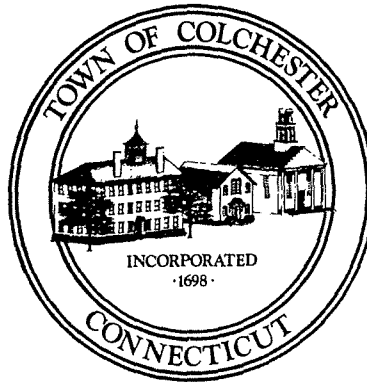


Gregg Schuster



First Selectman

**Board of Selectmen Regular Meeting Minutes
Thursday, April 15, 2010
Colchester Town Hall**

**Meeting Room 1 –
Immediately Following Commission Chairmen Meeting
Which Begins at 7:00 pm**

RECEIVED
COLCHESTER, CT
2010 APR 16 PM 2:50
James A. Bray
Rosemary Coyle

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

MEMBERS ABSENT: Selectman Greg Cordova

OTHERS PRESENT: Derrik Kennedy, Rob Tarlov, Walter Cox, Jason Cohen, Anita Miazga, Leann Hill, Ryan Blessing, Katy Naly, and other citizens.

1. Call to Order

First Selectman G. Schuster called the meeting to order at 7:20 p.m.

2. Additions to the Agenda

R. Coyle moved to add to the agenda Item # 5h, "Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). Michael Misiewicz was interviewed on 04/01/2010. Discussion and action on Michael Misiewicz for possible appointment to Health District Task Force," new agenda Item # 5i, "Fair Rent Commission appointing Jack Faski to a new term to expire 4/30/2012," and new agenda Item #16, "First Selectman Recusal on Potential Lawsuit" and renumber accordingly, S. Soby seconded. Unanimously approved. MOTION CARRIED.

3. Approve Minutes of the April 1, 2010 Board of Selectmen Regular Meeting

S. Soby moved to approve the minutes of the April 1, 2010 Board of Selectmen Regular Meeting, J. Ford seconded. Unanimously approved. MOTION CARRIED.

4. Citizen's Comments None.

5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations

- a. **Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen).
Michelle Ladegard to be interviewed.**

Michelle Ladegard was absent.

- b. Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). John Carroll to be interviewed.**
John Carroll was absent.
- c. Economic Development Commission (member appointment for a new term previously held by Cathy Pompei to expire 10/31/2014). Christopher J. Rowllins was interviewed on 04/01/2010. Discussion and action on Christopher J. Rowllins for filling vacancy.**
Board took no action.
- d. Economic Development Commission (member appointment for a new term previously held by Cathy Pompei to expire 10/31/2014). William DiCioccio was interviewed on 02/04/2010. Discussion and action on William DiCioccio for filling vacancy.**
Board took no action.
- e. Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). David Dander was interviewed on 04/01/2010. Discussion and action on David Dander for possible appointment to Health District Task Force.**
R. Coyle moved to appoint David Dander to the Health District Task Force to a maximum one-year term to end with the Committee's final report to the Board of Selectmen, S. Soby seconded. Unanimously approved. MOTION CARRIED.
- f. Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). Christine Miskell was interviewed on 04/01/2010. Discussion and action on Christine Miskell for possible appointment to Health District Task Force.**
S. Soby moved to appoint Christine Miskell to the Health District Task Force to a maximum one-year term to end with the Committee's final report to the Board of Selectmen, R. Coyle seconded. Unanimously approved. MOTION CARRIED.
- g. Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). John Malsbenden was interviewed on 04/01/2010. Discussion and action on John Malsbenden for possible appointment to Health District Task Force.**
R. Coyle moved to appoint John Malsbenden to the Health District Task Force to a maximum one-year term to end with the Committee's final report to the Board of Selectmen, J. Ford seconded. Unanimously approved. MOTION CARRIED.

- h. **Health District Task Force (maximum one year term to end with the committee’s final report to the Board of Selectmen). Michael Misiewicz was interviewed on 04/01/2010. Discussion and action on Michael Misiewicz for possible appointment to Health District Task Force.**

R. Coyle moved to appoint Michael Misiewicz to the Health District Task Force to a maximum one-year term to end with the Committee’s final report to the Board of Selectmen, J. Ford seconded. Unanimously approved. MOTION CARRIED.

- j. **Police Commission. Resignation of Anthony J. Camilleri Jr.**

S. Soby moved to accept the resignation of Anthony J. Camilleri, Jr., with regret, R. Coyle seconded. Unanimously approved. MOTION CARRIED.

6. Budget Transfer – Fire Department:

R. Coyle moved to approve the budget transfer of \$9,480 from “Training (12202-43213)” to “Machinery and Equipment (12202-48404),” for reason as noted on the attached transfer form, and to authorize the First Selectman to sign all necessary documents, S. Soby seconded. Unanimously approved. MOTION CARRIED

- 7. **Tax Refunds & Rebates** S. Soby moved to approve tax refunds in the amount of \$873.98 to Daniel and Virginia Ventura, \$140.72 to Chrysler Financial Services, and \$39.19 to Annemarie & Roger Peters, R. Coyle seconded. Unanimously approved. MOTION CARRIED.

8. Discussion and Possible Action on Renewing Long-Term Disability (LTD) and Accidental Death & Dismemberment Insurance Contract

R. Coyle moved to award the Life and Accidental Death & Dismemberment contract to Lincoln Financial Group and the Long-Term Disability contract to National Insurance Services, S. Soby seconded. Unanimously approved. MOTION CARRIED.

9. Discussion and Possible Action on Potential Land Acquisition of Kabara Parcel – Ivy Court and Clark Lane

Board took no action.

10. Discussion and Possible Action on Award of Mower/Tractor Bid

J. Ford moved to award the mower/tractor bid as proposed by Jason Cohen, Parks & Recreation Director, and to authorize the First Selectman to sign all necessary documents, S. Soby seconded. Unanimously approved. MOTION CARRIED.

11. Discussion and Possible Action on Concert Ice Cream Contract Award

R. Coyle moved to award the concert ice cream contract bid to New England Soft Serve at the rate of \$200 per concert, and to authorize the First Selectman to sign all necessary documents, S. Soby seconded. Unanimously approved. MOTION CARRIED.

12. Discussion and Possible Action on Colchester Tennis Association

Board took no action.

5i. Fair Rent Commission (member appointment for a new term to expire 04/30/2012). Jack Faski to be interviewed.

Jack Faski was interviewed. R. Coyle moved to appoint Jack Faski to the Fair Rent Commission for a new term to expire 04/30/2012, S. Soby seconded. Unanimously approved. MOTION CARRIED.

13. Discussion and Possible Action on Ballfield Maintenance Policy

J. Ford moved to approve the modifications of the ballfield maintenance policy, as recommended by the Parks & Recreation Commission, S. Soby seconded. Unanimously approved. MOTION CARRIED.

