

**Board of Selectmen
April 19, 2023 7:30 pm
Motions**

1. Call to Order: ***No Motion***
2. Pledge of Allegiance: ***No Motion***
3. Discussion/Decision to hire Richelle Hodza as Land Use Director: ***I move to hire Richelle Hodza as Land Use Director effective May 1, 2023 subject to the successful completion of a criminal background check***
4. Discussion/ Decision to appoint Lee Palmer as Interim Town Administrator/Consultant: ***I move to appoint Lee Palmer as Interim Town Administrator/Consultant effective May 1, 2023 subject to the successful completion of a criminal background check***
5. Discussion/Decision to approve a supplemental appropriation of \$5,000 for the Interim Town Administrator Consultant: ***I move to approve a supplemental appropriation of \$5,000 for the Interim Town Administrator Consultant***
6. Acceptance of contribution from Weston Youth Softball Association and approval to construct dugouts and an outfield fence at Morehouse Park Field #3: ***I move to accept a contribution from Weston Youth Softball Association and approval to construct dugouts and an outfield fence at Morehouse Park Field #3***
7. Acceptance of resignation of Department of Public Works Director John Conte: ***I move to accept the resignation of Department of Public Works Director John Conte effective June 23, 2023***
8. Acceptance of resignation of Cyprian Toczec from Library Board: ***I move to accept the resignation of Cyprian Toczec from Library Board***
9. Acceptance of resignation of William Weiss from Board of Ethics: ***I move to accept the resignation of William Weiss from Board of Ethics***
10. Discussion/Decision to create a Capital Account entitled "Public Safety Telecommunications (Land Mobile Radio Project)" and to fund said account with a special appropriation of \$4,500,000 from the Unassigned Fund Balance: ***I move to create a Capital Account entitled "Public Safety Telecommunications (Land Mobile Radio Project)" and to fund said account with a special appropriation of \$4,500,000 from the Unassigned Fund Balance***
11. Discussion/Decision to establish a Special Town Meeting on June 7, 2023 at 7:00 pm at the Weston High School Cafeteria for the purpose of answering the following question: "Shall the Town create a Capital Account entitled "Public Safety Telecommunications (Land Mobile Radio Project)" and to fund said account with an appropriation of \$4,500,000 Unassigned Fund Balance? Yes/No" contingent upon Board of Finance approval of creation of a Capital Account entitled "Public Safety Telecommunications (Land Mobile Radio Project)" and to fund said account with a special appropriation of \$4,500,000 from the Unassigned Fund Balance: ***I move to establish a Special Town Meeting on June 7, 2023 at 7:00 pm at the Weston High School Cafeteria for the purpose of answering the following question: "Shall the Town create a Capital Account entitled "Public Safety Telecommunications (Land Mobile Radio Project)" and to fund said account with an appropriation of \$4,500,000 Unassigned Fund Balance?"***

Yes/No” contingent upon Board of Finance approval of creation of a Capital Account entitled “Public Safety Telecommunications (Land Mobile Radio Project)” and to fund said account with a special appropriation of \$4,500,000 from the Unassigned Fund Balance

12. First Selectwoman’s Update: Freedom of Information Act Training (FOIA) on June 6, 2023: ***No Motion***
13. Discussion/Decision regarding whether to schedule a public hearing pursuant to Section 8.5 and 7.7 of the Town Charter for purposes of potential removal of current members of the Board of Ethics 4: ***I move to schedule a public hearing pursuant to Section 8.5 and 7.7 of the Town Charter for purposes of potential removal of current members of the Board of Ethics 4***
14. Discussion/Decision to approve a date of May 18, 2023 for public hearing pursuant to Section 8.5 and 7.7 of the Town Charter for purposes of potential removal of current members of the Board of Ethics: ***I move to approve a date of May 18, 2023 for public hearing pursuant to Section 8.5 and 7.7 of the Town Charter for purposes of potential removal of current members of the Board of Ethics***
15. Approval of Tax Refunds: ***I move to approve tax refunds totaling \$3,456.08, as presented***
16. Adjournment: ***I move to adjourn***

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3. Discussion/Decision to hire Richelle Hodza as Land Use Director: *I move to hire Richelle Hodza as Land Use Director effective May 1, 2023 subject to the successful completion of a criminal background check*

Richelle Hodža

Résumé

EXPERIENCE

**Director, Land Use Department, Inland Wetlands Enforcement Officer, and Deputy Zoning Enforcement Officer
Town of Brookfield, CT (January 2022 – present)**

- Manage the land use department consisting of four full-time employees four part-time staff, and 39 commissioners
- Develop, revise, and administer policies and procedures
- Prepare and present to Board of Finance the annual budget, maintain accounts
- Meet with developers, attorneys, engineers, other professionals, and stakeholders as proposals or problems warrant
- Prepare grant applications related to housing, open space, brownfields redevelopment, transportation, as they become available
- Draft and maintain the Affordable Housing Plan, Plan of Conservation and Development, ordinances, regulations, and moratoria as needed
- Hold monthly staff meetings and conduct employee performance reviews
- Preside at preliminary application reviews with all related department heads
- Attend meetings of Planning, Zoning, Blight, Conservation, Inland Wetlands, Aquifer Protection, Economic Development, and Zoning Board of Appeals
- Advise commissioners on parliamentary procedures, protocols, statutes, regulations, town charter, and ordinances
- Review plans, projects, and proposals; summarize issues for commission chairs; and draft motions of approval and denial
- Issue notices of zoning, wetlands, and aquifer protection area violations, cease and desist orders, restore orders, and citations; pursue court action seeking injunctions and/or judgments

**Land Use Administrator, Zoning and Inland Wetlands Officer, and Zoning Board of Appeals Administrator
Town of Warren, CT (June 2020 – January 2022)**

- Administer and enforce state and local land use laws in the Town of Warren; supervise one assistant staff member
- Attend all land use board meetings; prepare and deliver reports of site visits, inspections, and enforcement actions
- Advise commission on protocols, regulations, ordinances, and statutes governing their decisions
- Perform the functions of Town Clerk, duly deputized, including land records recordings, and issuing marriage licenses

