

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

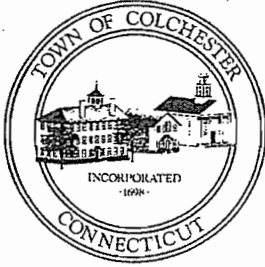
**Board of Selectmen Agenda
Regular Meeting
Thursday, November 21, 2013
Colchester Town Hall**

Meeting Room 1

RECEIVED
COLCHESTER, CT
2013 NOV 18 PM 3:19
NANCY A. BRAY
TOWN CLERK
Nancy A. Bray

1. Call to Order
2. 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
 - a. Discussion on Ordinance Interpretation regarding Genea Bell serving another term on the Ethics Commission
 - b. Commission on Aging - Susan Choma to be Interviewed
 - c. 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)

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
15. 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**

RECEIVED
COLCHESTER, CT
2013 NOV - 8 PM 3:49
NANCY A. BRAY
TOWN CLERK

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

6. 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

1. Daniel Henderson was interviewed at the previous meeting.
2. Beverly Popowich was interviewed at the previous meeting.
3. Erin Rowllins 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

**14. 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 6th 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 **not** 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

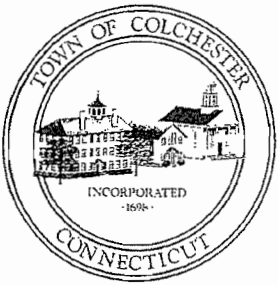
The questions the board have are:

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?

Thanks,

Gregg

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. Choma

Address: 27 Granite Court Colchester, CT. 06415

Home Phone: 860.531.9132 Email Sfchoma@yahoo.com FAX: _____

Work Phone: - Email - Town Residency 7mos. Years _____

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Commission on Aging

Educational Background: List name and location of school, # of years attended, Subjects/Major, Did you graduate?

High School: Manchester High School, Manchester, Conn.
4 years College Preparatory Graduated

College: 1. Manchester Community College Manchester, Conn. 2 years (part time)
Liberal arts - no degree
2. Ohio State University, Wooster Campus, Wooster, Ohio 2 years
Floriculture and Greenhouse Management - AAS degree
3. University of Vermont, Burlington, Vermont - 1 year - B.S. degree
Vocational Education

Trade, Business Or Correspondence 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 Ohio I was a library technician, teacher's assistant, and finally substitute teacher.

Are you capable of making the commitment of time necessary to serve on this Board or Commission? yes

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. As an active senior myself, I am interested in the well being and quality of life for our seniors in Colchester.

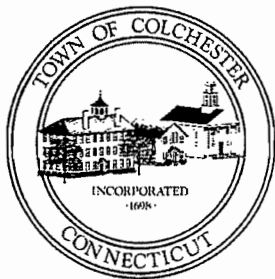
Do you have any experience or familiarity with this area? see above

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: Susan 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)

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: First Selectman - Legal

Reason for Request: Legal costs associated with: 1) energy project lease financing documents, 2) animal control/canine disposal order matter including administrative hearings, and 3) assessment appeals (revaluation and other).

Reason for Available Funds: Various - see detail listing

From:

Account Number	Account Name	Amount
Various - see detail	Various - see detail listing	60,610

To:

11201-44203	Legal	60,610

Nov 12, 2013
 Date Requested Department Director or Supervisor - Signature

Print Name Gregg Schuster, First Selectman

11/12/13
 Date Reviewed Chief Financial Officer

11/13/13
 Date Approved First Selectman

 Date Approved Board of Selectmen Clerk

 Date Approved Board of Finance Clerk

Town of Colchester
Budget Transfer - Legal

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

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

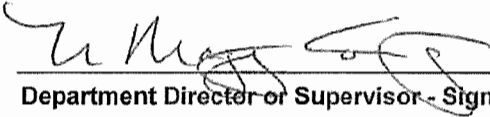
Reason for Available Funds:

From:

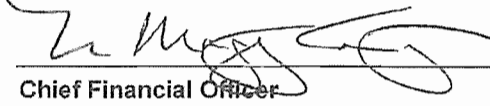
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<input type="text" value="15401-40101"/>	<input type="text" value="Senior Center - Regular Payroll"/>	<input type="text" value="12,810"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