14. Discussion and Possible Action on Parks & Recreation Volunteer Plan

J. Ford moved to adopt the Parks & Recreation Volunteer Plan, as recommended by the Parks & Recreation Commission, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

15. Discussion and Possible Action on Updated Clerical Job Descriptions

J. Ford moved to adopt all proposed job descriptions, with the change of the town clerk's office, assistant town clerk (certified), by removing "part-time," and in any job description removing the 50-lb lifting requirement and replacing it with a 45-lb lifting requirement, R. Coyle seconded. Unanimously approved. MOTION CARRIED.

16. First Selectman Recusal on Potential Law Suit.

R. Coyle moved to accept recusal and appoint S. Soby as the representative of Board regarding this matter, J. Ford seconded. Unanimously approved. MOTION CARRIED.

17. Citizen's Comments

None.

18. First Selectman's Report

First Selectman Gregg Schuster reported that in regards to the recent flooding, FEMA has been in the town and region and the State has reached the threshold for Emergency Disaster Relief. Also, the Census is going well in Connecticut, with a participation rate of sixty-nine percent (69%). Beginning May 1, households who have not responded to the Census Survey will be visited by Census workers. Finally, Board of Selectmen packets will now be available on the website for public consumption prior to meetings.

19. Liaison Report

J. Ford commented on the Friends of Cragin Library, the Historic District Commission, and the Conservation Commission. R. Coyle commented on the Commission on Aging, the Open Space Commission, and the Senior Center Study Group. S. Soby commented on the Planning & Zoning Commission.

20. Adjourn

R. Coyle moved to adjourn at 8:28pm, J. Ford seconded. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Derrik M. Kennedy
Executive Assistant to the First Selectman

Attachments:

- Budget Transfer
- Life/AD&D Insurance Renewal and Long-term Disability (LTD) Insurance Renewal memorandum by Maggie Cosgrove, Colchester Chief Financial Officer
- Award of Mower/Tractor Bid memorandum by Jason Cohen, Colchester Parks & Recreation Director
- Concert Ice Cream Contract Award memorandum by Jason Cohen, Colchester Parks & Recreation Director
- Update on Ballfield Maintenance Policy memorandum by Colchester Parks & Recreation Commission
- Updated and Approved Clerical Job Descriptions
- Chestnut Hill Road Potential Lawsuit memorandum by First Selectman Gregg Schuster

Town of Colchester
General Fund
Budget Transfer/Additional Appropriation

6

Department:

Reason for Request: These training modules will provide the department with the necessary training facilities locally so that the department can meet the regulatory requirement of OSHA and the Consensus Standards requirements of the National Fire Prevention Association. These modules will provide the necessary facilities at a local level so that the department can be compliant with both the quarterly and annually mandated training. These requirements fall under OSHA 1910.156 and 1910.134 and NFPA Standards 1500, 1001,1403.

Reason for Available Funds: FY 2009 put a hold on needed training due to budget freeze and cost of apparatus repairs from vehicle maintenance. With training cost budget reductions in proposed FY 2011, the decision was made to cost effectively provide the necessary training to fire department members.

From:

Account Number	Account Name	Amount
12202-43213	Training	9,480

To:

12202-48404	machinery and equipment	9,480

Date Requested

Department Director or Supervisor - Signature

Print Name

Date Reviewed

Chief Financial Officer

Date Approved

First Selectman

Date Approved

Board of Selectmen Clerk

Date Approved

Board of Finance Clerk



Department of Fire and
Emergency Medical Services

April 9, 2010

To: The Board of Finance
Re: Budget transfer request
TRAINING

Dear Board Members,

In the past several years the regional fire schools have lost their ability to provide live fire training due to the loss of their training buildings. The availability of training facilities in the form of acquired structures is becoming more difficult if not impossible. When a building is located, it can require hundreds of man-hours in preparation just to meet the regulatory requirements. This has required our department to travel out of town in order to provide this mandatory training to our members. This has placed an additional hardship the department in its attempt to in-sure that its members are properly trained and that they are both qualified and competent under the OSHA regulations to perform their assigned duties. Additionally this need to travel has further impacted upon the time constraints of the members of the department. Having to travel further has also impacted upon the amount of time that is actually available to train and meet these mandatory requirements.

Having this training capability locally will afford us to the ability to better comply with the training requirements but also manage the time spent by the volunteers in meeting these requirements. This facility will also allow for higher levels of both competency and capability of the members who serve this community.

We choose the vender as a sole source provider because of our requirements for a safe and well-made training module.

Respectfully,

Walter Cox
Chief of Department



N. Maggie
Chief Fin.
Finance I

8

Date: April 12, 2010

To: Gregg Schuster, First Selectman

From: N. Maggie Cosgrove, CFO

Subject: Life/AD&D Insurance Renewal
Long-term Disability (LTD) Insurance Renewal

The renewal of Life/AD&D and Long-term Disability insurance coverage were recently put out to bid to insurance carriers. The attached documents prepared by the Town/BOE insurance broker, Ovation Benefits, represents a summary of the bid results.

Life/AD&D Renewal

Both Lincoln Financial and Liberty Mutual proposed the lowest rates with an approximate savings of \$22,000 from current rates; however Liberty Mutual's quote is contingent upon also being awarded the bid for Long-term disability coverage for which they are not the low bidder by approximately \$6,800. Their quote for standalone Life/AD&D would be \$11,500 higher than their quote when combined with LTD insurance. The quote from Lincoln Financial duplicates all current benefits and assumes a 36 month rate guarantee, and is not contingent upon being awarded the LTD coverage.

Long-term Disability Renewal

The proposal for the lowest rates was from the current carrier, National Insurance Services (NIS) for an approximate savings of \$6,800 from current rates. The NIS quote includes no benefit changes and assumes a 36 month rate guarantee.

Recommendation

The bid results and analysis by Ovation Benefits were submitted to the Risk Management and Insurance Advisory Committee for review.

It is being recommended to award the Life/AD&D renewal to Lincoln Financial Group and the LTD renewal to National Insurance Services as the lowest qualified responsible bidders.



"Creating Community Through People, Parks and Programs"

127 Norwich Avenue, Colchester, CT 06415

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MEMO

To: Board of Selectmen
From: Jason Cohen, Director
Date: March 30, 2010
Re: Award of Mower/Tractor Bid

Proposal

Purchase the following equipment from D.H. Marvin for a total cost not to exceed \$42,650:

- John Deere tractor model 4520 including:
 - Back-up Alarm Kit
 - Horn Kit
 - Factory Cab
 - Beacon Light Kit
 - Air Seat Suspension Kit
 - External Mirror Kit
- Woods finish mower model 7144rd-2 including:
 - Rollers
 - Lights

Rationale

At the request of the BOF, the Town developed a short-term vehicle replacement plan to address the most pressing issues. As part of that plan, it was proposed to the BOF, at their March 17 meeting, to purchase a new wide-width mower for approximately \$40,000, out of Equipment Reserve, to replace the existing one that has failed. At that meeting, the BOF gave general approval of the plan and requested that we submit a formal proposal.

