

Board of Selectmen Meeting
June 30, 2016 at 7:30pm
Town Hall Meeting Room

Present: First Selectman Nina Daniel, Selectman Dennis Tracey, Selectman Chris Spaulding, Town Administrator Tom Landry, Administrative Assistant Randi Derene, Weston Residents

This meeting was recorded and videotaped. The tapes are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.

Ms. Daniel called the meeting to order at: 7:30pm

Pledge of Allegiance: Led by Olivia

Discussion/decision regarding the reappointment of Keith Brooks and Paul Levin to the Commission for the Arts for a term to end June 30, 2018. Mr. Spaulding made the motion to reappoint Keith Brooks and Paul Levin to the Commission for the Arts for a term to end June 30, 2018. Mr. Tracey seconded. Motion carried unanimously.

Discussion/decision regarding the reappointment of Lyette Segerdahl and Claudia Hahn to the Beautification Committee for a term to end June 30, 2020. Mr. Tracey made a motion to reappoint Lyette Segerdahl and Claudia Hahn to the Beautification Committee for a term to end June 30, 2020. Mr. Spaulding seconded. Motion carried unanimously.

Discussion/decision regarding the reappointment of David Coprio, Carolyn Pianin and Bill Proceller to the Building Committee for a term to end June 30, 2018. Mr. Spaulding made a motion to reappoint David Coprio, Carolyn Pianin and Bill Proceller to the Building Committee for a term to end June 30, 2018. Mr. Tracey seconded. Motion carried unanimously.

Discussion/decision regarding the reappointment of Don Kendall as our C-Med Southwest Representative for a term to end June 30, 2017. Mr. Tracey made a motion to reappoint Don Kendall as our C-Med Southwest Representative for a term to end June 30, 2017. Mr. Spaulding seconded. Motion carried unanimously.

Discussion/decision regarding the reappointment of Father Michael Dunn as our Weston Police Chaplain for a term to end June 30, 2018 Mr. Spaulding made a motion to reappoint Father Michael Dunn as our Weston Police Chaplain for a term to end June 30, 2018. Mr. Tracey seconded. Motion carried unanimously.

Board of Selectmen Meeting
June 30, 2016 at 7:30pm
Town Hall Meeting Room

Discussion/decision regarding the reappointment of Lynne Barrelle as our Town Historian for a term to end June 30, 2018. Mr. Tracey made a motion to reappoint Lynne Barrelle as our Town Historian for a term to end June 30, 2018. Mr. Spaulding seconded. Motion carried unanimously.

Discussion/decision regarding the reappointment of Michael O'Brien, Eric Bell, Larry Cass, Robert Pickholtz and Harry Spencer to the Insurance Advisory Committee for a term to end June 30, 2018. Mr. Spaulding made a motion to reappoint Michael O'Brien, Eric Bell, Larry Cass, Robert Pickholtz and Harry Spencer to the Insurance Advisory Committee for a term to end June 30, 2018. Mr. Tracey seconded. Mr. Spaulding had a question of whether Michael O'Brien is still living in town. Mr. Landry confirmed he is still living in town. Motion carried unanimously.

Discussion/decision regarding the reappointment of Officer Joe Miceli as our representative for the Pre-Disaster Mitigation Advisory Committee for a term to end June 30, 2018. Mr. Spaulding made a motion to reappoint Officer Joe Miceli as our representative for the Pre-Disaster Mitigation Advisory Committee for a term to end June 30, 2018. Mr. Tracey seconded. Motion carried unanimously.

Discussion/decision regarding the reappointment of Paul Levin and Keith Brooks to the Commission for the Arts for a term to end June 30, 2018. This item is a repeat of agenda item #2 - no motion made.

Discussion/decision regarding a Community Dog Park and the recommendation to submit a CGS Section 8-24 referral to P&Z, and to Conservation Commission or Conservation Planner if needed, for proposed 3 to 7 acre dog park in the interior of the Town-owned 36 acre Moore Property on Davis Hill Road – Mark Harper, Tracy Kulikowski, Laurel Sheck Mr. Harper gave some background about how the idea of a dog park came about. He got involved when the dog park group started to look for town property. He found the best property was the Moore Property – there are no restrictions, the land is ideal as the lots are divided by stone walls. Mr. Harper picked a lot that has access via Davis Hill, there is a buffer between this lot and the neighbors. Mr. Harper stated he was careful to protect the neighbors from any problems that may come up. He made sure there was a huge buffer on all sides. Mr. Tracey added that the proposed parking area will be secluded from the road and the neighbors. The parking lot that was shown on Mr. Conte's drawing is most likely bigger than what is needed. Mr. Harper added that law enforcement should be pretty simple – rules and regulations will be added later. Mr. Spaulding added that very little landscaping would need to be done – only taking out dead trees or hanging branches would be necessary. Goal is to keep trees there for shade (better for animals and people). Mr. Harper also said it is not an area with a large amount of ticks. Mr. Daniel added that the trees make a beautiful canopy over the property. She thinks it would add a nice amenity to the town. Ms. Kulikowski then explained what an 8-24 application is... which is a review by the Planning & Zoning Commission to make changes to any town owned land. She also stated that Conservation will also review this land for possible wetlands.

