



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

**Board of Selectmen Agenda
Regular Meeting
Thursday, March 7, 2013
Colchester Town Hall**

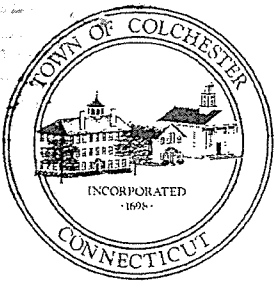
Meeting Room – 7:00PM

HANCY A. BRAY
TOWN CLERK

2013 MAR -5 AM 10:11

RECEIVED
COLCHESTER, CT

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the February 21, 2013 Regular Board of Selectmen Meeting
4. Approve Minutes of the February 27, 2013 Special Board of Selectmen Meeting
5. Citizen's Comments
6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
7. Budget Transfers
8. Tax Refunds & Rebates
9. Discussion and Possible Action on Plan of Conservation and Development
10. Discussion and Possible Action on Personnel Policies
11. Discussion and Possible Action on Employee Time Tracking
12. Discussion and Possible Action on Emergency Plan for Election Day
13. Discussion and Possible Action on FY 2011 State Homeland Security Grant Program
14. Discussion and Possible Action on Hazard Mitigation Plan – Colchester Annex (Resolution)
15. Citizen's Comments
16. First Selectman's Report
17. Liaison Report
18. Executive Session to Discuss Pending Claims and Litigations
19. Adjourn



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

**Board of Selectmen Minutes
Regular Meeting
Thursday, February 21, 2013
Colchester Town Hall**

Meeting Room – 7:00PM

HANCY A. BRAY
TOWN CLERK

2013 FEB 22 PM 12:02

RECEIVED
COLCHESTER, CT

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

MEMBERS ABSENT:

OTHERS PRESENT: Adam Turner, Walter Cox, Nancy Bray, Dot Mrowka, Tricia Coblenz, Joe Mathieu, Tom Tyler, Ryan Blessing, Melissa Roberto, and other citizens.

1. **Call to Order**
G. Schuster called the meeting to order at 7:00 p.m.
2. **Additions to the Agenda**
None.
3. **Approve Revised Minutes of the January 17, 2013 Regular Board of Selectmen meeting**
G. Cordova moved to approve the revised minutes of the January 17, 2013 Regular Board of Selectmen meeting, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
4. **Approve Revised Minutes of the February 6, 2013 Special Tri-Board meeting**
G. Cordova moved to approve the revised minutes of the February 6, 2013 Special Tri-Board meeting, seconded by R. Coyle. J. Ford abstained. All others approved. MOTION CARRIED.
5. **Approve Minutes of the February 7, 2013 Regular Board of Selectmen meeting**
S. Soby moved to approve the minutes of the February 7, 2013 Regular Board of Selectmen meeting, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
6. **Approve Minutes of the February 15, 2013 Special Board of Selectmen meeting**
S. Soby moved to approve the minutes of the February 15, 2013 Special Board of Selectmen meetings, seconded by G. Cordova. R. Coyle abstained. All others approved. MOTION CARRIED.
7. **Citizen's Comments**
V. Kochuk commented on concern of speeding vehicles on Route 16.
C. Bourque commented on Plan of Conservation & Development (POCD) and process of developing succeeding POCD
J. Miller commented in favor of C. Bourque comments.
J. Mathieu commented on development and approval process of POCD.
T. Raccuia (AFSCME Council 4) commented on pending revisions to the Employee Handbook and Personnel Policy and applauded the First Selectman on their working relationship.
D. Wasniewski commented on development process of POCD.
O. Duska commented in favor of previous with regards to POCD and concern over P&Z Commission authority over POCD.
D. Cugno commented in favor of previous comments with regards to POCD.

8. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Commission on Aging. Alternate appointment for a three-year term to expire 12/31/2016. Gary Siddell was interviewed on 02/07/2013.**

R. Coyle moved to appoint Gary Siddell as an alternate to the Commission on Aging for a three-year term to expire 12/31/2016, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
 - b. **Police Commission. Member appointment to fill a vacancy that expires 11/30/2014. Steven Caron to be interviewed.**

Steven Caron was interviewed.
 - c. **Police Commission. Member appointment to fill a vacancy that expires 11/30/2014. Scott Ignazio to be interviewed.**

Scott Ignazio was interviewed.
9. **Budget Transfers**

S. Soby moved to approve the supplemental appropriation of \$34,000 from “Use of Unassigned Fund Balance (18501-36250)” to “Fire Department – Contractual, Temp, Occasional Payroll (12202-40105),” seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
10. **Tax Refunds & Rebates**

R. Coyle moved to approve tax refunds in the amount of \$40.00 to Carol Willson, \$92.21 to Francis Englehart, \$154.08 to Daniel or Susan Backus, \$104.25 to Albert Carbonell, \$59.56 to Jon or Frances Williams, \$8.35 to Tracey Wring, \$42.40 to Richard Haagensen, and \$1,503.12 to Daniel Henderson; seconded by G. Cordova. Unanimously approved. MOTION CARRIED.
11. **Discussion and Possible Action on Building Committee Request**

R. Coyle moved to approve the Building Committee request for a supplemental appropriation of \$6,250 from “Use of Unassigned Fund Balance (18501-36250)” to “Building Project Capital Fund (18501-50500),” seconded by S. Soby. Unanimously approved. MOTION CARRIED. Discussion on timeline going forward.
12. **Discussion and Possible Action on Plan of Conservation and Development**

Discussion on clarification of POCD adoption responsibility is vested with Planning & Zoning Commission subject to approval of Board of Selectmen, per C.G.S §8-23 and PA 10-138 and on encouragement and inclusion of residents with development of POCD. R. Coyle moved that the Board of Selectmen as the policy making authority of this Town, encourages the Planning & Zoning Commission to start on the POCD simultaneously with the Zoning Regulations, seconded by J. Ford. Discussion on how regulations affect Agriculture community. Presentation to the Board by P&Z Chairman Joe Mathieu on Planning & Zoning Commission involvement in POCD approval and on agreement of Town POCD with States’. Discussion on concern of timeline of adoption and ability to obtain grant funding; on tracking differences between current POCD and new proposed zoning regulations; on precedence of POCD over regulations; on staff amenability to Agriculture concerns; possibly amending the motion to acknowledge that authority with regards to regulations and POCD lies with Planning & Zoning Commission per Town Charter and State statute, and on postponing the motion until a later, specified date.

Board of Selectmen recessed at 8:25 p.m.

Board of Selectmen returned at 8:34 p.m.

R. Coyle moved to postpone action on the motion until the next scheduled meeting of the Board of Selectmen meeting which is on March 7, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

13. **Citizen's Comments**

O. Duska commented on changing of regulations for equine properties, public lack of knowledge of agriculture, and positive step by the Town to adopt "right-to-farm" ordinance.

D. Wasniewski commented on opportunity to view state POCD along with Town and align regulations.

T. Coblentz questioned the purpose of agenda item #16.

R. Coyle commented on need for executive session discussion to be in public forum.

J. Miller commented on Planning & Zoning Commission role in POCD development and process and source of priority for regulations.

C. Bourque commented on time it took other towns to update POCD versus Colchester and lack of communication between Agriculture community and staff/commissions.

D. Cugno commented on timeline and process of development of zoning regulations and POCD.

14. **First Selectman's Report**

First Selectman G. Schuster thanked Public Works Director James Paggioli and the entire public works crew for their work during the blizzard, reported that the blizzard clean-up is eligible for FEMA reimbursement at 75% of the cost of the most expensive 48-hour period, the state budget moves money around and could have a major impact on the Town budget with the proposed Motor Vehicle tax exemption increase resulting in a possible loss of \$3.8 million in tax revenue to the Town, and the discount prescription drug card has been working very well in town with residents saving thousands of dollars in prescription drug costs.

15. **Liaison Report**

S. Soby reported that Zoning Board of Appeals has no business to discuss.

S. Soby reported that the Planning & Zoning Commission had public hearings, approved a subdivision and accessory apartment, and is dealing with ongoing enforcement actions.

16. **Executive Session to Discuss Negotiations with LOCAL 1303-254 of Connecticut Council 4, AFSCME AFL-CIO (Town Hall Employees – Clerical)**

Discussion on purpose and legality of executive session.

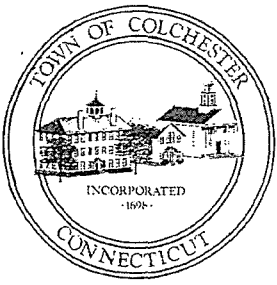
R. Coyle moved to adjourn at 9:16 p.m., seconded by J. Ford. S. Soby approved, all others abstained.
MOTION CARRIED.

Respectfully submitted,



Derrick M. Kennedy

Executive Assistant to the First Selectman



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

RECEIVED
COLCHESTER, CT
3 MAR -4 AM 8:53
NANCY A. BRAY
TOWN CLERK

Nancy A. Bray

**Board of Selectmen Minutes
Special Meeting
Wednesday, February 27, 2013
Colchester Town Hall**

Room 1 – 7:00 p.m.

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

MEMBERS ABSENT:

OTHERS PRESENT: Nancy Bray, Dot Mrowka, and other citizens.

- 1. Call to Order**
First Selectman G. Schuster called the meeting to order at 7:00 p.m.
- 2. Executive Session for the purpose of receiving communications privileged by the attorney-client relationship**
S. Soby moved to enter into executive session for the purpose of receiving communications privileged by the attorney-client relationship and to invite Attorney Pat McHale, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Entered into executive session at 7:01 p.m.

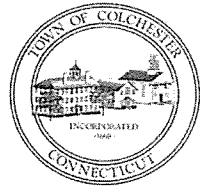
Exited from executive session at 7:54 p.m.

- 3. Adjourn**
S. Soby moved to adjourn at 7:55 p.m., seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Derrik M. Kennedy

Executive Assistant to the First Selectman



APPLICATION FOR ABATEMENT OR REFUND OF PROPERTY TAXES

THIS APPLICATION FORM PROVIDES SATISFACTORY PROOF FOR ENTITLEMENT TO EXEMPTION ON THE OCTOBER 1, ~~2010~~ ^{FEB 11 2013} ASSESSMENT LIST TO THE TAX COLLECTOR OF COLCHESTER, STATE OF CONNECTICUT.

APPLICANT INFORMATION								
NAME:	Stop & Shop Supermarket							
MAILING ADDRESS:	AFS-Lease Accounting, PO Box 6500, Carlisle, PA 17013-6500							
BILL NO:	2011-2-40831							
BILL NO:								
BILL NO:								
BILL NO:								
REASON FOR APPLICATION:	Amended return, declared fees in error							
AMOUNTS FOR REFUND								
	Amount Paid	List Year	Due Date	Principal	Interest	Lien Fees	Amount Due	TOTAL
7/23/12	\$ 37820.74	10/11	7/12	\$ 36938.88	\$	\$	\$ 36938.88	\$ 881.86
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$

APPLICANT(S) SIGNATURE: *[Signature]* Sr. Mgr. - Property Tax, Ahold USA / Stop & Shop Supermarkets

OFFICE USE ONLY:			
Accounting Codes			
Refund 11303 - 30111	<input checked="" type="checkbox"/>	Current Levy	\$ 881.86
Refund 11303 - 30112	<input type="checkbox"/>	Prior Levy	\$
Refund 11303 - 30113	<input type="checkbox"/>	Interest	\$
Collectors Recommendation to the Governing Body			
To the Board of Selectman: It is recommended that an abatement or refund of property taxes with the following information be made to the above named taxpayer in accordance with the provisions of Section 12-81 (20), 12-124 thru 12-129 Rev. as amended			
ABATEMENT OR REFUND	\$ 881.86	APPLICATION SUBMITTED DATE:	2/6/13
TAX COLLECTOR: TRICIA COBLENTZ	<i>[Signature]</i>		
Governing Body Action Taken			
At a regular meeting of the Board of Selectman it was voted to abate or refund property the following taxes to the above named taxpayer			
MEETING DATE:	ABATEMENT OR REFUND AMOUNT:	ACCOUNTING VENDOR NUMBER:	
BOARD OF SELECTMAN, COMMON COUNCIL SIGNATURE:			
CLERK SIGNATURE:			



GENERAL DATA PERSONAL PROPERTY OFFICE OF THE TAX COLLECTOR

AS OF 02/20/2013

BILL NO: 2011-02-0040831 ORIGINAL OWNER: STOP + SHOP SUPERMARKET CO
UNIQUE ID: 97A00136 C/O: AFS - LEASE ACCOUNTING
LINK# ADDRESS: PO BOX 6500
FILE# ADDRESS2:
BANK: CITY ST ZIP: CARLISLE PA 17013-6500
ESCROW: COUNTRY:
PROP LOC.: 99 LINWOOD AVE
EXR PROP LOC:
D.B.A.: STOP + SHOP SUPERMARKET CO
DISTRICT:

PROP ASSESSED: 1,313,220
EXEMPTIONS:
COC CHANGE: -30,620
NET VALUE: 1,282,600
MILL RATE: 28.8000
EXMPT CHANGE:

*** BILLED ***

TOWN TOTALS
INST1: 37,820.74 37,820.74
INST2: 0.00 0.00
INST3: 0.00 0.00
INST4: 0.00 0.00
ADJS: -881.86 -881.86
TOT TAX: 36,938.88 36,938.88
TOTAL PAID: 37,820.74 37,820.74

*** PAYMENTS ***

Table with columns: TYPE, CYCLE, DATE, ADJ, TERM/BATCH/SEQ, INST, AMOUNT, INTEREST, LIENS, FEES, TOTALS. Rows include Adj and Pay transactions and a TOTAL PAYMENTS summary row.

TOTAL BALANCE DUE AS OF 02/20/2013

TOWN
INT DUE: 0.00
LIEN DUE: 0.00
FEES DUE: 0.00
TAX DUE NOW: -881.86
TOT DUE NOW: -881.86
BALANCE DUE: -881.86

*** FLAGS ***

Circuit Breaker Amount: 0 Benefit Year: 0
Invalid Address Flag No
Last Adjustment Reason AMENDED RETURN, DECLARED FEES IN ERROR



APPLICATION FOR ABATEMENT OR REFUND OF PROPERTY TAXES

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

APPLICANT INFORMATION	
NAME:	Thomas & Fannie Migliaccio
MAILING ADDRESS:	282 New London Road, Colchester, CT 06415
BILL NO:	2011-1-3695
BILL NO:	
BILL NO:	
BILL NO:	

REASON FOR APPLICATION: **Overpayment from July**

AMOUNTS FOR REFUND								
	Amount Paid	List Year	Due Date	Principal	Interest	Lien Fees	Amount Due	TOTAL
7/27/12	\$ 1837.36	10/11	7/12	\$ 1827.36	\$	\$	\$ 1827.36	\$ 10.00
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$

APPLICANT(S) SIGNATURE: *Thomas Migliaccio, Fannie Migliaccio*

OFFICE USE ONLY:

Accounting Codes			
Refund 11303 – 30111	<input checked="" type="checkbox"/>	Current Levy	\$ 10.00
Refund 11303 – 30112	<input type="checkbox"/>	Prior Levy	\$
Refund 11303 – 30113	<input type="checkbox"/>	Interest	\$

Collectors Recommendation to the Governing Body
To the Board of Selectman: It is recommended that an abatement or refund of property taxes with the following information be made to the above named taxpayer in accordance with the provisions of Section 12-81 (20), 12-124 thru 12-129 Rev. as amended

ABATEMENT OR REFUND	\$ 10.00	APPLICATION SUBMITTED DATE:	2/6/13
TAX COLLECTOR: TRICIA COBLENTZ		<i>Tricia Coblentz</i>	

Governing Body Action Taken
At a regular meeting of the Board of Selectman it was voted to abate or refund property the following taxes to the above named taxpayer

MEETING DATE:	ABATEMENT OR REFUND AMOUNT:	ACCOUNTING VENDOR NUMBER:
BOARD OF SELECTMAN, COMMON COUNCIL SIGNATURE:		
CLERK SIGNATURE:		



2011010003695

GENERAL DATA REAL ESTATE OFFICE OF THE TAX COLLECTOR

AS OF 02/20/2013

BILL NO:	2011-01-0003695	ORIGINAL OWNER:	MIGLIACCIO THOMAS W + FANNIE T
UNIQUE ID:	M0350500	C/O:	
LINK#		ADDRESS:	282 NEW LONDON RD
FILE#		ADDRESS2:	
BANK:		CITY ST ZIP:	COLCHESTER CT 06415
ESCROW:		COUNTRY:	
VOL/PAGE:	252-210	PROP LOC.:	282 NEW LONDON RD
LIEN VOL/PAGE:		EXR PROP LOC:	
DISTRICT:		M/B/L:	03-09 047-000

PROP ASSESSED:	129,900	ELD CODE:	0
EXEMPTIONS:	3,000	EXMPT CHANGE:	
COC CHANGE:			
NET VALUE:	126,900		
MILL RATE:	28.8000		

*** BILLED ***

	TOWN	TOTALS
INST1:	1,827.36	1,827.36
INST2:	1,827.36	1,827.36
INST3:	0.00	0.00
INST4:	0.00	0.00
ADJS:	0.00	0.00
TOT TAX:	3,654.72	3,654.72
TOTAL PAID:	3,664.72	3,664.72

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Pay	7	01/28/2013 N		81/186/50	T	1,827.36	0.00	0.00	0.00	1,827.36
Pay	1	07/27/2012 P		82/19/100	T	10.00	0.00	0.00	0.00	10.00
Pay	1	07/27/2012		82/19/77	T	1,827.36	0.00	0.00	0.00	1,827.36
TOTAL PAYMENTS:						3,664.72	0.00	0.00	0.00	3,664.72

TOTAL BALANCE DUE AS OF 02/20/2013

	TOWN
INT DUE:	0.00
LIEN DUE:	0.00
FEES DUE:	0.00
TAX DUE NOW:	-10.00
TOT DUE NOW:	-10.00
BALANCE DUE:	-10.00

*** FLAGS ***

Circuit Breaker Amount:	0	Benefit Year:	0
Invalid Address Flag	No		



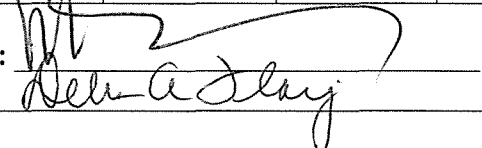
APPLICATION FOR ABATEMENT OR REFUND OF PROPERTY TAXES

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

APPLICANT INFORMATION	
NAME:	Michael & Debra Flaig
MAILING ADDRESS:	444 Lebanon Ave, Colchester, CT 06415
BILL NO:	2011-3-55085
BILL NO:	
BILL NO:	
BILL NO:	

REASON FOR APPLICATION: **Sold 6/12**

AMOUNTS FOR REFUND								
	Amount Paid	List Year	Due Date	Principal	Interest	Lien Fees	Amount Due	TOTAL
9/10/13	\$ 91.30	10/11	7/12	\$ 68.54	\$	\$	\$ 68.54	\$ 22.76
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$


APPLICANT(S) SIGNATURE: 

OFFICE USE ONLY:

Accounting Codes			
Refund 11303 – 30111	<input checked="" type="checkbox"/>	Current Levy	\$ 22.76
Refund 11303 – 30112	<input type="checkbox"/>	Prior Levy	\$
Refund 11303 – 30113	<input type="checkbox"/>	Interest	\$

Collectors Recommendation to the Governing Body
To the Board of Selectman: It is recommended that an abatement or refund of property taxes with the following information be made to the above named taxpayer in accordance with the provisions of Section 12-81 (20), 12-124 thru 12-129 Rev. as amended

ABATEMENT OR REFUND	\$ 22.76	APPLICATION SUBMITTED DATE:	2/6/13
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TAX COLLECTOR: TRICIA COBLENTZ 

Governing Body Action Taken
At a regular meeting of the Board of Selectman it was voted to abate or refund property the following taxes to the above named taxpayer

MEETING DATE:	ABATEMENT OR REFUND AMOUNT:	ACCOUNTING VENDOR NUMBER:
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BOARD OF SELECTMAN, COMMON COUNCIL SIGNATURE:

CLERK SIGNATURE:



AS OF 02/22/2013

GENERAL DATA MOTOR VEHICLE OFFICE OF THE TAX COLLECTOR

BILL NO: 2011-03-0055085 NAME: FLAIG MICHAEL S AND
 UNIQUE ID: 50520100 C/O: FLAIG DEBRA A
 LINK # 2011-MV-0002875 ADDRESS: 444 LEBANON AVE
 FILE# ADDRESS2:
 BANK: CITY ST ZIP: COLCHESTER CT 06415-2108
 ESCROW: COUNTRY:
 DISTRICT:
 PROP ASSESSED: 3,170 YR/MAKE/MDL: 2002 / HYUN / ELANTRA
 EXEMPTIONS: REG / CL / ID: 1 / KMHDN55D72U036335
 COC CHANGE: -790
 COC #: 83537M ASSMNT CHANGE: -790
 EXEMPT Change: TOWN BENEFIT
 NET VALUE: 2,380 REG# EXPR: 03/03/2013

MILL RATE: 28.8000

*** BILLED ***

	TOWN	TOTALS
INST1:	91.30	91.30
INST2:	0.00	0.00
INST3:	0.00	0.00
INST4:	0.00	0.00
ADJS:	-22.76	-22.76
TOT TAX:	68.54	68.54
TOTAL PAID:	91.30	91.30

*** PAYMENTS ***

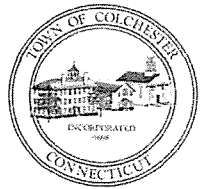
TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Adj	6	12/31/2012	83537M	69/87/2	T	-22.76	0.00	0.00	0.00	0.00
Pay	3	09/10/2012 D		82/54/66	T	91.30	4.11	0.00	0.00	95.41
TOTAL PAYMENTS:						91.30	4.11	0.00	0.00	95.41

TOTAL BALANCE DUE AS OF 02/22/2013

	TOWN
INT DUE:	0.00
LIEN DUE:	0.00
FEES DUE:	0.00
TAX DUE NOW:	-22.76
TOT DUE NOW:	-22.76
BALANCE AMT:	-22.76

*** FLAGS ***

Circuit Breaker Amt: 0 Benefit Year: 0
 Invalid Address Flag No
 Last Adjustment Reason DECREASE. MV SOLD 6/12.



APPLICATION FOR ABATEMENT OR REFUND OF PROPERTY TAXES

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

APPLICANT INFORMATION	
NAME:	Thomas Meredith
MAILING ADDRESS:	78 Smith Farm Road, Amston, CT 06231-1241
BILL NO:	2011-3-59808
BILL NO:	
BILL NO:	
BILL NO:	

REASON FOR APPLICATION: **Sold 4/12**

AMOUNTS FOR REFUND								
	Amount Paid	List Year	Due Date	Principal	Interest	Lien Fees	Amount Due	TOTAL
8/7/12	\$ 190.98	10/11	7/12	\$ 105.41	\$3.17	\$	\$ 108.58	\$ 82.40
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$

APPLICANT(S) SIGNATURE: 

OFFICE USE ONLY:

Accounting Codes			
Refund 11303 – 30111	<input checked="" type="checkbox"/>	Current Levy	\$ 75.17
Refund 11303 – 30112	<input type="checkbox"/>	Prior Levy	\$
Refund 11303 – 30113	<input checked="" type="checkbox"/>	Interest	\$ 7.23

Collectors Recommendation to the Governing Body
To the Board of Selectman: It is recommended that an abatement or refund of property taxes with the following information be made to the above named taxpayer in accordance with the provisions of Section 12-81 (20), 12-124 thru 12-129 Rev. as amended

ABATEMENT OR REFUND	\$ 82.40	APPLICATION SUBMITTED DATE:	2/6/13
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TAX COLLECTOR: TRICIA COBLENTZ	
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Governing Body Action Taken
At a regular meeting of the Board of Selectman it was voted to abate or refund property the following taxes to the above named taxpayer

MEETING DATE:	ABATEMENT OR REFUND AMOUNT:	ACCOUNTING VENDOR NUMBER:
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BOARD OF SELECTMAN, COMMON COUNCIL SIGNATURE:

CLERK SIGNATURE:



2011030059808

GENERAL DATA MOTOR VEHICLE OFFICE OF THE TAX COLLECTOR

AS OF 02/22/2013

BILL NO: 2011-03-0059808 NAME: MEREDITH THOMAS C
 UNIQUE ID: 51004500 C/O:
 LINK # 2011-MV-0005662 ADDRESS: 78 SMITH FARM RD
 FILE# ADDRESS2:
 BANK: CITY ST ZIP: AMSTON CT 06231-1241
 ESCROW: COUNTRY:
 DISTRICT:
 PROP ASSESSED: 6,270 YR/MAKE/MDL: 2010 / HOND / CBR600RR
 EXEMPTIONS: REG / CL / ID: 12 / JH2PC4047AK300132
 COC CHANGE: -2,610
 COC #: 83636M ASSMNT CHANGE: -2,610
 EXEMPT Change: TOWN BENEFIT
 NET VALUE: 3,660 REG# EXPR: 03/21/2013

MILL RATE: 28.8000

*** BILLED ***

	TOWN	TOTALS
INST1:	180.58	180.58
INST2:	0.00	0.00
INST3:	0.00	0.00
INST4:	0.00	0.00
ADJS:	-75.17	-75.17
TOT TAX:	105.41	105.41
TOTAL PAID:	180.58	180.58

*** PAYMENTS ***

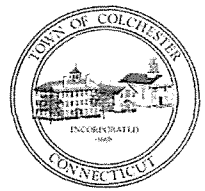
TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEEs	TOTALS
Adj	7	01/29/2013	83636M	69/108/1	T	-75.17	0.00	0.00	0.00	0.00
Pay	7	01/18/2013		82/140/17	T	66.42	4.98	0.00	0.00	71.40
Void-F	4	10/24/2012		5/6/11	T	-66.42	0.00	0.00	0.00	-66.42
Pay	2	08/07/2012		82/30/14	T	180.58	5.42	0.00	0.00	186.00
TOTAL PAYMENTS:						180.58	10.40	0.00	0.00	190.98

TOTAL BALANCE DUE AS OF 02/22/2013

	TOWN
INT DUE:	0.00
LIEN DUE:	0.00
FEEs DUE:	0.00
TAX DUE NOW:	-75.17
TOT DUE NOW:	-75.17
BALANCE AMT:	-75.17

*** FLAGS ***

Circuit Breaker Amt: 0 Benefit Year: 0
 Invalid Address Flag No
 Last Adjustment Reason DECREASE. SOLD MV 4/12.
 MESSAGES
 CH ADDRESS PER USPS YELLOW STICKER. MRD 1/9/13.

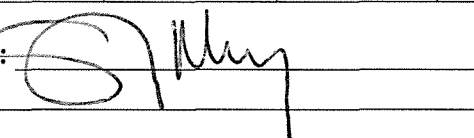


APPLICATION FOR ABATEMENT OR REFUND OF PROPERTY TAXES

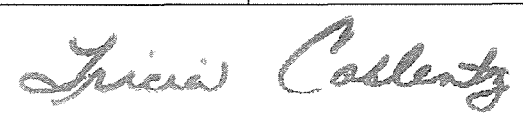
THIS APPLICATION FORM PROVIDES SATISFACTORY PROOF FOR ENTITLEMENT TO EXEMPTION ON THE OCTOBER 1, **2011** ASSESSMENT LIST TO THE TAX COLLECTOR OF COLCHESTER, STATE OF CONNECTICUT.

APPLICANT INFORMATION	
NAME:	Lori & Stephen Murray
MAILING ADDRESS:	647 Westchester Road, Colchester, CT 06415
BILL NO:	2011-1-3858
BILL NO:	
BILL NO:	
BILL NO:	
REASON FOR APPLICATION:	Overpayment

AMOUNTS FOR REFUND								
	Amount Paid	List Year	Due Date	Principal	Interest	Lien Fees	Amount Due	TOTAL
2/5/13	\$ 4625.86	10/11	1/13	\$ 4413.60	\$	\$	\$ 4413.60	\$ 212.26
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$

APPLICANT(S) SIGNATURE: 

OFFICE USE ONLY:			
Accounting Codes			
Refund 11303 – 30111	<input checked="" type="checkbox"/>	Current Levy	\$ 212.26
Refund 11303 – 30112	<input type="checkbox"/>	Prior Levy	\$
Refund 11303 – 30113	<input type="checkbox"/>	Interest	\$

Collectors Recommendation to the Governing Body			
To the Board of Selectman: It is recommended that an abatement or refund of property taxes with the following information be made to the above named taxpayer in accordance with the provisions of Section 12-81 (20), 12-124 thru 12-129 Rev. as amended			
ABATEMENT OR REFUND	\$ 212.26	APPLICATION SUBMITTED DATE:	2/6/13
TAX COLLECTOR: TRICIA COBLENTZ			

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



2011010003858

GENERAL DATA REAL ESTATE OFFICE OF THE TAX COLLECTOR

AS OF 02/25/2013

BILL NO: 2011-01-0003858 ORIGINAL OWNER: MURRAY LORI A + STEPHEN J
 UNIQUE ID: M0247800 C/O:
 LINK# ADDRESS: 647 WESTCHESTER ROAD
 FILE# ADDRESS2:
 BANK: CITY ST ZIP: COLCHESTER CT 06415
 ESCROW: COUNTRY:
 VOL/PAGE: 489-66 PROP LOC.: 647 WESTCHESTER RD
 LIEN VOL/PAGE: EXR PROP LOC:
 DISTRICT: M/B/L: 02-18 001-001

PROP ASSESSED: 306,500 ELD CODE: 0
 EXEMPTIONS: EXMPT CHANGE:
 COC CHANGE:
 NET VALUE: 306,500
 MILL RATE: 28.8000

*** BILLED ***

	TOWN	TOTALS
INST1:	4,413.60	4,413.60
INST2:	4,413.60	4,413.60
INST3:	0.00	0.00
INST4:	0.00	0.00
ADJS:	0.00	0.00
TOT TAX:	8,827.20	8,827.20
TOTAL PAID:	9,039.46	9,039.46

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Pay	8	02/05/2013	O	82/152/27	T	4,625.86	0.00	0.00	0.00	4,625.86
Pay	2	08/03/2012		81/134/41	T	4,413.60	0.00	0.00	0.00	4,413.60
TOTAL PAYMENTS:						9,039.46	0.00	0.00	0.00	9,039.46

TOTAL BALANCE DUE AS OF 02/25/2013

	TOWN
INT DUE:	0.00
LIEN DUE:	0.00
FEES DUE:	0.00
TAX DUE NOW:	-212.26
TOT DUE NOW:	-212.26
BALANCE DUE:	-212.26

*** FLAGS ***

Circuit Breaker Amount: 0 Benefit Year: 0
 Invalid Address Flag No
 MESSAGES
 PAID 2010 AMOUNT SC 2/5/13



APPLICATION FOR ABATEMENT OR REFUND OF PROPERTY TAXES

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

APPLICANT INFORMATION	
NAME:	Beatrice Ferguson
MAILING ADDRESS:	51 Colchester Commons, Colchester, CT 06415
BILL NO:	2011-1-1791
BILL NO:	
BILL NO:	
BILL NO:	
REASON FOR APPLICATION:	Overpaid tax and included Town Clerk's recording fee

AMOUNTS FOR REFUND								
	Amount Paid	List Year	Due Date	Principal	Interest	Lien Fees	Amount Due	TOTAL
9/11/12	\$ 1575.33	10/11	1/13	\$ 1575.33	\$	\$	\$ 1575.33	\$ 135.33
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$

APPLICANT(S) SIGNATURE: Beatrice Ferguson

OFFICE USE ONLY:

Accounting Codes			
Refund 11303 – 30111	<input checked="" type="checkbox"/>	Current Levy	\$ 135.33
Refund 11303 – 30112	<input type="checkbox"/>	Prior Levy	\$
Refund 11303 – 30113	<input type="checkbox"/>	Interest	\$

Collectors Recommendation to the Governing Body
To the Board of Selectman: It is recommended that an abatement or refund of property taxes with the following information be made to the above named taxpayer in accordance with the provisions of Section 12-81 (20), 12-124 thru 12-129 Rev. as amended

ABATEMENT OR REFUND	\$ 135.33	APPLICATION SUBMITTED DATE:	2/20/13
TAX COLLECTOR: TRICIA COBLENTZ	<i>Tricia Coblentz</i>		

Governing Body Action Taken
At a regular meeting of the Board of Selectman it was voted to abate or refund property the following taxes to the above named taxpayer

MEETING DATE:	ABATEMENT OR REFUND AMOUNT:	ACCOUNTING VENDOR NUMBER:
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BOARD OF SELECTMAN, COMMON COUNCIL SIGNATURE:

CLERK SIGNATURE:



2011010001791

GENERAL DATA REAL ESTATE OFFICE OF THE TAX COLLECTOR

AS OF 03/01/2013

BILL NO:	2011-01-0001791	ORIGINAL OWNER:	FERGUSON BEATRICE
UNIQUE ID:	H0465500	C/O:	
LINK#		ADDRESS:	51 COLCHESTER COMMONS
FILE#		ADDRESS2:	
BANK:		CITY ST ZIP:	COLCHESTER CT 06415
ESCROW:		COUNTRY:	
VOL/PAGE:	433-229	PROP LOC.:	51 COLCHESTER COMMONS
LIEN VOL/PAGE:		EXR PROP LOC:	0-051
DISTRICT:		M/B/L:	06-02 01A-000 0-051

PROP ASSESSED:	51,400	ELD CODE:	0
EXEMPTIONS:		EXMPT CHANGE:	
COC CHANGE:	-1,400		
NET VALUE:	50,000		
MILL RATE:	28.8000		

*** BILLED ***

	TOWN	TOTALS
INST1:	720.00	720.00
INST2:	720.00	720.00
INST3:	0.00	0.00
INST4:	0.00	0.00
ADJS:	0.00	0.00
TOT TAX:	1,440.00	1,440.00
TOTAL PAID:	1,575.33	1,575.33

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Pay	8	02/20/2013 O		82/162/36	T	879.92	23.08	0.00	0.00	903.00
Pay	4	10/11/2012 P		82/76/1	T	442.99	7.01	0.00	0.00	450.00
Pay	3	09/11/2012 P		82/55/43	T	252.42	32.40	0.00	0.00	284.82
TOTAL PAYMENTS:						1,575.33	62.49	0.00	0.00	1,637.82

