

**REGULAR MEETING AGENDA
COLUMBIA BOARD OF SELECTMEN
Tuesday, October 18, 2016 – 7 pm
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT**

CALL TO ORDER

- 1. PLEDGE OF ALLEGIANCE**
- 2. MINUTES: BOS Regular Meeting Minutes of October 4, 2016 and Special Town Meeting Minutes of September 29, 2016**
- 3. AUDIENCE OF CITIZENS**
- 4. OLD BUSINESS:**
 - 4.1 Energy Management – Titan Proposal**
 - 4.2 Long Range Planning**
 - 4.3 Oberlander Property**
- 5. NEW BUSINESS:**
 - 5.1 Columbia Autumn Classic 5k Road Race**
- 6. COLUMBIA LAKE / DAM / BEACH**
- 7. APPOINTMENTS / RESIGNATIONS**
- 8. TOWN ADMINISTRATOR REPORT**
- 9. CORRESPONDENCE**
- 10. BUDGET:**
 - 10.1 Transfers**
 - 10.2 Retirees**
- 11. APPROVE PAYMENT OF BILLS**
- 12. BOARD MEMBER COMMENTS**
- 13. EXECUTIVE SESSION:**
 - 13.1 Real estate per State Statutes Section 1-200(6)(D); Pending Litigation per State Statutes Section 1-200(6)(B); Personnel per State Statutes Section 1-200(6)(A);**
- 14. ADJOURNMENT**

REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, October 4, 2016 – 7 pm
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT

Members Present: First Selectman Carmen Vance; Selectman William O'Brien; Selectman Robert Hellstrom; Selectman Robert Bogue.

Also Present: Town Administrator Mark Walter; Fire Marshal Michael Lester; Stephen Postemsky; Ann Dunnack.

CALL TO ORDER: C. Vance called the meeting to order at 7 pm.

1. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
2. **MINUTES: BOS Regular Meeting Minutes of September 20, 2016;** R. Bogue MOVED to approve the BOS Regular Meeting Minutes of September 20, 2016. MOTION CARRIED 4:0. **Special Town Meeting Minutes of September 20, 2016:** C. Vance MOVED to approve the Special Town Meeting Minutes of September 20, 2016. MOTION CARRIED 4:0.
3. **AUDIENCE OF CITIZENS:** None.
4. **OLD BUSINESS:** None.
5. **NEW BUSINESS:**
 - 5.1 **Ainsworth Survey evaluation of bid proposals:** M. Walter stated the town has received proposals from Rob Hellstrom Land Surveying LLC and Datum Engineering. M. Walter recommended the BOS accept the proposal from Rob Hellstrom Land Surveying, LLC proposal. Discussion followed. R. Bogue MOVED to approve the bid to survey the Ainsworth Property from Rob Hellstrom Land Surveying LLC as presented. MOTION CARRIED 2:0:1 with R. Hellstrom abstaining.
 - 5.2 **Columbia Long Range Planning:** This item will be discussed in the Town Administrator Report.
 - 5.3 **Energy Management -- Titan Proposal:** M. Walter stated that he met with the Superintendent and the School Facilities Manager to discuss the possibility of entering into an agreement with Titan Energy when the town and BOE current energy contract expires in January. He explained that he has met with Adam Teff, Titan representative and feels that they would provide professional service to the town. He stated that Lebanon's First Selectman has said that Titan has been fantastic to work with. Discussion followed. C. Vance asked how long the contract would be. M. Walter stated that he does not know at this time but the length would be negotiated. The BOS would like to revisit this item at the next meeting. M. Walter will speak with the Superintendent to confirm if the school is on board with hiring Titan Energy. This ITEM has been TABLED.
6. **COLUMBIA LAKE / DAM / BEACH:** None.
7. **APPOINTMENTS / RESIGNATIONS:**
 - 7.1 **Appointment of Stephen Postemsky as Deputy Fire Marshal:** C. Vance MOVED to hire S. Postemsky as Deputy Fire Marshal effective November 1, 2016. MOTION CARRIED 4:0.
 - 7.2 **Appointment of Andrea Drabicki as Columbia CRCOG Transportation Committee and Bike/Ped Sub-committee representative:** M. Walter stated A. Drabicki is a transportation planner and is very knowledgeable in this field. She will be making a presentation to the BOS in the near future on Road Safety. R. Bogue MOVED to appoint A. Drabicki as Columbia CRCOG liaison. MOTION CARRIED 4:0.
 - 7.3 **Hire of Harold Zanetti as Substitute Facilities Maintainer:** M. Walter explained that in addition to working at the Transfer Station, H. Zanetti will also fill in for the Facilities Maintainer when he is not in, ensuring that town buildings are cleaned properly. MOTION CARRIED 4:0.

8. **TOWN ADMINISTRATOR REPORT:** See report.
9. **CORRESPONDENCE:**
 9.1 Prescription Drug Savings - August 2016
 9.2 State Police Monthly Service Reports – August 2016 and September 2016

10. **BUDGET:**

10.1 **Transfers:** None.

