate?
High Sch	ool: Hanchester	High Sch	ool Hanc	hester Co	nn.		
-	ool: Manchester 4 years Col	ege Prepo	aratory	Graduate	<u> </u>		
-							
College:_	1. Hanchester Co Liberal arts -	mmunity no degree	College 1	lancheste	r, Conn	n. 2 years	s ( part
	2. Chio State Ur	niversity,	wooster	Campus, lu	Jooster	, Ohio 24	ears
	7 Floriculture and 3. University of	Vermont	Rustina I	agement.	-AAS d	legree.	,
Trade.Bu:	3. University of Vocational E	ducation	During to	1, Vermont	- lye	av - 8.5.6	degree
	spondence					_	
School	· · · · · · · · · · · · · · · · · · ·						

CONTINUED ON REVERSE SIDE

Work Experience: List length of employment, name and address of employer, position & reason for leaving:
my latest work experience was in Guest Services at a timeshare resort in Maine. My husband became ill retired and we move here from out of state. Since then I have been a homemaker. During my years in this I was a library technician, teacher's assitant, and finally substitute teacher.
Are you capable of making the commitment of time necessary to serve on this Board or Commission?
Why are you interested in serving? Since moving to Colchester I have become involved in several volunteer activities. I am currently involved in delivering meals on wheels. Os an active senior myself, I am interested in the well being and quality of life for our seniors in Colchester.
Do you have any experience or familiarity with this area? <u>see above</u>
If you are not appointed to this board or commission, would you be interested in other forms of public service?  Which ones?
Date: November 13, 2013 Signature: Lusan F. Choma



## 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:

11/18/13

Re:

**Liaison Assignments** 

With two new members on the board, the board needs to designate liaison assignments. The available assignments, and their typical regular meeting dates, are:

Board of Education (Second Tuesday)

Parks and Recreation Commission (First Monday)

Sewer and Water Commission (Second Wednesday)

Fair Rent Commission (As needed)

Youth Services Advisory Board (First Wednesday)

Conservation Commission (Second Wednesday)

Historic District Commission (Second Monday)

Board of Assessment Appeals (As needed)

### General Fund

Departmen	t: First Selectman - Le	egal	on About the State of State - T				
Reason for Request:	Legal costs associated with: 1) energy project lease financing documents, 2) animal contro canine disposal order matter including administrative hearings, and 3) assessment appeals (revaluation and other).						
Reason for Available Funds:	Various - see detail l	isting					
From:	Account Numbe	er	Account Name		Amount		
	Various - see detail	Various - se	ee detail listing	60	,610		
		The first state of the first sta			Terror and the state of the sta		
Го:	11201-44203	Legal		60,	,610		
	Nov 12, 2013	- Apr	W				
	Date Requested	Print Name	Gregg Schuster, Fir		ire		
	Date Reviewed	M Mc	at Officer				
ļ	11/13/13 Date Approved	First Selectm	ian .				
ļ	Date Approved	Board of Sele	ectmen Clerk	all to the second secon			
	Date Approved	Decret of Fire	anas Clauk	120	Section 1997		

	Explanation	Contingency funds included in adopted budget	ruius budgeteu ioi numan Nesources consoning service not	Funds budgeted for Fire union contract settlement not used - negotiated 0% general wage increase for 7/1/12-6/30/13	Storm Sandy FEMA reimbursement received for fringe benefits associated with regular payroll	Storm Sandy FEMA reimbursement received for minge benefits associated with regular payroll browning inconsisted for liability in the regular payroll.	renewals less than anticipated Significant decrease in unemployment compensation benefit	payments - reduction in number of individuals collecting benefits as compared to prior fiscal years	Administrative Assistant position vacant for full year	Administrative Assistant position vacant for full year	Senior Center Director position vacant for 7 months	Senior Center Director position vacant for 7 months	60,610 See Budget Transfer form	01
	<sup>L</sup>												9'09	60,610
Town of Colchester Budget Transfer - Legal	From	4,229	7,437	10,964	3,500	3,400	1,999	9,134	10,947	2,000	3,000	4,000		60,610
	Department & Account Name	Contingency	Human Resources - Professional Services	Human Resources - Contractual Settlements	11701-41211 Insurances - Health Insurance	Insurances - Workers Compensation Insurance	11701-44206 Insurances - Municipal Insurance	11701-44243 Insurances - Unemployment Compensation	Parks & Recreation - Regular Payroll	Parks & Recreation - FICA & Retirement	Senior Center - Regular Payroll	Senior Center - FICA & Retirement	Legal	Totals
	Account #	11110-50900 Contingency	11205-44208	11205-50950	11701-41211	11701-41260	11701-44206	11701-44243	15201-40101	15201-41230	15401-40101	15401-41230	11201-44203	

### General Fund

Departmen	t: Finance					
Reason for Request:	Finance - Payout of accrued leave time for employee retirement in payroll.					
Reason for Available Funds:	Finance - funds budge	eted for training of new employee in payroll. on of Director vacant for 7 months.				
From:	Account Number	Account Name	Amount			
	11301-40105	Finance - Contr., Temp. Payroll	4,353			
	15401-40101	Senior Center - Regular Payroll	12,810			
	Annual An		No. No.			
То:	11301-40101	Finance - Regular Payroll	15,769			
	11301-41230	Finance - FICA & Retirement	1,394			
			1			
	Nov 8, 2013	White cold				
	Date Requested	Department Director of Supervisor - Sign	nature 			
	<b>~</b> ~	Print Name N. Maggie Cosgrove, CFO	Mari Maria			
	Nov 8, 2013	The March	_			
	Date Reviewed	Chief Financial Officer				
ļ	Date Approved	First Selectman				
ĺ	anno e s or y sorror as bac advantum age	Board of Selectmen Clerk				
	Date Approved	Board of Finance Clerk				

### General Fund

Departmer	nt: Elections				
Reason for Request:	locations), and unan	associated with Poll workers - double primary ticipated recount of Town budget referendum oved to cover additional wages for poll worker	vote. Transfer previously		
Reason for Available Funds:	Funds were budgete	ed for cleaning of voting machines. In July, the y for the cleaning for 1 more year for all Towns			
From:	Account Number	r Account Name	Amount		
	11601-44208	Professional Services	182		
То:	11601-41230	FICA/Medicare	182		
		:			
			:		
	11/2/13	See below	, 33% y		
	Date Requested	Department Director or Supervisor - Signature			
		Print Name   Dorothy A. Mrowka, Regist	rar or voters		
	Date Reviewed	MME			
	Date Neviewed	Chief Financial Office			
	Date Approved	First Selectman			
	A CONTRACTOR OF THE CONTRACTOR				
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