TOTAL BALANCE DUE AS OF 03/01/2013

	TOWN
INT DUE:	0.00
LIEN DUE:	0.00
FEES DUE:	0.00
TAX DUE NOW:	-135.33
TOT DUE NOW:	-135.33
BALANCE DUE:	-135.33

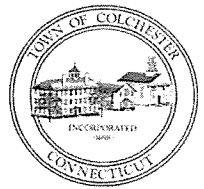
*** FLAGS ***

Circuit Breaker Amount:	0	Benefit Year:	0
Invalid Address Flag	No		
Last Adjustment Reason	VISION HEARING, DATA ENTRY ERROR		

TOWN OF COLCHESTER

TAX COLLECTOR

APPLICATION FOR ABATEMENT OR REFUND OF PROPERTY TAXES



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

APPLICANT INFORMATION	
NAME:	Christine Johnson
MAILING ADDRESS:	22 Village Court, Colchester, CT 06415
BILL NO:	2011-1-2689
BILL NO:	
BILL NO:	
BILL NO:	

REASON FOR APPLICATION: **Overpayment**

AMOUNTS FOR REFUND								
	Amount Paid	List Year	Due Date	Principal	Interest	Lien Fees	Amount Due	TOTAL
1/8/13	\$ 5454.08	10/11	7/12	\$ 5374.08	\$	\$	\$ 5374.08	\$ 80.00
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$

APPLICANT(S) SIGNATURE: *Christine M. Johnson*

OFFICE USE ONLY:

Accounting Codes			
Refund 11303 – 30111	<input checked="" type="checkbox"/>	Current Levy	\$ 80.00
Refund 11303 – 30112	<input type="checkbox"/>	Prior Levy	\$
Refund 11303 – 30113	<input type="checkbox"/>	Interest	\$

Collectors Recommendation to the Governing Body
To the Board of Selectman: It is recommended that an abatement or refund of property taxes with the following information be made to the above named taxpayer in accordance with the provisions of Section 12-81 (20), 12-124 thru 12-129 Rev. as amended

ABATEMENT OR REFUND **\$ 80.00** APPLICATION SUBMITTED DATE: **2/21/13**

TAX COLLECTOR: TRICIA COBLENTZ
Tricia Coblentz

Governing Body Action Taken
At a regular meeting of the Board of Selectman it was voted to abate or refund property the following taxes to the above named taxpayer

MEETING DATE: ABATEMENT OR REFUND AMOUNT: ACCOUNTING VENDOR NUMBER:

BOARD OF SELECTMAN, COMMON COUNCIL SIGNATURE:

CLERK SIGNATURE:



2011010002689

GENERAL DATA REAL ESTATE OFFICE OF THE TAX COLLECTOR

AS OF 03/01/2013

BILL NO: 2011-01-0002689 ORIGINAL OWNER: JOHNSON CHRISTINE
 UNIQUE ID: 09A00006 C/O:
 LINK# ADDRESS: 22 VILLAGE CT
 FILE# ADDRESS2:
 BANK: CITY ST ZIP: COLCHESTER CT 06415
 ESCROW: COUNTRY:
 VOL/PAGE: 1027-264 PROP LOC.: 22 VILLAGE CT
 LIEN VOL/PAGE: EXR PROP LOC:
 DISTRICT: M/B/L: 21-00 006-000 0-022

PROP ASSESSED: 186,600 ELD CODE: 0
 EXEMPTIONS: EXMPT CHANGE:
 COC CHANGE:
 NET VALUE: 186,600
 MILL RATE: 28.8000

*** BILLED ***

	TOWN	TOTALS
INST1:	2,687.04	2,687.04
INST2:	2,687.04	2,687.04
INST3:	0.00	0.00
INST4:	0.00	0.00
ADJS:	0.00	0.00
TOT TAX:	5,374.08	5,374.08
TOTAL PAID:	5,454.08	5,454.08

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEEES	TOTALS
Pay	7	01/08/2013		81/161/37	T	80.00	0.00	0.00	0.00	80.00
Pay	7	01/02/2013 P		82/128/55	T	2,607.04	0.00	0.00	0.00	2,607.04
Pay	8	01/02/2013		1/108/1	T	80.00	0.00	0.00	0.00	80.00
Pay	1	07/24/2012		81/46/36	T	2,687.04	0.00	0.00	0.00	2,687.04
TOTAL PAYMENTS:						5,454.08	0.00	0.00	0.00	5,454.08

TOTAL BALANCE DUE AS OF 03/01/2013

	TOWN
INT DUE:	0.00
LIEN DUE:	0.00
FEEES DUE:	0.00
TAX DUE NOW:	-80.00
TOT DUE NOW:	-80.00
BALANCE DUE:	-80.00

*** FLAGS ***

Circuit Breaker Amount: 0 Benefit Year: 0
 Invalid Address Flag No

MESSAGES

RECEIVED BANK CORRECTION TO INCREASE PAYMENT 80.00. RECEIVED A DEL STMT THAT THEY CAN DISREGARD. SC 2/15/13



APPLICATION FOR ABATEMENT OR REFUND OF PROPERTY TAXES

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

APPLICANT INFORMATION	
NAME:	Travis Goodie
MAILING ADDRESS:	15 Oconnell Rd Ext, Colchester, CT 06415
BILL NO:	2011-3-55906
BILL NO:	
BILL NO:	
BILL NO:	

REASON FOR APPLICATION: **Delete East Haddam**

AMOUNTS FOR REFUND								
	Amount Paid	List Year	Due Date	Principal	Interest	Lien Fees	Amount Due	TOTAL
9/17/12	\$ 189.04	10/11	7/12	\$ 0.00	\$	\$	\$ 0.00	\$ 189.04
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$

APPLICANT(S) SIGNATURE: *Travis Goodie 2/25/13*

OFFICE USE ONLY:

Accounting Codes			
Refund 11303 – 30111	<input checked="" type="checkbox"/>	Current Levy	\$ 183.46
Refund 11303 – 30112	<input type="checkbox"/>	Prior Levy	\$
Refund 11303 – 30113	<input checked="" type="checkbox"/>	Interest	\$ 5.58

Collectors Recommendation to the Governing Body
To the Board of Selectman: It is recommended that an abatement or refund of property taxes with the following information be made to the above named taxpayer in accordance with the provisions of Section 12-81 (20), 12-124 thru 12-129 Rev. as amended

ABATEMENT OR REFUND	\$ 189.04	APPLICATION SUBMITTED DATE:	2/20/12
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TAX COLLECTOR: TRICIA COBLENTZ

Tricia Coblentz

Governing Body Action Taken
At a regular meeting of the Board of Selectman it was voted to abate or refund property the following taxes to the above named taxpayer

MEETING DATE:	ABATEMENT OR REFUND AMOUNT:	ACCOUNTING VENDOR NUMBER:
---------------	-----------------------------	---------------------------

BOARD OF SELECTMAN, COMMON COUNCIL SIGNATURE:

CLERK SIGNATURE:



2011030055906

GENERAL DATA MOTOR VEHICLE OFFICE OF THE TAX COLLECTOR

AS OF 03/01/2013

BILL NO: 2011-03-0055906 NAME: GOODIE TRAVIS J
 UNIQUE ID: 50603700 C/O:
 LINK #: 2011-MV-0003344 ADDRESS: 15 OCONNELL RD EXT
 FILE# ADDRESS2:
 BANK: CITY ST ZIP: COLCHESTER CT 06415
 ESCROW: COUNTRY:
 DISTRICT:
 PROP ASSESSED: 6,370 YR/MAKE/MDL: 2004 / SUBA / LEGACY
 EXEMPTIONS: REG / CL / ID: 1 / 4S3BE646X46205209
 COC CHANGE: -6,370 ASSMNT CHANGE: -6,370
 COC #: TOWN BENEFIT
 EXEMPT Change: REG# EXPR: 06/15/2012
 NET VALUE:

MILL RATE: 28.8000

*** BILLED ***

	TOWN	TOTALS
INST1:	183.46	183.46
INST2:	0.00	0.00
INST3:	0.00	0.00
INST4:	0.00	0.00
ADJS:	-184.04	-184.04
TOT TAX:	-0.58	-0.58
TOTAL PAID:	182.88	182.88

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Adj	8	02/20/2013	83698M	69/118/5	T	-183.46	0.00	0.00	0.00	0.00
Adj	1	10/04/2012		1/51/7	T	-0.50	0.00	0.00	0.00	0.00
Adj	1	09/19/2012		1/44/12	T	-0.08	0.00	0.00	0.00	0.00
Pay	3	09/17/2012 P		82/59/97	T	4.92	0.08	0.00	0.00	5.00
Pay	2	08/10/2012 D		82/33/200	T	177.96	5.50	0.00	0.00	183.46
TOTAL PAYMENTS:						182.88	5.58	0.00	0.00	188.46

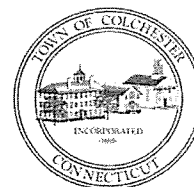
TOTAL BALANCE DUE AS OF 03/01/2013

	TOWN
INT DUE:	0.00
LIEN DUE:	0.00
FEES DUE:	0.00
TAX DUE NOW:	-183.46
TOT DUE NOW:	-183.46
BALANCE AMT:	-183.46

+558 = 189.04

*** FLAGS ***

Circuit Breaker Amt: 0 Benefit Year: 0
 Invalid Address Flag No
 Last Adjustment Reason DELETE EAST HADDAM.
 MESSAGES
 PM 8/7/12 SC



APPLICATION FOR ABATEMENT OR REFUND OF PROPERTY TAXES

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

APPLICANT INFORMATION	
NAME:	Christina Wolney
MAILING ADDRESS:	38 Balaban Rd U103, Colchester, CT 06415
BILL NO:	2010-3-65814
BILL NO:	2011-3-65823
BILL NO:	
BILL NO:	

REASON FOR APPLICATION: **MV Sold 2/09**

AMOUNTS FOR REFUND								
	Amount Paid	List Year	Due Date	Principal	Interest	Lien Fees	Amount Due	TOTAL
11/27/12	\$ 75.59	10/10	7/11	\$ 0.00	\$	\$	\$ 0.00	\$ 75.59
11/27/12	\$ 67.80	10/10	7/11	\$ 0.00	\$	\$	\$ 0.00	\$ 67.80
	\$			\$	\$	\$	\$	\$
	\$			\$	\$	\$	\$	\$

APPLICANT(S) SIGNATURE:

OFFICE USE ONLY:

Accounting Codes			
Refund 11303 – 30111	<input checked="" type="checkbox"/>	Current Levy	\$ 63.07
Refund 11303 – 30112	<input checked="" type="checkbox"/>	Prior Levy	\$ 60.23
Refund 11303 – 30113	<input checked="" type="checkbox"/>	Interest	\$ 20.09

Collectors Recommendation to the Governing Body
To the Board of Selectman: It is recommended that an abatement or refund of property taxes with the following information be made to the above named taxpayer in accordance with the provisions of Section 12-81 (20), 12-124 thru 12-129 Rev. as amended

ABATEMENT OR REFUND	\$ 143.39	APPLICATION SUBMITTED DATE:	2/15/13
TAX COLLECTOR: TRICIA COBLENTZ			

Governing Body Action Taken

At a regular meeting of the Board of Selectman it was voted to abate or refund property the following taxes to the above named taxpayer

MEETING DATE:	ABATEMENT OR REFUND AMOUNT:	ACCOUNTING VENDOR NUMBER:
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BOARD OF SELECTMAN, COMMON COUNCIL SIGNATURE:

CLERK SIGNATURE:



2010030065814

GENERAL DATA MOTOR VEHICLE OFFICE OF THE TAX COLLECTOR

AS OF 03/01/2013

BILL NO: 2010-03-0065814 NAME: WOLNEY CHRISTINA L
 UNIQUE ID: 51617300 C/O:
 LINK #: 2010-MV-0009295 ADDRESS: 38 BALABAN RD U103
 FILE# ADDRESS2:
 BANK: CITY ST ZIP: COLCHESTER CT 06415-1702
 ESCROW: COUNTRY:
 DISTRICT:
 PROP ASSESSED: 2,330 YR/MAKE/MDL: 1997 / CHEV / MALIBU
 EXEMPTIONS: REG / CL / ID: 1 / 1G1NES2M8V6149855
 COC CHANGE: -2,330 ASSMNT CHANGE: -2,330
 COC #: 83677M TOWN BENEFIT
 EXEMPT Change: REG# EXPR: 11/10/2011
 NET VALUE:

MILL RATE: 25.8500
/BACK TAXES

*** BILLED ***

	TOWN	TOTALS
INST1:	60.23	60.23
INST2:	0.00	0.00
INST3:	0.00	0.00
INST4:	0.00	0.00
ADJS:	-60.23	-60.23
TOT TAX:	0.00	0.00
TOTAL PAID:	60.23	60.23

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Adj	8	02/07/2013	83677M	69/114/3	T	-60.23	0.00	0.00	0.00	0.00
Pay	5	11/27/2012		82/103/21	T	60.23	15.36	0.00	0.00	75.59
TOTAL PAYMENTS:						60.23	15.36	0.00	0.00	75.59

TOTAL BALANCE DUE AS OF 03/01/2013

	TOWN
INT DUE:	0.00
LIEN DUE:	0.00
FEES DUE:	0.00
TAX DUE NOW:	-60.23
TOT DUE NOW:	-60.23
BALANCE AMT:	-60.23

+15.36 = 75.59

*** FLAGS ***

Circuit Breaker Amt: 0 Benefit Year: 0
 Invalid Address Flag No
 Last Adjustment Reason DELETE. MV SOLD 2/09.



2011030065823

GENERAL DATA MOTOR VEHICLE OFFICE OF THE TAX COLLECTOR

AS OF 03/01/2013

BILL NO: 2011-03-0065823 NAME: WOLNEY CHRISTINA L
 UNIQUE ID: 51615800 C/O:
 LINK #: 2011-MV-0009238 ADDRESS: 38 BALABAN RD U103
 FILE# ADDRESS2:
 BANK: CITY ST ZIP: COLCHESTER CT 06415-1702
 ESCROW: COUNTRY:
 DISTRICT:
 PROP ASSESSED: 2,190 YR/MAKE/MDL: 1997 / CHEV / MALIBU
 EXEMPTIONS: REG / CL / ID: 1 / 1G1NE52M8V6149855
 COC CHANGE: -2,190 ASSMNT CHANGE: -2,190
 COC #: 83678M TOWN BENEFIT
 EXEMPT Change: REG# EXPR: 11/10/2011
 NET VALUE:

MILL RATE: 28.8000

*** BILLED ***

	TOWN	TOTALS
INST1:	63.07	63.07
INST2:	0.00	0.00
INST3:	0.00	0.00
INST4:	0.00	0.00
ADJS:	-63.07	-63.07
TOT TAX:	0.00	0.00
TOTAL PAID:	63.07	63.07

*** PAYMENTS ***

TYPE	CYCLE	DATE	ADJ	TERM/BATCH/SEQ	INST	AMOUNT	INTEREST	LIENS	FEES	TOTALS
Adj	8	02/07/2013	83678M	69/114/5	T	-63.07	0.00	0.00	0.00	0.00
Pay	5	11/27/2012		82/103/23	T	63.07	4.73	0.00	0.00	67.80
TOTAL PAYMENTS:						63.07	4.73	0.00	0.00	67.80

TOTAL BALANCE DUE AS OF 03/01/2013

	TOWN
INT DUE:	0.00
LIEN DUE:	0.00
FEES DUE:	0.00
TAX DUE NOW:	-63.07
TOT DUE NOW:	-63.07
BALANCE AMT:	-63.07

+ 4.73 = 67.80

*** FLAGS ***

Circuit Breaker Amt: 0 Benefit Year: 0
 Invalid Address Flag No
 Last Adjustment Reason DELETE MV SOLD 2/09.

To: Gregg Schuster

From: Adam Turner

Re: Estimate and Timing of Plan of Conservation and Development

Date: March 5, 2013

MEMORANDUM

Staff was requested to gather information regarding what consulting for the completion of the plan of conservation and development would cost and what kind of time frame would it take

Private Planning

We got two general quotes that were both in the vicinity of \$60,000 to \$100,000 for an entire planning process including mapping and the development of background data along with public meetings, development of plan policies and adoption. These firms can also provide specific services at lower prices for example developing a survey and facilitating a charette, and developing plan policies for \$20,000.

Towns

I surveyed several towns regarding development of their Plans of Conservation and Development (POCD). Each (Hebron, Lebanon, Wallingford, Marlborough) expected/found that the process would take between 6 and 9 months. One (Lebanon) had already completed the process and it took 9 months. While Hebron did take several years to complete their plan in 2002, the planner attributed that to not having the mapping and other background materials available. He expect this plan amendment to take 6 to 9 months

SECOG

The Southeast Council of Governments also offers planning services to member communities. The services for a full plan update would be similar to private sector consulting firms ranging from \$60,000. They do offer services to complete sections of the plan for smaller fees. These fees range from 20,000 depending upon the services required.

SUGGESTIONS TO PERSONNEL POLICY:

1. Five weeks vacation after 20 years.
2. Holiday the day after Christmas when Christmas falls on a week day.
3. Full day holiday on Christmas Eve.
4. Five personal days.
5. Five bereavement days for immediate family.
6. 8% Employer/Employee 401a

Items of concern regarding Personnel Policies:

Page 10

I do not think the First Selectman should have sole authority of hiring or firing any employee. This should be discussed in front of the entire board before any decision is made.

Page 15

It should be up to the employees discretion as to whether they want direct deposit of their paycheck.

Page 17

The Town should not have the right to modify/eliminate any benefits or carriers with/without prior notice to employees. It should be voted on by all employees with a majority rules. A very high percentage of employees are extremely unhappy with our new insurance benefits. Many felt coerced into accepting the new insurance which is a great step down from what we had. Futhermore, we are left to wonder why we had to accept the new benefits (with the use of smoke screens and threats of no raises if we didn't) while the First Selectman still has the older version. No one should be exempt.

Page 19

First Selectman/Board of Selectmen should not be allowed to grant newly-hired employees more vacation time than the table allots. This is grossly unfair to employees that have put their required time in for such earned benefits.

Page 23

In regards to life insurance. There should not be a difference in pay out between exempt and non-exempt employees.

Page 25

There are some instances when an employee can not foresee a personal crisis therefore they may not be able to submit a written request. Futhermore, a Personal Day may be "personal" and should not have to be permitted contingent upon a supervisors approval.

Page 26

Any employee who is absent 3 or more consecutive days, within reason, should not be made to bring in a doctors note. If we are bedridden with the flu, for example, it is not fair that we may be required to bring in a note from our doctor and have to yet again reach into our pockets for the co-payment.

Page 27

A niece, nephew, aunt and uncle should be considered immediate family therefore allowed a 3 day bereavement. All inlaws should be classified as one and granted a maximum of 2 days.

Page 31

In the event that both spouses work for the same employer and request leave for the birth/placement of a child or caring of a seriously ill parent they should not be made to 'combine' the allowed 12 weeks. That sounds like a penalty due to marriage.

Page 37

Due to the high cost of living and price of fuel, in the event that an employee is required to use their personal vehicle for approved official Town business they should be reimbursed bi-weekly as opposed to monthly.

In retrospect of articles in local newspapers shedding light on what the First Selectman appears to be doing or is trying to do behind closed doors, I feel any language in the Employee Handbook & Personnel Policies that allows the First Selectman to have sole or final say on anything could be detrimental. Such language should be striked out and reworded as First Selectman **and** the Board of Selectmen.

Suggestion for Policies

I would like to see some direction given about the authority of board members. Many times board members try to give orders and instructions to us. Sometimes it is an attempt to give good guidance. Sometimes it can get disruptive like when Rosemary Coyle tries to intimidate us to get her way.

Who is in charge?

**SUGGESTIONS FOR EMPLOYEE HANDBOOK
AND PERSONNEL POLICIES – 2013**

Changes:

Page 16 – Exempt Employee Pay, 1st paragraph 3rd line: This salary will be established at the time of hire or when you become classified as an exempt employee, **excluding Elected Officials as defined in paragraph F on page 8 of these policies.**

Page 18 – Vacations, 3rd paragraph 13th line: **More than 10 years, a day for each year worked thereafter.**

Page 22 – Individual Retirement Account 401(a) Plan, 1st paragraph 2nd line: **Employees who are regularly scheduled to work at least thirty-five (35) hours per week, including Elected Officials, have the option to participate in a Section 401 (a) Plan after the end of his/her probationary period.**

Page 23 – Life Insurance, 2nd paragraph 1st line: **Full-time, exempt employees and Elected Officials are provided group life insurance in the amount of \$60,000.**

Page 38 – Acceptable Computer Network and Office Equipment Use, 1st paragraph 1st line: **The use of electronic communications and internet access is intended for official town business.**

3rd paragraph: **The First Selectman and Board of Selectmen have the right to review, audit, intercept, access and/or disclose all messages and/or images created, received or sent over the electronic mail system. Remove next sentence altogether. Keep next sentence. The Board of Selectmen may limit or deny individual's access to the system.**

Quoting from the proposed policy “Your job performance and your ability to comply with policies and practices directly affect your career advancement, your pay, and your continued employment.” Page 12 This seems to be a new statement and the hope is that it will mean something and the policy will be enforced.

Time clocks have been done away with for most employees. If some departments have to clock in, perhaps, all employees should as well. It may cure some of the consistently late employees and help those who “forget” that they were out sick one or two days the week before. Time sheets are made out two weeks after the fact and time off is easily ‘forgotten’. It appears that undisciplined employees and bad behavior are rewarded and supervisors look the other way to avoid a situation.

There are so many discrepancies from office to office and supervisor to supervisor.

All employees in all offices within the Town Hall should comply with the First Selectman’s directive concerning the dress code. The First Selectman is the top office of the Town and Town Hall policy should supercede other policies.

All in all the policy appears to be well written and is more detailed than the previous edition. The above items will not necessarily be addressed in the policy but are items that should be addressed in some manner.

INTEROFFICE MEMORANDUM

TO: G. SCHUSTER
FROM: A. TURNER
C. GRIMORD
J. GIGLIOTTI
GAIL N. THERIAN
SUBJECT: EMPLOYEE HANDBOOK AND PERSONNEL POLICIES
DATE: 2/8/2013
CC: [CLICK HERE AND TYPE NAME]:

We have reviewed the draft copy of the Employee Handbook and Personnel Policies and have the following comments:

- On page 6 – Regarding release of Employee Information – There is no provision to notify the employee that there is a request for their information. There should be a process that notifies the employee of the FOI request. .
- On Page 12 – Development Opportunities – states that the Town will provide you the opportunity for training, future growth and career development. But this section does not offer any information regarding possible reimbursement for the schooling and what would be considered for reimbursement. We recommend that the section include some recognition that training and development funding is provided to departments to implement this policy.
- On Page 15 – Non-exempt Employee Pay – regarding arriving early or leaving late- what can be done to authorize deviation from this on a daily basis, as some offices need to be ready to serve the public as soon as the office opens.
- Page 17 – Regarding holidays and working regular schedule – if you are sick or taking a personal day is this considered “an approved paid leave of absence.”
- Page 18 – Vacation Time – are these vacation days consistent with all union contracts?
- Page 26 – Last line of the last paragraph regarding Sick Leave is a little confusing.
- Page 38 – Early dismissals – Exempt and non-exempt employees should be paid equally in situations of early dismissals.

Personnel Policy Revisions 2013

I personally find consistent intentional disregard to <29 hour permanent employees' offensive.

The policy spells out in great detail the benefits allotted to Full time 35+ or Part time 30-34 but almost seems to punish people who less than 29 hours on a permanent basis. The irony is that these positions are held to a higher standard, have more duties assigned and are declined wage increases on a regular basis.

The fact they are not given any paid time off, incentive bonuses or other form of compensation should be reviewed. They are some of the hardest working employees that the town has and the policy should show them the respect they deserve.

Thank you.

~~It is the responsibility of the employee to abide by all I.R.S. guidelines concerning their I.R.A. Participation in this plan is subject to any and all requirements set forth in applicable laws, as the same may be amended from time to time.~~

~~As of July 1, 2000, on a continuous basis at the institution of the town~~

Paychecks

~~as work~~

~~irty hours per week on a stated to, by the town, in an~~

- Temporary DD on check

~~After one year of a thirty-hour a week and any other pay increases to three first four continuous increases to four (4) continuous years of~~

Jury Duty

- Regular employees

~~es into the I.R.A. plan for luding overtime, longevity s contribution percentage flowing completion of the ; contribution percentage ving completion of the six~~

Childbirth

- Regular, full-time

~~It is the responsibility I.R.A. Participation applicable laws, as,~~

~~idelines concerning their equirements set forth in me.~~

~~An employee may, if they are eligible, to have the town's I.R.A. contribution put into their existing 457-Deferred Compensation Plan instead of the I.R.A.~~

~~The I.R.A. accounts cannot be closed by the employees without prior approval.~~

Employees who are regularly scheduled to work at least thirty-five (35) hours per week, have the option to participate in a Section 401(a) Plan after the end of his/her probationary period. For those who choose to participate, the Town and the employee will each contribute 6% of base pay (not including overtime, longevity, etc.) beginning on the employee's first day after the probationary period concludes. Employee contributions will be made on a pre-tax basis. The combined contribution by the Town and the Employee will not exceed the maximum allowed by law per year. Employees can voluntarily contribute more than the maximum percentages quoted above on an after tax-basis subject to annual limits allowed by law including pre-tax employer and employee contributions.

For those employees who chose not to participate in the Section 401(a) Plan, the employee will not receive any matching contribution from the Town.

Part-time employees who are regularly scheduled to work at least thirty (30) hours per week are eligible to participate in a Section 401(a) Plan after the end of his/her probationary period. The Town and the employee will each contribute 3% of base pay (not including overtime, longevity, etc.) beginning on the employee's first day after the probationary period concludes. Rules regulating full-time

Care of Personal Belongings

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

Inclement Weather

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

*PART-TIME
Full Time?*

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

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

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

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

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

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

TOWN OF COLCHESTER



EMPLOYEE HANDBOOK & PERSONNEL POLICIES

DRAFT
EMPLOYEE REVIEW – EDITS

**TOWN OF COLCHESTER
EMPLOYEE HANDBOOK & PERSONNEL POLICIES
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NOTICE AND DISCLAIMER OF CONTRACT

Nothing in this document is intended to create or constitute an expressed or implied contract of employment between the Town of Colchester and any of its present or future employees. The provisions of this document may be revoked or modified at any time by the Town of Colchester, in its absolute discretion.

The Town of Colchester will not recognize or be bound by any contract of employment with any employee or group of employees unless such contract is in writing and is authorized by the Board of Selectmen and signed by both the First Selectman and the employee or the certified collective bargaining representative for a group of employees.

Employment with the Town of Colchester is subject to termination, at will, by either the Town of Colchester or the employee, at any time, for any reason, with or without cause, unless otherwise agreed in writing by the First Selectman and the employee or the certified bargaining representative for a group of employees or as otherwise provided by state or local law. Both you and the Town of Colchester have the right to terminate employment at any time, for any reason, with or without cause, and with or without notice. Should any provision of these policies conflict with any provision of a collective bargaining agreement between the Town of Colchester and the certified bargaining representative for a group of employees, the provision of the collective bargaining agreement shall prevail for the members of that bargaining unit.

I. INTRODUCTION

History

The Town of Colchester, Connecticut was founded in 1698 at a point just north of the present Town Green at Jeremiah's Farm on land purchased by Nathaniel Foote from the Sachem of the Mohegan Indians. Colchester was the vision of a group of early English settlers who sought to lay out a new plantation in a large tract of virgin wilderness. In the early 1900's Colchester became the "Catskills of Connecticut". At least seven major hotels thrived. The tourist industry boomed throughout the 1930s. In the last fifty years the beach traffic brought many through Colchester. The Route 2 by-pass of the town was completed in the 1960s. But for those who did not just pass through, Colchester's dedication to the public school system, its acceptance of all peoples and its quality of life increased its population to 7,761 by 1980. In 2005 it was ranked 57th on the "100 Best Places to Live" in all of the United States, conducted by CNN. In 2010 Colchester became the first town in Connecticut, and the 36th in the country, to be certified with the National Wildlife Federation (NWF) as a Community Wildlife Habitat. Colchester is one of the fastest growing towns in Connecticut. As of 2012, over 300 years after the settling of Colchester, the population has grown to more than 16,000.

From an employment standpoint, the Town of Colchester strives to maintain a creative, open, spirited, and confident atmosphere in which employees can strive for self-fulfillment and career advancement.

Purpose of Your Employee Handbook

This **employee handbook** is intended to serve as a practical guide to the Town of Colchester's personnel policies and practices. However, since it is only a summary, compiled for the convenience of our employees and supervisors, it is not intended to cover all topics or circumstances. **The Town of Colchester reserves the right to modify, revise, delete, or add to any and all programs, practices or procedures described in this handbook at any time, with or without advance notice, and in the Town's sole discretion. You may receive updated information concerning changes to this handbook. The First Selectman's Office will forward any documents to the appropriate people when necessary. Should you have any questions about any section of this handbook, ask your supervisor or the Human Resources office. Until noted otherwise, for the purposes of this policy, the "Human Resources Office" shall mean the First Selectman's Office.** We reserve the right to respond to specific situations in whatever manner we believe best suits the needs of the Town of Colchester and the employee involved. Where there are differences between the provisions of **these policies and other written and approved employment related policies**, or in collective bargaining agreements to which the Town of Colchester is a party, policies and collective bargaining agreements shall ~~control~~ **take precedence.**

Affirmative Action / Equal Employment Opportunity

The Town of Colchester is firmly committed and has as its long-standing policy to provide equal opportunity in employment to all qualified persons on the basis of job-related skills, ability and merit.

Except in cases of bona fide occupational qualification or need, the Town of Colchester will continue to take affirmative action to ensure that applicants are employed and employees are treated without regard to their race, color, religion, sex, national origin, ancestry, age, veteran status, or mental disorder (present or history thereof), physical disability, marital status, sexual orientation, genetic information, pregnancy, or other protected status. This policy applies to all employment actions taken by the Town, including, but not limited to: recruitment, job posting and advertising, hiring, promotion, upgrading, demotion or transfer, layoff and termination, rates of pay and other forms of compensation and benefits, and selection for training.

Sexual (and other) Harassment

Harassment of an employee, by a supervisor or co-worker on the basis of sex, race, color, religion/creed, national origin, ancestry, age, disability, citizenship, marital status or sexual orientation creates a harmful working environment. It is the policy of the Town of Colchester to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex, race, color, religion/creed, national origin, ancestry, age, disability, citizenship, marital status or sexual orientation. Physical, verbal or non-verbal, (including electronic), conduct, by a supervisor or co-worker relating to any of these characteristics or factors which has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance or adversely affecting the employee's employment opportunities, will not be tolerated.

While it is difficult to define sexual harassment precisely, it does include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

1. unwelcome sexual relations with a co-worker or supervisor;
2. unwelcome attention of a sexual nature such as degrading comments, propositions, jokes, tricks or noises; or
3. the threat, or suggestion, that continued employment, advancement, assignment, earnings or other terms and conditions of employment depend on whether or not the employee will submit to, or tolerate, harassment.

The use of disability-related or racially derogatory jokes or comments, racial or religious epithets, or ethnic slurs that have the effect of creating an intimidating, hostile or offensive work environment, and insults or intimidation demonstrating age bias, are also examples of the type of conduct prohibited by this policy.

Any infraction of this policy by supervisors or co-workers should be reported immediately to the Department Head or Human Resources Office. Confidentiality at the time of reporting the infraction is assured; however, complete confidentiality cannot be guaranteed in light of the Town's need to investigate such an infraction and resolve the

matter. The Town reserves the right to take any appropriate action under all the circumstances to correct any violation of this policy. Retaliation against any employee for complaining about harassment on the basis of sex, race, color, religion, national origin, ancestry, age, disability, citizenship, marital status, sexual orientation, or any other characteristic protected by law is prohibited.

Violations of this policy, including retaliation for filing any complaint or cooperating in any investigation under this policy will not be permitted and may result in discipline, up to and including dismissal.

Americans with Disabilities Act Statement

The Town is committed to employing all individuals on the basis of ability rather than disability. This commitment includes making reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual. A reasonable accommodation may include any action which enables an individual with a disability to perform the essential functions of his or her position but which does not result in an undue hardship to the business. A “reasonable accommodation” is a change in the work environment or work procedures that gives a qualified individual with a disability the same employment opportunities as non-disabled individuals.

If an individual requests an accommodation, we will determine whether the individual has a “disability” as defined by the Americans with Disabilities Act (ADA) or any other state or federal disability law and whether an accommodation is appropriate and reasonable. This may require assistance from your physician or medical care provider. To request an accommodation or other assistance, contact your supervisor or Human Resources.

Anti-Discrimination

We are committed to providing a work environment that is free from all forms of unlawful discrimination. Discrimination in any form is illegal and all discriminatory practices are prohibited and will not be tolerated under any circumstances. It is our policy to provide a work environment free from all forms of discrimination which may be considered harassing, offensive, coercive, hostile, intimidating, threatening or disruptive. These behaviors include, but are not limited to, harassment, joking and demeaning remarks, stories, use of nicknames or other abusive conduct directed at an employee because of sex, race, color, religion, national origin, ancestry, age, disability, citizenship, marital status, sexual orientation, or any other characteristic protected by law.

Reporting Legal / Ethical Violations

It is the philosophy of the Town of Colchester that every employee has the responsibility to take action to prevent problems and improve our operation. If employees observe possible unethical or illegal conduct, they are encouraged to report their concerns.

Employees and others may communicate suspected violations of law, policy, or other wrongdoing, as well as any concerns regarding questionable accounting or auditing matters (including deficiencies in internal controls) by contacting their supervisor, Human Resources, or the First Selectman.

We will treat all communications under this policy in a confidential manner, except to the extent necessary to conduct a complete and fair investigation, or for review of operations. All inquiries will be subject to Freedom of Information Act (FOIA) guidelines and regulations.

The Town prohibits any form of retaliation against any employee for filing a good faith complaint under this policy or for assisting in a complaint investigation.

