

TOWN OF COLCHESTER



POLICY MANUAL

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1.0 INTRODUCTION

This manual shall serve as a comprehensive guidebook of all town policies that pertain to departments outside of finance and personnel. This manual should be a go-to source for guidance and instruction. Should there be any conflicts with the policies within the manual, please consult the First Selectman's Office. As new policies are adopted, they will be included into the manual as soon as possible. Updated copies of this manual will always be available in the First Selectman's Office or on the Town Hall shared drive, under "Employee Resources."

2.0 NONDISCRIMINATION

RESOLVED, That the Town of Colchester hereby adopts as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statutes 4a-60(a)(1) and 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142.

3.0 FACILITIES

- 3.1 Naming Facilities
- 3.2 Facility Use

3.1 Naming Facilities

Town facilities/areas shall be named after a person, family, organization or commercial enterprise only under the following conditions

- A significant investment in personal time or financial investment shall have been made to the facility/area or users of such facility/area; or
- When a significant financial contribution has been made to the Town and it specifies a specific name which must be honored if the donation is accepted and duly recorded in the Town records; or
- In general, when it is to honor a significant contribution to our state, town or nation.
- In all instances, when an individual's name will be on a Town facility/area it can not be requested prior to the first anniversary of their death.

Sponsor groups should submit their request for the naming of a Town facility/area to the Board of Selectmen with a valid petition as described by State statute or Town charter, whichever takes precedent, to be put on the voting machines at the next formal election.

The Board of Selectmen at their discretion, with a vote of eighty (80) percent of the Selectmen, may approve appropriate plaques, dedication of trees or other forms of recognition to accommodate and recognize groups and people that make significant contributions even though the facility or areas will not be named after them.

3.2 Facility Use

Use of Town Facilities

The Board of Selectmen recognizes the Colchester citizens' investment in Town facilities (buildings, grounds and equipment). Use of these facilities by our community is encouraged for cultural, civic, social, governmental, educational and recreational purposes when such use, as permitted by law, is sponsored by responsible individuals, organizations, agencies or institutions and where such use does not hinder the programs and activities of the Town of Colchester.

Programs and activities of the Town of Colchester will be given priority when scheduling Town facilities. All facilities, grounds, buildings and equipment, except those under the control of the Colchester Board of Education, shall be in the charge and control of the First Selectman or his/her designee.

A uniform system to regulate the use of these facilities to promote the goals of the Town and to fairly balance competing community interests for these limited resources will be established.

If a request is denied for use of Town facilities, the decision may be appealed to the First Selectman and may be further appealed to the Board of Selectmen.

1. Application Requirements

1.1 The following are required items:

- All forms completed in their entirety
- "Indemnification and Release"
- The First Selectman may require certain activities to supply a certificate of Liability/Property Damage Insurance naming the "Town of Colchester" as an additional insured.

1.2 Forms required for special circumstances:

- Fire Marshall Approval Form
- Use of Equipment Form.
- Payment for applicable fees, check made payable to "Treasurer, Town of Colchester."
- Any needed waivers as determined by the First Selectman and/or his/her designee.

2. Fees

2.1 Custodial fees will be charged to all applicants who do not meet the criteria of Section 3 or when special custodial services and/or work hours are required. Custodial fees must be paid at the time of application.

2.2 For kitchen utilization, fees shall be charged for staff as required for safe use of kitchen equipment. Kitchen fees must be paid before a Facilities Use Permit is issued.

2.3 A rental fee shall be charged to those who do not meet the criteria for free use as specified below. Rental charges must be paid at time of application.

2.4 All fee schedules will be determined by the Board of Selectmen

2.5 Checks shall be made payable to "Treasurer, Town of Colchester."

3. Free Use Criteria

Town facilities may be used without a fee if the activity is held during the regular custodial workday and meets the following:

3.1 Use by the Town of Colchester, the State of Connecticut, and the United States of America's boards, commissions and departments.

3.2 Use by a non-profit organization, whose non-profit status is determined by the U.S. Internal Revenue Service, which use is for the benefit of the Colchester community.

3.3 Use by a Colchester group/individual, which has not obtained non-profit status, for an activity which benefits Colchester residents.

3.4 In certain instances a deposit may be required at the time of application.

- 3.5 There is a charge for using the meeting rooms at the Fire Department, the pavilion at the Recreation Complex, and athletic fields for non-endorsed leagues.

4. Application Process and Approval

- 4.1 Town events will take priority over all other scheduled events. Every effort will be made to not reschedule community events; however, if the Town needs to reschedule a community activity due to unavoidable circumstances, the Town will notify the sponsors and help them reschedule. Major community events that involve a large number of participants and advance advertising will only be rescheduled if an emergency arises which makes cancellation unavoidable.
- 4.2 Requests for use of Town facilities should normally be submitted to, and approved by, the Department Head responsible for the facility being requested at least three (3) weeks prior to the date of use to ensure the requested facility is available. An application will normally be approved or denied within five (5) working days of receipt.
- 4.3 Requests for use of athletic fields will be made to Colchester Parks and Recreation and be considered according to their use policy.
- 4.4 Applications shall be approved on a first come, first served and space available basis.
- 4.5 Criteria for denying an application:
- An application shall not be approved unless all necessary information and documentation is provided.
 - Applicants who reserve a facility and subsequently do not use the facility without notifying the department office before the event may be denied future use and/or have other Facilities Use Permit(s) revoked.
 - Previous misuse of a facility by the applying organization.
 - Failure to pay for damages caused by the applying organization.
 - Failure of the applying organization to take appropriate precautions to ensure the safety of the participants.
 - Determination that a use is inappropriate for the facility.

5. Facility Use Rules

The following shall be adhered to:

- 5.1 All posted rules shall be followed.

- 5.2 No alcohol, illegal drugs, weapons, or tobacco products are permitted in Town facilities or on Town grounds unless otherwise authorized by Connecticut General Statutes.
- 5.3 Trash will be placed in provided receptacles or in an area designated by the staff member on duty.
- 5.4 Applicants using the facilities are responsible for providing for the safety of all participants.
- 5.5 No motorized vehicles of any type shall be operated on Town lawns, sidewalks, fields, wooded areas or playgrounds, whether paved or not, unless specifically permitted by the Department Head.
- 5.6 The applicant or designee shall have a copy of the Facilities Use Permit with them when using the facility.
- 5.7 The First Selectman and/or designee shall appoint a staff member to be in charge of the facility whenever it is in use. That staff member may immediately terminate the activity because of health or safety hazards presented or because Town property is jeopardized.
- 5.8 Users may not adjust or move Town equipment other than tables or chairs unless authorized. Staff members will be responsible for adjusting and moving other equipment.
- 5.9 Only those facilities for which the permit is granted may be used. The staff member in charge may substitute a facility in consultation with the organization's designated site supervisor should the need arise.
- 5.10 All indoor programs may not begin before 7:00 a.m. and must be completed by 9:00 p.m. Exceptions may be granted by the First Selectman.
- 5.11 Facilities and equipment used shall be protected and safeguarded by the permit holder. A staff member will inspect the facilities for cleanliness and/or damage at the termination of the use. The permit holder will be billed for any extra clean-up needed or damage caused during the activity.

6. Appeal Process

- Any applicant denied a Facility Use Permit may submit a signed letter requesting reconsideration of the application to the authority which issued the denial. That authority shall have five (5) working days to respond.
- Any applicant denied a permit at Step 1 may appeal in writing to the First Selectman within ten (10) working days of the date of denial of reconsideration. The appeal shall include a copy of the original application and a copy of the denial of the reconsideration, as well as the reason for the appeal. The First Selectman and/or his/her designee shall respond within ten (10) working days.

- Any applicant denied a permit by the First Selectman may appeal that decision in writing to the Board of Selectmen. The appeal must be made within ten (10) working days of the date of the First Selectman and/or his/her designee denial and shall include a copy of the original application and both denials, and the reason for the appeal. Should the organization not be satisfied with the response, they may file a written request for a meeting with the Board of Selectmen. The Board will consider the matter and will respond to the requesting organization within thirty (30) days of receipt of the request.

7. Equal Access

In accordance with Public Law 98-377, Title VIII - The Equal Access Act, the Board of Selectmen will grant equal access without discrimination within the meaning of the law.

8. Facilities Available

There are meeting rooms available at Town Hall, Fire Department Co #1, and Cragin Memorial Library. In addition the Town Green, Ruby Cohen Woodlands and athletic fields and the pavilion at the Recreation Complex are available for community use. Reservations can be made by contacting the responsible department directly.

3.3 Town Hall Flag Policy

This policy serves as the official policy for the flag pole in front of Colchester Town Hall. The following items shall be complied with at all times:

1. Flags shall be displayed in accordance with all Federal and State Regulations
2. Flags shall fly at full-staff or half-staff, as determined by the President of the United States and/or the Governor of the State of Connecticut
3. No more than three flags shall be displayed on a single pole at one time, with the highest being the flag of the United States of America and the next highest being the flag of the State of Connecticut
4. A third flag may be displayed, with the approval of the Board of Selectman
 - a. The MIA-POW or Town of Colchester flag is authorized as the third flag at all times, except when an authorized third flag is approved by the Board of Selectmen to be flown
 - b. Any request to use a different third flag must be brought to the Parks & Recreation Commission for a recommendation to fly to the Board of Selectmen
 - i. The request must be for a specific time period
 - ii. The request must be sponsored by a Colchester resident
 - c. Any third flag cannot be for a political, religious, or any other non-inclusive cause

3.4 SNOW RESERVE POLICY

Due to the uncertainty in regard to;

- (1) Forecasting the actual number of snowfall events
- (2) The amounts of total snowfall on a “future” annual basis
- (3) The wide variation from historic average snowfall totals both above and below the average
- (4) To mitigate the fiscal impact in years of above average snowfall totals
a Snow Reserve Fund is hereby created.

It shall be the policy of the Board of Finance and Board of Selectmen to place unexpended funds within the Public Works Department – Snow Removal budget into the Snow Reserve Fund for use in future years with above average snowfall events and/or totals, that causes an overage with in the Public Works – Snow Removal Budget.

Said transfers of funds to the Snow Reserve Fund are subject to the Budget Transfer provisions of the Town of Colchester Charter.

Approved 3/17/2016

4.0 PARKS & RECREATION

- 4.1 Refund Policy
- 4.2 Special Events
- 4.3 Sports League Field Use

4.1 Refund Policy

“Colchester Parks & Recreation stands behind all of its programs and activities with a satisfaction guarantee. If you are not completely satisfied, we will do what it takes to make things right.”

The procedure will be:

1. Ask what s/he disliked about a particular program
2. Ask how we can make it right
3. If a whole or partial refund is requested, ask for request in writing, including the reason for the request.
4. Refunds will be credited to a credit card, if that was the original payment method; otherwise, a refund may be left on account or sent by check.

This policy also applies to people wishing to cancel out of a program before or during participation, with no prorating. No programs are excluded from this policy. This policy does not apply to any funds deposited into the General Fund (facility rentals, special event permits, etc.)

Background

The goal of any refund policy is to improve customer satisfaction with the organization. By creating a complicated, convoluted policy full of exceptions and exclusions, the refund process can often exacerbate the problem rather than solve it.

Existing general policy: Refund/Credit Policy

All refunds will be charged a \$10 handling fee, must be accompanied by a written request and be over \$20. Refunds under \$20 or without a written request will be left as a credit on the household's account. Credits to the household's account are not subjected to the \$10 handling fee. Prior to the program registration deadline (1 week prior to the start date) if a participant cancels their registration, they may receive a refund or credit. After the program registration deadline date refunds will only be given when accompanied by a doctor's note. If you transfer between classes before the registration deadline date there will be no handling fee.

Summer camp currently has its own policy:

Registration for Day Camp and Kindercamp requires a 50% non-refundable deposit. If prior to the start of camp a participant cancels their registration due to an illness or injury, they will receive a refund or credit for fees paid excluding the 50% non-refundable deposit. A doctor's note is required for all refunds.

Likewise, Bus Trips currently have a specific policy:

No refunds for trips will be given unless the registrant can find their own replacement or we have a waiting list. Refunds will only be given if the Parks and Recreation Department cancels the trip.

All policies would be eliminated/replaced with the proposed department-wide policy.

A liberal refund policy encourages potential participants to try programs they might otherwise have been hesitant about, and thereby creates new customers and increased revenue. This very hypothesis has been proven in Windsor, CT, where their Recreation Services department uses such a policy. Additionally, they have seen a decline in refund requests.

After Department-initiated refunds (due to cancelled programs, clerical errors, etc) are removed, a very small percentage of each year's revenue is refunded due to customer request.

In practice, most, if not all, refund requests are currently granted as exceptions to the policy, with such exception noted to the customer. This new policy would make the system more transparent and actually reap the public relations benefits that these "exceptions" do not produce.

Under the new policy, these numbers will continue to be monitored, to ensure that the Program Fund remains fiscally sound with regards to refunds. Of course, numbers alone will not tell the story. The primary reason for the change in policy is improved customer satisfaction, which is more difficult to measure. However, we will endeavor to perform pre- and post-policy change surveys that will assist with that measurement

4.2 Special Event

DEFINITION:

A special event is a public function that is open to the community at large.

Examples of special events would include:

Parades	Other outdoor cultural events and community festivals
Marathons and fun-runs	Street fairs
Motorized vehicle races or contests	Public Speaker events
Circuses, fairs and rodeos	Large Town/BOE events
Outdoor music concerts, shows and exhibitions	Sports Tournaments

PURPOSE:

Special events present an opportunity to invigorate civic pride, to celebrate the social and cultural fabric of a community, and to encourage economic development. Because of their very nature as common grounds for recreation and enjoyment, public parks and recreation open spaces often provide the right atmosphere for the hosting of these celebrations. The purpose of this Administrative Order is to establish a standard procedure of application, evaluation and permitting of special events in town-owned and operated park and recreation facilities, in an effort to:

- Ensure events remain for public park purposes only;
- Provide broad public benefit;
- Respect park capacity, infrastructure and adopted general plan;
- Ensure compatibility and sympathy with surrounding land uses as well as natural, cultural and historic park resources;
- Meet the conditions of the Codes of the Town of Colchester, and,
- Minimizes negative impacts to the health, welfare and safety of the public.