Mr. Spaulding questioned the deed restrictions on this piece of property. Town Attorney Pat Sullivan spoke and stated that the only property restriction is that it is not to be sold for commercial development.

Board of Selectmen Meeting

June 30, 2016 at 7:30pm

Town Hall Meeting Room

Bob Atkinson of 12 Lords Highway East: Mr. Atkinson asked to see the sketch of the dog park. Mr. Conte presented his drawing (see attached) Mr. Conte proceeded to point out the location of this property, the type of land, location of the stone walls and the driveway. He also presented surface options for the parking lot. Mr. Conte then presented the quotes he received to get the land surveyed. The best quote being \$4200.

A resident asked about security around the park – concerned with kids hanging out at this park after hours. Ms. Daniel said this park would be monitored just like other parks in town.

Ms. Laurel Sheck (member of the dog park committee) stated that the park is not only for Weston residents - just like other town dog parks are open to our residents.

Mr. Spaulding stated that there would be a minimum impact on wildlife in this particular parcel of land. Discussion ensued.

The Dog Park Committee is not looking to have the town fund this project – they are a 501c3 organization and will do their own fundraising. There would be an MOU with the town – and if problems arise, the town would have the option to remove the dog park.

Mr. Tracey made the motion to recommend that the BOS submit a CGS Section 8-24 referral to P&Z, and to the Conservation Commission or Conservation Planner if needed, for proposed 3-7 acre (amended from 2-5 acre as stated on the agenda) dog park in the interior of the Town –owned 36 acre Moore Property on Davis Hill Road. Mr. Spaulding seconded. Motion carried unanimously.

Discussion/decision for the Board of Selectmen to approve access to the Vehicle Sinking Fund in the amount of up to \$209,513 for the purchase of a truck, sander/plow. Mr. Landry noted that the numbers were incorrect as listed on the agenda... the accurate total should be \$196,264. Mr. Spaulding made a motion for the BOS to approve access to the Vehicle Sinking Fund in the amount of up to \$196,264 (amended) for the purchase of a truck, sander/plow and a pick-up truck w/hydraulics. This price is less that what was budgeted. Mr. Spaulding asked about our replacement cycle – Mr. Landry stated we are on an 11-12 year cycle. Mr. Tracey seconded. Motion carried unanimously.

Discussion/decision of safety issues on Old Mill Road and proposed remedies including signage and speed bumps. All other options to make this road safer were tried and failed. This road is particularly different than other roads in town... it is partially in Wilton & Weston, with the Wilton side already having speed humps, it is shared by residential and commercial property, and it is a cut through for Rte. 57. These speed humps will hopefully slow traffic down as well as deter cars from using Old Mill as a cut through. See attached map for speed hump and sign placement. No motion made.

Discussion/decision regarding Town Administrator recruitment process.

Mr. Tracey made a motion to authorize a supplemental request of up to \$5,000 to cover potential recruitment expenses. Mr. Spaulding seconded. Mr Landry is assuming most applicants would be local, but we should be prepared to have some expenses (including cost of advertising) Motion carried unanimously.

Board of Selectmen Meeting
June 30, 2016 at 7:30pm
Town Hall Meeting Room

Mr. Spaulding made a motion to approve the Town Administrator job description. Mr. Tracey seconded. Job description was carefully reviewed and edits made by both Mr. Tracey and Mr. Spaulding were taken into consideration. Edits were made as attached. Motion carried unanimously.

Mr. Spaulding made a motion to approve the Town Administrator job advertisement. Mr. Tracey seconded. Motion carried unanimously.

Discussion/decision to approve the Board of Selectmen minutes of June 7, 2016. Mr. Tracey made a motion to approve the Board of Selectmen minutes of June 7, 2016. Mr. Spaulding seconded. Motion carried unanimously.