Workplace Threats and Violence

~~Nothing is more important to~~ The Town of Colchester ~~than~~ regards the safety and security of its employees as critical. There is a zero tolerance policy towards any threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by employees on Town of Colchester property or in relation to employment with the Town ~~will not be tolerated~~. Violations of this policy will lead to disciplinary action, ~~which may include~~ up to and including dismissal. Depending on the severity of the violation of this policy, the Town reserves the right to seek the arrest and possible prosecution of the employee.

Any employee who ~~makes substantial threats, exhibits threatening behavior~~ threatens another employee (for example: harassment, intimidation, displaying a weapon, etc.), or engages in violent acts on Town property shall be removed from the premises as quickly as safety permits, and shall remain off Town premises pending the outcome of an investigation. The Town will initiate an appropriate response. This response may include, but not be limited to: ~~suspension and/or termination~~, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the employee or employees involved.

All Town of Colchester personnel are responsible for notifying the management representative designated below of any threats, which they have witnessed, received, or have been told that another employee has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a Town-controlled site, or is connected to employment with the Town. Employees are responsible for making this report regardless of the relationship between

the employee or persons who initiated the threat or threatening behavior and the employee or persons who were threatened or were the focus of the threatening behavior. If the designated management representative is not available, personnel should report the threat to their supervisor (or that individual's supervisor if the threat is made by the supervisor).

All individuals who apply for or obtain a protective or restraining order which lists Town locations as being protected areas, must provide to the designated management representative a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

The Town of Colchester understands the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s).

The designated management representative is:

~~Name: Jenny Contois~~
Title: First Selectman
Telephone: 537-7220
Location: Selectman's Office, Town Hall

~~ZERO TOLERANCE POLICY ON WORKPLACE VIOLENCE~~

~~The Town of Colchester maintains a zero tolerance policy on violence in the workplace. Any violent act is strictly prohibited. Participating in, provoking or otherwise contributing to any violent act in the workplace including but not limited to abuse, assault, battery, threats and/or harassment will result in severe disciplinary action up to and including discharge.~~

Release of Employee Information

Employee personnel files and records are subject to the Freedom of Information Act (FOIA) and may be requested for viewing from outside individuals, organizations, and agencies. Health Insurance Portability and Accountability Act (HIPAA) guidelines take precedent over FOIA regulations with regards to employee information being available and therefore personal medical records are not subject to FOIA requests.

Conflict of Interest

Employees have an obligation to conduct business within Town policies that prohibit actual or potential conflicts of interest. This section establishes only the framework within which the Town of Colchester wishes to operate. The purpose

of these policies is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. All employees are bound by the Town of Colchester's Code of Ethics.

An actual or potential conflict of interest occurs when an employee is in a position to influence a work-related decision that may result in a personal gain for that employee or for a relative. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which The Town does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Town.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, leases, etc., he or she must disclose the existence of any actual or potential conflict of interest as soon as possible to a manager so that safeguards can be established to protect all parties.

Employees must not engage in any other employment or self-employment, or providing services to others, with or without compensation, during normal working hours.

II. YOUR JOB

Employment Classification



An employee's classification is determined based upon the employee's regular hourly workweek with the Town of Colchester. While it does not alter the at-will nature of employment with the Town, an employee's classification is significant, as it determines what Town-provided benefits, if any, an employee is eligible to receive.

The employment classifications for employees working for the Town of Colchester are as follows:

A. Regular. A regular employee is hired for "continuous" work and not hired to fulfill duties on a temporary or short-term basis.

d.B. Temporary. A temporary employee is one who provides services to the Town of Colchester on an "as-needed," intermittent or seasonal basis. Temporary employees are not eligible for any benefits offered by the Town of Colchester.

a.C. Full-time. A full-time employee is one who ~~has successfully completed a three (3) month probationary period of employment and who consistently~~ **is regularly scheduled works throughout the year for** a minimum of thirty-five (35) hours per week. Full-time employees who meet all other qualifications required by the Town and/or its benefits provider(s), are eligible for all of the employee benefits offered by the Town, such as

group insurance, holidays, vacation, sick leave, leaves of absence, and other benefits as set forth in this handbook.

b.D. Part-time. A part-time employee is one who ~~has successfully completed a three (3) month probationary period of employment and who consistently works throughout the year~~ is normally **scheduled** to work less than thirty-five (35) hours per week **on a regular basis**. Part-time employees are paid on an hourly or daily salary basis. There are two (2) different part-time classifications:

1. Part-time employees ~~who consistently~~ **are regularly scheduled to** work a minimum of thirty (30) hours per week and who meet all other qualifications required by the Town are eligible to earn vacation, holidays, sick leave, ~~paid time-off~~, longevity, and ~~life~~ insurance benefits and to participate in our ~~IRA~~ 401(a) plan on a prorated basis as set forth in these personnel policies. Employees who consistently work a minimum of thirty (30) hours per week also receive the long-term disability benefit and may participate in the Town's Deferred Compensation 457 Plan as set forth in these personnel policies.
2. Part-time employees who consistently work less than thirty (30) hours per week are not entitled to any fringe benefits offered by the Town, unless otherwise explicitly provided in this handbook and personnel policies.

c.E. Probationary. During the first three months of any full-time or part-time employee's employment with the Town of Colchester, the employee will be considered a probationary employee. Probationary employees are not eligible for any benefits offered by the Town of Colchester. Sick leave, personal leave and vacation will accrue, but cannot be used, during ~~probation~~ **this period**. ~~The probationary period for newly-hired full-time or part-time employees may be waived with the permission of the First Selectman through a signed letter confirming such waiver.~~ (NOTE: Option to waive waiting period will be added to a future section of the policy)

F. Elected Official. An elected official is one who has been duly elected by the residents of the Town of Colchester or appointed to fill a vacancy and is otherwise considered a "full-time" employee as defined in this section. The elected officials that this policy pertains to are solely the First Selectman, Town Clerk, and Tax Collector. Elected officials are not subject to the three (3) month probationary period upon election or appointment. Elected officials are eligible for all of the employee benefits offered by the Town, such as group insurance, vacation, holidays, sick leave, ~~paid time-off~~, leaves of absence, and other benefits as set forth in these personnel policies effective the first day of the month immediately following their election or appointment. Benefits provided to paid, full-time elected officials are to be determined by the Town of Colchester's Board of Selectmen and may be expanded or decreased as is deemed in the best interest of the Town.

G. Exempt And Non-Exempt Status. Consistent with applicable federal and state wage and hour laws, employee classifications fall into one of two categories: “exempt” or “non-exempt.” These terms are defined by the Fair Labor Standards Act, which is a federal law requiring that certain employees be paid at least the minimum wage and overtime for hours worked over 40 hours a week. However, the law provides that some employees are “exempt” from this requirement, and therefore do not have to be paid a specific hourly wage or overtime. You will be advised whether your position is an exempt or non-exempt position.

Exempt: Exempt employees do not have any limits on the hours that may be worked in a given work or pay period. They are expected to work the hours needed to accomplish their job responsibilities without receiving extra pay for overtime worked.

Non-Exempt: Non-exempt employees are paid an hourly rate and are eligible for overtime pay at the rate of 1 ½ times their regular hourly rate of pay for hours worked in excess of 40 hours per work week.

Employee Hiring and Dismissal (ADDED FROM CURRENT POLICY)

Purpose

The Town of Colchester Charter, Article IV The Board of Selectmen, § C-402, C. “The appointment and dismissal of all Town employees shall be administered by the Board of Selectmen, but the Board of Selectmen may delegate such authority as is deemed necessary for the sound administration of Town government.”

The Town of Colchester Charter, Article XIII Town Employees and Appointed Officials, § C-1301 “The appointment and dismissal of all Town employees, except those who are elected or are under the jurisdiction of the Board of Police Commissioners, shall be made by the Board of Selectmen, but the Board of Selectmen may delegate such authority as is deemed necessary for the sound administration of Town government. All appointments shall be made on the basis of merit and after examination of qualifications. The Board of Selectmen shall neither appoint nor dismiss Town employees associated with fire protection services except as recommended by the Fire Chief. Before the appointment or dismissal of any Town employee, the Board of Selectmen shall consult with the board, department or individual to whom the services of such employee are to be or have been rendered.”

The purpose of this policy is to specify the Board of Selectmen’s delegation of authority for the hiring and dismissal of Town employees and joint Town/Board of Education (BOE) employees as it pertains to the language of the Town of Colchester charter.

Town Employee Hiring and Dismissal

The First Selectman shall hire and dismiss employees of the town, with the exception of employees whose employment is otherwise provided by law (i.e. elected officials), and department heads. For the purposes of this policy, department heads are: Assessor, Building Official, CHVFD Chief, Cragin Memorial Library Director, Public Works Director, Recreation Manager, Senior Center Director, Town Engineer, Town Planner/Planning Director, and Youth & Social Services Director.

The Board of Selectmen shall be given notice of all full-time and part-time employees who are hired or dismissed by the First Selectman prior to the next Board of Selectmen meeting immediately following the hire or dismissal. This notification requirement to the Board of Selectmen shall not apply to per-diem or temporary/seasonal employee hiring or dismissal actions.

At either of its next two meetings following such hiring or dismissal notification to an employee, the Board of Selectmen, by a majority vote, may request a review of the decision to hire or dismiss and confirm or reverse the decision of the ~~make a recommendation to the~~ First Selectman. The authority to hire and dismiss department heads and employees whose employment is otherwise provided by law rests solely with the Board of Selectmen.

Joint Town/Board of Education Employee Hiring and Dismissal

Joint Town/Board of Education employees, including department heads serving as joint employees, may be hired or dismissed following the approval of the Board of Selectmen and Board of Education by majority vote or by the BOE ~~its~~ designee. The Chief Financial Officer's hiring and dismissal shall be processed per the Town of Colchester Charter.

Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation: voluntary employment termination initiated by an employee.

Discharge: involuntary employment termination initiated by the employer.

Layoff: involuntary employment termination initiated by the employer that is generally not for disciplinary reasons.

Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Notice

We hope that you will remain with the Town; however, should you decide to resign, we request that you provide two weeks advance notice to your supervisor (in writing).

Return of Equipment/Supplies

Prior to the end of the last day of work the employee must return all Town equipment and property to his/her supervisor. This includes, but is not limited to, the return of all uniforms, credit cards, badges, and keys. Terminating employees are required to settle any outstanding debts prior to the last day of employment.

Benefits Continuation (COBRA)

Federal law may allow employees and their dependents who are covered by our health insurance program to temporarily continue that coverage following certain **qualifying events** (such as termination of employment), when health coverage would otherwise end.

Employee Relations

We have an open door policy. There may be times when you will have a constructive suggestion or a complaint to make. There also may be times when a difference of opinion will arise between you and another employee or your supervisor. We encourage you to bring any questions, suggestions, and complaints to our attention. We will give careful consideration to each of these in our continuing effort to improve our operations.

We are committed to open and honest discussion of employee problems and concerns raised in good faith without fear of retaliation. The best way to clarify a misunderstanding, solve a problem, or resolve a difference of opinion is to discuss the matter directly with the other person(s). If the matter goes unresolved, we believe that the following procedure will ensure that complaints receive full consideration. Should an unsatisfactory situation arise concerning the

terms and conditions of your employment, it is important that you bring it to the attention of the appropriate person according to the following procedure:

Step 1 - Talk to your supervisor within 15 working days of event. It is your supervisor's responsibility to ensure that any complaint received is given prompt attention.

Step 2 - In the event you feel the problem remains unresolved after discussing it with your supervisor, (or if your issue directly involves your supervisor), you are encouraged to meet with the Department Head within 15 working days of event or non-resolution. The Department Head has 15 working days to respond to employee.

Step 3 - If you still feel that your problem/complaint remains unresolved, you may request a meeting with the First Selectman within 15 working days of non-resolution and First Selectman has 15 working days to respond to the employee.

Performance Appraisal

Ongoing communication between employees and supervisors to establish goals, clarify job accountabilities, and determine performance standards is the key to effectively managing performance, ensuring that employees have the tools to be successful in their jobs and ultimately ensuring the success of the Town. The performance management and appraisal process provides an ongoing means of communication between supervisors and employees resulting in an annual written performance appraisal. Appraisals are prepared based on the performance activities of the past year.

Performance appraisals will include a summary of the employee's performance that is measured against job accountabilities description, performance standards and specific goals, and objectives during the performance period. The appraisal will also be used to create goals and career development objectives for the new performance period.

Your job performance and your ability to comply with policies and practices directly affect your career advancement, your pay, and your continued employment.

Development Opportunities

The Town of Colchester is committed to providing employees opportunities for individual growth and development in their jobs. You should accept the challenge to grow and develop in your job. The Town will provide you with the

opportunity for training, future growth, and career development. By the same token, it is expected that employees will take an active approach in self-improvement by seeking out educational and training opportunities, with the approval of their department head.

Attendance

~~The Town of Colchester relies on all of its employees to report to work regularly and on time. If an employee is going to be late or absent, he or she must contact his or her supervisor immediately. If an employee has to leave work early, he or she must obtain advance approval from his or her supervisor.~~

~~The Town will take disciplinary action, up to and including discharge, where an employee's attendance is unacceptable or where an employee fails to comply with the above notice requirements.~~

You are important to our success, and each job is important to the smooth operation of our Town. Reporting to work on time, continuing to work until the end of the workday, and being at work on a regular and consistent basis is expected of each employee. Your attendance and punctuality record directly affects your performance evaluations, your opportunities for advancement and your continued employment.

The Town does not tolerate unexcused absences. An excused absence means that you have requested and received your supervisor's permission to be absent for a certain day. An "unexcused absence" is defined as all other absences when your supervisor has not approved the time off or where you have failed to make appropriate attempts to contact your supervisor. With the exception of extenuating circumstances, more than three unexcused absences in a year will result in discipline up to and including discharge. Consecutive absences may be treated as one incident.

If you are absent from work for three (3) consecutive work days and fail to properly call in to your supervisor, you will be considered to have **voluntarily resigned abandoned your job and may be subject to termination.**

If it should become necessary for you to be late or absent, you are required to inform your supervisor as soon as possible. Speak directly with your supervisor. It is also expected that you will notify your supervisor in advance to request time off unless it is a case of illness or unexpected emergency situation. Calling in to say that you are taking vacation time or time off for some other reason that could have been scheduled in advance is not acceptable.

Even if reported and excused, absenteeism and tardiness that becomes excessive places a heavy burden on other employees. What is “excessive absenteeism”? Employees are provided with vacation, personal, and sick time. Absences in excess of this time are considered excessive – such situations will be addressed by disciplinary action and possibly termination of employment. However, excessive absenteeism does not include approved and documented leaves of absence, jury duty, military duty, approved and scheduled vacation time, or bereavement leave taken within Town guidelines. Excessive absenteeism will result in discipline up to and including discharge.

Tardiness is not acceptable. Excessive tardiness is subject to disciplinary action.

Lunch and Breaks

Lunch times and length of lunch periods are to be determined by department management, in accordance with applicable labor laws. You may not forego your lunch period in order to shorten your workday, unless authorized by your supervisor. Employees are expected to work up to the start of the lunch period and be at their workstations ready to work at the end of the lunch period.

Personnel Records

Each employee is responsible for updating personnel information with the ~~First Selectman~~ **Human Resources Office**, in writing, when there is a change in the employee's address, telephone number, marital status, emergency contact, or number and names of dependents.

Tax information must be kept current. W-4 forms are available in the ~~Payroll Department~~ **Human Resources Office** throughout the year.

A personnel file will be maintained by the ~~First Selectman~~ **Human Resources Office** on each employee of the Town of Colchester and may contain any or all of the following items:

1. Employment application, resume, letters of reference;
2. Correspondence and agreements regarding employment with the Town of Colchester;
3. Copies of any evaluations;
4. Requests for vacation, leave, personal days and all other authorized absences;
5. Copies of all correspondence or other records relating to employment, promotion, discipline, dismissal or resignation;
6. Authorizations for withholding monies from pay for any lawful purpose;
7. Authorizations for pay changes signed by the First Selectman.

All records maintained by the ~~First Selectman~~ **Human Resources Office** are the property of the Town of Colchester and subject to the State's Record Retention Requirements, and the requirements of the Connecticut Freedom of Information Act. Employees may view their personnel files at mutually agreeable times. **When reviewed, personnel files may not be taken from the Human Resources Office and must be reviewed with the supervision of an employee of the Human Resources Office.**

III. YOUR PAY AND BENEFITS

Your Paycheck

All employees are paid on a bi-weekly basis. All required deductions for federal, state or local taxes, and all authorized voluntary deductions such as health or dental plans, 401(a), 457, etc. are withheld from your paycheck. All paychecks will be directly deposited into your personal checking or savings account(s).

Non-exempt Employee Pay

If you are classified as a non-exempt employee, you must maintain a record of the total hours you work each day. These hours must be accurately recorded on a time card that will be provided to you by your supervisor. Your time card must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures, and meal breaks. Any absences will be verified by the employee and their supervisor and coded properly on the time card for payroll and record keeping purposes.

~~Unless you are authorized by your supervisor,~~ You should not work any hours that are not authorized by your supervisor. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time card. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

It is a violation of the Town's policy for any employee to falsify a time card, or to alter another employee's time card. It is also a serious violation of Town policy for any employee or supervisor to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time card to under- or over-report hours worked. If any supervisor or employee instructs you to (1) incorrectly or falsely under- or over-report your hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to the Human Resources Office.

Exempt Employee Pay

If you are classified as an exempt **salaried** employee, with work hours specified in the relevant job description, you will receive a salary that is intended to compensate you for all hours you may work for the Town. This salary will be established at the time of hire or when you become classified as an exempt employee. **While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.**

Exempt employees must complete a bi-weekly time card and **is** are responsible for maintaining a record of time off taken due to vacation, illness, bereavement, etc.

Your wages may be reduced for certain types of deductions such as your portion of the insurance premiums; state, federal or local taxes; social security; or, voluntary contributions to a 401(a) and/or 457 plan.

Reporting Paycheck Concerns

If you believe you have been subject to any improper deductions or your pay does not accurately reflect your hours worked, you should immediately report the matter to Payroll. If Payroll is unavailable, you should immediately contact the Human Resources Office.

In the event that your paycheck is lost or stolen, please notify your supervisor immediately or the Payroll Department.

Overtime

Non-exempt employees will be paid at the rate of time and one-half their regular hourly rate of pay for all hours worked in excess of forty (40) hours in a workweek. For the purpose of calculating overtime, hours not worked but credited to an eligible, non-exempt employee include: holidays, paid sick leave, and vacation days. All overtime work must be authorized in advance by the employee's supervisor.

Benefits

The Town of Colchester provides the following benefits to full-time employees, as defined in these personnel policies. The Town of Colchester also provides pro-rated

benefits as well as others as outlined in this policy to employees who work no less than 30 hours per week, excluding health insurance. The Town of Colchester reserves the right to modify or eliminate any benefits from time to time in its sole discretion, and ~~with~~ prior notice to employees. The Town will provide such notice of benefit changes as is practical at the time of the change. Should any statement contained herein conflict with the terms of any actual benefit plan or contract, including any individual employment contract, the terms of such plan or contract shall prevail.

~~Paid, full-time, elected Officials (First Selectman, Town Clerk, Tax Collector) are provided medical and dental benefits, long-term disability (LTD), as outlined in these policies, and may also participate in the Town's Deferred Compensation Plan. Benefits provided to paid, full-time elected officials are to be determined by the Town of Colchester's Board of Selectmen and may be expanded or decreased as is deemed in the best interest of the Town.~~

Holidays

~~Eligible~~ Full-time employees and part-time employees regularly scheduled to work at least thirty (30) hours per week shall observe the following holidays off with pay annually:

1. ½ Day New Year's Eve
2. New Year's Day
3. Martin Luther King, Jr. Day
4. Presidents' Birthday
5. Good Friday
6. Memorial Day
7. Independence Day
8. Labor Day
9. Columbus Day
10. Thanksgiving Day
11. Day After Thanksgiving
12. Veterans' Day
13. ½ Day Christmas Eve
14. Christmas Day
15. One (1) Floating Holiday

Employees eligible for holidays off with pay shall be paid for the hours they were regularly scheduled to work on ~~the holiday a work day.~~ ~~if they~~ **Eligible employees must** work their full schedule on the first regularly scheduled work day immediately prior to the holiday and on the first regularly scheduled workday immediately following the holiday, or ~~if they were~~ **be** on an **approved paid leave of absence** ~~with pay for such days.~~

~~Regular, part-time employees who are consistently scheduled to work at least twenty (20) hours per week shall be eligible for holidays off with pay and according to the preceding guidelines.~~

For the purpose of calculating overtime, hours credited to an eligible full-time employee for holiday pay will be considered as hours worked. If a holiday falls on a Saturday or Sunday it will be observed on the preceding Friday or the following Monday, at the sole discretion of the Town.

Vacations

All regular employees who work at least 20 30 hours per week will receive their vacation time on January 1st of each year, based on the prior year's accrual. Employees ~~presently~~ will accrue vacation days based on completed years of service as follows:

<u>Years of Completed, Continuous Full-Time Employment</u>	<u>Annual Vacation</u>
After 1 year	One week (5 working days)
After 2 years	Two weeks (10 working days)
After 7 years	Three weeks (15 working days)
After 14 years	Four weeks (20 working days)

<u>0 – less than six months</u>	<u>0 days</u>
<u>6 mos – 1 yr</u>	<u>3 days</u>
<u>1 year</u>	<u>10 days</u>
<u>2 years</u>	<u>11 days</u>
<u>3 years</u>	<u>12 days</u>
<u>4 years</u>	<u>13 days</u>
<u>5 years</u>	<u>15 days</u>
<u>6 years</u>	<u>16 days</u>
<u>7 years</u>	<u>17 days</u>
<u>8 years</u>	<u>18 days</u>
<u>9 years</u>	<u>19 days</u>
<u>10 years</u>	<u>20 days</u>
<u>More than 10 years</u>	<u>20 days</u>

Part-time employees who are regularly scheduled to work at least thirty (30) hours per week shall earn vacation on a pro-rated basis, but such employees shall, in no case, be entitled to more than two (2) weeks of vacation per year. ~~Part-time employees who are regularly scheduled to work at least twenty (20) hours per week shall earn vacation on a pro-rated basis, but such employees shall, in no case, be entitled to more than one (1) week of vacation per year.~~

Full-time employees do not accrue or earn vacation benefits during unpaid leaves of absence when the leave lasts longer than 30 days. In such a situation, the An unpaid leave of absence will be deducted from the employee's total continuous years of service for the purpose of determining vacation entitlement.

In the event a paid Town holiday falls within an employee's scheduled vacation period, that holiday will not count as an employee vacation day.

Employees who request vacation time must complete a Time-Off Request Form (available in the Human Resources Office). Vacation time must be pre-approved by the employee's immediate supervisor. Normally, individual vacation days will be requested three or more days in advance. In case of emergency or unusual circumstances, less notice may be given for vacation request.

Any employee may take vacation days in conjunction with personal leave days, holidays or sick leave.

Assignment of vacation time off will be based on the operational needs of the Town.

Employees ~~who work 30 hours or more and qualify for vacation benefits will be allowed to~~ may carry over ~~accrued unused vacation days to a maximum accumulation of 30 days no more than~~ 10 vacation days per year one year's worth of allotted vacation leave. Carryover of more than 10 vacation days one's annual vacation allotment per year must be approved by the employee's supervisor and the First Selectman.

Upon termination or retirement, each employee will be paid for accrued vacation at his/her current base rate of pay.

The First Selectman can grant newly-hired employees more vacation, than the above table allots, at his/her discretion, with the consent of the Board of Selectmen.

Joint Town/Board of Education employees' vacation time is accounted for on a fiscal year basis.

Medical and Dental Insurance

~~Each full-time employee may currently elect single, two-person or family coverage under one of the following medical plans:~~

- ~~1. Century Preferred Managed Care Plan~~
- ~~2. Blue Care Managed Care Plan~~

~~All references in this Policy to types of benefits are solely for the purposes of description and identification, and in all cases the terms and provisions of insurance policies themselves shall govern any claim. The Town currently provides a copy of the insurance plans to all employees covered by this Policy.~~

~~Employees shall be given the opportunity to change their election of a plan on an annual basis only.~~ **All full-time employees may elect to receive group insurance coverage provided by the Town for their employee group. Whenever the Town changes the group insurance plans or contributions, employees of the affected group shall be given written notification of such change. Detailed descriptions of the group insurance plans are available at the Human Resources Office.**

The benefit choices you make during the annual open enrollment period take effect July 1 and remain in effect until June 30 each year. After July 1, you may only make changes to your benefits if you notify Human Resources within 30 days of a qualifying event. A qualifying event is a change in an employee's or dependent's status that results in a gain or loss of coverage or coverage options. The election change must be consistent with the change in status.

The Town may change insurance carriers or modify the insurance policies described in this section at any time in its sole discretion and with~~out~~ prior notice to employees. The Town will provide such notice of benefit changes as is practical at the time of the change.

~~Each eligible employee shall contribute, through weekly payroll deduction, seven and one-half percent (7.5%) of the monthly premium cost for individual, two-person or family medical benefit coverage for the Century Preferred Plan and seven and one-half percent (7.5%) for the monthly premium cost for individual, two-person or family medical benefit coverage for dental benefits. The Town contributes one hundred percent (100%) of the monthly premium cost for individual, two-person or family coverage for the Blue Care Managed Care Plan. The preceding contribution rates are subject to change without prior notice to employees. The Town will provide such notice of change as is practical at the time of the change.~~

The Town currently maintains a plan under Section 125 of the Internal Revenue Code for the purpose of permitting employees to make their premium contributions on a pre-tax basis, to the extent provided by law.

~~The Town, in its sole discretion, may elect to implement a program of cost containment procedures, including, but not limited to pre-admission review, admission planning~~

~~services, admission and continued stay review, second surgical opinions and hospital bill audits. Prior to implementing any such program, the town will provide information sessions for employees. For non-Medicare eligible employees who have been employed by the Town of Colchester for a minimum of 10 years, who retire on or after July 1, 2000, medical coverage for the most cost effective plan offered to Town employees shall be provided for the retiree and the retiree's spouse at the group rate for such benefits for a period not to exceed five (5) years or upon the retiree's eligibility for Medicare with the cost of the monthly premium paid by the retiree. Once an employee opts out of such plan coverage, he or she will not be eligible for readmission.~~

~~At such time as a retiree who retires on or after July 1, 2000 becomes eligible for Medicare, the Town shall provide for Medicare risk plan coverage as an alternative to Medicare with the cost of the monthly premium paid by the retiree as long as such plans are available to the Town.~~

Long-Term Disability (LTD)

~~A **regular** employee who works a minimum of 30 hours per week who is disabled **for a period of 90 days** due to an accident or sickness that is not compensable under the Worker's Compensation Act and who has exhausted all of his/her paid leave benefits shall be eligible for weekly accident/sickness disability insurance payments up to sixty percent (60%) of his/her base rate at the time of disability, to a maximum of two thousand dollars (\$2,000) per month **until age 65**. ~~These benefits will be offset by weekly worker's compensation benefits (not to include specific indemnity benefits covering specific loss or disfigurement), and other state or federally mandated benefits the employee receives. In no instance shall such benefits being until after 90 days of disability.~~~~

~~**Joint Town/Board of Education employees shall be eligible for weekly accident/sickness disability insurance payments up to sixty percent (60%) of his/her base rate at the time of disability, to a maximum of six thousand dollars (\$6,000) per month until age 65.**~~

Individual Retirement Account 401(a) Plan

~~Full-time employees, are eligible to receive an I.R.A. plan contributed to, by the town, in an institution of the town's choice.~~

~~After one year of continuous employment, the town contributes into the I.A.A. plan for full time employees based on the base wages (excluding overtime, longevity and any other pay on top of base pay) is three percent (3%). This contribution percentage increases to four (4%) at the beginning of the fiscal year following completion of the first four continuous years of service by the employee. As of July 1, 2000 this contribution percentage increases to five (5%) at the beginning of the fiscal year following completion of the six continuous years of service by the employee.~~

~~It is the responsibility of the employee to abide by all I.R.S. guidelines concerning their I.R.A. Participation in this plan is subject to any and all requirements set forth in applicable laws, as the same may be amended from time to time.~~

~~As of July 1, 2000 part-time employees working at least thirty hours per week on a continuous basis are eligible to receive an I.R.A. plan, contributed to, by the town, in an institution of the town's choice.~~

~~After one year of continuous employment, the town contributes into the I.R.A. plan for thirty hour a week employees based on the base wages (excluding overtime, longevity and any other pay on top of base pay) is two percent (2%). This contribution percentage increases to three (3%) at the beginning of the fiscal year following completion of the first four continuous years of service by the employee. This contribution percentage increases to four (4%) at the beginning of the fiscal year following completion of the six continuous years of service by the employee.~~

~~It is the responsibility of the employee to abide by all I.R.S. guidelines concerning their I.R.A. Participation in this plan is subject to any and all requirements set forth in applicable laws, as, the same, may be amended from time to time.~~

~~An employee may, in writing, request, if they are eligible, to have the town's I.R.A. contribution put into their existing 457 Deferred Compensation Plan instead of the I.R.A.~~

~~The I.R.A. accounts cannot be closed by the employees without prior approval.~~

Employees who are regularly scheduled to work at least thirty-five (35) hours per week, have the option to participate in a Section 401(a) Plan after the end of his/her probationary period. For those who choose to participate, the Town and the employee will each contribute 6% of base pay (not including overtime, longevity, etc.) beginning on the employee's first day after the probationary period concludes. Employee contributions will be made on a pre-tax basis. The combined contribution by the Town and the Employee will not exceed the maximum allowed by law per year. Employees can voluntarily contribute more than the maximum percentages quoted above on an after tax-basis subject to annual limits allowed by law including pre-tax employer and employee contributions.

For those employees who chose not to participate in the Section 401(a) Plan, the employee will not receive any matching contribution from the Town.

Part-time employees who are regularly scheduled to work at least thirty (30) hours per week are eligible to participate in a Section 401(a) Plan after the end of his/her probationary period. The Town and the employee will each contribute 3% of base pay (not including overtime, longevity, etc.) beginning on the employee's first day after the probationary period concludes. Rules regulating full-time

employees with regards to this plan shall govern part-time employees as well. Employees that are eligible to participate in the Town's 401(a) Plan are subject to a five (5)-year vesting period, whereby the employee attains twenty percent (20%) rights to the Town's contributions each year to a total of one hundred percent (100%) at the completion of five (5) years of employment with the Town.

All employees hired prior to the adoption of this policy are considered 100% vested.

457 Deferred Compensation Plan

~~Each All full- and part-time employees has have the option of participating in contributing to the Town's Deferred Compensation Plan under Section 457 Plan of the Internal Revenue Code of 1986. after their probationary period concludes. The Town will not make matching contributions to the 457 Plan. An employee, who wishes to participate in this plan, will be given both company representative names to contact with their questions.~~

Life Insurance

All regular, full-time, non-exempt employees who work at least thirty-five (35) hours per week are provided group life insurance in the amount ~~ranging from \$20,000 to of \$50,000, as of July 1, 2000, depending on an employee's classification and bargaining unit status.~~

Full-time, exempt employees are provided group life insurance in the amount of \$60,000.

Part-time employees working at least thirty hours per week, ~~as of July 1, 2000,~~ are provided group life insurance in the amount of ten thousand dollars (\$10,000).

Joint Town/Board of Education employees are provided group life insurance in the amount of their annual base salary.

Other life insurance amounts than the amounts listed here may be dictated by union contract.

Longevity Bonus

Employees hired on the date of or after the adoption of this handbook and personnel policy manual are not eligible for longevity bonuses.

Full-time employees of the Town of Colchester, who have completed five (5) years of continuous, full-time employment with the Town, are eligible for the following yearly

longevity bonus, determined by the employee's length of continuous full-time service with the Town as of July 1 of each year:

<u>Years of Completed, Continuous, Full-Time Employment</u>	<u>Yearly Amount</u>
6 - 9th year	\$450
10 - 14th year	\$500
15 - 19th year	\$600
20th year and over	\$750

Employees who work no less than 30 hours per week, who have completed five (5) years of continuous full-time employment with the Town are eligible for a longevity bonus on a pro-rated basis.

<u>Years of Completed, Continuous, Full-Time Employment</u>	<u>Yearly Amount</u>
6-9th Year	\$386
10-14th year	\$430
15-19th year	\$515
20th year and over	\$600

Longevity bonuses will be paid in July of each fiscal year to eligible employees.

Any unpaid leave of absence will be deducted from the employee's total continuous years of service for the purpose of determining the employee's eligibility for a longevity bonus.

Other longevity rules and rates may be dictated by union contract.

Performance Incentive

Non-union employees hired on or after the adoption of this handbook and personnel policy manual are eligible for an annual performance bonus.

Non-union employees hired prior to the adoption of this handbook and personnel policy manual must opt out of the longevity bonus program permanently to be eligible for the annual performance bonus.

Eligibility and receipt of performance bonuses is at the discretion of the First Selectman and with the approval of the Board of Selectmen.

Leaves of Absence

Personal Days

~~Regular, Full-time employees who have completed three (3) months of continuous full-time employment~~ **their probationary period** with the Town of Colchester will receive four (4) personal days each year on January 1st of the following year. Employees who work no less than thirty (30) hour per week receive personal days on a prorated basis - 2 personal days each year on January 1st of the **following** year.

New ~~employees-hires~~ will have personal days prorated as follows:

FULL TIME EMPLOYEES:

<u>Start Date</u>	
January 1 - March 31:	3 Days
April 1 - June 30:	2 Days
July 1 - September 30:	1 Day
October 1 - December 31:	0 Day

PART TIME **(30 hour)** EMPLOYEES:

<u>Start Date</u>	
January 1 - June 30:	1 Day
July 1 - December 31:	0 Day

Employees must use their personal days in the year earned. Under no circumstances will employees be permitted to accumulate personal days from one year to the next. The Town of Colchester does not reimburse, or in any other manner compensate, employees for unused personal leave days upon termination of employment. Employees forfeit all unused personal days at the expiration of each calendar year.

