

**Gregg Schuster**

**First Selectman**



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

**Meeting Room 1 – Immediately Following the Commission Chair meeting  
that began at 7:00 pm**

**REVISED**

**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, Patti White, Maggie Cosgrove, Jay Cohen, Sylvia Miller, Leann Hill, Rob Tarlov, Dot Mrowka, Steven Cohn, Ryan Blessing, Katy Naly, and other Citizens

1. **Call to Order**  
First Selectman G. Schuster called the meeting to order at 7:14 p.m.
2. **Additions to the Agenda**  
None
3. **Approve Minutes of the June 17, 2010 Board of Selectmen Regular Meeting**  
R. Coyle moved to approve the minutes of the regular June 17, 2010 Board of Selectmen meeting with the attachment of Selectman Coyle's liaison report, seconded by S. Soby. Unanimously approved. MOTION CARRIED.
4. **Approve Minutes of the June 30, 2010 Board of Selectmen Special Meeting**  
G. Cordova moved to approve the minutes of the special June 30, 2010 Board of Selectmen meeting with the changing of Officers First Class Suchecki and Labonte titles to "Officer First Class" from, "Officer," seconded by S. Soby. Unanimously approved. MOTION CARRIED.
5. **Citizen's Comments**  
None
6. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**  
Board was given a list of current vacancies on all Town boards and commissions (attached).

**7. Budget Transfers**

None

**8. Tax Refunds & Rebates**

G. Cordova moved to approve tax refunds in the amount of \$49.31 to Gary Keefe, #319.28 to Cab East LLC, \$130.31 to Cab East LLC, \$34.89 to Ace Rentals LLC, \$31.95 to Brian Redshaw, and \$50.73 to Pamela Sousa, seconded by J. Ford. Unanimously approved. MOTION CARRIED.

**9. Discussion and Possible Action on Acceptance of Cody Camp Field**

S. Soby moved to accept Cody Camp Field as a completed Town facility with all improvements, seconded by G. Cordova. Discussion by R. Coyle on the release of the bond and on field maintenance. S. Soby noted the foundation did a great job on the field and this project and should be commended. Unanimously Approved. MOTION CARRIED.

**10. Discussion and Possible Action on Federal Youth Employment Program**

G. Cordova moved to authorize the enclosed agreement to allow TVCCA to place one youth worker in the Parks & Recreation Department through the federally funded program from July 19 to late August 2010, with work weeks being limited to 20-hours per week, seconded by J. Ford. Unanimously Approved. MOTION CARRIED.

**11. Discussion and Possible Action on 57 Fest Contracts**

G. Cordova moved to authorize the First Selectman to execute the recommended contracts for this year's 57 Fest event, to be paid for out of the event's budget within the Program Fund, seconded by J. Ford. Unanimously Approved. MOTION CARRIED.

**12. Discussion and Possible Action on Historic Documents Preservation Grant Resolution**

R. Coyle moved to adopt the resolution stating, "that Gregg Schuster, First Selectman, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant," seconded by S. Soby. Unanimously Approved. MOTION CARRIED.

**13. Discussion and Possible Action on Business Association Agreement with McGladrey & Pullen, LLP**

R. Coyle moved to authorize the First Selectman to sign the Business Associate Agreement with McGladrey & Pullen, LLP, seconded by S. Soby. Discussion by R. Coyle on contract differences from previous contracts. Unanimously Approved. MOTION CARRIED.

**14. Discussion and Possible Action on MUNIS Crystal Reports Software Contract Renewal**

S. Soby moved to approve Annual Support and License Agreement for Munis Crystal Reports application for the period July 1, 2010 through June 30, 2011, and authorize the First Selectman to sign all necessary documents, seconded by R. Coyle. Discussion by R. Coyle on contract differences from previous contracts. Discussion by G. Cordova on split cost between Town and Board of Education. Unanimously Approved. MOTION CARRIED.

**15. Discussion and Possible Action on Renewal of LAP & Workers Compensation Insurance**

R. Coyle moved to approve the proposed FY 2010-2011 insurance renewal with CIRMA and VFIS, and authorize the First Selectman to sign all necessary documents related to the renewal, seconded by G. Cordova. Unanimously Approved. MOTION CARRIED.