10.2 **Refunds:** C. Vance MOVED to approve the following refunds:

AMOUNT	FROM	TO
\$173.42	Town of Columbia	ARI Fleet
\$22.75	Town of Columbia	Karel H. Chamberlain
\$403.36	Town of Columbia	Daimler Trust
\$135.61	Town of Columbia	Daimler Trust
\$31.99	Town of Columbia	Scott Dauphinais
\$11.05	Town of Columbia	Mark Desrosiers
\$67.01	Town of Columbia	Honda Lease Trust
\$22.26	Town of Columbia	Honda Lease Trust
\$85.26	Town of Columbia	Martha and William Laframboise
\$18.11	Town of Columbia	Richard and Rachael Marcia
\$10.02	Town of Columbia	Michael McMorrow
\$2,452.73	Town of Columbia	Corelogic on behalf of Kristen Cobb

MOTION CARRIED 4:0.

11. **APPROVE PAYMENT OF BILLS:** C. Vance MOVED to approve the payment of bills for FY 15-16 and FY 16-17 including paychex, credit cards and Library grant payments in the amount of \$212,412.12. MOTION CARRIED 4:0.
12. **BOARD MEMBER COMMENTS:** W. O'Brien requested an update on all general litigation. M. Walter will provide this during executive session at the BOS meeting on October 18, 2016.
13. **EXECUTIVE SESSION:**
 13.1 Real estate per State Statutes Section 1-200(6)(D); Pending Litigation per State Statutes Section 1-200(6)(B); Personnel per State Statues Section 1-200(6)(A); None.
14. **ADJOURNMENT:** C. Vance MOVED to ADJOURN at 7:45 pm and the MOTION CARRIED UNANIMOUSLY. The next meeting is scheduled for Tuesday, October 18, 2016 at 7 pm.

Respectfully submitted by Kimberly A. Bona

**TOWN OF COLUMBIA
SPECIAL TOWN MEETING
SEPTEMBER 29, 2016**

A Special Town Meeting of the electors and citizens qualified to vote in the Town of Columbia, Connecticut was held in the Adella G. Urban Administrative Offices Conference Room, 323 Route 87, Columbia, CT on Thursday, September 29, 2016 at 7:00 p.m..

Present were First Selectman Carmen Vance; Selectman William O'Brien; Town Administrator Mark Walter; Finance Director Beverly Ciurylo; Paul Kubala

MODERATOR: Mark Vining
TOWN CLERK: Robin M. Kenefick

The meeting was opened by First Selectman Carmen Vance at 7:00 p.m. The meeting was turned over to the Moderator who read the legal notice and explained the procedures and who may vote at this meeting.

CLAUSE 1: Motion was made by Carmen Vance.

"I move to approve the 2015-2016 transfer from Contingency to the Capital Project line #20-6703-004 in the amount of \$60,000 to cover the additional unanticipated costs of the Library Expansion Project."

The motion was seconded by William O'Brien. The Moderator opened the floor to the First Selectman. Carmen Vance said she would like our Finance Director to explain how we got here but wanted to first clarify the way the legal notice was written. She stated it's not that there were \$60,000 worth of "unanticipated costs" for the library project, but that a certain amount of money was removed from the budget originally and we are now trying to return it through contingency to cover this shortage. She turned the floor over to Beverly Ciurylo, Finance Director, for further explanation.

Beverly Ciurylo stated that when the budget was presented last year, it was anticipated that about \$50,000 would not be needed for the library project. Since the budget was passed, there have been a few big items that have come up: \$35,000 for book moving and storage, \$9,000 towards certifying of the payroll for the project, \$17,000 for an upgrade to the fire alarm system requested by the Fire Marshall, \$10,000 for changes to the gutters and \$14,000 for revision of the shelving. The transfer of money being requested should cover most of the shortage being projected to finish out the project. C. Vance clarified this money would come out of the

2015/2016 budgeted contingency line and we need to do this before the auditors close out the year.

The floor was opened for discussion. Paul Kubala, 37 Lake Road questioned why the monies for the items just stated seem to exceed \$60,000. B. Ciurylo stated that during the project some costs went up while other costs went down. A variety of change orders to this project is the cause for this shortage. P. Kubala questioned why we had to go to a town meeting to transfer the money: was it due to exceeding the \$500,000 threshold? B. Ciurylo stated that anything over \$20,000 from Contingency needs to go to a town meeting, per town charter. The \$500,000 was the library grant for the project, which will be a reimbursement to the town. The Town had to budget the money for the project first, but will get reimbursed. P. Kubala questioned why the new condenser was placed in the front of the building. Mark Walter, Town Administrator stated the new condenser was placed in the front of the building in the same spot as the old condenser as indicated on the plans. Once it was placed, they realized that it needed to be relocated, due to the larger size. No more discussion took place.

