

**Board of Selectmen
Meeting Agenda
September 26, 2023 at 7:30 pm
Weston Town Hall Meeting Room and via Zoom**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81858394575>

Webinar ID: 818 5839 4575

Join by Phone: 646 558 8656

1. Call to Order
2. Pledge of Allegiance
3. Presentation of Commemorative Chairs to Selectman Mohabeer and Selectwoman Jenner
4. Interview of Jennifer Muscato for possible appointment to the Library Board
5. Interview of David Goodman for possible appointment to the Commission on Aging
6. Discussion / Decision to appoint Rob Lamb to the Board of Ethics for a term expiring December 31, 2023
7. Discussion / Decision to appoint Gayle Paquin Costello to the Board of Ethics for a term expiring December 31, 2023
8. Acceptance of Resignation of Thomas Burke from the Library Board
9. Discussion / Decision of next steps for the Volunteer Handbook
10. Update from Director of Public Works and Facilities, Larry Roberts
11. Approval of Minutes from the September 7, 2023 Regular Board of Selectmen Meeting
12. Adjournment

Item 4



Darcy Barrera-Hawes, Executive Admin <executiveassistant@westonct.gov>

***NEW SUBMISSION* Board, Commission, and Committee Interest Form**

1 message

Town of Weston, CT <webmaster@westonct.gov>

Mon, Sep 11, 2023 at 4:15 PM

To: "executiveassistant@westonct.gov" <executiveassistant@westonct.gov>

Board, Commission, and Committee Interest Form

Submission #: 2693189



You have a new online form submission.

Note: all answers displaying "*****" are marked as sensitive and must be viewed after your login.

Full Name

Jennifer Muscato

Weston Address



Position Interested In? (Check all that apply)

Library Board

Phone



Email



Participation requires that you are a registered voter in the Town of Weston. Are you a registered to vote in Weston?

Yes

Political Party Affiliation: Per state statute and town charter, this information is required to ensure minority party representation

Other

Describe your interest and what you would like to contribute to this Board/Commission/Committee

I have been a volunteer at the Weston Public Library since May 2022. I would like to participate on the board to guide and advise on library direction for our community. My work background is in finance and would provide counsel and assistance.

Please include a brief bio or email your resume/CV to executiveassistant@westonct.gov

Resume emailed

JENNIFER MUSCATO

Weston, CT 06883



SUMMARY

Accomplished Senior Financial professional with extensive experience in consumer products industry at Nestle Waters North America, Kraft Foods and Hewitt Associates. A forward thinking and seasoned copilot with cross channel experience in Retail, Manufacturing, Supply Chain, Direct Delivery and Financial Services. Self-motivated, disciplined decision maker who encourages others to set high standards and reach difficult goals.

- Forecasting/Planning
- Cross Channel Finance
- Strategic Planning
- Price Management
- Profitability Analysis
- Capital Management
- Project Management
- Acquisitions/Outsourcing
- KPI Management
- Supply Chain/Mfg Support
- Trade Management/ROI
- IS/Essbase Implementation

PROFESSIONAL EXPERIENCE

NESTLE WATERS NORTH AMERICA, Stamford CT

1996-2021

National Retail Finance Manager (Part Time), 2018-2021

Led Transformation Project with McKinsey Team focused on revenue generating, strategic growth and supply chain initiatives. Provided management reporting on daily/weekly/monthly basis to identify and take action on risks and opportunities. Executed weekly and monthly sales estimates with demand planning. Supported financial team on annual planning process.

- Delivered \$115 million improvement from transformation initiatives and actions.
- Implemented and tracked 200+ transformation initiatives across retail and supply chain divisions. Top initiatives: price increase, comingling products, reducing unauthorized deductions, ACV closure, product reservations and regional brand changes.
- Published leadership weekly/monthly financial review identifying areas of risk and opportunity for immediate action and resolution.

National Finance Manager Supermarket, Natural Food and Military, 2015-2018

Managed and oversaw \$900 million in sales and \$100 million in profit. Managed financial analysis, forecasting and budget process. Guided field, finance and sales leadership teams to achieve targets.

- Delivered \$10MM in savings through execution and management of go to market guidelines for trade spend efficiency
- Delivered \$8MM in savings through ROI model for trade activities pre-promotion to optimize deals and meet profit thresholds prior to sell-in
- Established benchmarking and segmentation to improve customer profitability

East Supermarket Division Sales Controller, 2012-2015

Managed financial analysis, forecasting and budget process. Guided field sales and leadership teams to achieve targets.

- Managed and oversaw \$200 million in sales and \$20 million in profit.

- Met and exceeded revenue and profit plans all three years of management.
- Executed \$10MM in gap closure actions when tasked to cover other regions shortfalls.

Corporate Planning Financial Manager, 2011-2012

Responsible for short term 3-5 years market business strategy and 5-10-year global business strategy for all US businesses. Responsible for monthly KPI reporting for executive team.

- Developed financial plan for relaunch of Nestea brands cross functionally with sales, supply chain and marketing.
- Led 3-5-year market business strategy setting corporate targets with Paris headquarters.
- Built high level 5-10-year global business strategy with CFO.

Lead Manufacturing Controller, Ready Refresh Factories, 2009-2011

Lead manufacturing controller responsible for 10 Ready Refresh/Home and Office Direct Delivery Factories. Developed, monitored, and analyzed standard manufacturing costs for all products across factory locations. Managed factory controller team.

- Reduced costs 10% by benchmarking costs by factory and savings initiatives.
- Managed successful conversion of 6 Gallon to 5 Gallon size bottles.

PREVIOUS POSITIONS HELD

Nestle Waters, Kraft Foods, and Hewitt Associates

EDUCATION / TRAINING

Master of Business Administration (MBA), Finance and International Business

Pace University, New York, NY

Bachelor of Arts (BA), Mathematics

Boston College, Chestnut Hill, MA

Volunteer Activity

Weston Public Library: 2022

Weston High School PTO: Treasurer 2019-2020, Secretary 2018-2019

Item 5



Darcy Barrera-Hawes, Executive Admin <executiveassistant@westonct.gov>

***NEW SUBMISSION* Board, Commission, and Committee Interest Form**

1 message

Town of Weston, CT <webmaster@westonct.gov>
To: "executiveassistant@westonct.gov" <executiveassistant@westonct.gov>

Tue, Sep 5, 2023 at 7:42 PM

Board, Commission, and Committee Interest Form

Submission #: 2681640



You have a new online form submission.
Note: all answers displaying "*****" are marked as sensitive and must be viewed after your login.

Full Name

David Goodman

Weston Address

83 Kellogg Hill Road

Position Interested In? (Check all that apply)

Commission on Aging
Zoning Board of Appeals Alternate (elected)

Phone



Email



Participation requires that you are a registered voter in the Town of Weston. Are you a registered to vote in Weston?

Yes

Political Party Affiliation: Per state statute and town charter, this information is required to ensure minority party representation

Democratic Party

Describe your interest and what you would like to contribute to this Board/Commission/Committee

I am eager to contribute to several boards, but I am particularly interested in the Commission on Aging and the Zoning Board of Appeals. As a co-founder and the current EVP & CFO of a concierge home care company, I have amassed valuable experience over the past nine years. Before relocating to Weston, I also served as the Chairman of the Zoning Board in my previous town for over two decades. I believe my background I can offer both a unique perspective and relevant expertise to the board.