### General Fund

Departmen	t: Elections	and the contraction of the contr	
Reason for Request:	Monthly telephone	charges for phone line in Town Hall meeting r	rooms (polling location)
Reason for Available Funds:	Funds were budgete	ed for cleaning of voting machines. In July, th y for the cleaning for 1 more year for all Town	e Secretary of State's s.
From:	Account Numbe	r Account Name	Amount
	11601-44208	Professional Services	202
То:	11601-45216	Telephone	202
	/ / / /c多 Date Requested	Department Director or Supervisor - S  Print Name   Dorothy A. Mrowka, Regis	Morere
	//7//3 Date Reviewed	h May	and the second s
	Date Approved	Chief Financial Officer  First Selectman	
	Date Approved	Board of Selectmen Clerk	
ſ	Date Approved	Board of Finance Clerk	

### General Fund

Departmer	nt: Police					
Reason for Request:	Patrol overtime - Increased need for shift coverage for paid time off leaves, and for required training for officers in order to meet minimum staffing requirements on each shift.  Coverage of third shift during summer months. Storm patrol coverage (unreimbursed costs during Storm Sandy and Blizzard Charlotte).					
Reason for Available Funds:		ncluded in adopted budget.				
From:	Account Numbe	r Account Name	Amount			
	11110-50900	Contingency	35,771			
		ne de la companya de				
То:	12101-40103	Police - Overtime	35,771			
	I		; <b>[</b>			
	11/12/13	Sattacc	/>6			
	Date Requested	Department Director or Supervisor - Sig	nature			
		Print Name Joseph Mercer, Resident Tr				
	6	Print Name Joseph Mercer, Resident Tr	ooper supervisor			
	11/12/12	h Mas				
	Date Reviewed	Chief Financial Officer				
	II BB Date Approved	First Selectman				
ĺ						
,	Date Approved	Board of Selectmen Clerk				
	Date Approved	Board of Finance Clerk				

### General Fund

Departmer	nt: Civil Preparedness					
Reason for Request:	Non reimbursable items from February Record Snow storm event to prepare EOC					
Reason for Available Funds:	Savings within line ite	em.				
From:	Account Number	Account Name	Amount			
	12301-42301	Office Supplies	109			
	The state of the s		and the second s			
	paciation					
То:	12301-42340	Other Purchased Supplies	109			
	The state of the s					
	0.00		The second section of the second seco			
		11.				
	Nov 1, 2013  Date Requested	Department Director or Supervisor - Sign	nature			
	ر	Print Name James Paggioli	THE STREET STREET			
	ulalis	heman				
	Date Reviewed	Chief Financial Officer				
	11 113/13	mar And				
	Date Approved	First Selectman				
		, a				
	Date Approved	Board of Selectmen Clerk				
	Date Approved	Board of Finance Clerk	100			

	Budget	I ransfer/Additional Appropriation	
Departmen	t: Civil Preparedness		
Reason for Request:	Minor overage of Tel	ephone Budget estimate.	
Reason for Available Funds:	Savings within line it	em.	
From:	Account Number	Account Name	Amount
	12301-44223	Service Contracts	37
			7
-			
To:	12301-45216	Telephone	37
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1	Nov 1, 2013  Date Requested	Department Director or Supervisor - Sign	
		Print Name James Paggioli	
í		71 1/4	
	i パマ/ィろ Date Reviewed	Chief Financial Officer	
Ţ.	11 / B / B Date Approved	Synh First Selectman	
[	Date Approved	Board of Selectmen Clerk	
ļ	Date Approved	Board of Finance Clerk	

Departmer	nt: Highway	1	
Reason for Request:	Increase of tree service requirements.	ces required due to conditions of existing tre	es and statutory
Reason for Available Funds:		on, and prudent reserve for emergency cond	itions.
From:	Account Number	Account Name	Amount
	13201-42340	Other Purchased Supplies	5,211
То:	13201-44208	Professional Services	5,211
	N1 2012	A. I	
	Nov 1, 2013  Date Requested	Department Director or Supervisor - Si	gnature
		Print Name James Paggioli	
	/////3 Date Reviewed	UMage	
	Date Reviewed	Chief Financial Officer	
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
ļ	Date Approved	Board of Finance Clerk	en de construir de la construi

Departmen	t: Highway		
Reason for Request:	Overage overtime du	ue to emergency work. (i.e. call in after hours)	
Reason for Available Funds:	1	on funds offsetting regular hours.	
From:	Account Number	Account Name	Amount
	13201-40101	Regular Payroll	188
			popularitati di
Го:   	13201-40103	Overtime	188
[	Nov 1, 2013  Date Requested	Department Director or Supervisor - Sign	ature
		Print Name James Paggioli	
	ulaliz	"h Most of	
	\\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	Chief Financial Officer First Selectman	
[	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

### General Fund

Departmen	t: Fleet Maintenance	The second secon	
Reason for Request:	Overtime used to co	ver for personnel that was out on Workers Com	pensation issues.
Reason for Available Funds:	See Above.		
From:	Account Numbe	r Account Name	Amount
	13202-40101	Regular Payroll	55
			<u> </u>
			The state of the s
То:	13202-40103	Overtime	55
	1900g-bi	· · · · · · · · · · · · · · · · · · ·	-
		111	V 46 Newtonionionionionionionionioni i 10 N H e
,	Oct 31, 2013	- of Carl	
	Date Requested	Department Director or Supervisor - Sig	nature
		Print Name James Paggioli	ne anatone te i
	11/2/13	July Si	~
'	Date Reviewed	Chief Financial Officer	20000000
}	11/18/13	ma In	
·	Date Approved	First Selectman	
[	Date Approved	Board of Selectmen Clerk	
ļ	Date Approved	Board of Finance Clerk	annoga kriminovina.

### General Fund

Departmen	t: Fleet Maintenance		
Reason for Request:	Fuel Island Dispenser	unforeseen failure. Aging equipment.	
Reason for Available Funds:	service contract items Building Repairs and a acquiring equipment	savings due to this single year having less rec s, (l.e. parts cleaner service and oil water sepa Machinery & Equipment savings within lines and economy in conducting the repairs. ss were used by utilizing the credits for hostir	arator cleaning), were from savings in
From:	Account Number	Account Name	Amount
	13202-42223	Service Contracts	200
	13202-46226	Building Repair	553
	13202-48404	Machinery & Equipment	700
10.	13202-43213	Mileage Training Meetings	400
TD:	13202-46224	Equipment Repairs	1,853
I	Nov 7, 2013  Date Requested	Department Director or Supervisor - Si	ignature
	,	Print Name James Paggioli	Waste N. NO Valencep
ĺ	11/7/13	h Mag Coff	
r	Date Reviewed	Chief Financial Officer	
Į	N / 13/13 Date Approved	First Selectman	400000
	Doto Annroyed		
ſ		Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