The Moderator re-read the motion. A voice vote was taken on the motion. The motion passed unanimously.

The meeting was adjourned at 7:12 p.m.

Respectfully submitted,

Robin M. Kenefick
Columbia Town Clerk

TOWN OF COLUMBIA CONSULTING AGREEMENT

This Agreement is made and entered into this ___th day of October 2016 by and between The Town of Columbia, Connecticut (hereinafter "CLIENT"), and Titan Energy New England, Inc. of Rocky Hill, Connecticut (hereinafter "TITAN").

Acting as Energy Consultant on behalf of CLIENT, TITAN agrees to perform the following services at the compensation rates listed below:

- Electricity procurement services will require no fee from Columbia to Titan
- Facility audit services are performed with no fee due from Columbia to Titan
- Energy conservation and onsite power project fees shall be included within the scope of work as presented for consideration
- General energy consultancy services will be performed at the fixed rate of one hundred and twenty five dollars (\$125.00) per hour, which may include contract review, energy tracking and other professional services as requested by Columbia

CLIENT agrees to cooperate with TITAN in that CLIENT shall complete forms, provide TITAN with required information, as well as copies of appropriate utility invoices in a timely manner (including, but not limited to, copies of utility bills for the term of this agreement and any extensions thereof). Based on the timely and complete provision of utility information provided by the CLIENT, TITAN will perform aforementioned services on CLIENT'S behalf in a timely manner.

TERM: The term of this Agreement shall begin on October ___th 2016 and terminate on October 31st 2018.

PAYMENT: TITAN shall invoice CLIENT each month on the first day of the calendar month, beginning November 1st 2016. Payment to TITAN is due within thirty (30) days of invoice issuance. Hours will be invoiced according to the billable time associated with each task performed during a given billing period as authorized by the Town Administrator.

BREACH: CLIENT shall be in default under this Agreement, and TITAN in its absolute discretion, may terminate services and its obligations hereunder upon the happening of any of the following events or conditions:

- a) CLIENT fails to give its full cooperation to TITAN in completing forms, providing TITAN with required information, as well as copies of appropriate documented backup in a timely manner; or
- b) CLIENT fails to pay TITAN amounts due and owing to TITAN hereunder in a timely fashion.



REMEDIES: TITAN reserves the right to charge interest at the rate of eight (8%) percent per annum on any amount due to TITAN which is not paid within twenty days of invoice issuance.

In addition to all other remedies available to TITAN in equity and at law, in the event client fails to pay TITAN its fee, CLIENT shall pay all collection costs and reasonable attorney's fees incurred in collection efforts, as allowed under applicable state law.

GOVERNING LAW: This Agreement shall be governed by the laws of the State of Connecticut, both as to interpretation and performance.

ENTIRE AGREEMENT: This Agreement constitutes the entire Agreement between CLIENT and TITAN. Any modification or additions to this Agreement must be in writing and signed by all parties.

Adam Teff
Titan Energy

CLIENT



TOWN OF COLUMBIA

323 Jonathan Trumbull Highway, Columbia, CT 06237
(860) 228-0110 FAX: (860) 228-1952

OFFICE OF THE TOWN ADMINISTRATOR

DATE: October 11, 2016
TO: Lol Fearon, Superintendent
Mike Sylvester, Porter School Facilities Manager
FROM: Mark Walter

This memo is in regards to our recent discussion about Titan Energy services and whether or not the town and school would like to enter into an agreement with Titan Energy as our energy consultant.

I believe that from the references below and Titan's positive customer service their help would be essential in merging us into one electrical bid contract.

- Cherie Trahan, Town of Mansfield – Director of Finance: Cherie stated that Adam Teff managed the Town of Mansfield in purchasing/bidding for electricity, natural gas, Fuel oil and Diesel, and also assisted in solar projects. He secured a cost of 7.5 cents per kw for 2014-2017. She stated that they also worked with Titan employee Art Goldstein. Adam and Art are very attentive and dedicated.
- Garry Brumback, Town of Southington- Town Manager: Garry said Titan's service is great. Adam Teff is a bright young man. 3 years ago they completed a town wide energy strategy to increase efficiency and added four solar arrays.
- Betsie Petrie, Town of Lebanon – First Selectman: Betsy said she is very impressed with full service and customer service that Adam Teff and Titan provide for Lebanon.

I feel that it would be in the best interest of the town to pursue an agreement with Titan Energy and have I have attached a copy of Titan's proposed agreement for your review. Please let me know your thoughts as soon as possible so I can bring this back to the Board of Selectmen on Tuesday, October 18, 2016 for approval if you are both in agreement.

Thank you.

Mark Walter, Town Administrator

Board of Selectmen Resolution
Meeting Date October 18, 2016
Financial Needs Roundtable Charge

RESOLVED: That a Financial Needs Roundtable of (9) members, be appointed, for the purpose of researching and analyzing the Town's short and long-term financial needs and infrastructure and to make recommendations on planning for projected expenses, revenues and the structuring of debt and savings.