In accordance with Town policies, we put the equipment out to bid using the newly approved online reverse auction system.

The results of the auction for this equipment, produced by CCM on Monday, March 29, 2010, yielded the following low bids:

- Tractor w/ required items - \$29,450*
- Mower w/ required items - \$12,250*
- Beacon Light Kit - \$185*

- Air Seat Suspension Kit - \$599.86**
- External Mirror Kit - \$157.50**

Some of the above bids were made by *Kahn Tractor, located in Franklin, CT. Some were by **D.H. Marvin of Colchester, CT.

In accordance with the Town Purchasing Policy:

“Any Local Vendor who has submitted a bid not more than 5% higher than the lowest qualified responsible bidder may be awarded the bid if such local vendor agrees to accept the award at the amount and specifications of the lowest qualified responsible bidder, and meets all other conditions and requirements.”

The bids placed by D.H. Marvin, the “Local Vendor” as defined in the Purchasing Policy, were within 5% of the low bids. They have agreed to match these bids and specifications.

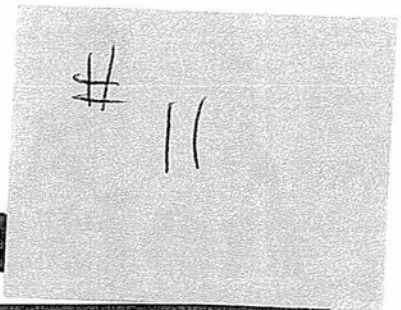
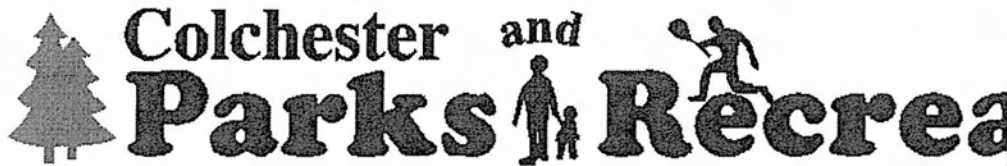
Additional Information

The auction also requested bids for a loader for the tractor. The loader would be used for snow removal in the off season of mowing.

The lowest bid for the loader was \$5,700; however, we believe that it can be purchased more inexpensively.

As the primary reason for the purchase of the tractor and mower is as a replacement for the existing large mower, the loader is not required at this time. In addition, we have existing older tractors that are currently used for snow removal and general maintenance (fertilization, aeration, clean-up, etc).

While the loader is not required at this time, it is recommended that this be considered for future purchase. There is also the potential to move the loader from an existing tractor, with some modifications to the mounts.



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MEMO

To: Board of Selectmen
From: Parks & Recreation Commission
Date: April 7, 2010
Re: Concert Ice Cream Contract Award

Proposal

Based on the submitted proposals, the Commission recommends awarding the contract to provide ice cream sales at all concerts to New England Soft Serve (NESS) at a rate of \$200 per concert.

Rationale

NESS submitted the highest bid proposal, and has a long history of successful partnership with the concert series, as well as commitment to the community.

The only other submitted proposal was from Scotties Frozen Custard for the minimum bid proposal of \$50 per concert.



Colchester and Parks and Recreation

13

“Creating Community Through People, Parks and Programs”

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MEMO

To: Board of Selectmen
From: Parks & Recreation Commission
Date: April 6, 2010
Re: Update of Ballfield Maintenance Policy

Proposal

Reword the existing policy to remove specified timelines, in order to preserve governmental immunity regarding maintenance procedures.

Rationale

When maintenance is at the discretion of the government professional, this preserves the municipality's governmental immunity as prescribed by state law. Conversely, when policies dictate how and when maintenance will be done, immunity is waived in the eyes of the court, as it no longer allows for professional discretion.

This policy change would be inline with previously approved policies, including our existing playground maintenance policy.

The new policy does not change the existing practices or procedures with regards to the department's responsibilities or the work permitted by the sports leagues.

Enclosed:

- Proposed ballfield policy
- Existing ballfield policy
- Existing playground policy



“Creating Community Through People, Parks and Programs”

Colchester Parks & Recreation Ballfield Maintenance Policy

All field maintenance is performed at the discretion of the Parks & Recreation Director, including such determination that potential maintenance is not required.

The department will determine the proper layout and configuration of all fields.

The types of work to be performed by Town forces:

- Rebuild pitching mounds
- Till infields
- Roll fields
- Offer training session for league volunteers
- Fill ruts/divots as necessary
- Treat for pests as necessary (weeds, grubs, etc.)
- Grade infields
- Level bases/homeplate
- Eliminate “lips” between infield/turf
- Inspect fencelines
- Drag all fields with “sandpro”
- Mow fields at 3”
- Paint foul lines on turf (as needed)
- Groom/line fields for Bacon Academy/WJJMS games

Leagues may, after receiving proper training:

- Water fields
- Groom/line fields
- Use “turface” sparingly, as instructed (at their own cost)
- Rebuild pitching mounds throughout season as necessary
- Paint dugouts, in cooperation with department

PROPOSED



“Creating Community Through People, Parks and Programs”

Colchester Parks & Recreation Ballfield Maintenance Policy

All field maintenance is performed at the discretion of the Parks & Recreation Director, including such determination that potential maintenance is not required.

The department will determine the proper layout and configuration of all fields.

The types of work to be performed by Town forces:

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PROPOSED



“Creating Community Through People, Parks and Programs”

Colchester Parks & Recreation Ballfield Maintenance

Note: All listed goals/standards are basic guidelines, which may be revised at the Parks & Recreation Director’s discretion on an ongoing basis.

The department will determine the proper layout and configuration of all fields.

Annually

- Rebuild pitching mounds
- Till infields
- Roll fields
- Offer training session for league volunteers
- Fill ruts/divots as necessary
- Treat for pests as necessary (weeds, grubs, etc.)
- Grade infields
- Level bases/homeplate
- Eliminate “lips” between infield/turf
- Inspect fencelines

Weekly During Season

- Drag all fields with “sandpro”
- Mow fields at 3”
- Paint foul lines on turf (as needed)
- Groom/line fields for Bacon Academy/WJJMS games

Leagues may, after receiving proper training:

- Water fields
- Groom/line infields
- Use “turface” sparingly, as instructed (at their own cost)
- Rebuild pitching mounds throughout season as necessary
- Paint dugouts, in cooperation with department

Existing Policy



“Creating Community Through People, Parks and Programs”

Colchester Parks & Recreation Playground Maintenance Policy

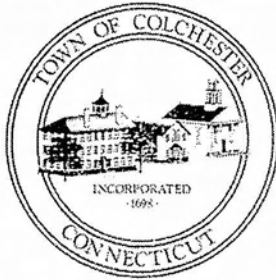
The Colchester Parks & Recreation Department has the responsibility for inspection, maintenance and repair of all playgrounds on town and school property in Colchester.