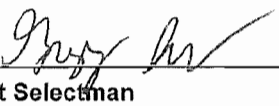
To:

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<input type="text" value="11301-41230"/>	<input type="text" value="Finance - FICA & Retirement"/>	<input type="text" value="1,394"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>


Date Requested Department Director or Supervisor - Signature

Print Name


Date Reviewed Chief Financial Officer


Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

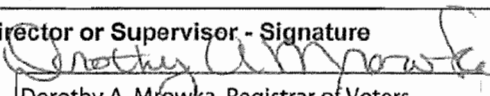
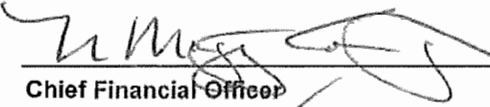
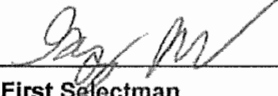
Department: Elections

Reason for Request: FICA/Medicare costs associated with Poll workers - double primary in August (all 3 polling locations), and unanticipated recount of Town budget referendum vote. Transfer previously submitted and approved to cover additional wages for poll workers.

Reason for Available Funds: Funds were budgeted for cleaning of voting machines. In July, the Secretary of State's Office decided to pay for the cleaning for 1 more year for all Towns.

From:	Account Number	Account Name	Amount
	11601-44208	Professional Services	182

To:	11601-41230	FICA/Medicare	182

11/7/13	See below
Date Requested	Department Director or Supervisor - Signature
	
	Print Name Dorothy A. Mrowka, Registrar of Voters
11/7/13	Chief Financial Officer
	
11/13/13	First Selectman
	
	Board of Selectmen Clerk
	Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: Elections

Reason for Request: Monthly telephone charges for phone line in Town Hall meeting rooms (polling location)

Reason for Available Funds: Funds were budgeted for cleaning of voting machines. In July, the Secretary of State's Office decided to pay for the cleaning for 1 more year for all Towns.

From:	Account Number	Account Name	Amount
	11601-44208	Professional Services	202

To:	Account Number	Account Name	Amount
	11601-45216	Telephone	202

11/2/13 See below
 Date Requested Department Director or Supervisor - Signature
 Print Name Dorothy A. Mrowka, Registrar of Voters

11/2/13
 Date Reviewed [Signature]
 Chief Financial Officer

11/13/13
 Date Approved [Signature]
 First Selectman

 Date Approved Board of Selectmen Clerk

 Date Approved Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: 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).

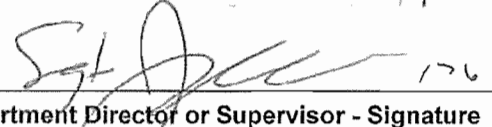
Reason for Available Funds: Contingency funds included in adopted budget.

From:


Account Number	Account Name	Amount
11110-50900	Contingency	35,771

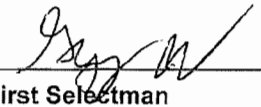
To:

12101-40103	Police - Overtime	35,771

11/12/13 
Date Requested Department Director or Supervisor - Signature

Print Name Joseph Mercer, Resident Trooper Supervisor

11/12/13 
Date Reviewed Chief Financial Officer

11/13/13 
Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:


From:

Account Number	Account Name	Amount
<input type="text" value="12301-42301"/>	<input type="text" value="Office Supplies"/>	<input type="text" value="109"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:


<input type="text" value="12301-42340"/>	<input type="text" value="Other Purchased Supplies"/>	<input type="text" value="109"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested



Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="12301-44223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="37"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="12301-45216"/>	<input type="text" value="Telephone"/>	<input type="text" value="37"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested


 Department Director or Supervisor - Signature

Print Name

Date Reviewed


 Chief Financial Officer

Date Approved


 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13201-42340	Other Purchased Supplies	5,211


