

SUBJECT TO APPROVAL

MEETING DATE: MONDAY, JUNE 10, 2019
8:30 A.M.

MEETING PLACE: TOWN CAMPUS ROOM A

BOARD OF SELECTMEN MEETING MINUTES

8:30 a.m. Regular Session

First Selectman Banisch called the Regular Session of Monday, June 10, 2019 to order at 8:31 a.m. Present were First Selectman Banisch, Selectwoman Ferris, Selectman Goldberg, Selectman Murphy and Selectman Wilson.

1. Pledge of Allegiance.
First Selectman Banisch led the Pledge of Allegiance.
2. Approval of Minutes.

MOVED by Selectman Murphy and seconded by Selectman Wilson to **APPROVE** the minutes of May 28, 2019 and May 31, 2019

VOTE: the motion was approved unanimously.

3. First Selectman's comments.
Held for the end.
4. Public Comment.
None.
5. Discuss and take action to approve the change in job description and salary for the Assessor effective 7.1.19. Salary changes are funded in the FY19-20 budget. Changes were approved by the Job Evaluation Committee on 5/28/19.

DISCUSSION: Selectman Murphy confirmed that this and the following changes were being done in process with the budget.

MOVED by Selectman Murphy and seconded by Selectman Wilson to **APPROVE** a change in job description and salary for the Assessor effective 7.1.19. Salary changes are funded in the FY19-20 budget. Changes were approved by the Job Evaluation Committee on 5/28/19.

VOTE: the motion was approved unanimously.

6. Discuss and take action to approve the change in job description and salary for the position of Deputy Assessor into the Classified Plan effective 7.1.19. No recruitment shall take place for this position. Changes were approved by the Job Evaluation Committee on 5/28/19.

DISCUSSION: Human Resources Director, Debra Milardo stated that the Deputy Assessor position is currently included in the department plan, but the salary needed to be updated in accordance with the item above and item below. The position will remain unfilled until the Board decides differently.

MOVED by Selectman Murphy and seconded by Selectman Wilson to **APPROVE** the change in job description and salary for the position of Deputy Assessor into the Classified Plan effective 7.1.19. No recruitment shall take place for this position. Changes were approved by the Job Evaluation Committee on 5/28/19.

VOTE: the motion was approved unanimously.

7. Discuss and take action to approve the change in job description and salary for the Assistant Assessor effective 7.1.19. Position shall be recruited upon approval by the Board of Selectman as dictated and approved within the FY19-20 budget. Changes were approved by the Job Evaluation Committee on 5/28/19.

MOVED by Selectman Murphy and seconded by Selectman Wilson to **APPROVE** the change in job description and salary for the Assistant Assessor effective 7.1.19. Position shall be recruited upon approval by the Board of Selectman as dictated and approved within the FY19-20 budget. Changes were approved by the Job Evaluation Committee on 5/28/19.

VOTE: the motion was approved unanimously.

8. Discuss and take action to approve the change in job description and salary for the Director of Finance effective 7.1.19. Salary changes are funded in the FY19-20 budget and support the reorganization of the department. Changes were approved by the Job Evaluation Committee on 5/28/19.

DISCUSSION: Selectman Goldberg questioned the requirement of the candidate to be a certified business manager and Finance Director, Stacy Nobitz and Human Resources Director, Debra Milardo clarified that it is preferred by the state for anyone holding this position for a school system or municipality. Selectman Goldberg stated that he only questioned whether this certification should be made mandatory for this position; and Debra Milardo stated that this requirement is one that the Board of Education would require for someone holding this position. However, the job description could be modified in the future if it is necessary.

MOVED by Selectman Wilson and seconded by Selectman Murphy to **APPROVE** the change in job description and salary for the Director of Finance effective 7.1.19. Salary changes are funded in the FY19-20 budget and support the reorganization of the department. Changes were approved by the Job Evaluation Committee on 5/28/19.

VOTE: the motion was approved unanimously.

9. Discuss and take action to approve the change in job description and salary for the position of Manager of Budgets and Planning into the classified plan and reclassifying the current Supervisor of Account Management to the position effective 7.1.19. Salary changes are funded in the FY19-20 budget and support the reorganization of the department. Changes were approved by the Job Evaluation Committee on 5/28/19.

MOVED by Selectman Murphy and seconded by Selectman Wilson to **APPROVE** the change in job description and salary for the position of Manager of Budgets and Planning into the classified plan and reclassifying the current Supervisor of Account Management to the position effective 7.1.19. Salary changes are funded in the FY19-20 budget and support the reorganization of the department. Changes were approved by the Job Evaluation Committee on 5/28/19.

VOTE: the motion was approved unanimously.

10. Discuss and take action to approve the change in job description and salary for the position of Payroll / Account Coordinator into the classified plan and reclassifying the current Payroll Clerk to the position effective 7.1.19. Salary changes are funded in the FY19-20 budget and support the reorganization of the department. Changes were approved by the Job Evaluation Committee on 5/28/19.

DISCUSSION: Selectman Wilson clarified that this now concludes the reorganization for the Finance Department. Debra Milardo stated that there is still a vacancy in the department which may be filled in the future.

MOVED by Selectman Murphy and seconded by Selectwoman Ferris to **APPROVE** the change in job description and salary for the position of Payroll / Account Coordinator into the classified plan and reclassifying the current Payroll Clerk to the position effective 7.1.19. Salary changes are funded in the FY19-20 budget and support the reorganization of the department. Changes were approved by the Job Evaluation Committee on 5/28/19.

VOTE: the motion was approved unanimously.

11. Discuss and take action to approve the change in job description and salary for the position of Town Clerk effective 7.1.19. Salary changes are funded in the FY19-20 budget and support the reorganization of the department. Changes were approved by the Job Evaluation Committee on 5/28/19.