Zoning Board of Appeals, Member (Volunteer)

Town of Warren, CT (November 2019 – August 2020)

- Hear and decide appeals of ZEO decisions;
- Issue variances in cases of demonstrated hardship

Zoning Enforcement Officer (Part time while working full time for Washington, see below)

Town of North Canaan, CT October 2018 – September 2019

- Administer and enforce compliance with the zoning regulations of the Town.
- Advise Zoning and Zoning Board of Appeals on procedural requirements and Freedom of Information Act
- Assist Zoning Commission in its enforcement of aquifer protection regulations
- Approve, approve with conditions, or deny certain zoning permits

Zoning and Inland Wetlands Enforcement Officer

Town of Washington, CT - July 2018 – January 2019

- Enforce the zoning and inland wetlands regulations of the Town
- Perform site inspections, investigate complaints
- Issue Notices of Violation, Cease and Desist Orders, Restore Orders, and Citations; pursue court action; prepare 'Return of Record'
- Review all zoning and inland wetlands permit applications for compliance, feasibility, and impact
- Assist applicants and advise commissioners
- Determine as-of-right activities; issue permits, and compliance certificates;

Professional Office Manager

Arthur H. Howland & Associates, P.C. (Civil Engineers)

New Milford, CT (March 2017 – June 2018)

- Establish confidence as first point of contact for all inquiries
- Advise clients on proposed building projects vis-à-vis municipal and state regulations
- Prepare viable applications to land use commissions
- Research chains of title; determine abutting property owners
- Interpret site plans and architectural drawings
- Scan and plotted large scale *AutoCAD* drawings; format, collate, and prepare plan sets
- Present applications to commissions
- Maintain office supply inventory; open, distribute all mail and packages

Interdepartmental Assistant and Acting Assistant Town Clerk (Part Time)

Town of Warren, CT (2015 – 2017)

- Duly performed all duties in absence of Town Clerk; received deeds and maps for filing on land records, including conservation easements, deeds, powers of attorney, and survey maps and assigned book and page numbers; issued marriage licenses, hunting and fishing licenses, dog licenses, accepted voter registrations, recorded military discharge forms, trade names, certified copies of vital documents, etc.

- Visited properties on tax rolls, interviewed owners, took and uploaded photos, entered data into valuation database
- Attended all wetlands, planning and zoning, and zoning board of appeals meetings, took and transcribed minutes; reviewed land use applications for completeness; prepared legal notices of public hearings; submitted DEEP municipal reports

Legal Secretary (Part Time)
Law Offices of Patrick Wall
Harwinton, CT (2015 – 2016)

- Supported a solo attorney in general practice with a focus on real estate closings and wills

Executive Assistant
Inverness Management, LLC
Greenwich, CT (1995 – 2000)

- Provided professional, C-level administrative and secretarial assistance to the president and managing partner of a private equity investment and venture capital concern
- Prepared presentations, gather information and research special projects

Legal Secretary
Seward & Kissel, LLP
Washington, D.C. (1990 –1995)

- Assisted managing partner and an associate of the Washington branch of a Wall Street law firm in preparing commercial applications to be submitted to the Securities and Exchange Commission (SEC) and Initial Public Offerings (IPOs); typed correspondence, proofread applications and supporting documentation for IPOs

EDUCATION

- Institute for Doctoral Studies in the Visual Arts, ABD, Portland, Maine
- Western Connecticut State University, Danbury, CT, MFA, Visual Art
- Purchase College, SUNY, Purchase, NY, BA, *summa cum laude*, History of Art, minor in painting
- The American University, Washington, D.C., BA, International Relations, Middle Eastern Affairs, minor in environmental studies

CERTIFICATIONS, MEMBERSHIPS, AFFILIATIONS

CAZEO (Connecticut Association of Zoning Enforcement Officers)

- Administrative Zoning Technician, 2016
- Certified Zoning Enforcement Officer – All courses and exams passed, submitting case study in May 2023 for full certification

AICP (American Institute of Certified Planners) Eligible for application and exam

CT DEEP (Connecticut Department of Energy and Environmental Protection) Bureau of Water Protection and Land Reuse, Wetlands Management Section.

- **Municipal Inland Wetlands Agency Certification 2016** (Fulfills requirement for duly authorized agents pursuant to CGS §Section22a-39n)
- **Aquifer Protection Area Program Technical Training Certificate 2022**

UCONN CLEAR (University of Connecticut, College of Agriculture, Health and Natural Resources Extension, Center for Land Use Education, and Research)

- Basic and Advanced Training for Land Use Officials, 2016

CCSU (Central Connecticut State University, Center for Public Policy and Social Research, School for Connecticut Town Clerks)

- Records and Documents, Other Duties and Responsibilities, 2016
- Freedom of Information Act Training, presented by Tom Hennick (4 times)

CACIWC (Connecticut Association of Conservation and Inland Wetlands Commissions) **Notary Public**, Commission Expires 10/31/2025.

SKILLS

- Command of English grammar, punctuation, and usage
- Proficient in MS Office, Adobe Acrobat, QuickBooks, and scanning, downloading, uploading, and converting documents, creating fillable forms, managing electronic files, and entering data.
- Utilize GIS and MapExpress for research and planning proposals
- Familiarity with UConn CLEAR sites and data, CT ECO, USDA NRCS, NDDB
- Familiar with municipal software programs including online permitting and financial systems (e.g., ViewPointCloud/OpenGov, RecordHub, Vision, Stripe, Champ, Zoom, WebEx, and MUNIS)
- Harness new software applications and upgrades as they become available in order to more efficiently use time

March 9, 2023

VIA EMAIL ONLY jluiz@westonct.gov

Mr. Jonathan Luiz,
Town Administrator
Town of Weston
56 Norfield Road
Weston, Connecticut 06883

Re: Application for Land Use Director

Dear Mr. Luiz,

I am pleased to be able to provide you with my résumé in response to the Town of Weston's search for a land use director. I hold that position now for the Town of Brookfield. While I find the work thoroughly satisfying, employment up to thirty hours per week would better accommodate the work-life balance I would like to achieve.

