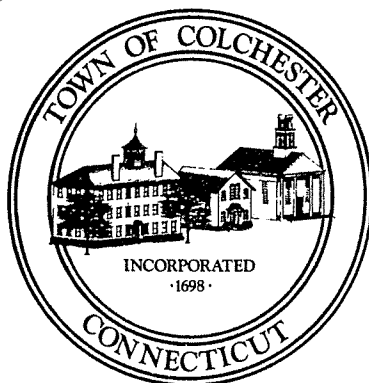


Gregg Schuster



First Selectman

**Board of Selectmen Regular Meeting Minutes  
Thursday, June 3, 2010  
Colchester Town Hall**

**Meeting Room 1 – 7:00 pm**

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

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Derrik Kennedy, Bruce Hayn, Rob Tarlov, Tricia Coblentz, Nancy Bray, Katy Naly, Ryan Blessing, and other citizens

NANCY A. BRAY  
TOWN CLERK

*Nancy A. Bray*

2010 JUN -4 AM 10:08

RECEIVED  
COLCHESTER, CT

**1. Call to Order**

First Selectman G. Schuster called the meeting to order at 7:00 p.m.

**2. Additions to the Agenda**

S. Soby moved to delete agenda items #5d, "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," and #8, "Discussion and Possible Action on Cody Camp Field Acceptance," and renumber accordingly, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

**3. Approve Minutes of the May 20, 2010 Board of Selectmen Regular Meeting**

S. Soby moved to approve the minutes of the May 20, 2010 Board of Selectmen Regular Meeting, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

**4. Citizen's Comments** Bruce Hayn discussed contract with tax collection law firm.

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

**a. Historic District Commission. Resignation of William Rowan Beer.**

R. Coyle moved to accept the resignation of William Rowan Beer with regret, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

**b. Historic District Commission (to fill vacancy left by resignation of William Rowan Beer for a term to expire 11/30/2011). Mike Trocchi to be interviewed. Mike Trocchi was interviewed.**

- c. **Historic District Commission (to fill vacancy left by resignation of William Rowan Beer for a term to expire 11/30/2011) Linda Akerman to be interviewed.** Linda Akerman was interviewed.

Selectman Soby recused himself from action taken on applicants for Health District Task Force.

J. Ford moved to expand the Health District Task Force to seven members with two alternates from five members with two alternates, seconded by G. Cordova. Remaining Selectmen approved. MOTION CARRIED.

- d. **Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). Jim Maffuid was interviewed on 05/20/10. Discussion and action on Jim Maffuid for possible appointment to Health District Task Force.**  
R. Coyle moved to appoint Jim Maffuid as an alternate member to the Health District Task Force for a maximum one-year term to end with the committee's final report to the Board of Selectmen, seconded by G. Cordova. Remaining Selectmen approve. MOTION CARRIED.
- e. **Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). Jean Amara was interviewed on 05/20/10. Discussion and action on Jean Amara for possible appointment to Health District Task Force.**  
R. Coyle moved to appoint Jean Amara as a regular member to the Health District Task Force for a maximum one-year term to end with the committee's final report to the Board of Selectmen, seconded by J. Ford. Remaining Selectmen approve. MOTION CARRIED.
- f. **Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). Sharon Laliberte was interviewed on 05/06/10. Discussion and action on Sharon Laliberte for possible appointment to Health District Task Force.** R. Coyle moved to appoint Sharon Laliberte as a regular member to the Health District Task Force for a maximum one-year term to end with the committee's final report to the Board of Selectmen, seconded by G. Cordova. Remaining Selectmen approve. MOTION CARRIED.
- g. **Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). Blyse Soby was interviewed on 05/06/10. Discussion and action on Blyse Soby for possible appointment to Health District Task Force.**  
R. Coyle moved to appoint Blyse Soby as a regular member to the Health District Task Force for a maximum one-year term to end with the committee's final report to the Board of Selectmen, seconded by Ford. Remaining Selectmen approve. MOTION CARRIED.

- h. **Health District Task Force (maximum one year term to end with the committee's final report to the Board of Selectmen). Keri Shkutzko interviewed was interviewed on 05/06/10. Discussion and action on Keri Shkutzko for possible appointment to Health District Task Force.** R. Coyle moved to appoint Keri Shkutzko as an alternate member to the Health District Task Force for a maximum one-year term to end with the committee's final report to the Board of Selectmen, seconded by G. Cordova. Remaining Selectmen approve. MOTION CARRIED.