To:	Account Number	Account Name	Amount
	13201-44208	Professional Services	5,211

Date Requested

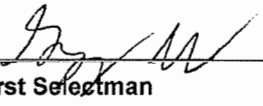

 Department Director or Supervisor - Signature

Print Name

Date Reviewed


 Chief Financial Officer

Date Approved


 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:

Account Number	Account Name	Amount
<input type="text" value="13201-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="188"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

<input type="text" value="13201-40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="188"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

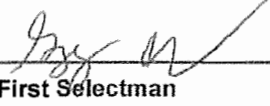

 Department Director or Supervisor - Signature

Print Name

Date Reviewed


 Chief Financial Officer

Date Approved


 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13202-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="55"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="13202-40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="55"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested


Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk


Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

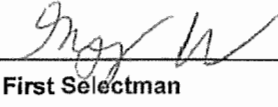
Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13202-42223	Service Contracts	200
	13202-46226	Building Repair	553
	13202-48404	Machinery & Equipment	700
To:	13202-43213	Mileage Training Meetings	400
To:	13202-46224	Equipment Repairs	1,853


Date Requested Department Director or Supervisor - Signature

Print Name


Date Reviewed Chief Financial Officer


Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13202-42223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="883"/>
	<input type="text" value="13202-45221"/>	<input type="text" value="Fuel/Heating"/>	<input type="text" value="1,490"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="13202-45622"/>	<input type="text" value="Electricity"/>	<input type="text" value="2,373"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

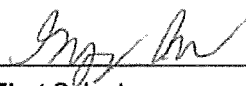

Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:


From:

Account Number	Account Name	Amount
13202-42323	Protective Clothing & Safety Equip.	103

To:


13202-46390	Vehicle Maintenance & Fuel	103

Date Requested


 Department Director or Supervisor - Signature

Print Name

Date Reviewed


 Chief Financial Officer

Date Approved


 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:

Account Number	Account Name	Amount
<input type="text" value="13202-42223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="34"/>
<input type="text" value="13202-42223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="87"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

<input type="text" value="13202-44208"/>	<input type="text" value="Professional Services"/>	<input type="text" value="34"/>
<input type="text" value="13202-44238"/>	<input type="text" value="Uniform Rentals"/>	<input type="text" value="87"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested Department Director or Supervisor - Signature

Print Name

Date Reviewed Chief Financial Officer

Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:


Reason for Available Funds:

From:

Account Number	Account Name	Amount
<input type="text" value="13203-44237"/>	<input type="text" value="Equipment Rental"/>	<input type="text" value="390"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

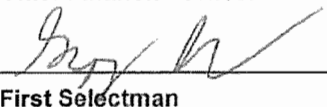
To:

<input type="text" value="13203-42323"/>	<input type="text" value="Protective Clothing & Safety Equipment"/>	<input type="text" value="390"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>


Date Requested Department Director or Supervisor - Signature

Print Name


Date Reviewed Chief Financial Officer


Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13203-42334	Equipment Repairs	412

To:	Account Number	Account Name	Amount
	13203-42340	Building Repairs	412

Date Requested


 Department Director or Supervisor - Signature

Print Name

Date Reviewed


 Chief Financial Officer

Date Approved


 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

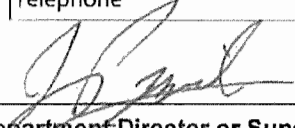
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13203-42334"/>	<input type="text" value="Grounds Maintenance Supplies"/>	<input type="text" value="1,366"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="13203-42340"/>	<input type="text" value="Operating Supplies"/>	<input type="text" value="922"/>
	<input type="text" value="13203-44238"/>	<input type="text" value="Uniform Rentals"/>	<input type="text" value="350"/>
	<input type="text" value="13203-45216"/>	<input type="text" value="Telephone"/>	<input type="text" value="94"/>

Date Requested


Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

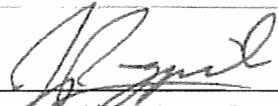
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13203-40105"/>	<input type="text" value="Contractor-Temporary Occasional"/>	<input type="text" value="2,817"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