The timing and necessity of inspections, maintenance and repair of playgrounds will be at the judgment and discretion of the Parks and Recreation Director and/or his designee(s).

The Town of Colchester will strive to offer, periodically, primary adult users/supervisors of the playgrounds, such as school staff and parents, education, through pre-arranged classes, in potential safety and maintenance issues that could appear on playgrounds.

Adult users/supervisors are encouraged to report safety and maintenance concerns to the Parks & Recreation Department as soon as possible.

The Parks & Recreation Department will strive to review promptly reports of maintenance issues that are submitted.



**Town of Colchester
Job Description**

**Tax Collector's Office
Assistant Tax Collector (Non-Certified)**

GENERAL STATEMENT OF DUTIES

Assist the Tax Collector and/or Certified Assistant Tax Collector with all day-to-day duties in the office including taking payments, working on delinquent accounts and any other administrative tasks.

WORK SCHEDULE

Monday-Friday, 8:30am-4:30pm with a one-hour lunch. (35 hrs/wk). May also be required to cover late office hours.

SUPERVISOR

Work under the direct supervision of the Tax Collector with administrative supervision of the First Selectman.

ESSENTIAL DUTIES

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

- Make calls to delinquent tax payers to collect back taxes.
- Process any return mail including researching to find a correct address.
- Receive payments from taxpayers and crediting their account.
- Provide financial information to attorneys, state marshal, banks and taxpayers.
- Balance drawer daily including preparation of deposits for bank and delivery to banking institution.
- Perform arithmetic computations, requiring absolute accuracy in examining, verifying, and correcting taxes and interest amounts.
- Work with the Assessor's office to resolve any issues that taxpayers may have on a day-to-day basis.
- Research in archives any requests that taxpayers may need.
- Prepare deposits for monies collected from other town departments.
- Enter all transfer of ownership of real estate accounts.
- Enter and maintain escrow accounts.
- Provide timely information to the appropriate person for or maintain department web page.
- Represent the department in a professional courteous manner.
- Provide extensive public contact, i.e. phone, routine inquiries, written correspondence, and person-to-person.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Must have:
 - Preferred working knowledge of aspects of tax collecting.
- 2) Must be able to:
 - Communicate and work effectively with diverse groups and individuals.
 - Exhibit a professional manner with other employees and the public.
 - Work independently.
 - Maintain accurate records.
 - Lift and/or move up to 50 pounds.
 - Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
 - Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Publisher, or Munis.

EDUCATION AND EXPERIENCE

- High School Degree or equivalent.
- Preferred experience with accounting and customer service.

WORK ENVIRONMENT

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

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



Town of Colchester
Job Description

Tax Collector's Office
Assistant Tax Collector - Certified

GENERAL STATEMENT OF DUTIES

Assist the Tax Collector with all day-to-day duties in the office including taking payments, balancing the payments daily and monthly, and any other administrative tasks.

WORK SCHEDULE

Monday-Friday, 8:30am-4:30pm with a one-hour lunch (35hrs/week); may also be required to cover late office hours.

SUPERVISOR

Work under the direct supervision of the Tax Collector and administrative supervision of the First Selectman.

SUPERVISION EXERCISED

Supervise other employees within the office in the absence of the Tax Collector.

ESSENTIAL DUTIES

- Represent the department in a professional courteous manner. Extensive public contact via telecommunications, answering routine inquiries, letter writing and person to person.
- Maintains financial records, including receiving, verifying and crediting of taxes.
- Initiate refund process including mailings and filling out paperwork to be approved by Board of Selectman.
- Prepare daily deposit records to Finance Director to balance daily, weekly and monthly reports in cooperation with finance department.
- Prepares liens and release of liens to Town Clerk.
- Provides financial information to attorneys, state marshals, banks and taxpayers.
- Pulling over all corrections from Assessor's office including any further action taken on accounts including balance bills and refunds.
- Balance drawer daily including preparing deposits for bank and delivering to banking institution.
- Performs arithmetic computations, requiring absolute accuracy in examining, verifying, and correcting taxes and interest amounts.
- Handle issues and working with the Assessor's office to resolve any issues that taxpayers may have on a day-to-day basis.
- Research in archives any requests that taxpayers may need.
- Prepare deposits for monies collected from other town departments.
- Enter all transfer of ownership of real estate accounts.
- Enter and maintain escrow accounts.
- Provide timely information to the appropriate person for, or maintain, department web page.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Must have:
 - Extensive working knowledge of all aspects of tax collecting.
 - Strong interpersonal skills and ability to work well with the public.
 - Excellent written and oral communication skills.
 - Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
 - Strong communication and customer service skills.
- 2) Must be able to:
 - Communicate and work effectively with diverse groups and individuals.
 - Exhibit tact and diplomacy in dealing with other employees and the public.
 - Work independently.
 - Maintain accurate records.
 - Lift and/or move up to 50 pounds.
 - Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
 - Effectively operate Word, Excel, Access, Munis, or comparable computer programs.

EDUCATION AND EXPERIENCE

- High School diploma or equivalent.
- Two years experience in general clerical work with municipal experience in a tax office preferred; or an equivalent combination of education and experience.
- Experience with accounting, customer service, computers, and telephone.
- Tax Collector State Certification.

WORK ENVIRONMENT

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

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



**Town of Colchester
Job Description**

**Assessor Office
Assistant to the Assessor**

GENERAL STATEMENT OF DUTIES

Perform a variety of administrative duties for the Assessor with a strong emphasis on computer skills and public relations. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

Primarily Monday - Friday, 8:30 a.m. – 4:30 p.m. and Thursdays until 7:00 p.m. with a half-hour lunch (40 hours/week); evenings and weekends as required.

SUPERVISOR

Work under the direct supervision of the Assessor and administrative supervision of the First Selectman.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES

- Organize work according to standard office procedures and establish priorities within assignment
- Receive real estate, personal property, motor vehicle and related property information
- Handle general office duties including correspondence, form letters, recording information onto owner's cards, street cards, etc.
- Enter information into computer. Review computer printouts for accuracy and corrects errors.
- Provide general information to lawyers, land-searchers, bank officials and the general public.
- Make copies of assessments cards for the public as requested
- Observe strict confidentiality in maintaining restricted files and records.
- Assist in processing of real estate sales ration information for state reports.
- Assist in processing motor vehicle list for taxation
- Perform general receptionist duties. Type letters, street cards, reports or forms from prepared material or rough copy. Compose routine letters or reports for review and signature of the assessor.
- Provide timely information to the appropriate person for, or maintain, department web page.
- Solely responsible for mailing, receiving and processing personal property declarations.
- Represent the department in a professional courteous manner.
- Provide extensive public assistance, i.e. phone, routine inquiries, written correspondence, and person-to-person.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1) Must have:

- Ability to work independently and be a self-starter.
- Ability to communicate and work effectively with the public.
- Must have a good understanding of mathematics.
- Operate office equipment including appropriate computer, calculating and telephone equipment.
- Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.

