



Town of Weston, Connecticut

Board of Selectmen

Meeting Agenda

November 16, 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/82588736517>

Join by Phone: 646 558 8656

Webinar ID: 825 8873 6517

1. Call to Order
2. Pledge of Allegiance
3. Interview Marylou Jamieson for possible appointment to the Beautification Committee
4. Interview Douglas Ries for possible appointment to the Parks and Recreation Commission
5. Interview Jonny Cruz for possible appointment to the Veteran's Affairs Committee
6. Interview Deborah Low for possible appointment to the Board of Ethics
7. Reappointment of Tree Warden, Tom Failla, for a term ending June 30, 2024
8. Reappointment of Tax Collector, Cathleen Neblett, for a term ending June 30, 2025
9. Reappointment of Town Treasurer, Richard Darling, for a term ending June 30, 2025
10. Reappointment of Emergency Management Director and LEPC Chair, Sgt Joseph Miceli, for an indefinite term
11. Discussion and /or Decision to re-establish the position of Assistant Transfer Station Operator from January 1, 2024 through June 30, 2024
12. Discussion and/or Decision to approve a supplemental appropriation of \$3,000 for the Commission for the Arts
13. Authorization of the First Selectwoman to execute the certified resolution for the 2023 Small Town Economic Assistance Program (STEAP) Grant for \$428,240
14. Discussion and/or decision to set a public hearing date for a proposed Support Service Fee Ordinance §70-2 of Town Code
15. Discussion and/or decision to set the Board of Selectmen meeting calendar for 2024 per Section 4.3 of the Town Charter
16. Discussion and/or decision to elect from the BOS a Selectman who, in the temporary absence of the First Selectman, shall act as First Selectman per Section 5.2 of the Town Charter
17. Adjournment

Item 3

Full Name

Marylou Alexis Jamieson

Weston Address

Position Interested In? (Check all that apply)

Beautification Committee

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

Republican Party

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

My husband has been on the board for several years. We are both avid gardeners, and we have discussed having me joining him on the committee to move the goals of the committee forward. We have offered to cochair when Claudia Hahn retires in June. My husband and I have planted over 2800 flowers and shrubs on our property. So we know how to get our hands dirty.

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

My husband and I have lived in Weston 41 years and have raised our three children here. I've served on various boards and committees in Weston over the years as well as volunteering at the elementary school, the middle school, and the high school where I was instrumental in developing the college representative visits. I recently was elected to the board of assessment appeals in Weston. I am an avid gardener, and I appreciate the beauty and tranquility of gardening.

Any additional information you would like us to know

I am a licensed realtor with Coldwell Banker and Westport since 2004 where I have represented both buyers and sellers.

Thank you,
Town of Weston, Connecticut

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

Item 4

Full Name

douglas ries

Weston Address

Position Interested In? (Check all that apply)

Parks & Recreation Commission

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

Republican Party

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

I am interested in helping to promote extracurricular activities - primarily sport oriented - within our town. I tend to have the ability to find and present creative solutions to problems and sometimes bring to light problems that may arise in projects. I have Enjoyed working with a group whose primary goal is to promote health and happiness to the people (kids included) of this town. I feel my experience as a "problem solver" in the construction industry will assist and benefit the commission.

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

I graduated from Downingtown Sr high school in Downingtown Pa. I Attended Clemson Univ 1981 thru 1985. I have lived in Ct since 1985 including Bridgeport, Stratford, Trumbull, and since 2007 lived in Weston with my wife Lynn. I have been working in Weston since 1991. Our daughter Sophia (12) is involved with softball, basketball, and band - previously also tennis and swimming. I am currently a licensed new home, home improvement, and pool contractor, in business since 1989.