Please include a brief bio or email your resume/CV to executiveassistant@westonct.gov

I have sent under separate cover a copy of my resume to executiveassistant@westonct.gov. My LinkedIn profile's link: www.linkedin.com/in/degoodman

DAVID E. GOODMAN

EXPERIENCE

- 2013–PRESENT **L3G Medtrics, LLC** New York, NY
A boutique advisory and private equity firm specializing in the healthcare industry with a concentration in the aging and senior markets.
- Principal*
- Founding member of boutique health care advisory firm specializing in senior health care issues centered on:
 - Longevity Expectancy Predictive Model
 - Geriatric Health Care and Senior Care Manager
 - Concierge Medical Practice
- 2014–PRESENT **PORTFOLIO COMPANY** Stamford, CT
Compass Care, LLC
Concierge Geriatric Care Management & Home Health Aide Company
- Co-founder
EVP & CFO*
- In conjunction with the CEO, overall responsibility for business strategy as well as all operational procedures and protocols.
 - Overall responsibility for the financial, accounting, budgeting, cash management and reporting decisions for the company.
 - Responsible for all the operations of the company (including Legal/HR/IT/Finance)
 - Developed accounting processes, internal controls, and business wide policies and procedures.
 - Coordinated and worked with outside accounting and legal firms
- 2004–2013 **Petro-Chem Development Co., Inc.** New York, NY
Professional Engineering Company for the Petrochemical industries
- Vice President,
Finance &
Corporate
Development;
Treasurer &
Director of MIS*
- Originator in the successful acquisition of a software specialty company and led the due-diligence team (deal value in excess of \$4 million).
 - Member of deal team which led to the successful acquisition of the company; led the financial due-diligence (deal value in excess of \$40 million).
 - Worked closely with the CEO on a variety of activities, including: joint ventures, strategic planning, organizational structure, system integration and management reporting.
 - Recognized from 2004 to 2011 an improvement in revenues of 19.7% CAGR and in operating income of 96.2 % CAGR.
 - Responsible for treasury and banking relationships.
 - Managed and oversaw foreign currency hedging strategies for international projects settled in local currencies.
 - Responsible for the overall global management information systems infrastructure and strategic plan.
 - Researched, evaluated and chose company wide Enterprise Resource Planning ("ERP")/Integrated Accounting & Finance solution.
 - Reassessed monthly financial management reporting for The Board of Directors and management.
 - Developed analyses for the Board of Directors and interdepartmental use, which included set of key performance indicators/metrics to critically evaluate the company's overall health or distress.
 - Reviewed and developed business process workflow and resource allocation.
 - Generated firm-wide cash flow analysis.
 - Oversaw real estate renewals.
 - Maintained relationships with outside law firms: including intellectual property matters as they related to patents and trademarks; and litigation matters.
-

- Internal resource for all contractual matters including terms & conditions, non-disclosure agreements.

1999–2003

beenz.com inc.

New York, NY

Digital internet currency, rewards and loyalty program provider

*Vice President,
Treasurer &
Assistant Secretary
Financial Planning
& Analysis and
Corporate
Development*

- Worked closely with the President & CEO on M&A activities, including: business strategy; structure and integration; transactional due diligence; and advisory relationships.
- Responsible for the overall global budget process and forecasting of regions' revenue targets and department's expense thresholds.
- Managed beenz.com's global cash and treasury requirements worldwide.
- Conceptualized and prepared monthly financial highlights for The Board of Directors and investors.
- Coordinated worldwide capital expenditures and commitments for Board approval.
- Assisted in two rounds of institutional private placements, raising in excess of \$70 million, including road show material and presentations for institutional private placement offerings as well as preliminary IPO filing.
- Lead member of Acquisition Team which identified and targeted potential strategic partners and business relationships.
- Performed various analyses including ROI & IRR calculations in support of M&A and capital expenditure activities.
- Managed investor-relationship issues.
- Developed analyses for the Board of Directors and interdepartmental use, which included: (i) a "dashboard" of key performance indicators and metrics; (ii) "burn rate" analysis; (iii) a review of the "beenz economy"; and (iv) an internal analyses of regional operations and the beenz economy.
- Negotiated several contractual business transactions, such as Mastercard/Debit Rewardcard; Corio/PeopleSoft ASP financial accounting agreement, real estate leases and a licensing agreement.
- Coordinated and participated in a Harvard Business School Case Study on beenz.com (case no. N9-501-014, November 2, 2000).
- Participated and assisted in the sale of the core business technology and certain assets to Carlson Marketing Group by developing overall strategy and due diligence.

1992–1999

King, Pagano & Harrison

New York, NY

Midsize Commercial Litigation Firm

*Chief Financial
Officer*

- Oversaw all the firm's policies and procedures including: billing, financing, payroll, 401(k) retirement plan and trust, accounts receivable and accounts payable.
- Coordinated the configuration and installation of the firm's computer system as well as negotiating the terms of its financing.
- Participated in Partnership Meetings on all key business issues.
- Prepared and presented to partnership monthly financial reports as well as key performance indicators and overall metrics for performance analyses.
- Prepared detailed analysis of key client's relationship including past performance, profit analysis and recommendation for structuring future business relationship.
- Developed accounting processes, internal controls, and business wide policies and procedures.

*Litigation
Consultant*

- Conducted and reviewed financial and statistical analyses for various cases to (i) rebut a



- race and gender discrimination case involving a \$1.5 million liability; (ii) refute bank fraud allegations by the United States Government on behalf of an individual officer of the bank; (iii) critique expert damage calculations in a wrongful discharge case; and (iv) estimate damage calculations in a breach of contract case involving a trucking company.
- Participated in various cases involving HMOs seeking underpayments from the United States government through the Federal Employee Health Benefits Program (FEHBP).
- Successfully prevented a potential judgment of over \$21 million in a tortious interference and breach of contract case involving a residential real estate brokerage client by critiquing experts' damage calculations and assisting a testifying expert in employing proper methodologies for assessing the alleged damages as well as assisted the trial team members in framing legal memoranda to the court on damage calculations and methodology.

1991-1992

Bickel & Brewer

New York, NY

Boutique Litigation Firm

*Litigation
Consultant*

- Participated on various commercial litigation cases and dispute resolution matters.
- Researched, analyzed and prepared an executive summary for an international financial service firm.
- Conducted financial analysis and review for (i) a multi-employer defined benefit pension fund; (ii) a prospective bankruptcy filing of a series of real estate partnerships; (iii) an alleged insurance packing violations by a financial corporation; (iv) a broadcasting company's acquisition of a regional based television station which included pro forma financial statements; (v) a client's investment in a limited partnership for settlement purposes and potential damages; (vi) an employer's discrimination charges which included economic charges; and (vii) an examination of an S&L institution.
- Researched and prepared an executive summary for a potential merger between two air freight carriers.
- Analyzed and prepared position statements on economic damages in defense of employment discrimination charges.
- Researched, analyzed, and collaborated on an American Management Association ("AMA") presentation entitled "The Changing Demographics and Its Impact on Labor Law".