2) Must be able to:

- Communicate and work effectively with diverse groups and individuals.
- Exhibit a professional manner with other employees and the public.
- Work independently.
- Maintain accurate records.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
- Effectively operate software necessary for the job, such as but not limited to Microsoft Word and Excel

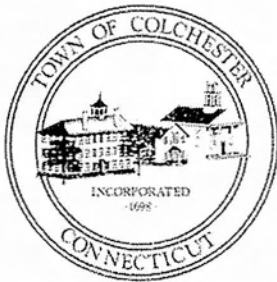
EDUCATION AND EXPERIENCE

- High School Graduate or equivalent.
- Strong computer background
- Basic knowledge of mathematics as it pertains to calculating mill rates, assessments, etc.

WORK ENVIRONMENT

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

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



**Town of Colchester
Job Description**

**Assessor Office
Deputy Assessor**

GENERAL STATEMENT OF DUTIES

Under the direction of the Assessor, performs appraisal and administrative work in the valuing of taxable property to establish the annual Grand List; provides technical and administrative assistance to the Assessor and assumes responsibilities for the Office in the absence of the Assessor. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

Generally Monday - Friday, 8:30 a.m. – 4:30 p.m. and Thursdays until 7:00 p.m. with a half-hour lunch (40 hours/week); evenings and weekends as required.

SUPERVISION RECEIVED

Work under the direct supervision of the Assessor and administrative supervision of the First Selectman.

SUPERVISION EXERCISED

In the Assessor's absence, the Deputy Assessor acts as the Assessor and is responsible for the office.

ESSENTIAL DUTIES

- Participate in identifying and valuing recently sold properties, improved properties and properties in construction.
- Audit appraisal work performed by private firms for accuracy and conformance of Town Standards. Assist in the preparation of specifications and quality control of contractor's valuations for periodic revaluation of all properties.
- Assist in the maintenance of GIS system, assessment map records and lists.
- Assist in the development and design of information systems improvements.
- Prepare statistical and narrative reports for submission to State and Federal governments as directed by the Assessor.
- Analyze methods of collecting and retaining assessment data.
- Analyze computer system applications and recommends changes as needed.
- Provide overall technical back up for the Assessor's Office.
- Provide technical information and assistance to property owners, appraisers, attorneys and title searchers.
- Assist in the preparation of information releases to assist the public in understanding assessment procedures, regulations, exemptions and related matters.
- Prepare reports at the direction of the Assessor. Assists in the preparation of technical information and assistance to Town, Departments, Boards and Commissions as directed.
- Represent the department in a professional courteous manner.
- Provide extensive public contact, i.e. phone, routine inquiries, written correspondence, and person-to-person.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1) Must have:

- Thorough knowledge of the principles and practices of commercial, industrial and residential property valuation.
- Knowledge of Connecticut State Statutes related to assessment practices.
- Knowledge of computer applications for appraisal and assessment practices including spreadsheet, statistical and word processing software programs;
- Administrative ability to develop and implement Town computer assisted assessment programs;
- Ability to develop and implement changes in computer applications;
- Ability to supervise and train employees;
- Ability to deal effectively with members of the public, appraisers, real estate developers and title searchers.
- Ability to communicate ideas and policies to individual and groups.
- Operates office equipment including appropriate computer, calculating and telephone equipment.
- Understanding of procedures & requirements of the Freedom of Information Act or ability to learn.

2) Must be able to:

- Physically inspect residential and commercial properties throughout the Town involving continuous walking, bending, climbing stairs, reaching, etc.
- Effectively operate software necessary for the job, such as but not limited to Microsoft Word and/or Excel
- Communicate and work effectively with diverse groups and individuals.
- Exhibit a professional manner with other employees and the public.
- Work independently.
- Maintain accurate records.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

- High School Graduate or equivalent.
- Two years of increasingly responsible experience in appraisal; municipal assessment, revaluation, CAMA, GIS or an equivalent combination of training and experience.
- Experience in a computer assisted assessment environment in an assessor's office or revaluation experience is desired.
- Licensed as a State of Connecticut Municipal Assessor or working towards certification.
- Valid CT driver's license.

WORK ENVIRONMENT

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

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



**Town of Colchester
Job Description**

**Town Clerk's Office
Department Clerk – Part Time**

GENERAL STATEMENT OF DUTIES

Responsible for performing a variety of administrative and clerical duties for the Town Clerk's Office. Assist in the administration of the town election process. Issue licenses, permits, administer oaths. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

Monday-Friday, 8:30 a.m. - 3:00 p.m. (primarily) with a half hour lunch; may also be responsible for covering late office hours.

SUPERVISOR

Works under the direct supervision of the Town Clerk and administrative supervision of the First Selectman.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES

- Represent the department in a professional courteous manner.
- Provide extensive public contact, i.e. phone, routine inquiries, written correspondence, and person-to-person.
- Must possess strong communication skills.
- Assist in the administration of the town election process.
- Assist with the recording, maintenance and indexing/imaging of Town land records, and maps.
- Register voters and update list as statutorily required.
- Issue licenses and permits.
- Provide applicable information to the public as requested.
- Assist in department deposits to Tax Collector.
- Assist in filing and retrieval of documents as required, such as but not limited to vital records, DD214s, etc.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Must have:
 - Strong interpersonal and customer service skills.
 - Excellent written and oral communication skills.
 - Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.

- 2) Must be able to:
 - Communicate and work effectively with diverse groups, the public and individuals.
 - Exhibit a professional manner with other employees and the public.
 - Work independently and problem solve.
 - Maintain accurate records.
 - Lift and/or move up to 50 pounds.
 - Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
 - Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Publisher, or Munis.

EDUCATION AND EXPERIENCE

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

WORK ENVIRONMENT

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

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Part-time; union; hourly; non-exempt*



Town of Colchester
Job Description

**Parks & Recreation Department
Recreation Supervisor**

GENERAL STATEMENT OF DUTIES

Assist the Director of Parks & Recreation in the effective planning, delivery and evaluation of comprehensive year-round, seasonal and special recreational activities and programs for the Town of Colchester. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

Monday-Friday, 8:30am-4:30pm with a one-hour lunch; however, often requires evening and weekend hours as programs/events dictate. May also be responsible for covering late office hours.