The Roundtable shall be composed of:

- First Selectman Carmen Vance;
- Town Administrator Mark Walter;
- Chairman of the Financial Planning and Allocation Committee Earnest Sharpe;
- Superintendent of Schools Laurence Fearon;
- Public Works Director George Murphy;
- Finance Director Beverly Ciurylo;
- Fire Chief Peter Starkel;
- Chairman of Open Space Ann Dunnack;
- Director of Parks and Recreation Marc Volza.

The Town Administrator shall Chair the Roundtable. The Roundtable shall meet semi-annually or as needed. The Roundtable shall invite advisory participants to their meetings as needed.

The Roundtable shall make recommendations to the Board of Selectmen for short and long-term needs and requirements and corresponding economic and taxpayer impacts.



TOWN OF COLUMBIA

323 Jonathan Trumbull Highway, Columbia, CT 06237
(860) 228-0110 FAX: (860) 228-1952

OFFICE OF THE TOWN ADMINISTRATOR

Interoffice Memorandum

TO: Department Heads & Board or Commission Chairmen
FROM: Mark B. Walter
DATE: _____
RE: Long-Term Capital Improvement Planning

The Board of Selectmen formed a Financial Needs Roundtable advisory group for the purpose of researching and analyzing the Town's short and long-term financial needs and infrastructure. This advisory group is charged with making recommendations on the planning for projected expenses, revenues and structuring of debt and savings to the Board of Selectmen.

As part of that charge, the advisory group is putting together a 10-year plan to identify the potential long-term needs for our Town; to include (but not be limited to) items such as school improvements, open space acquisitions, vehicles, equipment and infrastructure for public safety and public works.

We need your input to ensure that we assemble the most comprehensive plan for the next decade for the Boards of Selectmen and FiPAC to evaluate.

We ask that you complete the attached ten-year plan. Please include a brief narrative for each item.

We ask that you return your response to my office no later than _____.

Please let me know if you have any questions or if I may provide assistance to you in this process.

Thank you!

Kim Bona

From: Alyson Cranick [ajcranick@yahoo.com]
Sent: Thursday, October 13, 2016 11:49 AM
To: Kim Bona; Rec Director
Subject: Re: BOS Approval
Attachments: viewer.png

Please add the Columbia Autumn Classic Road Race to the BOS meeting agenda for approval. The race route will remain the same as the previous 2 years since our current race route is certified for 10 years. I attached a photo of the race route to this email. The race will be on Saturday, October 22, 2016. The kids fun run starts at 9:30am and the 5k road race starts at 10am. We will have packet pick up starting at 8am. Any other questions, please feel free to ask.

Thanks again,
Alyson Cranick and Amy Cordone

On Thursday, October 13, 2016 10:01 AM, Rec Director <recdirector@columbiact.org> wrote:

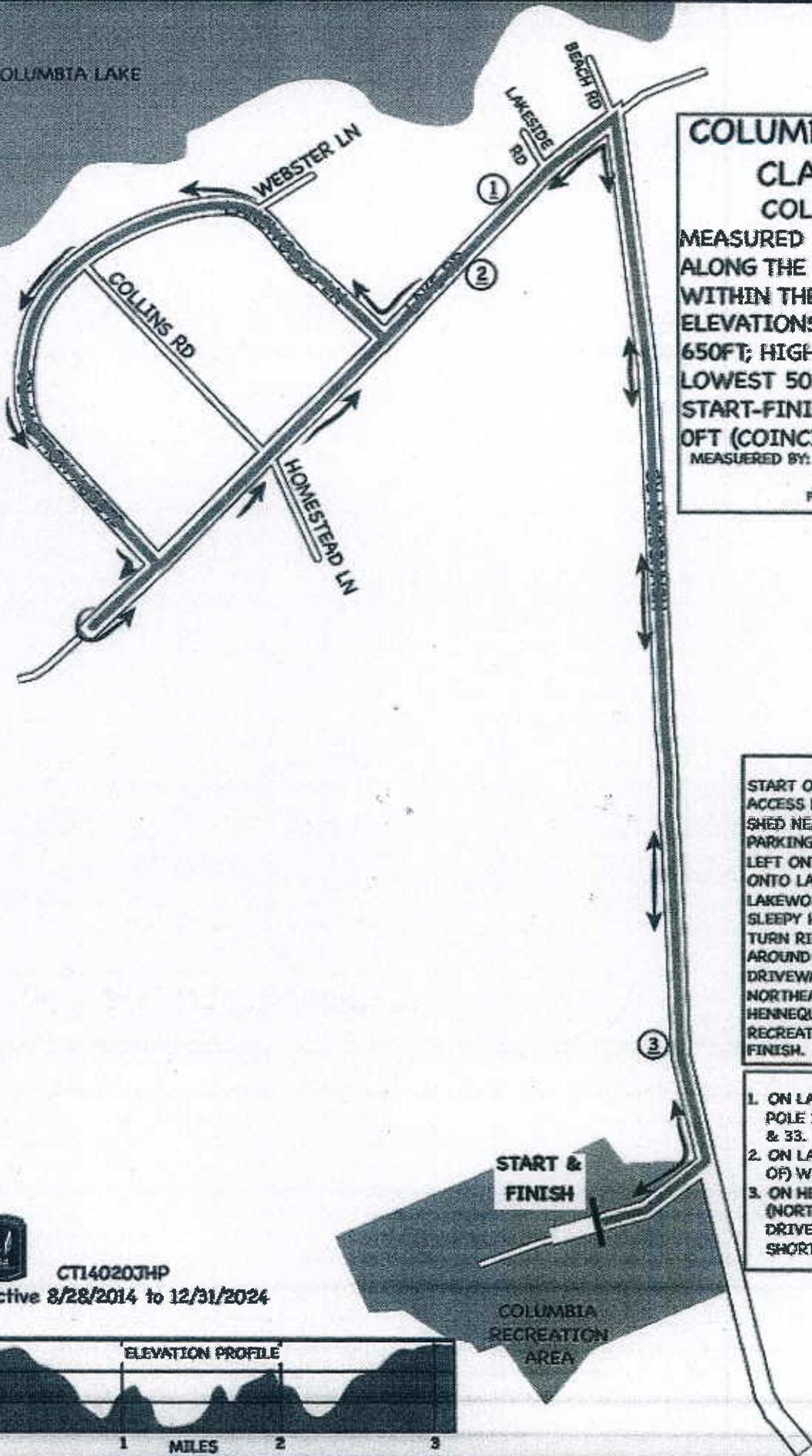
Good Morning,

In going over some things for the Road Race, we noticed that you have not yet received permission from the BOS to run the event in town. Please contact us immediately so we can get you on Tuesday's agenda. Also in talking with George Murphy, he said if you need anything as in previous years from DPW, to send him a request, asap.

Thanks

Marc Volza
Director of Parks and Recreation
Town of Columbia
Phone: (860) 228-8513

COLUMBIA LAKE



COLUMBIA AUTUMN CLASSIC 5K

COLUMBIA, CT

MEASURED ON: 8/20/2014
 ALONG THE SHORTEST ROUTE
 WITHIN THE PAVED ROADWAY
 ELEVATIONS: START & FINISH
 650FT; HIGHEST 650FT;
 LOWEST 505FT
 START-FINISH SEPARATION;
 0FT (COINCIDENT)

MEASURED BY: GUIDO BROTHERS ESCORTV
 SERVICE
 guidomar@snet.net

-THE ROUTE-

START ON THE RECREATION AREA ACCESS ROAD SOUTH WEST OF THE SHED NEAR THE BLACK GRAVEL PARKING AREA, HEADING EAST. TURN LEFT ONTO HENNEQUIN RD. TURN LEFT ONTO LAKE RD. TURN RIGHT ONTO LAKEWOODS LN. CONTINUE ONTO SLEEPY HOLLOW RD. TURN RIGHT ONTO LAKE RD. TURN-AROUND BEFORE (NORTH EAST) OF DRIVEWAY #70 LAKE RD. AND HEAD NORTHEAST. TURN RIGHT ONTO HENNEQUIN RD. TURN RIGHT ONTO THE RECREATION AREA ACCESS ROAD AND FINISH.

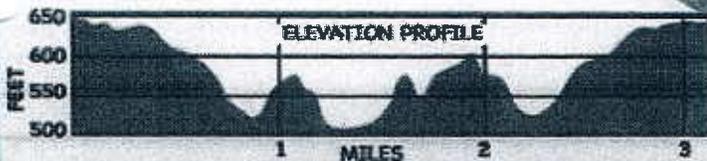
-MILES-

1. ON LAKE RD. 6FT BEFORE (EAST OF) POLE 12Z. BETWEEN DRIVEWAYS 35 & 33.
2. ON LAKE RD. 45FT BEFORE (WEST OF) WEST EDGE OF DRIVEWAY 33.
3. ON HENNEQUIN RD. 20FT BEFORE (NORTH OF) POLE 2301. BETWEEN DRIVEWAYS OF 55 & HOUSE WITH SHORT STONE WALL.