A special event permit shall be required for the following activities:

a) An organized formation, parade, procession or assembly of more than one hundred (100) participants (may include people, animals, vehicles or any

combination thereof); that assemble or travel in unison on any public street, highway, alley, sidewalk or other public way.

b) Any organization formation, parade, procession or assembly which either (1) may impede, obstruct, impair or interfere with free use of a public street, highway, alley, sidewalk, or public way owned, controlled, or maintained by the Town or (2) does not comply with normal or usual traffic regulations or controls.

c) Any outdoor activity of a group of more than one hundred (100) persons on Town-owned, controlled or maintained property such as town parks and open space, where a standard reservation or facilities use permit has not been granted.

d) Any activity on public property that could reasonably be expected to require provision of public safety services.

e) Any activity on public property that involves the placement of a tent, canopy, or other temporary structure (e.g. stage, bleachers), if that placement requires a permit from the Town's Fire Department or Building Division.

Exceptions to special event permit applications:

* Regular facility rental application and fees still apply to any permit that has been exempt from the special event status.

a) Special events, as defined by this Administrative Order, do not include picnics, weddings, funerals or elections.

b) Activities conducted by governmental agencies acting within the scope of its authority.

c) Groups using picnic shelters at town parks where a shelter reservation and facilities use permit has been requested and granted. The group must not exceed/violate any other noise, facilities use or public safety regulations.

d) Events conducted by local elementary schools, middle schools, high school that are conducted on their own grounds and property, which will not significantly impact traffic flow on surrounding public streets or pose a risk to public safety.

e) Lawful picketing and free speech activities that do not involve the use of vehicles, animals, fireworks, pyrotechnics or equipment (other than sound equipment).

SECTION I - SPECIAL EVENTS CLASSIFICATIONS:

Special events shall be classified according to their size by both the required staging area and number of people attending; their duration; and, their infrastructure support requirements (tents, parking, roads, restrooms). The achievement of any one of the higher criteria shall qualify an event for the higher classification. For instance, if an event lasts for only two days but 7,000 people are expected to attend each day, the event shall be classified as a Class "D" event.

Class A - 1 Day or up to 250 total attendance, with minimal parking and infrastructure requirements, and compatible with public use of park sites.

Class B – 2-3 Days, or up to 500 total attendance, with moderate parking and infrastructure requirements and compatible with public use of parks and sites.

Class C – 4-6 Days, or up to 1,000 total attendance per day, with moderate parking and infrastructure requirements or limits on public use of park site.

Class D - 7 or more days, or 3,000+ total attendance per day, with heavy parking and infrastructure requirements or restrictions on public use of park site.

The Town of Colchester reserves the right to adjust or waive the limits of classification and/or duration as deemed in best interest of the town.

SECTION II - PARK RESTRICTIONS:

Mechanical Amusement Rides

Mechanical Amusement Rides will only be permitted at the Town Green and Recreation Complex. Mechanical amusement rides shall be allowed only in parks, with restrictions placed on location, and their impact on the welfare and safety of both the public and the park site.

Noise

The Town of Colchester prohibits unreasonable and disruptive noise that is clearly incompatible with the normal activities of certain locations at certain times. Please refer to Town of Colchester Zoning Regulation 3.7.6.G.

No music or entertainment shall be allowed between the hours of 10:00 p.m. and 7:00 a.m., in such a manner as to be plainly audible at the park boundary. If either of these restrictions is breached, it will be considered a violation of the Code.

Failure to comply with requests to decrease noise to an acceptable level will result in notification to the Police Department. The Police Department has the authority to make an arrest. Failure to comply may also result in the revocation of a special events permit, and may prohibit the issuance of a permit for future events by the event organizer.

Fireworks

Events featuring fireworks must obtain a fireworks permit from the State Fire Marshal's office and local Fire Marshal, as well as any other appropriate municipal permitting jurisdiction.

Signage

Promotional signs are limited to the Community Events Board. Sponsorship banners and signage are allowed only within the designated event site and may be displayed no more than two weeks prior to the event. All signs and banners must be immediately removed from the site following the event. All wording of signs and designated locations must be pre-approved by the Parks & Recreation Department.

Sandwich Board signs are limited to cultural arts performance promotion only; they must be less than 32 square feet in size (total of both sides) and must be set 15' back from the travel portion of the road. Signs and banners may require a zoning permit.

Alcohol is prohibited on a town property. Smoking is not permitted in any town park or on any school grounds. Dogs must be on leash on all town property (except for service dogs or with special permission from the town.)

SECTION III - APPLICATION PROCESS, REQUIREMENTS AND FEE SCHEDULE:

When an organization seeks to host a special event in a town parks and recreation facility, the event organizer must contact the Colchester Parks and Recreation Department for an Application Package. The Application Package shall include the following information:

- This policy
- Facility Use Application Form
- Departmental Approval Form
- Town Indemnification Form
- Public Information Form
- Insurance F.A.Q.

Applicants will be required to resubmit the special events application annually. In addition to the application, a description and definition of the event with proposed dates will be required. Applications will be valid for one year.

The Town of Colchester reserves the right to adjust or waive the limits of any special event in best interest of the town.

Special Event Permit Fee:

Town Green

Fri. - Sun.: \$50/day non-refundable fee for event day, setup, breakdown and rain dates.

Mon. - Thur.: \$50/day non-refundable fee for event day, setup, and breakdown.

Rain Dates will be scheduled without a fee. If a rain date is selected by another organization for use, the initial organization will be required to pay the \$50/day fee to secure the date. If a rain date is used at any time, a \$50 fee will be assessed.

Ruby Cohen Park

\$50/day/event (incl. setup/breakdown/rain dates)

Recreation Complex

\$50/day per field for event day, setup, breakdown and rain dates.

\$25 per field for each of the following time blocks:

7a.m. - 12 p.m. 12p.m.- 5p.m. 5 p.m. - Closing

The following types of special events are **EXEMPT** from the application fee:

Events produced or sponsored by the Town of Colchester, the Board of Education, or their agents.

Additional Fees:

The event organizer is responsible for full reimbursement to the town of any and all costs borne by the town. If any town staff and/or equipment are required to assist to operate or provide maintenance for an event, the town shall be compensated for the full cost of providing the support. The Town will make no capital investment in infrastructure to support the event.

14 days following the closing of the event, the department will invoice the event organizer for all applicable costs and charges. The event organizer will have 30 days to remit payment.

The event organizer will be required to provide the following information in addition to the permit fee:

- Facility Use Application Form
- Departmental Approval Form
- Town Indemnification Form
- Public Information Form
- Insurance Certificate
- Event Description (Purpose, History, etc)
- Proposed Site Selection/Site Plan

SECTION IV - EVALUATION CRITERIA FOR APPROVAL:

Priority will be given to pre-established, annual events. Not-for-profit organizations will be given priority over events or festivals which generate profit for the private sector. If the conditions have been satisfied to allow an event sponsored by a for-profit enterprise, the event organizer must provide evidence that:

- The event constitutes a community service;
- It is in the best interests of the general health, safety and welfare of both the participants and citizens of Colchester;
- There is little to no impact on and/or cost for town support services; and,
- The frequency and uniqueness of the event does not conflict with or replicate an already-existing festival or event.

If an event proposed by a for-profit corporation does not meet the established criteria, the application will be denied.

The event organizer will be notified within 14 days of receipt of its application whether the application has been approved for a Special Events Permit.

- The Parks & Recreation Facilities Subcommittee will forward its recommendation through the appropriate personnel to the Department Director for final approval.
- Once an application to host a special event is submitted to the Department, the Parks & Recreation Director, or designee, will provide the initial review for fulfillment of base criteria and guidelines, as well as any conflict with existing events.

All applications will be subject to the following evaluative criteria, as reviewed by the Facilities Subcommittee of the Parks & Recreation Commission:

- Classification of the event and its compatibility to the proposed park site's classification
- Appropriateness of event to public park purpose
- Performance History of event and event organizer (if applicable)
- Impact on park property and surrounding natural and cultural resources
- Impact on traffic conditions
- Ability to comply with all local permitting requirements
- Availability of town support services, such as parks grounds maintenance crews
- Impact on adjacent land uses and neighborhoods
- Duplication of existing town-permitted event
- Enhancement to tourism, economic development and quality of life
- Ability to generate positive local, regional or national media exposure
- Ability to generate revenues for the Department

The next step will be review and approval by all applicable Town departments, including:

- Board of Selectmen
- Police Department
- Fire Marshal
- Planning & Zoning
- Health Department
- Building Official

Once all departmental approvals are received, the Parks & Recreation Department will issue the official permit.

The Town is under no obligation to issue special events permits for use of its parks and recreation facilities. If an event is found to be incompatible with a proposed site's classification, a more appropriate park site may be suggested to the event organizer. An application will be denied if an event is found to:

- Be inappropriate to public park purpose.
- Exert adverse impact on a park and/or its surrounding infrastructure, natural or cultural resources.
- Exert significantly adverse impacts on the traffic conditions and/or adjacent land uses and neighborhoods.
- Have a history of poor performance in town parks.

At the Department's discretion, an application can be denied if a special event is found to replicate other events or to diminish the uniqueness of already established community celebrations.

SECTION V - REGULATORY AND PUBLIC SAFETY REQUIREMENTS:

Outside of the Parks and Recreation Department, many other agencies, including regulatory and public safety, require permits for the execution of a special event. These agencies set their own requirements and fees. It is the responsibility of the event organizer to obtain these permits:

At a minimum, the following must be obtained prior to the event:

Insurance

General Public Liability of \$1 million coverage, depending upon event activities
Automobile Liability Insurance of at least \$300,000
Town must be listed as Certificate Holder and Additional Insured

Flow/Vehicle Parking

Event organizer will provide appropriate staffing to address parking needs.

Grounds and Facility Maintenance

Parks & Recreation Director will review with event organizer the need for Parks & Recreation support staff.

All necessary Building and Zoning Permits

May require approval of structural components, such as tents, electrical and handicapped accessibility.

Sanitation/Health

All food service concessions and restroom facilities must meet Public Health Code requirements. Temporary permits for food service concessions must be obtained prior to the event.

The following cases will require permits from the Department of Environmental Protection (DEP):

- Waste water disposal
- Recreation Vehicle (RV) waste water disposal

Portable Restrooms

The Town of Colchester will provide 3 water closets (2 regular/1handicap) on the town green during the summer months. Any additional water closets required per General Statute are the responsibility of the event applicant.

Garbage Removal

Any special event that takes place on a town owned property must provide their own solid waste removal.

This may include dumpsters and/or roll-off trash receptacles, contracted by the event, as appropriate, as determined by the Parks & Recreation Director. The Parks and Recreation Director, or designee, will determine placement of all waste disposal containers and trash receptacles.

Fire Safety

Fire Marshal will conduct any and all necessary inspections, and determine staff requirements for each event.

Departmental Approval Form

PART I – Procedure

Application for a special event must be completed and returned to the Parks and Recreation Office twenty one (21) calendar days prior to the commencement of the event. The Parks & Recreation Department will circulate the application to appropriate authorities for their comments and recommendations. Approved applications shall be approved within 10 business days from date received. The following shall serve as a guide in preparation of your application:

Police Department

- 1) Police Official(s) shall determine the need for a police detail to conduct order, maintenance, security and traffic control.
- 2) When applicable, police officials, upon review of the application and/or after conducting an on-site inspection will ascertain what crime prevention/security measures must be implemented prior to the commencement of the event.
- 3) The applicant/organization may be required to provide a roster containing the name, date of birth and motor vehicle information for all employees, officials, vendors and security personnel upon submission of the special event application.

4) The Police Department/Resident Trooper shall review all special event applications submitted to the Police Department. The Police Department/Resident Trooper shall investigate the legality of the event applied for and the applicant(s) fitness to be in control of such an event.

Fire Marshal

1) When applicable, the Fire Marshal shall review the application and determine if the proposed use will comply with the State of Connecticut Fire Safety Code. The applicant shall provide such plans, drawings, specifications and information that the Fire Marshal requests for such review. After conducting an on-site inspection, the Fire Marshal shall determine if the proposed activity meets the requirements of the Connecticut Fire Safety Code.

2) The applicant shall apply for and obtain all necessary permits from the State of Connecticut.

When applicable, Fire Marshal, upon review and/or after conducting an on-site inspection shall determine what fire prevention and emergency medical readiness shall be required prior to the commencement of the event.

Building Official

When applicable, the Building Official upon review of the Building Permit application and/or after conducting an on-site inspection will ascertain what provisions of the Connecticut State Building Code must be complied with prior to commencement of the event.

Zoning and Planning

When applicable, the Zoning Enforcement Officer upon review of a complete zoning permit application with backup documentation and/or after conducting an on-site inspection will ascertain what provisions of the Town of Colchester Zoning Regulations must be complied with prior to the commencement of the event.

(Note: Applicant must obtain Town of Colchester's representative's signature as owner of property on any permit applications.)

Health Department

When applicable the following information must be submitted to the Health Department upon application for a special event:

- a) Sketch of the area showing the location of display, sales, entertainment, food booths/sales area, portable toilets and hand washing facilities.
- b) Estimate the number of people expected and the number of portable toilets and hand washing facilities.
- c) Types of food to be offered, where prepared, when prepared and where served.
- d) If motor homes or camp trailers are used for overnight sleeping accommodations are they self-contained? How will wastewater be disposed of?
- e) When an event starts on a Saturday or Sunday, food preparation areas, hand washing and toilet areas must be ready for inspection by 12 P.M. Friday.
- f) When an event is scheduled for a weekday, food preparation areas, had washing and toilet areas must be ready for inspection at least five hours prior to opening.
- g) All state and local regulations regarding food handling must be complied with or no food sales will be permitted.
- h) The vendors must meet with the Director of Health to clear all requirements 2 (two) weeks prior to the event.
- i) An application for a temporary food service is to be completed and submitted to the Director of Health 2 (two) weeks prior to the event.
- j) All applicable license fees must accompany the application.
- k) Commercial (for profit) vendors based outside Colchester must submit a current inspection report from their Health Department at least 1 (one) week prior to the event.

Parks and Recreation

A preliminary and a final pre-event meeting between the event organizer(s) and the Parks and Recreation Director and his/her staff may be required and arranged to ensure a coordinated effort. The Parks and Recreation Director may require a final list of officially recognized entrants no later than 72 (seventy-two) working hours prior to the commencement of the event. Organizers are required to make arrangements for post-event cleanup. For youth events, the applicant must provide the name(s) of supervisors, a safety plan, and the chaperone to youth ratio.

4.3 Sports League Field Use

APPLICATION TIMELINES

Sports Leagues

Any sports league wishing to use facilities under the jurisdiction of the Colchester Parks & Recreation Commission should make their request to the Director of Parks & Recreation at the appropriate Facility Scheduling Meeting (see below.) Meetings are held at 6:00pm, prior to that month's Parks & Recreation Commission meeting, which is typically the first Monday of each month.