MOVED by Selectman Murphy and seconded by Selectman Wilson to **APPROVE** the change in job description and salary for the position of Town Clerk effective 7.1.19. Salary changes are funded in the FY19-20 budget and support the reorganization of the department. Changes were approved by the Job Evaluation Committee on 5/28/19.

VOTE: the motion was approved unanimously.

12. Discuss and take action to approve accepting a Grant in the amount of \$15,000 from the Erwin C. Bauer Charitable Trust to be used for Habitat Exploration programs and Interpretive Signs projects.

DISCUSSION: Selectman Murphy confirmed that the funding amount had decreased from the amounts awarded in prior years. First Selectman Banisch clarified this decrease in funding for the Board. The Board also reviewed that future year awards will be affected by the number of qualified applicants. Recreation Director, Scot Erskine stated that the decrease did impact the department's budget and the programs that the department is able to provide to residents. The Beach & Recreation Department are also looking into other funding sources. However in the meantime, program costs will need to be increased and fieldtrip opportunities may be impacted.

MOVED by Selectman Murphy and seconded by Selectman Wilson to **APPROVE** accepting a Grant in the amount of \$15,000 from the Erwin C. Bauer Charitable Trust to be used for Habitat Exploration programs and Interpretive Signs projects.

VOTE: the motion was approved unanimously.

13. The following line transfers are designated as routine and appropriate for approval as a single action by the Board of Selectmen, if so desired. A board member may request removal of any line transfer item from the consent agenda for review and discussion.

Motion: To approve Line Transfers submitted by various departments.

MOVED by Selectman Wilson and seconded by Selectman Murphy to **APPROVE** Line Item Transfers in the amount of **\$49, 602.89**.

VOTE: the motion was approved unanimously.

14. Discuss Coastal Resilience Committee.

DISCUSSION: Director of Planning & Economic Development, Dave Anderson reviewed the draft Charge for this Commission. Dave Anderson stated that the Board had previously discussed making certain staff positions members of the Commission and he felt that it was not within his purview to make this designation. However, the Board could make that determination now, or at a future date. Dave Anderson stated that within the first 6-month plan the Commission's needs would be more clearly defined and the Charge could be revised then. Selectman Murphy stated that he wasn't sure that any staff member should be made an official member of the Commission and instead that staff should liaison to the Commission such as they do for all other Town Committees. Dave Anderson provided an overview of the benefits to having staff as full members of the Commission.

Selectman Goldberg stated that he supported Dave Anderson's statements and that in this case, he felt it was appropriate for the Town Planner to be a voting an active member of the Commission. As this Commission evolves, future Boards could modify the Charge and change membership rules.

Selectwoman Ferris questioned what other towns are doing for coastal resiliency and Dave Anderson stated that other towns are addressing this need in other ways. However, he stated that other towns may create similar Commissions.

Selectman Goldberg stated that the Planning & Zoning Commission feels that this new Commission is necessary and the P&Z Commission members also felt that the new Commission should not report to them. Instead the new Commission should stand-alone and report directly to the Board of Selectmen.

Selectman Wilson stated that the only suggestion he would make is that an addition be made to include language that the Commission should follow the Town's Strategic Plan. Dave Anderson stated that he felt the process should be reversed with the Strategic Plan making reference to this Commission. The Board reviewed how wording should be included in the Charge to link it to the Strategic Plan.

15. Discuss and take action on a request from the Ad-Hoc Academy School Community Center Design Committee for funding.

DISCUSSION: Selectman Wilson stated that their letter indicates that the Committee wants to explore geothermal energy solutions for the building. He stated that this required a quote and should not require the expenditure of funds.

First Selectman Banisch stated that he felt the letter from the Committee did not clearly state why the Town needed to expend more funds.

Selectman Goldberg stated that none of the members could attend this morning, but as their liaison he clarified that in terms of the energy considerations, the operating expenses for greener energy types was more in-depth than what could be provided by town staff or through a quote to upgrade the system. Also, Colliers has expertise on other funding sources that the Town could use to fund the capital costs. Colliers has not provided a quote for this consultation work, however, the Committee has requested an amount not to exceed \$5,000 because the Committee does not want to have to come back to the Board for a second request.

The Board reviewed whether the request could wait two weeks to allow for Committee members to be present to answer questions from the Board.

There being no objection, this item was **TABLED** to June 24, 2019.

16. Tax Abatements / Refunds.

None.

17. Citizens comments.

Fran Brady of the Conservation Commission questioned if there were ever a number of hours required or expected of volunteer Boards and Commissions members. First Selectman Banisch stated that the Town did not look at a minimum number of hours required, but rather that the Town took into consideration member attendance as a percentage of the amount of meetings the Board or Commission held throughout the year.

Mr. Brady stated that the Town could consider providing a sense of the time commitment involved in a Board or Commission. The Board agreed that the Town recognizes the volunteer aspect of Boards and Commissions and that each Charge indicates quorum rules because the Town understands that everyone may not be able to make every meeting held of their Board or Commission.

The Board reviewed the needs of Boards and Commissions and turnover rate for these volunteer positions. Regarding the new Coastal Resiliency Commission, the Town will need to recruit members who have expertise as well as passion for this issue the Town is facing.

The Board reviewed if language could be added to the standard Board and Commission application as well.

18. Liaison Reports/Selectmen Comments.

Scott Murphy	Youth & Family Svcs
Tom Banisch	B&R Concert, Beach Pass System

19. Adjournment.

There being no objections, First Selectman Banisch adjourned the meeting at 9:28 a.m.

Respectfully submitted,

Lauren Rhines
Executive Assistant