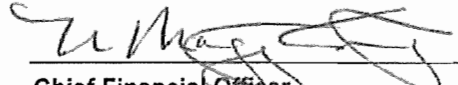
To:	Account Number	Account Name	Amount
	<input type="text" value="13203-40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="2,817"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

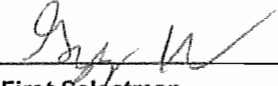

Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

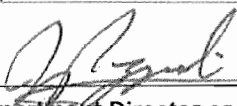
Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department:

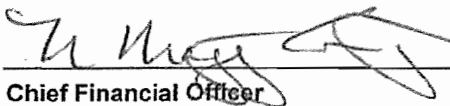
Reason for Request:

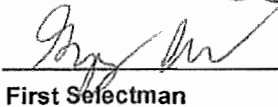
Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13201-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="25,297"/>
	<input type="text" value="13201-42340"/>	<input type="text" value="Other Purchased Supplies"/>	<input type="text" value="8,100"/>
	<input type="text" value="13204-42333"/>	<input type="text" value="Sand Salt & Gravel"/>	<input type="text" value="5,390"/>
	<input type="text" value="13204-42340"/>	<input type="text" value="Other Purchased Supplies"/>	<input type="text" value="11,700"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
To:	<input type="text" value="13204-44208"/>	<input type="text" value="Professional Services"/>	<input type="text" value="50,487"/>

Date Requested  Department Director or Supervisor - Signature

Print Name

Date Reviewed  Chief Financial Officer

Date Approved  First Selectman

Date Approved _____ Board of Selectmen Clerk

Date Approved _____ Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

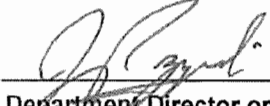
Reason for Available Funds:

From:


Account Number	Account Name	Amount
<input type="text" value="13201-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="16,463"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

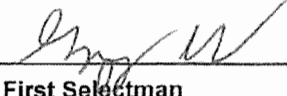
To:

<input type="text" value="13204-40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="15,543"/>
<input type="text" value="13204-41230"/>	<input type="text" value="FICA"/>	<input type="text" value="920"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested  Department Director or Supervisor - Signature

Print Name

Date Reviewed  Chief Financial Officer

Date Approved  First Selectman

Date Approved _____ Board of Selectmen Clerk

Date Approved _____ Board of Finance Clerk


Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

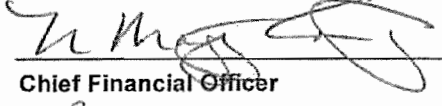
Reason for Request:

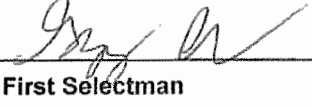
Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13205-46390"/>	<input type="text" value="Vehicle Maintenance and Fuel"/>	<input type="text" value="600"/>
	<input type="text" value="13205-45216"/>	<input type="text" value="Telephone"/>	<input type="text" value="790"/>
	<input type="text" value="13205-41230"/>	<input type="text" value="FICA"/>	<input type="text" value="710"/>
To:	<input type="text" value="13205-44226"/>	<input type="text" value="Building Repairs"/>	<input type="text" value="2,100"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>


Date Requested Department Director or Supervisor - Signature

Print Name


Date Reviewed Chief Financial Officer


Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13203-46390	Vehicle Maintenance and Fuel	7,482

To:	Account Number	Account Name	Amount
	13205-44223	Service Contracts	7,482

Date Requested

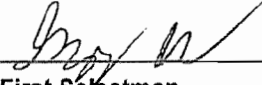

Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation


Department:

Reason for Request:

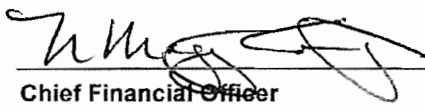
Reason for Available Funds:

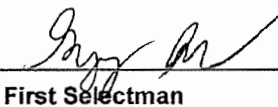
From:	Account Number	Account Name	Amount
	<input type="text" value="13205-44231"/>	<input type="text" value="Advertising"/>	<input type="text" value="499"/>
	<input type="text" value="13205-42331"/>	<input type="text" value="Custodial / Maintenance Supplies"/>	<input type="text" value="68"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	<input type="text" value="13205-42332"/>	<input type="text" value="Paint and Paint Supplies"/>	<input type="text" value="567"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>