Sports Season	Facility Usage Period	Facility Scheduling Meeting
Spring – Outdoor	April through August	February
Fall – Outdoor	August through November	June
Winter – Indoor	November through March	September

Special Events

Special Event facility requests may be made up to one year in advance by submitting the appropriate paperwork to the Parks & Recreation Office. Please see the document entitled "Policy Governing Issuance of Special Events Permits."

Miscellaneous Rentals

All other reservation requests may be made according to the policy entitled "Park Pavilion/Sport Field Rental Policy".

CONFIRMATION OF APPLICATION

The Department strives to confirm all requests within 10 business days following the Application submittal. Note that it is possible that some delays may take place during the application review process due to unique case-specific situations, and that these situations will be addressed as soon as possible. Note: changes in dates, times or cancellation could result in a permit fee assessment.

Permit applications must be filed annually. Release form, insurance certificates expire and must be renewed. Please notify us of any changes in your board of directors, coaches and managers.

PRIORITY SCHEDULING

1. Town-sponsored programs will receive first preference and may override outside confirmed reservations.
2. League, scheduled, and make-up games will take preference over practices.

FACILITY RENTAL FEES

By default, all leagues must pay all applicable fees. However, “endorsed” leagues may have field rental fields waived; amenity fees (lights, pavilion rental, etc.) will not be waived.

BALLFIELD LIGHT FEES

Lights are billed on an hourly basis, based on the current fee schedule:

LIGHT OPERATION

Sport Leagues will receive league-specific codes and instructions for operation of the lights, and will be billed on a monthly basis.

Other rentals will be arranged as either pre-set times for the lights to be on/off, or controlled by on-site staff, which may be billed to the rental group.

RESIDENT STATUS/ELIGIBILITY

1. The Colchester Parks and Recreation Department reserves the right to request proof of eligibility for all applicants using Colchester facilities.
2. Non-Resident Fees are charged as follows:
 - Adult Sports (Men and Women) – \$20.00 per non-resident player

TEAM ROSTER

Team rosters are due to Parks & Recreation Office prior to league game play start date. Residency proof must be included with rosters. Valid proof is a copy of CT Driver's license listing Colchester as address (front & back must be on copy), copy of lease or rental agreement, or a warrantee deed to your property. Team roster will be spot-checked by staff periodically throughout the season. Nonresident fees will be accepted by mail or walk-in, or by credit card.

MAINTENANCE & SUPERVISION REQUIREMENTS

1. Maintenance of facilities, field preparation needs, and special requests must be submitted in writing to the Director, who shall coordinate scheduling with the Parks Maintenance Division. Field maintenance will follow the established guidelines.
2. Cooperation with the Parks Maintenance Division is expected at all times. This includes altering practice schedules if necessary to accommodate field maintenance. A pre-event on-site inspection with the Parks Crew Leader or Director of Parks and Recreation may be required.
3. Any group or organization using facilities will be responsible for providing proper supervision and janitorial services for the area in use.
4. Custodial fees will be charged when services are requested for special setups and area restoration, if personnel are not normally scheduled. Custodial fees shall be paid at an hourly rate set by the Parks and Recreation Department, which may be for a minimum of two hours.

INCLEMENT WEATHER

Caution must be exercised with the use of facilities when wet. Rescheduling of events may be required. Two considerations follow:

1. Should the Parks and Recreation Department determine that the fields should not be used due to inclement weather, the league will be notified by 3:00 p.m. If conditions dictate closure after 3:00 p.m., it will be up to the discretion of the officials and/or coaches using established guidelines.
2. The Parks and Recreation Department has the discretionary right to cancel events scheduled to be held at the Town Green.

FOOD CONCESSIONS

1. Organizations must request permission for the sale of food and/or beverages for their events separately from this form. Applications are available at the offices of the Town Code Enforcement Department.
2. Rights to the Football Field concession stand are only provided to Colchester non-profit youth organizations.

SECURITY DEPOSITS/DAMAGES

Security deposits may be required.

1. The amount of the deposit will be determined on a case by case basis by the Director of Parks and Recreation. The deposit must be received no later than 14 days prior to the event in the form of a bank or certified check, made out to the "Town of Colchester".
2. Should damages occur during use, a written report must be filed with the Parks and Recreation Department within 24 hours by the person identified on the application.
3. The Parks and Recreation Department will inspect the facilities for damage at the close of the event. Failure to exercise reasonable care in the use of the facility or field will result in the forfeiture of all or part of the security deposit and will limit the applicant's ability to obtain permits in the future.
4. The cost of repair will be based upon three (3) written estimates. Should the cost of repair exceed the security deposit, the applicant will be billed for the balance, with payment to be made within 30 days.
5. If a security deposit is not made as part of the reservation, and damages occur, the applicant will be billed for all damages incurred, with payment to be made within 30 days.
6. Any refunds of the security deposit will be processed within 30 days of the close of the event.
7. In the event that the user's insurance has a deductible, the user shall provide a security deposit to cover the difference between the deductible and \$1,000, or a determined portion thereof.

Your deposit will be retained by the Town for any of the following:

1. Failure to have the required number of chaperones.
2. Damage to building, equipment, or property (you will also be billed in addition to retained deposit, according to the cost of repairs).
3. Failure to clean up properly.
4. Failure to surrender the facilities at the scheduled time.
5. Unruly or disruptive actions of participants.
6. Use of rooms not rented or areas reserved but not used.
7. Misrepresentation of your organization and the type of activity.
8. Cancellation of the event within one week after payment is received.
9. Failure to hire Police for the event when required.

SAFETY PLAN/PROCEDURES

A supervisor of an activity involving young people has the responsibility to assure that conditions exist to promote the highest degree of safety possible. For example: higher than anticipated attendance; small children unattended; first aid provisions; etc. Facility users must take appropriate precautions, such as providing onsite medical staff, first aid kits, and/or the ability to contact emergency services.

EMERGENCY CONTACT

In case of any emergencies of safety and/or property damage, call 911. Please reserve this for strict emergencies.

APPEAL AND COMPLAINT PROCESS

Applicant must make his appeal in writing within ten (10) days for reconsideration. The Parks and Recreation Director or Commission shall review all appeals and render a decision within five (5) days.

COACH TRAINING REQUIREMENTS

The Colchester Parks & Recreation Commission is a local chapter of the National Youth Sports Coaches Association (NYSCA). In this capacity, the Commission formally voted to endorse the NYSCA's National Standards for Youth Sports, and will follow these standards in all youth sports programming offered by the Commission. As part of their commitment to making youth sports a safe, fun, positive learning experience we offer the following requirements:

- Coaches, at least one head coach per team, and two league administrators attend annually and pass the NYSCA Volunteer Coaches Training program offered by the Parks & Recreation Department.
- Parents or guardians of participating children shall sign emergency medical treatment/medical history forms. These forms shall be made available to each coach and shall be available at the facility at the time of such participant's use.
- First aid kits shall be on the playing field/surface at all times, fully supplied, and visible to all.
- An emergency action plan and guidelines for coaches shall be made available by the organization.

The Parks & Recreation Department will schedule seasonal training courses, open to leagues and the public. Should additional courses be desired, leagues must coordinate with the Department.

It is recommended that coaches should attend Red Cross First Aid & CPR classes, and Bloodborne pathogens training, to supplement their NYSCA training.

The Parks & Recreation Department and their staff can provide advice, sample formats for permission slips, etc, and other services if requested. We are also available to assist in scheduling a parents' meeting to assist the league in teaching parents of the importance of their role in the youth sports program.

NOTIFICATION OF CHANGES

The Colchester Parks & Recreation Commission shall provide written notification of any operational or policy changes to all organizations using town facilities prior to their effective date.

4.4 Sport League Endorsement

Mission:

To encourage and promote youth development and adult recreation as the primary goals of community sports programs, and to facilitate the responsible use of fields and facilities.

Eligibility*:

- For youth leagues, at least 75% of league participants must be Colchester residents.
- For adult leagues, at least 50% of league participants must be Colchester residents or taxpayers, or employed in Colchester.
- Established policies that promote proper youth development as primary goal of league. (youth sports only)
- Endorsed eligibility and requirements are over and above standard field use policies.

Requirements:

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

Benefits:

- Free use of fields.
- Primary access to field scheduling.

Procedure for Endorsement:

- Initial application to Parks & Recreation Commission (PRC)
- Re-approval every 3 years, or sooner if change in league leadership
- Notarized form acknowledging compliance with all requirements
- PRC member may serve as liaison to endorsed league.

5.0 PUBLIC SAFETY

- 5.1 Police Department Fundraising
- 5.2 Compensatory Time
- 5.3 Police Commission Operating Policy
- 5.4 Staff Members Serving As Chiefs

5.1 Police Department Fundraising

1. The Police Commission will form a fund-raising committee which will include at least one commissioner, one officer, and one citizen.

2. The Fundraising Committee will identify each fund-raiser event to be conducted and determine what the money will be used for.

3. The committee will develop a Fundraiser Action Plan to include what, how, when, and where to hold the event.

- Officers, commissioners and volunteers are to be involved in the event.

- Officers cannot be made to volunteer nor can they be assigned their normal workday duties as part of the event; however, officers are obligated to take any actions normally undertaken by an off-duty police officer.

- While officers may not wear their normal work uniforms during the event, clothing may be worn that denotes them as a "Colchester Police Officer."

- The committee should take into account the timing of the event. There are many fund-raising events during the year by other organizations. Try not to conflict with them.

4. Each event will be pre-approved by the Police Commission and, subsequently, the First Selectman.

5. Complete the fund-raising event.

6. All funds collected will be deposited into the Town's General Fund in the Police Special Revenue account.

7. The committee will review and critique the fund-raising event.

- What went right?

- What can be improved?

- What citizen input was given during the event?

8. The committee will send a report to the Police Commission and First Selectman within 30 days of completion of the event. A copy of the report will be filed for future reference.

5.2 Compensatory Time

The purpose of this policy is to define compensatory time, how it is acquired and how it is utilized as it relates to covering patrol shifts and hours worked beyond an officer's regular scheduled shift.

1. Compensatory time is that time accrued by an officer in lieu of being paid overtime. Such compensatory time shall be accrued at a rate of 1 ½ time the normal earnings for the officer's.
2. No officer can be forced to accrue compensatory time instead of being paid overtime. Once an officer accrues compensatory time, it cannot be taken away.
3. Officers will not be allowed to accumulate more than 60 hours of compensatory time. However, should a special condition exist, and only after approval by the Police Commission or its designee, additional compensatory hours may be accrued. Under no circumstances shall compensatory time exceed a maximum of 90 hours.
4. Any officer retiring from service or terminating his/her employment as a police officer in the Town of Colchester, with remaining compensatory time on his/her record, shall have the option of being paid for the accrued compensatory hours of service or choose to utilize said hours for approved leave.
5. Compensatory time requests for two (2) or more days must be submitted at least fifteen (15) days in advance unless there are extenuating circumstances. All compensatory time requests for one (1) day shall be submitted at least twenty-four (24) hours in advance. All compensatory requests must be submitted to the Supervising Resident Trooper of designee.
6. All request for compensatory time shall be granted on a first come, first serve basis. In the event of conflicting requests, the employee with greater seniority shall have preference.
7. The Police Commission shall review this policy from time to time and consider making changes to best serve the needs of the Town of Colchester.
8. The Police Commission or the First Selectman may suspend the officer's ability to take compensatory time in lieu of overtime pay, as necessary.

5.3 Police Commission Operating Policy

Purpose

The Police Commission, First Selectman, Resident Trooper Supervisor, Board of Selectmen, and Board of Finance all have some role in the makeup and operation of the department. In order to ensure that all parties have a full and complete understanding of their roles, the following policy is adopted.

Administration

1. The First Selectman's office is the Human Resources office for the town.
2. All personnel information including, but not limited to offer letters, disciplinary matters, and grievances shall originate from the First Selectman's office.
3. All personnel information shall reside in the First Selectman's office.

Chain of Command

1. Commissioners shall respect the order of command as set forth in the Colchester Police Rules and Regulations Manual at all times.
2. Individual commissioners have no authority except as stated in ordinance 18-31 which is "Liaison officer to Division of State Police". Only the commission acting as a body has authority.
3. No commissioner shall issue orders or requests to officers. Such requests will be directed to the Resident Trooper Supervisor or his designee.
4. Commissioners shall understand that they do not have any police powers within the town of Colchester.

Communication

1. As stated in the charter, the commission, as a body and as individual officials, reports to the First Selectman.
2. The commission shall respond to any request from the First Selectman as soon as possible by discussing at the next regular commission meeting or by calling a special meeting if necessary.

3. The First Selectman shall respond to any request from the commission in a timely manner

Rules and Regulations

1. The commission shall keep the rules and regulations governing the police department current and in accordance with applicable laws and best practices.
2. When advised by the Resident Trooper Supervisor that a rule or regulation needs to be changed, the commission shall enact such change within three months or provide a reason why they are not able to do so.
3. The commission shall abide by the Colchester Police Rules and Regulations.

Hiring

1. When an officer vacancy occurs, the commission shall first obtain the authority to hire from the First Selectman. This is to ensure that the funds needed to hire an officer are not needed for some other purpose.
2. The First Selectman's office shall do any necessary advertising for the position.
3. The commission shall designate the hiring process to be followed after consulting with the Resident Trooper Supervisor.
4. The Resident Trooper Supervisor shall oversee the hiring process enacted by the commission including all testing, background checks, and interviews.
5. Any meeting of the commission for hiring purposes must be a warned meeting with agenda and minutes. The commission may enter executive session as provided for in the Freedom of Information Act.
6. The commission shall either vote to make an offer to a candidate or will empanel a subcommittee to make the decision and vote to make an offer. Any vote by the commission or a subcommittee must be done in a warned meeting with an agenda and minutes. The commission or subcommittee may enter executive session as provided for in the Freedom of Information Act.
7. The commission is the sole authority that decides who to hire.
8. All offers shall come from the First Selectman's office after the Police Commission or subcommittee has voted to hire.

Promotions

1. The commission shall only promote officers when there is a budgeted position to be filled.
2. If the commission wishes to promote an officer and there is not a budgeted position, the commission shall obtain the necessary budget transfers from the Board of Selectmen and Board of Finance. Once the transfer is complete, the commission may conduct the promotion.
3. All promotions must be in accordance with the collective bargaining agreement.

Discipline

1. All discipline must be in accordance with the collective bargaining agreement.
2. For any action that may result in discipline greater than a written reprimand, the commission shall immediately inform the First Selectman prior to taking any action so that legal counsel may be consulted.

Collective Bargaining

1. Prior to the commencement of collective bargaining with the police union on successor contracts, the First Selectman shall meet in executive session with the commission. The commission shall make the First Selectman aware of their concerns and recommended changes to the contract.
2. The First Selectman shall negotiate on behalf of the town. The First Selectman may involve others, including commission members, in negotiations.