16. **Discussion and Possible Action on Renewal of Exercise Instructor Contract**  
R. Coyle moved to authorize the First Selectman to sign the renewal contract with Sue Roos, Senior Center Exercise Instructor, beginning July 16, 2010 and ending December 31, 2010, seconded by G. Cordova. Unanimously Approved. MOTION CARRIED.
17. **Discussion and Possible Action on Renewal of Easter Seals Contract**  
G. Cordova moved to authorize the First Selectman to sign the 2010 Host Agency Agreement with the Easter Seals Senior Community Service Employment Program, seconded by J. Ford. Unanimously Approved. MOTION CARRIED.
18. **Discussion and Possible Action on Memorandum of Agreement with MEUI, Local 506, SEIU, AFL-CIO, CLC**  
R. Coyle moved to execute the Memorandum of Agreement and authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Discussion by R. Coyle on source of funds. Unanimously Approved. MOTION CARRIED.
19. **Discussion and Possible Action on Economic Development Coordinator**  
R. Coyle moved to adopt the job description for the Economic Development Coordinator with a change to the sentence, "Advocate on behalf of appropriate businesses applying for permits to Boards and Commissions," to "Work with businesses applying to boards and commissions to facilitate the process," seconded by J. Ford. R. Coyle and J. Ford vote in favor of motion, First Selectman G. Schuster, S. Soby, and G. Cordova opposed. MOTION DEFEATED.  
  
S. Soby moved to adopt the job description for the Economic Development Coordinator as recommended by the First Selectman, seconded by G. Cordova. R. Coyle and J. Ford opposed. First Selectman G. Schuster, G. Cordova, and J. Ford voted in favor of the motion. MOTION CARRIED.
20. **Discussion and Possible Action on Resident State Trooper Contract**  
S. Soby moved to execute the resident state trooper contract and authorize the First Selectman to sign all necessary documents, seconded by G. Cordova. Unanimously Approved. MOTION CARRIED.
21. **Discussion and Possible Action on Colchester Board and Commission Handbook**  
No action was taken.
22. **Citizen's Comments**  
None
23. **First Selectman's Report**  
The First Selectman reported on: the recent protests in Town; Frank Ball's Eagle Scout gift to the Town entitled, "A Musical Journey through Colchester;" the Dog Park opening this Sunday; his recent police ride-along with Resident State Trooper Supervisor; and a recent regionalization of the Resident State Trooper program meeting in Meriden between municipalities and the State police that the First Selectman attended.
24. **Liaison Report**  
J. Ford commented on the Conservation Commission and the Health District Task Force. R. Coyle commented on the CHVFD Officers Meeting and the Senior Center Study Group. S. Soby commented on the Police Commission. G. Cordova commented on the Board of Education.
25. **Executive Session to Discuss Authorization for Retirement Account Withdrawal**  
G. Cordova moved to enter into executive session to discuss retirement account withdrawal, seconded by S. Soby. Unanimously approved. MOTION CARRIED.  
The Board of Selectmen entered into executive session at 7:50pm.  
The Board of Selectmen returned to open session at 7:54pm.

**26. Discussion and Possible Action on Authorization for Retirement Account Withdrawal**

S. Soby moved to authorize retirement account withdrawal due to economic hardship, seconded by G. Cordova. Unanimously approved. MOTION CARRIED.

**27. Adjourn**

G. Cordova moved to adjourn at 7:55pm, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Derrick M. Kennedy  
Executive Assistant to the First Selectman

Attachments:

- Minutes from June 17, 2010 Regular Board of Selectmen Meeting
- Minutes from June 30, 2010 Special Board of Selectmen Meeting
- List of vacancies on Colchester boards and commissions
- Resolution regarding Historic Documents Preservation Grant
- Economic Development Coordinator job description

Gregg Schuster



First Selectman

RECEIVED  
COLCHESTER, CT  
2010 JUN 21 AM 9:31  
NANCY A. BRAY  
TOWN CLERK

*Nancy A. Bray*

2010 JUN 21 AM 9:31

**Board of Selectmen Regular Meeting Minutes  
Thursday, June 17, 2010  
Colchester Town Hall  
Meeting Room 1 – 7:00 pm**

**REVISED**

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

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Gregg Plunkett, Chief Walter Cox, Dave Anderson, Maggie Cosgrove, Brendan Healy, Nancy Bray, Rob Tarlov, Dot Mrowka, Attorney Langhammer, and other Citizens

**1. Call to Order**

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

**2. Additions to the Agenda**

Rosemary Coyle moved to add to the agenda, "Discussion and Possible Action on on Senior Center Grant Renewal" as item # 26", to remove agenda item #18, "Discussion and possible action on Cody Camp Field Acceptance," to change agenda item # 8 "Discussion and Possible action on Appointment of Don Favry as Animal Control Officer and William Paul to Assistant Animal Control Officer" to item # 25, move item # 25 to become the new #8, and renumber accordingly," seconded by Greg Cordova. Unanimously approved. MOTION CARRIED.