### General Fund

Departmen	t: Fleet Maintenance		
Reason for Request:	Increase of use in elec	ctricity during FY 12-13	
Reason for Available Funds:	Line items exhibited s service contract items Less Heating/Propand	savings due to this single year having less s, (i.e. parts cleaner service and oil water s e utilizied	s required maintenance on separator cleaning),
From:	Account Number	Account Name	Amount
	13202-42223	Service Contracts	883
	13202-45221	Fuel/Heating	1,490
Го:	13202-45622	Electricity	2,373
	Nov 7, 2013  Date Requested	Department Director or Supervisor	- Signature
		Print Name James Paggioli	441
[	11/1/13	h Man	3
r	Date Reviewed	Chief Financial Officer	2
ļ	Date Approved	First Selectman	
[	Date Approved	Board of Selectmen Clerk	
	Date Approved .	Board of Finance Clerk	

## General Fund

Departmer	nt: Fleet Maintenance		
Reason for Request:	Differential increase	in fuel distribution.	
Reason for Available Funds:	Minor savings in line	e item.	
From:	Account Numbe	r Account Name	Amount
	13202-42323	Protective Clothing & Safety Equip.	103
	[		
To:	13202-46390	Vehicle Maintenance & Fuel	103
		The states and address to the state of the s	
			Windowski and Production and Control of the Control
	}	00	
	Nov 7, 2013	- Wall	
	Date Requested	Department Director or Supervisor - Sig	nature
		Print Name James Paggioli	
İ	11/7/13	In Marie Fr	
	Date Reviewed	Chief Financial Officer	
i	1/13/13	Inach/	
'	Date Approved	First Selectman	
[			
ļ	Date Approved	Board of Selectmen Clerk	
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ļ	Date Approved	Board of Finance Clerk	

Departmen	t: Fleet Maintenance		
Reason for Request:	Minor overage on a testings.	nnual contracts required by Labor agreements a	and required CDL drug
Reason for Available Funds:	Line items exhibited service contract Item	I savings due to this single year having less requ ns, (i.e. parts cleaner service and oil water separ	uired maintenance on ator cleaning),
From:	Account Numbe	er Account Name	Amount
	13202-42223	Service Contracts	34
	13202-42223	Service Contracts	87
			Approximation of the second se
То:	13202-44208	Professional Services	34
	13202-44238	Uniform Rentals	87
	N - 7 2012	1 Pour L	
	Nov 7, 2013 Date Requested	Department Director or Supervisor - Sig	ınature
		Print Name James Paggioli	
	11/2/13	In May Corn	
	Date Reviewed	Chief Financial Officer	
	U/B/B Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
Į	Date Approved	Board of Finance Clerk	- Lilland

### General Fund

t: Grounds Maintenar	nce	
them available to wo	ork outside of park properties in response to Sto	
Account Number	Account Name	Amount
13203-44237	Equipment Rental	390
13203-42323	Protective Clothing & Safety Equipment	390
Nov 7, 2013	all-l	
Date Requested	Department Director or Supervisor - Sig	nature
Date Reviewed      /     /   /   /     Date Approved    Date Approved	Print Name James Paggioli  Chief Financial Officer  First Selectman  Board of Selectmen Clerk  Board of Finance Clerk	nature
	Supply work force we them available to wo reimbursable expenses.  Savings on Equipmenthe need for rented expenses.  Account Number 13203-44237  Nov 7, 2013  Date Requested  I / (7/13)  Date Reviewed  I / (7/13)  Date Approved	Savings on Equipment Rental due to new functioning equipment p the need for rented equipment during peak seasons to meet work of the need for rented equipment during peak seasons to meet work of the need for rented equipment during peak seasons to meet work of the need for rented equipment during peak seasons to meet work of the need for rented equipment during peak seasons to meet work of the need for rented equipment Rental    13203-42323

### General Fund

Departmen	t: Grounds Maintenan	ce	
Reason for Request:	Damage/age of origin	nal overhead door requiring unfores	een repair at Maintenance garage.
Reason for Available Funds:	,	t Repair due to new mowers purchas	ed.
From:	Account Number	Account Name	Amount
	13203-42334	Equipment Repairs	412
То:	13203-42340	Building Repairs	412
	p	10 1	
	Nov 7, 2013	John Black	
[	11/7/13	Print Name James Paggioli  Chief Financial Officer	sor - Signature
	1/13/13 Date Approved	First Selectman	
		Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

## General Fund

Departmer	nt: Grounds Maintenar	nce	
Reason for Request:	Operating Supplies of phones for staff and	overage due to increased use of facilities by pu overage in Uniform Rental.	ıblic. Switch to smart
Reason for Available Funds:	Need to replace brok General Fund Source reestablish turf in ove	sen equipment not a severe as anticipated dur ss. Note: FY 13-14 will not realize same savings er utilized fields.	ing FY 12-13 from due to increased need to
From:	Account Number	r Account Name	Amount
	13203-42334	Grounds Maintenance Supplies	1,366
То:	13203-42340	Operating Supplies	922
	13203-44238	Uniform Rentals	350
	13203-45216	Telephone	94
	Nov 1, 2013  Date Requested	Department Director or Supervisor - Sig	gnature
		Print Name Janes Paggioti	F I DE A SIE POR MONTHANDER MAN
	(1/7/13 Date Reviewed	n may a	
	V/13/13	Chief Financial Officer	
,	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

### General Fund

Departmen	t: Grounds Maintenanc	e			
Reason for Request:	Cover Overage in Overtime Account due to increased use of facilities on Weekends by leagues and events.				
Reason for Available Funds:	Savings in temporary s	seasonal employees.			
From:	Account Number	Account Name	Amount		
	13203-40105	Contractor-Temporary Occasional	2,817		
			n manakana		
_		Photograph no commencement and the commencement and			
ō:	13203-40103	Overtime	2,817		
			To the second se		
	PAS		White Advisory		
		11/2 &	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
l	Nov 1, 2013  Date Requested	Department Director or Supervisor - S	ignature		
		Print Name Inmes PAGG			
1		7. 11. Amus 1 Augu	04		
I	Date Reviewed	Chief Financial Officer	***		
[	1/12/12	A 14			
Į	Date Approved	First Selectman			
Ī.	Date Approved	Board of Selectmen Clerk			
	Date Approved E	Board of Finance Clerk			

### General Fund

Departmen	nt: Highway - Snow Re	emoval	
Reason for Request:		s ( Contractors) in that was not reimbursable barch 8th Snow Storm.	by FEMA (i.e. 25% Town
Reason for Available Funds:	Snow Budget: Saving Highway - Prudent R Regular Payroll	gs in Line Items Reserve for Emergency Situations & Workers Co	ompensation Offset of
From:	Account Numbe	r Account Name	Amount
	13201-40101	Regular Payroll	25,297
	13201-42340	Other Purchased Supplies	8,100
	13204-42333	Sand Salt & Gravel	5,390
<b>*</b>	13204-42340	Other Purchased Supplies	11,700
To:	13204-44208	Professional Services	50,487
	Nov 1, 2013  Date Requested	Department Director or Supervisor - Si	gnature
		Print Name James Paggioli	AMOUT 1 semillarent mudulut d' Authorphily to Tenur 1993 (1971)
	ulzliz	The May of	
	Date Reviewed	Chief Financial Officer	
	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