Annual Budget

1. The commission shall recommend a police department budget to the First Selectman for the next fiscal year by January 1st.
2. The First Selectman shall advise the Police Commission of any proposed changes to the budget and allow them to comment.
3. While the commission may make recommendations, it is ultimately the First Selectman's budget that will be presented to the Board of Selectmen and the Board of Finance.

Budget Management

1. Budget management ultimately rests with the Board of Selectmen and the Board of Finance. The boards have the authority to adjust the budget and staffing as they deem appropriate throughout the budget year as they would with any other department.
2. The Resident Trooper Supervisor shall have daily management of the police department budget.
3. Should a budget transfer be required, the Resident Trooper Supervisor shall make that recommendation to the commission and/or the commission, in consultation with the Resident Trooper Supervisor, shall make the recommendation. The commission shall forward any transfer request to the Board of Selectmen.

All actions shall be governed by sections 18-27 through 18-39 of the town ordinances and sections 7-274 through 7-300 of state statutes.

5.4 Staff Members Serving As Chiefs

This policy applies to career staff personnel who are members of the volunteer fire company. Specifically, this policy applies to the following staff personnel:

- Deputy Chief
- 1st Assistant Chief
- 2nd Assistant Chief

Officers, who are appointed by the Town, shall respond and perform the responsibilities of their position with the compensation only of the stipend commensurate with title. A chief officer on-scene in performance of his/her duties will not be eligible for call back pay. If not on-scene recognized contractual career staff callback procedures shall be in effect.

Career staff personnel shall perform their duties and position of authority as set forth by the collective bargaining agreement during recognized shift schedules. During those hours when not on career shift or callback, career personnel who are elected chief officers are to respond and fulfill the duties of the position held.

6.0 PUBLIC WORKS

- 6.1 Road Naming
- 6.2 Snow & Ice Removal
- 6.3 Vehicle Use

6.1 Road Naming

Over the years, the veterans' groups have come before the Town requesting that streets being proposed be named after veterans who have made the ultimate sacrifice.

Chris Beauchemin and Alicia Lathrop worked on a recommend road name list to be considered. The only changes to this list would be that the suggested veterans names be first on the list and the name Champion be listed under the veterans portion.

At the June 16, 2005 Board of Selectmen's meeting, the board voted to recommend to the Zoning and Planning Commission that a regulation be added to the subdivision regulations that reads,

"Street names shall be approved by the Zoning and Planning Commission and shall not duplicate or cause confusion with the names of existing streets in the town or adjoining town. Applicants are encouraged to select names having a historical connection with the town, and the Zoning and Planning Commission shall maintain a list for this purpose"

This regulation is in the Town of Canton zoning regulations.

Currently, road names must not conflict with other road names in the KX Emergency Response area, and the Board of Selectmen adopted a policy many years ago recommending the use of Colchester veterans' names for roads. There are a few roads that are named after veterans now; however, the Board of Selectmen supports moving forward with the regulation and the recommended road names that are attached.

6.2 Snow & Ice Removal

I. General Statement

The purpose of this document is to have in place a written plan to respond to the snow and ice control needs for roads maintained by the Town of Colchester (the "Plan"). This Plan defines the responsibilities of both the Town of Colchester and the Public during snow and ice control activities.

Notwithstanding the circumstances involved with changing climatic conditions, the Town will endeavor to keep Town-maintained roads in a reasonably safe condition for travelers. The Town will endeavor to exercise reasonable care and diligence in the performance of their duties, consistent with the intent of this Plan. Travelers who use Town-maintained roads are expected to demonstrate due care and reasonable caution, especially under adverse weather conditions.

Any and all statements included in this Plan shall supercede any previous written, oral, or past practice procedures, unless otherwise stated herein or specifically amended orally or in writing by the Director of Public Works or the Board of Selectmen of the Town of Colchester.

II. Duration of Plan

Emergencies notwithstanding, this policy shall be considered guidelines for use in the Public Works Department defined as "Winter Maintenance Season", generally from 15 November through 15 April, annually. These guidelines shall be used during this period regardless of time of day or day of week. The Department is prepared at any time during this period to suspend normal operations and initiate snow and ice control activities as described in these guidelines.

III. Connecticut General Statute

Section 13a-107: Selectmen are to open highway blocked by snow. Whenever any highway becomes blocked with snow to an extent that renders the same impassable for public travel, the selectmen of the Town in which such highway is located shall cause such highway to be opened for public travel at the expense of such Town within a reasonable time thereafter, if they find the same to be required for public convenience and necessity. Any selectman who fails to open

any highway so blocked, when requested in writing to do so by six taxpayers residing on or near such highway, shall be fined ten dollars. The provision shall not apply to any highway within the limits of any city or borough, unless the Town has the supervision of the highways in such city or borough.

IV. General Procedures

Snow and ice control work must be carried out on the premise that such work is under emergency conditions. Therefore, proper advanced preparation is necessary. This preparation includes obtaining the necessary materials for use during winter snow and ice control operations, maintenance of equipment used prior, during, and after these operations, and a plan for scheduling and directing personnel.

Materials - Suitable quantities of suitable materials shall be obtained and stored in preparation for use for snow and ice control operations. New technologies are allowing the use of new products such as treated salt to be used in conjunction with or in place of, a sand/salt mix. Other treatments may be developed from time to time. These products may be used as approved by the Director.

Prior to the Winter Maintenance Season, arrangements shall be made for the delivery and storage of suitable quantities of materials for the anticipated duration of single or multiple storm events. If necessary, additional quantities shall be available should the need arise. Any company supplying snow and ice control materials must be capable of delivering additional quantities in a short turnaround time after requested. Storage shall be at a location convenient for efficient use during snow and ice control activities. Storage of these materials shall be consistent with all applicable standards and regulations.

Equipment – All snow and ice control equipment shall be installed and checked for proper operation in mid-October to provide sufficient time for unanticipated maintenance to be performed prior to 15 November. Beginning with the first weekend after 15 November, all vehicles shall be dressed for winter snow and ice control work prior to the end of work on the last work day prior to the weekend (or holiday) unless otherwise directed by the Public Works Director or Highway Supervisor.

All equipment shall be thoroughly checked prior to leaving the yard in accordance with CDL requirements with a pre-trip check list filled out. All vehicles shall be evaluated throughout the work period by the driver with any problems identified and reported to the Supervisor. Any significant problems shall be reported immediately directly to the fleet maintenance department in accordance with standard practice.

Overloading Vehicles – No vehicle shall be intentionally overloaded. While it is not possible to weigh each vehicle during snow and ice control activities, the

Town of Colchester has taken the effort to weigh each truck and each truck axle during undressed, dressed, loaded with plow up and loaded with plow down configurations in an effort to ensure that no vehicle will be overloaded or that any component of the vehicle will be overloaded. This information was used to determine the acceptable amount of snow and ice control material that can be safely loaded into the dump body of each truck.

Plow Routes – A master list of plow routes shall be reviewed and updated annually and maintained by the Public Works Director. Factors used to determine plow routes (both order and number of roads) shall include, but not be limited to, traffic levels on streets; types of traffic using streets; routes used to access maintenance routes; maximizing personnel and equipment; and ability to provide contingency routes/plans. Plow route order shall give priority to heavily traveled/collector roads and roads with steep hills. Each driver shall be given a copy of all routes.

Each driver shall be responsible for, and make themselves familiar with, their routes. Drainage structures and other conditions should be marked. High risk areas (steep hills, sharp corners, obstructions, etc.) should be identified and a proper response planned. Alternate driver(s) or contractors shall be familiar with each route to serve as back-up(s) in the event a driver is unable to report for duty.

Supervision – All Town Highway crew members and any contractors shall be under the ultimate supervision of the Public Works Director, First Selectman, or an appointed designee. The Highway Department Supervisor shall supervise field operations prior, during, and after storm events in conjunction with the Public Works Director.

Call-out – Call out of Highway crew members and any contractors for winter snow and ice control measures shall be determined by the Highway Supervisor and Public Works Director depending on the conditions of the storm event. Conditions used to evaluate the call out response include, but are not limited to, predicted quantity, intensity, duration, time, and area of impact of the storm. Call out, and release, will be made in accordance with the bargaining unit contract and CDL regulations.

Storm Event – All vehicles shall be properly inspected prior to leaving the garage. Plow activities and the sensible use of snow and ice control materials shall be conducted in accordance with the specific storm and road conditions. During a snow storm event, depending on the intensity and duration, priority will be given to keeping the center of the roadway as clear as possible (this will maximize the amount of roads that can be cleared as well as to better allow the salt brine to work on the roadway).

All vehicles shall be in constant radio contact with the Highway Supervisor. The

Supervisor shall be notified immediately in the event of a breakdown or other critical or unusual nature. The Supervisor shall be notified any time a driver will be out of the truck (including breaks, meals, etc.). Any breaks, other than those included in the contract, shall be designated by the Supervisor to sustain safe snow and ice control operations. Otherwise, radio transmissions shall be kept to a minimum.

Flashing warning lights and strobes shall be used at all times while trucks are engaged in snow and ice control activities.

Plowing speed will depend on the type of snow and road condition. In no event, shall the speed of the vehicle be such that the material is cast an excessive distance from the edge of the road. Plowing speeds shall be adjusted to prevent the showering of pedestrians, sidewalks, buildings, and vehicles. While it is understood some snow will cover driveway entrances, mailboxes, and sidewalks, there shall be no excessive speeding while engaged in snow and ice control operations.

When plowing into an intersection of a Town and State road, no snow shall be left on the travel portion of the State road as a result of the Town's operation.

Plowing and sensible application of snow and ice control material shall continue for the duration of the storm. After snow has ceased falling/accumulating and the centers of the roadways are clear, accumulated snow on the remaining portions of the road shall be pushed back as far as practical. Care should be taken during these pushing back operations to limit the amount of snow thrown onto already cleared driveways and sidewalks and in front of mailboxes. Intersections should be pushed back to provide sufficient turning radius and sight lines. Drainage inlets, outlets, structures, and leak-offs shall be opened to ensure unrestricted flow during thaw.

Upon completion of all plowing and material application activities, trucks shall be returned to the garage and re-inspected. All vehicles shall be thoroughly cleaned and greased. Any equipment malfunctions shall be reviewed by the Fleet Maintenance department and identified as repaired, acceptable for use, or removed from service for repair.

Release – Snow and ice control operations shall continue until one or more of the following levels of road condition have been established:

- (a) bare, uncovered roadways with all snow and ice pushed back to edge of pavement or curb with intersections and cul-de-sacs complete;
- (b) covered, snow-packed, and treated roads with no accumulations greater than about 3 in. pushed back to edge of pavement or curb with intersections and cul-de-sacs complete;

- (c) major collector and secondary roads opened up with a minimum of one lane of travel in each direction; this may include significant accumulations still on the roads, but vehicles properly equipped for winter driving with operators using appropriate caution, should be able to pass – local access roads, such as subdivision streets, may only be one travel lane for both directions. Routine access may be difficult in some areas. Emergency access available to all locations with the Town, with properly equipped emergency equipment;
- (d) until such time as all or the majority of equipment and/or manpower has been expended in removal efforts, and further efforts at this stage would be counter productive;
- (e) at such time the Public Works Director feels continued operations would constitute imminent danger to the Public or Town employees;
- (f) at such time it is determined that continued resource expenditures are in excess of what may be judicious use of public funds;
- (g) the level of service is consistent with the specific instructions from the Public Works Director.

At this point, the Highway Supervisor shall determine the need for additional removal efforts. This decision will be influenced by weather conditions, time of day, day of week, available resources, financial reserves, date, and other factors. Oral communication will be maintained between the Highway Department Supervisor and the Superintendent of Schools, Police Department shift commander, and other emergency departments/personnel so that a coordinated effort will be maintained.

Post Storm - Localized and isolated accumulations of snow (including drifts) and ice patches may exist or develop during or after snow and ice control operations. Melting during the day may result in ice patches forming as temperatures drop or overnight. Drainage areas resulting in frequent icing conditions, if identified, shall be kept thoroughly treated and may require the installation of warning signs. All “problem” locations shall be reported to the Supervisor and a record maintained. Such locations shall be investigated and efforts made to correct the source of the problem.

Time Limitations – All reasonable efforts will be made to attempt to have all roadways cleared to the curb line/edge of pavement within a total of 72 hours of the last snowfall. Except in cases of extremes, all Town roadways shall be cleared to an adequate level within 24 hours of the last snowfall, exclusive of turnarounds.

Post Storm Critique – The Supervisor shall hold a post storm critique after the first full call out storm to review route assignments, problem areas, damages to Town or personal property, other storm-related issues, and to obtain comments from crew members. During the remainder of the winter, periodic critiques shall be held as necessary with the full crew or with individual drivers.

Winter Vacations – Requests for vacation or personal time during the winter snow and ice control season shall be given as far in advance as possible to allow time to plan for the necessary coverage on that driver's route.

Vacation or personal time granted during the winter season in which an employee wishes to be considered available for snow and ice control operations shall be paid at applicable rates in accordance with the contract.

Private Contractors – Private contractors will be used to supplement the operations of the Public Works Department staff and equipment. Contractors will be responsible for operator(s), vehicle equipment, maintenance, and fuel, as outlined in their contract. The Town will supply road snow and ice control materials. Contractors will be called in at the time of a full call out only as deemed appropriate by the Director or Highway Supervisor. Partial staff call out for spot work will be performed by Town staff.

Emergency Access – The Town of Colchester may in its sole discretion, perform minimal winter maintenance on such roadways of the Town that are unaccepted and normally do not receive such services, on a case by case basis. These services, if performed, will be strictly to maintain safe access for emergency equipment and personnel.

This may be considered where snow is in excess of 4 to 5 inches, or severe icing would impeded vehicles equipped for severe weather. This practice is not designed to accommodate the inconvenience associated with private roads that do not contract for, or do not have adequate maintenance. Nor is it designed to accommodate persons that use Town owned but generally not maintained rights of way. It is strictly to ensure the health and safety of the residents of Colchester and to ensure the safety of emergency personnel.

The Town of Colchester reserves the right to charge the private property owner(s) for services provided as a result of no or inadequate maintenance activities.

Parking Ban – In accordance with Town Ordinance 709 and 710, in the event of predictions or anticipation of winter storm events, the First Selectman or Public Works Director may request a parking ban be effected. This request shall be made public via television and/or radio announcement(s) and will be routed to the Police shift commander. Any vehicle found impeding snow and ice control operations during such bans will be referred to the Police Department with a request for removal.