 Date Requested Department Director or Supervisor - Signature

Print Name


 Date Reviewed Chief Financial Officer


 Date Approved First Selectman

 Date Approved Board of Selectmen Clerk

 Date Approved Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:


From:

Account Number	Account Name	Amount
13205-45221	Fuel / Heating	3,171

To:


13205-45622	Electricity Non-Heat	3,171

Date Requested

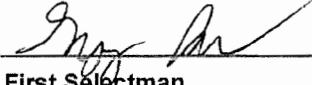

 Department Director or Supervisor - Signature

Print Name

Date Reviewed


 Chief Financial Officer

Date Approved


 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:

Account Number	Account Name	Amount
<input type="text" value="13205-41230"/>	<input type="text" value="FICA & Retirement"/>	<input type="text" value="514"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

<input type="text" value="13205-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="148"/>
<input type="text" value="13205-40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="366"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested Department Director or Supervisor - Signature

Print Name

Date Reviewed Chief Financial Officer

Date Approved First Selectman

Date Approved Board of Selectmen Clerk

Date Approved Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department:

Reason for Request:


Reason for Available Funds:

From:

Account Number	Account Name	Amount
<input type="text" value="13205-42331"/>	<input type="text" value="Custodial and Maintenance Supplies"/>	<input type="text" value="278"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

To:

<input type="text" value="13205-42323"/>	<input type="text" value="Protective Clothing and Safety Equipment"/>	<input type="text" value="278"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested  Department Director or Supervisor - Signature

Print Name

Date Reviewed  Chief Financial Officer

Date Approved  First Selectman

Date Approved _____ Board of Selectmen Clerk

Date Approved _____ Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:


Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13601-44223"/>	<input type="text" value="Service Contracts"/>	<input type="text" value="157"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

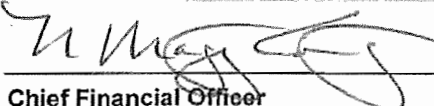
To:	Account Number	Account Name	Amount
	<input type="text" value="13601-44238"/>	<input type="text" value="Uniform Rental"/>	<input type="text" value="157"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

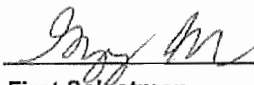

Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Transfer Station -Highway

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 known to be required, offsetting savings within the same line item within the Department was obtained.

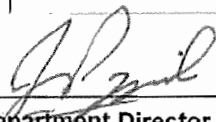
From:

Account Number	Account Name	Amount
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 - Signature

Print Name James Paggioli

11/7/13
Date Reviewed



Chief Financial Officer

11/13/13
Date Approved



First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

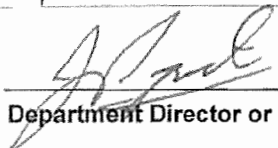
Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	<input type="text" value="13601-40101"/>	<input type="text" value="Regular Payroll"/>	<input type="text" value="1,804"/>
	<input type="text" value="13601-43212"/>	<input type="text" value="Transportation"/>	<input type="text" value="2,431"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

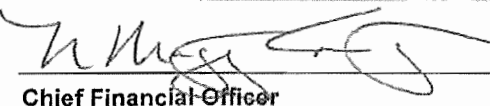
To:	Account Number	Account Name	Amount
	<input type="text" value="13601-40103"/>	<input type="text" value="Overtime"/>	<input type="text" value="4,235"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

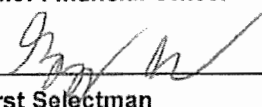

Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department:

Reason for Request:

Reason for Available Funds:

From:	Account Number	Account Name	Amount
	13601-44208	Professional Services	6,365
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

To:	Account Number	Account Name	Amount
	13601-46228	Household Hazardous Disposal	6,365
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Requested

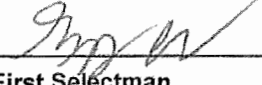

Department Director or Supervisor - Signature

Print Name

Date Reviewed


Chief Financial Officer

Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

Department: Parks & Recreation


Reason for Request: Additional Copies were needed.