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

Rosemary Coyle moved to approve the minutes of the regular June 3, 2010 Board of Selectmen meeting with a change on # 8, being that Rosemary Coyle made the motion, not Greg Cordova, seconded by Stan Soby. Unanimously approved. MOTION CARRIED.

**4. Citizen's Comments:** Kelley Nicholas of 380 Old Hebron Road discuss ongoing issue of neighbor's guinea hens, chickens and exotic birds causing a nuisance to her family.

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

- a. **Board of Assessment Appeals (to fill vacancy left by Gary Harris for a term to expire 11/21/2011).** Jeffrey M. Brainard was interviewed. Greg Cordova moved to appoint Jeffrey M. Brainard to fill vacancy left by Gary Harris for a term to expire 11/21/2011, seconded by Jim Ford. Unanimously approved. MOTION CARRIED.



**13. Discussion and Possible Action on Heating/HVAC Service Contract**

Greg Cordova Moved to approve the Heating/HVAC Service Contract to Reliable Oil for the Youth Center, Senior Center, and the Fire Department and to SOLO Mechanical for the Town Hall and Cragin Memorial Library, as recommended by the Facilities Director, and to authorize the First Selectman to sign all necessary documents, seconded by Stan Soby. Unanimously approved. MOTION CARRIED.

**14. Discussion and Possible Action on Security System Service and Monitoring Contract**

Stan Soby moved to approve the Security Systems Service and Monitoring Contract to American Alarm Company, as recommended by the Facilities Director, and to authorize the First Selectman to sign all necessary documents, seconded by Rosemary Coyle. Unanimously approved. MOTION CARRIED.

**15. Discussion and Possible Action on Sprinkler System Service Contract**

Rosemary Coyle moved to approve the Sprinkler System Service Contract to Simplex-Grinnell, as recommended by the Facilities Director, and to authorize the First Selectman to sign all necessary documents, seconded by Greg Cordova. Unanimously approved. MOTION CARRIED.

**16. Discussion and Possible Action on Oil, Diesel, and Gas Contract for Town and Schools**

Rosemary Coyle moved to approve the contract with Dime Oil for the purchase of heating oil, unleaded gasoline, and diesel fuel for fiscal year June 1, 2010 through June 30, 2011, and to authorize the First Selectman to sign all necessary documents, seconded by Greg Cordova. Unanimously approved. MOTION CARRIED.

**17. Discussion and Possible Action on Endorsement of Tree Donation Proposal**

Greg Cordova moved to accept the donation of a tree and associated memorial plaque, and their installation at the RecPlex, as recommended by the Parks & Recreation Commission, seconded by Stan Soby. Unanimously approved. MOTION CARRIED.

**18. Discussion and Possible Action on Federal Adult Employment Program**

Greg Cordova moved to reauthorize the Federal Adult Employment Program agreement to allow TVCCA to place up to six workers in the Parks & Recreation Department from July 1 through September 30, seconded by Stan Soby. Unanimously approved. MOTION CARRIED.

**19. Discussion and Possible Action on Colchester Organization of Recreational Tennis (CORT)**

Rosemary Coyle moved to form a Colchester Tennis Association to help promote and organize activities that would generate funds to be distributed directly toward tennis court improvements, additional facilities, events, and equipment, seconded by Stan Soby. Unanimously approved. Motion Carried. Rosemary Coyle moved to approve the sponsorship opportunity on the condition the Park and Recreation Commission also approves of the sponsorship opportunities, seconded by Stan Soby. Unanimously approved. MOTION CARRIED.

**20. Discussion and Possible Action on Water Capital Appropriation**

Greg Cordova moved to approve the Water Capital Appropriation, as recommended by the Sewer & Water Commission, of \$20,212 from the Water Capital undesignated fund balance to line item 3053210-48467, "Water Capital – Vehicles and Trucks," for the purchase of a Ford E-350 Econoline Van off the Connecticut State Contract #06PSX0067 – Supplement #6, seconded by Rosemary Coyle. Unanimously approved. MOTION CARRIED.