It is the responsibility of the employee to submit a written request to his or her supervisor to take a personal leave day ~~The First Selectman, on recommendation of the employee's supervisor, shall decide whether to grant an employee's request to take a personal leave day. Personal leave is to be used solely for the purpose of conducting personal business, which cannot be transacted outside of work hours (i.e. house closings, court appearances). Such request(s) shall not be unreasonably denied.~~ **and permission to take such a personal leave day is contingent upon the supervisor's approval.**

Sick Leave

Regular full-time employees accrue paid sick leave at the rate of one (1) working day for each month of continuous, full-time employment ~~with the Town of Colchester~~. No sick leave credit shall be earned for partial months of service. Full-time employees may accumulate up to sixty (60) days of paid sick leave, which may be carried over from year to year.

Part-time employees who are regularly scheduled to work a minimum of thirty (30) hours per week accrue paid sick leave ~~on a prorated basis~~ **at a rate of 3.50 days hours a month** for each month of such continuous part-time employment ~~with the Town of Colchester~~ to a cap of **forty (40) hours per year**. No sick leave credit shall be earned for partial months of service. **Part-time employees who are regularly scheduled to work a minimum of thirty (30) hours per week may carry over unused sick time but cannot use more than forty (40) hours in a year.**

In adherence to current State and Federal law, all part-time employees who regularly work less than thirty (30) hours per week and more than 10 hours per week are entitled to earn one (1) hour of paid sick leave for every forty (40) hours worked. Part-time employees may carry over sick leave but cannot use more than forty (40) hours in a year. Such employees must work at least 680 hours before accrued, paid sick leave is available for use. If such an employee has vacated their position or no longer works for the Town of Colchester but returns for work on a consistent basis, any accrued sick time will be eliminated and accrual will re-start upon hiring, but any previous amount of hours worked will be retained.

Any employee who is **sick absent** for three (3) or more consecutive working days ~~must~~ **may be required to** submit a physician's statement to ~~his/her~~ **their** supervisor documenting the reason for the absence, as well as expected date on which the employee will return to work. The Town of Colchester reserves the right, in its sole discretion, to require a physician's statement in other circumstances, including but not limited to cases of suspected abuse of sick leave benefits. In the event that any employee is unable to report to work, ~~he or she~~ **they** must notify ~~his or her~~ **their** supervisor of that fact prior to the start of the employee's scheduled work day, or as soon as possible thereafter. Eligibility of an employee to receive paid sick leave is ~~contingent upon the employee's compliance with~~ **granted only if the employee meets** the **advance notice requirement** and the employer's request for production of a physician's statement **and only after 40 hours of accrued sick time has been used in a calendar year. Exceptions are allowed for extenuating circumstances.**

~~For the purpose of bridging the ninety (90) day waiting period for Long Term Disability (LTD) insurance, employees may accumulate up to 30 additional days~~

~~of sick leave which can also be drawn from in special circumstances involving serious health conditions at the discretion of the First Selectman unless otherwise specified in collective bargaining agreements.~~

Employment Protection for Victims of Domestic Violence

Employees who are victims of domestic violence shall not be terminated, penalized, threatened, or coerced with respect to their employment because the employee: (1) is a victim of family violence; or (2) attends or participates in civil court proceedings related to a case in which they are a family violence victim. Employees who are victims of family violence shall be allowed to take paid or unpaid leave to: (a) seek medical care or counseling for physical or psychological injury or disability; (b) obtain services from a victim services organization; (c) relocate due to the family violence; or (d) participate in any civil or criminal proceeding related to or resulting from such family violence. The Town can limit the unpaid leave to twelve (12) days in a calendar year if they deem it is necessary.

Bereavement leave

All regular employees are eligible for bereavement leave. In the event of a death in an ~~an~~ **full-time** employee's immediate family, ~~leave with pay not to exceed three (3) consecutive days,~~ **the employee will receive up to three days bereavement pay,** beginning with the date of death **(or miscarriage)** and ending with ~~and/or the including~~ the day after the funeral or final services. "Immediate family" includes the employee's spouse, **civil union partner**, parent, **step parent**, sibling, child, **step-child**, grandparent, grandchild, mother-in-law, father-in-law or any other relative who is living in the employee's household. **For miscarriages, bereavement leave is available only for the affected woman or spouse.**

~~Additional bereavement leave without pay may be given to a full-time employee at the discretion of the First Selectman, upon recommendation of the employee's supervisor.~~

All full-time employees shall be granted bereavement leave with pay for a maximum of one (1) day to attend the funeral or final services of a brother-in-law, sister-in-law, niece, nephew, uncle, or aunt.

If a death in an employee's family occurs, the employee must notify ~~his or her~~ **their** supervisor as to the anticipated length of the employee's absence as soon as possible. The Town may require the employee to submit reasonable proof of death and/or funeral date.

Military Leave

Military leave will be provided in accordance with ~~the~~ **applicable federal and state** law. Employees must present any available documentation regarding call-up for service at their earliest opportunity in order to provide appropriate notice to the Town.

Jury Duty

The Town of Colchester considers jury duty to be your civic responsibility. You must submit a copy of your official summons to your supervisor as soon as it is received. In addition, proof of service must be submitted to your supervisor when you have completed serving.

In accord with current Connecticut law, the Town will pay you your regular wages or salary for the first five days of jury duty leave. Thereafter the state currently reimburses at the rate of \$50 per day of service. The Town will pay you the *difference* between your regular base pay and the pay you receive from the court for jury duty. To accomplish this, the Town will continue your regular pay while you are serving, and you will provide copies of your jury duty paychecks to the Town upon receipt.

You will also be paid for court appearances related to Town business; however such appearances must be compulsory for you to be paid, (or you may apply personal time).

Childbirth Leave

~~An employee who becomes pregnant shall notify her supervisor at least four (4) months prior to the employee's expected date of delivery. Such employee shall receive a leave of absence without pay for the reasonable period of physical disability due to childbirth. Except in the case of unusual medical difficulties, as verified by a physician's statement, such leave is expected not to exceed six (6) weeks after delivery. The Town of Colchester will comply with the provisions of the Family and Medical Leave Act when applicable to an eligible employee. The Town's Family and Medical Leave Policy is set forth in this policy manual.~~

Full-time employees may be eligible for pro-rated paid leave of absence for the reasonable period of physical disability due to childbirth. Eligible, full-time employees are expected to use banked paid leave (i.e. vacation, sick, and personal leave) time during their FMLA leave period. If an employee does not have four or more weeks of banked paid leave, the Town will pay the difference of banked leave, up to four weeks of paid maternity leave, commencing from the first day of maternity leave. Eligible employees are expected to withhold using banked paid leave within the year of expected childbirth for such use. If an eligible employee exhausts their banked paid leave prior to taking FMLA leave for childbirth, the Town will not be responsible for paying the employee the full four-week benefit.

Upon return to work, the employee shall be assigned to her former position, if such position is available, or to a position of equivalent pay and benefits. ~~Maternity~~ **Childbirth** leave shall be treated the same as any other short-term disability and, therefore, will be paid to the extent of earned accumulated sick leave. The employee must contact her supervisor at least ~~thirty (30)~~ two (2) weeks prior to the end of such leave stating the employee's intention to return or not return to work.

Newborn Leave

Employees whose spouse or partner has given birth are eligible for up to three days paid leave. This leave shall commence the day of childbirth and continue for two business days thereafter.

Family and Medical Leave

The purpose of this policy is to establish guidelines for leaves taken by employees of the Town of Colchester under the Federal Family and Medical Leave Act (FMLA) ~~of 1993~~ **including any subsequent updates to the law.**

Eligibility:

Employees who have worked for the Town of Colchester for at least twelve (12) months and who have worked at least 1,250 actual hours during the twelve (12) months immediately preceding the start of a leave, are eligible for unpaid leave under the FMLA.

Reasons for Leave:

Leaves under the FMLA may be taken for the following reasons:

1. ~~(a)~~ Birth and/or care of the employee's newborn child;
2. ~~(b)~~ The placement of a child with the employee by adoption or for foster care;
3. ~~(c)~~ To care for the employee's spouse, child or parent who has a serious health condition as defined by the federal Family and Medical Leave Act; or
4. ~~(d)~~ To care for the employee's own serious health condition defined by the federal Family and Medical Leave Act that renders the employee unable to perform the function of his or her position.

Length of Leave

If a leave is requested for one of the above-listed reasons, each eligible employee may take up to a total of twelve (12) weeks unpaid family or medical leave in any 12-month entitlement period, **or 24 weeks within a two year period. Some exceptions do apply to the rule listed in the previous**

sentence, please consult Human Resources for details. In appropriate circumstances, the Town may designate an absence as FMLA leave without a request from the employee.

The 12-month entitlement period for a family or medical leave is measured from the initial date of an employee's first leave under this policy.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to-active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave to address certain qualifying events. Qualifying events may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12)-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty while on active duty that may render the service member medically unfit to perform their duties, for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Types of FMLA Leave and Conditions:

Full-time unpaid leave may be taken for any of the reasons permitted by the FMLA. Full-time leave excuses the employee from work for a period of time.

Intermittent leave means leave taken in separate periods of time, rather than for one continuous period of time. Examples of intermittent leave include leave taken one day per week over a period of a few months, or leave taken on an occasional / as-needed basis for medical appointments.

Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.

An employee may take full-time, intermittent or reduced schedule leave whenever it is medically necessary for a serious health condition of the eligible employee, his or her spouse, child or parent. Intermittent leave or

reduced schedule leave for other reasons will be permitted only with the approval of the First Selectman.

If intermittent or reduced schedule leave is medically necessary, the First Selectman may, in his/her sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested.

Both Spouses Working for the Same Employer:

If both spouses are employees of the Town of Colchester and request leave for the birth, placement of a child by adoption or for foster care, or to care for a seriously ill parent, they will be entitled to a maximum combined total leave equal to twelve (12) weeks in any 12-month entitlement period. ~~If either spouse (or both) uses a portion of the total 12-week entitlement for one of the purposes in the preceding sentence, each is entitled to the difference between the amount he or she has taken individually and the 12 weeks for FMLA leave for their own or their spouse's serious health condition in the 12-month entitlement periods.~~

Requests for Leave

Requests for FMLA leaves must be submitted to the ~~Payroll Department~~ **Human Resources Office** at least thirty (30) days before the leave is to commence, if possible. If thirty-(30) days' notice is not possible, please submit your request as soon as practicable under the circumstances.

For leaves taken because of the employee's or a family member's serious health condition, the employee must submit a completed "Physician or Practitioner Certification" form before the leave begins if possible. This form may be obtained from the ~~Payroll Department~~ **Human Resources Office**. If such advance certification is not possible, the employee must provide the medical certification within fifteen (15) calendar days of the employer's request for the medical certification.

If an employee takes leave to care for their own serious health condition, immediately upon return to work, the employee must provide medical certification that the employee is able to perform the functions of the job. This certification must be submitted to the ~~Payroll Department~~ **Human Resources Office**.

Use of Unpaid Leave:

The Town will require employees to use their paid time-off concurrently with FMLA leave and before they are listed as unpaid FMLA. An employee may request to keep one week of vacation leave

and one week of sick leave unused if they desire. The amount of unpaid family or medical leave entitlement is reduced by the amount of paid leave that is substituted.

Medical Insurance and Other Benefits during leaves

During approved ~~family and medical~~ leaves of absence, the Town of Colchester will continue to pay its portion of health and dental insurance premiums, and the employee must continue to pay ~~his/her~~ **their** share of the premium. Failure of the employee to pay ~~his/her~~ **their** share of the health insurance premium may result in loss of coverage. ~~If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the Town of Colchester for payment of health insurance premiums during the family and medical leave, unless the employee does not return because of "a serious health condition that prevents the employee from performing his/her job or other circumstances beyond the control of the employee.~~

During **unpaid** leave, the employee shall not accrue longevity, seniority, ~~pension~~ **retirement** benefits, sick leave, vacation leave or personal days. However, unused employment benefits accrued by the employee up to the day on which the leave begins will not be lost upon return to work. Leave taken under this policy does not constitute an absence under the Town of Colchester's attendance policy.

Reinstatement:

Except for circumstances unrelated to the taking of family or medical leave, an employee who returns to work following the expiration of a family or medical leave is entitled to return to the job held prior to the leave or to an equivalent position with equivalent pay and benefits.

Questions regarding this policy or applicable state or federal laws should be directed to the Human Resources Office.

Leave of Absence Without Pay:

A leave of absence without pay or other Town-provided benefits, not to exceed six (6) months in duration, may be granted for good cause to any employee at the discretion of the Board of Selectmen. A written request for an unpaid leave of absence must be submitted by the employee to his or her supervisor who will direct such request to the Board of Selectmen for their consideration. Such requests must be submitted at least sixty (60) days in advance, except in emergencies. The Board of Selectmen shall have sole and complete discretion over the decision to grant or deny an employee's written request for an unpaid leave of absence.

Worker's Compensation

Should you become ill or injured as a result of your job, you may be eligible for Worker's Compensation benefits. Any work related illness, injury, or accident (no matter how minor) must be reported immediately to your supervisor. Failing to immediately report an injury, accident, or illness may result in a delay or a rejection of worker's compensation benefits. Both you and your supervisor will be asked to complete an Accident Report Form. You will be directed to a local occupational healthcare provider to provide initial medical treatment and assessment for work related illness and injury. Questions regarding Worker's Compensation benefits should be directed to Human Resources. Employees will only receive the state-approved amount of Workers' Compensation pay after three (3) days out of work, if the claim is approved.

Return To Work Policy (ADDED FROM CURRENT POLICY)

RESPONSIBILITY

~~The term "loss exposure", as applied to the workplace, is defined as the potential for accidents which result in illness or injury. Every employee of the Town of Colchester has a responsibility to minimize loss exposure as a factor in the work place by participating in quality improvement programs and strictly observing safety and standard operating policies and procedures.~~

POLICY

Employees of the Town of Colchester who are, or could be, on leave of absence from their duties as a result of a work related illness or injury or non-work related injury may be eligible for the Return-to-Work Program. ~~The medical care provider must certify that the employee may return to work with restrictions on physical requirements of the job in question, and those restrictions are not expected to last for more than 60 days.~~ **Upon written certification, an employee may return to work with physical restrictions, and those restrictions are not expected to last for more than 60 days.**

~~A restriction identifies a physical condition, which prevents an employee from performing the full scope of their job duties as outlined in their job description or as performed historically. There are two types of restrictions: temporary and permanent. Temporary restrictions are defined as those limitations placed on an injured employee by a physician which are of a relatively short - duration (i.e., the employee is expected to fully recover and return to normal working conditions).~~

~~Permanent restrictions are defined as those limitations placed on an employee by a physician which are expected to be long term or from which recovery is not expected and which prevent the employee from performing the essential functions of the~~

~~employee's position. Those employees who fall in this category are not eligible for participation in the Return-to-Work Program. They may elect to seek alternative employment, or file for a "reasonable accommodation" under the Americans with Disabilities Act.~~

~~When an employee is approved for participation in the Return-to-Work Program, primary consideration will be given to job placement within the employee's department and normal job duties. A secondary consideration will be alternative placement into another department or another assignment, which is within the same bargaining unit. A critical consideration is to place the injured employee in a position to perform productive work that is both useful to the Town of Colchester and achievable within the limits of the restrictions placed on the employee.~~

~~An employee participating in the Return-to-Work Program is subject to all rules, regulations, standards, policies and procedures of the Town of Colchester. The terms and conditions contained in this policy do not supersede the terms and conditions in any collective bargaining agreement entered into by the Town. If any provision of this policy is in conflict with any federal and/or state law, such legal provisions shall prevail. The Town shall honor the confidentiality rights of the employee, as set forth in applicable law.~~

~~Each situation will stand on its own merits. An Employee Return-to-Work Form, completed by a physician, noting an employee's restrictions, will be evaluated by department supervisor to determine whether or not an employee is able to return to their assigned position. The department supervisor will then forward their recommendation with appropriate documentation to the injured employee's department head for final determination.~~

If an employee is approved for the Return-to-Work Program, they shall be provided tasks which fall within the physical restrictions identified by the treating physician. In no case will an employee authorized to participate in the Return-to-Work Program be placed in an area that will pose a health or safety risk to the Town of Colchester, other staff, or themselves.

IV. GENERAL GUIDELINES

Employee Responsibilities

The Town of Colchester has always maintained the highest standards of public service. Therefore, in all dealings with the public, and with each other, all Town employees are expected to act in a professional manner at all times. This also applies whenever they are conducting Town business or otherwise representing the Town. With the foregoing in mind, the Town has developed policies and rules for the benefit of the Town and its employees.

Some of the policies have already been outlined earlier in ~~the policy statement~~ **this employee handbook**. Others are contained in the following list. ~~All employees are encouraged to read this list of actions and to understand it fully.~~ This list is not exhaustive, is subject to change, and is designed only to provide examples of misconduct, which can lead to disciplinary action. If any one of these actions, ~~or any one of the~~ previously mentioned actions, or any other similar action, is taken by any employee, it can result in disciplinary action, up to and including dismissal. In each case, the level of discipline will depend upon the severity of the conduct in question in light of all relevant circumstances with the ultimate decision to be made in the Town's sole discretion.

1. Improper or unprofessional treatment of a fellow employee or member of the public.
2. Failing to follow instructions of, or to perform work requested by, a supervisor ~~or manager~~ (or other insubordinate action).
3. Failing to meet a Town measure or standard of efficiency and/or productivity.
4. Failure to work assigned overtime.
5. Unauthorized or excessive absences (including late arrival and early departure) from work.
6. Sleeping while on Town property or during the time in which the employee is supposed to be working, **unless authorized by the department supervisor.**
7. Abusing, wasting or stealing Town property, or the property of any Town employee or non-employee.
8. Removing Town property or records without written authorization.
9. Falsifying an employee's employment application or other personnel records.
10. Falsifying Town reports or records (including time sheets and mileage reimbursements).
11. **Failure to obey safety rules.**
12. **Harassing other employees.**
13. **Use of abusive, threatening, or derogatory language.**
14. Violating the law.
15. Fighting or starting a disturbance on Town premises, or while performing job duties, including, but not limited to, assaulting or intimidating a Town employee or member of the public.
16. Unauthorized possession of firearms, weapons, dangerous instruments, or dangerous substances.
17. Reporting to work in a condition unfit to perform the employee's duties, including reporting to work under the influence of illegal drugs or controlled substances or alcohol or consuming, possessing, dispensing or selling such materials on Town premises and/or while on duty.
18. Smoking, eating or drinking in prohibited areas.
19. Violating a Town safety rule or practice, or creating or contributing to unhealthy or unsanitary conditions.
20. Engaging in conduct which creates, or appears to create, a conflict with the interest of the Town, including, but not limited to, soliciting and/or taking money

or gifts or favors in connection with the employee's performance of regular job duties.

21. Disclosing confidential Town information without authorization.

~~22. Using profanity towards others~~

23. Neglect of duty.

24. Using Town facilities after normal working hours without authorization.

25. Interfering with, obstructing, or otherwise hindering the production or work performance of another employee.

26. Originating or spreading false statements concerning employees or the Town.

27. Engaging in immoral or indecent conduct on Town property.

28. Using any piece of equipment or property of the Town without being authorized to do so.

29. Violating any Town policy on fair treatment, equal opportunity, or nondiscrimination.

30. Unsatisfactory work performance.

31. Any conduct which is determined by the First Selectman to be detrimental or contrary to the goals or best interest of the Town.

Dress Code

Town employees should exercise their best judgment when selecting outfits that are appropriate for work. Proper attire for town hall employees is regularly considered, "business casual," but may require more formal attire when dealing with scheduled meetings, conferences, interviews, etc.

Business dress is required when testifying or meeting public officials at the General Assembly or as required by the First Selectman at his/her discretion.

Department heads can approve jeans or other attire for employees when they are working in the field. Employees are encouraged to use their best judgment regarding dress upon returning to work from the field. If jeans are worn upon return to work, such jeans shall not be visibly dirty or ripped, as to present unprofessional attire.

Employment of Relatives

It is the goal of the Town of Colchester to avoid creating or perpetuating circumstances in which the possibility of favoritism, conflicts of interest, or impairment of efficient operations may occur. Members of an employee's immediate family will be considered for employment by the Town of Colchester, provided that the applicants possess all the qualifications required for the available position for which employment is sought. Immediate family members of an employee may not be hired, however, if a direct or indirect supervisory/subordinate relationship with the current employee would be created by the employment of such an applicant.

For purposes of this policy, "immediate family" shall include a current employee's spouse, brother, sister, parents, children, stepchildren, son/daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, uncle, aunt, niece, nephew and any other relative who is a member of the current employee's household.

Confidentiality

Employees of the Town may learn confidential information of one type or another during the course of their employment. During and after employment with the Town, confidential information may not be shared with any non-employee of the Town and may only be shared with the Town's employees on a strict need-to-know basis. If an employee violates this policy, disciplinary action will be taken against such employee, up to and including immediate discharge.

Expense Reimbursement

Employees who are required to use their personal vehicles for official Town business are reimbursed for such travel at the ~~rate of thirty-two cents (\$0.32) per mile.~~ current IRS mileage reimbursement rate. All reimbursable travel must have prior authorization of your supervisor. To be eligible for reimbursement, the employee must submit a written record of travel expenditures to his or her supervisor ~~within ten (10) working days of the date of the employee's reimbursable travel~~ for approval on a monthly basis.

No Smoking

~~The Town of Colchester is committed to the well-being of our employees. Smoke related diseases are among the leading causes of death and illness in this country. By providing a smoke-free environment we hope to reduce the risk of smoke-related illnesses.~~

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

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

Care of Personal Belongings

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

Inclement Weather

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

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

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

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

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

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

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

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

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

Phones:

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

Printers, Scanners:

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

V. HEALTH, SAFETY AND SECURITY

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

It is the responsibility of the department head to, insofar as reasonably possible, provide a workplace free from recognized hazards. In order to achieve this, he/she must oversee the administration of safety practices in their departments and be aware of accident statistics. When warranted, this will include follow disciplinary procedures (verbal and written warnings, suspension and possible dismissal) for situations in which there has been a flagrant disregard of safety policies. Managers are expected to take appropriate, corrective action to ensure continued improvement in eliminating or minimizing hazards, to prevent or reduce injuries on the job. Investigations of all occupational illness or injuries must be conducted, and written reports including corrective actions taken must be provided immediately to the First Selectman's Office. Safety audits should be conducted periodically to identify and correct potential hazards. ~~Management must make the commitment to follow-through with required repairs and preventive maintenance of equipment and workplace.~~ When the necessity of repairs or preventative maintenance is recognized, it is expected that managers will undertake actions to implement these and initiate actions necessary to complete such repairs or maintenance.

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

While management attention to accident prevention is an important component of a safety program, it is each employee who carries the greatest responsibility for protecting his/her own health. Though we realize that accidents do happen, we hope and expect that all employees work together with managers to minimize the risk of work-related illness and injuries.

Safety-Related Discrimination and Harassment

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

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

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

Alcohol and Drug-Free Policy

Purpose

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

Statement of Policy

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

An employee must report any conviction or plea of nolo contendere under a criminal drug statute for violations occurring on or off Town premises while on Town business, to the First Selectman within five (5) days after the conviction. The Town will notify any agency awarding a grant to the Town of such conviction, within ten (10) days thereafter, if such notice is required by the granting agency. Upon request, the First Selectman or his/her designee shall meet with the employee and a Union representative, where employee is part of a collective bargaining unit, before taking any further action.

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

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

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

Employee Assistance

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

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

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

Drug Testing

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

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

Security

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

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

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

VI. CONCLUSION

Severability

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

Handbook & Policy Review

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

To All Employees

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

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

ACKNOWLEDGMENT OF RECEIPT

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

Employee

____/____/____
Date

Town of Colchester Employee Hiring and Dismissal Policy

1.0 Purpose

- 1.1 **The Town of Colchester Charter, Article IV The Board of Selectmen, § C-402, C.** “The appointment and dismissal of all Town employees shall be administered by the Board of Selectmen, but the Board of Selectmen may delegate such authority as is deemed necessary for the sound administration of Town government.”
- 1.2 **The Town of Colchester Charter, Article XIII Town Employees and Appointed Officials, § C-1301** “The appointment and dismissal of all Town employees, except those who are elected or are under the jurisdiction of the Board of Police Commissioners, shall be made by the Board of Selectmen, but the Board of Selectmen may delegate such authority as is deemed necessary for the sound administration of Town government. All appointments shall be made on the basis of merit and after examination of qualifications. The Board of Selectmen shall neither appoint nor dismiss Town employees associated with fire protection services except as recommended by the Fire Chief. Before the appointment or dismissal of any Town employee, the Board of Selectmen shall consult with the board, department or individual to whom the services of such employee are to be or have been rendered.”
- 1.3 The purpose of this policy is to specify the Board of Selectmen’s delegation of authority for the hiring and dismissal of Town employees and joint Town/Board of Education (BOE) employees as it pertains to the language of the Town of Colchester charter noted in sections 1.1 and 1.2 of this policy.

2.0 Town Employee Hiring and Dismissal

- 2.1 The First Selectman shall hire and dismiss employees of the town, except employees whose employment is otherwise provided by law, and except department heads (Appendix A).
- 2.2 The Board of Selectmen shall be given notice of all full-time and part-time employees who are hired or dismissed by the First Selectman prior to the next Board of Selectmen meeting immediately following the hiring or dismissal. This notification requirement to the Board of Selectmen shall not apply to per-diem or temporary/seasonal employee hiring or dismissal actions.
- 2.3 At either of its next two meetings following such hiring or dismissal notification to an employee, the Board of Selectmen, by a majority vote, may request a

review of the decision to hire or dismiss and following such review **confirm or modify** such decision.

2.4 The authority to hire and dismiss department heads and employees whose employment is otherwise provided by law rests solely with the Board of Selectmen.

3.0 Joint Town/Board of Education Employee Hiring and Dismissal

3.1 Joint Town/Board of Education employees, including department heads serving as joint employees, may be hired or dismissed following the approval of the Board of Selectmen and Board of Education by majority vote or its designee. The Chief Financial Officer's hiring and dismissal shall be processed per the Town of Colchester Charter.

4.0 Personnel Hiring Process

4.1 Purpose and Intent.

This policy is adopted to codify the intent of the Board of Selectmen that hiring practices be consistent to insure interested and qualified candidates are afforded the opportunity to seek positions with the Town of Colchester. The objective of this policy is to provide guidance to managers and staff on the process which the town will follow when hiring is initiated by the First Selectman for new or vacant positions.

4.2 Pre-search activities.

When the need to fill a vacant or new position in a town department is recognized and the position is authorized and funded the First Selectman shall meet with the appropriate manager(s) and/or Department Head(s) who will supervise the candidate hired through this process. The First Selectman and Department Manager(s) or Supervisor(s) will confer on the nature and duties of the position to determine if changes in hours, responsibilities, or classification of the position being considered are appropriate and in the best interest of the Town. Should such adjustments to the position be determined by the First Selectman to be needed the hiring process will be suspended until approval of revised job descriptions, compliance with union agreement(s) and financial impacts are obtained from the Board of Selectmen or The Board of Finance (if required by funding adjustments) and Memoranda of Understanding have been agreed to in accordance with appropriate Collective Bargaining Agreements.

4.3 Search Process

Once the position to be filled is fully approved and funded the search process shall begin.

- 1. For Department Heads the First Selectman shall present a selection process to the Board of Selectmen for approval and shall be responsible for carrying out that process. The final three candidates being considered for appointment to a Department Head level position shall be interviewed by the Full Board of Selectmen and the final decision on hiring shall rest with the Board of Selectmen.*
- 2. For positions which are subject to advance consideration of personnel in a bargaining unit the Department Head or Manager for position being sought or the First Selectman will post details of the intention to fill this position as required in any applicable collective bargaining agreement.*
- 3. Upon completion of Collective Bargaining time specifications as mentioned in #2 above the Position shall be announced on the Town Web Site and Posted in a public place at Town Hall. The Announcement shall indicate the title of the position and a brief description of the job duties. The announcement shall provide information on how to obtain the full Job Description and an application and shall include the date after which applications for the position will not be considered. Applications normally will be submitted to the Office of the First Selectman who acts as the Human Resource office for the Town*
- 4. All open positions shall be publicly posted and applications accepted for a minimum period of two weeks (14 Days). In a case that the need to fill the position is urgent a request to shorten the application period shall be forwarded to the First Selectman for presentation to the full Board of Selectmen at its' next regular meeting. Upon approval of the Board of Selectmen the posting period may be reduced.*
- 5. Upon completion of the search process all applications received shall be sent to the First Selectman and Department Manager(s) who will be supervising the eventual candidate hired.*
- 6. The First Selectman, or if delegated by the First Selectman the Department Manager(s), shall conduct the Selection and Evaluation process as outlined in 4.4 below.*

4.4 Candidate Selection and Evaluation Process

- 1. Prior to the close of the Search Process the First Selectman and/or Department Head(s) or Manager(s) who will evaluate candidate qualifications shall develop a method by which they will consider all applications. This method may include but is not limited to:
 - a. Rating Matrix for Interview based on Job Description Duties and experience*
 - b. Interview Panel**

- c. *Skills Testing (Proficiency in software and/or customary systems or equipment normally used in the position)*
 - d. *Other means deemed appropriate.*
 - 2. *The First Selectman's advice and consent shall be sought in developing this process by Department Managers in cases where the responsibility has been delegated to that level.*
 - 3. *The Selection and Evaluation Process may be developed in Steps and allow short listing of applicants.*
 - 4. *At the completion of the Selection and Evaluation process the Manager(s) shall prepare a written recommendation for the hiring of the selected candidate and forward to the First Selectman.*
 - 5. *The First Selectman is the formal hiring authority and may interview the candidate(s).*
 - 6. *Should the First Selectman find reason to disagree with the recommendation of the Department Head or Manager(s) he shall meet with the manager(s) to discuss his evaluation. The final decision for hiring shall be made by the First Selectman (subject to further review by the Board of Selectmen as noted in Sections 2.2 and 2.3 above).*

4.5 Vacancies for a specific job title which may occur within in one year of the close of applications for a similar position announced under this policy may be filled from the list of candidates seeking that position or the First Selectman may re-announce the position in accordance with this policy. Nothing in this section waives the requirement to comply with applicable Collective Bargaining agreements.

Appendix A – Department Heads

The following positions are identified as department heads for purposes of this policy as referenced in section 2.1:

Assessor

Building Official

CHVFD Chief

Cragin Memorial Library Director

Public Works Director

Recreation Manager

Senior Center Director

Town Engineer

Town Planner/Planning Director

Youth and Social Services Director

TOWN OF COLCHESTER
EMERGENCY
ELECTION PROCEDURES

PREPARED BY:

DOROTHY A. MROWKA

DIANA NORTON GILES

ASSESSMENT OF THE POLLING PLACE
BY THE MODERATOR
BEFORE THE OPENING OF THE POLLS

- USE THE MAP PROVIDED BY THE REGISTRARS TO LOCATE FIRE EXTINGUISHERS, FIRE ALARMS, AND DEFIBRILLATORS.
- POINT OUT TO POLL WORKERS THE EMERGENCY ESCAPE ROUTES/EXITS
- POINT OUT TEMPORARY INDOOR SAFETY LOCATIONS FOR WEATHER EMERGENCIES, SUCH AS IMPENDING TORNADOES OR HURRICANES
 - POINT OUT TO POLL WORKERS A PRE-DETERMINED OUTDOOR ASSEMBLY POINT TO BE USED IN CASE OF AN EMERGENCY EVACUATION. IF POSSIBLE IT SHOULD BE AT LEAST 300 FEET AWAY FROM THE BUILDING AND OUTSIDE OF PARKING AREAS.
- ASSIGN DUTIES TO ASSISTANT REGISTRARS, CHECKERS AND BALLOT CLERKS IN THE EVENT OF AN EVACUATION OF THE POLLING PLACE.

POLLING PLACE EVACUATION AND EMERGENCY RELOCATION

FOR SAFETY EMERGENCIES SUCH AS FIRE, BOMB SCARES, AND ACTS OF VIOLENCE THE MODERATOR SHOULD IMMEDIATELY CALL 911 FOLLOWED BY A CALL TO THE REGISTRARS OF VOTERS. 860 537-7204

- THE MODERATOR AND ASSISTANT REGISTRAR SHOULD GET A HEADCOUNT OF WORKERS AND VOTERS IN THE POLLING PLACE.
- ALERT ALL INDIVIDUALS OF THE EMERGENCY CIRCUMSTANCES AND REMIND THEM OF THE PRE-DETERMINED ASSEMBLY AREA.
- ALL POLL WORKERS AND VOTERS SHOULD PROCEED TO THE ASSEMBLY AREA.
- THE ASSISTANT REGISTRARS SHOULD TAKE A HEAD COUNT TO ASSURE THAT ALL POLL WORKERS AND VOTERS HAVE MOVED TO THE SAFE AREA.

EVACUATION OF EQUIPMENT AND MATERIALS FROM THE POLLING PLACE

- THE MODERATOR SHOULD READ THE PUBLIC COUNTER NUMBER FROM THE VOTING MACHINE AND RECORD ON THE MODERATOR RETURN; TURN OFF THE MACHINE; AND UNPLUG AND SEAL THE MACHINE IN ITS TRANSFER CASE.
- IN THE CASE OF A TEMPORARY EVACUATION THE MODERATOR SHOULD RECORD THE PUBLIC COUNTER NUMBER ON THE MODERATOR RETURN; TURN OFF THE VOTING MACHINE; UNPLUG, AND ROLL THE BALLOT BOX WITH THE VOTING MACHINE TO A SAFE AREA.
- THE ASSISTANT REGISTRARS, WITH THE HELP OF THE CHECKERS AND BALLOT CLERKS SHOULD SECURE THE CHECKER LISTS, UNVOTED BALLOTS, AND SPOILED BALLOTS, AND PLACE THEM IN THE ROLLER CABINET FOR SAFE-KEEPING.
- THE MODERATOR SHOULD MOVE THE ROLLER CABINET TO A PRE-DETERMINED SAFE AREA BY THE CHECKERS.