1988-1991

Andersen Consulting

New York, NY

Largest worldwide management consulting firm

Senior Consultant

- Engaged by First Boston Corporation to assist in developing a New Trades Processing Architecture.
- Assumed responsibility as project leader for Stock Borrow and Loan portion of the Clearance System which included the analysis and design of functional and detail specifications of this system. Implemented and monitored work plans for the project.
- Developed economic models and conducted capital budgeting analysis for joint venture proposal. Analyzed scenarios for profitability and feasibility.
- Promoted to Senior Consultant within one year.
- Supervised and developed three staff persons through training and evaluation process.



OTHER RELEVANT EXPERIENCE

SUMMER OF 1987	Coopers & Lybrand <i>Management Consulting Services</i>	New York, NY
<i>Consultant</i>	<ul style="list-style-type: none">• Participated in various engagements with primary work for a holding company's consolidation of two retail chains, as a result of a leveraged buyout.• Identified savings of \$2 million due to the merger through improved efficiency and enhancements in information systems and data collection.	
1984-1986	Bankers Trust Company <i>Loan Division</i>	New York, NY
<i>Assistant Treasurer</i>	<ul style="list-style-type: none">• Implemented personal computers within the Commercial Loan Division.• Developed software application to eliminate manual tracking of the Subledger Accounting System, reducing maintenance by over 50%.• Coordinated and designed a data management system for the division, allowing for the generation of an extract from its mainframe database• Reduced programming costs and increased efficiency of reports and queries.• Successfully marketed the propagation of an IBM Report Management Distribution System.	

EDUCATION

1986-1988	New York University's Leonard N. Stern School of Business	New York, NY
<i>M.B.A., Finance</i>	<ul style="list-style-type: none">• Graduate Assistant, Dr. Edward I. Altman - credit analysis and capital market research, with an emphasis on high yield bonds and corporate bankruptcy; assisted in data analysis for article entitled "Measuring Corporate Bond Mortality" (September, 1989; The Journal of Finance, Vol. XLIV, No.4).• Management Advisory Project - consulted The New York Chamber of Commerce on the feasibility of attracting middle market businesses.	
1980-1984	Cornell University	Ithaca, NY
<i>B.S., Consumer Economics</i>	<ul style="list-style-type: none">• Teaching Assistant: Introductory Calculus Course.• First Place in the Elsie Van Buren Rice Award in Oral Communication.	

ADDITIONAL INFORMATION

<i>Publications</i>	<ul style="list-style-type: none">• "Measuring Corporate Bond Mortality" (September, 1989; The Journal of Finance, Vol. XLIV, No.4 [data analysis])• "The Changing Demographics and Its Impact on Labor Law"; American Management Association, 1992• "Non-Triangular Numbers and Other Complements of the Sequence $\left\{ \left\lfloor \frac{n(n+k-1)}{k} \right\rfloor \right\}$"; 1980, The Westinghouse Science Talent Search
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- Awards Received*
- Westinghouse Science Talent Search Honors Group Semi-finalist
 - Elsie Van Buren Rice Award First Place
 - Wingate Athlete Scholar
- Board Memberships*
- Finance Committee Board Member, National Association for Homecare & Hospice.
 - Board & Managing Member, Compass Care, LLC
 - Board Member, PFR Engineering Systems, Inc.
 - Board Member, PCD Petroquimica S de R. L. de C.V.
 - Treasurer & Board Member, Cornell University's Human Ecology Alumni Association
 - Chairman, Zoning Board of Appeals for Village of Thomaston
 - Vice President, Class of 1984 Cornell University
 - Board Member, Vestrock Capital Partners, LLC
- Interests and Activities*
- Online Faculty Member, University of Phoenix Online - Undergraduate Business & Management; Financial Analysis for Managers I & II (2001-2004).
 - Tennis Professional – USPTA Certified Tennis Elite Professional (P1), Alley Pond Indoor Tennis Club; Great Neck Park District Parkwood Tennis Facility, Vitas Gerulaitis Youth Clinics.
- Hobbies*
- Tennis, Golf, Fencing (foil), Kayaking
- Volunteer Experience*
- Cornell Alumni Admission Ambassador
 - The Cornell Tradition
 - New York University's Stern School of Business' Mentorship Program
 - Police Athletic League Coach: Baseball and Soccer
 - Habitat for Humanity
- Computer Skills*
- Proficient in Tableau, Crystal Reports, Business Objects, full suite of MS Office applications (Word, Excel, Access, PowerPoint, Publisher, Visio, Outlook, One Note), Office 365; Business Objects, , Quicken, Quickbooks, Peachtree, LEXIS/NEXIS, WestLaw, SEER HPS CASE tool, Internet software and most Macintosh software.
 - Knowledge of Best Software's Timberline Office Product, MS Exchange, Windows Server 20xx, MS Project, PeopleSoft Financials, Peachtree, PC/Focus, ProLaw, Sybase, Paradox, FoxPro, VOS (Stratus) PL/1, BASIC, JCL, COBOL, CICS, and SQL/DB2.

REFERENCES

- Available upon request
- 

Item 6



Darcy Barrera-Hawes, Executive Admin <executiveassistant@westonct.gov>

***NEW SUBMISSION* Board, Commission, and Committee Interest Form**

1 message

Town of Weston, CT <webmaster@westonct.gov>
To: "executiveassistant@westonct.gov" <executiveassistant@westonct.gov>

Mon, Aug 21, 2023 at 12:03 PM

Board, Commission, and Committee Interest Form



You have a new online form submission.
Note: all answers displaying "*****" are marked as sensitive and must be viewed after your login.

Full Name

Rob Lamb

Weston Address

9 Cedar Hills

Position Interested In? (Check all that apply)

Board of Ethics

Phone



Email



Participation requires that you are a registered voter in the Town of Weston. Are you a registered to vote in Weston?

Yes

Political Party Affiliation: Per state statute and town charter, this information is required to ensure minority party representation

Unaffiliated (no party affiliation)

Describe your interest and what you would like to contribute to this Board/Commission/Committee

Previously served on the Board. Understand the Board is vacant and believe it should be populated, active, and accountable.

Please include a brief bio or email your resume/CV to executiveassistant@westonct.gov

Will email resume

Any additional information you would like us to know

Thank you,
Town of Weston, Connecticut

This is an automated message generated by Granicus. Please do not reply directly to this email.

Rob Lamb



Business Development, Marketing, and Sales Executive

Asset and wealth management executive. Combines keen insight into market preferences and buying habits with a focused view on how organizations can tap into and capture revenues from their target markets. Extensive experience with a consistent, proven, strategic process of identifying, targeting, and leveraging growth opportunities. Direct experience in wealth management, asset management, family office, investment company operations, and capital markets. Particular expertise in relationship building; in positioning effectively firms, products, and services within the marketplace; in executing strategies designed to establish awareness, strengthen communication, increase revenues, grow client loyalty, and build share. Clear, dynamic communicator. Consummate relationship builder and opportunity/revenue finder.

PROFESSIONAL EXPERIENCE:

Altfest Personal Wealth Management, New York, NY 2016 – 2022 *Registered Investment Advisor (RIA) seeking organic growth*

Senior Business Development Manager

Responsible for identifying, targeting, securing, and exploiting organic growth initiatives for the firm.

Identified professional associations, particularly healthcare professional associations, as catalyst for growth among desired segment of highly-compensated professionals.

Created and executed firm strategy, positioning, and messaging to engage and capture desired segment.

Identified and built relationships with key players within desired segment.