Any additional information you would like us to know

I am currently on the softball BOD. I have worked with the parks and rec department, commission and the BOS on field improvements to Morehouse farm park, which are currently underway,

Thank you,
Town of Weston, Connecticut

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

Item 5

Full Name

Johnny Cruz

Weston Address

Position Interested In? (Check all that apply)

Veterans Affairs Committee

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

As a current member of the Air Force, I feel I have valuable insight on the ever changing landscape of veteran's benefits and programs. Additionally, I have a vested interest in caring for the people who have paved the way for what I do today. I would like to learn more about the pulse of the veteran population in Weston, and hopefully foster the development of a veteran community. I have found that often times veterans have trouble explaining situations they've been in and this could solve that

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

I recently moved to Weston, in May of 2020, from New York. I work for the MTA and am a member of the NY Air National Guard. I am currently on a full time military tour. I have served on several councils across both my civilian and military careers. If needed I can provide a resume and my military biography.

Any additional information you would like us to know

Thank you,
Town of Weston, Connecticut

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Item 6

Full Name

Deborah Low

Weston Address

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

My husband and I moved to Weston in 2022 after having lived nearby for 35 years. My career was in education and positions included Superintendent of Schools, Assistant Superintendent, and High School Principal. I worked in Wilton and Ridgefield. After retiring, I was elected to the Wilton Board of Education in 2017 and served as Chair from 2019-2022. I believe my background and experience provides a good foundation from which to assess concerns that would come before the Board of Ethics.

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

I will email my 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.

DEBORAH LOW

WESTON, CONNECTICUT 06883

EMAIL: [REDACTED] CELL PHONE: [REDACTED]

EDUCATION

- University of Michigan** **1981-87**
Enrolled in Doctoral program in Educational foundations, Policy, and Administration; School of Education. Completed all course work, exams, dissertation research.
- State University of New York at Binghamton** MAT in English **1979**
- State University of New York at Binghamton** BA in English **1973**

ELECTED OFFICIAL EXPERIENCE

- Chair, Wilton Board of Education** **2019-2022**
- Member, Wilton Board of Education** **2017-2019**

PROFESSIONAL LEADERSHIP EXPERIENCE

- Superintendent of Schools, Ridgefield Public Schools** **2007-2015**
Ridgefield, CT
District executive leader for high-performing suburban district of 5,400 students; improved infrastructure for strategic planning, data-based decision-making, special education services, personnel management, technology framework, and policy review; program initiatives include full day kindergarten, improved math and reading instruction, increased attention to student social and emotional needs, increased high school instructional time and new courses; community and parent outreach; comprehensive security plan; annual budget development and financial management during recession; \$85M budget and 700 staff members
- Assistant Superintendent, Wilton Public Schools** **2004-2007**
Wilton, CT
K-12 program leadership; budget development; technology planning; staff training; curriculum development; district assessment; staff evaluation
- Principal, Wilton High School** **1998-2004**
Wilton, CT
Overall program leadership; front-line operations and management; curriculum oversight; parent and community relations; building projects; high school assessments; staff evaluation

Administrator for Secondary Curriculum Wilton, CT	1994-1998
Secondary curriculum leadership; budget development; technology and program planning	
Associate Principal, Wilton High School Wilton, CT	1988-1998
Daily building operations; master schedule development; program assessment; staff recruitment and evaluation	
Dean of Students, Wilton High School Wilton, CT	1987-1988
Student activities; student discipline and attendance; staff evaluation; student support services	
Field Placement Coordinator School of Education, University of Michigan Ann Arbor, Michigan	1986-1987
Student teaching placement and coordination	
TEACHING EXPERIENCE	
English teacher, Community High School Ann Arbor, Michigan	1977-1986
Language Arts teacher, West Junior High School Binghamton, New York	1976-1977
RELATED EXPERIENCE	
Executive Board, Connecticut Association of Public School Superintendents (CAPSS)	2011-2014
Board of Directors, Connecticut Association of Public School Superintendents (CAPSS)	2009-2011
President, Southern Fairfield County Superintendent group, Connecticut Association of Public School Superintendents	2009-2011
Mentor, Administrator Aspirant Program Connecticut Principal's Center and Cooperative Educational Services	2001-2003
President, Fairfield County Association of Secondary Principals	2001-2002
Secretary, Fairfield County Association of Secondary Principals	2000-2001
President, Wilton Association of School Administrators	2001-2004