### General Fund

Departmen	nt: Highway - Snow Re	moval	
Reason for Request:	Overtime Excess in t March 8th Snow Sto	hat was not reimbursable by FEMA rm.	(i.e. 25% Town share of aid), and
Reason for Available Funds:		on Offset of Regular Payroll	
From:	Account Number	r Account Name	Amount
	13201-40101	Regular Payroll	16,463
To:		-	AND PROPERTY OF THE PROPERTY O
10.	13204-40103	Overtime	15,543
	13204-41230	FICA	920
	Nov 1, 2013	Alland.	
	Date Requested	Department Director or Super	visor - Signature
		Print Name James Paggioli	
	11/7/13	In Miss I	
	Date Reviewed	Chief Financial Officer	
Į	1/13/13	Im/W	
1	Date Approved	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

### General Fund

Departmer	nt: Facilities- Grounds	Maintenance					
Reason for Request:		4000 inadequate for annual funding of rep cost of 8 million dollars. This represents 0.0					
Reason for Available Funds:	r Savings within line items.						
From:	Account Numbe	r Account Name	Amount				
	13205-46390	Vehicle Maintenance and Fuel	600				
	13205-45216	Telephone	790				
	13205-41230	FICA	710				
То:	13205-44226	Building Repairs	2,100				
	Nov 1, 2013  Date Requested	Department Director or Supervisor	- Signature				
		Print Name James Paggioli					
	ルカルシ Date Reviewed	Chief Financial Officer	h.				
	U/3/13 Date Approved	First Selectman					
	Date Approved	Board of Selectmen Clerk					
	Date Approved	Board of Finance Clerk	_				

### General Fund

Departmen	t: Facilities- Grounds	Maintenance	
Reason for Request:	Aging Systems, Non prior to building aut	automated, repaired in order to bring syster comation and required building environment	ns to operational condition cal standards.
Reason for Available Funds:	ſ	quipment) required limited repairs. Savings v	vithin line item.
From:	Account Numbe	r Account Name	Amount
	13203-46390	Vehicle Maintenance and Fuel	7,482
,	13205-44223	Service Contracts	7,482
	Nov 1, 2013 Date Requested	Department Director or Supervisor - S	Signature
	,	Print Name James Paggioli	
	11/7/13 Date Reviewed	Chief Financial Officer	
	U / / ////////////////////////////////	First Selectman	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

### General Fund

Departmen	t: Facilities						
Reason for Request:	Paint supply line Iter	n not sufficient to cover two projects per yea	r for town wide facilities				
Reason for Available Funds:	Line Items were not utilized in FY 12-13						
From:	Account Numbe	r Account Name	Amount				
	13205-44231	Advertising	499				
	13205-42331	Custodial / Maintenance Supplies	68				
То:	13205-42332	Paint and Paint Supplies	1567				
	Nov 1, 2013 Date Requested	Department Director or Supervisor - S  Print Name James Paggioli	lignature				
]	Date Reviewed	Chief Financial Officer					
	Date Approved	First Selectman					
	Date Approved	Board of Selectmen Clerk					
	Date Approved	Board of Finance Clerk					

### General Fund

Departmen	t: Facilities						
Reason for Request:	Transfer to cover shortfall in FY 12-13 estimate of Electrical Use						
Reason for Available Funds:	Savings in the Heating Oil use.						
From:	Account Numbe	r Account Name	Amount				
	13205-45221	Fuel / Heating	3,171				
		To add the delimination and the reservoir and the state of the state o	Advantage of the Side are contracted by the Side of th				
То:	13205-45622	Electricity Non-Heat	3,171				
			Control of				
	Nov 1, 2013  Date Requested	Department Director or Supervisor - S	ianaturo				
	Date Requested	V					
		Print Name James Paggioli	are a white a homographic resonance - \$				
	11/7/13	In Man					
,	Date Reviewed	Chief Financial Officer					
	4/13/13	In an					
[	Date Approved	First Selectman					
	Date Approved	Board of Selectmen Clerk					
	Date Approved	Board of Finance Clerk					

#### General Fund

Departmen	t: Facilities				
Reason for Request:	Minor Year end adjustment to overtime and regular payroll utilized in response to Storm Sandy by Facility Manager				
Reason for Available Funds:		f former employee retirement co	ntribution.		
From:	Account Number	Account Name	Amount		
	13205-41230	FICA & Retirement	514		
Го:	13205-40101	Regular Payroll	148		
	13205-40103	Overtime	366		
		,			
ĺ	Nov 7, 2013  Date Requested	Department Director or Supe	rvisor - Signature		
		Print Name James Paggioli			
[	11/7/13 Date Reviewed	hman			
Ţ	11/5//3	Chief Financial Officer  First Selectman			
ſ	Data Annyound	Board of Selectmen Clerk			
		Board of Finance Clerk			

#### General Fund

Departmen	t: Facilities		
Reason for Request:	Employee is require with budget	d to be provided OSHA compliant foot ware not	previously included
Reason for Available Funds:	Minor savings in line	e item.	
From;	Account Numbe	r Account Name	Amount
	13205-42331	Custodial and Maintenance Supplies	278
_	Assumption of the second secon	- compared to the control of the con	* (Ameninahan) Ameninahan di A
o:	13205-42323	Protective Clothing and Safety Equipmen	278
İ		0/2-2	
	Nov 1, 2013  Date Requested	Department Director or Supervisor - Sign	nature
		Print Name James Paggioli	***
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Į	Date Reviewed	Chief Financial Officer	
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	Date Approved	First Selectman	
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#### General Fund

Departmen	nt: Transfer Station				
Reason for Request:	Overage in Uniform Rental due to damaged uniforms and work actually conducted while wearing them.				
Reason for Available Funds:	1	iervice Provider to Store Bought Bottled Water	•		
From:	Account Numbe	r Account Name	Amount		
	13601-44223	Service Contracts	157		
	]				
То:	13601-44238	Uniform Rental	157		
	a Marko delpoi (financo)	144			
	Nov 1, 2013  Date Requested	Department Director or Supervisor - Si	gnature		
		Print Name James Paggioli	- Vertex		
	11/7/13	n Man Com	addressing the second accordance of the second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second seco		
,	Date Reviewed	Chief Financial Officer			
	1/13/(3 Date Approved	Jay M First Selectman			
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,	Date Approved	Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