Having been in key municipal land use positions since 2015, I possess the qualifications you seek. In addition to my formal education, earlier experiences in my career prepared me to perform the various functions of land use director. For example, I have solid administrative skills which were honed at a private equity investment concern in Greenwich, and my first job as legal secretary at a corporate law firm in Washington, D.C. inculcated me into the particular importance of business formality, accuracy, and attention to detail.

I am fully conversant with office technology as well as with land use laws and regulations. I read site plans, deeds, reports, and frequently consult the Connecticut General Statutes related to land use and procedure. I understand the overlap of land use by the health, fire, and building departments. I am comfortable with, and enjoy preparing staff reports and freely use the USDA NRCS Web Soil Survey, GIS, CT ECO and other research tools.

I would welcome the opportunity to visit with you to gain a picture of Weston's needs and whether or not we might be a good fit for each other. Thank you.

Sincerely,



Richelle Hodža

4. Discussion/ Decision to appoint Lee Palmer as Interim Town

Administrator/Consultant: ***I move to appoint Lee Palmer as Interim Town Administrator/Consultant effective May 1, 2023 subject to the successful completion of a criminal background check***

5. Discussion/Decision to approve a supplemental appropriation of \$5,000 for the Interim Town Administrator Consultant: ***I move to approve a supplemental appropriation of \$5,000 for the Interim Town Administrator Consultant***

W. LEF PALMER, JR., MPA, SBA, CSBO

SUMMARY

An accomplished management consultant with a proven track record and expertise Human Resources and Administration, Labor and Employee Relations, Contract Negotiations and Administration, Consulting and Partnering, Performance Management, Training and Development, Talent Acquisition, Employee Benefits, Classification and Compensation, Policy Development, Strategic and Workforce Planning, Organizational Development, Information Technology, Financial Management, Payroll, Facilities and Asset Management, Purchasing, Transportation and Food Services.

PROFESSIONAL EXPERIENCE

HUMAN RESOURCES CONSULTING SERVICES, Middlebury, CT 2009 - Present

Human Resources Management Consultant

Provide a full-range of human resources and management consulting services including recruitment and selection; benefits administration; business plan development; contract negotiations and administration; development of employee handbooks and guides; employee onboarding and orientation; personnel training and staff development; employee safety and health and wellness; employee assistance programs and services; human resources policies and procedures development and implementation; job classification and compensation; labor and employee relations; organization development; and employee performance management and improvement systems. Short term assignments have included performing a wage and salary administration study and updating job descriptions for the Town of Kent, CT, developing an updated Affirmative Action Plan for the Town of New London, CT, assisting with job searches, screenings, and reference checks for employers. Long-term assignments have included developing a short- and long-term business plan and other consulting services for Chicago School Supply, IL, Interim Director of Human Resources at Saint Xavier University, IL (2009-2010), Interim Director of Human Resources for the City of Stamford, CT (2019), and Director of Personnel and Talent Management for the Waterbury Public Schools (2020), Interim Director of Human Resources for the Town of Mansfield (2022-present).

TOWN OF DARIEN, Darien, CT (2015 – 2016), NORWALK PUBLIC SCHOOLS, Norwalk, CT (2014 – 2015), ROUND LAKE AREA SCHOOLS COMMUNITY UNIT SCHOOL DISTRICT #116, Round Lake, IL (2011 – 2014), INTERMEDIATE SCHOOL DISTRICT 287, Plymouth, MN (2005 – 2009), TOWN OF HAMDEN, Hamden, CT, (2000 -2001), STATE OF CONNECTICUT, DEPARTMENT OF LABOR (1995-1998) and DEPARTMENT OF ADMINISTRATIVE SERVICES (1984-1987)

Director of Human Resources (or comparable title)

Directed the human resources (and IT at RLAS) programs and operations including recruitment, onboarding, talent management and retention, benefits administration, job classification and wage and salary administration, contract administration, employee and labor relations, job classification, employee recognition, investigations and disciplinary action, compliance with employment laws

and regulations, performance management, records maintenance, and training and staff development, workforce and organizational planning and development, and workers' compensation administration. Administered collective bargaining agreements and salary schedules for all personnel, and assisted in developing and recommending salary policy and structure. Advised management on human resources matters in such areas as contract interpretation, labor and employee relations, staffing, performance management, and employee counseling and discipline. Conducted trainings, workshops, and provided technical assistance regarding human resources matters. Designed and implemented performance appraisal system and review standards for staff. Developed and implemented human resources mission, vision, and values and operational goals and objectives. Developed and updated handbooks, brochures, guides, and other written materials for employees. Developed and updated human resource policies and procedures. Interpreted, administered and ensured compliance with Federal and State human resources, employment and equal opportunity laws, regulations, policies and procedures and collective bargaining agreements. Met with employees to help resolve issues and complaints and worked with supervisors and administrators on difficult or sensitive personnel matters. Partnered with administration in strategic planning to ensure alignment of human resources activities with organizational goals and strategies. In Hamden, served as Executive Secretary for the Civil Service Commission. Served as hearing officer and represented employer on complex and sensitive grievance issues. Served as the chief spokesperson on the 's negotiating team in collective bargaining matters and as its advocate in grievance/interest arbitrations and prohibited practice charges. Served as the employer's Human Rights Officer. Served as the liaison with the third-party carriers that provided employee benefits such as health, dental, life, and workers' compensation insurance. Supervised the maintenance and retention of employee records, licenses, and other required personnel and payroll documents.

TOWN OF NEW MILFORD, CT (2016 – 17) and TOWN OF HAMDEN, Hamden, CT (2003 – 04)
Director of Finance

Directed the fiscal management programs and operations including budget preparation and management, accounting, cash management, investments, financial planning, reporting and analysis, payroll, accounts payable, payroll, pensions, risk management, and purchasing. Developed and implemented fiscal policies and procedures. Apprised Council and Board of Finance on fiscal and other policy matters. Served as a spokesperson and consultant on all labor contract negotiations. Prepared cost analysis of all labor contracts, pension and insurance plans prior to the signing of any such contracts or plans. In Hamden, in addition to the internal finance office staff, supervised the Assessor, Purchasing Agent, and the Tax Collector.