Secured exclusive partnerships with groups serving over **35,000 highly-compensated healthcare professionals**, within Altfest's desired, target prospect pool, including: **American College of Surgeons (NY State Chapter), Medical Society of the State of New York, New York State Psychological Association, New York State Society of Orthopaedic Surgeons, and Westchester County (NY) Medical Society**. These relationships have been majority contributor to firm's largest share of qualified prospects and new clients in the last 6 years.

Grayson Group LLC, New York, NY 2008 - 2016 *Positioning, marketing, and sales advice and services to investment managers and wealth managers*

President

Founded Grayson to help investment and wealth managers better identify, target, and grow meaningful client/advisor/ influencer relationships. Provided marketing, sales, and related services. Clients included alternative and traditional managers as well as private client/wealth managers. Responsible for all areas of the business, including strategy, management, client acquisition, and client management.

- Defining most attractive, influential and profitable channel partners.
- Re-engineering firm, team, and strategy positioning and messaging to target groups with most likely prospects resulting in an average of 28% more qualified inquiries and prospects.
- Recommending business development programs to grow clients and wallet share. On average, grew ongoing prospect/client contact, as measured by qualified calls/meetings, by over 80%. • Organized sales content, subject matter expertise, and thought leadership in marketing/sales process. • Prioritized sales

content assets to bolster growth goals and sales processes. Initiated/managed over six programs. Resulted in increased call/meeting/contact effectiveness and growth in sales engagements

Page 2 of 3

Carret Asset Management, New York, NY 2005-2008 *Family office*
Managing Director

Direct report of family office owners. Assisted in their strategy to acquire and partner in hedge fund space, recruit hedge fund managers, re-position the firm, and leverage existing relationships.

- Assisted owners in sourcing, due diligence, and integration of over 10 managers. • Developed positioning and messaging for firm and investment strategies.
- Responsible for marketing investment strategies to institutions, directly and through their consultants. • Ownership and execution of Request for Proposal process resulting in \$500MM in new assets. • Responsible for positioning and marketing strategies to retail-oriented platforms, notably those offered by Charles Schwab. Established and executed marketing/sales/service plan for Schwab's New York – Metro Area. From zero presence to full system awareness. \$25MM new retail assets in 6 months.

Babson Capital Management, Cambridge, MA 2002-2005 *Leading global asset manager*
Managing Director/Co-Head, Private Wealth Management Group (PWM)

Wholly-owned subsidiary of MassMutual Financial Group. Services offered included comprehensive financial planning, investment management (both closed and open architecture), and trust services for HNWI individuals, families, personal trusts, and smaller institutions. Co-responsibility, including P&L, for 15 person PWM. Tasked to grow the business and manage non-investment related activities of firm's equity hedge funds.

- Grew PWM new asset inflows by over \$212MM in 11 months (vs. \$90MM in prior 12 months). • Responsible for growing equity hedge funds from zero base to over \$100MM in first year. • Changed focus to customer. Repositioned investment management and financial planning services. • Created PWM's marketing efforts. First to establish a marketing strategy which included developing specific branding, positioning and messaging for PWM. Strategically targeted media, cultural institutions, professional associations, etc. (including NPR, Boston Symphony Orchestra, *Boston* magazine), to reach and raise awareness among firm's target market.
- Created programs to position key PWM professionals as thought leaders. Through white papers, educational platforms, and "what if" investment scenarios, enhanced PWM by shifting it from mere provider of investment strategies to long-term, trusted, wealth advisor.
- Developed and instituted standards and processes for prospect/client interaction, including on-boarding. • Developed and launched internal referral program to encourage members throughout firm and holding company to refer qualified prospects to PWM.

Forum Financial Group, Portland, ME 1998-2002 *Leading provider of administration, accounting, and technology services to investment funds*

Director of Sales

Service provider to mutual funds, hedge funds, and other pooled vehicles. Responsible for firm's entire business development and sales effort. Secured firm's second largest client ---- a multi-billion dollar, multi fund complex.

Highland Investment Group, Fairfield, CT 1994-1998 *SEC-registered investment advisor. Manager of Highland Growth Fund*

Co-Founder/President

Led firm and fund start-up and management, including strategy, operations, marketing, sales, and client service.

Page 3 of 3

Donaldson, Lufkin & Jenrette; Dillon, Read; S.G. Warburg, New York, NY **1985-1994** *Investment banks*
Fixed income, convertible bond, and equity-linked sales and trading

BOARDS:

Business Committee for the Arts (BCA), Washington, DC; New York, NY **current Board Member**

Founded by David Rockefeller, BCA encourages, inspires, and stimulates businesses to support the arts in the workplace, in education, and in the community. The Board provides leadership on key initiatives including messaging, advocacy, and strategic alliances within the private-sector community.

Board of Ethics, Town of Weston (CT) **past Board Chair**

Boy Scouts of America (Fairfield County, CT) **past Board Member**

KLD Research & Analytics, Boston, MA **past Board Member**

Leading provider of management tools to professionals integrating environmental, social, and governance (ESG) factors into their investment decisions. Sold to RiskMetrics Group (now MSCI).

Monaco Music Film Festival, Principality of Monaco **past Board Member**

Venovate, San Francisco, CA **past Advisory Board Member**

Firm matched wealthy investors and their advisors with issuers raising capital for the full range of alternative assets. Platform participants invested or raised capital – from start to finish, fully compliant, and all online.

PUBLICATION

Contributor, "Seeing Beyond: Unlocking the Long-Term Opportunities in Wealth Management".
ForbesInsights, 2015

EDUCATION:

Harvard Law School, J.D., Cambridge, MA

St. Antony's College, Oxford, England

Pomona College, B.A., Claremont, CA

Item 7



Darcy Barrera-Hawes, Executive Admin <executiveassistant@westonct.gov>

***NEW SUBMISSION* Board, Commission, and Committee Interest Form**

1 message

Town of Weston, CT <webmaster@westonct.gov>

Sun, Aug 20, 2023 at 12:58 PM

To: "executiveassistant@westonct.gov" <executiveassistant@westonct.gov>

Board, Commission, and Committee Interest Form



You have a new online form submission.

Note: all answers displaying "*****" are marked as sensitive and must be viewed after your login.

Full Name

Gayle Paquin Costello

Weston Address

5 LORDS HWY E

Position Interested In? (Check all that apply)

Board of Ethics

Phone



Email



Participation requires that you are a registered voter in the Town of Weston. Are you a registered to vote in Weston?

Yes

Political Party Affiliation: Per state statute and town charter, this information is required to ensure minority party representation

Democratic Party

Describe your interest and what you would like to contribute to this Board/Commission/Committee

Would like to support with the checks and balances of town concerns.

Please include a brief bio or email your resume/CV to executiveassistant@westonct.gov

I've submitted my resume to the above email

Any additional information you would like us to know

It's on my resume

Thank you,
Town of Weston, Connecticut

Gayle Paquin, LCSW

Dedicated and creative, solutions-focused self-starter with a comprehensive background in social work services, project management, community advocacy, outreach, conflict management, and treatment.