#### General Fund

Departmen	nt: Transfer Station -Hig	ghway			
Reason for Request:	Transfer Station JD 710 was scheduled for replacement on the CIP program for FY 13-14 However that purchase was deferred for budgetary purposes. The JD 710 is the only wheeled vehicle with filled tires (read as - does not get a flat tire) with the weight and pulling force to required to move / relocate the filled dumpsters. The repair was made in order to keep the Transfer station in operation.				
Reason for Available Funds:	Since the repair was within the Department	known to be required, offsetting savings with nt was obtained.	hin the same line Item		
From:	Account Number	Account Name	Amount		
110.111.	13201-46390	Vehicle Maintenance and Fuel	15,127		
To:	13601-46390	Vehicle Maintenance and Repair	15,127		
	Nov 1, 2013  Date Requested	Department Director or Supervisor - S	ignature		
	/:/7//3 Date Reviewed	Print Name James Paggioli  Chief Financial Officer			
	Date Approved  Date Approved	First Selectman  Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

#### General Fund

Departmen	t: Transfer Station				
Reason for Request:	Overage overtime due to contractual obligations being greater than original appropriated amount, i.e. days off by contract that employees assigned to transfer station result in the staion being manned by employees that are receiving a rate of 1.5 times regular hours.				
Reason for Available Funds:		nt fund offsetting regular hours, an	d transportation savings.		
From:	Account Numbe	r Account Name	Amount		
	13601-40101	Regular Payroli	1,804		
	13601-43212	Transportation	2,431		
	American de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la companya de la compan				
То:	13601-40103	Overtime	4,235		
	Nov 7, 2013  Date Requested	Department Director or Supe	rvisor - Signature		
		Print Name James Paggiol	i		
	11/2/13	n Mass			
'	Date Reviewed	Chief Financial Officer			
	1/3/3 Date Approved	First Selectman	The second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second secon		
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#### General Fund

Departmen	t: Transfer Station				
Reason for Request:	Household Hazardous Waste Collection is a "per person - per town" unit charge. The Town pays for not only all of our Town residents at the HHW collection day hosted in Colchester, but also all Town residents going to other town's collection at other dates through out the year. There has been an increased participation at the year long events.				
Reason for Available Funds:		avings due to FEMA reimbursement of woo	d chipping costs.		
From:	Account Number	Account Name	Amount		
	13601-44208	Professional Services	6,365		
То:	13601-46228	Household Hazardous Disposal	6,345		
	Nov. 7, 2012	A smil			
	Nov 7, 2013 Date Requested	Department Director or Supervisor - S	Signature		
	Date Reviewed	Print Name James Paggioli  Chief Financial Officer  First Selectman  Board of Selectmen Clerk			
	Date Approved	Board of Finance Clerk			

# General Fund

Departmen	nt: Parks & Recreation		
Reason for Request:	Additional Copies we	re needed.	
Reason for Available Funds:		ant position was vacant for a year.	
From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	35
	1		
	ļ		1
То:	15201-42233	Copier	35
		parameters and a statute requirement of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control	
	Sep 27, 2013		
	Date Requested	Department Director or Supervisor - Sig	nature
		Print Name Cheryl Hancin	Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of the Contract of th
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#### General Fund

Departmer	nt: Parks & Recreation	namen dan kenerakan digina di kelagian penerakan dan dan penerakan dan dan dan dan dan dan dan dan dan d	
Reason for Request:	The fee to print the C Norwich Bulletin wen	olchester Connections increased due to a cha t under.	ange in provider when the
Reason for Available Funds:	i	ant position was vacant for a year.	
From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	102
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То:	15201-44232	Printing and Publications	102
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	Sep 27, 2013 Date Requested	Department Director or Supervisor - Si	gnature
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#### General Fund

Departmer	nt: Parks & Recreation	1000 graph (1000 galanta)	
Reason for Request:	The telephone use a	nd bills increased and the fees to use WIFI incre	eased
Reason for Available Funds:		tant position was vacant for a year.	
From:	Account Number	r Account Name	Amount
	15201-40101	Regular Payroll	177
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To:	15201-45216	Telephone	177
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	(	Print Name   Cheryl Hancin	
	10/10/13	h Mag	
	Date Reviewed	Chief Financial Officer	
	U/B/B Date Approved	First Selectman	
		, no sensemm	
	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

#### General Fund

Departmen	t: Parks & Recreation				
Reason for Request:	Former sound system used for Special Events such as Holiday Homecoming, Trick or Trunk, 57 Fest, Ghost run and other events failed.				
Reason for Available Funds:	Funds budgeted for st Dept. instead at no cos	age rental were not used. A stage was borrov st.	ved from the Facilities		
From:	Account Number	Account Name	Amount		
	15201-44237	Equipment Rental	1,673		
То:	15201-48404	Machinery & Equipment	1,673		
	Sep 27, 2013 Date Requested	Department Director or Supervisor - Sig	gnature		
		Print Name Cheryl Hancin			
	ルピマル3 Date Reviewed	Chief Financial Officer			
1	Date Approved	First Selectman			
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#### General Fund

Departmer	nt: Parks & Recreation				
Reason for Request:	Cost for replacement of office furniture (broken desk, credenza and shelving unit)				
Reason for Available Funds:	Funds budgeted for Dept. instead at no c	stage rental were not used. A stage was borrov ost.	ved from the Facilities		
From:	Account Numbe	r Account Name	Amount		
	15201-44237	Equipment Rental	768		
То:	15201-48416	Office Equipment	768		
	Sep 27, 2013				
	Date Requested	Print Name   Cheryl Hancin	gnature 		
	Date Reviewed	Chief Financial Officer			
	Date Approved	Board of Selectmen Clerk	937944		
	Date Approved	Board of Finance Clerk			

# General Fund

Departmer	nt: Parks & Recreation				
Reason for Request:	Purchase of items to assist with holding registration outside of the office (folding table & extension cords)				
Reason for Available Funds:		tant position was vacant for a year.	A Private de a collection de la collecti		
From:	Account Numbe	r Account Name	Amount		
	15201-40101	Regular Payroll	209		
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	,	,			
To:	15201-42301	Office Supplies	209		
	photographics and a color of A of a figure is not so significance is discovered for some superior so		egeneralizaritanse insattajular trodukturor masausas ad eta dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili dilikustikki jitti kirili ki		
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	11/1/13	The Mass			
	Date Reviewed	Chief Financial Officer			
	11/12/2	la			
	Date Approved	First Selectman			
	Date Approved	Board of Selectmen Clerk			
	Date Approved	Roard of Finance Clork			

#### General Fund

Departmen	t: Parks & Recreation		
Reason for Request:	anticipated due to ir	ontracted software is transaction based, Costs v ncreased transactions. et rentals for Town-wide Special Events	were higher than
Reason for Available Funds:	1	tant position was vacant for a year.	
From:	Account Numbe	r Account Name	Amount
	15201-40101	Regular Payroll	1,138
		phartee are conducted and an interference	
			1
То:	15201-44223	Service Contracts	1,138
		1	
	Sep 27, 2013	0	
'	Date Requested	Department Director or Supervisor - Sig	gnature
		Print Name Cheryl Hancin	
ĺ	11/7/13	In March	>
r	Date Reviewed	Chief Financial Officer	
	Date Approved	First Selectman	
- Community	Date Approved	Board of Selectmen Clerk	
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#### General Fund