SUPERVISOR

Works under the direct supervision of the Director of Parks & Recreation and administrative supervision of the First Selectman.

SUPERVISION EXERCISED

Program personnel.

ESSENTIAL DUTIES

- Market and promote programs through advertising (public relation materials).
- Develop program budget, including specifying and purchasing of materials and supplies.
- Develop, monitor and report monthly on program fund cash flow and balances.
- Assess community needs and develop programs to meet the determined needs.
- Media contact & public relations regarding all Department events.
- Collaborate, communicate, and assist in scheduling with other town departments, civic groups, sport leagues and schools.
- Supervise part-time, seasonal & contractual employees; visits programs as needed.
- Recruit, train, supervise, evaluate and recognize volunteers.
- Complete customer program registrations and facility reservations.
- Represent the department in a professional courteous manner.
- Provide extensive public contact, i.e. phone, routine inquiries, written correspondence, and person-to-person.
- Provide timely information to the appropriate person for department web page.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Must have:
 - Overall working knowledge of current trends in recreation philosophy and management.
 - Working knowledge & ability to plan, develop, promote and lead recreation programs.
 - Strong interpersonal skills and ability to work well with the public.
 - Excellent written and oral communication skills.
 - Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
 - Strong communication and customer service skills.
 - Good public speaking skills.
 - Current computer skills, including word/data processing, desktop publishing

- 2) Must be able to:
 - Communicate and work effectively with diverse groups and individuals.
 - Exhibit a professional manger with other employees and the public.
 - Work independently.
 - Maintain accurate records.
 - Lift and/or move up to 50 pounds.
 - Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
 - Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Munis, or RecWare/Safari.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Recreation management or in a related field.
- Preferred 3 years Program Supervisory experience.
- Must be at least 21 years of age.
- Must have and maintain a valid Connecticut Motor Vehicle Operator's License.

WORK ENVIRONMENT

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Full-time; union; salary; exempt.*



**Town of Colchester
Job Description**

**Finance Department
Accounts Payable/Payroll Coordinator**

GENERAL STATEMENT OF DUTIES

Perform accounting duties necessary in the administration of a financial accounting system for control of budget, expenditures, accounts payable, purchasing and payroll. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

Monday-Friday, 8:00 a.m. - 4:30 p.m. with a half hour lunch (40 hours/week).

SUPERVISOR

Work under the direct supervision of the Chief Financial Officer and administrative supervision of the First Selectman.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES

- Process oral and written instructions effectively.
- Plan and organize work according to established or standard office procedures determining priority of work tasks and to meet critical deadlines. Performs at a high level of independence on the basis of policies and procedures.
- Assist with office duties such as filing, answering telephones, greeting customers.
- Maintain a high level of confidentiality in and out of the office.
- Perform calculations, verify and post data in accordance with state and federal regulations and acceptable accounting practices to maintain centralized accounts payable and budget control system.
- Review purchase orders, invoices, and related information for budget compatibility, proper account coding, mathematical accuracy, vendor designation, correct prices and discounts, authorized signatures, and other pertinent information.
- Review, prepare, and enter financial information directly into the financial accounting system. Entries include vendors, encumbrances, account adjustments, payments, and related information.
- Distribute purchase orders and accounts payable checks to vendors.
- Process all 1099 forms to vendors and prepare and submit applicable State & Federal tax reports.
- Respond to vendor inquiries and resolve problems related to orders, payments, etc.
- Work directly with Town Departments as requested by the Chief Financial Officer.
- Compare financial reports against source documents for accuracy.
- Transfer check issue files to Financial Institution.
- Maintain inventory of assets on financial accounting system.
- Provide backup support to Board of Education Accounts Payable and Purchasing Coordinator and Board of Education Payroll Supervisor as needed.
- Add/Update/maintain payroll database on all employees. This includes name, address, status, position, annual salary/hourly rate, taxes and deductions.
- Payroll processing – calculate and enter hours/earnings/deductions into an automated accounting system.
- Verify/balance all payroll reports.
- Transmit all direct deposit files to Financial Institution.

- Process all payroll checks.
- Keep all accrual and longevity records up to date.
- Maintain and update deduction records for all union and non-union employees, such as 457 plan, 401(a) plan, defined benefit pension plan, health insurance, Section 125 medical & dependent care, and garnishments.
- Notify Life Insurance and Long Term Disability carrier of all additions, deletions and changes. Review monthly bill and submit for payment.
- Report and maintain all workers compensation cases; submit claims to carriers.
- Maintain OSHA reports.
- Meet with employees to review all benefits.
- Process W2's for employees.
- Represent the department in a professional courteous manner.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Must have:
 - Excellent written and oral communication skills.
 - Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
- 2) Must be able to:
 - Review and process paperwork with a high degree of accuracy.
 - Establish and maintain accurate files and record systems.
 - Be highly organized and prioritize when under pressure and with deadlines
 - Effectively operate information technology equipment and programs in an automated accounting system, including but not limited to Word, Excel, Access, Munis.
 - Communicate, work effectively, exhibit a professional manner, and maintain positive relationships with staff, vendors, and the general public.
 - Work independently.
 - Lift and/or move up to 50 pounds.
 - Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent.
- Four years of responsible office accounting/bookkeeping experience.

WORK ENVIRONMENT

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



**Town of Colchester
Job Description**

**Senior Services
Administrative Assistant**

GENERAL STATEMENT OF DUTIES

Perform administrative and office support activities for the Director of Senior Services and overall center operation. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

Monday-Friday, 8:00am-4:00pm with a half hour lunch (37½ hours/week).

SUPERVISOR

Works under the direct supervision of the Senior Services Director and administrative supervision of the First Selectman.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES

- Handle customers questions and concerns with accuracy and professionalism
- Input data into tracking system.
- Trip registration and related record keeping.
- Accounts payable/receivable.
- Performs general office skills i.e.: copying, mail, typing, facsimile, e-mails.
- Prepare press releases and newsletter development.
- Assist with grant input on the computer.
- Maintain the town web site with information reflective to seniors and caregivers i.e.: newsletter, weekly programs and links with information to assist people as they age in the community.
- Have knowledge of programs that would benefit Older Americans and provide information and referral as needed.
- Interview clients to obtain relevant information to determine qualifications for Energy Assistance or Renters Rebate program.
- Take Rent Rebate and Energy Assistance applications under the direction of the Director.
- Answer telephone and dispatch calls to the appropriate personnel.
- Prepare and make weekly deposits.
- Attend ongoing training programs.
- Demonstrate the willingness to take on additional tasks as required to promote interaction with the staff and elderly.
- Represent the department in a professional courteous manner.
- Provide extensive public contact, i.e. phone, routine inquiries, written correspondence, and person-to-person.
- Maintain confidentiality.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1) Must have:

- Knowledge of office management practices and procedures.
- Strong interpersonal skills and ability to work well with the public.
- Excellent written and oral communication skills.
- Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
- Strong communication, organizational, efficiency, and customer service skills.
- Bookkeeping and general math ability.
- Ability to coordinate activities under the direction of the Senior Services Director.