First Selectmen Update:

-PD Swearing In Ceremony Friday July 1st at 2pm Town Hall Meeting Room: New Officer
Christopher Proudfoot

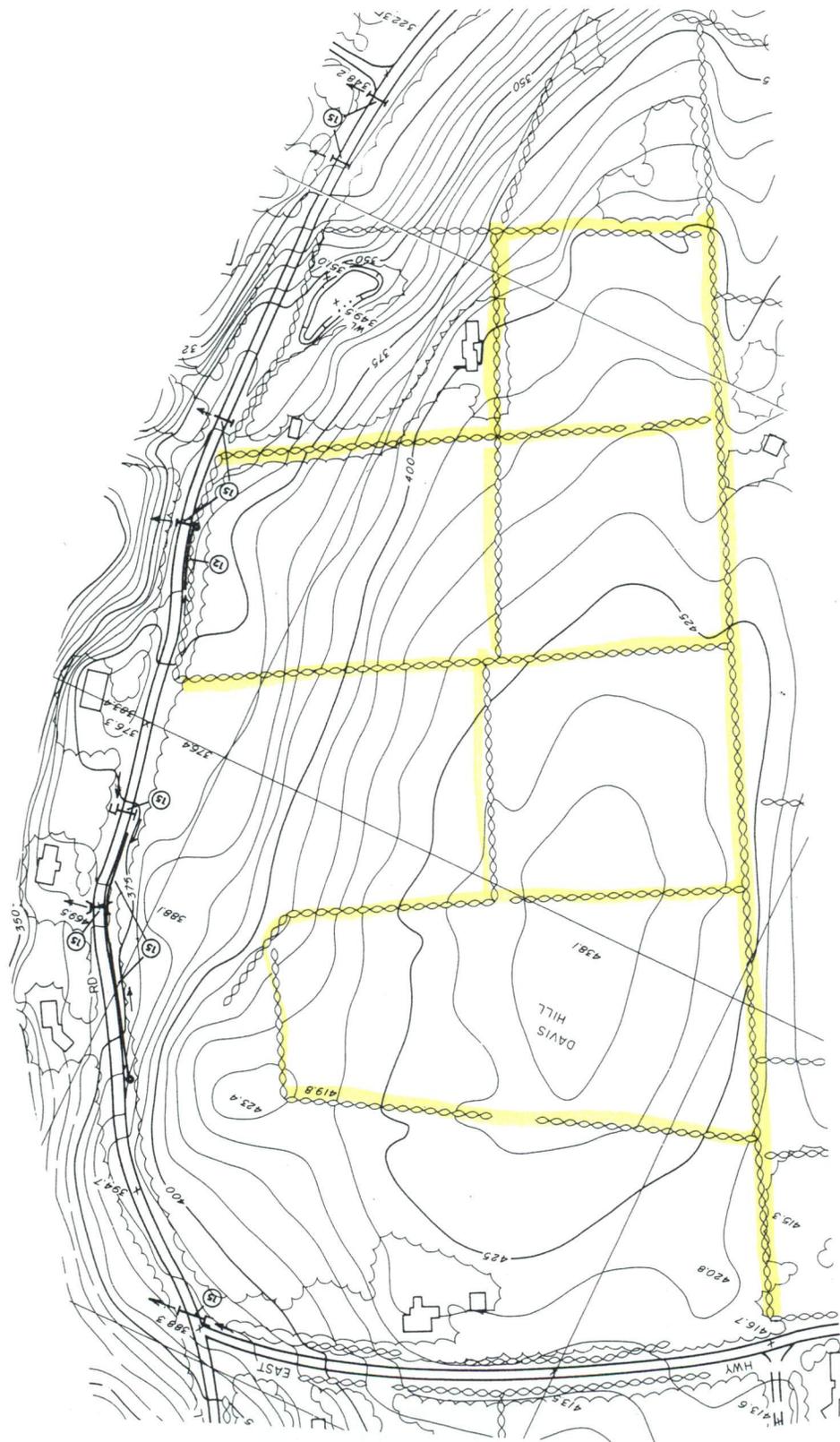
Any other business to come properly before this meeting: None

Adjourn: 10:00pm Mr. Spaulding made a motion to adjourn. Mr. Tracey seconded. Motion carried unanimously.

Respectfully Submitted,

Randi Derene, Administrative Assistant

Approved: August 18, 2016



TOWN OF WESTON TOWN ADMINISTRATOR

Position Purpose:

The purpose of this position is to provide administrative leadership, guidance, direction and accountability for all municipal operations under the direction of the First Selectman, other than those responsibilities specifically given by the Town Charter to elected officers, boards or commissions other than the First Selectman. The Town Administrator is responsible for assisting the First Selectman with such administrative duties as: budget preparation, purchasing, risk management, facility management, human resources, insurance, and labor relations. The Town Administrator is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the office and the administration of all Town operations. Also performs a wide variety of special management and administrative responsibilities requiring an extensive knowledge of human resource management, labor relations, purchasing, risk management, and budgeting techniques so as to achieve mandated performance criteria and to manage the town operations.

Supervision Received: Works under the general direction of the First Selectman following professional standards, procedures and policies and the Town Charter.