6. **Budget Transfer –**

S. Soby moved to approve the Fire Department budget transfer of \$4,000 from "Protective Clothing & Safety Equipment (12202-42323)" to "Physicals & Testing (12202-45216)," for reason as noted on the attached transfer form, and to authorize the First Selectman to sign all necessary documents, seconded by R. Coyle. MOTION WITHDRAWN. No further action taken.

S. Soby moved to approve the Transfer Station budget transfer of \$5,000 from "Transportation (13601-43212)" to "Building Repairs (13601-46226)," and to authorize the First Selectman to sign all necessary documents, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

Planning & Code Administration budget transfer of \$1,041 from "Professional Memberships (11411-43258)" to "Professional Services (11411-44208)." BOARD TOOK NO ACTION.

7. **Tax Refunds & Rebates**

S. Soby moved to approve tax refunds in the amount of \$196.30 to VW Credit Leasing LTD, \$31.69 to Crystal Barnes, \$66.04 to Susan Jahelka, and \$54.87 to Cab East LLC, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

8. **Discussion and Possible Action on Animal Control Officer**

G. Cordova move to place all Animal Control Operations under the supervision of the Resident Trooper Supervisor and revise the necessary job descriptions as recommended by the First Selectman, seconded by S. Soby. Unanimously approved. MOTION CARRIED.

9. **Discussion and Possible Action on Town Projects**

First Selectman G. Schuster presented to the Board a list of current and future town projects to be worked on as part of a strategic plan for the Town.

10. **Citizen's Comments** None.

11. **First Selectman's Report**

First Selectman Schuster reported on the individual and business appeal process for aid from storm damage, the Capital Improvement Process, changes to the posting requirements for meeting minutes, hiking on the airline trail spur and other nature activities Colchester has to offer, and a gift from G. Schuster (lapel pins) given to each member of the Board of Selectmen, Board of Finance, and Board of Education.


**12. Liaison Report**

G. Codova reported on Youth Services Bureau. S. Soby reported on the Police Commission and Planning & Zoning Commission.

**13. Adjourn**

G. Cordova moved to adjourn at 7:49pm, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

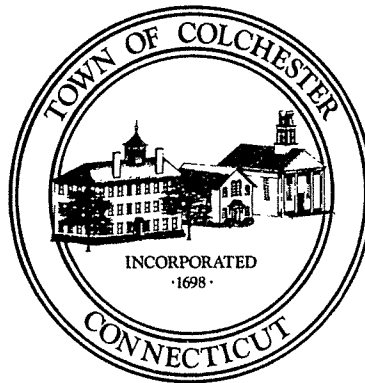


Derrick M. Kennedy  
Executive Assistant to the First Selectman

Attachments:

- Memorandum from First Selectman Schuster regarding animal control operations and revised job descriptions for Animal Control Officer, Police Administrative Assistant, and First Selectman Department Clerk
- List of Town Projects

Gregg Schuster



First Selectman

## MEMORANDUM

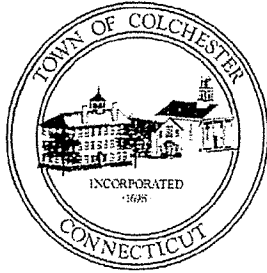
**To:** Board of Selectmen  
**Cc:** Sgt. John Thompson, Resident Trooper Supervisor  
**From :** Gregg Schuster, First Selectman  
**Date:** 6/1/10  
**Re:** Animal Control Officer (ACO)

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As stated previously, the First Selectman has nearly twenty direct reports all performing different job functions. This is very difficult to manage and does not provide for adequate supervision. It is my intent to consolidate when possible as we have done with Social Services.

The Resident Trooper Supervisor has offered to take over animal control operations and supervise the ACO and it is my recommendation that the Board of Selectmen approve this change. To facilitate this, the board must change the job descriptions of the ACO, Police Department Administrative Assistant, and First Selectman Department Clerk. This change has been reviewed with the Police Department Administrative Assistant's union and there are no objections. The proposed revised job descriptions are attached.