Reason for Available Funds: Administrative Assistant position was vacant for a year.

From:	Account Number	Account Name	Amount
	<u>15201-40101</u>	<u>Regular Payroll</u>	<u>35</u>

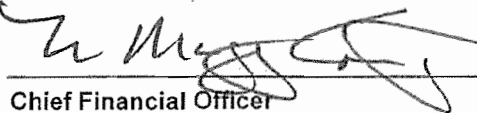
To:	<u>15201-42233</u>	<u>Copier</u>	<u>35</u>

Sep 27, 2013
 Date Requested

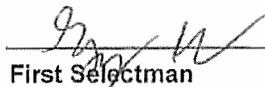

 Department Director or Supervisor - Signature

Print Name Cheryl Hancin

10/10/13
 Date Reviewed


 Chief Financial Officer

11/13/13
 Date Approved


 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
 General Fund
 Budget Transfer/Additional Appropriation

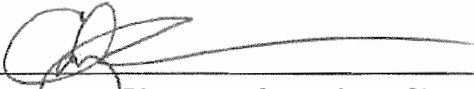
Department: Parks & Recreation

Reason for Request: The fee to print the Colchester Connections increased due to a change in provider when the Norwich Bulletin went under.

Reason for Available Funds: Administrative Assistant position was vacant for a year.


From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	102
To:			
	15201-44232	Printing and Publications	102

Sep 27, 2013
 Date Requested


 Department Director or Supervisor - Signature

Print Name Cheryl Hancin

10/10/13
 Date Reviewed


 Chief Financial Officer

11/13/13
 Date Approved


 First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

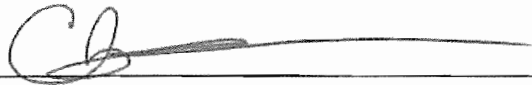
Reason for Request: The telephone use and bills increased and the fees to use WIFI increased

Reason for Available Funds: Administrative Assistant position was vacant for a year.

From:	Account Number	Account Name	Amount
	<u>15201-40101</u>	<u>Regular Payroll</u>	<u>177</u>

To:	Account Number	Account Name	Amount
	<u>15201-45216</u>	<u>Telephone</u>	<u>177</u>

Sep 27, 2013
Date Requested

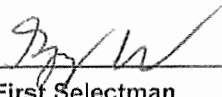

Department Director or Supervisor - Signature

Print Name Cheryl Hancin

10/10/13
Date Reviewed


Chief Financial Officer

11/13/13
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: 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 stage rental were not used. A stage was borrowed from the Facilities Dept. instead at no cost.

From:	Account Number	Account Name	Amount
	<u>15201-44237</u>	<u>Equipment Rental</u>	<u>1,673</u>

To:	Account Number	Account Name	Amount
	<u>15201-48404</u>	<u>Machinery & Equipment</u>	<u>1,673</u>

Sep 27, 2013
Date Requested

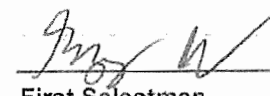

Department Director or Supervisor - Signature

Print Name Cheryl Hancin

11/27/13
Date Reviewed


Chief Financial Officer

11/13/13
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

Reason for Request: Cost for replacement of office furniture (broken desk, credenza and shelving unit)


Reason for Available Funds: Funds budgeted for stage rental were not used. A stage was borrowed from the Facilities Dept. instead at no cost.

From:	Account Number	Account Name	Amount
	<u>15201-44237</u>	<u>Equipment Rental</u>	<u>768</u>

To:	<u>15201-48416</u>	<u>Office Equipment</u>	<u>768</u>

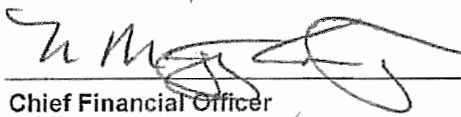
Sep 27, 2013

Date Requested


Department Director or Supervisor - Signature

Print Name Cheryl Hancin

11/7/13
Date Reviewed


Chief Financial Officer

11/13/13
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: 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: Administrative Assistant position was vacant for a year.