- THE ASSISTANT REGISTRAR SHOULD LIST THE NAMES OF THE PEOPLE WHO CHECKED IN BEFORE THE EVACUATION BUT WERE UNABLE TO VOTE. ALL BALLOTS OF SUCH VOTERS SHOULD BE COLLECTED AND MARKED “SPOILED.” IF SUCH VOTERS RETURN TO VOTE THEY SHOULD BE ISSUED NEW BALLOTS AND CHECKED OFF THE ELECTION OFFICER’S (EVACUATION) LIST.
- ELECTION OFFICIALS SHOULD ADVISE VOTERS THAT THEY MAY, DEPENDING ON THE CIRCUMSTANCES, DO ONE OF THE FOLLOWING:
 - a. WAIT UNTIL THE BUILDING CAN BE RE-ENTERED.
 - b. PROCEED TO THE ALTERNATE POLLING PLACE TO VOTE.
- AN ASSISTANT REGISTRAR SHOULD STAY WITH THE EVACUATED VOTERS WHO HAVE BEEN CHECKED IN BUT WHO HAVE NOT YET VOTED AND VOTING SHOULD BEGIN (EITHER INSIDE THE POLLING PLACE OR AT AN *ALTERNATE LOCATION) AS SOON AS SAFELY POSSIBLE.

***VOTERS WILL USE THEIR OWN MEANS OF TRANSPORTATION TO REACH THE ALTERNATIVE POLLING PLACE.**

FINAL CHECKLIST OF ITEMS TO BE SECURED:

- VOTING MACHINE: TURNED OFF (NO ENDER CARD) SEALED, SECURED, AND GUARDED.
- CHECKER BOOKS
- PUBLIC COUNTER NUMBER RECORDED FROM THE VOTING MACHINE.
- LIST OF VOTERS WHO CHECKED IN BUT HAD NOT VOTED
- UNUSED BALLOTS
- VOTED BALLOTS
- BALLOT BOX
- PERSONAL BELONGINGS
- MODERATOR BAG

SPECIFIC EMERGENCIES EMERGENCY REPRODUCTION OF BALLOTS DUE TO BALLOT SHORTAGE

- REGISTRARS WILL MAKE COPIES OF THE OFFICIAL BALLOTS AND DELIVER TO THE POLLS.
- MODERATOR SHOULD DOUBLE CHECK THAT THEY ARE RECEIVING THE CORRECT FORM OF THE BALLOT FOR THEIR DISTRICT/POLLING PLACE.
- MODERATORS SHOULD INSTRUCT MACHINE TENDER TO HAVE VOTERS PUT THE XEROXED COPIES OF THE BALLOTS IN THE AUXILIARY BIN AS THEY CANNOT BE READ BY THE TABULATOR.

SHORTAGE OF ELECTION OFFICIALS:

- NOTIFY THE REGISTRARS IMMEDIATELY.

POWER OUTAGE:

- NOTIFY THE REGISTRARS IMMEDIATELY.
- THE VOTING MACHINES HAVE 2 HOURS OF EMERGENCY POWER.
- THE BATTERY BACK-UPS HAVE APPROXIMATELY 6 HOURS OF EMERGENCY POWER.
- PROVIDE ALTERNATE LIGHTING FOR EACH POLLING PLACE.

FIRE AND BOMB THREATS:

- FOR VOTING EMERGENCIES FOR FIRE AND BOMB THREATS CALL 911 AND REFER TO THIS EMERGENCY MANUAL.

MACHINE MALFUNCTIONS:

- FOR MACHINE MALFUNCTIONS REFER TO THE MODERATOR'S MANUAL.

DISORDER, VIOLENCE OR INTIMIDATION:

- EVICT ANY PERSON FROM THE POLLING PLACE WHO INTERFERES WITH THE ORDERLY PROCESS OF VOTING.
- PREVENT UNIDENTIFIED PERSON FROM LOITERING IN AND WITHIN 75 FEET OF THE POLLING PLACE.
- PROTECT THE RIGHT OF VOTERS TO CAST A BALLOT IN PRIVATE.
- REQUEST ANY DISORDERLY PERSON TO LEAVE THE PREMISES. IF NEEDED CALL 911.

ILLNESS, INJURY, OR DEATH:

- FOR ILLNESS, INJURY, OR DEATH REFER TO THE EMERGENCY MANUAL IN MODERATOR'S BAG.


POLL WORKER REMOVAL:

- FOR REMOVAL OF POLL WORKERS REFER TO THE EMERGENCY MANUAL IN MODERATOR'S BAG.

WHEN IN DOUBT YOU MAY ALWAYS CALL THE
REGISTRAR OF VOTERS

(860) 537-7204

Town of Colchester Interoffice Memorandum

To: Gregg Schuster, First Selectman
From: James Paggioli, L.S., Director of Public Works 
CC:
Date: 3/2/13
Re: FFY 2011 State Homeland Security Grant Program- Region 4 Custodial Ownership of Regional Assets.

As part of the administration of the State Homeland Security Grant Program FFY 2011 fund, the State of Connecticut DEMHS retained pass-through funds from SHSGP Grant Number: EMW-2011-SS-00097 for six set aside projects. WINCOG has been delegated the financial and programmatic oversight of Region 4 allocation of grant funds in conjunction with recommendations from Region 4 REPT for regional projects not included within the six set aside projects.

The funds available for the Region 4 projects not included within the six set aside projects is \$507,718. Projects are eligible for grant funding are determined by the Region 4 REPT and approved by the State of Connecticut DEMHS. As such, projects must serve a regional need.

A program that was submitted and awarded funds was the need to address emergency traffic control issues throughout the region. As such three (3) Traffic Control Trailers, three (3) Towable Light Towers, and three (3) Towable Electronic Message Boards were obtained by the region. Of the assets acquired, the Town of Colchester has the opportunity to have the Custodial Ownership of one of the Towable Electronic Message Boards. Said message board would be stored at the Town of Colchester Department of Public Works Yard and be available for emergency use and other traffic control issues when not needed for emergency use within the region. Emergency use would be determined by either Region 4 staff of DEMHS and coordination with the RESF#3 (Public Works) Chairman. The assets are labeled separately from Town of Colchester owned equipment.

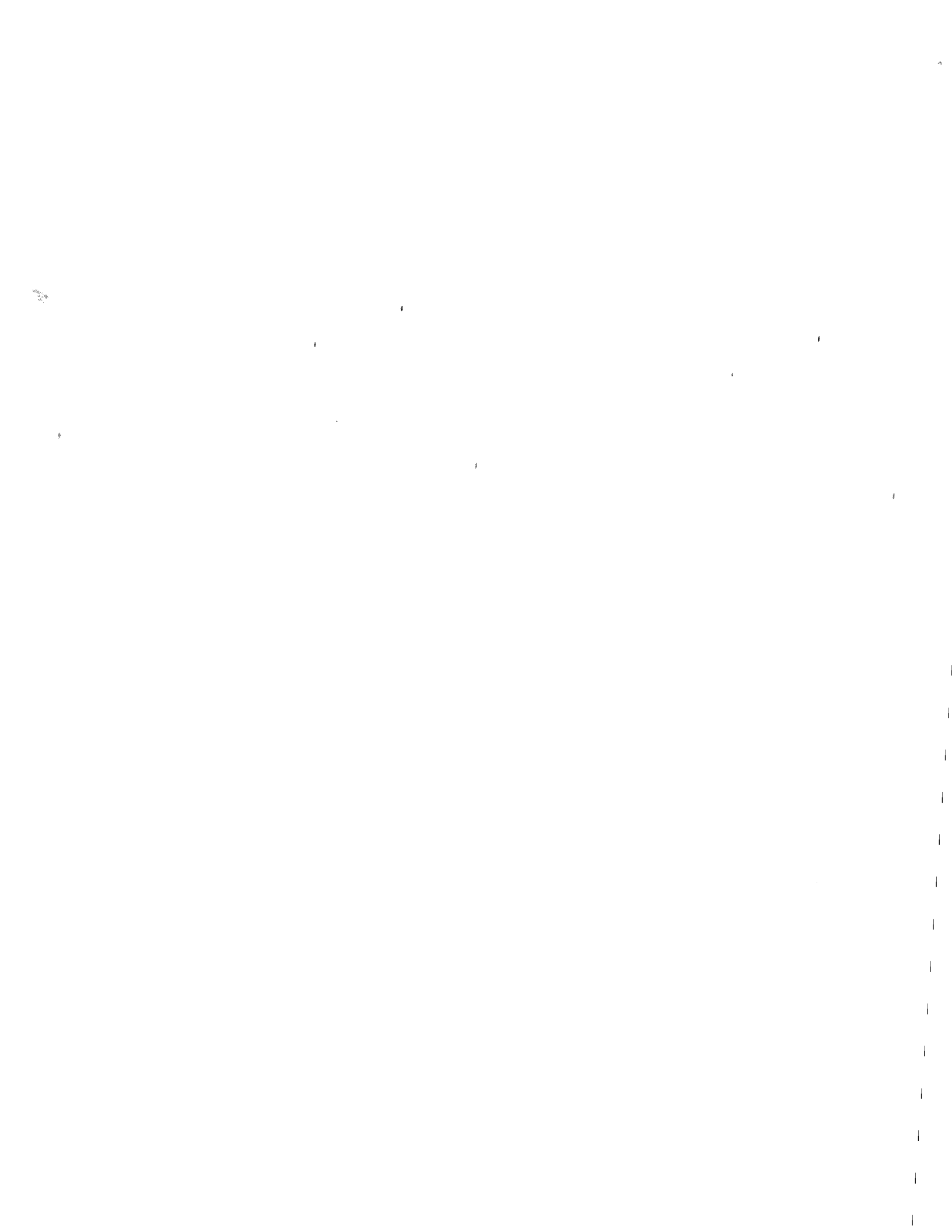
In conjunction with Region 4 actually acquiring regional equipment, a 2011 HSGP Omnibus Memorandum of Agreement is required to be approved by the Board of Selectmen and the First Selectman be authorized to sign the MOA. This MOA is required to be approved and signed regardless of the custodial ownership of any regional asset by the Town of Colchester. As shown on the attached MOA, the first page (Checklist) and page 9 reference the ability of any town within the region to "mark off", no custodial assets at this time. Essentially the agreement would acknowledge the roles of WINCOG and the REPT for the region, for any Town within the region. Also the MOA lists any of the general conditions that would be required for a municipality should they wish to become a custodial owner of a regional asset.

I would recommend that the Board of Selectmen approve the Custodial Ownership of one (1) of the Towable Electronic Message Boards for the region in accordance with the MOA and the Amendment to Appendix A for the Town of Colchester. Having the asset located within the Town would allow for the required training events coincide with events in town that are not emergencies, however present traffic control issues for the Town. Additionally with the asset located in town, there exist the probability that when region wide emergencies do occur, our ability to utilize the asset will be prioritized since the Town will have a first call for the asset since we know it exists within the Town. The recent three region wide events have shown that the ability to act "regionally" has been limited due to the availability of staff to have resources available to assist outside of town borders until many days after the initial event. Should the sign be required outside of the Town borders, the Statewide inter-municipal mutual aid agreements would provide a means for recouping costs for transportation of the asset.

Proposed Motion:

Resolved that the Town of Colchester Board of Selectmen enter into a Memorandum of Agreement with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; specifically the Memorandum of Agreement Regarding Use of Federal Fiscal Year 2011 State Homeland Security Grant Funding and Custodial Ownership of Regional Assets in DEMHS Region 4, and authorize the First Selectman to sign all and any documents necessary to do so.

Furthermore that the Board of Selectmen accept for the Town of Colchester under Custodial Ownership one (1) Towable Electronic Message Board under the terms listed within the above said Memorandum of Agreement and authorize the First Selectman to sign the Amendment to Appendix A within the Memorandum of Agreement which lists said Towable Electronic Message Board for Custodial Ownership of the Regional Asset.



FFY 2011 STATE HOMELAND SECURITY GRANT PROGRAM
REGION 4 MEMORANDUM OF AGREEMENT CHECKLIST

Please use this checklist to insure completion and accuracy of the following agreement. All items should be checked off once completed

To be completed by the Town of Colchester

Received by: _____ Phone Number: _____

For the MOA:

- A municipal point of contact been identified in Part III, Section L.
- The Chief Executive Officer has signed and dated the agreement.
- The Chief Executive Officer's name and title has been typed in the space provided.

For Appendix A

- The Chief Executive Officer has checked the box marked "NONE AT THIS TIME" or listed equipment and funding source as applicable. Please provide a detailed description and list only that equipment purchased with FFY 2011 grant funds.
- The Chief Executive Officer has signed and dated Appendix A.
- The Chief Executive Officer's name and title has been typed in the space provided.

For Amendment to Appendix A

Does not need to be completed at this time. This form is to be used at a later date if it is determined the town will serve as the custodial owner of regional equipment.

** If you have a blanket resolution with the same town CEO from the previous HSGP MOA 2010, you may attach a sealed copy to this MOA. If the CEO has changed, you must submit a new Sealed blanket resolution.*

Authorizing Resolution Attached

The Blanket Resolution Template includes the recommended language for the resolution. If you do not use this template, the resolution must reference the FFY 2011 Homeland Security Grant Program. The authorizing resolution must include original signatures and the embossed town seal.

Once complete, mail the complete MOA to: Mr. Mark Paquette, Executive Director, Windham Region Council of Governments, 700 Main Street, Willimantic, CT 06226.

To be completed by the Windham Region Council of Governments:

Received on: _____

- The Executive Director has signed and dated the agreement.
- The Region 4 REPT Chair has signed and dated the agreement.
- The Region 4 REPT Chair's name has been typed in the space provided.
- All of the items listed on this checklist have been completed and are correct.

Once complete, contact the DEMHS Strategic Planning and Community Preparedness (SPCP) Unit to schedule an MOA Review meeting. Contact: 860-685-8195 or email Eric.Scoville@ct.gov

MEMORANDUM OF AGREEMENT
REGARDING USE OF
FEDERAL FISCAL YEAR 2011 STATE HOMELAND SECURITY GRANT FUNDING
AND CUSTODIAL OWNERSHIP OF REGIONAL ASSETS
IN DEMHS REGION 4

I. AGREEMENT REGARDING THE USE OF FEDERAL HOMELAND SECURITY GRANT FUNDS TO SUPPORT REGIONAL SET-ASIDE PROJECTS

A. Introduction

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DEMHS), the Town of Colchester (Colchester), the Windham Region Council of Governments (WINCOG), and the Region 4 Regional Emergency Planning Team (Region 4 REPT).
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for Federal Fiscal Year 2011 State Homeland Security Grant Program (SHSGP), Grant Number EMW-2011-SS-00097, including the following programs: Metropolitan Medical Response System (MMRS); Citizen Corps Program (CCP). DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. The DEMHS Coordinating Council, now known as the DEMHS Advisory Council, has approved the allocation formula for grant funds available under such programs as the SHSGP, MMRS, CCP;
4. DEMHS is retaining pass-through funds from SHSGP Grant Number EMW-2011-SS-00097 in the total amount of \$1,457,175 on behalf of local units of government, for the following six regional set-aside projects designed to benefit the state's municipalities:
 - a. Expanded Regional Collaboration;
 - b. Connecticut Intelligence/Fusion Center/Critical Infrastructure;
 - c. CBRNE Detection/IED Attack Deterrence;
 - d. Medical Preparation and Response;
 - e. Public Outreach and Preparedness; and
 - f. NIMS/ICS Training and Exercise.
5. DEMHS - in coordination and cooperation with the municipalities located within DEMHS Region 4, including Colchester - has created, and established bylaws for, the Region 4 REPT, a multi-disciplinary, multi-jurisdictional regional group to facilitate planning and resource coordination within DEMHS Region 4.
6. Colchester is eligible to participate in those Federal Fiscal Year 2011 SHSGP regional allocations made through the Region 4 REPT and not included in the set-aside projects, in the amount of \$507,718 for Region 4, which will be made available to the jurisdictions in Region 4 in the manner recommended by the Region 4 REPT in accordance with its approved bylaws, upon execution of the grant application and as accepted by the SAA.

B. Purpose of Agreement

The SAA and Colchester enter into Part I of this MOA authorizing the SAA to act as the agent of Colchester and allowing the SAA to retain and administer grant funds provided under Grant Number EMW-2011-SS-00097 for the seven regional set-aside projects listed above, and also for WINCOG to provide the financial and programmatic oversight described below.

C. SAA and Colchester Responsibilities.

The SAA agrees to administer the SHSGP grant funds of \$1,457,175 in furtherance of the six regional set-aside projects listed above.

Colchester agrees to allow the SAA to provide financial and programmatic oversight of the \$1,457,175 for the purpose of supporting the allocations and uses of funds under Grant Number EMW-2011-SS-00097 consistent with the 2011 State Homeland Security Grant Application that has been reviewed and approved by the federal Department of Homeland Security and supported by the Initial Strategy Implementation Spending

Town of Colchester 2011 HSGP Omnibus MOA

Plan (ISIP) approved by the Emergency Management & Homeland Security Coordinating Council, now known as the DEMHS Advisory Council. Colchester agrees to allow the SAA to hold, manage, and disburse the grant funds that have been reserved for the six regional set-aside projects listed above.

D. WINCOG and Colchester Responsibilities.

Colchester also agrees to allow WINCOG to provide financial and programmatic oversight of the Federal Fiscal Year 2011 regional allocation not included in the six regional set-aside projects in the amount of \$507,718 targeted to member municipalities in DEMHS Region 4 and recommended through the Region 4 REPT in accordance with its approved bylaws. Such funds will be applied to specific projects developed and approved by the Region 4 REPT and DEMHS.

II. AGREEMENT REGARDING CUSTODIAL OWNERSHIP OF REGIONAL ASSETS

A. Introduction

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Division of Emergency Management & Homeland Security (DEMHS), the Town of Colchester (Colchester), the Windham Region Council of Governments (WINCOG), and the DEMHS Region 4 Regional Emergency Planning Team (Region 4 REPT).
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for grants awarded beginning in Federal Fiscal Year (FFY) 2004, up to the present time. DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. Colchester has agreed to operate as the custodial owner of the asset(s) described in Appendix A, on behalf of Colchester, the region, and if necessary, the State.
4. The parties also agree that Colchester may operate as the custodial owner of additional assets purchased on behalf of the Region from FFY 2011 grant funds, as approved by the Region 4 REPT, and DEMHS, which assets will be added to Appendix A by attached amendment within thirty (30) days of approval by the Region 4 REPT.
5. The Region 4 REPT has been established to foster regional collaboration and mutual aid through, among other things, collaborative plan development, resource sharing and coordination.
6. WINCOG has agreed to operate as the fiscal agent for the federal SHSGP grants awarded to DEMHS Region 4 for Federal Fiscal Year 2011;

B. Purpose.

DESPP/DEMHS, the Region 4 REPT, WINCOG, and Colchester, enter into Part II of this MOA regarding asset(s) for which Colchester agrees to be the custodial owner, and which are described in Appendix A, as may be amended.

C. Agreements and Responsibilities of the Parties.

1. Definitions.

As used in this MOA:

- The term "authorized training" means training that is authorized by DEMHS.
- The term "custodial owner" means a political subdivision or tribe that has agreed to accept title and responsibility for the asset(s), subject to possible redeployment under the terms outlined in Paragraph C(7) below.

2. Responsibilities of DEMHS, WINCOG.

In its role as SAA, DEMHS will subgrant funds to WINCOG, which, as the Region 4 Fiscal Agent, will procure the asset(s) listed in Appendix A.

3. Amendment of Appendix A.

The parties agree that decisions regarding the placement of regional assets in Colchester may be made after the execution of this agreement and that Appendix A shall be amended accordingly (see attached form). Colchester agrees to be bound by the terms of this agreement for any asset added to Appendix A. The parties also agree that any amendment to Appendix A must be signed by the DEMHS Deputy Commissioner, the Chair of the Region 4 REPT, and the Chief Executive Officer, or his/her designee, of Colchester.

4. Responsibilities of Custodial Owner/Colchester.

Colchester understands that it is the Custodial Owner, on behalf of itself and the Region, of the asset(s) listed in Appendix A, as may be amended pursuant to Paragraph C(4) above. As Custodial Owner, Colchester agrees:

- a. To safeguard the asset(s) in a secure location, including, for example, providing refrigeration or protection from the elements, if appropriate;
- b. To regularly test, use and maintain the asset(s) in working order. It is understood by the parties that trained personnel of Colchester's municipal agencies may use the asset(s) for appropriate emergency response/emergency management purposes, including authorized training and exercise;
- c. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested: under the terms of this MOA; under a mutual aid agreement, including a civil preparedness mutual aid agreement approved by DEMHS, as required by Conn. Gen. Stat. §28-7(d); under the terms of the intrastate mutual aid system, Connecticut General Statutes §28-22a; or at any time by the State of Connecticut, including DEMHS;
- d. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested for authorized training and/or exercise;
- e. To maintain records of the use of the asset(s), including deployment for an actual incident or for authorized training, and to provide these records to DEMHS as requested;
- f. To maintain an inventory of the asset(s), including a unique tagging system (including the DEMHS logo) so that the asset(s) can be easily identified as separate from the Custodial Owner's other property, and to provide that inventory to DEMHS as requested.
- g. To maintain all necessary insurance regarding the asset(s) and their use;
- h. To cooperate with any state or federal audit of the asset(s) and/or their use;
- i. To abide by the bylaws and/or procedures established under any applicable State of Connecticut or regional plan;
- j. That the State, including DESPP/DEMHS, does not guarantee any further funding for, or provision of repairs to, the asset(s) beyond the terms of this MOA;
- k. That all maintenance and operations of the asset(s) by Colchester shall conform to the manufacturer's recommendations. If appropriate, Colchester shall maintain trained personnel available to transport and supervise the operation of the asset(s). All personnel or agents of Colchester performing any maintenance or repair services in connection with these asset(s) shall be fully qualified and authorized or permitted under federal, state, and local laws to perform such services.

5. Responsibilities of the REPT.

The Region 4 REPT understands and acknowledges that, in accepting responsibility as the custodial owner of the asset(s), Colchester is furthering regional collaboration and mutual aid on behalf of all of the members of Region 4.

6. Assignment of Asset(s).

If Colchester does not comply with the requirements under this MOA, or terminates its involvement in this MOA, then DEMHS, in consultation with the REPT Chair, may redirect the asset(s), preferably to a different town within the Region. Whenever possible, DEMHS will provide 60 days' notice before re-assigning the asset.

III. GENERAL TERMS OF AGREEMENT APPLICABLE TO ALL PARTS OF THIS MEMORANDUM OF AGREEMENT

A. Effective Date.

The terms of this agreement will become effective when all parties have executed it.

B. Authority to Enter Agreement.

DESPP/DEMHS is authorized to enter into this Agreement through the Deputy Commissioner of the Department of Emergency Services and Public Protection/ Division of Emergency Management & Homeland Security, pursuant to the authority provided under Connecticut General Statutes §4-8 and Titles 28 and 29.

Town of Colchester 2011 HSGP Omnibus MOA

The Town of Colchester (Colchester) is authorized to enter into this agreement through its Chief Executive Officer, authorized pursuant to the attached [original or certified copy of resolution, ordinance or charter provision]. The other persons executing this Memorandum of Agreement (MOA) on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this agreement on behalf of the entity for which they sign, as indicated by valid resolutions, if necessary.

C. Duration of Agreement.

Part I of this MOA, as modified with the consent of the parties, remains in full force and effect until the end of the grant period, or any extension thereof, covered by this MOA, unless cancelled by the SAA, giving Colchester written notice of such intention at least thirty (30) days in advance. Any party may terminate its involvement with Part II of this agreement upon sixty days' written notice to the other parties.

DESPP/DEMHS reserves the right to cancel any funding under this MOA without prior written notice when the funding is no longer available.

D. Amendment of the Agreement.

This agreement may be modified upon the mutual written consent of the parties.

E. Litigation.

The Parties agree to good faith consultation with one another to resolve disagreements that may arise under or relating to this MOA before referring the matter to any other person or entity for settlement. The Parties agree that any disputes under Part II, Paragraph C.6 shall be resolved by DEMHS. The Parties also agree that the sole and exclusive means for the presentation of any claim against the State, including the SAA, arising from this agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Parties further agree not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.

F. State Liability.

The Parties agree to indemnify and hold harmless the State of Connecticut with regard to the activities described within this MOA, and recognize that the State does not waive its right to sovereign immunity with regard to any provision of this MOA. The State of Connecticut assumes no liability for funding under the terms of this MOA until Colchester, through the Region 4 REPT, is notified by the SAA that this MOA has been approved and executed by DESPP/DEMHS and by any other applicable state agency.

G. Audit Compliance.

If Colchester, through the Region 4 REPT, agrees to serve as a host or custodial owner of equipment purchased with the grant funds referenced in this MOA, then Colchester must comply with the Federal Single Audit Act of 1984, P.L. 98-502 and the Amendments of 1996, P.L. 104-156 and with the Connecticut Statutes §7-396a and 396b, and the State Single Audit Act § 4-230 through 236 inclusive, and the regulations promulgated thereunder. Colchester agrees that all fiscal records, if any, pertaining to the projects shall be maintained for a period of not less than three (3) years from the date of the signing of this MOA. Such records will be made available to state and/or federal auditors upon request.

H. Lobbying, Debarment, and Suspension.

Colchester commits to compliance with the requirements under 28 CFR Part 66 (Uniform Administrative Requirements for Grants to States); 28 CFR Part 69, New Restrictions on Lobbying; 28 CFR Part 67, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug Free Workplace (Grants); Office of Management and Budget (OMB) Circular A-87, addressing cost principles for grants to state and local governments; 28 CFR Part 70 (Common Rules for Administrative Requirements for Grants to Non-Profits); OMB Circulars A-122 and A-21 addressing Cost Principles for Grants to Non-Profit Entities and requirements included in the Department of Homeland Security Office of Grants and Training Financial Guides.

I. Executive Orders.

This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be cancelled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any State or federal law concerning non-discrimination, notwithstanding that the Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree and abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to non-discrimination, until the contract is completed or terminated prior to completion. Colchester agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three,

and that it will not discriminate in its employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner.

This contract is also subject to the provision of Executive Order No. 16 of Governor John G. Rowland promulgated August 4, 1999 adopting a zero tolerance policy for workplace violence, and as such, this contract may be cancelled terminated or suspended by the State for violation of or noncompliance with said Executive Order No. Sixteen. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Sixteen is incorporated herein by reference and made a part thereof. The parties agree to abide by such Executive Order.

The contract is also subject to provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such this contract may be cancelled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or non-compliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by such Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service.

J. Non-Discrimination Clause.

In accordance with Public Act 88-351, the Town agrees and warrants that, (a) For the purposes of this section, "minority business enterprise" means any small grantee or supplier of materials fifty-one percent or more of the capital stock, if any, or asset(s) of which is owned by person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Stat. Sect. 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For purposes of the section, "Commission" means the Commission on Human Rights and Opportunities.

For purposes of this section, "Public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway, or other changes or improvements in real property, or which is financed in whole or in part by the State, including but not limited to, matching expenditures, grants, loans, insurance or guarantees.

The Town agrees and warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group or persons on the grounds of race, color, religious creed, age, marital status, national origin, sex, mental retardation or physical disability, including but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The Town further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved: the Town agrees, in all solicitations or advertisements for employees placed by or on behalf of the Town, to state that it is an "affirmative action - equal opportunity employer" in accordance with the regulations adopted by the Commission; the Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract of understanding and each vendor with which Town has a contract of understanding, a notice to be provided by the Commission advising the labor union of workers' representative of the Town's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; the Town agrees to comply with each provision of this section and Conn. Gen. Stat. Sect. 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. Sect. 46a-56, as amended by Section 5 of Public Act 89-253, 46a-68e and 46a-68f; the Town agrees to provide the Commission of Human Rights and Opportunities with such information requested by the Commission, permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and section 46a-56. If the contract is a public works contract, the Town agrees and warrants that he will make good faith efforts to employ minority business enterprises as subgrantees and suppliers of materials on such public works project.

Determination of the Town's good faith efforts shall include but shall not be limited to the following factors: The Town's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

The Town shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

The Town shall include the provisions of subsection (b) of this section in every subcontract or purchase order entered into in order to fulfill any obligation or a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer, unless exempted by regulations or orders of the Commission. The Town shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Conn. Gen. Stat. Sect. 47a-56, as amended by Section 5 of Public Act 89-253; provided, if such Town becomes involved in, or is threatened with litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation prior thereto to protect the interest of the State and the State may so enter.

The Town agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

Pursuant to Public Act 89-227, as amended, as of January 1, 1991, no agency of the State of Connecticut may purchase new products packaged in or composed in whole or part of polystyrene foam if such foam is manufactured using chlorofluorocarbons (CFC). Manufacturers are required by the Act to provide information regarding the CFC content of polystyrene foam used in such products or packaging to any person selling the product who requests such information. By submitting an offer to sell to or accepting an order from the State of Connecticut the vendor certifies that no CFC are used in the manufacture of polystyrene foam contained in such products or packaging.

K. Non-discrimination on the Grounds of Sexual Orientation.

1. The Town agrees/warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation.
2. The Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract or understanding and each vendor with which such Town has a contract or understanding and each vendor with which such Town or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Town's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment;
3. The Town agrees to comply with each provision of this Section and Sections 46a-68f of the General Statutes and with each regulation or relevant order issued by said Commission pursuant to Sections 46a-56, 46a-68e and 46a-68f of the General Statutes;
4. The Town agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and Section 46a-56 of the General Statutes.
5. The Town shall include the provisions of paragraph (1) of this addendum in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Town shall take such actions with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Section 46a-56 of the General Statutes; provided, if such Town becomes involved in, or is threatened with, litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

L. Points of Contact.

The point of contact for the SAA is:
William P. Shea, Deputy Commissioner

Town of Colchester 2011 HSGP Omnibus MOA

25 Sigourney Street, 6th Floor, Hartford, CT 06106-5042
Phone: (860) 256-0800 Fax: (860) 256-0815
Email: william.shea@ct.gov and rita.stewart@ct.gov

The point of contact for Colchester is:

Name & Title:
Address:
Phone Number: Fax Number:
E-mail Address:

M. Other provisions.

Nothing in this agreement is intended to conflict with current laws or regulations of the State of Connecticut or Colchester. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the dates written below:

THE TOWN OF COLCHESTER

By: _____ Date: _____
Its Chief Executive Officer
Duly Authorized
Typed Name & Title: _____

THE WINDHAM REGION COUNCIL OF GOVERNMENTS

By: _____ Date: _____
Mark N. Paquette, Executive Director
Duly Authorized

THE REGION 4 REGIONAL EMERGENCY PLANNING TEAM

By: _____ Date: _____
Its Chair
Duly Authorized
Typed Name: _____

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY**

By: _____ Date: _____
William P. Shea
Its Deputy Commissioner
Duly Authorized

Appendix A

The following is a list of the assets for which the Town of Colchester has agreed to serve as the custodial owner:

NONE AT THIS TIME

Equipment Description _____

THE TOWN OF COLCHESTER

By: _____ Date: _____

Its Chief Executive Officer
Duly Authorized
Typed Name & Title: _____

MEMORANDUM OF AGREEMENT
REGARDING USE OF
FEDERAL FISCAL YEAR 2011 STATE HOMELAND SECURITY GRANT FUNDING
AND CUSTODIAL OWNERSHIP OF REGIONAL ASSETS
IN DEMHS REGION 4

AMENDMENT TO APPENDIX A
FOR THE TOWN OF COLCHESTER

Equipment Description _____

THE TOWN OF COLCHESTER

By: _____ Date: _____
Its Chief Executive Officer
Duly Authorized
Typed Name & Title: _____

THE REGION 4 REGIONAL EMERGENCY PLANNING TEAM

By: _____ Date: _____
Its Chair
Duly Authorized
Typed Name: _____

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY**

By: _____ Date: _____
William P. Shea
Its Deputy Commissioner
Duly Authorized

MEMORANDUM OF AGREEMENT REGARDING USE OF FEDERAL GRANT FUNDING AND
CUSTODIAL OWNERSHIP OF REGIONAL ASSETS IN DEMHS REGION 4 –
AMENDMENT TO APPENDIX A FOR THE TOWN OF COLCHESTER

Equipment Description

One (1) Electronic Message Board Model MB3L

FOR THE TOWN OF COLCHESTER

By: _____ Date: _____

Its Chief Executive Officer, Duly Authorized

FOR THE REGION 4 EMERGENCY PLANNING TEAM

By: _____ Date: _____

Its Chair, Duly Authorized

FOR THE WINDHAM REGION COUNCIL OF GOVERNMENTS

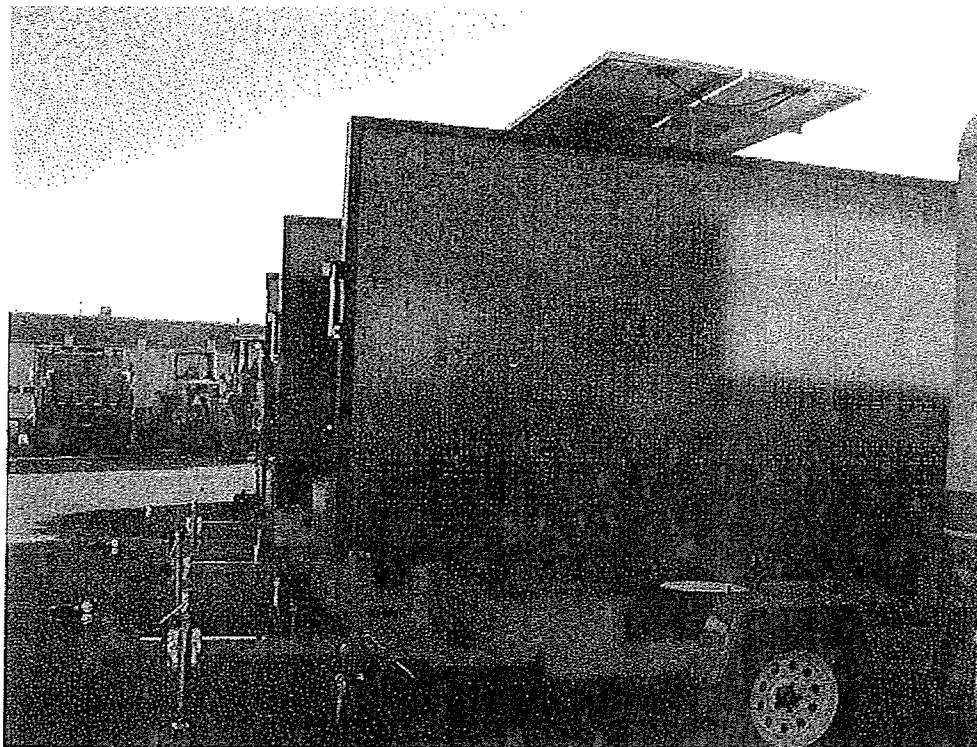
By: _____ Date: _____

Its Chair, Duly Authorized

FOR THE DEPT. OF EMERGENCY MANAGEMENT & HOMELAND SECURITY

By: _____ Date: _____

Its Commissioner, Duly Authorized



Public Works Traffic Control Trailers (3)

Brooklyn Public Works, 61 S. Main Street, Brooklyn
Primary Contact: Tom Rukstela (860) 234-7043

Town of Groton Public Works, 68 Groton Long Point Road, Groton
Primary Contact: Steve Post (860) 625-1004

Willington Public Works, 49 Hancock Road, Willington
Primary Contact: Lynn Nicholls (860) 428-4110

Public Works Towable Light Towers (3)

Brooklyn Public Works, 61 S. Main Street, Brooklyn
Primary Contact: Tom Rukstela (860) 234-7043

Mansfield Public Works, 230 Clover Mill Road, Storrs Mansfield
Primary Contact: Lon Hultgren (860) 450-6597

Lebanon Public Works, Route 87 at Goshen Hill Road, Lebanon
Primary Contact: Tom Conley (860) 208-0044

Public Works Towable Electronic Message Boards (3)

Brooklyn Public Works, 61 S. Main Street, Brooklyn
Primary Contact: Tom Rukstela (860) 234-7043

Colchester Public Works, 127 Norwich Avenue, Colchester
Primary Contact: ~~Kevin Kelly~~ (860) 608-2976
J. Pagnola

New London Public Works, 111 Union Street, New London
Primary Contact: David Denoia (860) 447-5237
(860) 625-0735

Town of Colchester Interoffice Memorandum

To: Board of Selectmen, Town of Colchester
From: James Paggioli, L.S., Director of Public Works
CC: Reed Gustafson, Tim York, Sal Tassone
Date: 03/02/13
Re: Hazard Mitigation Plan Update- Annex for the Town of Colchester –SCCOG Mitigation Plan Update.