Departmer	nt: Parks & Recreation		
Reason for Request:		ration staff to cover programs, weekend commisst increased as town car was no longer availab	
Reason for Available Funds:		ant Position Vacant for 1 year	
From:	Account Number	r Account Name	Amount
	15201-40101	Regular Payroll	2,733
		]	
То:	15201-43213	Mileage, Training, Meetings	2,733
			general new annium pour consistence de region d'annium aux nouve par pour primer de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la comme de la com
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		First Selectman	
ı	Date Approved	Board of Selectmen Clerk	
	Date Approved	Board of Finance Clerk	

#### **Town of Colchester Interoffice Memorandum**

To: Gregg Schuster, First Selectman

From: James Paggioli, L.S., Director of Public Works

CC:

Date: November 13, 2013

Re: Tree Warden Appointment - John Jones

In accordance with State of Connecticut General Statute Chapter 451, Sec. 23-58, the Town of Colchester is required to appoint a Tree Warden. Previously, the position was held by Mr. Kevin Kelly as a part of the Director of Operations position of the Department of Public Works. In the interim since Mr. Kelly's departure, the duties were being conducted under the Department of Public Works under the Director's oversight, with both Mr. John Jones acting as the primary contact and with assistance for Mr. Jay Gigliotti until such time that Mr. Jones had passed the necessary course work and testing required to become the official Tree Warden of the Town of Colchester. As of November 5, 2013, Mr. Jones has successfully passed the 2013 Tree Warden School Exam and is eligible to be appointed to the position. I highly recommend his appointment by the Board of Selectman to said position. A summary of the duties of a Tree Warden are included within and Mr. Jones' notice of successfully passing his exam are attached.

Proposed Motion: That the Board of Selectman hereby appoint Mr. John Jones as the Tree Warden of the Town of Colchester in accordance with State of Connecticut General Statute Chapter 451, Sec. 23-58.

Sec. 23-58. Tree wardens; appointment; compensation; supervision. The selectmen of each town, except those having cities with coextensive boundaries within their limits, which cities have an officer with similar duties to those of a tree warden who in fact assumes control of all the territory embraced within their limits, and the warden or burgesses of each borough shall, within thirty days of their election, appoint a town or borough tree warden, as the case may be. Such tree wardens shall be appointed for the term of one year and until their successors are appointed and have qualified. Any tree warden may appoint such number of deputy tree wardens as he deems expedient and he may, at any time, remove them from office. A town or borough tree warden and his deputies shall receive for their services such reasonable compensation, from the town or borough, as the town or borough may determine or, in default of such determination, as the selectmen or borough warden prescribes.

Sec. 23-59. Powers and duties of wardens. The town or borough tree warden shall have the care and control of all trees and shrubs in whole or in part within the limits of any public road or grounds and within the limits of his town or borough, except those along state highways under the control of the Commissioner of Transportation and except those in public parks or grounds which are under the jurisdiction of park commissioners, and of these the tree warden shall take the care and control if so requested in writing by the park commissioners. Such care and control shall extend to such limbs, roots or parts of trees and shrubs as extend or overhang the limits of any such public road or grounds. The tree warden shall expend all funds appropriated for the setting out, care and maintenance of such trees and shrubs. The tree warden shall enforce all provisions of law for the preservation of such trees and shrubs and of roadside beauty. The tree warden shall remove or cause to be removed all illegally erected signs or advertisements, placed upon poles, trees or other objects within any public road or place under the tree warden's jurisdiction. The tree warden may prescribe such regulations for the care and preservation of such trees and shrubs as the tree warden deems expedient and may provide therein for a reasonable fine for the violation of such regulations; and such regulations, when approved by the selectmen or borough warden and posted on a public signpost in the town or borough, if any, or at some other exterior place near the office of the town or borough clerk, shall have the force and effect of town or borough ordinances. Whenever, in the opinion of the tree warden, the public safety demands the removal or pruning of any tree or shrub under the tree warden's control, the tree warden may cause such tree or shrub to be removed or pruned at the expense of the town or borough and the selectmen or borough warden shall order paid to the person performing such work such reasonable compensation therefor as may be determined and approved in writing by the tree warden. Unless the condition of such tree or shrub constitutes an immediate public hazard, the tree warden shall, at least ten days before such removal or

pruning, post thereon a suitable notice stating the tree warden's intention to remove or prune such tree or shrub. If any person, firm or corporation objects to such removal or pruning, such person, firm or corporation may appeal to the tree warden in writing, who shall hold a public hearing at some suitable time and place after giving reasonable notice of such hearing to all persons known to be interested therein and posting a notice thereof on such tree or shrub. Within three days after such hearing, the tree warden shall render a decision granting or denying the application, and the party aggrieved by such decision may, within ten days, appeal therefrom to the superior court for the judicial district within which such town or borough is located. The tree warden may, with the approval of the selectmen or borough warden, remove any trees or other plants within the limits of public highways or grounds under the tree warden's jurisdiction that are particularly obnoxious as hosts of insect or fungus pests.

Sec. 23-60. Appropriations. Public trees; removal. Each town, city or borough may appropriate annually a suitable sum to be expended by the town tree warden, borough tree warden, city forester or other similar officer, in the planting, trimming, spraying, care and preservation of shrubs or ornamental or shade trees within the limits of any public highway or grounds under his control and, at the discretion of the tree warden or other similar officer and with the written consent of the owner thereof, upon land adjoining such highway or grounds, if not more than ten feet therefrom, for the purpose of shading or ornamenting such highway or grounds. All shrubs and trees planted under the provisions of this section shall be deemed public shrubs and trees and shall be under the care and control of the tree warden, city forester or other similar officer and may be removed only upon a written permit from him.



# University of Connecticut College of Agriculture and Natural Resources

Department of Extension Hartford County Extension Center

November 5, 2013

To: John Jones

Re: 2013 Tree Warden School Exam Results

Dear John:

Congratulations! I am able to let you know you passed the 2013 Tree Warden School Exam. (People needed to do 70% or better to pass.)

I have enclosed a photocopy of your exam; the original exam will remain with me on file. I (or someone from the Tree Wardens' Association from Connecticut) will also be in touch with you at a later date to let you know of upcoming continuing education opportunities to help you in your duties.

Let me know if you have any questions or concerns.

Sincerely,

Robert M. Ricard, Ph.D., CF

**UConn Extension** 

Robert.ricard@uconn.edu

An Equal Opportunity Employer and Program Provider

1800 Asylum Avenue West Hartford, Connecticut 06117-2600

Telephone: (860) 570-9010 Facsimile: (860) 570-9008 web: www.extension.uconn.edu



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### Department of Fire and **Emergency Medical Services**

To: Town of Colchester Board of Selectmen

Date: November 21, 2013

From: Colchester FD

**Chief Walt Cox** 

Subject: Approval of Federal Grant Opportunity

Assistance to Firefighters Grant (AFG) DHS FEMA

We have the opportunity to apply for this federal grant to purchase needed protective clothing for Emergency Medical Service and Firefighter Members of the Colchester Fire Department.