Mailboxes – Postal Service regulations dictate the location of mailboxes and posts in close proximity to the edge of pavement within the Town right of way. This right of way is also the Town's snow shelf thereby creating a conflict when

the two try to occupy the same space. Generally, the snow will win the battle and inevitably, mailboxes and posts may get damaged. All efforts shall be made by each operator to avoid damage to mailboxes and posts. However, should damage occur, the driver shall report the incident to the Supervisor and shall be responsible for providing a replacement post (and/or box). Any aggrieved individual should be directed to contact the Public Works Department who will investigate the incident and determine if compensation is warranted. It is the practice of the Town of Colchester to provide a replacement mailbox and/or post if it is determined the damage resulted from the Town's snow and ice control operations. However, the Town is under no obligation to install such replacement materials, nor is the Town under any obligation to provide a replacement in kind to the damaged materials.

In addition, residents are encouraged to take all necessary precautions to protect their mailbox and post while not creating a road hazard.

Driveways – Reasonable attempts will be made to keep driveways clear of plowed snow and ice. However, it is virtually impossible to clear the roadways adequately without placing some snow and ice in driveway aprons. Any Town of Colchester employee found either placing snow deliberately in a driveway, or conversely, deliberately plowing a private driveway, shall be disciplined.

When plowing, shoveling, or blowing snow from driveways or sidewalks, no resident or contractor performing such work shall cause snow or ice to be left on the travel portion of the Town's road as a result of the resident's operation. Such action is considered a hazard and can result in unsafe driving conditions.

Public Sand – As long as such materials are readily available, mixed sand/salt for non-commercial residential use will be available at the west end of the Town Highway Garage parking lot. A pile of the mixed product will be replenished at the end of each work day. Each resident obtaining the sand/salt mix shall be limited to two, 5-gallon size buckets per visit in an effort to provide as many residents as possible the opportunity to participate in this service. Any resident identified as abusing this service will be requested to cease use immediately.

Under no circumstances will sand be distributed from the Public Works Garage, or will any Public employee load a private vehicle. Any commercial users found to be using any of these materials shall be referred to the Police Department for prosecution.

Use of Roads During Snow and Ice Control Activities – Residents and users of Colchester roads are requested to maintain a safe distance behind any Town vehicle engaged in winter snow and ice control activities. This distance will vary depending on the road, conditions, and time of day or night. However, a minimum of 200 ft. should be maintained behind these vehicles as they may stop or back up at any given time to perform snow and ice control activities.

Complaint Policy – Any complaint received by the Public Works Department resulting from poor clearing or damage shall be investigated. Staffing levels shall dictate the expediency in investigation of complaints of this nature.

Upon investigation, the Department shall determine whether the complaint is justified or unfounded, and take appropriate action, if any, to rectify the problem. Complaints will be accepted generally only during normal business hours. However, any complaints initiated during a storm shall be investigated.

Lines of Authority – The Highway Supervisor shall have the authority, upon coordination with the Public Works Director or First Selectman, to designate an individual to act in his behalf for individual situations, specific incidents, or entire snow and ice control emergencies, as is necessary to implement this Plan.

Review/Revisions - This Plan shall be reviewed annually by the Public Works Department and revised as necessary to maintain the intent of the Plan. All revisions shall be approved by the Board of Selectmen.

6.3 Vehicle Policy

1.0 PURPOSE

The Town of Colchester vehicle policy is established to create standards of all municipal vehicles and their use by town personnel; ensure compliance, conformance, and safety of rules and procedures; reduce and minimize liabilities to the town; increase vehicle performance and life spans through maintenance; and to develop a system of tracking municipal vehicle use.

2.0 MANAGEMENT

Town of Colchester management, which includes department heads and the First Selectman, are responsible for making sure all employees follow the guidelines and rules set forth in this policy. This includes, but is not limited to, monitoring, scheduling, ensuring compliance and the implementation of the policy, and enforcement. Management will be responsible for disciplining employees who do not follow the vehicle policy. Disciplinary action may be taken, up to and including suspension of driving privileges or dismissal of the employee for violating any part of this policy.

3.0 SPECIFICATIONS

- I. All town vehicles will adhere to the following specifications:
 - a. All Highway Dump trucks will be orange, with the town seal on the driver and front passenger doors. All lettering will be white with similar font on all vehicles. Exceptions shall be made with the approval of the First Selectman.
 - b. All Fire & EMS vehicle colors will be determined by the Fire Chief
 - c. All Police vehicle colors will be determined by the Police Commission

- d. All other municipal vehicles will be white, with the town seal on the driver and front passenger doors. Underneath the seal will be the Town website URL (www.colchesterct.gov). All lettering will be black and with similar font on all vehicles. Exceptions shall be made with the approval of the First Selectman.
- II. Any tampering or attempts to remove the town logo will result in disciplinary action
- III. All vehicles will be purchased and outfitted based on the needs of the town and with guidance from department heads and the First Selectman
- IV. No modifications to the external/internal structure or of standard equipment of any town vehicle is allowed unless authorized by the First Selectman or his/her designee
- V. All new vehicles shall be sent to Fleet Maintenance to be readied for use, including: inspecting the vehicle, add to insurance, and inform the Finance Department to add the vehicle to the fixed asset list of the Town.

4.0 USAGE

I. Authorization

- i) Any employee who is authorized to use a municipal vehicle must have a valid drivers license and any other licenses/certifications, as are required.
- ii) Only those town employees who have obtained a Commercial Drivers License (CDL) may operate vehicles that, by State law, require their operators to hold such a license. Any CDL operator is subject to all State and Federal rules, regulations, guidelines, and laws.
- iii) Any employee who is authorized to use a municipal vehicle may lose their authorization for any of the following reasons:
 - (1) The employee's drivers license has been suspended or revoked, regardless of reason
 - (2) The employee has been classified as a "high-risk" driver
 - (3) An employee allows an unauthorized individual to drive a municipal vehicle

- (4) Violating department restrictions on use or improperly using a vehicle based on department guidelines
- (5) A violation of section 4(V)(i) of this policy
- iv) Employees shall notify their supervisor, or the First Selectman, within one (1) business day of any incident whereby the employee violates section 4(I)(iii) of this Vehicle Policy
- v) If any accident occurs during authorized use of municipal vehicles, the following guidelines are to be followed:
 - (1) In the event of an accident (“damage to property or injury to persons which is a result directly or indirectly from the motion of a motor vehicle upon a trafficway”), all pertinent information shall be exchanged. Should exchange of all pertinent information not be possible, police shall be contacted
 - (2) If there is no damage to property, but there is damage to the municipal vehicle, police do not need to be notified, but an Incident Report Form (Appendix II) must be filled out and submitted to the Department Head
 - (3) Regardless of the type of incident, if there has been any damage to a municipal vehicle, an Incident Report must be filled out and submitted to the Department Head
 - (4) In minor instances such as damage to mailboxes or other like properties, report shall be made to the department supervisor with restitution made in accordance with adopted policies
 - (5) Should any question exist regarding the proper handling of damage or injury, the police shall be contacted
- vi) If any accident occurs during unauthorized use of municipal vehicles, in addition to whatever disciplinary action may be taken, the responsible employee may be required to make financial restitution for physical damages to the vehicles involved.

II. Personal Use of Municipal Vehicles

- i) The First Selectman reserves the right to authorize use of municipal vehicles for personal use at any time

- ii) Outside of authorization from the First Selectman, the use of municipal vehicles for personal use is prohibited, unless specifically stated within the collective bargaining agreement.

III. Personal Vehicles Use for Business

- i) Employees who use personal vehicles for municipal business are subject to all the guidelines and procedures of this policy.
- ii) Employees who use personal vehicles for municipal business are subject to the following, additional responsibilities:
 - (1) Maintain automobile liability insurance limits no less than the minimum required by law for the State in which the driver resides.
 - (2) Maintain current state vehicle inspection.
 - (3) Maintain their personal automobile in safe, operating condition.
- iii) The use of motorcycles for municipal business is prohibited.

IV. Background Checks

- i) All Town employees who use or may use a Town vehicle shall have a motor vehicle background check prior to use of any vehicle
- ii) All Town employees who regularly use Town vehicles shall have a motor vehicle background check performed annually
- iii) Supervisors reserve the right to deny any employee from operating Town vehicles if an employee's motor vehicle background check returns with serious motor vehicle infractions

V. Prohibited Practices

- i) Engaging in prohibited practices may result in disciplinary action. The following are examples of prohibited practices:
 - (1) Disobeying traffic laws
 - (2) Allowing unauthorized people to operate municipal vehicles
 - (3) Use of electronic devices for any purpose whereby the device is a distraction while driving, other than use of hands-free devices and town-issued radios. Texting is explicitly prohibited while driving or operating any municipal vehicle.

- (4) Use of legal drugs and/or alcohol that may impair driving, or possession of illegal drugs, or being found under the influence of illegal drugs
- (5) Refusal to submit to any test conducted by a law enforcement agency or by a laboratory designated to determine blood-alcohol content or drug impairment.
- (6) Transportation of firearms (unless you are an authorized public safety employee) or illegal materials, including distribution of illegal drugs
- (7) Convictions for a moving violation that results in the suspension or revocation of license
- (8) Transporting hitchhikers
- (9) Pushing or towing another vehicle or a trailer, if not approved for such use
- (10) Using a radar detector in the vehicle
- (11) Use of the vehicles for any illegal purpose
- (12) Any other practice that is prohibited by the municipality

VI. Training

- i) All drivers should complete basic safe driving training. Other topics and materials should be provided by the municipality for more advanced training.
- ii) The department head should ensure that all training is documented, including the course name, date completed, and driver's name and identification.

VII. Smoking

- i) Smoking cigarettes, cigars, pipes, or the use of any other tobacco product with or without a smoking device is prohibited while operating, or within, a municipal vehicle.

5.0 MAINTENANCE

I. Maintenance

- i) All employees who operate municipal vehicles shall be responsible for keeping any vehicle they operate up to municipal standards.
- ii) Regular Maintenance
 - (1) All vehicles will be registered with the Fleet Maintenance department
 - (2) All vehicles will be placed on a fleet maintenance check-list, that will keep inspections and regular maintenance on a strict schedule
 - (3) All vehicle operators will remove and discard any personal items and trash after using a municipal vehicle
 - (4) Any dirt, mud, or other materials that have accumulated on windows and windshields should be removed after use of vehicle
 - (5) Any malfunctioning items should be reported promptly to Fleet Maintenance, and the vehicle returned for servicing as soon as possible
 - (6) Advertising decals, accessories, bumper stickers, and/or other equipment shall not be added or installed on municipal vehicles without the prior consent of the First Selectman.
 - (7) Regular and preventative maintenance and responsibilities, as defined by the Vehicle Maintenance Schedule, is on file at Fleet Maintenance.
 - (a) The Vehicle Maintenance Schedule shall be reviewed at least once annually.
 - (8) Quarterly, as part of preventative maintenance, Fleet maintenance shall complete the Driver's Vehicle Inspection Report (appendix I) and keep it on file at the town garage
 - (a) If anything in the Driver's Vehicle Inspection Report is noted as defective, appropriate action should be taken to correct the defect immediately
 - (9) When Town employees are not able, due to time or schedule, to perform regular maintenance to Town vehicles, the department

supervisor may allow employees to work overtime to complete necessary maintenance, to stay on track with regular maintenance schedules, with the approval of the First Selectman

iii) **Unscheduled/Emergency Maintenance**

- (1) All vehicles used during snow/ice storms shall be washed within thirty-six (36) hours after use, or on the Monday immediately following a Friday or Weekend snow/ice storm.
- (2) Any unscheduled vehicle maintenance will be documented by the fleet maintenance supervisor, with a detailed description of the maintenance performed, cost of maintenance, and number of hours of maintenance performed

II. **Vehicle Protection**

- i) All attempts will be made to keep Town vehicles in good, working condition
- ii) Drivers shall never leave the vehicle running or the keys in the ignition when they are away from the vehicle. Exceptions will only be made during snow storms and then, only when municipal employees will be away from the vehicle for five (5) minutes or less.
- iii) Always roll up the windows and lock the doors when away from the vehicle. Exceptions will only be made when municipal vehicles are parked at the Town Hall during normal business hours or with the approval of the Department Head.
- iv) Never leave valuables in plain view, even when the vehicle is locked. Place them in locked locations if they cannot be taken with the driver
- v) Do not leave personal identification documents, credit cards, or valuables in the vehicle
- vi) Employees must report incidents to the police immediately
 - (1) Employees must report incidents to their supervisor and complete an Incident Report Form
 - (2) The department head will make sure the insurance company is contacted immediately

vii) Whenever possible, Town vehicles will be stored in a garage, kept under a roof or temporary covering, or any other structure that keeps Town vehicles from direct contact with extreme weather elements

Appendix I

Driver's Vehicle Inspection Form

DATE:	TIME:
VEHICLE #:	OPERATOR:
MILEAGE:	LOCATION:

Suggested Procedures:

- | | |
|--|--|
| 1. Check under hood | 5. Look under for leaks |
| 2. Start engine | 6. Test brakes, steering and transmission before leaving |
| 3. Proceed with the in-cab check | 7. Recheck the equipment enroute |
| 4. Walk around and examine the vehicle | |

Vehicle Checklist:

ENGINE

- Cooling system
- Exhaust system
- Oil, water, windshield solvent
- Leaks – water, oil, fuel grease
- Belts – fan, alternator, compressor, etc.

IN CAB

- Cab condition (locks, latches, doors, mountings)
- Mirrors, windshield, windows
- Horn, wipers and washers
- Defroster, heater
- Low air warning device
- Instruments and gauges
- Emergency equipment – fire extinguishers,
- Seat belts
- Steering
- Brakes – service, parking
- Clutch
- Drive train

EXTERIOR

- Lights, flashers, signals
- Reflectors
- Tires, wheels, lugs, studs, drums
- Chassis –frame, tanks, battery box, etc.
- Suspension
- Brake hoses & connections
- Exhaust system
- Rear-end protection
- Cargo area condition – floor, walls, roof, doors

√ = OK	X = Defective
--------	---------------

Completed by: _____	Date: _____
All Repairs Made. <input type="checkbox"/> (Check)	
Certified by: _____	Location: _____ Date: _____

ACKNOWLEDGMENT

I hereby acknowledge that I have received and read a copy of the Colchester Vehicle Policy. I agree to comply with the policy and procedures contained in the policy.

Driver's Signature

Date

Driver's Name (print)

6.4 Disposal & Write-Off Policy

Preface

The intent of this policy is to optimize and standardize the process for disposing of surplus, moveable Town of Colchester assets. Moveable assets are Town assets exclusive of land and buildings.

Ethics

The disposal of surplus Town of Colchester assets attracts considerable interest in industry and the general public. Public servants and contractors involved in the disposal process should demonstrate the highest integrity in all their actions. Care should be taken to avoid any actual or perceived conflict of interest.