2) Must be able to:

- Communicate and work effectively with diverse groups and individuals.
- Exhibit a professional manner with other employees and the public.
- Work independently.
- Prioritize duties and organize and manage time.
- Maintain accurate records.
- Lift and/or move up to 50 pounds.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
- Effectively operate software necessary for the job, such as Word, Excel, Access, Publisher, or Munis.

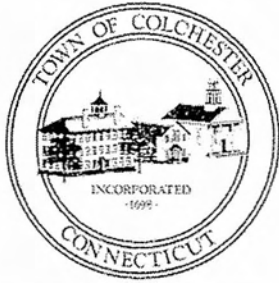
EDUCATION AND EXPERIENCE

- High School diploma or equivalent.
- Two years experience in administrative assistant work with municipal experience preferred; or an equivalent combination of education and experience.

WORK ENVIRONMENT

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

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Full-time; union; hourly; non-exempt; confidential*



**Town of Colchester
Job Description**

**Parks & Recreation Department
Administrative Assistant**

GENERAL STATEMENT OF DUTIES

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

WORK SCHEDULE

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

SUPERVISOR

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

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES

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

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1) Must have:

- Knowledge of office management practices and procedures.
- Strong interpersonal skills and ability to work well with the public.
- Excellent written and oral communication skills.
- Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
- Strong communication and customer service skills.
- Ability to coordinate duties under the direction of the Parks & Recreation Director.

2) Must be able to:

- Communicate and work effectively with diverse groups and individuals.
- Exhibit a professional manner with other employees and the public.
- Work independently.
- Maintain accurate records.
- Lift and/or move up to 50 pounds.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
- Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Publisher, or Munis.

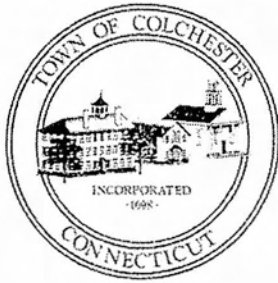
EDUCATION AND EXPERIENCE

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

WORK ENVIRONMENT

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

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



**Town of Colchester
Job Description**

**Town Clerk's Office
Assistant Town Clerk (Certified)**

GENERAL STATEMENT OF DUTIES

Responsible for organization, filing and storage of pertinent town records assuring efficient retrieval. Assist in the administration of the town election process. Maintain accounting records of cash received, expenditures, and accounting balances. Attend meetings and events as representative of the Town Clerk as requested. Take town meeting minutes when required. Issue licenses, permits, administer oaths, clerical and administrative duties. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

Full-time: Monday-Friday, 8:30 a.m.– 4:30 p.m. with a one-hour lunch (35 hours/week); may also be responsible for covering late office hours.

SUPERVISOR

Work under the direct supervision of the Town Clerk and administrative supervision of the First Selectman.

SUPERVISION EXERCISED

Supervise other employees within the office in the absence of the Town Clerk.

ESSENTIAL DUTIES

- Organize, file and store pertinent information assuring efficient retrieval following state guidelines. Information includes land records, certain taxes, vital statistics, election records and town government activities.
- Assist in the administration of the town election process.
- Maintain records of cash received, expenditures and account balances.
- Attend certain meetings and events as representative of the Town Clerk. Take town meeting minutes when required.
- Issue licenses, permits, administer oaths.
- Maintain department website including meeting statutory requirements for meetings and agendas.
- Coordinates work flow in accordance with state statutes.
- Observe strict confidentiality in maintaining restricted files and records.
- Represent the department in a professional courteous manner.
- Provide extensive public contact, i.e. phone, routine inquiries, written correspondence, and person-to-person.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1) Must have:

- Ability to interpret all current statutes, regulations and ordinances governing responsibilities of the Town Clerk and the office.
- Knowledge of public records management
- Thorough knowledge of current principles and practices of office management and procedures
- Strong interpersonal skills and ability to work well with the public.
- Excellent written and oral communication skills.
- Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
- Strong communication and customer service skills.

2) Must be able to:

- Communicate and work effectively with diverse groups, the public and individuals.
- Exhibit a professional manner with other employees and the public.
- Work independently.
- Maintain accurate records.
- Lift and/or move up to 50 pounds.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
- Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Publisher, or Munis.

EDUCATION AND EXPERIENCE

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

WORK ENVIRONMENT

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

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Full or part-time; union; hourly; non-exempt*



**Town of Colchester
Job Description**

**Town Clerk's Office
Assistant Town Clerk (Non-Certified)**

GENERAL STATEMENT OF DUTIES

Responsible for organization, filing and storage of pertinent town records assuring efficient retrieval. Assist in the administration of the town election process. Maintain accounting records of cash received, expenditures, and accounting balances. Attend meetings and events as representative of the Town Clerk as requested. Take town meeting minutes when required. Issue licenses, permits, administer oaths, clerical and administrative duties. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

- Full-time: Monday-Friday, 8:30 a.m.– 4:30 p.m. with a one-hour lunch (35 hours/week); May also be responsible for covering late office hours.
- Part-time: Monday-Friday, 8:30 a.m.– 3:00 p.m. with a half-hour lunch (30 hours/week). May also be responsible for covering late office hours.

SUPERVISOR

Work under the direct supervision of the Town Clerk and administrative supervision of the First Selectman.

SUPERVISION EXERCISED

Supervise other employees within the office in the absence of the Town Clerk.

ESSENTIAL DUTIES

- Represent the department in a professional courteous manner.
- Provide extensive public contact, i.e. phone, routine inquiries, written correspondence, and person-to-person.
- Organize, file and store pertinent information assuring efficient retrieval. Information includes land records, certain taxes, vital statistics, election records, burial records, military discharges, electors, and town government activities.
- Issue municipal licenses including business, sports, vitals and other various regulatory licenses as assigned and administer oaths.
- Maintain department website including meeting any statutory requirements relating to boards and commissions.
- Provide public records and information to citizens, civic groups, the media and other agencies as requested.
- Maintain records of cash received, expenditures and account balances. Assists in department deposits to Tax Collector.
- Coordinate workflow in accordance with state statutes.
- Observe strict confidentiality in maintaining restricted files and records.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1) Must have:

- Knowledge of office management practices and procedures.
- Strong interpersonal skills and ability to work well with the public.
- Excellent written and oral communication skills.
- Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
- Strong communication and customer service skills.

2) Must be able to:

- Communicate and work effectively with diverse groups, the public and individuals.
- Exhibit a professional manner with other employees and the public.
- Work independently.
- Maintain accurate records.
- Lift and/or move up to 50 pounds.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
- Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Publisher, or Munis.

