

SUBJECT TO APPROVAL

MEETING DATE: MONDAY, JUNE 20, 2022
7:00 P.M.

MEETING PLACE: ZOOM ONLINE MEETING

BOARD OF SELECTMEN SPECIAL MEETING MINUTES

7:00 p.m. Special Session

First Selectwoman Lyons called the Special Session of Monday, June 20, 2022 to order at 7:11 p.m. Also in attendance were: Selectman Goldberg, Selectwoman Kokoruda, Selectman Murphy, and Selectman Wilson.

1. Pledge of Allegiance.
First Selectwoman Lyons led the Pledge of Allegiance.
2. Citizen Comments.
None
3. Discuss and take action to approve the hiring of Jessica Videll to the position of Assistant Tax Collector located within the Tax Office. The position is non-union. Rate of pay is Grade 8, Step 4 - \$33.51 per hour. The position is budgeted, not requiring an appropriation of funds. This position was created by a vacancy in the department.

MOVED by Selectwoman Kokoruda and seconded by Selectman Murphy to approve the hiring of Jessica Videll to the position of Assistant Tax Collector located within the Tax Office.

VOTE: this motion was approved unanimously.

4. Discuss and take action to approve the application for an Urban Act Funding grant in the amount of \$4 million for the Academy Community Center project.

MOVED by Selectman Murphy and seconded by Selectman Goldberg to approve the application for an Urban Act Funding grant in the amount of \$4 million for the Academy Community Center project.

VOTE: this motion was approved unanimously.

5. Discuss and take action to approve accepting a DECD Brownfield Assessment Grant in the amount of \$200,000 to fund the environmental site assessment of the Academy School Building, and to authorize the First Selectwoman to sign all documents and contracts in conjunction with this grant; pending Board of Finance approval.

MOVED by Selectwoman Kokoruda and seconded by Selectman Murphy to approve accepting a DECD Brownfield Assessment Grant in the amount of \$200,000 to fund the environmental site assessment of the Academy School Building, and to authorize the First Selectwoman to sign all documents and contracts in conjunction with this grant.

VOTE: this motion was approved unanimously.

6. Discuss revised Human Resources Department staffing plan.

First Selectwoman Lyons thanked Heather Dobson, Board of Education HR Director for providing interim HR services for Town employees. The Board reviewed the proposed reorganization of this department from Director and Manager, to Manager and Support staff (either HR Generalist or Administrative Assistant to be determined by the HR Manager).

7. Discuss and take action to approve the modifications to the job description of Human Resource Manager.

The Board reviewed the interview process and agreed to include members of the Board during the second round of interviews.

MOVED by Selectman Murphy seconded by Selectwoman Kokoruda to approve the modifications to the job description of Human Resource Manager.

VOTE: this motion was approved unanimously.

8. Discuss current Board of Selectmen roles and duties in Town Charter and proposed Charter amendments with Town Attorney Kari Olson.

The Board of Selectmen had a lengthy discussion with the Attorney Olson on the role of the Board and First Selectman in regards to day-to-day oversight. Attorney Olson suggested that many of the details should be in policies and procedures and not in the Charter. The Board asked Attorney Olson to provide a redline of the current draft and then the Board would review section-by-section and also create a list of items to establish in policies.

9. Adjournment.

There being no objection the Board adjourned at 9:07 p.m.

Respectfully submitted,

Lauren Rhines
Town Coordinator / Risk Manager