CT140203HP

Effective 8/28/2014 to 12/31/2024



START & FINISH

COLUMBIA RECREATION AREA

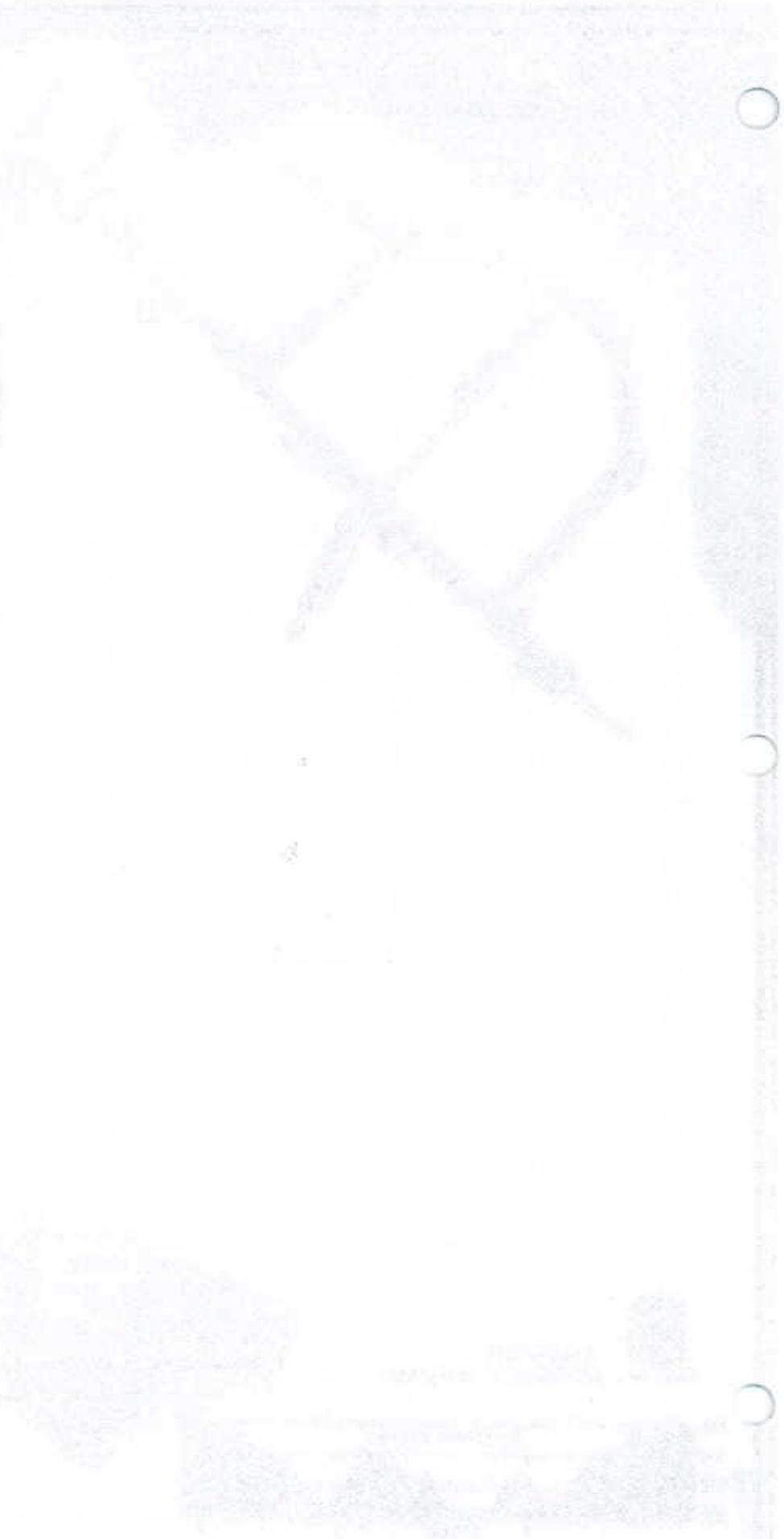
1957 FEBRUARY 15

Dr. D. W. ...

Dear Sir,
I have the pleasure to inform you that your application for membership in the ... has been approved. You will receive your membership card and the ... in the next few days. Please contact me if you have any questions.

Very truly yours,
[Signature]

[Address]



EMPLOYMENT POLICY

Consistent with the authority of the Board of Selectmen to supervise the hiring and discipline of all Town personnel, as set forth in the Town Charter, all such employment decisions shall be in accord with the provisions of the Town's Employee Handbook as may be periodically modified.

TOWN CHARTER -
ARTICLE 3 - BOARD OF SELECTMEN
"GENERAL POWERS & DUTIES"

(7) to obtain bonds for such offices or officials as are to be bonded by applicable Connecticut General Statute or this Charter.

(b) The Board of Selectmen shall have the duties which, at the effective date of this Charter, were conferred by the Connecticut Constitution and Connecticut General Statutes on Boards of Selectmen including the following duties:

(1) The Board of Selectmen shall cause the Town Administrator and all agencies to abide by a formal bid procedure in purchasing any item exceeding \$15,000. (This does not include the Board of Education Budget.) The procedure for evaluation shall include other criteria in addition to cost, and including technical merit. Except when competitive bidding is required by Section 7.4 of Article 7 of this Charter, the Board of Selectmen may waive the requirement for competitive bidding, when in its opinion, the circumstances of a particular case and the best interests of the Town are best served by a waiver. To achieve this waiver, a motion must be made and unanimously passed at a regular Board of Selectmen's meeting and so recorded in the minutes of that meeting.