Items 7 - 10

Chapter C. Town Charter

Article 8. APPOINTED OFFICERS, BOARDS AND COMMISSIONS

Section 8.2. Appointed Officers, Boards and Commissions

The Board of Selectmen shall appoint the following Officers, Boards and Commissions:

	Term (if any, in years)
(a) Officers	
Animal Control Officer	
Assessor	4
Building Inspector	4
Emergency Management Director	
Fire Marshall	2
Tax Collector	2
Town Attorney	2
Tree Warden	1

Item 11



TO: Samantha Nestor, First Selectperson
BOS

FROM: W. Lee Palmer, Jr.
Interim Town Administrator

DATE: November 13, 2023

RE: Request for One (1) Full-Time Assistant Transfer
Operator Position

Proposed

This is to request the establishment of one (1) full-time Assistant Transfer Station Operator at the Town of Weston's Transfer Station. This class is accountable for assisting in the safe and efficient operation of the Transfer Station including the use of light and heavy vehicles and power equipment; and performance of other public works projects as assigned.

Summary of Issue

It has recently come to the attention of the administration that we have been operating the Transfer Station with one (1) Transfer Station Operator (Certified) which is problematic from both a staffing and health and safety perspective. Generally accepted practice is that whenever you have a workplace environment that entails the operation and presence of heavy equipment that a two (2) employee minimum is required. This helps to ensure that should there be any workplace incidents that at least one other individual will be on site to take appropriate corrective action. Historically, two (2) positions have been assigned to the Transfer Station but in the most recent budget cycles the second position was eliminated.

Summary of Proposed Solution

The proposed solution is to establish one (1) full-time Assistant Transfer Station Operator position to ensure that the Town is compliant with all OSHA health and safety requirements and help meet the operating needs of the Public Works Department.

Best Practice/Research

Based on State requirements related to Sections 22a-209-6 and 22a-231-1 of the Connecticut Solid Waste Management Regulations requires the certification and training for operators of all solid waste facilities that are permitted or authorized by the Department of Energy and Environmental Protection (DEEP). Operators of Connecticut landfills, transfer stations, volume reduction facilities, resources recovery facilities, recycling facilities (MRFs/IPC) and general permitted facilities this solution would keep the Town in compliance.

Strategic Plan/Key Indicators

This position will help facilitate the smooth, safe and efficient operation of the Transfer Station. This request is consistent with the Town's strategic goal to enhance public service to our residents, and better provide a safe and secure work environment for our employees.



JOB DESCRIPTION

Job Title: Assistant Transfer Station Operator	Grade: \$36.43
FLSA Status: Non-Exempt	EEO Category: Service/Maintenance
Job Classification Designation: Classified/Competitive	Bargaining Unit: Local 1303-041

Job Summary: This class is accountable for assisting in the safe and efficient operation of the Transfer Station including the use of light and heavy vehicles and power equipment; and performance of other public works projects as assigned.

Supervision Received: Works under the general direction of Certified Transfer Station Operator or other employee of a higher grade.

Supervision Exercised: None.

Examples of Essential Duties:

- Enforces recycling regulations; inspects incoming recyclables;
- In the absence of the Certified Operator, calls haulers to schedule pick up of roll off dumpsters for solid waste and recyclables;
- Is subject to call out to respond to emergencies after normal working hours;
- Loads and unloads heavy materials from vehicles as part of Transfer Station operations;
- Loads refrigeration equipment, tires and logs;
- Maintains and cleans the swap shop;
- Maintains and performs job site and work safety practices;
- Maintains grounds which includes mowing grass, brush work, picking up litter, etc.;
- Maintains, cleans and washes vehicles and equipment and reports problems to mechanics;
- Monitors and weighs all vehicles in accordance with regulations and collects fees and records fees and weights of materials in accordance with town procedures;
- Monitors bulk recycling transfer area;
- Monitors citizens and haulers bringing items to the Transfer Station – enforces Town regulations related to proper disposal of solid waste and recyclables;
- Moves materials with hand tools, wheelbarrows, forklifts and hand trucks;
- Operates and checks vehicles and tools for correct fluid levels and general operating condition;
- Operates front-end loader, track loader, backhoe, mowers and compactor equipment as part of Transfer Station operations and mowing operations at the Transfer Station;
- Performs light maintenance of the loader, greasing, washing and cleaning filters;
- Performs manual labor related to, repair to equipment located at the Transfer Station, and the lifting of large items to assist citizens who are making deliveries to the Transfer Station;
- Performs tree trimming, cutting of logs and removal of trees as needed;
- Picks up litter and recyclables; shovels snow and spreads salt and sand on a seasonal basis;
- Services equipment used in work;
- Shovels and plows snow and spreads sand and salt on roads, sidewalks, parking lots, steps, etc.;
- Snowplows assigned area and route on a seasonal basis;
- Stockpiles leaves, wood chips, compost and recyclables;
- Sweeps, mops and cleans floors, walls, toilets, etc.;
- Turns leaves, moves and loads brush, logs, composts, wood chips, incombustible waste, and seasonally chips trees;
- May be reassigned as necessary to assist department employees with various projects;

Working Conditions, Physical and Mental Requirements: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required. Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to significant levels of dust, heat, noise, extreme weather conditions and risk of injury from equipment.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Frequency:	N	O	F	C	Frequency:	N	O	F	C	N	O	F	C
Physical Demands:					Depth Perception				X				
Standing				X	Color Distinction				X				
Walking				X	Peripheral Vision				X				
Sitting		X			Driving				X				
Lifting			X		Physical Strength:								
Carrying			X		Little Physical Effort (-10 lbs.)				X				
Pushing			X		Light Work (-20 lbs.)				X				
Pulling			X		Medium Work (20-50 lbs.)				X				
Climbing		X			Heavy Work (50-100 lbs.)				X				
Balancing		X			Very Heavy Work (100+ lbs.)		X						
Stooping		X			Environmental Conditions:								
Kneeling		X			Cold (50 degrees F or less)		X						
Crouching		X			Heat (90 degrees F or more)		X						
Crawling	X				Temperature Changes				X				
Reaching			X		Wetness		X						
Handling				X	Humidity		X						
Grasping			X		Extreme Noise or Vibration		X						
Twisting			X		Exposure to Chemicals				X				
Feeling			X		Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors								X
Hearing				X	Exposure to Bodily Fluids		X						
Repetitive Motion				X	Exposure to Dampness		X						
Hand/Eye/Foot Coordination				X	Confinement to Small/Restricting Area		X						
Visual Acuity/Near				X	Mechanical Hazards		X						
Visual Acuity/Far				X	Physical Danger		X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of Weston is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the town when necessary.

Item 12



A&J PRODUCTIONS

7 Corporate Dr. Unit 120
North Haven, CT 06473

info@ajproaudio.com
203-889-6899

ESTIMATE

CUSTOMER: TOWN OF WESTON
DATE OF ESTIMATE: 11/8/23
ESTIMATE NUMBER: 231130

SCOPE OF WORK:

Evenly dispersed PA system for the Weston Tree Lighting Ceremony.
Adequate coverage for anticipated audience size of 500 people in the area in front of town hall.
Audio inputs coming from multiple sources at four (4) different locations on far corners of the field and town hall steps.

Three (3) light setups, one for each stage- controlled with a light board by a lighting technician.
Lights to turn up for each stage performance and dim after performance.

Each stage location to have its own main speaker set up, and also some speakers to fill in between stages. This will create an "in the round" feel, where audio will be heard from all areas but louder from the "source stage" during each performance.