- 21. Discussion and Possible Action on Water and Sewer Infrastructure Extension Project Engineering Consultant Contract**  
Jim Ford moved to accept the Weston & Sampson proposal for "Consulting Engineering Services for Expansion of the Town's Sewer and Water Infrastructure to Commercial Use Zones" with a lump sum fee of \$83,550 and to authorize the First Selectman to sign all associated agreements, including any associated agreement with the State related to the STEAP grant, seconded by Stan Soby. Unanimously approved. MOTION CARRIED.
- 22. Discussion and Possible Action on Marvin Road Drainage Improvement Contract**  
Stan Soby moved to award the Marvin Road Drainage Improvement Contract to Bakaj Construction, as recommended by the Public Works Director, and to authorize the First Selectman to sign all necessary documents, seconded by Rosemary Coyle. Unanimously approved. MOTION CARRIED.
- 23. Discussion and Possible Action on Approving the Resolution Regarding the FY 2009 HSGP Omnibus Memorandum of Agreement**  
Greg Cordova moved to accept the resolution regarding the FY 2009 HSGP Omnibus Memorandum of Agreement and to authorize the First Selectman to sign all necessary documents, seconded by Rosemary Coyle. Unanimously approved. MOTION CARRIED.
- 24. Discussion and Possible Action on Employee Assistance Program Contract**  
Stan Soby moved to approve the memorandum of agreement between United Community & Family Services, Inc. and the Town of Colchester for fiscal year July 1, 2010 through June 30, 2011, and to authorize the First Selectman to sign all necessary documents, seconded by Greg Cordova. Unanimously approved. MOTION CARRIED.
- 25. Discussion and Possible Action on Appointment of Don Favry as Animal Control Officer and William Paul as Assistant Animal Control Officer.**  
Stan Soby moved to appoint Don Favry as Animal Control Officer for a one-year term to expire 6/16/2011, and William Paul as Assistant Animal control Officer for a one-year term to expire 6/16/2011, seconded by Greg Cordova. Unanimously approved. MOTION CARRIED.
- 26. Discussion and Possible Action on Senior Center Grant Renewal**  
Rosemary Coyle moved to authorize the Senior Center Director to submit an application to the Brookdale Foundation, for renewal funding in the amount of \$3,000 for the Making Memories Program, and to authorize the First Selectman to sign all necessary documents, seconded by Greg Cordova. Unanimously approved. MOTION CARRIED.
- 27. Discussion and Possible Action on Personnel Policy Update Process**  
It was the consensus of the Board to review and discuss revision of personnel policy in increments. No Motion was made.
- 28. Discussion and Possible Action on Cancellation of July 1 Board of Selectmen Meeting**  
Greg Cordova moved to cancel the July 1, 2010 meeting of the Board of Selectmen, seconded by Stan Soby. Unanimously approved. MOTION CARRIED.
- 29. Citizen's Comments**  
None
- 30. First Selectman's Report**  
First Selectman Schuster reported on the opening ceremony for Cody Camp on Saturday, 6/18/2010 at 9:00 a.m., he invited all Board Members to attend if possible. He advised all present of the General Assembly meeting regarding the conveyance tax and urged all to speak out on the matter. G. Schuster reported on "The Kids for Kindness" program he attended in Hartford and shared what a great event it was.



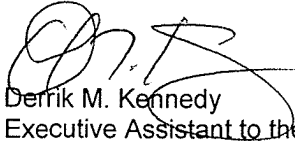
**31. Liaison Report**

J. Ford commented on the Historic District Commission, Conservation Commission and the Health District Task Force. R. Coyle commented on the Commission on Aging, the Open Space Commission, and the Senior Center Study Group report attached. S. Soby commented on the Planning & Zoning Commission and Zoning Board of Appeals.

**32. Adjourn**

Greg Cordova moved to adjourn at 8:40 p.m., seconded by Rosemary Coyle. Unanimously approved. MOTION CARRIED.

Respectfully submitted,



Derrick M. Kennedy  
Executive Assistant to the First Selectman

To: Colchester Board of Selectman

From: Rosemary Coyle, Selectman

Date: June 17, 2010

Re: Liaison Report

**Housing Authority –**

The Housing Authority meets at the same time as the Board of Selectman so I am unable to attend these meetings.

**Colchester Senior Center Study Committee –**

I have attached the minutes of the special meeting with Bruce Sheridan of DECD who discussed the process for applying for Small Cities Block Grant Funding.