Supervision Given: Supervises administrative assistant and clerical staff, all department heads and indirectly their employees except the Town Clerk, Zoning/Conservation Enforcement Officer and Police Chief, including providing job direction, assigning special tasks, receiving written and verbal reports, and monitoring performance.

Job Environment:

Makes frequent contact with other municipal departments specifically department heads, First Selectman, Board of Finance, Board of Selectman, state agencies, federal agencies, regional agencies, town attorney, other municipalities, vendors, contractors and the general public; communication is frequently in person, by telephone, fax, email in writing or at meetings. In addition to normal business hours job requires flexibility as to early morning and evening municipal obligations.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Under the direction of the First Selectman, oversees all operations and overall management of the Town.
- Plans, organizes, initiates and directs municipal operating and capital budget process; develops short term and long range comprehensive financial goals; develops operating and capital budget for First Selectman; works with financial advisors, bond counsel and rating agencies; serves on Town Capital Budget Advisory Committee and attends meetings of any other committee (and when requested takes minutes) to which he/she is assigned by the First Selectman.
- Exercises fiscal authority to insure that all town departments stay within allotted budgets; approves all bills and checks issued by the Town; with data from finance director prepares financial reports for the First Selectman, Board of Selectman and Board of Finance.
- Oversees and administers purchasing policy, develops bid specifications, insures bid process is followed properly.
- Administers human resource functions such as development of job descriptions, performance appraisals, compensation schedules; recruitment, discipline, hiring and firing of employees with approval by First Selectman and Board of Selectman. Under the direction of the First Selectman, responsible for overall supervision of all administrative staff, Department Heads, and indirectly, all subordinates, including training, assigning work, and assuring safe working conditions for employees.
- Upon request by the First Selectman, serves as labor relations director by recommending negotiating strategies, serving as chief negotiator after receiving overall direction, representing the town at grievance and arbitration hearings.
- Upon request by the First Selectman, serves as the Town's officer responsible for compliance with the Freedom of Information Act.
- Exercises discretion in accessing sensitive and confidential information as needed to perform duties.
- Identifies and facilitates grant applications.
- Oversees administration of various insurance programs such as medical insurance, liability and property insurance, workers compensation; works with brokers and agents to acquire quotes; insures that all safety procedures are followed and that proper safety training is conducted for employees.
- Serves as facility manager insuring that buildings are maintained and oversees construction and renovation projects for the Town and Board of Education; works with contractors and building committee.
- Acts as ADA Coordinator.
- Upon request by the First Selectman, represents the Town and First Selectman at regional, state and federal agencies; handles citizen complaints as directed.

Other Functions:

- Performs similar or related work as required, directed or as the situation dictates, including emergencies
- Demonstrates flexibility and willingness to assume new responsibilities in collaboration with others.

Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Bachelor's Degree in Public Administration or some closely related field and more than 10 years of responsible budget experience and municipal experience preferred, including supervisory experience. A Master's Degree in Public Administration or related field may be substituted for five years work experience in municipalities; or any equivalent combination of education, work experience and training.

Special Requirements: None

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of municipal management and administration including human resources development, labor relations and motivation, organization goal setting, reporting and accountability, financial budgeting, risk management, purchasing practices, management and administration, policy formulation and knowledge of all functions performed by municipalities and a representative sample of the kinds of results that operations can be expected to achieve; knowledge of the laws applicable within Town, their interpretations, and the appropriate methods and procedures to provide for compliance; knowledge of technology systems related to all municipal departments; Strong background in presentation and spreadsheet applications in municipal finance.

Ability: Strong leadership, management and administrative abilities; a high degree of judgment, initiative, self-motivation and the ability to accomplish objectives through others and directly by oversight, management and follow through responsibilities; strong ability to be adaptable, exercise authority and powers appropriately; ability to develop short term and long range comprehensive financial plans and analysis; ability to oversee and maintain detailed and accurate records using spreadsheets and data modeling software; strong technology capabilities, including ability to learn new technologies; ability to collect, organize, analyze and interpret complex financial and municipal data; ability to establish and maintain effective working relationships with town staff, officials, and the public; ability to read and understand financial and legislative documents; ability to manage multiple priorities; ability to plan and prioritize municipal operations to meet established statutory deadlines; ability to assign, train, and supervise staff.

Skill: Excellent verbal and written communication and presentation skills; aptitude for working with people and maintaining effective working relationships with various groups; must have strong organizational skills; be highly proficient in the use of technology, including municipal applications; skill in working with numbers, their calculation and significant detail; skills associated with handling numerous projects at one time; skills associated with the supervision and training of staff, including collaboration and other interpersonal skills.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

FINAL APPROVAL DATE: June 30, 2016