**Recommended Motion – “I move to place all Animal Control Operations under the supervision of the Resident Trooper Supervisor and revise the necessary job descriptions as recommended by the First Selectman.”**



**Town of Colchester  
Job Description**

**Police Department  
Animal Control Officer**

***GENERAL STATEMENT OF DUTIES***

Responsible for operating a municipal dog pound and enforcing the provisions of the General Statutes and regulations pertaining to the control and impoundment of dogs and enforcement of State rabies and cruelty to animals policies for dogs and any other animal (cats). Communicating with the public, law enforcement, and the Department of Agriculture is an important function of this position.

***SUPERVISOR***

Works under the administrative supervision of the Resident State Police Supervisor/Colchester Police and the general supervision of the State of Connecticut Department of Agriculture Chief or Assistant Chief of Canine Control.

***SUPERVISION EXERCISED***

May supervise the Assistant Animal Control Officer.

***EXAMPLES OF DUTIES***

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

- Enforce the General Statutes and regulations relating to dogs with particular reference to picking up, impounding, feeding, maintaining, selling, disposing of or permission to redeem stray and unlicensed dogs
- Respond to procedural questions and requests for information from the general public
- Answer complaints relative to misbehaving or dangerous animals and take action to abate the nuisance
- Survey and investigate to assure compliance with dog licensing regulations
- Operate and maintain the dog pound and remain available for any emergency arising at the dog pound
- Destroy animals in accordance with established procedures
- Collect and record pound fees and sales monies
- Collect and dispose of dead animals
- Enforce State rabies and cruelty to animals policies for dogs and any other animal (cats)
- Keep detailed records and prepare reports of operations for the CPD commanding officer
- Arrest, within an assigned region, any person for violation of any law relating to dogs
- Administrate the State of Connecticut Department of Agriculture's Animal Population Control Program (ACPC)
- Perform related duties, as required

### ***REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES***

- Knowledge of care and handling of animals
- Knowledge of nature, purpose, and enforcement of laws relating to animals
- Knowledge of operation of a dog pound
- Interpersonal skills
- Oral and written communication skills
- Must be able to perform the essential functions of the job with or without reasonable accommodations

### ***EDUCATION AND EXPERIENCE***

- High school diploma or equivalent
- Three to five years experience in the handling and control of animals

### ***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.

Part-time; non-union; salary; exempt

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

**JOB DESCRIPTION**

**Town of Colchester  
Animal Control Officer**

**Salary -**

**GENERAL STATEMENT OF DUTIES:** Responsible for operating a municipal dog pound and enforcing the provisions of the General Statutes and regulations pertaining to the control and impoundment of dogs and enforcement of State rabies and cruelty to animals policies for dogs and any other animal (cats). Communicating with the public, law enforcement and the Department of Agriculture is an important major function of this position.

**SUPERVISION RECEIVED:** Works under the administrative supervision of the First Selectman and general supervision of the State of Connecticut Department of Agriculture Chief or Assistant Chief of Canine Control.

**SUPERVISION EXERCISED:** May supervise the Assistant Animal Control Officer.

**EXAMPLES OF DUTIES:**

1. Enforce the General Statutes and regulations relating to dogs with particular reference to pick up, impound, feeding, maintenance, selling, disposal of or permission to redeem stray and unlicensed dogs.
2. Respond to procedural questions and requests for information from the general public
3. Answer complaints relative to misbehaving or dangerous animals and take action to abate the nuisance.
4. Survey and investigate to assure compliance with dog licensing regulations.
5. Operate and maintain the dog pound and remain available for any emergency arising at the dog pound.
6. Destroy animals in accordance with established procedures.
7. Collect and record pound fees and sales monies.
8. Collect and dispose of dead animals.
9. Enforce State rabies and cruelty to animals policies for dogs and any other animal (cats).
10. Keep detailed records and prepare reports of operations for the (First Selectman).
11. Arrest within an assigned region, any person for violation of any law relating to dogs.
12. Administrate the State of Connecticut, Department of Agriculture's Animal Population Control Program (ACPC).
13. Perform related duties, as required.

**KNOWLEDGES, ABILITIES AND SKILLS:**

1. Knowledge of care and handling of dogs.
2. Knowledge of nature, purpose and enforcement of laws relating to dogs.
3. Knowledge of operation of a dog pound.
4. Interpersonal skills. Oral and written communication skills.
5. Must be able to perform the essential functions of the job with or without reasonable accommodations.