Objective

To provide the best overall outcome for the Town of Colchester in its disposal of surplus moveable assets with value, to the end that:

- The highest net value is obtained through disposal;
- An open opportunity for all to participate in the disposal;
- The disposal process is characterized by prudence, probity and integrity;
- The health and safety of persons and the environment are protected.

Procedure

Declaring an Asset Surplus:

The department that has custody of an asset is responsible for identifying and declaring assets that are surplus to its requirements. The Department Head should provide, in writing, to the First Selectman the declaration as surplus, the basis for the declaration, and an accurate appraisal of the sale value of each asset to be disposed of. All Town departments shall be notified whenever surplus has been identified.

Typical reasons for disposal include:

- The asset is no longer needed due to change in operational requirements;
- The asset is technologically obsolete or incompatible with other asset(s);
- The asset has reached the point at which it is most economical to dispose of it (from age, usage, mileage, etc.), thus minimizing through-life costs;

- The asset is beyond economical repair;
- The cost of capital tied up, storage, handling, etc. cannot be justified when compared with the cost of alternatives, such as rental or just-in-time procurement;
- Continued possession or use of the asset contradicts occupational health or safety standards, or the asset contains hazardous materials, and so forth.

Preparing an Asset for Disposal:

It is the Department head's responsibility, before releasing an asset or for sale, to remove all:

- Town of Colchester markings, inventory, stickers, etc.
- Any hazardous material or dangerous or controlled substances;
- Town of Colchester two-way radios or telephones;
- Valuable or re-usable material contained therein.

Disposal Options:

Surplus moveable assets owned by the Town of Colchester are to be disposed of, when practical, by any of the following means as determined by the First Selectman to be in the best interest of the Town of Colchester to maximize revenue and minimize expenses. To the greatest extent feasible, the general public should have the opportunity to purchase surplus Town of Colchester assets.

- Public advertisement and sealed bid;
- Auction;
- Advertised "For Sale" at defined price;
- As trade value on a subsequent purchase;
- Transferred to another Town Department
- Assets with little or no market value may be transferred gratuitously or may be scrapped in an environmentally acceptable manner when this is the most cost-effective means of disposal and will withstand public scrutiny;
- In exceptional circumstances, valuable surplus assets may be transferred gratuitously to another town or city, or to a recognized charitable or non-profit organization, or sold at other than appraised value when, in the opinion of the First Selectmen, such action serves the public interest better than sale on the open market;

Department heads wishing to introduce alternative disposal means are to present their proposals to the First Selectmen requesting approval to use an alternative mean. This submission must present a clear business case showing the proposed disposal mechanism will result in greater overall benefit to the Town of Colchester than those already put in place.

Surplus assets are always to be sold, donated or transferred “as is, where is” with no warranty as to condition, serviceability or fitness for use. The Town of Colchester assumes no liability for accident, injury or loss resulting from the use of the asset subsequent to disposal.

Department heads are responsible for ensuring that any restrictions regarding disposal that were imposed as a condition of original purchase (e.g. agreements, treaties or licensing requirements) are respected and are imposed on any subsequent buyer with full force and effect. It is the department head’s responsibility to ensure the buyer of any such assets can be relied on to meet these obligations. Where such assets are being sold for museum display or scrapped, it is the department head’s responsibility to ensure the assets are permanently disabled to the satisfaction of the First Selectmen.

The First Selectman shall take into account the heritage value of surplus assets. When appropriate, representative examples of surplus equipment may be preserved and made available to organizations such as municipal and not-for-profit museums. Items designated lethal equipment (e.g. police weapons and weapon delivery systems) which must be rendered permanently inoperable.

Sale to a limited market or sale at other–than–appraised market value: The sale of Town of Colchester assets to a restricted group of purchasers at what may be other than the fair market value in order to meet specific purposes of the Town of Colchester must be approved by the Board of Selectmen. In cases where the asset has marketable value exceeding the projected cost of sale, a decision to dispose of the asset at lower than market value or by gratuitous transfer constitutes a donation from the Town of Colchester to the recipient. Forgoing potential revenue is equivalent to an expenditure of capital funds; this decision must always be approved by the Board of Selectmen as they will ensure that the arrangement constitutes the best interest of the Town of Colchester and that the decision would withstand the test of public scrutiny.

Proceeds of Disposal

Proceeds from all sales of Town of Colchester surplus moveable assets are to be made payable to the Town of Colchester. The benefit and costs of sales are to be assigned to the Town of Colchester’s Equipment Reserve budget regardless of the method of disposal.

6.5 Speed Hump Policy

Speed humps will be considered for installation on Town maintained streets where conditions meet the following criteria:

- 1) To demonstrate there is a widely held perception of a problem and adequate community support for further action, a petition bearing the signatures of a minimum of 80% of the residents (one signature per address), within the affected street segment is required. The affected street segment is the portion of the street uninterrupted by stop signs or traffic signals and includes only those properties that directly abut the street. The petition form supplied by the Department of Public Works (DPW) must be used in obtaining signatures.
- 2) The street must be a minimum 1000 feet long through road, residential in nature with a posted speed limit of 25mph or less, an ADT range of 500 - 2000 vehicles per day, and be paved with no more than one lane in each direction. Speed humps may be placed a maximum of 750 feet apart and a minimum of 200 feet from intersections where approaches of the street in question are controlled by traffic signals or stop signs. Speed humps should be installed so as not to interfere with several street features. These include drainage facilities, utilities, driveways, severe horizontal or vertical curves and traffic control devices.
- 3) The DPW will review the traffic on the street when a request is made. Components of this review may include traffic counts, speed studies, and accident analyses. The 85th percentile speed on the street must exceed the posted speed limit by at least six miles per hour to warrant the installation of speed humps. The DPW may first recommend installation of other traffic calming measures including but not limited to warning signs, pavement markings and reduced speed limit signs. A follow up speed study will occur approximately three months after installation of alternative traffic calming measures or at such time as deemed appropriate by the Director of Public Works.
- 4) The DPW in analyzing the request for speed humps, shall solicit input from emergency services, utility companies and school transportation services.
- 5) Notwithstanding the speed and volume criteria set forth in criteria 2 above, speed humps may be considered for installation on streets located within 1000 feet of a school or park; pending receipt of a valid petition in accordance with criteria 1 above.
- 6) The installation of speed humps is subject to the availability of funding.
- 7) Following an adequate review and analysis period, speed humps will be considered for removal if a petition bearing the signatures of a minimum of 50% of the residents (one signature per address) within the affected street segment is submitted or where traffic circulation and safety concerns justify their removal.

PETITION TO THE TOWN OF COLCHESTER
TO **INSTALL** SPEED HUMPS

STREET: _____ FROM: _____ TO: _____

WHEREAS a speeding problem has been identified and confirmed on the above subject street segment; and

WHEREAS actions to reduce the problem through less restrictive measures have not effectively reduced the problem,

We the undersigned, request the installation of speed humps on the above street segment. We understand that in order for the Town to consider installing speed humps; this petition shall have signatures (one per address) in favor of the proposed speed humps from a minimum of 80% of residences within the affected street segment.

We further understand that this street segment must meet all requirements outlined in the "Town of Colchester Speed Hump Policy".

Contact Person: _____ Daytime Phone: _____

Before you sign this petition, be sure you understand the "Town of Colchester Speed Hump Policy" (attached).

	<u>Signature</u>	<u>Name (print)</u>	<u>Address</u>	<u>Phone</u>
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____
5)	_____	_____	_____	_____
6)	_____	_____	_____	_____
7)	_____	_____	_____	_____
8)	_____	_____	_____	_____
9)	_____	_____	_____	_____
10)	_____	_____	_____	_____
11)	_____	_____	_____	_____
12)	_____	_____	_____	_____

PETITION TO THE TOWN OF COLCHESTER
TO **REMOVE** SPEED HUMPS

STREET: _____ FROM: _____ TO: _____

WHEREAS Speed humps have been installed in an effort to reduce an identified and confirmed speeding problem; and
WHEREAS the residents of the affected area previously petitioned for the installation of speed humps,

We the undersigned, request the removal of speed humps on the above street segment. We understand that in order for the Town to consider removing speed humps; this petition shall have signatures (one per address) in favor of removing the existing speed humps from a minimum of 50% of residences within the affected street segment.

Contact Person: _____ Daytime Phone: _____

Before you sign this petition, be sure you understand the "Town of Colchester Speed Hump Policy" (attached).

	<u>Signature</u>	<u>Name (print)</u>	<u>Address</u>	<u>Phone</u>
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____
5)	_____	_____	_____	_____
6)	_____	_____	_____	_____
7)	_____	_____	_____	_____
8)	_____	_____	_____	_____
9)	_____	_____	_____	_____
10)	_____	_____	_____	_____
11)	_____	_____	_____	_____
12)	_____	_____	_____	_____
13)	_____	_____	_____	_____
14)	_____	_____	_____	_____

7.0 YOUTH & SOCIAL SERVICES

7.1 Social Services Donation Accounts

7.1 Social Services Donation Accounts

The Town of Colchester Social Service's purpose is to develop and maintain a coordinated system of services for the residents of Colchester. Those services include but are not limited to: advocacy, information and referral, support services, assistance in completing applications for a variety of state, federal, and private programs, grants for basic needs, and promoting a higher quality of life.

Grants provided from donation accounts are **supplemental** in nature and not meant to be the sole source of household support. The following Social Services programs rely entirely on donations which are placed in specific donation accounts within the Town's general funds but independent of the Town's fiscal budget, to be used for Colchester residents only:

- Back-to-School
- Emergency Needs - for rent/mortgage, medical needs, utilities/heating, food, holiday programs, back-to-school
- Food Bank
- Fuel Bank
- Santa
- Well Child - to meet preventative child health needs

Funds donated may be used to purchase items associated with the running of the individual programs with the approval of the First Selectman. All items purchased remain property of that program. If for some reason another entity takes over any/all of these programs, all monies on account and items purchased/donated would be forwarded within thirty days to that entity to meet the needs of Colchester residents only.

Criteria for Assistance

Assistance is based on financial hardship, with the past history of assistance and availability of funds taken into consideration before any grants are made. For purposes of this policy, several households may be domiciled under one roof. Except on an emergency basis, before providing a grant or items from any Colchester donation account, staff members are required to verify and document (1) residency; (2) financial information; and (3) that applicants have applied for and/or exhausted all other resources available for that purpose.

A household may receive a maximum of \$500 per fiscal year in assistance grants if funds are available. At no time are funds provided directly to the household, instead they are paid directly to the approved vendor, i.e. fuel, landlord, utility company, etc.

A detailed record of all transactions is kept at Social Services with back up documentation in case of audit. No identifying information is forwarded to accounting for processing of the payments complete documentation will be kept in the Social Service office.

The Social Services Coordinator or First Selectman will review each case and determine approval for assistance. The Coordinator may make exceptions to these criteria with the approval of the First Selectman for individual(s) with emergency needs.

8.0 FINANCIAL POLICIES

- 8.1 Purchasing Policy
- 8.2 Fund Balance Policy

8.1 Purchasing Policy

Effective: Date of Approval Below

Approved by Board of Selectmen: 05/07/15

Approved by Board of Education: 06/09/15

Approved by Board of Finance: 06/03/15

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SECTION A DEFINITIONS & GENERAL REQUIREMENTS

1. DEFINITIONS

The following terms shall have the definitions as set forth below:

First Selectman: as defined in the Charter of the Town of Colchester.

Local Vendor: a vendor whose principal place of business is located in Colchester.

Lowest Qualified Responsible Bidder: the bidder offering the lowest price among those bidding who possesses the skill, ability, and integrity necessary for the performance of the work based on objective criteria considering, amongst other factors, past performance and financial responsibility.

Purchasing Agent: the First Selectman or Superintendent, as applicable, or his/her designee.

Request for Proposal (RFP): an invitation for vendors to submit a proposal for a specific good or service.

Request for Qualification (RFQ): an invitation for vendors to submit a description of relevant qualifications to perform a certain professional service.

Superintendent: the Superintendent of the Colchester School District.

Vendor: someone from whom a good or service is purchased.

2. PURPOSE

The purpose of this policy is to establish a systematic and uniform system for the procurement of services and goods required by any department, office or agency of the Town, including the Board of Education.

3. COORDINATION WITH OTHER APPLICABLE LAWS

In all respects, the provisions of this Policy shall be subject to the terms, conditions, requirements and other directives as contained in any applicable local, state or federal regulation, law, statute, policy or other directive, including but not limited to those pertaining to affirmative action and prevailing wages, as applicable.

4. OBJECTIVES

The objectives of this policy are as follows:

- To clearly establish the responsibility for the purchasing function as being vested with the First Selectman and Superintendent or his/her duly appointed representative(s).
- To procure services and goods from the Lowest Qualified Responsible Bidder.
- To provide an expeditious and efficient means of procuring materials, goods, or services.
- To ensure that all purchasing functions and practices are conducted in accordance with the Town charter and all other applicable local, state or federal requirements.
- To ensure that the Town and Board of Education make its purchases from local vendors whenever it is in the best interests of the Town and is consistent with this policy.

5. RESPONSIBILITY FOR COMPLIANCE

Compliance with this Purchasing Policy shall be monitored as follows:

- a. The First Selectman and/or Superintendent, as applicable, shall bear primary, non-delegable responsibility for ensuring compliance with this policy.
- b. The Purchasing Agent shall be responsible for establishing specifications and procedures for procuring goods or services, as applicable.
- c. All employees, including department heads, supervisors, principals, directors and any others authorized to make purchases for the Town or Board of Education are responsible for following the provisions outlined in this policy when making purchases with Town or Board of Education funds.
- d. The Chief Financial Officer or his/her designee will establish forms and processes to carry out the policies and procedures contained in this Policy, subject to the approval of the First Selectman and/or Superintendent, as applicable.

6. COMMUNICATION WITH VENDORS

All contracts between the Town or Board of Education and the vendor's representative shall be negotiated through the Purchasing Agent. The Purchasing Agent will refer catalogs or other advertising materials to the departments and/or schools concerned with the subject matter therein. The Purchasing Agent shall be copied on all correspondence originating from such department and/or school to/from vendors.

7. BULK PURCHASING

Whenever possible, the Purchasing Agent shall consolidate purchasing to obtain a more economical purchase and to avoid purchase of unnecessary or duplicative items. The Purchasing Agent shall institute systematic scheduled buying procedures for items which are used on a volume basis. Departments and schools shall comply with the ordering schedules distributed by the Purchasing Agent.