STATE OF CONNECTICUT, Hartford, CT, 1975 – 2003

Served in multiple positions over career with the State including Director of Administration, Department of Correction (2000-2003), Director of Administration, DOL (1998-2000), Director of Human Resources, DOL (1995-1998), Deputy Commissioner/Director of Programs and Treatment, DOC (1991-1995), Labor Relations Advisor, DOC (1989-1990) Senior Executive Service Manager, DAS (1987-1988), Agency Personnel Administrator 2, DAS (1986-1987); Agency Personnel Administrator 1, DAS (1984-1986); Personnel Officer 3, DAS (1981-1984), Personnel Officer 2, DAS (1980-1981), Personnel Officer 1, DAS (1979-1980), Affirmative Action Specialist, DAS (1977-1979), Personnel Specialist and Administrative Intern, DAS and DOC (1975-1977). The Department of Administrative Services was comprised of State Personnel;

Collection Services; Information Systems and Data Processing; Purchasing Services and Fleet Operations; Workers' Compensation; and Public Works.

EDUCATION

NORTHERN ILLINOIS UNIVERSITY, Dekalb, IL
Certificate of Achievement, School of Business Management, 2013

UNIVERSITY OF CONNECTICUT, Storrs, CT
Master of Public Affairs, with Distinction and concentration in Correctional Administration, 1978

SYRACUSE UNIVERSITY, Maxwell School of Citizenship, Syracuse, NY
Bachelor of Arts, Cum Laude, 1975

LICENSES

- Connecticut State Department of Education, License 2545819868
085 School Business Administrator (to October 31, 2024)
- Professional Educators License, Chief School Business Official
Illinois State Board of Education, License ID 1816317 Expired

PROFESSIONAL AFFILIATIONS

- Connecticut Quality Council at Rensselaer, 2001-2004
Member and Chair, Human Resources Group
- Connecticut Public Employer Labor Relations Association (ConnPELRA), 1997-2004,
2015-2017
Member, Executive Board and Past President
- Minnesota Public Employer Labor Relations Association (MNPELRA), 2005-2009
Member, Executive Board
- Society for Human Resources Management (SHRM), 2005-2017
Member
- National Public Employer Labor Relations Association (NPELRA), 2012-2021
Member
- Illinois Public Employer Labor Relations Association (IPELRA), 2013-2015
Member and Training Committee Member
- American Association of School Personnel Administrators (AASPA), 2005-2009
Member
- International Personnel Managers Association (IPMA), 1989-2009
Member and Former Writer
- Human Resources Management Association of Chicago (HRMAC), 2010-2014
Member
- Illinois Association of School Business Officials (ASBO), 2011-2014
Member
- Connecticut Interlocal Risk Management Agency (CIRMA), Risk Management Advisory
Committee, 2014 - 2017
Member

April 3, 2023

Samantha Nestor
First Selectwoman
Weston Town Hall
56 Norfield Road
Weston, CT 06883

Dear First Selectwoman Nestor,

I sincerely enjoyed speaking with you yesterday, and as requested am submitting this proposal to serve as Interim Town Administrator for the Town of Weston, CT.

I am currently employed as a Management Consultant and have worked in the government sector for more than forty years. For the past six months I have served as the Interim Director of Human Resources for the Town of Mansfield, CT. Recent assignments have included assisting in the City Manager search for the City of Cambridge, MA and Director and the Controller/CFO/Finance Director for the City of New Haven, performing consulting work for the City of Opa-Locka Florida which included a comprehensive CBA review, editing and preparing forms and making recommendations regarding HR policies and procedures, and serving as Interim Director of Human Resources for the City of Stamford. My full-time regular assignments included, serving as the Director of Human Resources and Talent Management for the Waterbury Public Schools, Director of Human Resources for the Town of Darien and Human Resources Chief for the Town of Norwalk Board of Education, and Director of Human Resources and Executive Secretary to the Civil Service Commission for the Town of Hamden, CT. Before relocating back to Connecticut, I was employed as the Executive Director of Human Resources and Information Technology for the Round Lake Area Schools District #116 (RLAS).

My previous experience included employment as a management consultant and Interim Director of Human Resources for Saint Xavier University in Chicago, Director of Human Resources for ISD #287, (Minnesota's largest intermediate school district), my long tenure with the State of Connecticut, I served as the Director of Administration and Director of Human Resources for two major Connecticut state agencies, Deputy Commissioner for Connecticut's largest State agency, and Senior Executive Service Manager responsible for Connecticut's Leasing and Property operations. I also volunteered to serve as a Board of Director member and Human Resources Chair for InterCommunity Health Care, a multi-community not-for-profit organization.

I have extensive experience in all phases of human resource administration, including the day-to-day management of the human resources function for small to large organizations, employee and labor relations, serving as the Chief Negotiator on a number of collective bargaining agreements, recruitment, onboarding and retention, wage and salary administration, job classification and objective job evaluation and pay equity systems, performance evaluation systems, benefits, employee safety and health and wellness programs, human resources information systems, workforce planning, organization development, talent development and management, continuous process improvement, change management, strategic planning, and training and development. Areas of expertise include Title VII of the Civil Rights Act, ACA, ADA, ADEA, FMLA, FLSA, HIPAA, FOIA, Equal Pay Act, Pregnancy Discrimination Act, workers' compensation, OSHA, and AA/EOE provisions and affirmative action plan development.

Additionally, I have authored numerous employee handbooks and manuals including *A Supervisor's Guide to Proactive Labor Relations* and *A Supervisor's Guide to Effective Performance Evaluation*. I am a Past President and former Executive Board Member for the Connecticut Public Employer Labor Relations Association and former Chair of the Human Resources Group for the Connecticut Quality Council.

During my tenure with ConnPELRA, I developed an Employer Labor Relations Program series for supervisors, managers, and human resources practitioners leading to a Connecticut Public Employer Labor Relations Association and the Connecticut Quality Council Certificate of Completion, and presented two of the modules. Other presentations included Proactive Labor Relations: An Overview for an annual Minnesota PELRA Chapter conference, Strategic Trends in Compensation and Benefits: A Mini-Conference for the SHRM Chapter of the Morris Graduate School of Management (MGSM), and The Right to Strike and Interest Arbitration – A Comparative Analysis for the NSBA Council of School Attorneys 2015 School Law Practice Seminar in Nashville, TN.