As part of the Multi-Jurisdiction Hazard Mitigation Plan Update the SCCOG has prepared for its members, each municipality has received a town-specific Annex report. The consultant that SCCOG utilized for the update to the Hazard Mitigation Plan was Milone and McBroom, Inc. The previous update prepared for the Town of Colchester occurred in 2005. Upon meeting with the consultant in 2012, there were many errors listed within the 2005 Annex report for Colchester. Staff directed the consultant to the corrections that were required and the present Annex report dated, October 22, 2012, has been submitted for adoption by the Board of Selectmen.

Adoption of the Annex report is required in order to maintain eligibility for the Town to apply for mitigation grants for hazards that may impact Town infrastructure.

Upon review of the October 22, 2012 Annex report there still remained four technical corrections that are required to be made. However, the report is a vast improvement from the 2005 report. The report was reviewed by myself, Tim York, Sal Tassone, and Reed Gustafson. The corrections are:

- 1) Pg 2-7 - The Elmwood Heights Booster Station is located at 55 Elmwood Heights, Not 550.
- 2) Pg 8-1, section 8.2 – should reference adopted by the International Code Council (ICC), not BOCA and enforced by the Building Official , Not the Zoning Enforcement Officer
- 3) Pg 9-1, section 9.2 – Reference should be Colchester Hayward Volunteer Fire Department, not Volunteer Fire Companies
- 4) Pg 11-2 –First Bullet- Bacon Academy is presently an ARC-Certified Shelter. Reference to Jack Jackter Intermediate School should be removed as a secondary backup shelter.

Other than the above listed corrections, I would recommend that the Hazard Mitigation Plan Update – Annex for the Town of Colchester Dated October 22, 2012 be adopted by The Board of Selectmen with the above listed corrections incorporated.

Proposed Resolution:

TOWN OF COLCHESTER HAZARD MITIGATION PLAN UPDATE

WHEREAS, the Town of Colchester has historically experienced severe damage from natural hazards and is continues to be vulnerable to the effects of flooding, thunderstorms, high wind, winter storms, wildfires, earthquakes, and dam failure, resulting in loss of property and life, economic hardship, and threats to public health and safety;

WHEREAS, the Southeastern Connecticut Council of Governments, of whom the Town of Colchester is a member, has developed and received conditional approval from the Federal Emergency Management Agency (FEMA) for its Hazard Mitigation Plan Update under the requirements of 44 CFR 201.6;

WHEREAS, the Plan specifically addresses hazard mitigation strategies and Plan maintenance procedures for the Town of Colchester;

WHEREAS, the Plan recommends several hazard mitigation actions/projects that will provide mitigation for specific natural hazards that impact the Town of Colchester, with the effect of protecting people and property from loss associated with those hazards;

WHEREAS, adoption of this Plan will make the Town of Colchester eligible for funding to alleviate the impacts of future hazards;

WHEREAS, The following corrections are hereby incorporated into the Hazard Mitigation Plan Update – Annex for the Town of Colchester Dated October 22, 2012:

- 1) Pg 2-7 - The Elmwood Heights Booster Station is located at 55 Elmwood Heights, Not 550.
- 2) Pg 8-1, section 8.2 – should reference adopted by the International Code Council (ICC), Not BOCA and enforced by the Building Official , Not the Zoning Enforcement Officer

- 3) Pg 9-1, section 9.2 – Reference should be Colchester Hayward Volunteer Fire Department, Not Volunteer Fire Companies
- 4) Pg 11-2 –First Bullet- Bacon Academy is presently an ARC-Certified Shelter. Reference to Jack Jackter Intermediate School should be removed as a secondary backup shelter.

NOW THEREFORE BE IT RESOLVED by the Board of Selectmen of the Town of Colchester that:

1. The Plan is hereby adopted as an official plan of the Town of Colchester;
2. The respective officials identified in the mitigation strategy of the Plan are hereby directed to pursue implementation of the recommended actions assigned to them;
3. Future revisions and Plan maintenance required by 44 CFR 201.6 and FEMA are hereby adopted as a part of this resolution for a period of five (5) years from the date of this resolution.
4. An annual report on the progress of the implementation elements of the Plan shall be presented to the Board of Selectmen by October 1 of each calendar year.

**HAZARD MITIGATION PLAN UPDATE
ANNEX FOR THE TOWN OF COLCHESTER**

**Southeastern Connecticut Council of Governments
Multi-Jurisdictional Hazard Mitigation Plan Update**

October 22, 2012

MMI #3570-05



Prepared for:

TOWN OF COLCHESTER
127 Norwich Avenue
Colchester, Connecticut 06415
(860) 537-7285
www.colchesterct.gov

Prepared by:

MILONE & MACBROOM, INC.
99 Realty Drive
Cheshire, Connecticut 06410
(203) 271-1773
www.miloneandmacbroom.com

ACKNOWLEDGEMENTS

This HMP annex update could not have been completed without the time and dedication of the following individuals at the local level:

N. Reed Gustafson
127 Norwich Avenue
Colchester, CT 06415
Phone: (860) 537-7285
Fax: (860) 537-7287
firemarshal@colchesterct.gov

Emergency Management Director, Local Coordinator

Adam Turner
Tim York
James Paggioli

Town Planner
Building Official
Director of Public Works

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Appendix A – Record of Local Adoption

1.0 INTRODUCTION

1.1 Purpose of Annex

The purpose of this HMP annex is to provide an update to the hazard risk assessment and capability assessment provided in the previous HMP, and to evaluate potential hazard mitigation measures and prioritize hazard mitigation projects specific to mitigating the effects of hazards on the Town of Colchester. Background information and the regional effects of pertinent hazards are discussed in the main body of the Southeastern Connecticut Council of Governments (SCCOG) Multi-Jurisdictional Hazard Mitigation Plan. Thus, this annex is designed to supplement the information presented in the Multi-Jurisdictional HMP with more specific detail for Colchester and is not to be considered a standalone document.

The primary goal of this hazard mitigation plan annex is to identify particular vulnerability to hazards and potential mitigation measures for such hazards in order to *reduce the loss of or damage to life, property, infrastructure, and natural, cultural, and economic resources*. This includes the reduction of public and private damage costs. Limiting losses of and damage to life and property will also reduce the social, emotional, and economic disruption associated with a natural disaster. Colchester, with an approved Mitigation Plan, may apply for assistance from FEMA directly as a subgrantee through the state of Connecticut under the various grant programs.

1.2 Setting

Colchester is a suburban town of approximately 50 square miles that lies in the northwest corner of New London County and is bordered by the Towns of Lebanon and Bozrah to the east, the Towns of Salem and East Haddam to the south, the Town of East Hampton to the west, and the Towns of Marlborough and Hebron to the north. Colchester is located approximately 25 miles southeast of Hartford, the Connecticut State capital. The Town of Colchester includes the villages of Westchester and North Westchester as well as the Colchester Village historic center.

The most significant surface water bodies in Colchester include the Blackledge River, Salmon River, Deep River, Jeremy River, Meadow Brook, Judd Brook, Deep River Reservoir, and Babcock Pond. In total, there are 16 sub-regional drainage basins in Colchester.

The major transportation routes through town includes Route 2 which extends from the town line with Marlborough in northwest Colchester to the town line with Lebanon in southeast Colchester, Route 11 which extends from central Colchester south into Salem, and Route 16 which runs east-west through the central portion of town from Lebanon in the east to East Hampton in the west. Other important roadways include Routes 149, 85 and 354 enter Colchester from the southern town line with East Haddam (Route 149) and Salem (Routes 85 and 354) and extend northward toward the northern town line with Hebron.

1.3 Plan Development

The 2005 HMP and its annexes were developed through a series of meetings and the completion of written questionnaires, personal interviews, and workshops as described in the Multi-Jurisdictional HMP update. Since that time, the HMP has been available in municipal offices and available to emergency personnel. Residents have been encouraged to contact the First

Selectman's Office, the Emergency Management Director or the Fire Department (the Colchester Hayward Volunteer Fire Department) with any concerns regarding emergency response or potential projects related to natural hazard damage.

Based on the existing plan, existing information, and hazards that have occurred since 2005, SCCOG determined that the following data collection program would be sufficient to collect data to update the Multi-Jurisdictional plan and each annex.

- The SCCOG issued a press release on November 20, 2011 announcing a public information meeting on the multi-jurisdictional HMP update. This press release was published in the *Norwich Bulletin* and *The Day*. This notice was also posted on the SCCOG website. The public information meeting was held on December 13, 2011 at the SCCOG office.
- A data collection meeting was held with the Emergency Management Director, Town Planner, Building Official and Director of Public Works on January 31, 2012 to discuss the scope and process for updating the plan and to collect information. The meeting focused on reviewing each section of the existing hazard mitigation plan and annex, critical facilities, and various types of hazards that have affected Colchester and that should be addressed in the update.
- The draft that is sent for State review will be posted on the Town of Colchester's website (<http://www.colchesterct.gov/pages/index>) as well as the SCCOG website (www.seccog.org) for public review and comment. In addition, a hard copy will be made available in the SCCOG office in Norwich. A press release will announce the availability of the HMP for review. This will provide residents, business owners, and other stakeholders throughout the SCCOG region the opportunity to review and comment on a relatively complete draft with all annexes. Comments received from the public will be incorporated into the final draft where applicable following State and Federal comments.

The adoption of this HMP update by the town of Colchester will be coordinated by SCCOG and the Emergency Management Director. The HMP update must be adopted within one year of conditional approval by FEMA, or Colchester will need to update the HMP and resubmit it to FEMA for review. The adoption resolution is located in Appendix A of this annex.

1.4 Progress Monitoring

Following adoption, the Emergency Management Director will continue to administer and be the local coordinator of this HMP (as the Emergency Management Director has since 2005) under the authority of the Colchester Board of Selectmen. The Emergency Management Director will coordinate with responsible departments as listed in Table 11-1 and ensure that the recommendations of this HMP are considered or enacted. Refer to Section 1.8 of the Multi-Jurisdictional HMP for a description of how the local coordinator will perform progress monitoring. The majority of recommendations in this annex can be accomplished within or with only a slight increase in the operating budgets of the various departments. Projects that require capital improvements or additional funding will need to be approved by the Board of Finance and the Board of Selectmen.

The HMP will be on file in Town Hall at the First Selectman's Office, available to all departments, to assist in guiding growth decisions. See Section 2.5 for recommendations related

to integrating the findings of this HMP into additional town planning documents. Colchester will continue to encourage town residents to contact the Emergency Management Director, with concerns related to natural hazards or emergency response via the town's website.

The town will review the status of Plan recommendations each year. The Emergency Management Director will be in charge of overseeing recommended projects and coordinating an annual meeting with applicable departments (those listed in Table 11-1) and other interested departments. Refer to Section 1.8 of the Multi-Jurisdictional HMP for a list of matters to be discussed at the annual meeting, including a review of each recommendation and progress achieved to date, or reasons for why the recommendation has not been enacted. The Emergency Management Director will keep a written record of meeting minutes and the status of the recommendations. These records of progress monitoring will form the basis for the next HMP update.

Colchester understands that the multi-jurisdictional HMP and this annex will be effective for five years from the date of FEMA approval of the first SCCOG jurisdiction regardless of the date of adoption by SCCOG. The Emergency Management Director and First Selectman will coordinate with SCCOG for the next HMP update which is expected to occur in 2016-2017.

2.0 COMMUNITY PROFILE

2.1 Physical Setting

Colchester is a suburban town located at the northwestern edge of the SCCOG planning area. Elevations range from approximately 650 feet along Bush Rock Road in the northeast section of Colchester to approximately 75 feet along the Salmon River near the intersection of Comstock Bridge Road and Route 16/Colchester Avenue at the town line with East Hampton. The most densely populated area of town is the Colchester Village Historic District which lies north of the Route 2 and Route 11 intersection in central Colchester where there are residential, commercial and industrial land uses. This area was once an incorporated borough and is listed on the National Register of Historic Places. Much of central Colchester is developed along with a significant amount of land along Route 149 in western Colchester.

Geology is important to the occurrence and relative effects of natural hazards such as earthquakes. Thus, it is important to understand the geologic setting and variation of bedrock and surficial formations in lands underlying Colchester. Dominated by Brimfield Schist, which covers approximately 76% of town stretching across central Colchester, the Town is also covered by two additional bedrock formations: Buttress Dolerite and Hebron Gneiss. Hebron Gneiss covers approximately 24% of outer Colchester with less than 1% covered by buttress Dolerite. There is no defined geographic orientation to the bedrock formations or geologic contacts in town.

The Town's surficial geologic formations include glacial till and stratified drift. Refer to the Multi-Jurisdictional HMP for a generalized view of surficial materials. Till contains an unsorted mixture of clay, silt, sand, gravel, and boulders deposited by glaciers as a ground moraine. Areas associated with the majority of major watercourses and waterbodies mentioned in Section 1.2 include fairly extensive areas underlain by stratified drift in Town. The amount of stratified drift present is important as areas of stratified materials are generally coincident with floodplains. These materials were deposited at lower elevations by glacial streams, and these valleys were later inherited by the larger of our present day streams and rivers. The amount of stratified drift also has bearing on the relative intensity of earthquakes and the likelihood of subsidence.

2.2 Land Use and Development Trends

The Town of Colchester was incorporated in 1698 when land was purchased by Nathaniel Foote from the Sachem of the Mohegan Native American Tribe. Mr. Foote's grandfather had emigrated from Colchester, England, in the early 17th century and Colchester, England was what a group of early English settlers envisioned America to become by laying out a new plantation in a large tract of untouched wilderness. Colchester grew from a church parish-centralized community in its beginnings to a mill community before it was industrialized and then suburbanized once the commercial cities of Middletown, Norwich and New London emerged. Today, it still maintains the suburban character with some commercial and industrial land use, while largely existing as a residential community.

The suburban town is known for its principal industries of agriculture and manufacture of leather novelties, plastics, machine shops, and metal fabrication. Colchester also has a private airport called Skis Landing Area, which is generally used by small private planes and a heliport at Hub Ford.

Babcock Wildlife Management Area and Salmon River State Forest are located in Colchester near the western and southwestern corporate boundaries. These areas are open to the public for hiking and picnics.

According to the "Town of Colchester Open Space Plan" (Adopted October, 2006), Colchester has achieved approximately 6,500 acres or 20% open space protection thus far. According to the "2006 Land Cover by Area" data developed by the University of Connecticut's Center for Land Use Education and Research, Colchester is dominated by deciduous forest with approximately 59% or approximately 18,850 acres classified as such. The same data includes only approximately 14% (approximately 4,430 acres) classified as "developed" land use. The remaining approximately 27% of land cover in Colchester accounts for undeveloped land including areas of steep slopes, water, wetlands, protected open space, and the like that prohibit the land from being developed.

A number of developments have been recently completed, approved, or are underway. Colchester attempts to steer most new development in or adjacent to the Town Center. The Route 11/Route 2 area is the most important and immediate area of planned development in Colchester with water and sewer being extended into this area to promote development. A 20,000 square foot building and storage area for a tractor supply company is to be constructed in this area. Additionally, a large area of retail development was approved just to the east of the Route 11/Route 2 area on the southern side of Route 2. Although this area has not been developed to date, it may be developed in the near future in accordance with the Town's desire for economic development. SFHAs are not associated with the Route 11/Route 2 area.

Other smaller areas of development include a karate studio being constructed this year and a project known as "Settlers Green" which is locally approved with commercial uses adjacent to a SFHA. A large parcel adjacent to Settlers Green is potentially developable, while another project called "White Oak Farm" is approved for 134 one-acre lots at 520 Lebanon Avenue. The White Oak Farm development is largely incomplete, although 14 lots are built and occupied. "North Woods", another development, is under construction and includes 134 units of active adult age-restricted (over 55 years of age) housing at 351 Lebanon Avenue. Additionally, a 30-unit development adjacent to North Woods is approved and several smaller subdivisions are under construction.

It is likely that Colchester will continue to undergo development in the future and maintain its suburban nature, with a considerable amount of industrial and commercial development. The housing stock in Colchester consists primarily of single family homes. The Plan of Conservation and Development (POCD) (2001) Update encourages low and moderate income housing development and the use of cluster development to the extent consistent with soil types, terrain and infrastructure capacity.

2.3 Drainage Basins, Hydrology, and Geology

As mentioned in Section 1.2, the most significant watercourses in Colchester includes the Salmon River which begins following the convergence of the significant tributaries of Jeremy Brook and Blackledge Brook in northwestern Colchester and continues into the Town of East Hampton; the Deep River which begins in southeastern Colchester near Route 354 and flows southerly toward the Town of Salem and ultimately to the Yantic River; and Sherman Brook which begins in east-

central Colchester north of Route 2 and flows north of Route 2 easterly into the Town of Lebanon towards the Yantic River. Altogether, there are approximately 23 named watercourses and many unnamed small tributaries in Colchester.

There are a total of 16 subregional watershed basins in Colchester including Bartlett Brook, Blackledge River, Deep River, Dickinson Creek, East Branch Eightmile River, Eightmile River, Gardner Brook, Jeremy River, Judd Brook, Meadow Brook, Moodus River, Pine Brook, Raymond Brook, Salmon River, Sherman Brook, and Yantic River. Three subregional drainage basins account for approximately 50% of Colchester's land cover; these are the Meadow Brook, Sherman Brook, and Deep River subregional drainage basins. Meadow Brook covers the majority of land cover in the town, accounting for approximately 7,119 acres or approximately 22% of Town land stretching from southeast to northwest across the central portion of Colchester. Sherman Brook accounts for the second largest amount of land cover 15% (4,765 acres) covering most of the northeastern portion, along the town line with the Town of Lebanon. Thirdly, Deep River accounts for 13% (4,181 acres) of Colchester's land cover including the majority of the southeastern portion of Town stretching from the town line with Town of Lebanon westerly approximately to Route 85 including a majority of the land cover between Route 2 southerly to the town line with the Town of Salem.

The most significant surface water impoundment in Colchester is the Deep River Reservoir which is located in the southeast corner of Colchester and stretches from near the town line with the Town of Lebanon southwest to Route 354 near the town line with Salem.

2.4 Governmental Structure

Colchester is governed by a Town Meeting and Board of Selectmen form of government. The authority of town officials is granted by Connecticut General Statutes. The Town Meeting is the legislative body of the town and the Board of Selectmen is responsible for the administration of town policies. The First Selectman is the chief elected official and is responsible for the day-to-day administration of Colchester.

The Town of Colchester has boards, commissions, and committees that can take an active role in hazard mitigation, including the Conservation Commission (includes Wetlands), the Planning and Zoning Commission, the Police Commission, the Building Committee, the Open Space Advisory Committee, the Economic Development Commission, and the Board of Selectmen. Departments and commissions common to all municipalities in SCCOG were described in Section 2.8 of the Multi-Jurisdictional HMP. More specific information for the departments and commissions of the Town of Colchester is noted below:

- The Colchester Hayward Fire Department (CHFD) is a combination of career and volunteer fire fighters who protect lives and property from fire and hazardous incident damage and provides timely emergency medical services to the Town of Colchester and other neighboring municipalities.
- The Building Official is responsible for enforcing building, electrical, mechanical, plumbing, and energy code requirements to promote the safety for the people of Colchester by reviewing and administering the State of Connecticut Building Code.

- ❑ The Planning and Zoning Commission is the body that regulates land use and development in Colchester mainly through application of the Zoning Code.
- ❑ The Building Committee is charged with overseeing, coordinating and supervising all aspects of the planning and construction process, including selection of an architect and other consultants, choice of contractor, development of project documents and supervision of construction through completion and final acceptance by the Town.
- ❑ The Conservation Commissions responsibilities include the maintenance and update of the Town's Inland Wetlands and Watercourses Regulations, Wetlands Map and the Town's Open Space Plan.
- ❑ The Police Commission is a five-member Commission appointed by the Board of Selectmen which has the authority and responsibility for the general supervision and management of the police officers within Colchester and the property and equipment used.

The roles of Town departments have not changed since the time of the previous HMP. Thus, the Town of Colchester is technically, financially, and legally capable of implementing mitigation projects for hazards to the extent that funding is available.

2.5 Review of Existing Plans and Regulations

Colchester has different plans and regulations that recommend or create policies related to hazard mitigation. These policies and regulations are outlined in the Emergency Operations Plan, POCD (2001), Open Space Plan (2006), Zoning Regulations (2010), Subdivision Regulations, Town Code (2010), and Inland Wetlands and Watercourse Regulations (2009). The Zoning Regulations and Subdivision Regulations were amended to June 1, 2010 and incorporate some of the NFIP requirements associated with the DFIRM available in 2011.

Emergency Operations Plan

The Town has an Emergency Operations Plan (EOP) that is updated and certified by the First Selectman annually. This document provides general procedures to be instituted by the First Selectman and/or designee in case of an emergency. Emergencies can include but are not limited to hazard events such as hurricanes and nor'easters. The EOP is directly related to providing emergency services prior to, during, and following a hazard event.

Plan of Conservation and Development (2001)

The POCD was last updated in 2001 and includes contributions from local boards, commissions, committees, citizens and citizen groups. The purpose of the Plan is to provide a tool for the future of the community via addressing the social and economic development of Colchester. The Plan discusses the potential impacts of natural hazards including flooding and considers natural features such as steep slopes (those exceeding 15%) that could restrict development.

Code of the Town of Colchester, Connecticut

Chapter 64 of the Town Code includes "Flood Hazard Areas" which includes discussion of policies, permit requirements and application procedures related to land use and development in SFHAs within Colchester consistent with the NFIP. The document also states that the SFHAs are those areas designated from the Town and Borough of Colchester Flood Insurance Rate Maps (FIRM) and the Flood Boundary and Floodway Maps dated July 15, 1992 on file in the office of the Town Clerk and with the Building Official.

Zoning and Subdivision Regulations (2010)

Section 7 of the Zoning Regulations, "Flood Hazard Overlay Districts," discusses SFHAs in Colchester. The Subdivision Regulations discuss the standards in the flood plain district in Section 6.6. Although regulations within both documents include components of the current NFIP regulations, they are based on the FIRM dated July 15, 1992 and should be updated to the DFIRM mapping of July 18, 2011.

Inland Wetlands and Watercourses Regulations (2009)

The Inland Wetlands and Watercourses Regulations in the Town of Colchester require a permit for certain regulated activities that are within 75 feet or in a wetland or watercourse or that may impact a wetland or watercourse. These regulations build on the preventative flood mitigation provided by the Zoning Regulations by preventing fill and sedimentation that could lead to increased flood stages.

2.6 Critical Facilities, Sheltering Capacity, and Evacuation

Colchester considers several facilities to be critical to ensure that emergencies are addressed while day-to-day management of the town continues. Critical facilities are presented on figures throughout this annex and summarized in Table 2-1. No critical facilities are located within a SFHA. These facilities are described in more detail below.

Colchester Hayward Fire Department (Companies 1 & 2)

Colchester has two fire companies (Companies 1 and 2) which are staffed by both voluntary and professional firefighters. Both fire companies work together to serve Colchester and provide support to neighboring municipalities with fire suppression, emergency response and rescue. The two fire company buildings are outfitted with standby power supply sources via generators and neither is located in a SFHA. As for professional services, the Fire Department employs eight full-time firefighters and two weekend part time Emergency Medical Technicians (EMT).

Jack Jackter Elementary School and Bacon Academy

Jack Jackter Elementary School is both the Town's EOC and the Town's back-up shelter. The Town's main shelter is Bacon Academy which houses a 500 kW generator and is American Red Cross (ARC)-certified with a capacity of 450 persons. Jack Jackter Elementary School houses the essential equipment needed for the Town's EOC operation and can hold 350 persons as a backup shelter.

TABLE 2-1
Critical Facilities

Facility	Address or Location(s)	Emergency Power?	Shelter?	In SFHA?
<i>Emergency Services</i>				
Colchester Hayward Fire Dept. Co. 1 & 2	52 Old Hartford Rd. / 424 Westchester Rd.	✓		
Colchester Police Department	127 Norwich Avenue	✓		
<i>Municipal</i>				
Town Hall	127 Norwich Avenue	✓		
Jack Jackter Elementary School*	362 Halls Hill Road	✓	✓	
Bacon Academy	611 Norwich Avenue	✓	✓	
Public Works Garage	300 Old Hartford Road	✓		
Cabin Road Wellfield WTP	140 Taintor Hill Road	✓		
Cabin Road Wellfield (Wells 3 and 5)	140 Taintor Hill Road	✓		✓
Judd Brook Wellfield (Well 4)	183 Lebanon Avenue	✓		✓
Elmwood water pump station	550 Elmwood Heights	✓		
Highland Farm water tank	36 Highland Circle			
Prospect Hill Sewer P.S.	31 Prospect Hill Road	✓		
<i>Nursing Homes, Senior Living and other Vulnerable Housing Developments</i>				
Apple Rehab Center	36 Broadway Street	✓		
Colchester Commons Mobile Home Park	Lebanon Avenue			
Dublin Village	300 Lebanon Avenue			
Gan Aden	385 South Main Street			
Gan Aden Chestnut	28 Chestnut Hill Road			
Gan Aden Field	564 Norwich Avenue			
Gan Aden Too	564 Norwich Avenue			
Genesis Elder Care	59 Harrington Court	✓		
Ponemah Village	283 Westchester Road			
Westchester Village Mobile Home Park	Shailor Hill Road			
<i>Communications Infrastructure</i>				
State Communication Tower	95 O'Connell Rd	✓		
State Communication Tower	11 Munn Rd. (Windham Ave.)	✓		
<i>Health Care Facilities</i>				
Backus Health Care	151 Broadway Street			

*Emergency Operations Center (EOC)

Town Hall

Colchester's Town Hall houses many important offices and departments critical to hazard mitigation planning including the Police Department, the First Selectman's Office, the Building Department and the office of the Emergency Management Director. The facility is also outfitted with a generator.

Communications

The Town includes the two state communication towers on 95 O'Connell Road and 11 Munn Road in its list of critical facilities. Additionally, the KX Dispatch (Connecticut State Police Troop K) is located in Colchester and links into dispatch services with other neighboring municipalities including Hebron, Salem, East Haddam, East Hampton, Haddam Neck, Marlborough, and Bozrah.

Colchester's communication with its residents, visitors, and businesses and its communications with outside emergency preparedness and response groups is adequate. The town employs the CT Alert "Everbridge" Emergency Notification System for Reverse 9-1-1 and encourages its residents to sign up for the service via the CT Alert Emergency Notification System web site (<http://www.ct.gov/ctalert/site/default.asp>).

During Tropical Storm Irene, communication with Connecticut Light & Power (CL&P) was pursued by the Town, however CL&P's response was considered less than adequate. The outage following Tropical Storm Irene lasted seven to nine days in Colchester and trees blocked many roadways deeming both state and municipal roadways impassible and many wires were downed. Colchester seeks to improve communication with CL&P moving forward in an effort to prevent a prolonged outage such as the one following Tropical Storm Irene.

Additional Municipal Facilities

The Public Works Garage is houses the equipment, materials and staff needed to respond to natural hazard damage. The garage is located to the west of Town Center near Route 2 on Old Hartford Road. The Town also considers its water and wastewater infrastructure to be critical facilities. Water and wastewater infrastructure includes Water Treatment Facility at 140 Taintor Hill Road, the Cabin Road Wellfield located adjacent to the treatment facility, the 31 Prospect Hill Road sewer pump station, the water booster station at 550 Elmwood Heights, the Highland Farm Water Tank at 36 Highland Circle, and Well No. 4 at 183 Lebanon Avenue.

Private Facilities

The town considers some types of private facilities within its list of critical facilities. This list consists of eight nursing homes / senior living facilities and two mobile home parks.

Evacuation Routes

Colchester's EOP describes the Town's evacuation plans. The Emergency Management Director is responsible for maintaining complete records and reports associated with tracking the status of evacuation events including evacuation notices, the number of persons evacuated and the number of evacuees in shelter/mass care centers. Additionally, the Emergency Management Director is responsible for maintaining up-to-date evacuation route maps that depict designated primary and alternate evacuation routes.

The highest capacity egress routes from Colchester include:

- ❑ Route 2, which is oriented east-west and runs from Lebanon to Marlborough across the center of Colchester,
- ❑ Route 16, which is oriented northeast-southwest and also enters Colchester from Lebanon to the east, but exits into East Hampton in the west,
- ❑ Route 11 which runs from Route 2 just south of the center of Colchester southerly to Salem, and
- ❑ Route 85 which extends from the Salem town line northerly through the Town Center and continues north into Hebron.

2.7 Status of 2005 Plan Recommendations

The previous HMP included several general recommendations related to mitigating hazards. The recommendations and a summary of actions taken over the past several years towards those actions are listed below. Where progress was indicated, the progress was paid for out of the Town's operating budget.

- ❑ Complete Catch Basin Surveys to Identify Catch Basins in Need of Maintenance and/or Replacement & Complete Culvert Survey to Determine Priority for Maintenance and/or Replacement Plan – Catch basin and surveys are completed annually by the Public Works Department. Replacement and maintenance is performed on the town's drainage system as funding allows on an annual basis. *This recommendation will not be pursued further.*
- ❑ Evaluate the Hazard Resistant Nature of the Propane Supply – Town officials previously expressed concern with the possible release of materials the area of a privately owned propane supply facility. There are multiple propane tanks on site. The privately-owned tanks are in the center of Colchester and are near schools, shopping centers, and elderly housing. Town officials were concerned with the safety of the surrounding community and previously expressed an interest in developing a risk analysis and emergency plan for this area. The supply is not believed to be more or less susceptible to natural hazards than any other municipally-owned facility or piece of infrastructure in Colchester. *This recommendation has been modified to urge the development of emergency procedures for the facility.*
- ❑ Evaluate the Hazard Resistant Nature of Critical Facilities – This is ongoing as part of Colchester's annual EOP update. No critical facilities are believed to be more or less susceptible to natural hazards. *This recommendation remains valid but has been deferred to the EOP update.*
- ❑ Comprehensive Evaluation of Emergency Communication Capabilities Throughout the Town – This is ongoing along with the annual EOP update. Colchester is a member of the CT Alert "Everbridge" Emergency Notification System for Reverse 9-1-1 capabilities and actively encourages its citizens and businesses to sign up for the service via the Everbridge and Town web sites. *This recommendation remains valid but has been deferred to the EOP update.*
- ❑ Develop a Flood Audit Program – At present, the town suffers mainly from nuisance flooding. Colchester is aware of the limited problem areas and floodplain development regulations restrict additional development within them. *This recommendation will not be pursued further.*
- ❑ Review of Transportation Facilities to Identify Critical Risks – This is ongoing annually as part of the EOP update. Colchester had access issues during Tropical Storm Irene due to the many

downed trees and power lines. *This recommendation remains valid but has been deferred to the EOP update.*

- ❑ Identify Appropriate Improvements to Traffic Infrastructure and Emergency Response Training and Equipment – This is ongoing as part of Fire Companies' training as well as the annual EOP update. The town has access to CERRIT, the regional hazardous response team. *This recommendation is not pursued further.*
- ❑ Repair the Wooden Bridge at Savin's Pond to Make it Flood Resistant –The location called "Savin's Pond" in the previous HMP Annex is incorrectly named and should have been identified as "Caverly Mill Road." The road was cut off by Route 2 and is a dead-end road with two homes at the terminus that are accessed by a wooden bridge. During floods, the houses cannot be accessed safely. The Town prefers to formally abandon the road and convert it into a driveway. This recommendation is included in Section 11. Current practice to notify the two families to evacuate before significant storms will continue, but the roadway would no longer be owned by the Town. *With the clarifications described herein, this recommendation remains valid and the Town shall pursue a reasonable and safe resolution.*
- ❑ Implement a Reverse 9-1-1 System to Automatically Call Telephones Throughout Town, Relaying Important Information During an Emergency – The town has joined the CT Alert "Everbridge" Emergency Notification System for Reverse 9-1-1 capabilities to receive statewide notices and will work to implement the programming of specific areas. *This recommendation is not pursued further.*
- ❑ Improve Hydraulics of the Route 616 Bridge – Just over the town line in Lebanon, the bridge on Route 616 reportedly floods periodically. Flooding of this roadway effectively cuts off access between Colchester and Lebanon, restricting the ability for the towns to assist one another with mutual aid during emergencies. Colchester officials no longer believe that this problem needs to be addressed, as Route 2 provides the needed access. *This recommendation has not been continued to this update.*
- ❑ Distribute or Post Public Information Regarding Hazards in the Town – Literature is available at Town Hall as noted above. Local media is utilized to pass information prior to and during storms, including newspaper, television, and radio. The Town visits elderly residents prior to major storms to advise them to seek shelter or assistance. *This recommendation remains valid and there are additional opportunities such as visiting residents and businesses following an event to update them on road conditions and available services and posting of preparedness information on the town's web site.*
- ❑ Evaluate Emergency Shelters, Update Supplies, and Check Communication Equipment – This is conducted at least annually or following any use of the facilities. *This recommendation remains valid.*
- ❑ Maintain Emergency Personnel Training as Well as Maintaining and Updating Emergency Equipment and Response Protocols – Training is performed regularly, with equipment upgrades occurring to the extent the budget will allow. *This recommendation remains valid.*
- ❑ Evaluate and Consider Burying Power Lines Underground and Away from Possible Tree Damage – Utilities are not required to be underground. However, according to town officials,

utilities are placed underground in large subdivisions. There are no plans to move existing utilities underground. Much of the time, a limiting factor when considering placing utilities underground is the bedrock depth. *This recommendation remains valid for future developments where bedrock depths allow. The town should consider a requirement being placed into an ordinance for new development or substantial redevelopment where feasible.*

- Complete an Earthquake Survey of all Critical Facilities and Infrastructures –A formal survey is not proposed due to the infrequent nature of this hazard. Most town buildings are relatively old and likely do not have any seismic protection. *This recommendation will not be pursued further.*

- Complete a Survey of Fire Hydrants to Assess Vulnerabilities and Capabilities for Fire Protection – Fire protection capabilities are reviewed at least annually with the EOP update. The town believes that its fire protection level is adequate. Fire ponds and/or cisterns are not required, although a few dry hydrants are present in town. *This recommendation remains valid.*

3.0 INLAND FLOODING

3.1 Setting / Historic Record

Flooding is the primary hazard that impacts the town each year as documented in the previous HMP. While riverine flooding is of primary concern, nuisance flooding and poor drainage are also issues at some locations in the town. Flooding is typically caused by heavy rainstorms, but can also be caused by relatively light rains falling on frozen ground. Flooding of roadways is more common than damage to structures in the Town of Colchester.