EDUCATION AND EXPERIENCE

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

WORK ENVIRONMENT

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

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



Town of Colchester Job Description

Police Department Administrative Assistant

GENERAL STATEMENT OF DUTIES

Perform administrative duties for Police Department. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

Monday-Friday, 8:30am-4:30pm with a one-hour lunch (35 hours/week); evenings as required.

SUPERVISOR

Work under the direct supervision of the Resident State Trooper supervisor and the administrative supervision of the First Selectman.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES

- Maintain strict confidentiality.
- Respond to customers questions and concerns with accuracy and professionalism.
- Direct phone calls to the officers, resident trooper, or state police.
- Input infractions, misdemeanor summons, and warnings. Order and List ticket book numbers, maintain files.
- Pistol Permits: get identification, fingerprints, notarized application, birth certificate and gun safety course. Record name, dob, date sent out and returned, send fingerprints to CSP, fill out temporary permit, have it signed by First Selectman, sent letter to pick up permit. Write a receipt for check (check and copy of receipt goes to finance), fill in date issued on permit. Maintain permanent files.
- Special Duty: get name, address, phone number of person to send bill to. Assign officer by card system per union contract, fill out special duty form, print letter and send copy of form for payment, make copy of check, special duty form and give to finance.
- Input and maintain department budget, pay bills.
- Compile monthly, quarterly and yearly statistical reports from the daily logs,
- Send out Radar and Laser Units for calibrations every 6 months.
- Input and maintain officer's Recertification, MRT and Training records.
- Clerk police commission meetings, type and post on line and in Town Clerks office, send out agenda and last month's minutes to the police commissioners before meeting. Input minutes and post on line and at Town Clerks office, set up and send letters to new candidates for interview times, for new candidates
- New Officers: get a list of candidates that have taken the LEC test, send out agility test letters with applications, doctor's permission forms and required agility test functions, set up and send letters to new candidates for interview times, make up packets of test questions for each candidate for each interviewer, set up polygraph, psychological and medical test for new candidates.
- Maintain and assist in coordination, preparation, scheduling and other related activities for Federal, State or Local Grants.
- Provide timely information to the appropriate person for or maintain department web page.
- Assist in coordination, preparation and scheduling of other police related activities.

- Represent the department in a professional courteous manner.
- Provide extensive public contact, i.e. phone, routine inquiries, written correspondence, and person-to-person.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1) Must have:

- Knowledge of office management practices and procedures.
- Strong interpersonal skills and ability to work well with the public.
- Excellent written and oral communication skills.
- Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
- Strong communication and customer service skills.

2) Must be able to:

- Communicate and work effectively with diverse groups and individuals.
- Exhibit a professional manner with other employees and the public.
- Work independently and be self-motivated.
- Maintain accurate records.
- Lift and/or move up to 50 pounds.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
- Effectively operate software necessary for the job, such as Word, Excel, Access, Publisher or Munis.

EDUCATION AND EXPERIENCE

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

WORK ENVIRONMENT

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



Town of Colchester
Job Description

**Planning & Zoning Department
Administrative Assistant**

GENERAL STATEMENT OF DUTIES

Perform administrative duties for Code Administration and Planning & Zoning staff. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

WORK SCHEDULE

Monday-Friday, 8:00 a.m. - 4:30 p.m. with a half hour lunch (40 hours/week); evenings as required.

SUPERVISOR

Work under the direct supervision of the Town Planner and department head for Code Administration and Health Director as well as the administrative supervision of the First Selectman.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES

- Assist the public with applications for building, septic, zoning, wetlands, Historic District, road permits, food permits, blasting permits and zoning appeals. Review to assure that all necessary paperwork is included with applications and proper fee is collected. Distribute applications and associated files to appropriate personnel.
- Answer telephones and forward calls/messages to appropriate personnel. Answer basic zoning and building questions.
- Maintain financial records of revenues, expenses and account balances by Commission and Departments.
- Schedule appointments for Town Planner, Zoning Official, Wetlands Enforcement Officer, Building Official, Fire Marshal and pre-development review meetings.
- Gather and maintain statistical data for Federal, State and Town agencies.
- Maintain files for the Planning & Zoning, Building & Wetlands Departments, Historic District and Zoning Board of Appeals.
- Type applicable forms, reports and correspondence generated by the Town Planner, Building Official, Zoning Agent, Fire Marshal, Town Engineer, and Wetlands Enforcement Officer.
- Prepare legal notices, agendas, packets and approval/denial letters and distribute such materials for the Planning & Zoning Commission, Conservation Commission, Historic Commission, Economic Development Commission and Zoning Board of Appeals.
- Update website pages for Building Department, Planning & Zoning Department and all associated Commissions, Engineering, Fire Marshal and Health Departments ensuring accuracy and timeliness of information.
- Perform as clerk for the Planning & Zoning Commission.
- Perform support duties for staff of Planning & Zoning, Code Administration and Engineering Departments.
- Provide administrative backup support to co-located departments.
- Perform data entry utilizing permit tracking system for all land use and building permit applications
- Handle all purchasing for Planning and Zoning, Code Administration and Engineering Departments.

- Represent the department in a professional courteous manner.
- Provide extensive public contact, i.e. phone, routine inquiries, written correspondence, and person-to-person.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1) Must have:

- Knowledge of office management practices and procedures.
- Strong interpersonal skills and ability to work well with the public.
- Excellent written and oral communication skills.
- Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
- Strong communication and customer service skills.
- Knowledge of Connecticut State Statutes regarding Land Use per certification requirements of a Technician of the Connecticut Association of Zoning Enforcement Officials (CAZEO).
- Must be Notary Public or willing to obtain this designation.

2) Must be able to:

- Communicate and work effectively with diverse groups and individuals.
- Exhibit a professional manner with other employees and the public.
- Work independently.
- Maintain accurate records.
- Lift and/or move up to 50 pounds.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
- Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Publisher, or Munis.
- Obtain CAZEO Certification as a Land Use Administrative Technician.

EDUCATION AND EXPERIENCE

- High School diploma or equivalent.
- Two years experience in general clerical work with municipal experience preferred; or an equivalent combination of education and experience.
- Experience in records management and general accounting.

WORK ENVIRONMENT

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

Gregg Schuster



First Selectman

MEMORANDUM

To: Maggie Cosgrove, CFO
Cc: Board of Selectmen
From : Gregg Schuster, First Selectman 
Date: 4/15/10
Re: Chestnut Hill Road Potential Lawsuit

I am recusing myself from any involvement in this potential lawsuit as it alleges an act which may have occurred on property owned by a relative of mine. Do not under any circumstance provide me with any privileged or confidential information regarding this matter.

As soon as possible, I will ask the Board of Selectmen to designate a member to represent the board on this matter.