PROFESSIONAL EXPERIENCE

Pathways Inc. Greenwich
Deputy Executive Director
Clinical Programs Manager

July 2022 to Present

- Program assessment, redesign and development of clinical programs
- Oversee contracts with the Department of Mental Health and Addiction Services and support agency compliance
- MRO group home redesign of curriculum
- Oversee Pathways group homes, the social rehabilitation program, supportive housing, the Community Support Program and the Mental Health Waiver
- Advocate and provide support for adults with chronic and severe mental illness to promote independent living opportunities
- Supervise staff and MSW interns, grant writing and support

Creative Therapy & Consulting Services, PLLC

July 2022 to Present

- Founder of this start up
- Individual psychotherapy services with children, teens, adults and older adults
- Consultant to Hall Neighborhood House for SEL programs at the Community Center serving daycare, preschool, after school programming, teen programming and senior programming
- Developed RULER based preschool SEL curriculum and implemented in 6 classrooms
- Developing RULER based SEL curriculum in after school programs
- Supervise MSW interns that are placed at Hall Neighborhood House
- Certified in Mindfulness Based Stress Reduction, Certification in Play Therapy and Therapeutic Art Interventions for Children and Teens, Certified in CBT, Exposure and Response Prevention for Treatment of GAD, Panic Disorder, OCD, Social Anxiety & Phobias
- Certified in TFCBT

Optimus Health Care Bridgeport
Program Manager & Lead LCSW

September 2021 to June 2022

- Providing psychotherapy to individuals and groups ages 5 and older through telehealth and in person sessions
- Developed SEL programs to implement in the pre k classrooms
- Served as a consultant to the community center and co wrote grants for Social Work/SEL services
- Developed trainings for Community Center staff to support SEL in after school programs for K-2

Family Centers, Inc. Stamford**June 2017 to August 2021**Director of Self Sufficiency and Independent Living Programs (9 Programs)

- Supervise and develop managers, social workers, case workers and interns (team of 26) for the following Self Sufficiency Programs: RITE, FSS, Windrose, Community and Supportive Services, BOOST, Housing Resource Program, Literacy Volunteers, Friendly Connections and VOCA
- Manage budgets, grant writing, proposal writing, funder relations, compliance with contracts.
- Developed a Community Response Team to strengthen capacity and service delivery to the community; a Case Review Team to support employees struggling with challenging clients and the BOOST work group
- Designed an afterschool and summer program in Stamford Public Housing now going into it's 5th summer; increasing the budget annually through private foundation funding
- Grew the Friendly Connections program serving isolated and/or homebound older adults to approximately 80 clients through one part time Coordinator, volunteers and several MSW interns
- Supervise and support the VOCA, the Victims of Crime Case Management Program start up at Family Centers
- Manage COVID-19 response, for 9 programs to serve clients remotely and/or in person and reentry plans
- Adjunct Professor New York University

State of Connecticut Department of Social Services**January 2015 to April 2016**Social Services Program Manager, Central Office- Hartford

- Oversaw the administration and operations of the Home and Community Based Medicaid Waivers with a focus on ABI I and the ABI II waiver pilot migration
- Trained and audited providers on ABI services and CMS requirements and the Final Rule
- Monitored providers and developed process for incident reporting and quality assurance across the waivers
- Provided oversight and clinical supervision to a team of approximately 25, including Social Workers and Nurses
- Developed forms that adhere to CMS requirements and system to streamline the waivers
- Successfully orchestrated the migration from ABI waiver clients to pilot program in Danbury
- Completed ABI Waiver 5 year renewal review report of State performance to Center for Medicare and Medicaid Services; updating regulations for the ABI waiver in CMS
- Reviewed and scored RFPs submitted to the State for projects with teams

State of Connecticut, Department of Social Services**March 2013 to January 2015**Social Work Supervisor, Stamford Office

- Oversaw the following programs: Protective Services for the Elderly, the Personal Care Assistance and Acquired Brain Injury Waiver, Community Based Services, the Conservator of Person Program, Individual Services, Family Services and Security Deposit Guarantee Program
- Determined priority level, planned unit work and provided staff supervision for team of 4 for all protective services calls for Greenwich, Stamford, New Canaan, Darien, Norwalk and Wilton
- Outreached and collaborated with providers, the community and presentation on Mandated reporting for Greenwich Hospital
- Cofounded and worked with the City of Stamford Hoarding Taskforce
- Coordinated Event for Social Work Conference for approximately 80 Social Workers, 2014
- Steering Committee member for Melissa's Project extension, Stamford and Greenwich
- Worked on Case Review Project for Protective Services for the Elderly at DSS

State of Connecticut, Department of Social Services
Social Worker, Stamford and Bridgeport Offices

January 2010 – February 2013

- Provided protective services for older adults facing abuse, neglect, exploitation and abandonment
- Petitioned Probate Court for clients in need of a conservator and provide COP duties
- Conducted assessments to determine eligibility for the ABI waiver, Personal Care Assistance Waiver, Community Based Services, and Security Deposit Guarantee Program
- Supported and collaborated with clients to develop safe plans to mitigate risks and remain living in the community as independently as possible
- Provided solutions focused treatment to Individuals, Family Services clients, COP, ABI, PCA clients
- Researched and developed strong relationships with providers and local committees/task forces

State of Connecticut, Department of Social Services
Eligibility Services Worker, Stamford Office

April 2008 – January 2010

- Managed generalist caseload of over 800 adults and families
- Interviewed clients and linked with the appropriate benefits and resources
- Food Stamp (SNAP) Improvement and Organization Improvement group member
- Developed policy and system to manage caseloads while employees are out of the office
- Interpreted complex federal and state regulations to determine eligibility for entitlements

State of Connecticut, Department of Children and Families
Treatment, Investigations and Adolescent Child Protective Service Worker

September 2001 to September 2005

- Provided social work services to families with substantiated cases of abuse and neglect
- Conducted assessments, investigations and removed children from high-risk environments
- Completed social, emancipation, adoption and termination studies and testified in court
- Developed culturally sensitive, person-centered treatment plans with clients
- Provided 24-hour crisis support

North American Family Institute/Catholic Charities
Intensive Outreach and Monitoring Case Manager & Program Coordinator, Bridgeport

September 1998 to September 2001

- Provided case management services, Individual Program Plans, assessments/intakes
- Individual counseling, psychoeducational groups, family support
- Managed Individual and group activities/recreations
- Submitted updates to court of client progress both verbal and written
- Collaborated with juvenile probation officers and community providers

VOLUNTEER

Weston Girl Scout Leader (3 Troops) and Co Service Unit Manager

September 2013 to present

EDUCATION

Master of Social Work, Fordham University, Andrus Scholar
Bachelor of Arts, SCSU, Psychology Major
Seminar In Field Instruction Certified (SIFI)

May 2008
September 2000
May 2014

INTERESTS

Family, Reading, Soccer, Hiking, Mountain Biking, Climbing, Gardening, Expressive Therapy, Social Justice, Leadership, Mental Health, Town of Weston, and the Ethics Committee

Item 8



Darcy Barrera-Hawes, Executive Admin <executiveassistant@westonct.gov>

[EXTERNAL] Re: library board resignation

1 message

Thomas Burke [REDACTED] >

Wed, Sep 6, 2023 at 11:50 AM

To: "Darcy Barrera-Hawes, Executive Admin" <executiveassistant@westonct.gov>

Good morning Darcy,

I am so sorry, I sent my resignation via snail mail back in May but will use this email response as a resignation as well.