I also have a comprehensive background in general administration, finance and development including budgeting, purchasing, payroll, risk management, asset management including facilities and maintenance, grants administration and information technology. In addition to a Bachelor's degree from Syracuse University, Maxwell School of Citizenship, I hold a Master's degree in Public Affairs from the University of Connecticut and have advanced

training in employment law, strategic and workforce planning, and business school management from Northern Illinois University. I hold a School Business Administrator (085) Certificate in Connecticut and was previously licensed as a professional educator with a Chief School Business Official endorsement in Illinois. I have also successfully completed the required courses for the Certified Property Manager (CPM) designation through the Institute of Real Estate Management. I look forward to discussing this opportunity further with you at your earliest convenience.

Sincerely,

W. Lee Palmer, Jr.

W. Lee Palmer, Jr,

Encl:

Proposal Rate Schedule

I fully acknowledge and understand that all work priorities, and duties and responsibilities, are to be completed in accordance with the Town Charter and all applicable personnel rules and regulations.

Interim Town Administrator: I will perform the following duties consistent with Article 5, Section 5.3, of the Town Code and Charter as the Interim Town Administrator.

As the Interim Town Administrator I will be entrusted with overseeing the administration of a town on a temporary basis. The goal is to ensure that the town's day-to-day operations are running smoothly and efficiently while providing leadership and direction to the town staff.

As we discussed, as Interim Town Administrator, some of the key areas that I can provide support are administrative oversight, compliance, HR, and the general administrative processes and procedures required to support the various policy initiatives approved by the BOS.

Proposed Pricing

Total hours: I am estimating 24 hours per week, (based on a 3 eight-hour day workweek), for a six (6) month timeframe. Note: Hours may be adjusted to meet the evolving priorities of the Town. If the Town requires an Interim beyond the hours noted, the standard hourly rate would apply. All tasks will be performed in accordance with the Town's policies, and in conformance with all applicable Federal and State laws.

My standard consulting rate is \$85.00 per hour. My hourly rate includes my travel to the Town offices in Weston as required. I have health care coverage so will sign any necessary waiver. I would like to be paid consistent with your normal pay cycle and have Federal and State taxes deducted. As an Interim employee, I would not expect to receive any benefits that are not required by law.

Attachment

To provide an overview of my background and qualifications, I am enclosing a copy of my abridged resume (Attachment A). Please advise if additional information is required.

Chapter C. Town Charter

Article 5. FIRST SELECTMAN; TOWN ADMINISTRATOR

Section 5.3. The Town Administrator

There shall be a Town Administrator who shall report directly to the First Selectman. The Town Administrator shall be hired by, and shall be subject to dismissal by, the First Selectman, in both cases with the prior approval of the Board of Selectmen.

The duties of the Town Administrator shall be to:

- (a) aid in recruiting and screening of personnel and to make recommendations relating thereto to the First Selectman;
- (b) manage Town employees;
- (c) assist in preparing the Annual Town Budget by gathering the necessary data and by compiling estimated budgets by the dates set forth in the Charter;
- (d) aid the First Selectman in analyzing and reviewing programs, activities, and budgets and their short-term and long-term financial and cash flow implications;
- (e) satisfy reasonable requests by Officers, Boards and Commissions to provide information; and
- (f) carry out such other duties as the First Selectman shall assign to the Town Administrator.

6. Acceptance of contribution from Weston Youth Softball Association and approval to construct dugouts and an outfield fence at Morehouse Park Field #3: *I move to accept a contribution from Weston Youth Softball Association and approval to construct dugouts and an outfield fence at Morehouse Park Field #3*



BOARD OF DIRECTORS

Dear Weston Board of Selectmen,

On behalf of the Weston Youth Softball Association Board of Directors I would like to propose a gift of construction of the dugouts and an outfield fence at the Morehouse Farm Park Field # 3.

Our Board feels very strongly that participation in youth sports provides value that extends far beyond the physical activity on the field. With that in mind, we have been working hard to build the participation in our program and our registration numbers to date have shown our efforts to be successful. However, one observation that is raised again and again by the parents of our players is the poor quality of the fields that our girls are able to play on in Weston as well as access to those fields. These conversations spurred on a fundraising effort that in its early stages has been successful enough for us to propose this gift to the town which will have an approximate value of \$25,000. We hope that this gift will illustrate our commitment towards the future of softball in Weston.

We have received quotes from two contractors which have indicated that the dugout improvements will cost approximately \$10,000 and the outfield fence approximately \$15,000. The quotes are attached to this letter for your reference. Our preferred contractor is The Connecticut Fencemen, Inc. The total value of \$25,000 is very much an approximation at this time as the costs may vary due to town requirements, any minor alterations to plans and any unforeseen job conditions/situations.

I should also note that this is what we hope to be the first stage of a multistage project that will require further coordination with Parks and Recreation to make fields 3 and 4 at Morehouse Farm Park the official home of Weston Youth Softball and something our girls and town can be proud of.

We look forward to your response and look forward to working together on this project.

Sincerely,

Erin Flink

Erin Flink
President, Weston Youth Softball Association



Since 1944

The Connecticut Fencemen, Inc.

dba WESTPORT FENCE COMPANY
134 Benton Street, Stratford, Connecticut 06815
Stratford (203) 377-1008 / Fax (203) 377-0338
Connecticut Contractors License #502980
E.O.E.