8. ENVIRONMENTALLY-PREFERABLE PURCHASES

Whenever possible, consideration shall be given to purchasing Environmentally Preferable Products. For purposes of this Policy, Environmentally Preferable Products are those products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products or services may include, but are not limited to, those which contain recycled content, minimize waste, conserve energy or water and reduce the amount of toxins disposed of or consumed.

9. OTHER FORMS OF PURCHASING

The Purchasing Agent is authorized to employ all methods of soliciting goods or services, including but not limited to, cooperative purchasing, on-line auctions, reverse auctions and all other methods as allowed by applicable authority.

10. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

All purchases or contracts, other than those specifically exempted in this Policy shall be made by an authorized purchase order.

The function of a blanket purchase order is to establish a contract with a specific vendor for a type of good or service bought on a recurring basis where the cost of processing the individual purchase orders

would frequently exceed the value of the item or service but whose cumulative value for the year is a significant amount. A blanket purchase order will be issued by the Chief Financial Officer at the beginning of a calendar quarter to a particular vendor for an estimated dollar amount to be purchased during that calendar quarter. The blanket purchase order will allow the user department to draw against the purchase order when ordering required goods during a calendar quarter.

Only authorized individuals will be allowed to pick up goods or materials.

No single item over \$250 in price will be chargeable on a blanket purchase order.

Issuance of a blanket purchase order does not negate the need to utilize the quote or bid process where applicable.

11. EXPENDITURES NOT REQUIRING A PURCHASE ORDER

Specific expenditures may be processed for payment without submitting a Requisition/Purchase Order. Expenses of this nature are usually recurring obligations of the Town or Board of Education, and the amount to be charged is not known until after the service has been performed or until after a specified billing period has elapsed. The following items do not require purchase orders:

- Utilities
- Postage
- Legal notices
- Advertising
- Mileage or travel expenses related to Town or Board of Education business
- Professional dues and subscriptions
- Payroll deductions
- Judgments and claims
- Interfund transfers
- Debt payments
- Such other items as determined by the Purchasing Agent.

12. REQUEST FOR PROPOSAL/COMPETITIVE BID

For purposes of this section, if the goods or services for which the bid or proposal is invited will be purchased repeatedly over a period of twelve (12) months, the aggregate projected expenditure for the entire twelve (12) month period shall be calculated in order to determine the total value of the purchase.

a. WHEN A REQUEST FOR PROPOSAL/COMPETITIVE BID IS NOT REQUIRED

- Purchases or contracts with an anticipated value of up to \$2,500 will not require quotes or bidding.
- The purchase of consumable, non-equipment goods required for the day-to-day operation of a department or school may be made without competitive quotes, proposals, or bids by said department or school provided said expenditures are within the department or school's budget and such purchases are made at or below contracted consortium, regional, State, or Federal governmental bid quotes for the particular commodity with the approval of the Purchasing Agent.

b. WHEN A REQUEST FOR PROPOSAL/COMPETITIVE BID IS REQUIRED

- Purchases or contracts with an anticipated value of \$2,500 and up to \$5,000 shall require verbal quotes from a minimum of three (3) vendors. Verbal quotes must be summarized on the appropriate form and submitted with the purchase requisition.
- Purchases or contracts with an anticipated value of \$5,000 and up to \$7,500 shall require written quotes from a minimum of three (3) vendors. Emailed or faxed quotes signed by an authorized company representative on company letterhead are acceptable, as are product catalogs and online vendors. Written quotes must be submitted with the purchase requisition.
- Purchases or contracts with an anticipated value of \$7,500 or more shall require use of either the Request for Proposal/Competitive Bid Process unless waived per Section F of this Policy.
- For purposes of this Paragraph (b), if a vendor declines the invitation to participate that refusal shall qualify as a response.

c. AUTOMATIC ADJUSTMENT OF DOLLAR AMOUNT

- The dollar amounts specified in paragraph (b) above shall be automatically adjusted in accordance with any statutory amendments to CGS 7-148v, or other statutes, as applicable.

13. BID SECURITY

If required by the Purchasing Agent, bids must be accompanied by security in one of the following forms: certified check, cashier's check, personal money order, letter of credit, or bid bond. The requirement for and amount of the security must be set forth in the bid advertisement. All security presented must show the "Town of Colchester" as the payee.

14. BIDDERS LIST

The Town and Board of Education do not maintain a formal bidders list.

15. INSURANCE REQUIREMENTS

An insurance certificate will be required from firms employed by the Town or Board of Education to perform work on buildings, property, or in the name of the Town or Board of Education. Such certificate shall hold the Town or Board of Education harmless as additional insured under said policies. The amount of such required coverage shall be approved by the First Selectman or Superintendent after review by the insurance consultant and/or carrier and prior to preparation of the bid specifications.

SECTION B PROCEDURES FOR REQUEST FOR PROPOSAL/COMPETITIVE BID

1. PREPARATION

Whenever a Request for Proposal/Competitive Bid is required in accordance with the requirements in "Section A: Definitions & General Requirements," the department/school shall request a bid number from the Purchasing Agent prior to preparing the specifications. The date of the bid opening will be determined in coordination with the Purchasing Agent's office. A bid folder, labeled with the bid number and goods, will be prepared by the Purchasing Agent.

2. SPECIFICATIONS

The department/school will prepare the bid specifications in a format approved by the Purchasing Agent, incorporating the bid number and date of bid opening in the specifications. The completed specifications should be returned to the Purchasing Agent at least ten business days prior to the anticipated date of legal notice publication.

Bid specifications must include:

- Detailed description of goods/services to be purchased.
- Requirements regarding quality of goods/services to be purchased.
- Vendor or contractor qualification requirements.
- Requirement that all communications be in writing.
- A draft contract if the purchase requires entering into a contract.
- Format of submission.
- Number of copies of bid to be submitted.
- Deadline and address for submission.
- Insurance requirements.
- Bid security requirements, if applicable.
- Name, phone number, and email address of contact person responsible for all communications with prospective bidders.
- Criteria for selection.
- Sworn statement of identity of all owners and officers
- Information on pre-submission meeting(s), if any.
- Certification of bidder compliance with terms, conditions, requirements and other directives as contained in any applicable local, state or federal regulation, law, statute, policy or other directive, including but not limited to those pertaining to affirmative action and prevailing wages, as applicable.
- Any additional information needed for submission.

No bid shall be prepared to one vendor's exact specifications to exclude another comparable or preferred vendor.

3. NOTIFICATION OF REQUEST FOR PROPOSAL/COMPETITIVE BID

A legal notice inviting sealed bids shall be published by the Purchasing Agent in a newspaper of general area circulation or any type of media deemed to be applicable at least twenty-one days prior to the bid opening. The notice shall contain a general description of the goods or services being bid; the contact person; the day, hour, and place of the bid opening; where and when bid packages may be obtained; bid security, if required; and other information relating to the bid. An affidavit of publication will be provided when required by the Purchasing Agent.

No earlier than the date of legal notice publication, the Purchasing Agent will send the invitation to bid to all firms and persons as requested by the user department/school, the Preferred Vendor List for services required, and any additional firms and persons the Purchasing Agent determines are qualified. A list of the firms to which the bid was sent will be included in the file for this bid.

Additional copies of the complete specifications will be prepared for firms to pick up in response to the bid advertisement.

4. BID OPENING & AWARD

All bids, and bid security if applicable, must be submitted to the Purchasing Agent in sealed envelopes and show on the face of the envelope the bid number, the title of the bid, and the bidder's name. All envelopes will be date and time stamped as received.

At the date and time stated in the legal notice, all bids will be opened in public, read aloud (vendor name and bid amount only) and recorded. No bids shall be accepted or opened that were not submitted in compliance with the procedures set forth in the notice advertising the bid.

The award shall be made to the bidder whose bid meets the requirements, terms and conditions contained in the bid specifications, and is the lowest among those bidders possessing the skill, ability, and integrity necessary for faithful performance of the work based on objective criteria considering past performance and financial responsibility (the "Lowest Responsible Qualified Bidder"). Bid award is not based solely on the lowest fee proposal submitted, but includes all other considerations listed below in "Lowest Responsible Qualified Bidder."

Within a reasonable time following the bid opening, the bids will be reviewed in detail by the department head/school administrators and Purchasing Agent to ensure the apparent low bidder meets all specifications of the "Lowest Responsible Qualified Bidder." If this bidder does not meet the specifications, or is not judged responsible, the next lowest bidder's bid will be reviewed for compliance with the specifications. The foregoing process will be followed until the Lowest Responsible Qualified Bidder is found.

In determining the Lowest Responsible Qualified Bidder, the following criteria will be considered, as applicable:

- The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation, and experience of the bidder. Consideration shall be given to previous work performed by the bidder for the Town or the Board of Education or for other agencies, including the quality and degree of satisfaction with the work performed.
- The financial resources of the bidder and the bidder's ability to secure any required bonds and/or insurance.
- Compliance by the bidder with all applicable federal, state, and local laws, including any licensing requirements.
- Delivery or completion time.
- Cost.
- Involvement in litigation.

5. CONSIDERATION FOR LOCAL VENDORS

Any Local Vendor who has submitted a bid not more than 7.5% 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. Such Local Vendor shall be required to submit confirmation of its acceptance of the lower bid amount no later than 5 days after notification from the Purchasing Agent.

The provisions of this section shall not apply when the Lowest Qualified Responsible Bidder is a Local

Vendor.

6. PROCEDURES IN THE EVENT OF A TIE BID

If there is a tie bid between or among vendors, the Purchasing Agent shall award the bid in one of the following manners:

- shared equally by the tied vendors, or
- award the bid on a rotating basis, or
- by draw in the presence of three or more witnesses.

7. BID AWARD

Once the Lowest Qualified Responsible Bidder is determined and an award of the bid is authorized, the Purchasing Agent shall prepare or cause to be prepared: (i) a purchase order to confirm the bid award and; (ii) when required, a contract. If required, the Purchasing Agent will bring the recommendation forward to the Board of Selectmen or Board of Education for approval as required by the Town Charter, State statutes, Board of Education policy, and this policy.

8. POST BID NEGOTIATION

Modifications in the proposed scope of the bid may be made after bid openings provided that the basic bid is still in its essential form and that all bidders have the same opportunity to submit new prices in writing for those changes being considered. Should all bids be in excess of funds available, the Purchasing Agent may work with the Lowest Responsible Qualified Bidder to negotiate reductions in scope until costs are within the amount of funds available.

9. BID FILE

The completed bid file for each Request for Proposal/Competitive Bid specific bid will contain:

- Completed record of bids
- Copy of the bid specification.
- Affidavit of publication or clipping of the bid.
- List of all firms invited to participate in the bid.
- List of all firms actually participating in the bid.
- All bids submitted.
- All correspondence related to the bid.
- Award notification
- Notice to proceed

SECTION C PROCEDURES FOR OPTIONAL REQUESTS FOR QUALIFICATION

Whenever the Request for Proposal/Competitive Bid involves Professional Services, the Purchasing Agent may require that all bidders also comply with a Request for Qualification process. For purposes of this section, Professional services involve the furnishing of judgment, expertise, advice or effort by persons other than Town or Board of Education employees, and do not involve the delivery of a specific end product which can be defined by bid specifications and requires professional expertise.

Examples of professional services include, but are not limited to, in-service instructional leaders, pupil services, tutors, interpreters, architects, engineers, land surveyors, soil scientists, town planners, attorneys, banking and financial advisors, insurance brokers, actuaries, auditors, temporary agencies, repair services for property, equipment, and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical.

The Purchasing Agent, with the assistance of the department/school needing service, will develop the scope of Professional Services being sought in accordance with the requirements in "Section A: Definitions & General Requirements."

1. SPECIFICATIONS

In addition the requirements in Section B, the following must also be included in the RFQ:

- Project title, background, detailed description, and plans/sketches if applicable.
- Format of submission.
- Number of copies to be submitted.
- Information on pre-submission meeting(s), if any.
- Criteria for selection.
- Requirement that the fee proposal be submitted in a separate sealed envelope and not be reflected in any part of the proposal response. Fee proposal envelope must contain project cost; method of payment, i.e. lump sum, percentage, hourly rates, etc.; and distribution of the fees by phase if applicable.
- Deadline and address for submission.
- Name, phone number, and email address of contact person.
- Any additional information needed for submission.

2. RESPONSES TO RFQ

When an RFQ process is utilized, responses must be accompanied by a statement of professional qualifications containing the following information:

- Background statement on the firm, principals, staff availability, location, and financial stability.
- Qualifications and position with the firm of those key individuals who will be assigned to the project.
- List of similar projects and at least three references including contact information for work done within the last five years.
- Short description of vendor's approach to the project and a general time line for completion, including phases if any.
- Short description of typical fee structure. Fee information is only for assessing the firm's understanding of the project.
- Statement as to why the vendor is the best qualified to meet the needs of the Town or Board of Education.

3. EVALUATION & AWARD WHEN REQUEST FOR QUALIFICATION PROCESS IS UTILIZED

At the date and time stated in the notice advertising the bid, all proposals will be opened in public and recorded. No proposals shall be accepted or opened that were not submitted in compliance with the procedures set forth in the notice.

The Purchasing Agent will convene a review panel of not less than three individuals which will rank proposal submissions as follows: experience with similar projects; work approach; work schedule; staff qualifications; ability to meet requirements, terms, and conditions outlined in the RFQ; and firm's resources and stability.

A list of the most qualified firms will be developed. An interview will be conducted with a minimum of the top three qualified firms based on rankings. Fees are not to be taken into consideration as part of this determination.

After determination of the most qualified firms, the panel will open sealed envelopes containing fees. The panel will recommend a firm based on the ranking combined with the fee and will notify the Purchasing Agent by memo of its recommendation. The Purchasing Agent will bring the recommendation forward to the Board of Selectmen or Board of Education for approval as required by the Town Charter, State statutes, Board of Education policy, and this policy. A record of all proposals submitted, giving the names of the bidders, the amounts of the bids, and indicating the successful bidder shall be preserved by the Purchasing Agent in accordance with State law.

SECTION D PREFERRED PROFESSIONAL SERVICES VENDOR LIST

It is the intent of this process to develop a list of pre-qualified vendors for specified professional services that will be available for hire by the Town or Board of Education during the contract period. Town or Board of Education departments and schools may use vendors on this list when services are needed and when pre-approved by the First Selectman or Superintendent. This list in no way requires the departments or schools to utilize vendors from the list nor does it preclude the ability of any department or school to initiate the RFP process.

The Purchasing Agent shall utilize the Request for Proposal process to develop the list and will maintain the list of all selected vendors as well as the date of inception of the list. The list shall be viable for three years from date of inception. Selected vendors shall remain on the list from the date selected until the expiration date of the list unless removed by the Purchasing Agent. At that time, a vendor may resubmit for inclusion through the process.