It is with deep sadness that I must resign from the Weston Library Board as my wife and I have moved to Redding and are no longer residents of Weston. It has been such a joy serving along side the board who truly care about the future. The only consolation is my optimism for the leadership of the library and board going forward and know that I am leaving the library in good hands.

Thank you,

On Sep 5, 2023, at 11:53 AM, Darcy Barrera-Hawes, Executive Admin <executiveassistant@westonct.gov> wrote:

Hi Thomas,

I hope you are well, I am reaching out to you regarding your seat on the Library Board. The Board of Selectmen have not formally accepted your resignation from the Library Board. Could you please send me a short email that I can present to them so they can formally accept it.

Thank you,
Darcy

Darcy Barrera-Hawes
Executive Assistant
Town of Weston
phone: 203-222-2656
email: executiveassistant@westonct.gov

CONFIDENTIALITY(NOTICE):

This is a staff email account managed by the Town of Weston. This e-mail message from the Town of Weston, including any attachments, is for the sole use of the intended recipient(s) and may contain information that is privileged, confidential and/or exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive information for the recipient, you are hereby notified that any review, use, disclosure, distribution, copying, printing, or action taken in reliance on the contents of this email is strictly prohibited. If you receive this communication in error, please, immediately contact the sender and destroy the material in its entirety. Please note that messages to or from the Town of Weston domain may be subject to the Freedom of Information Act (Conn. Gen. Stat. sections 1-200 et seq.) Thank you.

Item 9

**TOWN OF WESTON,
CONNECTICUT**



**BOARDS AND COMMITTEES
VOLUNTEER HANDBOOK**

2023 EDITION

This *Handbook* has been developed and to provide you with basic information about your volunteer service with the Town of Weston. It is intended to be used for informational purposes and is not inclusive with regard to the provisions of The Town of Weston Town Charter and Special Acts. Specific questions should be addressed to your Board or Committee Chair for guidance.

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The Town Charter

The Charter is the organic law of the Town of Weston providing for the administration of the Town's affairs. It is based in the tradition of 'home rule' where every eligible voter is a legislator; together the Town Meeting and Selectmen are the legislative body of the Town. It lays out the basic structure of Town Government and allocates responsibilities, powers and duties to Town Officials. Importantly, it lays out the procedures and processes that are to be followed.

Elected Boards and Commissions

All elected Boards and Commissions derive their powers and duties prescribed by the Connecticut General Statutes and the Town Charter.

	<u>Number of Members</u>	<u>Term</u>
Board of Assessment Appeals	3	4
Board of Education	7	4
Board of Finance	7	6
Board of Police Commissioners	7	4
Board of Selectmen	3	2
Planning and Zoning Commission	7	4
Zoning Board of Appeals	5	4

Derivation of Non-Elected Boards and Commissions

Boards and commissions are a critical component of Town Government, providing deep expertise and opinions that guide the direction of the Town. A few boards and commissions have specific authority to make binding decisions in certain areas, such as the Zoning Board of Appeals, Historic District Commission, and Building Board of Appeals. These bodies generally derive their decision-making authority from state laws. Others are established by state mandate; others are provided for by Town Charter. Both are intended to be ongoing and provide information, analysis and recommendations to inform the Board of Selectmen decisions on matters pertaining to the board or commission's specialized knowledge. They include:

	<u>Number of Members</u>	<u>Term</u>
Board of Ethics	5	2
Building Board of Appeals	5	5
Commission for Children and Youth	9	3
Commission for the Arts	7	2
Commission on Aging	7	2
Conservation Commission	7	4
Historic District Commission	5 (+3 alternates)	5
Library Board	9	4
Panel of Moderators	4	4
Parks and Recreation Commission	7	4

There is no single place to find the powers and duties in the Statutes. Reference must be made to the subject with which a board or commission deals, or to Title 7 of the Connecticut General Statutes which covers Municipalities. Matters related to Planning and Zoning can be found in Title 8 of the Connecticut General Statutes. Taxation matters related to the Board of Assessment Appeals are in title 12, and the Board of Finance in Title 7. As part of the onboarding process, speaking with the chair to understand the current and historical issues, and reviewing the minutes and Statutes will provide you with a solid baseline understanding of the mandate of your Board.

Ordinance Mandated Committees (as of 12/2022)

	Number of Members	Term
Building Committee	7	2

In addition, at the discretion of the Board of Selectmen, committees may be convened as task forces and they derive their authority and responsibility from the “charge” as voted on by the Board of Selectmen. The following BOS convened committees are currently operating (as of 12/2022).

BOS Convened Committees (as of 12/2022)

	Number of Members	Term
Beautification Committee	7	4
Diversity, Equity and Inclusion Advisory Committee	9	2
Economic Vitality Committee		
Insurance Advisory Committee		
Lachat Town Farm Commission	9	3
Marketing & Communications Advisory Committee	7	2
Survey Research Committee		
Sustainability Committee	7	2
Veterans Affairs	7	2
Water Committee		
Weston Bicycle and Pedestrian Committee		

PROCESS OF JOINING A COMMITTEE

Swearing In

A member of an elected board or commission must take an oath of office and allegiance, known as 'swearing in'. Post-election, elected officials are sworn in as a group at a ceremony. Any appointments made mid-cycle are sworn in by the Town Clerk, whose office is open Monday – Friday. Appointees cannot **participate** in a meeting until they are sworn in but can attend meetings as a citizen to get familiar with current issues.

Obligations:

Freedom of Information: Local public officials are subject to the State's Freedom of Information Act (FOIA), which can be found on the state website at <https://portal.ct.gov/FOI/Regulations/The-FOI-Act/2022-FOI-Act>. The Act provides the public with rights of access to records and meetings of public agencies.

Records: Please be familiar with rules of public meetings which is located at Sec. 1-210 at <https://portal.ct.gov/FOI/Regulations/The-FOI-Act/2022-FOI-Act>. In general, the Act provides that except as otherwise provided by any federal law or State statute, all records maintained or kept on file by any public agency, whether or not such records are required by any law or by any rule or regulation, shall be public records and every person shall have the right to inspect such records and at their request, obtain a copy of those records. As such you are required to keep copies of all records, including email so that they can be provided to requestors. A town email will be provided to you, and you are encouraged to use this email address in all correspondence related to Town business.

Meetings: Please be familiar with rules of public meetings which are located at Sec. 1-225 at <https://portal.ct.gov/FOI/Regulations/The-FOI-Act/2022-FOI-Act>. This provides that all meetings should be open to the public, that votes taken are available to the public within 48 hours of a meeting and minutes to be provided within seven (7) days of the meeting. A meeting needs to be noticed with the town clerk, agendas to be published publicly within 24 hours of the meeting. Notices of special meetings are to be published with the Town Clerk not less than 24 hours prior to the meeting.

It is your responsibility to comply with all aspects of the FOIA and training will be provided to you by the Town Attorney.

Code of Ethics: All members upon swearing in shall sign the Code of Ethics. The Code of Ethics provides for ethical conduct and certain disclosures by its officials.

Context: All members shall be well informed concerning the duties of a board/committee member. They shall familiarize themselves with current issues.

Decorum: They shall conduct themselves in a respectful collegial manner and represent the entire community at all times. You are a member of a team and should abide by and carry out decisions once they are made.

Executive Sessions: As applicable, shall uphold the intent of Executive Sessions and respect the privileged communication that exists in Executive Session, holding it in confidence.