From:	Account Number	Account Name	Amount
	<u>15201-40101</u>	<u>Regular Payroll</u>	<u>209</u>

To:	<u>15201-42301</u>	<u>Office Supplies</u>	<u>209</u>

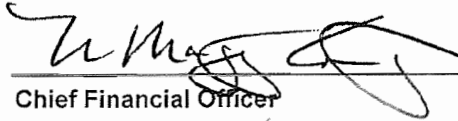
Sep 27, 2013

Date Requested


Department Director or Supervisor - Signature

Print Name Cheryl Hancin

11/7/13
Date Reviewed


Chief Financial Officer

11/13/13
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation


Reason for Request: The fee to use our contracted software is transaction based, Costs were higher than anticipated due to increased transactions.
Cost of portable toilet rentals for Town-wide Special Events

Reason for Available Funds: Administrative Assistant position was vacant for a year.

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	1,138

To:	15201-44223	Service Contracts	1,138

Sep 27, 2013
Date Requested

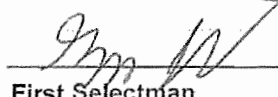

Department Director or Supervisor - Signature

Print Name Cheryl Hancin

11/7/13
Date Reviewed


Chief Financial Officer

11/13/13
Date Approved


First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

Department: Parks & Recreation

Reason for Request: Travel costs by Recreation staff to cover programs, weekend community events and trainings. Mileage cost increased as town car was no longer available for use by Recreation staff.

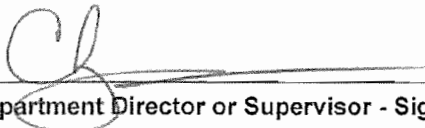
Reason for Available Funds: Administrative Assistant Position Vacant for 1 year

From:	Account Number	Account Name	Amount
	15201-40101	Regular Payroll	2,733

To:	15201-43213	Mileage, Training, Meetings	2,733

Sep 27, 2013


Date Requested


Department Director or Supervisor - Signature

Print Name Cheryl Hancin

11/7/13

Date Reviewed


Chief Financial Officer

11/13/13

Date Approved


First Selectman


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



University of Connecticut
College of Agriculture and Natural Resources

Department of Extension
Hartford County
Extension Center

November 5, 2013

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West Hartford, Connecticut 06117-2600

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



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 life-threatening 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

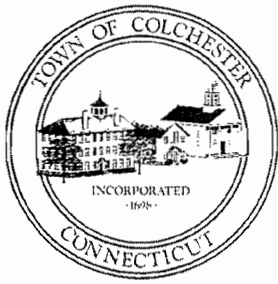
The time frame for award could be anywhere from six-months to a year from the deadline of application which is Friday December 6, 2013 5pm.

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.



Town of Colchester, Connecticut

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: _____

Organization Address: _____

City, State, Zip: _____

Phone (Day): _____ Phone (Evening): _____

Email: _____

I, the undersigned, as representative of the listed league, request Endorsement of the league, and do hereby testify that the league meets (or will meet prior to the start of the season) all requirements of being an endorsed league, as defined in the Sport League Endorsement Policy, including, but not limited to:

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)

Authorized Representative: _____

Title: _____

Affiliation: _____

Signature: _____ 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:

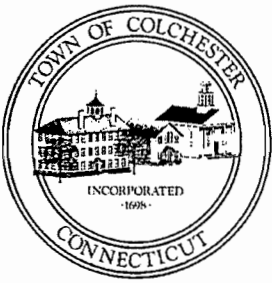
- Submission of league regular meeting agendas and minutes to the Parks & Recreation Commission through the Department.
- Initial NYSCA certification of all coaches. (youth sports only)
- Background checks of all coaches, and volunteers who have direct contact with children. (youth sports only)

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.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

MEMORANDUM

To: Board of Selectmen

Cc:

From: Gregg Schuster, First Selectman *GS*

Date: 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.”