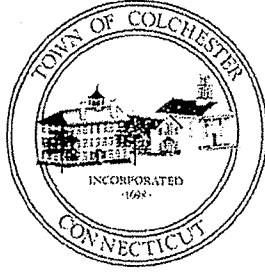


**Job Description**  
**Animal Control Officer**  
**Page 2**

**EXPERIENCE AND TRAINING:**

1. High School diploma or equivalent.
2. Three to five years experience in the handling and control of dogs.

This job description is illustrative of tasks and responsibilities and not meant to be all-inclusive of every task or responsibility. It is a temporary management guide/tool and subject to change.



## 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, send 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.
- Animal Control Officer Liaison responsibilities: Receive all phone calls from the public regarding questions, complaints, etc. Whenever possible advise resident of Town Ordinances.
- Complete time sheet for Animal Control Officer and Assistant Animal Control Officer.

### ***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 45 pounds.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
- Effectively operate software necessary for the job, such as Word, Excel, Access, Publisher or Munis.

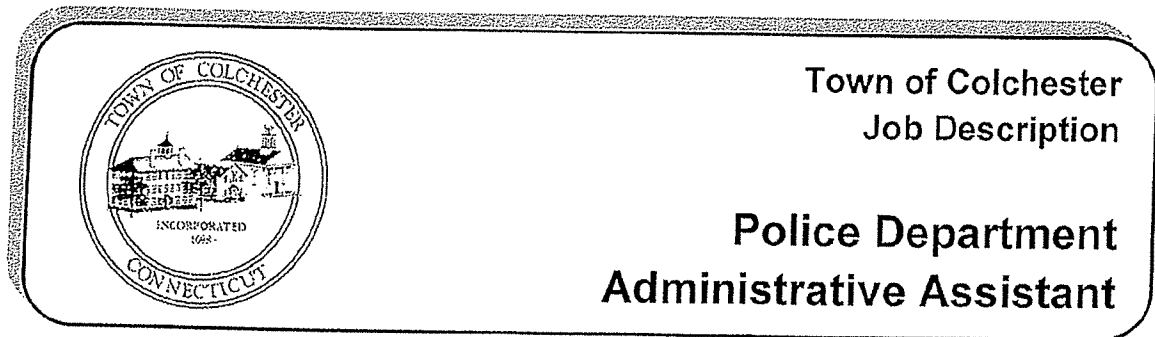
### ***EDUCATION AND EXPERIENCE***

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



### ***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.

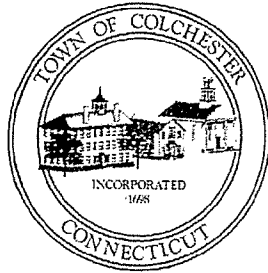
### ***EDUCATION AND EXPERIENCE***

- 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***

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

### First Selectman's Office Department Clerk

#### **GENERAL STATEMENT OF DUTIES**

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

Responsible for the distribution of all incoming and outgoing mail. Responsible for performing a variety of secretarial, reception and general clerical duties, answering phones, make copies, perform mass mailings.

#### **WORK SCHEDULE**

Monday-Friday, 1:00 p.m. - 5:00pm (primarily)

#### **SUPERVISOR**

Works under the direct supervision of the Executive Assistant and the First Selectman

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

- Posting and mailing of all outgoing mail, including some packages and Certified Mail.
- Organize work and establish priorities within work assignment.
- Perform general receptionist duties: answer telephones, direct calls, take messages and filing.
- Operate central copier: copy, collate, staple and distribute copies.
- Update bulletin board in lobby. Remove all items placed on the board that are advertisement (for profit companies). Maintain/update second bulletin board with required posters as directed by the State of Connecticut.
- Receive requests for Town Hall meeting rooms via e-mail, phone requests. Add to Meeting Room Calendar. Once a year send out notices to all groups/organization (non profit) that have used rooms during the past year, asking for their requests for the following year.
- Complete all invoices for First Selectman's Office and track First Selectman budget through Munis.
- Accept applications from residents for court ordered community service. Forward to State of Connecticut, Department of Public Safety for background checks.
- Administrate State and local permits required by the office/State, i.e. Raffles, Bazaars, etc.
- Liaison for Memorial Day Parade to the Memorial Day Parade Committee.
- Order and maintain all office supplies.
- Be aware of all BID notices (set up folder with pertinent dates and copy of FRP).
- Maintain all Town Hall bulletin boards.
- Produce records in accordance with the Freedom of Information Act.
- Other duties as assigned by the Executive Assistant or the First Selectman.