- Process is highly competitive
- Projects need to be shovel ready with a 50% cash match to obtain enough points to be awarded funding
- Applications issued in February with a June submission date and awards in October
- At this time Senior Centers are not a priority of DECD for CDBG funding
- Senior Centers still meet one of the national objectives of HUD – serving low and moderate income persons – therefore are still eligible activities that could receive funding
- Restricted usage to seniors 60+ for 20 years
- STEAP funds could be used as part of the town's required match

Maggie Cosgrove also gave a presentation on how the town bonding process works.

**Commission on Aging –**

May transportation funds collected - \$419 (\$161 out of town transportation).

Jean Stawicki was elected chairperson for one year and Theresa Hendricksen was elected Vice Chairperson.

The Commission had a presentation from Deb Migneault, Community Liaison, CT Commission on Aging on Long-Term Care.

Some interesting statistics from the presentation are the following:

- 7<sup>th</sup> oldest state in the nation
- 600,000 people age 60 or older
- 1 million baby boomers – nearly 1/3<sup>rd</sup> of CT's total population
- By 2030 – 65+ population will increase by 64%
- 80% of people want to stay in their homes

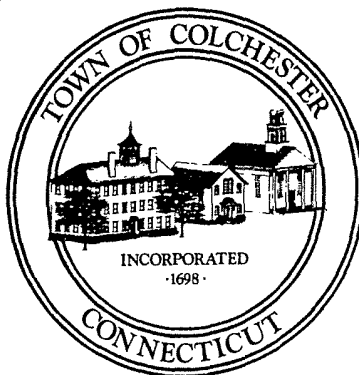
- Cheaper to provide long term care in homes
- CT's long term care reform to rebalance the number of individuals in nursing homes and care for them at home could save \$600 million dollars every year
- Currently a federal demonstration grant in the state represents rebalancing in action.
- In rebalancing the money would follow the person.
- Biggest barrier to rebalancing affordable, accessible housing.

### **Open Space –**

- Nature Conservatory Grant will run to the end of the year
- Town of Colchester land acquisition planning
- Adam Turner is working on an issue paper and then will make recommendations for policy to come before all the boards
- The committee reviewed just for discussion the outline of “How Effective is the Town’s Open Space Program.”

### **Colchester Hayward Fire Department Monthly Officers’ Meeting –**

- Line item #46390 will be over expended at year end due to vehicle maintenance issues
- Vehicle maintenance issues – 2<sup>nd</sup> engine from headquarters out of service and in Cromwell for repairs, leaf springs and suspension damage due to salt conditions on service 2, ET1 and ET3
- Question on why revenue from ambulance doesn’t go directly to fire department equipment
- Everyone’s been trained on new ambulance – Rescue 528
- Everyone will receive new regional ID cards as well as company ID cards that will identify individuals in regional response
- Old Firehouse sign - \$1500
- New Fire Police vehicle – former Senior Center bus
- New fire truck scheduled to arrive in August



NANCY A. BRAY  
TOWN CLERK

2010 JUL -6 AM 11:22

RECEIVED  
COLCHESTER, CT

**Board of Selectmen,  
Board of Finance, Police Retirement Board,  
and Police Commission Joint Special Meeting**

**Wednesday, June 30, 2010  
Colchester Town Hall**

**Meeting Room 1 – 7:00 pm**

**MINUTES**

**Board of Selectmen members present:** First Selectman Gregg Schuster, Rosemary Coyle, Stan Soby, and Greg Cordova

**Board of Selectmen members absent:** James Ford

**Board of Finance members present:** Chairman Bruce Hayn, Cathy Pompei, John Ringo, Robert Esteve, and Robert Tarlov

**Board of Finance members absent:** Michael Caplet

**Police Commission members present:** Chairman Glenn Morron, Robert Parlee, John Jones, Don Philips

**Police Retirement Board members present:** Chairman Brendan Healy, Stan Soby, Dan Eberle, John Ringo

**Police Retirement Board members present:** Daniel Eberle

**OTHERS PRESENT:** Derrik Kennedy, Tricia Coblentz, Nancy Bray, Gina Santos, Ron Goldstein, Maggie Cosgrove, Don Kennedy, Officer Suchecki, OFC Green, Officer Regnere, Officer Brosnan, Officer Labonte, Katy Naly, Ryan Blessing, and others.

**1. Call to Order**

Board of Selectmen – First Selectman Gregg Schuster called the meeting to order at 7:00pm.

Board of Finance – Chairman Bruce Hayn called the meeting to order at 7:00pm.