Proposal Page 2

Doug Ries
Douglas Enterprises
PO Box # 702
Trumbull, CT 06611

Date: March 21, 2023
Phone #:
Cell #: 203-981-3334
Email: douglasentfc@gmail.com

Site: Morehouse Farm Park – 478 Newtown Turnpike – Weston, CT 06883

We propose to furnish the labor and material to complete the following: Per Spec's

Area IV – Field Two dug outs

- ↳ Take down and move approximately 54' of existing 8' high chain link fence
- ↳ Install approximately 38' of new 8' high galvanized chain link
- ↳ Terminal posts – 3"
- ↳ Line posts – 2 1/2"
- ↳ Top middle, and bottom rail – 1 5/8"

Total of above \$ 4,686.01 plus tax if applicable

Area V– Field Two dug out roofs

- ↳ Install corrugated roofs to existing dug outs

Total of above \$ 3,030.30 plus tax if applicable

NOTE: prices are subjected to change after 14 days
From signed contract & 50% deposit lead time to start job could take up to approximately 3-4 weeks

TERMS: SIGNATURE REQUIRED. WHITE COPY MUST BE SIGNED AND RETURNED WITH A 50% DEPOSIT AND / OR A PURCHASE ORDER. BALANCE DUE IN FULL UPON COMPLETION OF WORK. Coordinate installation with your salesperson.

Once work is started any additions or deletions must be approved with proper Change Order, Dated and signed by the responsible party.

The location of the fence or property line is the responsibility of the buyer. The Purchaser Assumes liability for all damages to underground utilities, sprinklers and obstructions.

The Purchaser agrees that in the event there is a default to pay the amount due the Seller (The Connecticut Fencemen, Inc.), the purchaser will pay all costs of collection And a reasonable Attorney's fee incurred in the collection of the amount of this contract Or any balance due hereunder.

CT Sales Tax: \$

Total: \$

50% Deposit: \$

Date Deposit Received:

ACCEPTED BY: TITLE:.....

Date:

Joe Faulkner

Email: CTFenceman@aol.com

Web Site: www.CTFencemen.com

Craftsmen of the Industry

** Deposit – "NON-REFUNDABLE" for any job cancelled after 3 business days. **

Subject to price changes beyond our control

There is NO WARRANTY on any wood products. Wood is a natural product that may crack, split, warp, mildew, twist, etc.



Since 1944

The Connecticut Fencemen, Inc.

dba WESTPORT FENCE COMPANY
134 Benton Street, Stratford, Connecticut 06615
Stratford (203) 377-1008 / Fax (203) 377-0338
Connecticut Contractors License #502980
E.O.E.

Proposal
Page 1

Doug Ries
Douglas Enterprises
PO Box # 702
Trumbull, CT 06611

Date: March 21, 2023
Phone #:
Cell #: 203-981-3334
Email: douglasentfnc@gmail.com

Site: Morehouse Farm Park – 478 Newtown Turnpike – Weston, CT 06883

We propose to furnish the labor and material to complete the following: Per Spec's

Area I – Field one out-field fence

- ↳ Approximately 345' of 4' high galvanized chain link fence
- ↳ Fence to have yellow fence topper
- ↳ Two 4" x 16' high foul posts
- ↳ Terminal posts – 2 1/2"
- ↳ Line posts – 2"
- ↳ Top rail – 1 5/8"

Total of above \$ 12,522.73 plus tax if applicable

Area II – Field one dug outs

- ↳ Take down and move approximately 54' of existing 8' high chain link fence
- ↳ Install approximately 38' of new 8' high galvanized chain link
- ↳ Terminal posts – 3"
- ↳ Line posts – 2 1/2"
- ↳ Top middle, and bottom rail – 1 5/8"

Total of above \$ 4,686.01 plus tax if applicable

Area III – Field one dug out roofs

- ↳ Install corrugated roofs to existing dug outs

Total of above \$ 3,030.30 plus tax if applicable

= 3858 - / amount

TERMS: SIGNATURE REQUIRED. WHITE COPY MUST BE SIGNED AND RETURNED WITH A 50% DEPOSIT AND / OR A PURCHASE ORDER. BALANCE DUE IN FULL UPON COMPLETION OF WORK. Coordinate installation with your salesperson.

Once work is started any additions or deletions must be approved with proper Change Order, Dated and signed by the responsible party.

The location of the fence or property line is the responsibility of the buyer. The Purchaser Assumes liability for all damages to underground utilities, sprinklers and obstructions.

The Purchaser agrees that in the event there is a default to pay the amount due the Seller (The Connecticut Fencemen, Inc.), the purchaser will pay all costs of collection And a reasonable Attorney's fee incurred in the collection of the amount of this contract Or any balance due hereunder.

CT Sales Tax: \$

Total: \$

50% Deposit: \$

Date Deposit Received:

ACCEPTED BY: TITLE:.....

Date:

Email: CTFenceman@aol.com

Web Site: www.CTFencemen.com

Craftsmen of the Industry

** Deposit – "NON-REFUNDABLE" for any job cancelled after 3 business days. **

Subject to price changes beyond our control

There is NO WARRANTY on any wood products. Wood is a natural product that may crack, split, warp, mildew, twist, etc.



SILVESTRI
Fencing

Generations of Quality Fencing

137 Ethan Allen Hwy, Ridgefield, CT 06877
Phone: (203) 743-1800 Fax: (203) 493-5046

March 10, 2023

Douglas Enterprises, LLC.
Attn: Douglas Ries
PO Box 702
Trumbull, CT
(203) 981-3334

Morehouse Farm Park-Softball Fields
478 Newtown Turnpike
Weston, CT

PROPOSAL

1. BLACK CHAIN LINK WIRE FENCE -TOP RAIL – OUTFIELD FENCE

The installation of approximately 310 linear feet of **4 foot high** mesh fence with top rail. Terminal posts are 2-1/2" O.D. Line posts are 1-5/8" O.D. Top rail is 1-3/8" O.D., black vinyl coated heavy duty galvanized steel. All posts are set in concrete footings, spaced approximately 10 feet apart. 2" x 9 gauge black vinyl coated steel fence fabric. Coil wire will run along the bottom. Yellow plastic safety flex-pipe to be placed on the top rail of the entire fence line.

(1) 8' wide x 4' high double walk gate (located in center field)

****Terminal posts at each corner end will be 16 feet tall to serve as foul poles.****

PRICE: \$13,330.00 + sales tax

2. DUGOUT AUGMENTATION WITH ROOF (10' wide x 28' long)

The takedown and re-installation of approximately 28 linear feet of 8' high galvanized chain link wire. Existing wire to be re-attached to 2-1/2" O.D. terminal ends and 1-5/8" O.D. line posts made from heavy duty galvanized pipe. Posts to be set in concrete footings and spaced apart the same as before. The roof of each dugout will be covered with Master Rib metal corrugated roofing material to provide protection for the players from the elements. Price includes the takedown and removal of the old posts.