## ***REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES***

- 1) Ability to handle confidential matters a must.
- 2) Ability to communicate and work effectively with the public and other employees.
- 3) Ability to maintain accurate records.
- 4) Telephone and organizational skills essential.
- 5) Must have:
  - a) Strong interpersonal skills and ability to work well with the public.
  - b) Excellent written and oral communication skills.
- 6) Must be able to:
  - a) Work independently.
  - b) Maintain accurate records.
  - c) Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
  - d) Effectively operate Word, Excel, Outlook, Access, or comparable computer programs.

## ***EDUCATION AND EXPERIENCE***

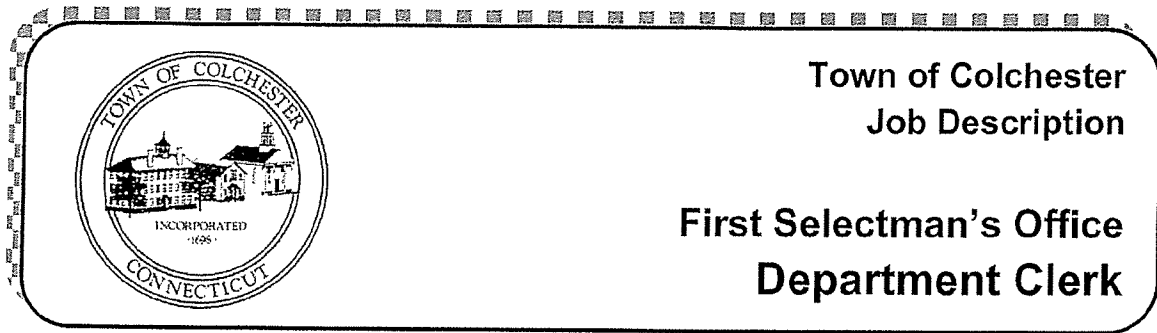
- High School Diploma or Equivalent
- Computer and typing experience
- Professional telephone answering experience
- Minimum of 2 Years in general clerical/receptionist work.
- Experience maintaining filing system.

## ***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.

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

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



### **GENERAL STATEMENT OF DUTIES**

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

Responsible for the distribution of all incoming and outgoing mail. Responsible for performing a variety of secretarial, reception and general clerical duties, answering phones, make copies, perform mass mailings.

### **WORK SCHEDULE**

Monday-Friday, 1:00 p.m. - 5:00pm (primarily)

### **SUPERVISOR**

Works under the direct supervision of the Executive Assistant and the First Selectman

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

- Posting and mailing of all outgoing mail, including some packages and Certified Mail.
- Organize work and establish priorities within work assignment.
- Perform general receptionist duties: answer telephones, direct calls, take messages and filing.
- Operate central copier: copy, collate, staple and distribute copies.
- Update bulletin board in lobby. Remove all items placed on the board that are advertisement (for profit companies). Maintain/update second bulletin board with required posters as directed by the State of Connecticut.
- Receive requests for Town Hall meeting rooms via e-mail, phone requests. Add to Meeting Room Calendar. Once a year send out notices to all groups/organization (non profit) that have used rooms during the past year, asking for their requests for the following year.
- Animal Control Officer Liaison responsibilities: Receive all phone calls from the public regarding questions, complaints, etc. Whenever possible advise resident of Town Ordinances.
- Complete time sheet for Animal Control Officer and Assistant Animal Control Officer.
- Complete all invoices for First Selectman's Office and track First Selectman budget through Munis.
- Accept applications from residents for court ordered community service. Forward to State of Connecticut, Department of Public Safety for background checks.
- Administrate State and local permits required by the office/State, i.e. Raffles, Bazaars, etc.
- Liaison for Memorial Day Parade to the Memorial Day Parade Committee.
- Order and maintain all office supplies.
- Be aware of all BID notices (set up folder with pertinent dates and copy of FRP).
- Maintain all Town Hall bulletin boards.
- Produce records in accordance with the Freedom of Information Act.
- Other duties as assigned by the Executive Assistant or the First Selectman.