Police Commission – Chairman Glenn Morron called the meeting to order at 7:00pm.

Retirement Board – Chairman Brendan Healy called the meeting to order at 7:00pm

**2. Discussion on Colchester Police Department**

Presentation by First Selectman G. Schuster and discussion by board/commission members. No action taken.

**3. Adjourn**

Board of Selectmen – R. Coyle moved to adjourn at 8:40p.m., seconded by S. Soby.  
Unanimously approved. MOTION CARRIED.

Board of Finance – J. Ringo moved to adjourn at 8:40p.m., seconded by R. Esteve.  
Unanimously approved. MOTION CARRIED.

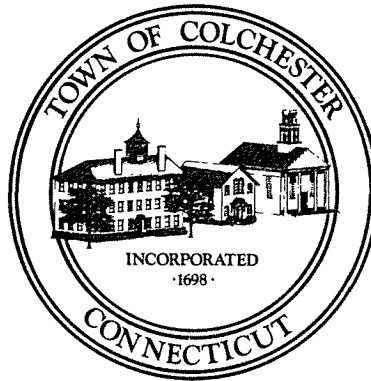
Police Commission – R. Parlee moved to adjourn at 8:40p.m., seconded by D. Philips.  
Unanimously approved. MOTION CARRIED.

Retirement Board – S. Soby moved to adjourn at 8:40p.m., seconded by J. Ringo.  
Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Derrick M. Kennedy  
Executive Assistant to the First Selectman

Gregg Schuster



First Selectman

TO: Board of Selectmen

FROM: Derrick M. Kennedy, Executive Assistant

RE: Current Board/Commission Vacancies

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The following boards/commissions have vacancies that the Town is actively pursuing volunteers for application and appointment:

|                                   |            |
|-----------------------------------|------------|
| Conservation Commission           | Alternate  |
| Economic Development Commission   | Member     |
| Fair Rent Commission              | Member     |
| Historic District Commission      | Alternate  |
| Police Commission                 | Member     |
| Sewer & Water Commission          | Member     |
| Youth Services Advisory Board (2) | Members    |
| Zoning Board of Appeals (2)       | Alternates |



## MEMO

To: Board of Selectmen

From: Nancy Bray, Town Clerk

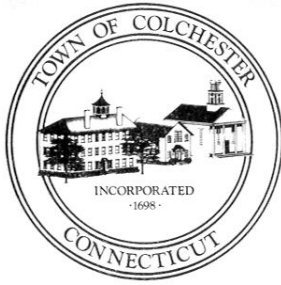
RE: Resolution to Execute Contract for Historic Documents Preservation Grant

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This is the grant I applied for in February to purchase a land record cabinet for the vault. The State Library has notified us that we have been approved for the grant.

## RESOLUTION

**RESOLVED:** That Gregg B. Schuster, First Selectman, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant.



**Town of Colchester  
Job Description**

**Planning and Zoning  
Economic Development Coordinator**

***GENERAL STATEMENT OF DUTIES***

Responsible for helping existing local businesses in Colchester and recruitment of new businesses. Represent Colchester at trade and industry meetings. Advocate on behalf of appropriate businesses applying for permits to Boards and Commissions. Seek out, apply for, and coordinate economic development grants and incentive programs. Development and maintenance of marketing materials.

***SUPERVISOR***

Works under the administrative supervision of the Town Planner and the general supervision of the First Selectman.

***SUPERVISION EXERCISED***

None

***EXAMPLES OF DUTIES***

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

- Develop and maintain an economic development brochure
- Provide feedback on existing regulations and ordinances as to their impact on business
- Create and maintain Developer Package with necessary information for developers
- Conduct periodic visits with local businesses to assess needs
- Address potential economic impact of businesses wishing to open or expand in Colchester both internally and before appropriate boards and commissions
- Staff liaison to the Economic Development Commission and the Colchester Business Association
- Applying for and coordination of economic development grants
- Attendance at industry and trade events
- Develop and manage incentive programs
- Perform related duties, as required



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

- Knowledge of small and medium sized business needs
- Knowledge of land use regulations
- Ability to create marketing materials
- Ability to establish and maintain cooperative working relationships with public officials, business and civic leaders.
- Interpersonal skills
- Oral and written communication skills

## ***EDUCATION AND EXPERIENCE***

- Bachelors Degree or equivalent experience
- Three to five years experience in economic development, town planning, or business and marketing

## ***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.*