This purchase would supply new protective clothing for:

- 25 EMS Members
- 16 Firefighters
- 30 Rope Escape(Bailout) Systems

Included in this purchase request are rope escape (bailout) systems for our firefighters who while in their duty to provide fire suppression within a structure may have to on their own vacate quickly in a lifethreatening situation.

The total cost for the purchase is \$132,027.00

This is 95% federal cost and 5% town cost share based on Colchester's current population is under 20,000 residents. The Town of Colchester would be obligated to pay \$6602.00

The time frame for award could be anywhere from six-months to a year from the deadline of application which is Friday December 6, 2013 5pm.

Motion: For the Town of Colchester Board of Selectmen

To approve the Colchester Fire Department to submit a federal grant for the purpose of purchasing protective clothing for EMS and Firefighter Members including the firefighter rope escape (bailout) systems. The total cost of this purchase is \$132,027.00

The Town of Colchester is obligated to pay 5% of this amount which equals \$6602.00

The deadline for submittal is Friday December 6, 2013 5pm.



127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

#### **MEMO**

To: Board of Selectman

From: Cheryl Hancin

Date: Nov 13, 2013

Re: Modification to the Sport League

On November 4, 2013 the Parks and Recreation Commission reviewed the Sport League Endorsement Policy and Application. The old policy did not include enough information. It did not include non-profit status and did not address that indoor leagues also receive scheduling benefits. The Parks and Recreation Commission recommend the following changes (See attachment):

#### The Old language for Eligibility:

Did not include that a group had to be a Non-profit organization.

#### The New language for Eligibility:

• Non-profit organization

#### The Old language for Endorsement Benefits:

Primary access to field scheduling

#### The New language for Endorsement Benefits:

Primary access to scheduling, where applicable.

#### **Recommended Motion**

Motion for BOS to accept the language change and addition to the Sport Endorsement Policy and Application.

# Colchester Parks & Recreation Sport League Endorsement Application (Approved on 11/4/13 by the Parks and Recreation Commission)

Name of Organization:	
	<u>_</u>
Phone (Day):	Phone (Evening):
Email:	
that the league meets (or will meet pri	f the listed league, request Endorsement of the league, and do hereby testify or to the start of the season) all requirements of being an endorsed league, as nent Policy, including, but not limited to:
<ul> <li>For adult leagues, at least 50 or employed in Colchester.</li> <li>Established policies that prosports only)</li> </ul>	75% of league participants must be Colchester residents. 0% of league participants must be Colchester residents or taxpayers, omote proper youth development as primary goal of league. (youth irements are over and above standard field use policies.
Commission through the De Initial NYSCA certification	ar meeting agendas and minutes to the Parks & Recreation epartment.  To of all coaches. (youth sports only) oaches, and volunteers who have direct contact with children. (youth
Authorized Representative:	
Title:	
Affiliation:	
	Date:
	For Office Use Only
	Date Received:
	P&R Comm: Approved Denied
	League Notified:

#### Colchester Parks & Recreation Sport League Endorsement Policy

(Approved on the November 4, 2013 by Parks and Recreation Commission)

#### Mission:

To encourage and promote youth development and adult recreation as the primary goals of community sports programs, and to facilitate the responsible use of fields and facilities.

#### Eligibility\*:

- Non-profit organization
- For youth leagues, at least 75% of league participants must be Colchester residents.
- For adult leagues, at least 50% of league participants must be Colchester residents or taxpayers, or employed in Colchester.
- Established policies that promote proper youth development as primary goal of league. (youth sports only)
- \* Endorsed eligibility and requirements are over and above standard field use policies.

#### Requirements:

- Submission of league regular meeting agendas and minutes to the Parks
   Recreation Commission through the Department.
- Initial NYSCA certification of all coaches. (youth sports only)
- Background checks of all coaches, and volunteers who have direct contact with children. (youth sports only)

#### Benefits:

- Free use of fields.
- Primary access to scheduling, where applicable.

#### **Procedure for Endorsement:**

- Initial application to Parks & Recreation Commission (PRC).
- Re-approval every 3 years, or sooner if change in league leadership.
- PRC member may serve as liaison to endorsed league.



127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

#### **MEMORANDUM**

To:

**Board of Selectmen** 

Cc:

From:

Gregg Schuster, First Selectman

Date:

11/21/13

Re:

2014 Board and Commission Chairmen Meeting Schedule

The following regular meeting schedule is recommended for 2014. All meetings will take place prior to the regular Board of Selectmen meeting for that evening.

January 16 April 17 July 17 October 16

Recommended motion – "Move to adopt the Board and Commission Chairmen 2014 meeting schedule as recommended by the First Selectman."



127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

#### **MEMORANDUM**

To:

**Board of Selectmen** 

Cc:

From:

Gregg Schuster, First Selectman

Date:

11/21/2013

Re:

2014 Board of Selectmen Regular Meeting Schedule

The following regular meeting schedule is recommended for 2014. All regular meetings are the first and third Thursday of each month.

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

Recommended motion – "Move to adopt the Board of Selectmen 2014 meeting schedule as recommended by the First Selectman."



127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

#### **MEMORANDUM**

To:

**Board of Selectmen** 

cc:

From:

Gregg Schuster, First Selectman

Date:

11/18/13

Re:

**Employee Evaluation Process** 

The subject of the employee evaluation process was brought up at our last meeting. This memo describes the process and potential salary implications.

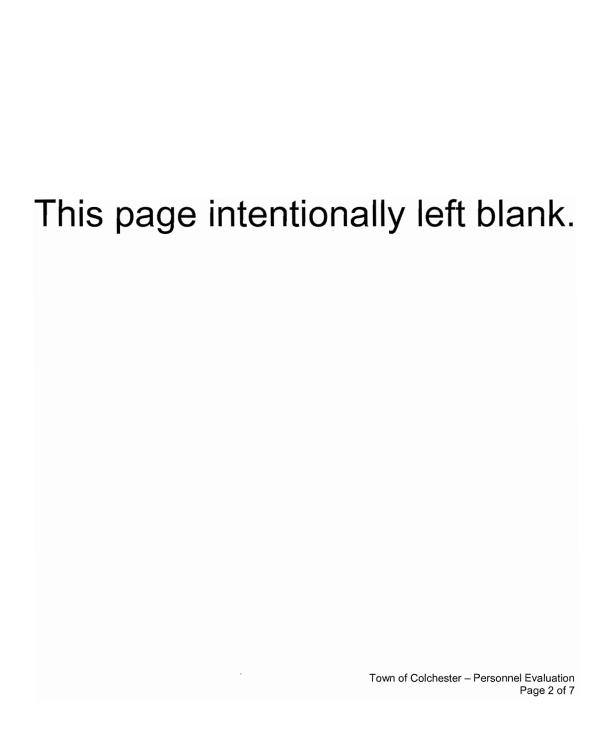
Employees are typically given their annual evaluation between April and June. The timing for some employees is dictated by union contract and is discretionary for other employees. Evaluations have no impact on contractual salary increases for union employees. Evaluations do have an impact on proposed salary increases of non-union employees.