### ***REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES***

- 1) Ability to handle confidential matters a must.
- 2) Ability to communicate and work effectively with the public and other employees.
- 3) Ability to maintain accurate records.
- 4) Telephone and organizational skills essential.
- 5) Must have:
  - a) Strong interpersonal skills and ability to work well with the public.
  - b) Excellent written and oral communication skills.
- 6) Must be able to:
  - a) Work independently.
  - b) Maintain accurate records.
  - c) Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
  - d) Effectively operate Word, Excel, Outlook, Access, or comparable computer programs.

### ***EDUCATION AND EXPERIENCE***

- High School Diploma or Equivalent
- Computer and typing experience
- Professional telephone answering experience
- Minimum of 2 Years in general clerical/receptionist work.
- Experience maintaining filing system.

### ***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.

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

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

Project Name	Description	Deliverables	Effort	Owner	Status
Vehicle Plan	Examination of the number, type, usage, and maintenance of vehicle fleet	Authorized number of vehicles, replacement plan, financial plan, vehicle policy	High	Schuster	In progress
Measurement System	Monthly report with activity and performance measures of town operations	Monthly report to BoS and BoF	High	Kennedy	In progress
Website Revision	Structural and content changes to website to make information flow easier	New website design and content	Low	Tate	In progress
Land Use Attorney	Conduct RFP for new/additional attorneys for land use	Selection of one or more attorney's for land use counsel and litigation	Medium	Turner	In progress
Zoning Regulation Rewrite	Complete rewrite of zoning regulations to make them easier to navigate	Approved regulations	High	Turner	In progress
2011 Revaluation	Selection of vendor to conduct revaluation inspections	Contract award	High	Chaponis	In progress
Library Consortium	Selection of library consortium and migration to new system	System in place, migration completed	Medium	Byroade	In progress
Health District	Determination if Colchester should join a health district and if so, which one	Health District Task Force Recommendation	Medium	Mis	In progress
Facility Security Improvements	Confidential	Confidential	Low	Plunkett	In progress
Public Works/P&R/Water Union Contract	Negotiation of successor contract which expires 6/30/10	Successor contract	High	Schuster	In progress
Town Hall Energy Efficiency	Entering into a performance contract with and ESCO for the purpose of substantially reducing energy needs of town hall	Performance Contract	High	Plunkett	In progress
Sewer and Water Planning (STEAP Grant)	Development of plans for expansion of sewer and water system	Expansion Plans	Medium	Turner	In progress
Library Union Negotiations	Negotiation of initial contract	Contract	High	Schuster	In progress
Hebron Land	Potential transfer of land owned by Colchester in Hebron to the town of Hebron	Land transfer	Low	Turner	Planning
CIP Process	Development of process to build and maintain the CIP	BoS/BoF approval of process	Medium	Schuster	Planning
Personnel Policies	Revision of personnel policies	Personnel Policies Handbook	High	Kennedy	Planning
Fee Relief Program	Development of program to give certain businesses relief from fees	Approved program	Medium	Schuster	Planning
Police Operational Model	Propose new operational model for Police Department	Draft Proposal	High	Schuster	Planning
OPEB	Establishment of process, guidelines, oversight, and ordinances to fund OPEB	Governing body, ordinance, funding plan	High	Cosgrove	Future Project
Budget Process	Review and recommendation of new process to craft annual budget	Process approval of BoS and BoF	Medium	Schuster	Future Project
Management Information Plan	Develop a vision and plan for the improvement of workflow management, reporting, and online services	MI Plan	High	Tate	Future Project
Community Services	Development of plan to consolidate Town and School deliver of Community Services	Community Services Plan	High	Schuster	Future Project
Fire Department Strategic Plan	Development of Strategic Plan	Strategic Plan	High	Cox	Future Project
Youth and Social Services Merging			Medium	Geato	Complete
Clerical Union Job Descriptions			Low	Hill	Complete
2010-2011 Budget			High	Schuster	Complete
Labor Attorney			Medium	Schuster	Complete
Probate Court			Low	Schuster	Complete