The March 2010 storms produced the most widespread flooding in Colchester since the last HMP, causing basement flooding, roadway flooding, and nuisance flooding. However, the areas impacted by the March 2010 storms are not typically impacted by floodwaters. Following the basement flooding of March 2010, the Town submitted reimbursement requests to FEMA, but was not reimbursed.

3.2 Existing Programs, Policies, and Regulations

The town attempts to mitigate inland flood damage and flood hazards by utilizing a wide range of measures including restricting activities in floodprone areas, placing riprap in locations currently experiencing bridge scour, promoting flood insurance, maintaining drainage systems, providing education and outreach, and by utilizing the reverse 9-1-1 warning system. Many mitigation measures are common to all hazards and therefore were listed in Section 2.6. No structural flood control projects are located within or upstream of Colchester, although some existing dams provide a small amount of flood mitigation.

Bridge Replacements, Drainage, and Maintenance

The Department of Public Works cleans and inspects catch basins and culverts at least annually or more often if problems are noted. When flooding occurs, the Public Works Director or either Fire Company typically handles complaints from residents. For example, the Public Works department would inspect bridges and culverts and erect barricades to close roads, while the Fire Companies respond to calls requesting help for flooded basements. Drainage complaints are directed to the Public Works Director.

The Meadow Brook Bridge at Route 16 was replaced since the previous Annex and has thus far been a successful mitigation project.

As explained in Section 2.7 above, the location named "Savin's Pond" in the previous Annex is not actually Savin's Pond, but rather Caverly Mill Road which was disconnected when Route 2 was developed and is now a dead-end road. The two homes at the terminus of the road are accessed via a wooden bridge and during floods the homes cannot be accessed safely. Colchester wishes to formally abandon the roadway, thereby converting it into a public driveway. Currently, the town notifies the two families at the end of the roadway prior to significant storms. The Town views the conversion from municipal roadway to a private driveway as a form of mitigation, as it will cut municipal expenditures to address flooding there.

The previous annex listed the improvement of the Route 616 Bridge/Roadway as a recommendation; however Town Officials indicate that this problem does not need to be further pursued because Route 2 provides a suitable substitute.

Regulations, Codes, and Ordinances

Colchester has planning and zoning tools in place that incorporate floodplain management. The Town also has Subdivision Regulations that require adequate drainage (Section 6.4) be provided to reduce exposure to flood hazards. Regulations covering development in and/or near inland wetland areas also exist within the Inland Wetlands and Watercourses Regulations.

Acquisitions, Elevations, and Property Protection

The Town has not performed acquisitions or elevations of floodprone property to date. Property protection has focused instead on preventive measures and maintaining and upgrading drainage systems.

Flood Watches and Warnings

The First Selectman and the Fire Companies access weather reports through the National Weather Service and local media. Colchester also participates in the CT Alerts "Everbridge" Emergency Alerting and Notification Reverse 9-1-1 System and actively recruits its residents and businesses to enroll in the service. As a result, Colchester has the capability to telephone warnings into specific areas of Town. Use of this service allows the town the ability to receive geographically specific weather warnings when storms are imminent.

3.3 Vulnerabilities and Risk Assessment

This section discusses specific areas at risk to inland flooding within Colchester.

3.3.1 Vulnerability Analysis of Areas along Watercourses

Parts of Dickinson Creek, the Salmon River, the Blackledge River, the Jeremy River, Meadow Brook, Pine Brook and Babcock Pond, Gillette Brook, Day Meadow Brook, Judd Brook, Governor Brook, Nelkin Brook, Cabin Brook, Hall Brook, Sherman Brook, Deep River and the Deep River Reservoir, Standish Brook and Witch Meadow Brook are associated with a SFHA. Sections of the Judd Brook, Day Meadow Brook and Meadow Brook are mapped as the SFHA Zone AE, indicating that flood elevations are available. Additional mapped SFHA floodplains are Zone A, indicating that elevations are not available.

The DFIRMs adopted in 2011 revealed two relatively large changes in Colchester: the Boretz Road area and the area adjacent to the Settlers Green residential project described in Section 2.0. A LOMR was reportedly completed for the Settlers Green project.

Refer to Figure 3-1 for the location of SFHAs within Colchester. There are a few areas of town where flooding is hazardous to residents, buildings, or roadways:

- ❑ Lakeview Drive at Pickerel Lake suffers from poor drainage and nuisance flooding.
- ❑ An older subdivision in the Town Center experiences frequent basement flooding.
- ❑ A few bridges in Town are currently subject to ongoing scour.
- ❑ Two homes on Caverly Mill Road are subject to unsafe access conditions during significant floods. The wooden bridge remains serviceable, however, it becomes impassable.

The DFIRM mapping suggests that these transportation routes can be negatively affected by extreme flooding:

- ❑ Route 2, which is oriented east-west and runs from Lebanon to Marlborough across the center of Colchester,
- ❑ Route 16, which is oriented northeast-southwest and also enters Colchester from Lebanon to the east, but exits into East Hampton in the west,
- ❑ Route 11 which runs from Route 2 just south of the center of Colchester southerly to Salem, and
- ❑ Route 85 which extends from the Salem town line northerly through the Town Center and continues north into Hebron.

The DFIRM mapping shows FEMA flood zones stretching across all major roadways. According to town officials, the most problematic areas are those bridges that are subject to scour. The town wishes to place riprap in these locations to prevent further scour.

3.3.2 Vulnerability Analysis of Private Properties

As noted in Table 3-4 of the Multi-Jurisdictional HMP, a total of 42 structures in Colchester appear to be located in an SFHA floodplain. The majority of these structures are located in and around the Town Center and along Route 2 from the Town Center north towards the Hebron town line. Many of these structures are residential while a few are either commercial or industrial. Thirty-five structures appear to be located within the Zone A floodplain (the SFHA floodplain without flood elevations defined), while the remaining seven appear to be located either within Zone AE or the floodway in Zone AE.

Town personnel indicate that structures typically do not get flooded in Colchester due to riverine or overbank flood conditions, despite their locations in SFHAs. As shown in Table 3-5 of the Multi-Jurisdictional HMP, there are no repetitive loss properties in town. Such properties are those which have received two or more claim payments of more than \$1,000 from the NFIP with any rolling 10-year period for the home or business. However, the March 2010 rain events caused many basements to flood. The Town submitted reimbursement requests to FEMA, however Colchester was not reimbursed.

3.3.3 Vulnerability Analysis of Critical Facilities

As noted in Section 2.6, critical facilities that are structures are not located within SFHAs. The Town's public water supply wells are located in SFHAs but the wellheads are raised above base flood elevations. Therefore, flood risks to critical facilities are low.

3.4 Potential Mitigation Measures, Strategies, and Alternatives

Potential mitigation measures for reducing or eliminating the impact of inland flooding fall into the categories of prevention, property protection, emergency services, public education and awareness, natural resource protection, and structural projects. General potential mitigation measures that can be taken to reduce the effects of inland flooding were discussed in Section 3.7 and in Section 11:2.2 of the Multi-Jurisdictional HMP. General recommendations pertinent to all natural hazards that could affect the town are listed in Section 11 of this annex, as are specific measures pertinent to reducing inland flooding in the Colchester.

4.0 COASTAL FLOODING

4.1 Setting / Historic Record

Colchester is not located along the coastline nor is it located in a potential hurricane surge zone. As such, no coastal flooding or storm surge has affected the town since the last HMP. Therefore, the town is not considered to be affected by coastal flooding and storm surge.

4.2 Existing Programs, Policies, and Regulations

Due to the town not being on the coast, it does not have and/or need regulations to restrict development due to coastal flooding hazards.

4.3 Vulnerabilities and Risk Assessment

No areas of the town are vulnerable to coastal flooding or storm surge.

4.4 Potential Mitigation Measures, Strategies, and Alternatives

No mitigation measures for reducing the impact of coastal flooding or storm surge in the town are necessary or are proposed.

5.0 HURRICANES AND TROPICAL STORMS

5.1 Setting / Historic Record

Several types of hazards may be associated with tropical storms and hurricanes including heavy or tornado winds, heavy rains, and flooding. Flooding hazards are discussed in Section 3 of this annex. Wind hazards are widespread and can affect any part of the town. However, some buildings in the town are more susceptible to wind damage than others.

The last major hurricane or tropical storm wind event to affect the town was associated with Tropical Storm Irene in August 2011. Sections of trees fell throughout the town and the region causing power outages lasted up to seven to nine days in Colchester. The Town learned that communication between the Town and Connecticut Light & Power (CL&P) needs to greatly improve in order to efficiently and effectively clear roadways throughout town in the future.

5.2 Existing Programs, Policies, and Mitigation Measures

Wind loading requirements for new buildings are addressed through the Connecticut Building Code which is utilized by the town. Effective December 31, 2005, the design wind speed for the Colchester is 105 miles per hour. The Town does not have a specific requirement requiring that utilities be located underground in new developments; however the utilities for large subdivisions are placed underground.

Parts of trees (limbs) or entire tall and older trees may fall during heavy wind events, potentially damaging structures, utility lines, and vehicles. Utility lines are placed underground in new developments; however most electrical lines have historically been installed above ground. Some streetscaping of Lebanon Avenue included the use of solar lighting as opposed to traditional electrical lines.

The Tree Warden has a modest budget to contract tree removal and the Town attempts to coordinate tree removal with CL&P, but as evident with the issues following Tropical Storm Irene, the communication between the Town and CL&P must improve to limit issues to the furthest extent. CL&P trims trees along power lines, however coordination with the Town as to locations and timeframes have historically been non-existent. Following Tropical Storm Irene, many roads, including many State roads were blocked from egress due to downed wires and pieces of trees. The Town attempted to remove these from town roadways and, in some cases, State roadways, however often found they are unable to do so because of delayed response to remove downed wires by CL&P.

The Town's transfer station accepts brush, tree trunks, limbs, and leaves and typically sees an increase in collections following wind storms. This material is reused within Colchester whenever possible. The Town also has agreements with companies to chop/chip following heavy wind events in order to ensure that cleanup occurs as efficiently as possible.

Warning is one of the best ways to prevent damage from hurricanes and tropical storms, as these storms often are tracked well in advance of reaching Connecticut. The town can access National Weather Service forecasts via the internet as well as listening to local media outlets (television, radio) to receive information about the relative strength of the approaching storm. This

information provides the resources needed to determine whether or not to activate its EOP and encourage residents to take protective or evacuation measures if appropriate.

In addition, Colchester subscribes to the statewide CT Alert "Everbridge" Reverse 9-1-1 Emergency Notification System which provides residents the ability to register to receive warnings, critical information and area specific alerts.

Although hurricanes that have impacted Colchester have historically passed in a day's time, additional regional shelters could be outfitted following a storm with the assistance of the American Red Cross on an as-needed basis for long-term evacuees.

5.3 Vulnerabilities and Risk Assessment

The entire town is vulnerable to hurricane and tropical storm wind damage and from any tornadoes (Section 6) accompanying the storm, as well as inland flooding (Section 3). Of particular concern are the blockage of roads and the damage to the electrical power supply from falling trees and tree limbs. There was a town-wide seven to nine day power outage due to tree damage to utility lines following Tropical Storm Irene in 2011.

A majority of structures built in town do not meet current building codes and are particularly susceptible to roof and window damage from high wind events. This risk to structures will be reduced with time as these buildings are remodeled or replaced with buildings that meet current codes. Those newer structures put in place since the 1990s are less vulnerable to damage from hurricanes and/or tropical storms.

The strength of a large hurricane could cause a moderate economic impact to the town. The potential economic effect of wind damage to SCCOG was evaluated in the Multi-Jurisdictional HMP. A separate analysis was not performed specifically for Colchester.

5.4 Potential Mitigation Measures, Strategies, and Alternatives

Potential mitigation measures for reducing or eliminating the impact of wind damage fall into the categories of prevention, property protection, emergency services, public education and awareness, natural resource protection, and structural projects. General potential mitigation measures that can be taken to reduce the effects of wind damage from hurricanes and tropical storms were discussed in Section 5.7 and in Section 11.2.3 of the Multi-Jurisdictional HMP. General recommendations pertinent to all natural hazards that could affect the town are listed in Section 11 of this annex, as are specific measures pertinent to reducing wind damage to Colchester.

6.0 SUMMER STORMS AND TORNADOES

6.1 Setting / Historic Record

Similar to hurricanes and winter storms, wind damage associated with summer storms and tornadoes has the potential to affect any area of Colchester. Furthermore, because these types of storms and the hazards that result (flash flooding, wind, hail, and lightning) might have limited geographic extent, it is possible for a summer storm to harm one area within the town without harming another. Such storms occur in the town each year, although hail and direct lightning strikes to the town are rarer. No tornadoes have occurred in the town since the last HMP.

6.2 Existing Programs, Policies, and Mitigation Measures

Warning is the most viable and therefore the primary method of existing mitigation for tornadoes and thunderstorm-related hazards. The NOAA National Weather Service issues watches and warnings when severe weather is likely to develop or has developed, respectively. The town can access National Weather Service forecasts via the internet as well as listen to local media outlets (television, radio) to receive information about the relative strength of the approaching storm. This information allows the town to activate its EOP and encourage residents to take protective measures if appropriate.

Aside from warnings, additional methods of mitigation for wind damage are employed by the town as explained in Section 5.2 within the context of hurricanes and tropical storms. In addition, the Connecticut Building Code includes guidelines for the proper grounding of buildings and electrical boxes to protect against lightning damage.

6.3 Vulnerabilities and Risk Assessment

Summer storms are expected to occur each year and are expected to at times produce heavy winds, heavy rainfall, lightning, and hail. All areas of the town are equally likely to experience the effects of summer storms. The density of damage is expected to be greater near the more densely populated area of the town.

Most thunderstorm damage is caused by straight-line winds exceeding 100 mph. Experience has generally shown that wind in excess of 50 miles per hour (mph) will cause significant tree damage during the summer season as the effects of wind on trees is exacerbated when the trees are in full leaf. The damage to buildings and overhead utilities due to downed trees has historically been the biggest problem associated with wind storms. Heavy winds can take down trees near power lines, leading to the start and spread of fires. Such fires can be extremely dangerous during the summer months during dry and drought conditions. Fortunately, most fires are quickly extinguished due to the town's strong fire response and coordination with Connecticut DEEP fire fighters.

Lightning and hail are generally associated with severe thunderstorms and can produce damaging effects. All areas of the town are equally susceptible to damage from lightning and hail, although lightning damage is typically mitigated by warnings and proper grounding of buildings and equipment. Hail is primarily mitigated by warning, although vehicles and watercraft can often not be secured prior to the relatively sudden onset of a hailstorm. Lightning and hail are considered likely events each year, but typically cause limited damage in the town. Older

buildings are most susceptible to lightning and hail damage since many were constructed prior to current building codes, and many campgrounds offer little structural protection from the elements.

Although tornadoes pose a threat to all areas of Connecticut, their occurrence is least frequent in New London County as compared with the rest of the Connecticut. Thus, while the possibility of a tornado striking the town exists, it is considered to be an event with a very low probability of occurrence.

6.4 Potential Mitigation Measures

General potential mitigation measures that can be taken to reduce the effects of wind damage were discussed in Section 5.7 and in Section 11.2.3 of the Multi-Jurisdictional HMP. No additional recommendations are available specific to reducing damage from summer storms and tornadoes. Refer to Section 11 of this annex for recommendations related to wind damage and general recommendations related to emergency services in Colchester.

7.0 WINTER STORMS AND NOR'EASTERS

7.1 Setting / Historic Record

Similar to hurricanes and summer storms, winter storms have the potential to affect any area of the town. However, unlike summer storms, winter storms and the hazards that result (wind, snow, and ice) have more widespread geographic extent. In general, winter storms are considered highly likely to occur each year (major storms are less frequent), and the hazards that result (nor'easter winds, snow, and blizzard conditions) can potentially have a significant effect over a large area of the town.

Winter storms and nor'easters have affected the town since the last HMP as reported to the NCDC and reported by town officials. However, only the winter storms of 2010-2011 had a significant effect on the town during this period of time. The privately-owned Butler Building (which houses construction equipment) in town collapsed during the 2010-2011 winter, and a total of 12 homes were in danger with severe deflection and cracked sheetrock. All town-owned buildings were evaluated and critical roof areas were cleared. The town assisted some residents in clearing roofs with ladder trucks.

Winter Storm Alfred in October 2011 caused tree damage because Colchester received seven inches of wet, heavy snow. Even though the town experienced severe damage following Tropical Storm Irene just months before, some outages lasted five days in Colchester following Alfred. This is another example of why response and communication between CL&P and the Town must improve.

7.2 Existing Programs, Policies, and Mitigation Measures

Existing programs applicable to winter storm winds are the same as those discussed in Sections 5.2 and 6.2. Programs that are specific to winter storms are generally those related to preparing plows and sand and salt trucks; tree trimming and maintenance to protect power lines, roads, and structures; and other associated snow removal and response preparations.

As it is almost guaranteed that winter storms will occur annually in Connecticut, it is important to locally budget fiscal resources toward snow management. Snow is the most common natural hazard requiring additional overtime effort from town staff, as parking lots and roadways need constant maintenance during storms.

The Public Works Department oversees snow removal in the town through deployment of 10 town trucks and four contracted trucks. The crew operates on 14 snow plowing routes. The Connecticut Department of Transportation (DOT) plows the State roadways, while the town prioritizes routes by steepness, proximity to major facilities such as schools and other factors. A high priority is given to school bus routes that include steep hills. Salt is used for deicing in Colchester.

The Connecticut Building Code specifies that a pressure of 30 pounds per square foot be used as the base "ground snow load" for computing snow loading for roofs. The town monitors and shovels the roofs of municipal buildings when snow loads accumulate, and many residents and businesses shovel or plow their roofs.

7.3 Vulnerabilities and Risk Assessment

Severe winter storms can produce an array of hazardous weather conditions, including heavy snow, microclimates, blizzards, freezing rain and ice pellets, flooding, heavy winds, and extreme cold. Further "flood" damage could be caused by flooding from frozen water pipes. Often, tree limbs on roadways are not suited to withstand high wind and snow or ice loads.

Warning and education can prevent most injuries from winter storms. Most deaths from winter storms are indirectly related to the storm, such as from traffic accidents on icy roads and hypothermia from prolonged exposure to cold. Damage to trees and tree limbs and the resultant downing of utility cables are a common effect of these types of events. Secondary effects can include loss of power and heat.

As a result of a significant change in elevation in town with elevations ranging from approximately 650 feet along Bush Rock Road to approximately 75 feet along the Salmon River, there are many steep slopes and sometimes significant differences in snowfall totals dependent on elevation. This presents the possible situation of wintry weather impacting the highest elevations while the lowest elevations are not impacted.

In general, there are few steep slopes that require extra salting of the roadways in necessary locations to alleviate trouble spots. Town officials did not indicate this to be a major mitigation issue but rather an issue that deserves priority when town staff begins their treatment of roads. These areas are usually treated first by town staff during and following winter storms.

7.4 Potential Mitigation Measures, Strategies, and Alternatives

Potential mitigation measures for flooding caused by nor'easters include those appropriate for flooding that were discussed in Section 3.7 of the Multi-Jurisdictional HMP and Section 11 of this annex. However, winter storm mitigation measures must also address blizzards, snow, and ice hazards. General potential mitigation measures that can be taken to reduce the effects of wind damage were discussed in Section 5.7 and in Section 11.2.3 of the Multi-Jurisdictional HMP and Section 11 of this annex.

8.0 EARTHQUAKES

8.1 Setting / Historic Record

An earthquake is a sudden rapid shaking of the earth caused by the breaking and shifting of rock beneath the earth's surface. Earthquakes can cause buildings and bridges to collapse; disrupt gas, electric, and telephone lines; and often cause landslides, flash floods, fires, avalanches, and tsunamis. Earthquakes can occur at any time and often without warning. Detailed descriptions of earthquakes, scales, and effects can be found in Section 8 of the Multi-Jurisdictional HMP. Despite the low probability of an earthquake occurrence, earthquake damage presents a potentially catastrophic hazard to the town. However, it is very unlikely that the town would be at the epicenter of such a damaging earthquake. No major earthquakes have affected the town since the last HMP.

8.2 Existing Programs, Policies, and Mitigation Measures

The Connecticut Building Codes include design criteria for buildings specific to each region as adopted by Building Officials and Code Administrators (BOCA). These include the seismic coefficients for building design in Colchester. The town has adopted these codes for new construction, and they are enforced by the Zoning Enforcement Officer.

Due to the infrequent nature of damaging earthquakes, town land use policies do not directly address earthquake hazards. However, the potential for an earthquake and emergency response procedures is addressed in the town's EOP.

8.3 Vulnerabilities and Risk Assessment

Surficial earth materials behave differently in response to seismic activity. Unconsolidated materials such as sand and artificial fill can amplify the shaking associated with an earthquake. As noted in Section 2.1, areas adjacent to the most significant surface water bodies in Colchester including the Blackledge River, Salmon River, Deep River, Jeremy River, Meadow Brook, Judd Brook, Gardner Lake, Deep River Reservoir, and Bobcock Pond and some smaller water bodies have fairly extensive areas underlain by stratified drift. These areas are likely more at risk for earthquake damage than the areas of the town underlain by glacial till. The best mitigation for future development in areas of sandy material is the application of the most stringent standards in the Connecticut Building Code, exceeding the building code requirements, or, if the town deems necessary, the possible prohibition of new construction.

Unlike seismic activity in California, earthquakes in Connecticut are not associated with specific known active faults. However, bedrock in Connecticut and New England in general is typically formed from relatively hard metamorphic rock that is highly capable of transmitting seismic energy over great distances. For example, the relatively strong earthquake that occurred recently in Virginia was felt in Connecticut because the energy was transmitted over a great distance through such hard bedrock.

The built environment in the town primarily includes some more recent construction that is seismically designed. However, most buildings were built before the 1990s and therefore are not built to current building codes. In addition, there are areas such as town parks with recreational buildings or shelters that may not be seismically designed. Thus, it is believed that most

buildings would be at least moderately damaged by a significant earthquake. Those town residents who live or work in older, non-reinforced masonry buildings are at the highest risk for experiencing earthquake damage.

Areas of steep slopes can collapse during an earthquake, creating landslides. With a difference of upwards of five hundred feet in elevation, Colchester has areas of steep slopes and bluffs, although the majority of these features occur in undeveloped areas. Thus, landslides are not a great concern in the town.

Seismic activity can also break utility lines such as water mains, gas mains, electric and telephone lines, and stormwater management systems. Damage to utility lines can lead to fires, especially in electric and gas mains. Dam failure can also pose a significant threat to developed areas during an earthquake. For this HMP, dam failure has been addressed separately in Section 10.0. As noted previously, most utility infrastructure in the town is located above ground. A quick and coordinated response with CL&P will be necessary to inspect damaged utilities following an earthquake, to isolate damaged areas, and to bring backup systems online. This is another reason to improve communication with CL&P now. The coordinated response is covered in the Colchester EOP.

A *HAZUS-MH* analysis of the potential economic and societal impacts to the SCCOG region from earthquake damage is detailed in the Multi-Jurisdictional HMP. The analysis addresses a range of potential impacts from any earthquake scenario, estimated damage to buildings by building type, potential damage to utilities and infrastructure, predicted sheltering requirements, estimated casualties, and total estimated losses and direct economic impact that may result from various earthquake scenarios.

8.4 Vulnerabilities and Risk Assessment

Due to the low probability of occurrence, potential mitigation measures related to earthquake damage primarily include adherence to building codes and emergency response services. Both of these are mitigation measures common to all hazards as noted in Section 11 of this annex. The Multi-Jurisdictional HMP also includes additional recommendations for mitigating the effects of earthquakes that are also listed in Section 11.

9.0 WILDFIRES

9.1 Setting / Historic Record

Wildfires are considered to be highly destructive, uncontrollable fires. The most common causes of wildfires are arson, lightning strikes, and fires started from downed trees hitting electrical lines. Thus, wildfires have the potential to occur anywhere and at any time in both undeveloped and developed areas of Colchester. Structural fires in higher density areas of the town are not directly addressed herein.

According to town officials, Colchester has experienced a few multi-acre burns including a 25 acre burn in the Babcock Wildlife area approximately three years ago. Small fires have historically occurred during dry spring weather in Connecticut.

9.2 Existing Programs, Policies, and Mitigation Measures

Monitoring of potential fire conditions is an important part of mitigation. The Connecticut DEEP Forestry Division uses the rainfall data recorded by the Automated Flood Warning system to compile forest fire probability forecasts. This allows the DEEP to monitor drier areas to be prepared for forest fire conditions. The town can access this information over the internet. The town also receives "Red Flag" warnings via local media outlets.

Existing mitigation for wildland fire control is typically focused on building codes, public education, Fire Department training, and maintaining an adequate supply of equipment. As mentioned above, the two Fire Companies have access to both a Gator ATV and a brush truck.

The Town often recommends a fire pond or dry hydrant for new developments; however, neither is required. Draft subdivision amendments which have yet to be approved have some language regarding fire ponds and dry hydrants, although neither is required for new developments. Between the Gator All terrain Vehicle (ATV) and brush truck available to both Fire Companies, Colchester believes its services are fully capable. The Volunteer Fire Companies will continue to evaluate the level of risk and the need for additional hydrants or fire ponds as development continues in the future.

9.3 Emergency Response Capabilities

Forests and inaccessible tracks of land are at the highest risk for wildfires. However, according to town officials, the only area that was specifically mentioned as having a significant wildfire in the past is the Babcock Wildlife Area which is described above in Section 9.1. The town feels that the Gator ATV and brush truck are sufficient, along with existing fire ponds and dry hydrants. Refer to Figure 9-1 in the Multi-Jurisdictional HMP for a general depiction of wildfire risk areas region-wide.

9.4 Vulnerabilities and Risk Assessment

The Town of Colchester is generally a moderate risk area for wildfires. Potential mitigation measures for wildfires include a combination of prevention, education, and emergency planning measures as presented in Section 11.

10.0 DAM FAILURE

10.1 Setting / Historic Record

Dam failures can be triggered suddenly with little or no warning and often in connection with natural disasters such as floods and earthquakes. Dam failures can occur during flooding when the dam breaks under the additional force of floodwaters. In addition, a dam failure can cause a chain reaction where the sudden release of floodwaters causes the next dam downstream to fail. While flooding from a dam failure generally has a limited geographic extent, the effects are potentially catastrophic depending on the downstream population. A dam failure affecting Colchester is considered a possible event each year with potentially critical effects. No dam failures affected the town since the time of the last HMP.

10.2 Existing Programs, Policies, and Mitigation Measures

The Connecticut DEEP administers the Dam Safety Section and designates a classification to each state-registered dam based on its potential hazard as detailed in the regional plan. As noted in the Multi-Jurisdictional HMP, the lone high or significant hazard dam in Colchester is the Deep River Reservoir Dam, a Class C (high hazard) dam located near the Lebanon town line (Figure 10-1). Colchester has no Class B (significant hazard) dams within its municipal limits, but according to the "Connecticut Dams" datafile, published in 1996, the list of CT DEEP-registered dams in Colchester included 18 additional dams ranging in classification from BB to unclassified.

10.3 Vulnerabilities and Risk Assessment

As mentioned above, the Deep River Reservoir Dam (Class C) is the lone high hazard (Class C) or significant hazard (Class B) dam in Colchester, although 18 additional CT DEEP-registered dams are located within town limits according to the "Connecticut Dams" datafile, published in 1996. Failure of a Class C dam would result in any of the following: loss of life; major damage to habitable structures, residences, hospitals, convalescent homes, schools, and main highways; and a significant economic loss.

The description of the Deep River Reservoir Dam below is based on information available at the Connecticut DEEP Dam Safety Section and in files of Milone & MacBroom, Inc. It is noted that the failure of any of the other dams in Town could also have impacts on human life and property within Colchester, although these are not discussed in detail here in favor of the high hazard class.

- Deep River Reservoir is a Class C dam located at the north end of the reservoir, upstream of the Deep River Water Treatment Plant and Reservoir Avenue. This dam is owned by Norwich Public Utilities, a municipal utility corporation.

According to a 2008 Dam Inspection report by Milone & MacBroom, Inc., the dam consists of an earthen embankment with a concrete core wall, a stepped concrete spillway, and a gatehouse with outlet works. In 1972, the dam was raised by 24 feet to its present configuration. Construction included a new earthen embankment, concrete spillway, a gatehouse, and auxiliary earthen dike and spillway. The dam is 810 feet long, 62 feet high, and has an average top width of 20 feet. The dam outlet consists of a 42-inch steel pipe within a 48-inch diameter concrete pipe. The outlet pipe divides to two branches downstream of the dam, a 30-inch pipe and a 42-inch pipe. The 30-inch pipe discharges to the water treatment plant located several thousand feet downstream. The 42-inch pipe releases to the downstream channel at the toe of the slope.

The spillway is a 90-foot wide concrete ogee crest structure. The spillway channel is a 90-foot wide concrete chute with 10-foot high walls. A concrete gatehouse/outlet works control tower is centrally located on the upstream side of the dam.

The dam is equipped with a breakaway dike located along the northwest shoreline of the reservoir. The dike is earthen and approximately 240 feet long. The left and right shorelines of the dike are lined with riprap and overgrown with vegetation. The center 50 feet is unprotected and constructed of fine earthen material such that the central section would give way when water levels in the reservoir are rising. The crest of the dike was approximately 20 feet above the reservoir water level on the date of inspection. Water escaping the reservoir through the dike is constrained by natural topography and eventually flows into the inundation area downstream of the Deep River Dam in the low lying area adjacent to the water treatment plant. The topography downstream of the dike has been modified to create a flow path through a naturally existing chute. The flow path has been lined with riprap, presumably to provide erosion protection.

The spillway discharges to Deep River, which flows under Reservoir Road through twin culverts. Deep River flows through a marshy lowland before intersecting Route 2. The culvert under Route 2 is a 13-foot high by 16-foot wide cast-in-place concrete box culvert with flared wingwalls. Downstream of Route 2, the Deep River joins Sherman Brook and flows into the Yantic River.

An EOP was developed in March 2009 and includes a dam failure inundation area. Dam failure could result in damage to Route 2 and to several houses located approximately 2,500 feet downstream of the dam. However, only one structure owned by Norwich Public Utilities would be damaged in Colchester. The inundation area includes the Deep River Water Treatment Plant as well as the Lebanon Pines alcohol and drug rehabilitation facility in Lebanon.

The additional 18 dams held either a moderate hazard potential (Class BB), a low hazard potential (Class A), or were unranked. According to the same datafile, the Pine Brook subregional basin has the most number of dams in four, followed by the Meadow Brook and the Latimer basin with three each. The remaining dams are located in six of the remaining 16 drainage basins.

According to Town Officials, the Paper Mill Dam is located at a deteriorated mill and the dam may be removed in connection with site remediation. Reportedly, the CT DEEP is in favor of the dam's removal. Additionally, the CT DEEP is reportedly involved with the owner regarding the

condition of the Linwood Dam on Meadow Brook immediately north of Route 16. According to Town Officials, the dam is only four or five feet tall and the pond is drawn down twice each year.

Due to the fact that Colchester has only one Class C dam, Colchester is considered a low risk area for adverse impacts due to dam failure.

10.4 Potential Mitigation Measures, Strategies, and Alternatives

Suggested recommendations for the lower-hazard dams in Colchester are listed in Section 11.

11.0 RECOMMENDATIONS

11.1 Summary of Specific Recommendations

The Multi-Jurisdictional HMP provided several region-wide recommendations applicable to all hazards that are also pertinent to Colchester. In addition, recommendations throughout the sections of this Annex are also applicable as recommendations. These recommendations are listed below.

11.1.1 Recommendations Applicable to All Hazards

Regional Coordination

- Continue to promote inter-jurisdictional coordination efforts for emergency response.
- Continue to promote local and regional planning exercises that increase readiness to respond to disasters.
- Continue to evaluate communication capabilities and pursue upgrades to communication ensuring redundant layers of communication are in place within the town and with other SCCOG communities, New London County, and the State of Connecticut.
- Continue to promote regional transportation planning through SCCOG to balance general transportation, shipping, and potential evacuation needs.
- Work with SCCOG to perform a regional study to identify the vulnerability of critical facilities that may be unable to withstand natural hazard damage. Emphasis should be placed on critical infrastructure, shelters and other sites to ensure structural integrity against various hazards and adequacy of backup supplies.