ON DECK PROTECTION FENCE SCREEN (8' high x 10' long)

The installation of an 8' high x 10' wide chain link barrier between the dugout and homeplate on an angle. The terminal posts will consist of 2-1/2" heavy duty galvanized pipe with 1-5/8" O.D. top rail. Screen will be covered with 2" x 9 gauge galvanized wire.

PRICE: \$4,400.00 = sales tax PER DUGOUT

Vin Vollono
Silvestri Fencing

PRICES SUBJECT TO CHANGE
PRICES DO NOT INCLUDE TAXES
ADDITIONAL CHARGES FOR CORE-DRILLED POST HOLES MAY APPLY

7. Acceptance of resignation of Department of Public Works Director John Conte:
I move to accept the resignation of Department of Public Works Director John Conte effective June 23, 2023

TOWN of WESTON, CONNECTICUT



Incorporated 1787

Department of Public Works

Date: April 10, 2023

Town of Weston
Attention: Samantha Nestor First Selectwoman
56 Norfield Road
Weston, CT 06883

Re: Resignation Letter

Dear Ms. Nestor:

Please accept this as my formal resignation from the Town of Weston. My last day will be June 23, 2023. I'm grateful for all your support during my time here and deeply appreciate all of the valuable experiences I have gained. It has been a sincere pleasure working with you and the team.

Please let me know how I can help during the transition and make it as smooth as possible. I wish you the best.

Best wishes and thank you for everything.

A handwritten signature in cursive script that reads "John Conte".

John Conte P.E.

8. Acceptance of resignation of Cyprian Toczec from Library Board: *I move to accept the resignation of Cyprian Toczec from Library Board*



Jonathan Luiz <jluiz@westonct.gov>

[EXTERNAL] Resignation

1 message

Cyprian Toczek <cyltoczek@gmail.com>

Fri, Mar 17, 2023 at 7:23 PM

To: Amy Sanborn <asanbornwpl@gmail.com>, Amy Jansen <ajansenwpl@gmail.com>, Lori Goertz <lgoertzwpl@gmail.com>, Amy S <ayukon485@aol.com>, Anne Hunt <ahuntclub@bbsglobal.net>

Cc: jluiz@westonct.gov, danastasia@westonct.gov

Library Board,

Regretfully I will be resigning from my Board and Treasurer position. This decision does not come lightly. Unfortunately, right now balancing this board position and my career is unrealistic.

While this decision saddens me, I am happy to know that I have had a chance to impact the community and meet great individuals. I would like to thank everyone for all of the guidance and professionalism extended to me during my time. The people that are a part of this group are indeed what makes the Town and Library great.

Although I am resigning from my official position, I want everyone to know that I am fully ready to help with the transition to the next treasurer and with any banking questions.

Additionally, I am always happy to try to help if there are any shortages or important needs. For any questions please always feel free to contact me.

Cordially,

Cyprian Toczek

9. Acceptance of resignation of William Weiss from Board of Ethics: *I move to accept the resignation of William Weiss from Board of Ethics*

William Weiss

April 6, 2023

Board of Selectmen of Weston, CT
56 Norfield Rd, Weston, CT 06883
First Selectman Samantha Nestor
Selectman Amy Jenner
Selectman Martin Mohabeer

RE: Resignation from the Weston Board of Ethics

Dear Selectmen:

As a result of my 2 procedural errors regarding the Weston Code of Ethics and in noting the context of subsequent Selectmen meetings on this unfortunate matter, I anticipate I am likely not considered to be a trustworthy volunteer by the Selectmen.

I resign from the Weston Board of Ethics.

Sincerely,

A handwritten signature in black ink that reads "William Weiss". The signature is written in a cursive style with a long horizontal stroke extending to the right.

William Weiss

William Weiss

April 2, 2023

Board of Selectmen of Weston, CT
56 Norfield Rd, Weston, CT 06883
First Selectman Samantha Nestor
Selectman Amy Jenner
Selectman Martin Mohabeer

RE: The potential removal of current members of the Weston Board of Ethics

Dear Selectmen:

I made a singularly stupid mistake. In my haste to deliver our Ethics Board's advisory opinion on the matter of Mark Harper's ethics complaint against Selectman Jenner, I unintentionally overlooked two important details of our Weston Code of Ethics. My Board had nothing to do with these two violations - it was my error alone.

Firstly, upon receipt of Mr. Harper's complaint, I should have notified Ms Jenner of that filing and secondly, I did not give her an opportunity to meet with and respond to the complaint with the Board prior to our determination. I'm the one who pressed "send" - the Board did not know I was going to do it. I am very sorry for this breach and apologize to Ms Jenner for the denial of her rights. I hope the Selectmen conclude that the rest of the Board were entirely innocent in this affair. It would be very wrong if pejoration is passed on them purely by association with me and my error. In all of this, there was no 'Willful malfeasance, willful neglect of duty, inability to serve, conviction of a felony, abandonment of office'. I can see, however, that it could be considered on my part only, a 'material violation of Article 10 or the Town's Code of Ethics'.

My error came not from any unethical, political or personal bias, but from 40 years as a business owner with 50 employees, where I acted swiftly on all manner of issues with the wisdom of Solomon. Now retired and a private citizen volunteering in the public sector, that former management muscle memory affected my judgment and had me acting too quickly without reviewing those two key procedural details of the Weston Code. The Board's opinion was derived and delivered improperly because of my inattention to those details.

In our politically contentious climate, some folks may be enraptured with the prospect of uncovering imaginary plots and intrigues here, but there was no hidden agenda, involvements, collusions, or political subterfuge. One can go back to September 2020 when I came on this Board and see the meeting videos¹ to judge my (and the Board's) comportment and character. I have never cared about, hosted, or participated in any political event. I have never met, nor do I know much of anything about Selectman Jenner, other than I must surely have caused her much unintended angst. I regret this deeply and am truly sorry for this and whatever additional turmoil it has caused the Town. It was simply my own misjudgement in wanting to get the task of rendering an opinion done quickly and what I thought to be, efficiently.