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: 11/21/2013

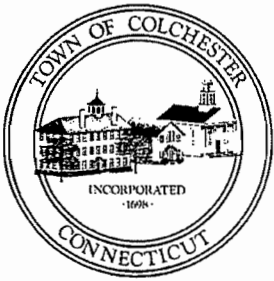
Re: 2014 Board of Selectmen Regular Meeting Schedule

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

January 2
January 16
February 6
February 20
March 6
March 20
April 3
April 17
May 1
May 15
June 5
June 19

July 17
August 7
August 21
September 4
September 18
October 2
October 16
November 6
November 20
December 4
December 18

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



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

MEMORANDUM

To: Board of Selectmen

cc:

From: Gregg Schuster, First Selectman

Date: 11/18/13

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**

EMPLOYEE INFORMATION

Employee Name: _____ Date: _____
Evaluation Period From: _____ to _____ Date of Hire: _____
Department: _____ Job Title: _____
Evaluator Name: _____ Position: _____
Type of Review: Annual Intermediate Probationary Other _____

An evaluation will be completed annually using this form. The employee will complete Section A and the supervisor Section B. After both parties have completed this form, a meeting will be scheduled to discuss the evaluation. Both employee and supervisor must sign and date the form.

SECTION A

(to be completed by Employee)

1. ACCOMPLISHMENTS – indicate progress towards and/or completion of job related goals:

2. JOB GOALS – list specific job related goals for the upcoming year, short and/or long term:

(a) _____

(b) _____

(c) _____

3. CAREER GOALS – List your career goals and any specific assignments for which you have a preference during the next three to five years.

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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.

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

(2) JOB KNOWLEDGE	US	Knows only the essentials of routine matters
	NI	Knowledge adequate for present job, but not informed on related work
	SA	Satisfactory knowledge of present job, with sufficient knowledge of related jobs to effect good coordination
	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:		

(3) ACCEPTING RESPONSIBILITY	US	Unwilling to be held accountable. Entirely dependent. Noncommittal.
	NI	Often avoids responsibilities. Reluctant to be committed or to be held accountable.
	SA	Accepts responsibility to a satisfactory degree. Willing to accept risk of authority and to be held accountable.
	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:		

(4) ABILITY TO PLAN AND ORGANIZE	US	Work frequently shows lack of proper planning.
	NI	Seems to understand value of planning but needs assistance with routine work.
	SA	Plans routine work satisfactorily but is sometimes not effective with unusual situations.
	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) JUDGMENT AND DECISIVENESS	US	Exercises poor judgment. Makes rash decisions or unwilling to make decisions.
	NI	Noncommittal or inclined to snap judgment. Decisions of marginal value.
	SA	Exercises good judgment. Decisions reasonably prompt and accurate.
	EE	Exercises excellent judgment. Decisions generally prompt and accurate.
	OS	Decisions prompt and accurate.
COMMENTS:		

(6) CONTROL OF OPERATIONS	US	Does not know status of expense, schedule, or assignments.
	NI	Does not adequately control expense, schedule, or assignments.
	SA	Maintains satisfactory control of expense, schedule, or assignments.
	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:		

(7) QUALITY ASSURANCE	US	Does not assume any responsibility for quality of work performed.
	NI	Shows little or no interest in improving quality of work performed.
	SA	Does a satisfactory job of accepting responsibility for quality of work performed.
	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 based on improving quality culture and making the Town a recognized quality leader.
COMMENTS:		

(8) ABILITY TO IMPROVE METHODS	US	Complacent. Does things as they have always been done.
	NI	Makes some effort to change if directed.
	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:		

(9) ABILITY TO COOPERATE WITH OTHERS	US	Obstructionist. Thinks only of his/her own unit.
	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:		

OVERALL EVALUATION SUMMARY OS EE SA US NI NA
* Explain below

GENERAL COMMENTS: _____

ACHIEVEMENT OF GOALS SINCE LAST EVALUATION: _____

GOALS FOR NEXT EVALUATION:

(1) _____

(2) _____

(3) _____

I understand that my signature on this evaluation does not mean that I agree with this evaluation, but that I have discussed it with my supervisor and have received a copy.

EVALUATOR SIGNATURE: _____ DATE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

EMPLOYEE COMMENTS: _____