As the non-union evaluations are conducted around the same time that the proposed budget is in the final stages of being sent to the voters, it is difficult to include salary recommendations. However, if the annual evaluations of non-union employees were to shift to the end of the calendar year, salary recommendations can be done as part of the budget approval process rather than after adoption of the budget.

The standard evaluation form used for most employees is attached.

# TOWN OF COLCHESTER, CONNECTICUT ADMINISTRATOR PERSONNEL EVALUATION

Er	MPLOYEE IN	FORMATION				
En	nployee Name	:			Date:	
Ev	aluation Perio	d From:	to			:
De	partment:				Job Title: _	
Ev	aluator Name:				Position:	
Ту	pe of Review:	☐ Annual	☐ Intermediate	☐ Prol	oationary	☐ Other
su	pervisor Sec	tion B. After b	ted annually using this tooth parties have compland supervisor must sig	leted this fo	rm, a meeting	complete Section A and the g will be scheduled to discuss the
				ECTION pleted by E	-	
1.	ACCOMPL	SHMENTS - i	ndicate progress toward	ds and/or c	ompletion of j	ob related goals:
					_	
2.	JOB GOALS	3 — list specific	c job related goals for t	he uncomin	g vear short	and/or long term:
<i></i>		·		,		
	(a)					
	(b)					
	(a)					
	(c)					
3.		GOALS — List y next three to fi		ny specific	assignments	for which you have a preference
	-					



EMPLOYEE NAME:	

#### **SECTION B**

(to be completed by Supervisor)

Read each of the performance criteria and definitions carefully. Circle one rating in each area. Make the necessary comments to accurately reflect and support your evaluation. Any rating below or above "SA" must be justified in the appropriate comment section. Use an attachment if more space is needed.

All evaluations must be objective in that it eliminates personal prejudices, bias, or favoritism. Disregard all general impressions when evaluating specific factors. All evaluations must be based on demonstrated performance and observed characteristics. Use factual records, including performance standards, whenever possible.

Evaluate the employee on performance throughout the entire evaluation period. Do not evaluate on single accomplishments, failures, or most recent performance. Do not confuse performance with seniority. An employee with a short service record may be doing a more effective job than an employee with longer service.

	US	Fails to set goals	
(1)	NI	Sets goals when directed	
, ,	SA	Sets readily attainable goals	
GOAL SETTING	EE	Sets aggressive but attainable goals	
	OS	Sets highly challenging but realistic goals	
COMMENTS:			

	US	Knows only the essentials of routine matters
(2)	NI	Knowledge adequate for present job, but not informed on related work
(2)	SA	Satisfactory knowledge of present job, with sufficient knowledge of related jobs to effect good coordination
Job Knowledge	EE	Well informed on details of own job and essential factors of related jobs
	os	Outstanding knowledge on all phases of own and related work

COMMENTS:

	US	Unwilling to be held accountable. Entirely dependent. Noncommittal.
(3)	NI	Often avoids responsibilities. Reluctant to be committed or to be held accountable.
ACCEPTING	SA	Accepts responsibility to a satisfactory degree. Willing to accept risk of authority and to be held accountable.
RESPONSIBILITY	EE	Willing to make commitments and to assume full responsibility for all activities under direct control.
	os	Make commitments and assumes full responsibility including activities not under direct control.
COMMENTS:	•	

COMMENTS:

	US	Work frequently shows lack of proper planning.
(4)	NI	Seems to understand value of planning but needs assistance with routine work.
ABILITY TO PLAN AND	SA	Plans routine work satisfactorily but is sometimes not effective with unusual situations.
ORGANIZE	EE	Plans difficult work in an excellent manner and meets emergency situations promptly.
	os	Highly competent in organizing and directing complicated procedures and operations.

COMMENTS:

(5)	US	Exercises poor judgment. Makes rash decisions or unwilling to make decisions.
(3)	NI	Noncommittal or inclined to snap judgment. Decisions of marginal value.
JUDGMENT AND	SA	Exercises good judgment. Decisions reasonably prompt and accurate.
DECISIVENESS	EE	Exercises excellent judgment. Decisions generally prompt and accurate.
	os	Decisions prompt and accurate.

COMMENTS:

	US	Does not know status of expense, schedule, or assignments.
	NI	Does not adequately control expense, schedule, or assignments.
(6)	SA	Maintains satisfactory control of expense, schedule, or assignments.
CONTROL OF OPERATIONS	EE	Maintains consistent expense controls and performs trade off on expense and schedule or assignments in all areas with advance notice of unfavorable performance in either.
	os	Excellent control of all factors of his/her operations (expense, scheduling, and personnel assignments).
COMMENTS:		

	US	Does not assume any responsibility for quality of work performed.
	NI	Shows little or no interest in improving quality of work performed.
(7)	SA	Does a satisfactory job of accepting responsibility for quality of work performed.
QUALITY ASSURANCE	EE	Willing to make commitments and assume full responsibility towards improving quality performance.
	os	Aggressively pursues quality leadership in products and services. Decisions and actions are bsed on improving quality culture and making the Town a recognized quality leader.

COMMENTS:

	US	Complacent. Does things as they have always been done.	
(8)	NI	Makes some effort to change if directed.	
ABILITY TO IMPROVE METHODS	SA	Improves methods when need is apparent.	
	EE	Resourceful. Constantly improving ways to do things.	
	os	Highly innovative. Outstanding in improving methods regardless of obstacles.	

COMMENTS:

	US	Obstructionist. Thinks only of his/her own unit.		
(9) ABILITY TO COOPERATE WITH OTHERS	NI	Difficult to secure his/her cooperation.		
	SA	Will cooperate when the need is great.		
	EE	Cooperative. Willing to help out other activities.		
	OS	Exceptionally cooperative.		
COMMENTS:				
Overa	LL EVAL	LUATION SUMMARY OS EE SA US NI NA		
		* Explain below		
GENERAL COMMENTS:				
		<del></del>		
ACHIEVEMENT OF GOALS SIN	CE LAST E	EVALUATION:		
<u> </u>				

GOALS FOR NEXT EVALUATION:	
(1)	
	<del></del>
(2)	
(2)	
(3)	
*******************************	***********
I understand that my signature on this evaluation does not mean discussed it with my supervisor and have received a copy.	n that I agree with this evaluation, but that I have
EVALUATOR SIGNATURE:	DATE:
EMPLOYEE SIGNATURE:	DATE:
-	
EMPLOYEE COMMENTS:	