(2) The Board of Selectmen shall establish and maintain current personnel policies and job descriptions for all hired positions within the Town, with the exception of personnel positions under the governance of the Board of Education, and supervise the hiring and dismissal of personnel for the following positions in accordance with those policies and descriptions: Town Administrator, Fiscal Manager, Assessor, Public Works Director, Public Works Employees, Sanitarian(s), Town Planner, Social Services Personnel, Tax Collector, Assistant Tax Collector, Town Clerk, Assistant Town Clerks, Assistant Registrars of Vital Statistics, Town Treasurer, Recreation Director, administrative support positions, and any other personnel needed to operate the Town in an efficient and appropriate manner.

(3) The Board of Selectmen shall be responsible for acting on behalf of the Town in applying for grants, aid, or other funds for which the Town may be eligible, provided that any application expense can be charged to an existing line item of the applicable Annual Town Budget. Prior Town Meeting approval shall be required if any application expense cannot be so charged. Town Meeting approval shall also be required for acceptance and appropriation in accordance with Section 9.11 of Article 9 of this Charter of any award granted unless the amount of the grant is less than 0.25 mills of the most recent grand list of the Town, in which event the Board of Selectmen may accept and appropriate the grant funds in accordance with Section 9.11 of Article 9 of this Charter.

(4) The Board of Selectmen shall maintain a constant concern for the general good and welfare of the community.

(c) Except as otherwise provided by the Connecticut General Statutes or this Charter, no action shall be taken by the Board of Selectmen unless a majority of its members present at a duly convened meeting votes in favor of such action;

EMPLOYEE HANDBOOK

Personal Property

Your personal belongings are your responsibility at all times. Please ensure that personal articles of value are secured. The Town assumes no responsibility for an employee's personal property including money, articles of clothing, vehicles, etc.

Inspections of Personal Property

The Town wishes to maintain a work environment that is free of controlled substances, alcohol, firearms, weapons, explosives, or other improper materials. To this end, the Town prohibits the possession, storage, transfer, sale, solicitation or use of such materials on its premises. The Town expects and requires your cooperation in administering this policy. The prohibition against firearms does not apply to police personnel when on duty.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of the Town. Accordingly, they, as well as any articles found within them, may be inspected by any agent or representative of the Town at any time, with or without prior notice.

The Town also reserves the right to inspect packages, which may be carried onto or off of the premises.

No Smoking Policy

Smoking is strictly prohibited in and around all Town buildings and vehicles. Smoking is permitted outdoors in areas not normally visited by the public.

Personal Mail

It is against our policy to have your personal mail and packages delivered to you at work. The Town is not equipped to handle nor does it accept in any way the responsibility for your personal mail.

Personal Phone Calls

Personal use of the telephones during working hours should be limited to essential phone calls only. All incoming emergency and/or important personal messages will be appropriately handled by the office. Misuse or abuse of Town telephones for personal reasons will be grounds for disciplinary action.

*** Discipline**

The Town has established Standards of Conduct, safety rules, and other policies to ensure the best and safest possible working conditions. These rules are designed and intended to protect all of us.

Rules sometimes are broken. In most cases, the Town believes that by applying progressive discipline, an employee's undesirable behavior can be corrected. Generally, the first step in the progressive discipline process will be counseling by an employee's supervisor reduced to written form. This step may be followed by a written warning, suspension without pay and finally termination. In some instances the employee's conduct may be such that the Town, at its option, may advance the level of discipline to the step it deems appropriate, up to and including immediate termination. Finally, in certain situations where, in the opinion of the Town, an employee's misconduct is very serious, immediate termination may result. The Town reserves the right to skip, advance or repeat any level of discipline it deems appropriate. Further, the Town reserves the right to terminate employees at any time without cause or notice and without prior discipline.

Standards of Conduct

In all segments of society it is necessary to have certain rules and regulations. Work standards are necessary to make sure everyone has a common understanding of what is expected. This allows the Town to consistently enforce a set of standards that creates a positive work environment. The work standard rules are designed to protect the rights and safety of all. Since the Town cannot create a list that addresses all situations, the standards that follow are considered a non-exhaustive list of basic common sense rules. No conduct, which is immoral, unsafe, unethical or illegal, will be tolerated.

All employees are expected to follow these rules. Violations will subject employees to discipline, up to and including termination.