¹ (<https://vimeo.com/shttps://vimeo.com/search?q=weston%20board%20of%20ethicsearch?q=weston%20board%20of%20ethics>)

William Weiss

As a volunteer Board, we were appointed by and serve at the pleasure of the Selectmen. If they conclude we have no chance of redemption for my error, then I fully accept it is within their ken to terminate my service, but not that of the rest of the Board. Politically correct optics may be the driving impetus to dismiss me, but to do so would be the diminution of the spirit of community service. I wish to 'retrain' and continue my service to the Town.

In the Weston of today, is there no precedent or chance for redemption?

Sincerely,

A handwritten signature in black ink that reads "William Weiss" with a long, sweeping horizontal line extending to the right.

William Weiss
Chair Weston Board of Ethics

10. Discussion/Decision to create a Capital Account entitled “Public Safety Telecommunications (Land Mobile Radio Project)” and to fund said account with a special appropriation of \$4,500,000 from the Unassigned Fund Balance: *move to create a Capital Account entitled “Public Safety Telecommunications (Land Mobile Radio Project)” and to fund said account with a special appropriation of \$4,500,000 from the Unassigned Fund Balance*

11. Discussion/Decision to establish a Special Town Meeting on June 7, 2023 at 7:00 pm at the Weston High School Cafeteria for the purpose of answering the following question: “Shall the Town create a Capital Account entitled “Public Safety Telecommunications (Land Mobile Radio Project)” and to fund said account with an appropriation of \$4,500,000 Unassigned Fund Balance? Yes/No” contingent upon Board of Finance approval of creation of a Capital Account entitled “Public Safety Telecommunications (Land Mobile Radio Project)” and to fund said account with a special appropriation of \$4,500,000 from the Unassigned Fund Balance: *I move to establish a Special Town Meeting on June 7, 2023 at 7:00 pm at the Weston High School Cafeteria for the purpose of answering the following question: “Shall the Town create a Capital Account entitled “Public Safety Telecommunications (Land Mobile Radio Project)” and to fund said account with an appropriation of \$4,500,000 Unassigned Fund Balance? Yes/No” contingent upon Board of Finance approval of creation of a Capital Account entitled “Public Safety Telecommunications (Land Mobile Radio Project)” and to fund said account with a special appropriation of \$4,500,000 from the Unassigned Fund Balance*

Land Mobile Radio Project documents may be viewed on the Town of Weston website at:

<https://www.westonct.gov/government/municipal-departments/communications-center/land-mobile-radio-communications>

12. First Selectwoman's Update: Freedom of Information Act Training (FOIA) on June 6, 2023: ***No Motion***

13. Discussion/Decision regarding whether to schedule a public hearing pursuant to Section 8.5 and 7.7 of the Town Charter for purposes of potential removal of current members of the Board of Ethics 4: ***I move to schedule a public hearing pursuant to Section 8.5 and 7.7 of the Town Charter for purposes of potential removal of current members of the Board of Ethics 4***

14. Discussion/Decision to approve a date of May 18, 2023 for public hearing pursuant to Section 8.5 and 7.7 of the Town Charter for purposes of potential removal of current members of the Board of Ethics: ***I move to approve a date of May 18, 2023 for public hearing pursuant to Section 8.5 and 7.7 of the Town Charter for purposes of potential removal of current members of the Board of Ethics***

Chapter C. Town Charter

Article 7. ELECTIONS

Section 7.7. Removal

An elected Official may be removed from office by the Board of Selectmen upon its finding of good and sufficient cause for such removal. The Official affected by such removal process shall be given notice thereof and an opportunity to appear and be heard at a public hearing before the Board of Selectmen. Willful malfeasance, willful neglect of duty, inability to serve, conviction of a felony, abandonment of office or material violation of Article 10 or the Town's Code of Ethics, as well as any circumstance described in Section 9.10(f), shall constitute cause for removal.

Chapter C. Town Charter

Article 8. APPOINTED OFFICERS, BOARDS AND COMMISSIONS

Section 8.5. Vacancies and Removals

- (a) Vacancies in appointed Officers, Boards or Commissions shall be filled for the unexpired term by vote of the Board of Selectmen, unless otherwise provided in the statutes, ordinance or resolution creating the same. The Board of Selectmen shall give Public Notice of any such vacancy.
- (b) Any appointed Official may be removed for (i) any of the reasons set forth in Section 7.7, or (ii) failure to attend three consecutively scheduled meetings of the Official's Board or Commission without having given the Chairman or Vice-Chairman of such entity prior notice of such absence with reasons therefor, so long as in either case the process for such removal mandated by Section 7.7 is adhered to. In addition, except as otherwise provided by law, any appointed Official (other than the Town Attorney (but see Section 8.6(a)(i), below)) may be removed from office or from membership on such Board, Commission or committee for any reason by the Board of Selectmen; provided that, if the individual is affiliated with a political party, an affirmative vote to remove such individual is cast by at least one Selectman who is of the same party as the person so removed.

15. Approval of Tax Refunds: *I move to approve tax refunds totaling \$3,456.08, as presented*

2021-3-51503	DAIMLER TRUST	\$	607.29	4/17/2023
2021-3-53284	HYUNDAI LEASE TRUST	\$	380.98	3/24/2023
2021-3-54638	KEVIN MC HUGH	\$	1,035.34	3/22/2023
2021-3-56047	ETHAN RUBY	\$	155.81	3/31/2023
2021-4-81557	VAULT TRUST / ALLY FINANCIAL	\$	256.27	3/24/2023
2021-3-57060	TOYOTA LEASE TRUST	\$	75.05	3/24/2023
2021-3-57071	TOYOTA LEASE TRUST	\$	267.08	3/24/2023
2021-3-57027	TOYOTA LEASE TRUST	\$	678.26	3/24/2023
TOTAL		\$	3,456.08	SUBMITTED FOR 4/20/2023 BOS MEETING

16. Adjournment: *I move to adjourn*