Training

All members of boards or committees are required to take FOIA and Sexual Harassment training prior to being an active (voting) member.

STARTING A NEW COMMITTEE

In advance of calling the first meeting, the committee needs to understand the board or committee's task. The first meeting will need to review the "charge" captured in the meeting minutes of the Board of Selectman or in the Ordinance. It is important to have a discussion around the charge so that all committee members have a common understanding of the goals and objectives.

The formation of the committee will be part of the mandate, indicating the number of people on the committee. The first order of business is the election of officers, which generally includes a chair, vice chair and secretary. The committee should discuss a general work plan and timetable that aligns with the committee's objectives. Then the committee will be able to agree upon a cadence of meetings that will occur on an agreed upon date and time. A list of those "regular" meetings must be filed with the Town Clerk so that the meetings can be appropriately noticed to the community. Any meeting held outside of that schedule is considered a special meeting. Agendas need to be publicly posted 24 hours in advance of the meeting. Minutes for the meeting must be posted within seven (7) days of the meeting. It is acceptable to post minutes that have not yet been approved by the committee.

CONDUCTING MEETINGS

Officers

As per the Town Charter, officers are elected by the board and commission members via open ballot at the first meeting of the year, always in January. Unless otherwise specified, Boards and Commissions have the following officers: Chair, Vice-Chair and Secretary.

The Chairperson (also chair, chairman, or chairwoman) is the **presiding officer** of the board or committee, or 'first among equals. The person holding the office, who is typically elected or appointed by members of the group, presides over the meetings, sets the agenda, leads the discussion and drives to consensus.

The Chair's role is not administrative; they have no operating or directive authority. Thus, they should not be given such responsibility.

Quorums

No vote of a board or commission can be taken without a quorum; a bare majority of the membership. The Freedom of Information Act (FOIA) prohibits meetings without a quorum and no meetings via email, messaging or telephone are permitted.

Alternates and Substitutes

Alternates are designated by the board, commission or committee and undergo a BOS selection process. Alternates can actively participate in meetings but do not have voting privileges.

Substitutes are not permitted.

Scheduling Meetings and Reporting Minutes

A list of those “regular” meetings must be filed with the Town Clerk so that the meetings can be appropriately noticed to the community. Any meeting held outside of that schedule is considered a special meeting. Agendas need to be publicly posted 24 hours in advance of the meeting. Minutes for the meeting must be posted within 48 hours of the meeting. It is acceptable to post minutes that have not yet been approved by the committee.

Legal Advice

Should the committee need legal advice or opinion, you will have access to the Town Attorney through the First Selectman’s office.

Public Participation

It is the Board of Selectmen’s position that all town boards and committees maximize the opportunity for public participation subject to reasonable constraints to assure that the business is getting done.

Support

The Town can provide reserved meeting rooms upon request. Boards and commissions do not typically have a budget for supplies; if you need an allocation for supplies, you should approach the Town Administrator’s office.

Training

All members of boards or committees are required to take FOIA and Sexual Harassment training prior to being an active (voting) member. Training will be provided upon request, and it is the responsibility of the member to seek out training through the Town Administrator or the Town Attorney.

ROBERT'S RULES OF ORDER (Summary Version):

Robert's Rules of Order is a system of parliamentary procedure first published in 1876 by Henry Robert, an American army general. They provide common rules and procedures, and order, in debate among full membership of a board or commission and are generally standard in the United States. Robert's Rules of Order strives to allow the whole membership of a commission the same understanding on conducting business. It allows the fundamental right of deliberating and asking questions before actions are taken. There are some basic rules for conducting meetings and making motions, but they can be modified slightly. Below is a summary of some of the basics of Robert's Rules of Order that you may encounter at a Board or Committee meeting.

What Is Parliamentary Procedure? It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important? It's important because it is a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order (newly revised) is the basic handbook of operation for most clubs, organizations, and other groups. So, it's important that everyone know these basic rules. Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four types of Motions. These include:

1. *Main Motions*: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. *Subsidiary Motions*: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. *Privileged Motions*: Their purpose is to bring up items that are urgent about special or important matters. They are unrelated to pending business and relate to the welfare of the group.
4. *Incidental Motions*: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions presented? They are presented by:

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chair by saying, "Mr. /Ms. Chair, or Mr. /Ms. President."
 - c. Wait until the Chair recognizes you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
 - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second your Motion
4. Another member will second your motion or the Chair will call for a second.
5. If there is no second to your motion, it is lost.
6. The Chair states your Motion
 - a. The Chair will say, "It has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership for consideration and action.
 - d. The membership then either debates your motion, or may move directly to a vote.
7. Expanding on Your Motion
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the Chair.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chair.

8. Putting the Question to the Membership

- a. The Chair asks, "Are you ready to vote on the question?"
- b. If there is no more discussion, a vote is taken.
- c. On a motion to move, the previous question may be adapted.

9. Voting on a Motion: The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

- a. By Voice - The Chair asks those in favor to say, "Aye", those opposed to say "no". Any member may move for an exact count.
- b. By Roll Call - Each member answers "yes" or "no" as their names are called. This method is used when a record of each person's vote is required.
- c. By General Consent - When a motion is not likely to be opposed, the Chair says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
- d. By Division - This is a slight verification of a voice vote. It does not require a count unless the Chair so desires. Members raise their hands or stand.
- e. By Ballot - Members write their vote on a slip of paper; this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

- Motion to Table -- This is the most misapplied motion! If it is used in an attempt to "kill" or avoid dealing with a measure, it is out of order! Its proper use is when there's a need to bring another motion to the table – i.e., if a commissioner has to leave but wants to vote on a more important motion, you can table the one being debated;
- Motion to Postpone Indefinitely – This is a subsidiary motion to kill a main motion. It avoids a direct vote on the question on the floor and can be used to test the strength of a motion that a faction opposes. It was designed as a courtesy motion, to prevent a direct vote on a question that might be embarrassing to the group.

Parliamentary Procedure is the best way to get things done at your meetings. But it will only work if you use it properly.

- Allow motions that are in order.
- Have members obtain the floor properly.
- Speak clearly and concisely.
- Obey the rules of debate.

HIGHLIGHTS OF THE CT FREEDOM OF INFORMATION ACT

What is the Connecticut Freedom of Information Act (FOIA)? The CT FOIA, codified in Title I, Chapter 14 of Connecticut General Statutes, is a state law that establishes the public's right to obtain information from federal government agencies. "Any person" can file a FOIA

request, including U.S. citizens, foreign nationals, organizations, associations, and universities. "Any person" has the right to obtain records and attend meetings of all public agencies – with certain limited exceptions. This applies to:

- State and local government agencies, departments, institutions, boards, commissions, authorities, and their committees.
- Executive, administrative, or legislative offices, the judicial branch, and the Division of Criminal Justice with respect to their administrative functions.
- Certain other entities based on the following criteria:
 - (1) whether the entity performs a governmental function;
 - (2) the level of government funding;
 - (3) the extent of government involvement or regulation; and
 - (4) whether the entity was created by the government.