Vendors may be placed on the list using the Request for Qualification process in "Section C: Procedures for Optional Requests for Qualification."

Any vendor may be removed from the list at any time by the Purchasing Agent.

The following statement must be included in materials for the Request for Proposal and Competitive Bid processes: "Submission of a response to this RFP or bid may result in your placement on our "Preferred Vendor List". Inclusion on the list is not a guarantee of work being awarded. Any vendor may be removed from the list at any time by the Purchasing Agent."

SECTION E ACCEPTANCE/REJECTION OF BIDS

The Purchasing Agent may reject any and all bids or quotations in whole or in part. Bids may be rejected for, but not limited to, the following reasons:

- if there is any reason to believe that collusion exists among the bidders;
- irregularities of any kind, including, without limitation, alteration of form, additions not called for, conditional bids, incomplete bids, and unexplained erasures;
- if past performance is such that the First Selectman or Superintendent feels that the bidder cannot provide satisfactory service; or
- failure to act responsibly in dealings with the Town, Board of Education, or other customers.

The Purchasing Agent shall not accept a proposal submission from any vendor if the vendor, its sole proprietor, partner(s), or company officer(s) are in default on the payment of taxes, licenses, fees, or other monies due to the Town..

The Purchasing Agent retains the right to waive any insubstantial irregularities in the bids received (i.e. typographical errors, errors in formatting, etc.).

In accordance with CGS 7-148w, the Town may, by ordinance of its legislative body, establish a process for disqualification of any contractor, for up to two years, from bidding on, applying for, or participating as a subcontractor under, contracts with the Town or Board of Education for one or more causes set forth under subsection (c) of that section. Such ordinance shall establish procedures for disqualification which shall include notice and an opportunity for a hearing to the contractor who is the subject of the proceeding.

Nothing in this section should be construed to limit in any way the right of the First Selectman or Superintendent or his/her designee to reject any and all bids.

SECTION F WAIVER OF REQUEST FOR PROPOSAL/COMPETITIVE BID PROCESS

In certain situations the bidding, quotation, and proposal processes described in this document may be waived even though the estimated cost exceeds the dollar threshold established in "Section A: Definitions & General Requirements."

The formal process may be waived for any of the following reasons:

- Only one (1) reasonable or qualified source can be identified, including those furnished by a monopoly utility. The Purchasing Agent will make the final determination of single source purchases.
- Time is a critical factor.
- A formal process would result in substantially higher costs to the Town or Board of Education, or inefficient use of personnel, or cause substantial disruption of Town or Board of Education services.
- Tuition and other services as determined by Planning and Placement Team (PPT).
- Those exempted or determined by law.

The First Selectman or Superintendent may grant a waiver for any of the above-listed reasons. Upon granting such a waiver, the First Selectman or Superintendent must, in writing, state the reason(s) for granting such waiver and shall notify the Board of Selectmen or the Board of Education as applicable of such action by electronic means.

If within two business days following such notification two members or more of such board as applicable objects to the granting of such waiver then the waiver shall be suspended pending approval of the waiver by the full board. No bids shall be awarded pursuant to this process until two business days have elapsed.

A waiver for any reason other than those above requires the approval of the Board of Selectmen or the Board of Education as applicable. For a requesting department or school to obtain a waiver, a written waiver request including specific reasons for the waiver shall be provided to the First Selectman or Superintendent. The request must be signed by a department head, principal, or director. Upon receipt of the waiver request, the First Selectman or Superintendent will notify the requestor if the waiver has been granted.

SECTION G PURCHASING IN EMERGENCY SITUATIONS OR UNDER EXTRAORDINARY CONDITIONS

The formal process may be waived for any of the following reasons:

- In the opinion of the First Selectman or Superintendent or his/her designee, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.
- To meet a public emergency as determined and approved by the First Selectman.

Emergency situations shall be defined as situations in which:

- the operation of a department would be seriously hampered; or
- life, limb or property may be endangered; or
- the health or welfare of the general public is seriously threatened.

Extraordinary conditions shall be defined as conditions which:

- are not known until after an operation has commenced; or
- require unanticipated parts, equipment or materials to be obtained in order to complete the operation.

Under conditions enumerated above, the First Selectman/Superintendent or his/her designee, may authorize purchase of necessary goods and/or services. At the time of the purchase, the department or school will secure a sales ticket, delivery slip, or invoice for the material from the vendor.

Within the timeframe determined by the Purchasing Agent for the specific emergency or extraordinary condition, a Requisition will be prepared in the usual manner. The nature of the conditions necessitating such a purchase shall briefly be provided on the Requisition. The Chief Financial Officer will then formally issue the purchase order to the vendor which will be marked "Confirming Order - Do Not Reorder".

Purchases of this nature will be kept to an absolute minimum.

SECTION H
MANDATORY REVIEW OF PURCHASING POLICY

Beginning five years from final adoption of this policy and no less frequently than every five years thereafter, the Board of Selectmen, Board of Education, and Board of Finance shall form a “work group” consisting of two members of each of the boards and the CFO to review this policy and recommend modifications as needed.

8.2 Fund Balance Policy

The Town of Colchester (the "Town") shall maintain an Unrestricted / Unassigned Fund Balance (the "Fund Balance") to improve and maintain the Town's financial stability. The Fund Balance provides a reserve to the Town in the event of unforeseen or unbudgeted situations, such as declining tax collection rates, loss of a major taxpayer, sudden changes in revenues or spending requirements, natural disasters, major infrastructure failures or unexpected litigation.

DEFINITION AND TARGET

The Fund Balance represents available financial resources of the Town that have not been designated for a specific purpose.

The Town strives to maintain a level of Fund Balance of 7% to 10% of its annual operating expenditures (including debt service). The level of Fund Balance may exceed 10% and may fall below 7%, but it cannot be allowed to fall below 5% without a determination of a specific urgent situation in accordance with this policy.

USE OF FUND BALANCE:

If the Fund Balance is in excess of 10%, the Board of Finance should provide an explanation why such a level is necessary and/or desirable.

If the Fund Balance exceeds the 7% target, then the excess over 7% may be used as determined by majority vote (but no less than 3 members) of the Board of Finance members present at an official meeting. The funds can be used to repay debt (if permissible), capital projects, general mill rate relief, other designated accounts or one-time uses.

If the Fund Balance is between 5% and 7%, then the excess over 5% may be used as determined by a vote of 4 members of the Board of Finance at an official meeting for a specific urgent situation or the funds can be used for general mill rate relief if the percentage of mill rate increase without the use of Fund Balance is greater than the prior calendar year's percentage rate increase in the Consumer Price Index (CPI) plus 1%. For purposes of this Policy, the CPI shall be the index as calculated by Bureau of Labor Statistics, Northeast Region All Items.

If the Fund Balance is less than 5%, then Fund Balance can only be used as determined by a vote of 4 members of the Board of Finance at an official meeting, and only upon the determination of a specific urgent situation by both the Board of Finance and the Board of Selectmen (by regular voting procedures). In addition, in such an urgent situation, the Board of Finance shall adopt a plan to restore the Fund Balance to greater than 5% over the next two fiscal years. For purposes of this policy, general mill rate relief does not constitute an urgent situation.

APPROVED MAY 19, 2010

TOWN of COLCHESTER
Unrestricted: Unassigned Fund Balance Policy

		POTENTIAL USES	REQUIRED ACTION TO USE	
Hi Caution Zone	< 5%	<p>Specific Urgent Situation Only</p> <p>Mill Rate Relief does not constitute a Specific Urgent Situation</p>	Requires approval by a vote of 4 members of the Board of Finance at an official meeting, and only upon the determination of a specific urgent situation by both the Board of Finance and the Board of Selectmen (by regular voting procedures).	
Target Spread	Cautionary Zone	5% to 7%	<p>Specific Urgent Situation as deemed by Board of Finance.</p> <p>For general mill rate relief if the percentage of mill rate increase without the use of Fund Balance is greater than the prior calendar year's percentage rate increase in the Consumer Price Index (CPI) plus 1%. CPI shall be the index as calculated by Bureau of Labor Statistics, Northeast Region All Items</p>	Requires approval by 4 members of Board of Finance.
	Confidence Zone	7% to 10%	<p>Capital Projects</p> <p>Repay debt, if permissible</p> <p>Other Designated Accounts</p> <p>Other One Time Projects</p> <p>Mill Rate Relief</p>	Requires a majority vote of Board of Finance members present, but no less than 3 members in favor of approval
Above Confidence Zone	>10%	<p>Capital Projects</p> <p>Repay debt, if permissible</p> <p>Other Designated Accounts</p> <p>Other One Time Projects</p> <p>Mill Rate Relief</p>	<p>Possible action to bring down to 10%. If the Fund Balance is in excess of 10%, the Board of Finance should provide an explanation why such a level is necessary and/or desirable.</p> <p>Requires a majority vote of Board of Finance members present, but no less than 3 members in favor of approval</p>	

8.3 Contingency Fund Policy

The proposed expenditure budget of the Town shall include a recommendation for a contingency fund equal to one-half (0.5%) percent of the total proposed expenditures for the Town (excluding debt service, and capital & transfers out). Transfers from this account will be made in accordance with Town Charter provisions regarding budget transfers.

8.4 Compensation Policy

Compensation Policy for Non-Union Employees (N-U) and Elected Officials (EO)

In an effort to ensure that compensation for non-union employees and elected officials remains relevant over time, commencing with the Fiscal Year beginning July 1, 2015 the Town will include in the proposed budget an annual salary/wage increase for non-union and elected officials equal to the average increase computed from all contracts in effect at the time.

An increase will not be included in the current budget for any position that has negotiated their salary within the last two fiscal year(s).

Examples of how this policy would be implemented in two different years as follows:

Contract	% Increase	% Increase
A	1.50	1.50
B	2.00	2.00
C	1.50	*
D	1.25	*
E	2.25	2.25
Average N-U, EO	1.70	1.92
Increase	1.75	2.00

* denotes contract expired/in negotiations

The percentages shown above are for explanatory purposes and do not represent actual percentages.

Percentages will be rounded up to the nearest .25%.

Explanation:

This does not tie any subset of the group to a particular contract, which might mean they might not receive an increment due to an expired contract and on-going negotiations. This also avoids the potential vagaries of a merit system not designed, implemented or funded to work as intended.

This policy does not apply to non-union employees of the Board of Education, or employees in positions jointly hired by the Board of Selectmen and Board of Education as set forth in the Town Charter

Approved 2/19/2015

9.0 SENIOR SERVICES

- 9.1 Code of Conduct Policy
- 9.2 Participation Policy
- 9.3 Transportation Policy

9.1 Code of Conduct Policy and Grievance Procedure

The Center is for the pleasure of all. Courtesy should be shown to all participants at all times. If you have a personal problem with an individual, we ask that you work to address it at a location away from the center.

Discrimination towards any person for any reason will not be tolerated.

Profanity and sexually explicit language are not acceptable behaviors.

Each person is responsible for maintaining the premises in a neat and orderly fashion.

Town of Colchester employees are here to assist you. They should be treated with respect and courtesy.

If there is a problem or complaint, please contact any staff member. They will assist you in the proper complaint procedure.

Any participant of the Colchester Senior Center who is dissatisfied with or believes they have been denied its services should inform the center director either in writing, by phone call or in person. The director will have 72 hours to respond to the participant with a suggested course of action. Should the program participant be dissatisfied with the decision of the director he/she should contact the First Selectman's office of the town of Colchester.

9.2 Participation Policy

For the safety and well being of all concerned, any participant who requires special assistance to walk or use the restrooms independently, must be accompanied by an aide/family member when using any of the services offered by the Colchester Senior Center.

9.3 Transportation Policy

1. Transportation service is available to residents of the Town of Colchester who are sixty (60) years of age or disabled.
2. There is no charge for the service. Donations may be mailed or hand delivered to the center. (Due to federal regulations donations are not allowed to be taken by the drivers on the buses).
3. Transportation may be provided to any destination in the town of Colchester during the hours of 8:00am - 3:30pm and is dependent upon the daily scheduling needs of the center. (Requests for appointments after 1:30 require approval by the director).
4. Out of town medical and special needs transportation is available on a daily basis. Hours of operation depend on the scheduling needs of the center and driver(s). (Reservations should be made as soon as possible as this service books months in advance).
5. All reservations should be made at least twenty four (24) hours in advance by contacting the center by noon on the day prior to the day transportation is needed. (If you need to cancel your reservation please call the senior center as soon as possible). Persons who consistently fail to cancel transportation will be reminded of the policy and will be given two more chances. After that the participant may be placed on a minimal two week probationary period and may not be provided transportation during that time. (This policy will be overseen by the director).
6. Transportation will be provided to a maximum of 3 designated stops in one day. All stops must be requested the day prior so that the drivers can plan their daily schedules.
7. Same day requests for emergency medical appointments or prescription pick-ups will be met provided the schedule allows for such unplanned runs.
8. Grocery shopping will be provided on two mornings each week for certain geographic areas of the town. (Please consult the Busy Bee newsletter or contact the center for specific pick up dates/times for your location).
9. Participants who require special assistance should indicate their need when making a reservation. For the safety of both the rider and driver, drivers are not permitted to routinely physically assist those who need special assistance. Those riders who use a wheel chair or walker must

have the ability to transport themselves on and off of the lift without the assistance from the driver or they must be accompanied by an aid/family member.

10. Drivers are not routinely permitted to carry a rider's grocery bags or personal belongings to/from the bus to/from the store or rider's home. When the driver is concerned about the safety of a rider carrying bags the driver will decide whether to assist the rider with putting the bags on the bus and/or carrying them to the rider's home or from the store.
11. No one person may claim a designated seat on the bus. The driver may assign a seat to a client who has an identified special need.
12. The senior center will make every effort to pick up a rider at their requested time. (Riders should be ready for pick-up 10 minutes prior to their scheduled time of pick-up).
13. The driver will indicate arrival at the rider's home or pick up location with a beep of the horn and wait approximately 3 minutes before leaving for the next pick-up. (Riders who are consistently late for their pick up at home or at another location will be subject to the same probationary policy detailed above under the cancellation policy).
14. At time of drop-off the driver will provide the rider with an estimated time of pick-up. (Riders may have to wait for the driver up to 15 minutes for in town rides and for longer periods for out of town rides).
15. Smoking/eating on the bus is not allowed.
16. All riders should conduct themselves in accordance with the Senior Center's Code of Conduct Policy.
17. Items left on the bus will be brought to the senior center office.
18. All passengers must wear their seat belt while the vehicle is in motion.
19. Persons needing transportation for an animal must provide a pet carrier and be capable of handling the carrier without the help of the driver, or have the assistance of an aide.