Local Emergency Response

- Continue to review and update the town EOP at least once annually.
- Continue to maintain emergency response training and equipment and upgrade equipment when possible.
- Encourage local officials to attend FEMA-sponsored training seminars at the Emergency Management Institute (EMI) in Emmitsburg, Maryland. All of these workshops are free of charge. Tuition, travel and lodging are provided by FEMA for the EMI training. Annual training sessions include emergency management, environmental reviews, the FEMA grant programs, the NFIP and CRS and others related to other hazards.
- Continue to evaluate emergency shelters, update supplies, and check communication equipment.
- Ensure that emergency procedures are in place to minimize the potential for any releases of propane, fires, or explosions at the propane business in the center of town.

- Pursue the ARC-certification of the main shelter, Bacon Academy and the back-up shelter, Jack Jackter Elementary School which is also the Town's EOC.

- Continue to promote dissemination of public information regarding natural hazard effects and mitigation measures into local governmental and community buildings. Specifically,
 - ⇒ Obtain copies of the disaster planning guides and manuals from the "Are You Ready?" series (<http://www.ready.gov/are-you-ready-guide>).
 - ⇒ Encourage residents to purchase NOAA weather radios with an alarm feature.
 - ⇒ Post hazard preparedness information on the town's website. Include links to established sources at the State of Connecticut and FEMA.

- Continue to encourage town residents to register with the CT Alert Emergency Notification System via the ENS website (<http://www.ct.gov/ctalert/site/default.asp>) and continue to highlight this on the Town's web site.

Prevention

- Develop a checklist for land development applicants that cross-references the specific regulations and codes related to disaster resilience.

- Integrate elements of this HMP into the *Plan of Conservation and Development* during the next update and beyond.

- Consider requiring the underground installation of utilities for new development to the greatest extent/feasibility. Areas of shallow bedrock will likely be limiting.

- Continue reviewing building plans to ensure proper access for emergency vehicles.

- Continue to enforce the appropriate building code for new building projects.

- Encourage residents to install and maintain lightning rods on their buildings.

Natural Resource Protection & Open Space

- Continue to regulate development in protected and sensitive areas including steep slopes, wetlands, and floodplains.

Public Education & Awareness

- Conduct a "Natural Hazards Fair" so that interested parties can familiarize themselves with natural hazard mitigation options. Consider working different "hazard weeks" into public education plans when possible tying into national hazard weeks such as "Fire Prevention Week", "Hurricane Preparedness Week", and others.

11.1.2 Recommendations Applicable to Inland Flooding

Prevention

- Continue to regulate new development activities within SFHAs to the greatest extent possible within the local land use regulations.
- Require developers to demonstrate whether detention or retention of stormwater is the best option for reducing peak flows downstream.
- Conduct an annual inspection of floodprone areas that are accessible to town officials. Determine if potential flood damage is stormwater facility related and make recommendations as appropriate.
- Both Subdivision and Zoning Regulations should be updated to integrate the NFIP regulations associated with the current DFIRM mapping which, for New London County, was updated on July 18, 2011.

Property Protection

- Incorporate information on the availability of flood insurance into all hazard-related public education workshops.
- Make available FEMA-provided flood insurance brochures at public accessible places such as the local government buildings. Encourage residents to purchase flood insurance if they are located within a FEMA SFHA.
- Provide technical assistance to owners of non-residential structures that suffer flood damage regarding floodproofing measures such as wet and dry floodproofing.
- Encourage residents to continue to submit flood insurance claims following damage events.

Emergency Services

- Pursue mutual aid agreements with such organizations as the American Red Cross and the Boy Scouts of America to provide volunteer labor during flooding to assist with response activities.

Public Education and Awareness

- Visit schools (as is currently done under fire prevention) and educate children about the risks of floods (and other natural hazards) and how to prepare for them.
- Encourage builders, developers, and architects to become familiar with the NFIP land use and building standards by attending annual workshops.

Natural Resource Protection

- Pursue the acquisition of additional municipal open space in SFHAs.
- Continue to aggressively pursue wetlands protection through existing wetlands regulations. Incorporate performance standards into subdivision reviews to include additional protective measures such as conservation easement areas around wetlands and watercourses.

Structural Projects

- Utilize recently available extreme rainfall data to determine existing sizing of culverts. Encourage bridge replacements and culvert replacements in areas found to be undersized. Web sites such as <http://precip.eas.cornell.edu/> publish this information.
- Continue to perform catch basin and culvert surveys to perform maintenance and cleaning and to identify and prioritize structures in need of replacement.
- Pursue funding to place riprap in areas of bridge scouring throughout town to limit further damage.
- Work with the homeowners at the end of Caverly Mill Road to formally abandon the road and convert it into a private driveway. The town will continue to warn the two homeowners prior to significant storms of the likelihood of flooding. This recommendation remains from the 2005 Hazard Mitigation Plan Annex, but was mistakenly referred to as the "Savin's Pond" bridge.

11.1.3 Recommendations Applicable to Wind Damage from Hurricanes, Tropical Storms, Summer Storms, Tornadoes, and Winter Storms

Prevention

- Work with Connecticut Light & Power to improve communications and coordination to limit the replication of the outages such as the significant outages following Tropical Storm Irene and Winter Storm Alfred of 7-9 and 5 days respectively.
- Encourage Connecticut Light & Power to also cut down trees as opposed to just trimming trees near power lines.
- Continue to contract out appropriate tree maintenance to the greatest extent possible.

Property Protection

- Promote the use of functional shutters for older buildings in the town to guard against window breakage which can result in structural failure.
- The Building Official should make information on wind-resistant construction techniques (such as hurricane straps) available to all building permit applicants.

- ❑ Encourage commercial building owners to develop Emergency Response Plans and identify mitigation opportunities.

Emergency Services

- ❑ Consider surveying all town-owned buildings to determine their ability to withstand wind loading, particularly shelters and schools. Such effort could be included in the regional critical facility study described in Section 2.8.

Public Education and Awareness

- ❑ Visit schools (as is currently done under fire prevention) and educate children about the risks of wind events (and other natural hazards) and how to prepare for them.

11.1.4 Recommendations Exclusively Applicable to Winter Storms

- ❑ Consider drafting a written plan for inspecting and prioritizing the removal of snow from town-owned structures.
- ❑ Continue making funding available to the Public Works Department each budget year for clearing snow from roads and parking lots.
- ❑ Provide information for generally protecting town residents during cold weather and for mitigating icing and insulating pipes at residences.
- ❑ Consider posting the snow plowing routes in Town Hall and on the town's web site such that residents and business owners may better understand their risks during winter travel.
- ❑ Continue to identify areas that are difficult to access during winter storm events and develop contingency plans for emergency personnel.

11.1.5 Recommendations Applicable to Earthquakes

- ❑ Ensure that town departments have adequate backup supplies and facilities for continued functionality in case earthquake damage occurs to these buildings and critical facilities. This should be part of the regional critical facility study discussed in Section 2.8.
- ❑ Consider preventing residential development in areas prone to collapse such as below steep slopes or in areas underlain by stratified drift and prone to liquefaction.

11.1.6 Recommendations Applicable to Wildfires

- ❑ Continue to evaluate dry hydrants, fire ponds, and areas at risk of wildfire in the town if /when they develop.
- ❑ Consider placing fire pond or dry hydrants language into Subdivision Regulation amendments.

- Continue to support public outreach programs to increase awareness of forest fire danger, equipment usage, and protecting homes from wildfires. Educational materials should be made available at the Town Hall.
- Ensure that provisions of town regulations regarding fire protection facilities and infrastructure are being enforced.

11.1.7 Recommendations Applicable to Dam Failure

- Work with the CT DEEP to provide assistance to the 18 owners of low-ranking dams (Classes BB, A, AA and unranked) regarding resources available for inspections and maintenance including the Paper Mill Dam and the Linwood Dam which CT DEEP is currently involved in.

11.2 Prioritization of Specific Recommendations

As explained in Section 11.3 of the Multi-Jurisdictional HMP, the STAPLEE method was utilized in this annex to prioritize recommendations. Table 11-1 presents the STAPLEE matrix for the Town of Colchester. Each recommendation includes the department or commission responsible for implementing the recommendation, a proposed schedule, and whether or not the recommendation is new or originally from the previous HMP. Refer also to Section 2.7 for the list of previous plan recommendations and whether or not each recommendation was carried forward into this HMP.

APPENDIX A
ADOPTION RESOLUTION

SAMPLE RESOLUTION

TOWN OF COLCHESTER HAZARD MITIGATION PLAN UPDATE

WHEREAS, the Town of Colchester has historically experienced damage from natural hazards and continues to be vulnerable to the effects of flooding, thunderstorms, high wind, winter storms, wildfires, earthquakes, and dam failure, resulting in loss of property and life, economic hardship, and threats to public health and safety;

WHEREAS, the Southeastern Connecticut Council of Governments, of which the Town of Colchester is a member, has developed and received conditional approval from the Federal Emergency Management Agency (FEMA) for its Hazard Mitigation Plan Update under the requirements of 44 CFR 201.6;

WHEREAS, the Plan specifically addresses hazard mitigation strategies and Plan maintenance procedures for the Town of Colchester;

WHEREAS, the Plan recommends several hazard mitigation actions/projects that will provide mitigation for specific natural hazards that impact the Town of Colchester, with the effect of protecting people and property from loss associated with those hazards;

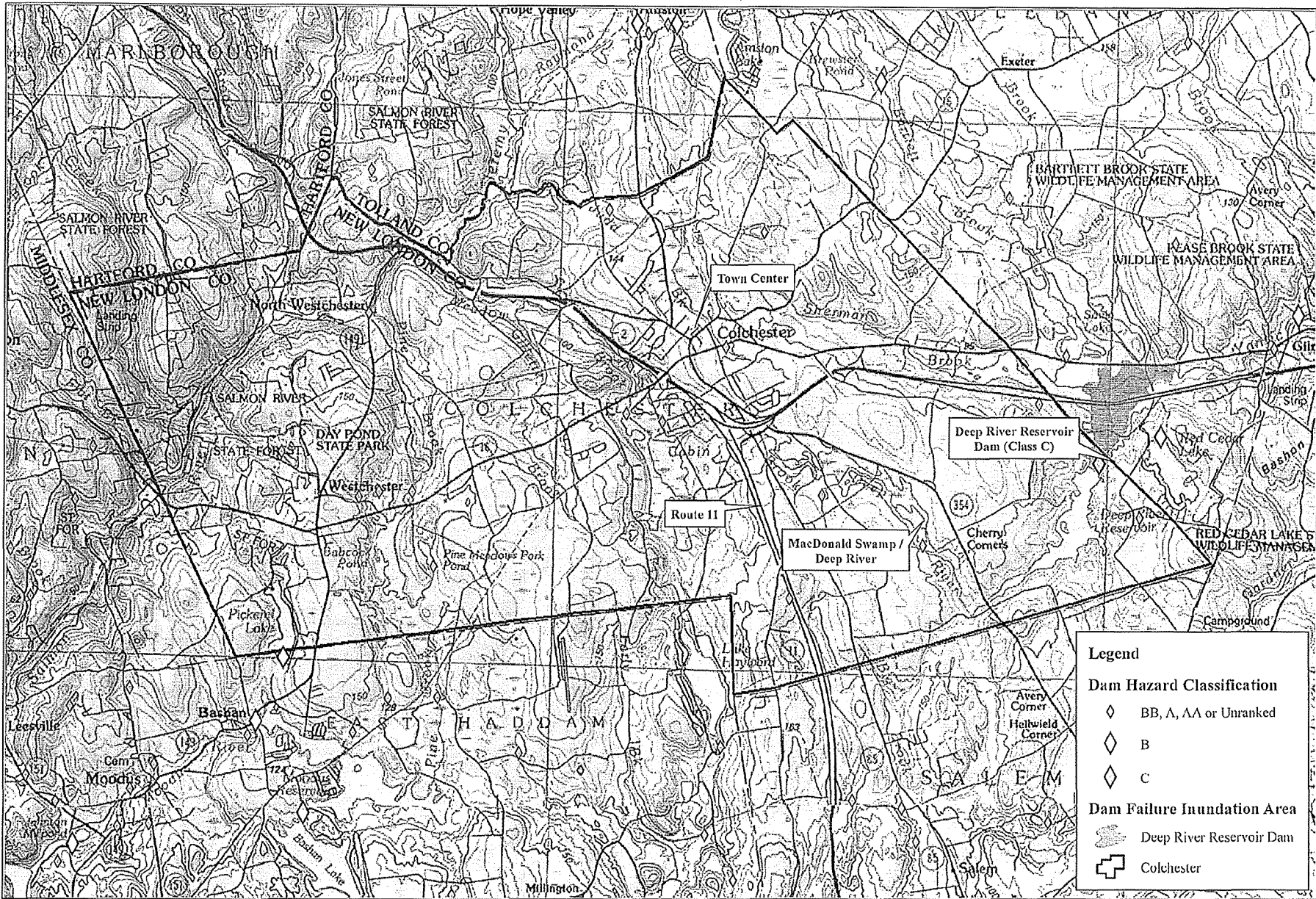
WHEREAS, adoption of this Plan will make the Town of Colchester eligible for funding to alleviate the impacts of future hazards;

NOW THEREFORE BE IT RESOLVED by the Board of Selectmen of the Town of Colchester that:

1. The Plan is hereby adopted as an official plan of the Town of Colchester;
2. The respective officials identified in the mitigation strategy of the Plan are hereby directed to pursue implementation of the recommended actions assigned to them;
3. Future revisions and Plan maintenance required by 44 CFR 201.6 and FEMA are hereby adopted as a part of this resolution for a period of five (5) years from the date of this resolution.
4. An annual report on the progress of the implementation elements of the Plan shall be presented to the Board of Selectmen by October 1 of each calendar year.

PASSED by the Board of Selectmen this _____ day of _____ (month), _____ (year).

(Signature Blocks as Required)



Legend

Dam Hazard Classification

- ◇ BB, A, AA or Unranked
- ◇ B
- ◇ C

Dam Failure Inundation Area

- Deep River Reservoir Dam
- Colchester

Map By: SVIG
NOV 14, 2012
NOV 14, 2012
1st Version: 7/16/2012
Revised: 7/16/2012
Scale: 1 in = 5,000 ft

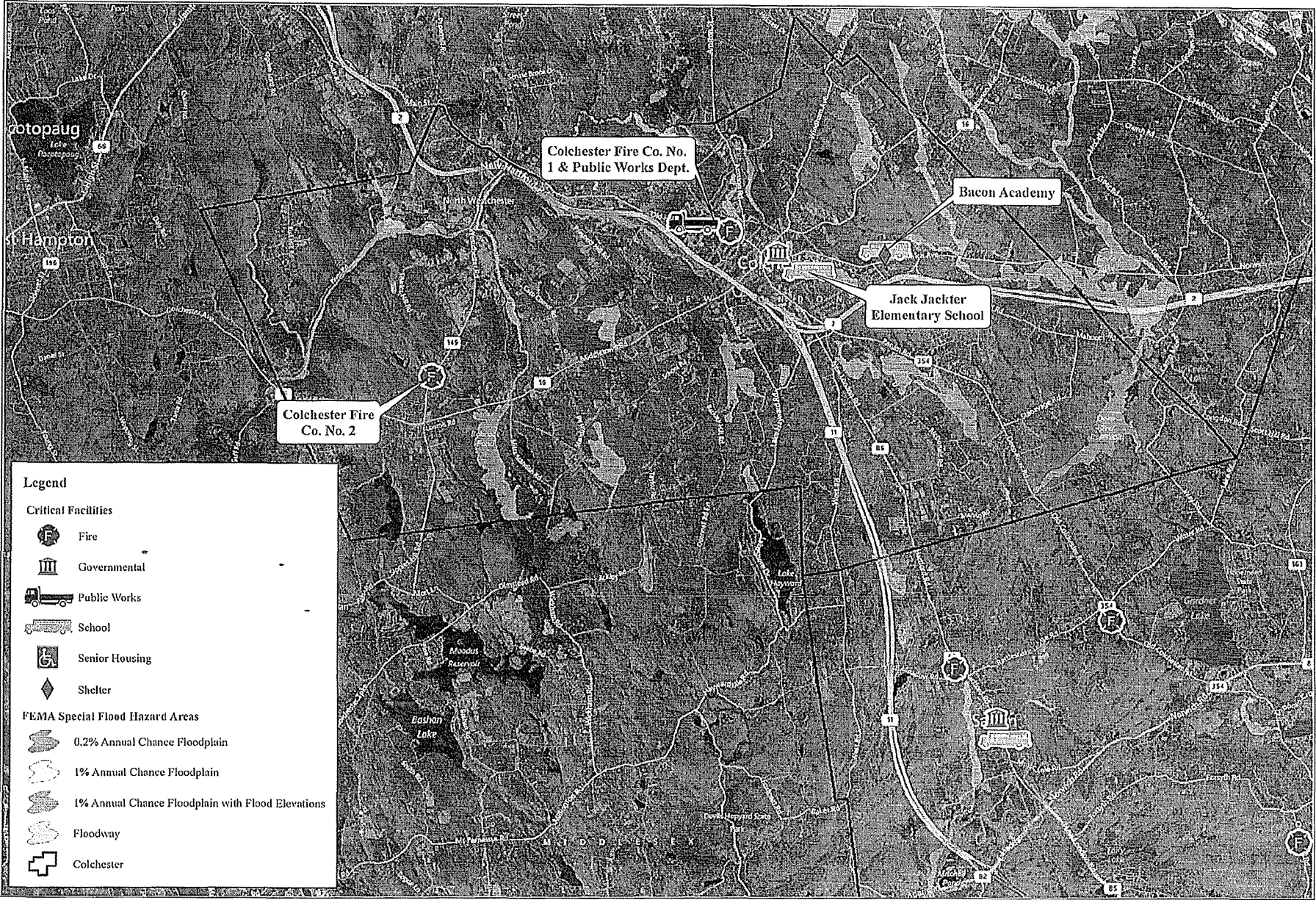
SOURCES:
 USGS, CT DEEP, Town of Colchester

Dam Failure Inundation Area Mapping
SCCOG HMP Update
Town of Colchester Annex
Colchester, Connecticut

Figure 10-1

MILLONE & MACBROOM
 200 South Main Street
 Chester, Connecticut 06410
 (203) 271-1773 Fax (203) 272-9733
 www.milloneandmacbroom.com





Legend

Critical Facilities

- Fire
- Governmental
- Public Works
- School
- Senior Housing
- Shelter

FEMA Special Flood Hazard Areas

- 0.2% Annual Chance Floodplain
- 1% Annual Chance Floodplain
- 1% Annual Chance Floodplain with Flood Elevations
- Floodway
- Colchester

Map By: SAG
 MWB: 3/3/06
 MWD: 4/3/06
 1st Version: 7/16/2012
 Revision: 7/16/2012
 Scale: 1 in. = 5,500 ft.

FEMA Special Flood Hazard Areas
SCCOG HMP Update
Town of Colchester Annex
Colchester, Connecticut

SOURCES:
 Town of Colchester, FEMA, Microsoft, GoogleMap

MILONE & MACBROOM
 79 Reedy Drive
 Cheshire, Connecticut 06410
 (860) 271-1773 Fax: (860) 272-9733
 www.miloneandmacbroom.com

Figure 3-1

TABLE 11-1: TOWN OF COLCHESTER STAPLEE MATRIX FOR PRIORITIZING RECOMMENDATIONS

Implementation of Current Recommendations	Existing or New Recommendation?	Responsible Department ¹	Schedule	Cost ²	Potential Funding Source ³	Weighted STAPLEE Criteria ⁴														Total STAPLEE Score							
						Benefits							Costs														
						Social	Technical (x2)	Administrative	Political	Legal	Economic (x2)	Environmental	STAPLEE Subtotal	Social	Technical (x2)	Administrative	Political	Legal	Economic (x2)		Environmental	STAPLEE Subtotal					
ALL HAZARDS																											
Regional Coordination																											
Continue to promote inter-jurisdictional coordination efforts for emergency response	New	BS, FC	2012-2017	Minimal	OB	1	1	1	1	1	1	1	1	1	1	9.0									0.0	9.0	
Continue to promote local and regional planning exercises that increase readiness to respond to disasters	New	BS, EM	2012-2017	Low	OB	1	1	1	1	1	0.5	1	1	1	1	8.0									0.0	8.0	
Continue to evaluate communication capabilities and pursue upgrades to communication and ensure redundant equipment is available	Existing	EM, FC	2012-2017	Low	OB, CI	1	1	1	1	1	1	1	1	1	1	9.0									-0.5	-1.0	8.0
Continue to promote regional transportation planning through SCCOG	Existing	BS	2012-2017	Low	OB	1	1	1	1	1	0.5	1	1	1	1	7.0									0.0	7.0	
Work with the SCCOG to perform a regional study of the vulnerability of critical facilities to natural hazard damage	New	EM	2012-2017	Low	OB	1	1	1	1	1	0.5	1	1	1	1	7.0									0.0	7.0	
Local Emergency Response																											
Continue to review and update the town EOP at least once annually	Existing	BS, FC	2012-2017	Low	OB	1	1	1	1	1	1	1	1	1	1	9.0									0.0	9.0	
Continue to maintain emergency response training and equipment and upgrade equipment when possible	Existing	BS, FC	2012-2017	Moderate	OB, CI	1	1	1	1	1	0.5	1	1	1	1	8.0									-0.5	-1.0	7.0
Encourage town officials to attend FEMA-sponsored training seminars at EMI	New	EM	2012-2017	Minimal	OB	0.5	0.5	1	1	1	1	0.5	1	1	1	7.0									0.0	7.0	
Continue to evaluate emergency shelters, update supplies, and check communication equipment	Existing	EM, FC	2012-2017	Low	OB	1	1	1	1	1	1	1	1	1	1	8.0									0.0	8.0	
Ensure that emergency procedures are in place to minimize the potential for any releases of propane, fires or explosions at the town center business	New	EM, FC	2012-2017	Low	OB	1	1	1	1	1	1	1	1	1	1	8.0									0.0	8.0	
Identify a replacement EOC as the Town Hall has become outdated	New	EM, FC	2012-2017	Low	OB	1	1	1	1	1	1	1	1	1	1	9.0									0.0	9.0	
Pursue American Red Cross-certification of the Elementary School and Gardner Lake Fire Company	New	EM, FC	2012-2017	Low	OB	1	1	1	1	1	1	1	1	1	1	9.0									0.0	9.0	
Continue to promote dissemination of public information regarding natural hazard effects into local government and community buildings	Existing	EM, PL	2012-2017	Minimal	OB	1	1	1	1	1	1	1	1	1	1	9.0									0.0	9.0	
Prevention																											
Develop a checklist for land development applicants that cross-references the specific regulations and codes related to disaster resilience	New	ZE	2012-2017	Minimal	OB	1	1	1	1	1	1	1	1	1	1	8.0									-0.5	7.5	
Integrate elements of this HMP into the Plan of Conservation and Development during the next update and beyond	New	PZ, ZE	2012-2017	Low	OB	1	1	1	1	1	1	1	1	1	1	9.0									-1	-0.5	7.5
Consider requiring underground installation of utilities for new development to the greatest extent/feasibility	New	PZ	2012-2017	Minimal	OB	1	1	1	1	1	0.5	1	1	1	1	7.0									-0.5	-0.5	6.0
Continue reviewing building plans to ensure proper access for emergency vehicles	New	FC	2012-2017	Minimal	OB	1	1	1	1	1	1	1	1	1	1	8.0									0.0	8.0	
Continue to enforce the appropriate building code for new building projects	New	BD, ZE	2012-2017	Minimal	OB	1	1	1	1	1	1	1	1	1	1	8.0									0.0	8.0	
Encourage residents to install and maintain lightning rods on their structures	New	FC, BD	2012-2017	Minimal	OB	1	0.5	1	1	1	1	0.5	1	1	1	7.5									0.0	7.5	
Natural Resource Protection & Open Space																											
Continue to regulate development in protected and sensitive areas including steep slopes, wetlands, and floodplains	New	PZ	2012-2017	Minimal	OB	1	1	1	1	1	1	1	1	1	1	9.0									0.0	9.0	
Public Education & Awareness																											
Conduct a "Natural Hazards Fair" and consider working different "Hazard Weeks" into the town's public education program	New	EM, FC	2012-2017	Moderate	OB	1	1	0.5	0.5	1	1	1	1	1	1	7.0									-0.5	-0.5	6.0
INLAND FLOODING																											
Prevention																											
Continue to regulate new development activities within SFHAs to the greatest extent possible within town land use regulations	New	PZ	2012-2017	Minimal	OB	1	1	1	1	1	1	1	1	1	1	9.0									0.0	9.0	
Require developers to demonstrate whether detention or retention of stormwater is the best option for reducing peak flows downstream	New	PZ	2012-2017	Minimal	OB	0.5	1	1	1	1	1	0.5	1	1	1	8.0									0.0	8.0	
Conduct an annual inspection of flood-prone areas that are publically accessible and recommend drainage improvements as appropriate	New	PW	2012-2017	Low	OB	1	1	1	0.5	1	0.5	0.5	1	1	1	7.0									0.0	7.0	
Update Zoning and Subdivisions to integrate the NFIP regulations associated with the current DFIRM mapping updated on July 18, 2011	New	PW	2012-2017	Minimal	OB	1	1	1	0.5	1	0.5	0.5	1	1	1	7.0									0.0	7.0	
Property Protection																											
Incorporate information on the availability of flood insurance into all hazard-related public education workshops	New	BD, EM	2012-2017	Low	OB	1	1	0.5	0.5	1	1	1	1	1	1	7.0									-0.5	6.5	
Make available FEMA-provided flood insurance brochures and encourage residents to purchase insurance if they are in a SFHA	New	BD, EM	2012-2017	Minimal	OB	1	1	1	1	1	1	1	1	1	1	8.0									0.0	8.0	
Provide technical assistance to owners of non-residential structures that suffer flood damage regarding flooding measures	New	EM, FC	2012-2017	Low	OB	1	0.5	0.5	1	1	1	0.5	1	1	1	7.0									0.0	7.0	
Encourage residents to submit flood insurance claims following damage events	New	All	2012-2017	Minimal	OB	1	1	1	1	1	1	1	1	1	1	8.0									0.0	8.0	
Emergency Services																											
Pursue mutual aid agreements with non-profits to provide volunteer labor for response activities	New	EM, FC	2012-2017	Low	OB	1	1	1	1	1	1	1	1	1	1	8.0									0.0	8.0	

TABLE 11-1: TOWN OF COLCHESTER STAPLEE MATRIX FOR PRIORITIZING RECOMMENDATIONS

Implementation of Current Recommendations	Existing or New Recommendation?	Responsible Department ¹	Schedule	Cost ²	Potential Funding Source ³	Weighted STAPLEE Criteria ⁴												Total STAPLEE Score
						Benefits						Costs						
						Social	Technical (x2)	Administrative	Political	Legal	Economic (x2)	Environmental	STAPLEE Subtotal	Social	Technical (x2)	Administrative	Political	
Public Education and Awareness																		
Visit schools and educate children about the risks of flooding and how to prepare	New	FC	2012-2017	Low	OB	1	1	1	1	1	1						8.0	8.0
Encourage builders, developers, and architects to become familiar with NFIP land use and building standards at annual workshops	New	PZ, ZE	2012-2017	Low	OB	1	1	1	1	1	1						8.0	8.0
Natural Resource Protection																		
Pursue the acquisition of additional municipal open space in SFHAs	New	BS	2012-2017	High	OB	1	1	1	1	1	1	1	1	1	1	1	9.0	9.0
Continue to aggressively pursue wetlands protection and incorporate performance standards into subdivision reviews	New	PZ	2012-2017	Low	OB	1	1	1	1	1	1	1	1	1	1	1	9.0	9.0
Structural Projects																		
Utilize the recently available extreme rainfall data to determine existing culvert sizing and encourage upgrades where undersized	New	PW	2012-2017	Moderate	CI	0.5	1	1	0.5	1	1						7.0	7.0
Continue to perform catch basin and culvert surveys to prioritize upgrades and perform maintenance and cleaning	Existing	PW	2012-2017	Moderate	OB	1	1	1	1	1	0.5	0.5					7.5	7.5
Pursue funding to place riprap in areas of scouring throughout town to limit further erosion	New	PW, EM	2012-2017	High	CI	1	1	1	1	1	1						8.0	8.0
Work with the homeowners at the end of Caverly Mill Road to convert it into a private driveway	New	PW, EM	2012-2017	High	CI	1	1	1	1	1	1						8.0	8.0
WIND DAMAGE FROM HURRICANES, TROPICAL STORMS, SUMMER STORMS, TORNADES, AND WINTER STORMS																		
Prevention																		
Work with CL&P to improve communications and coordination to limit future outages such as following T.S. Irene and Winter Storm Alfred	New	EM, FC	2012-2016	Minimal	OB, CI	1	0.5	1	1	1	0.5						6.0	6.0
Encourage CL&P to also cut down trees as opposed to just trimming trees near their power lines	New	EM	2012-2017	Minimal	OB	1	1	1	1	1	1	1					9.0	9.0
Continue to perform appropriate tree maintenance to the greatest extent possible	Existing	PW	2012-2017	Minimal	OB	1	1	1	1	1	1	1					9.0	9.0
Property Protection																		
Promote the use of functional shutters for older buildings in the town and investigate funding sources	New	ZE, PZ	2012-2017	Minimal	OB, CI	1	0.5	1	1	1	0.5						6.0	6.0
Make information on wind-resistant construction techniques available to all building permit applicants	New	ZE, PZ	2012-2017	Low	OB	1	1	1	1	1	1						8.0	8.0
Encourage commercial building owners to develop Emergency Response Plans and identify mitigation opportunities	New	ZE, FC	2012-2017	Low	OB	1	1	1	1	1	1						8.0	8.0
Emergency Services																		
Consider surveying all town-owned buildings to determine their ability to withstand wind loading giving priority to the oldest buildings	New	ZE, BD	2012-2017	Low	OR	1	0.5	1	0.5	1	0.5						5.5	5.5
Public Education and Awareness																		
Visit schools and educate children about the risks of wind events and how to prepare for them	New	FC	2012-2017	Low	OB	1	1	1	1	1	0.5						7.0	7.0
WINTER STORMS																		
Consider drafting a written plan for inspecting and prioritizing the removal of snow from town-owned structures	New	ZE, EM	2012-2017	Low	OB	0.5	1	1	1	1	0.5						6.5	6.5
Continue making funding available to the Public Works Department each year for clearing snow from roads and parking lots	New	BS	2012-2017	High	OB	1	1	1	1	1	0.5						7.0	7.0
Provide information for protecting Town residents during cold weather and for mitigating icing and insulating pipes at residences	New	BD	2012-2017	Low	OB	1	1	1	1	1	1						8.0	8.0
Consider posting snow plow routes in Town Hall and on the town's web site so residents and businesses better understand procedures	New	FC, PW	2012-2017	Moderate	OB	1	1	1	0.5	0.5	1						7.0	7.0
Continue to identify areas that are difficult to access during winter storm events and develop contingency plans to access such areas	New	FC, PW	2012-2017	Minimal	OB	1	1	1	1	1	1						8.0	8.0
EARTHQUAKES																		
Ensure that town departments have adequate backup supplies and facilities for continued functionality following an earthquake	New	BS	2012-2017	Moderate	OB, CI	0.5	1	0.5	0.5								3.0	3.0
Consider preventing residential development in areas prone to collapse such as below steep slopes or areas prone to liquefaction	New	PZC	2012-2017	Minimal	OB	0.5	1	1	0.5	0.5	1	0.5					7.0	7.0

TABLE 11-1: TOWN OF COLCHESTER STAPLEE MATRIX FOR PRIORITIZING RECOMMENDATIONS

Implementation of Current Recommendations	Existing or New Recommendation?	Responsible Department ¹	Schedule	Cost ²	Potential Funding Source ³	Weighted STAPLEE Criteria ⁴												Total STAPLEE Score	
						Benefits						Costs							
						Social	Technical (02)	Administrative	Political	Legal	Economic (02)	Environmental	STAPLEE Subtotal	Social	Technical (02)	Administrative	Political		Legal
WILDFIRES																			
Continue to evaluate fire flows, available water supply, and areas at risk of wildfire in the town when they develop	New	FC	2012-2017	Minimal	OB	1	1	1	1	1	1	0.5	8.5					0.0	8.5
Consider placing fire pond or dry hydrants language into Subdivision Regulation amendments	New	FC	2012-2016	High	OB, CI	1	0.5	1	1	1	0.5		6.0					0.0	6.0
Continue to support public outreach programs to increase awareness of forest fire danger, equipment usage, and protecting homes	New	FC	2012-2017	Low	OB	1	1	1	1	1	0.5	1	8.0					0.0	8.0
Ensure that provisions of town regulations regarding fire protection facilities and infrastructure are being enforced	New	ZE	2012-2017	Low	OB	0.5	0.5	1	0.5	1	0.5		5.0					0.0	5.0
DAM FAILURE																			
Work with the CT DEEP to provide assistance to the 18 owners of low-ranking dams, specifically Paper Mill and Linwood Dams	New	PW, EM	2012-2017	Minimal	OB	0.5	0.5	0.5	0.5	1		0.5	4.0					0.0	4.0

NOTES

- Departments:
 BS = Board of Selectmen
 EM = Emergency Management Director
 FC = Fire Companies (Salem Volunteer Fire Company & Gardner Lake Volunteer Fire Company)
 PW = Public Works Department
 ZE = Zoning Enforcement Officer
 PC = Planning & Zoning Commission
 BD = Building Department
- Minimal = To be completed by staff or volunteers where costs are primarily printing, copying, or meetings; Low = Costs are less than \$10,000; Moderate = Costs are less than \$100,000; High = Costs are > than \$100,000.
- OB = Operating Budget; CI = Capital Improvement budget; * indicates that grant funding is needed and will be pursued
- A beneficial or favorable rating = 1; an unfavorable rating = -1. Technical and Financial benefits and costs are double-weighted (i.e. their values are counted twice in each subtotal)