Public Meetings: Meetings, including hearings and other proceedings, must be open to the public – except in limited situations. A public meeting is any hearing or other proceeding of a public agency, or gathering of, or communication by or to a quorum of a multi-member agency, to discuss or act on any matter over which it has authority. The following are not public meetings: meetings of certain personnel search committees; collective bargaining strategy and negotiating sessions; caucuses; chance or social gatherings not intended to relate to official business; administrative or staff meetings of a single-member agency (e.g., mayor); and communications limited to notice of agency meetings or their agendas. No registration or other requirements may be imposed on a member of the public seeking attendance at a public meeting. The public, as well as the news media, may photograph, record, or broadcast meetings, subject to prior reasonable rules regarding non-interference with the conduct of the meeting. Only three kinds of meetings are recognized under FOI: Regular, Special, and Emergency. A town or city agency must file each year a schedule of its regular meetings with the clerk of the town or city. A special meeting may be called up to 24 hours (excluding weekends, holidays, and days on which the office of the municipal clerk is closed) before the time set for the meeting. A special meeting is called by filing a notice stating the time, place, and business to be transacted. An emergency meeting may be held without complying with the preceding notice requirements. However, the agency must file its minutes, including the reason for the emergency, within 72 hours (excluding weekends and holidays) of the meeting with the municipal clerk. An agency is required to send a notice of its meetings, where practicable, at least 1 week prior to the meeting date, to any person who has made a written request. The agency may establish a reasonable charge for this service. Each agency must make available its agenda for each regular meeting at least 24 hours before the meeting to which it refers. New business not on the agenda may be considered and acted on only on a 2/3 vote of the members of the agency. The minutes of each agency meeting must be made available to the public, within 7 days of the session to which they refer, in the municipal clerk's office for local agencies. In the case of special meetings, the 7-day period excludes weekends and holidays. The minutes must contain the record of each member's vote on any issue before the agency. The votes of each member on any issue must be put in writing and made available to the public within 48 hours, excluding weekends and holidays, of the meeting at which the votes were taken. The minutes of a meeting at which an executive session occurs must indicate all persons who were in attendance at the closed session, except for job applicants who were interviewed.

Executive Sessions: An agency may close certain portions of its meeting by a vote of 2/3 of the members present and voting. This vote must be conducted at a public session. Meetings to discuss the following matters may be closed: specific employees (unless the employee concerned requests that the discussions be open to the public); strategy and negotiations regarding pending claims and litigation; security matters; real estate acquisition (if openness might increase price); or any matter that would result in the disclosure of a public record exempted from the disclosure requirements for public records. Any business or discussion in a closed session must be limited to the above areas. The agency may invite persons to present testimony or opinion in the executive session, but their attendance must be limited to only the time necessary for that testimony or opinion.

Public Records: Most records or files of State and local agencies, including minutes of all their meetings, must be available to the public for inspection or copying. This includes information or data which is typed, handwritten, tape recorded, printed, photographed, or computer stored. It also includes most inter-agency and intra-agency memoranda or letters. The public may inspect public records during regular office hours, but copies, printouts, or transcripts should be requested in writing. There is a fee for copy(s) of a public record. The public is entitled to prompt access to inspect or copy public records. If an agency fails to respond to a request within four business days, such failure can be treated as a denial of the request. Some records are specifically exempted from disclosure by Federal Law or State Statute and may not be available to the public. There are fifteen such exemptions including: personnel, medical, and some law enforcement files; juvenile; some witness and victim identification records; pending litigation files; and real estate documents. Visit the website at <https://portal.ct.gov/FOI/Regulations/The-FOI-Act/2022-FOI-Act>.

Item 11

**Board of Selectmen
Meeting Minutes
September 7, 2023 at 7:30 pm
Weston Town Hall and via Zoom**

1. **Call to Order:** First Selectwoman Samantha Nestor called the meeting to order at 7:30 pm. Also in attendance were Selectman Martin Mohabeer, Selectwoman Amy Jenner, Tree Warden Tom Failla, Rob Lamb, Gayle Paquin Costello, Library Director Ian Parsells, and members of the Public.
2. **Pledge of Allegiance:** Tom Failla led in the Pledge of Allegiance.
3. **Discussion / Decision on milling a portion of the Norfield tree for future use as a bench or other commemorative object and request for supplemental appropriation of \$4,500:** Tom Failla, Tree Warden for the Town of Weston, discussed the processing and milling a portion of the oak tree recently removed from the corner of Norfield Road and Norfield Farm Road. Larry Liggett, carpenter and craftsman, provided additional information about the processing of wood. Discussion took place with the Board of Selectmen and it was decided that Selectwoman Jenner will contact representatives of Lachat Town Farm and the Beautification Committee to establish a group to develop a plan for storage and use of the wood from the Norfield Tree.
4. **Tom Failla, Tree Warden – Spotted Lantern Fly:** Tom Failla presented information regarding the Spotted Lantern Fly. In short, he said if you see it, crush it. Mr. Failla has given a management guide to the Weston Department of Public Works, he is in contact with CT DOT.
5. **Proclamation for Childhood Cancer Awareness Month:** First Selectwoman Nestor read a proclamation for Childhood Cancer Awareness Month.
6. **Interview Rob Lamb for possible appointment to the Board of Ethics:** Selectwoman Jenner recused herself from this item. First Selectwoman Nestor and Selectman Mohabeer interviewed Rob Lamb for possible appointment to the Board of Ethics.
7. **Interview Gayle Paquin Costello for possible appointment to the Board of Ethics:** Selectwoman Jenner recused herself from this item. First Selectwoman Nestor and Selectman Mohabeer interviewed Gayle Paquin Costello for possible appointment to the Board of Ethics.
8. **Acceptance of Resignation of Richard Albrecht from the Conservation Commission:** Selectwoman Jenner made a motion to accept the resignation of Richard Albrecht from the Conservation Commission, effective August 1, 2023. Selectman Mohabeer seconded the motion. Motion passed unanimously.
9. **ARPA Funded Library Audit Update:** Library Director Ian Parsells gave a presentation on the Diversity, Equity, and Inclusion Collection Audit Proposal. Mr. Parsells presentation included the Library Mission, a demographic overview, an overview of library collections, analysis, information about CollectionHQ, and a sample timeline for implementation. Discussion took place with Mr. Parsells.
10. **Approval of Tax Refunds:** First Selectwoman Nestor made a motion to approve tax refunds totaling \$30,179.39, as presented. Selectwoman Jenner seconded the motion. Motion passed unanimously.

Selectwoman Jenner made a motion to add an item called “new business” to the agenda. First Selectwoman Nestor seconded the motion. Motion passed unanimously.

Selectwoman Jenner stated that she would like to discuss the following items at a future meeting: parks and recreation regarding alternate sites for the pickleball courts, discussion with tax collector regarding strategy for collecting back taxes, update on sidewalks and feedback from public hearing, ARPA updated including Ravenwood and Town Green, electric vehicle charging stations at DPW, revaluation updated from the Assessor. Discussion took place.

11. Approval of Minutes from the July 20, 2023 Regular Board of Selectmen Meeting: **Selectman Mohabeer made a motion to approve the minutes from the July 20, 2023 Regular Board of Selectmen Meeting, as presented. Selectwoman Jenner seconded the motion. Motion passed unanimously.**
12. Adjournment: **Selectwoman Jenner made a motion to adjourn. Selectman Mohabeer seconded the motion. Motion passed unanimously. Meeting adjourned at 8:41 pm**

Minutes submitted by Darcy Barrera-Hawes, Executive Administrative Assistant