The following are examples of some prohibited conduct:

1. Theft or attempted theft of another's property;
2. Fighting;
3. Falsification of Town records, including time sheets, employment applications and benefit applications;
4. Failure to fully and truthfully disclose all facts related to workers' compensation and insurance claims;
5. Insubordination;
6. Immoral, indecent or unlawful conduct;
7. Deliberate destruction of, or damage to, Town property;
8. Careless waste of materials or mishandling of supplies or equipment;
9. Failure or refusal to comply with the Town alcohol and drug policy;
10. Carrying or possessing a weapon of any kind on Town property (excluding Police);
11. Gambling or soliciting gambling on Town property;
12. Smoking in prohibited areas;
13. Sleeping on the job;
14. Defacing walls, bulletin boards or other Town property;
15. Horseplay or other disorderly conduct;
16. Littering;
17. Violation of safety regulations;

18. Unauthorized disclosure, use or theft of the Town's confidential information;
19. Use of abusive or threatening language;
20. Excessive lateness or absenteeism;
21. Failure to report an absence;
22. Signing or marking another employee's time sheet, or allowing another to sign or mark yours;
23. Creating hazardous or unsafe conditions;
24. Failure to complete job assignments;
25. Failure to produce quality work;
26. Other unsatisfactory performance; and
27. Performing services for others during working hours
29. Violation of any Town policy.

For further guidelines concerning your expected Code of Conduct, see the Town's Code of Ethics.

Substance Abuse Policy

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. Therefore, employees are forbidden to report to work under the influence of alcohol or drugs. It is our intent and obligation to provide a drug free, healthful, safe and secure work environment. Employees using any medication, which may impede work performance, must notify their Supervisor prior to starting work. The town complies with the testing requirements of the U.S. Department of Transportation and all other federal and state regulations.

The use, possession, purchase, sale, plan for sale or transfer of illegal drugs or any prescription drugs that have not been properly prescribed to you on Town property, in Town vehicles, or while engaged in Town activities is strictly forbidden.

If a Supervisor has reason to believe that an employee is not fit for work, that employee may be sent home or may be sent for medical examination that may include a drug and/or an alcohol test. A positive test reading for drugs and/or alcohol may result in disciplinary action up to and including immediate termination. Failure to submit to a test may also result in disciplinary action up to and including immediate termination.

Grievance Procedure

Employees may grieve the application of any of the Personnel Policies or the Town's Equal Employment Affirmative Action Plan as follows:

Step One: An aggrieved employee shall notify their immediate supervisor in writing of the nature of the grievance including all relevant facts within 3 working days of the matter aggrieved. The immediate supervisor shall render a written decision within 5 working days of receipt of the grievance.

Step Two: If an employee is not satisfied with the written decision of the employee's supervisor, the employee can submit the grievance in writing to the Town Administrator within 3 working days of receipt of the Supervisor's decision. The Town Administrator shall review the matter completely and render a written decision within 5 working days of receipt of the employees grievance.

Step Three: If the employee is not satisfied with the written decision of the Town Administrator, the employee can submit the grievance in writing to the Board of Selectmen within 3 working days of the Town Administrator's written decision. The Board of Selectmen shall investigate the grievance and render a decision within 30 days of receipt of the employee's grievance.

Department heads and employees in single person departments shall begin the grievance procedure at step two and continue to step three if necessary. Any grievance brought by the Town Administrator shall go directly to the Board of Selectmen pursuant to Step 3 above.

EMPLOYEE SEPARATION

Employment Termination

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

Resignation: voluntary employment termination initiated by an employee.

Discharge: involuntary employment termination initiated by the Town.

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

Because employment with the Town is based on mutual consent, both the employee and the Town have the right to terminate the employment relationship at anytime for any or no reason, with or without cause and with or without notice.

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

Notice

It is the employee's obligation, when resigning, to provide the Town with a minimum of two (2) weeks of notice. The notice must be in addition to any accrued vacation time.

Adequate notice gives the Town time to advise you of your benefits and to secure a replacement. In addition, employees who fail to provide the Town with two (2) weeks of

notice when resigning or who are discharged will not be paid for accrued vacation time upon termination.

Disability

An employee may be discharged for disability when the employee can no longer perform the essential duties of his or her employment because of a physical or mental impairment. Action may be initiated by the employee or the Town Administrator. The Town may require an examination at the Town's expense and performed by a physician of the Town's choosing. The employee may qualify for a pension based on the requirement of the retirement plan.

Return of Equipment/Supplies

Prior to the end of the last day of work the employee must return all Town equipment and property to his/her supervisor or Town Administrator. This includes, but is not limited to, the return of all decals, passes, identification cards and keys.

Benefits Continuation (COBRA)

Federal law, known as COBRA, may allow employees and their dependants who are covered by the Town's health insurance program to temporarily continue that coverage following certain qualifying events (such as termination of employment), when health coverage would otherwise end. COBRA continuation rights are described in greater detail in the separate information you receive when you enroll in our health insurance program. If you need additional information, please contact the Town Administrator.

AMENDMENTS TO THE PERSONNEL POLICIES

Any amendment to the personnel policies shall become effective upon approval by the Board of Selectmen and the filing of such Amendments with the Town Clerk. Copies of Amendments shall be distributed to all officials and employees of the Town.

Amended by the Board of Selectmen on April 7, 2009.