Two sound engineers and a stage hand on site for set up and during event. One engineer will work the console, the other and stage hand will change over stages between performances.

Two wireless microphones on site- one for speeches at town hall steps, and the other for the MC.

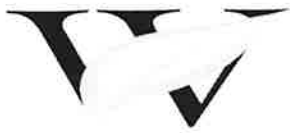
Cabling to be run from center location toward gazebo (covered with vinyl matting) then around counter clockwise connecting all stages and ending at the steps. This will keep cables out of sight and eliminate trip hazards. Cable ramp provided where cables cross the side walk.

Load in at 9am
Sound check at 2pm?
Event start time- 5:30pm
End time 7:30
Crew out: 10pm

Estimate on next page

Item	Q	Price per Unit	Price
PA system: (4) x 3way powered mains JBL SRX 835 (8-10) x 2way powered speakers QSC K12 14 x speaker poles 32ch digital console 2 x microphone packages- prepared for bands and choirs 5 x mic stand packages 2 x wireless microphones (Shure ULX handheld) All interconnect (extra cabling to run around the perimeter) Delivery, set up, and operation 2 x sound engineers 1 x stage hand			\$3000
Lights: 6 x light trees totaling between 18-24 par cans 1 x lighting board All DMX interconnect 1 x lighting director			
Labor: 4 person crew (minimum) 13 hour day 52 hours total			
		Total:	\$3000

Item 13



Samantha Nestor <snestor@westonct.gov>

[EXTERNAL] Town of Weston - STEAP 2023

Victoria Houle

Sun, Nov 12, 2023 at 10:57 AM

To: Samantha Nestor <snestor@westonct.gov>, Larry Roberts <lroberts@westonct.gov>


Cc: Executive Assistant Weston CT <executiveassistant@westonct.gov>, Rick Darling <rdarling@westonct.gov>

Just a reminder that we owe DECD a 1) resolution and 2) signed copy of the project budget.

[Quoted text hidden]

3 attachments

 **DECD STEAP BUDGET FORM Revised 12323.xls**
317K

 **2019 Bidding, Contracting, & Construction Guidelines.pdf**
3008K

 **Certified Resolution rev 07-29-09.doc**
31K



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
Intergovernmental Policy and Planning Division

September 29, 2023

Weston
First Selectman Samantha Nestor
snestor@westonct.gov

Dear First Selectman Samantha Nestor:

The Office of Governor Lamont and the Office of Policy and Management congratulate the municipality of Weston on a \$438,240.00 grant award through the 2023 Small Town Economic Assistance Program (STEAP) for the following project:

PROJECT NAME: Weston DPW Roof Repairs and Solar Panel Installation
PROJECT DESCRIPTION: Roof replacement and repairs to the Town of Weston Department of Public Works (DPW) garage and office building as well as fund the installation of a 100 kW solar system on the roof. Shovel ready.

TOTAL PROJECT COST: \$547,800.00
STEAP AWARD: \$438,240.00
MUNICIPAL MATCH: \$109,560.00
OTHER FUNDING: \$.00

COMMENTS (if applicable):

This letter does not constitute a contract. Do not proceed with any anticipated STEAP-funded project work until you have a fully executed contract signed by both the municipality and the administering agency in place. Receipt of STEAP funds will be contingent upon your compliance with the rules, regulations and any contractual terms required by the administering agency.

The Department of Economic and Community Development will administer your award and handle all aspects of your project. This award letter and your application documents will be provided to DECD.

Please contact your administering agency through Sheila Hummel, at Sheila.Hummel@ct.gov, as soon as possible to begin the grant contract process.

Congratulations and best of luck with your project.

Sincerely,

A handwritten signature in cursive script, appearing to read "Martin L. Heft".

Martin L. Heft
Undersecretary

C: Municipality STEAP File
Sheila Hummel

Connecticut

**Small Town Economic
Assistance Program
(STEAP)
2023**

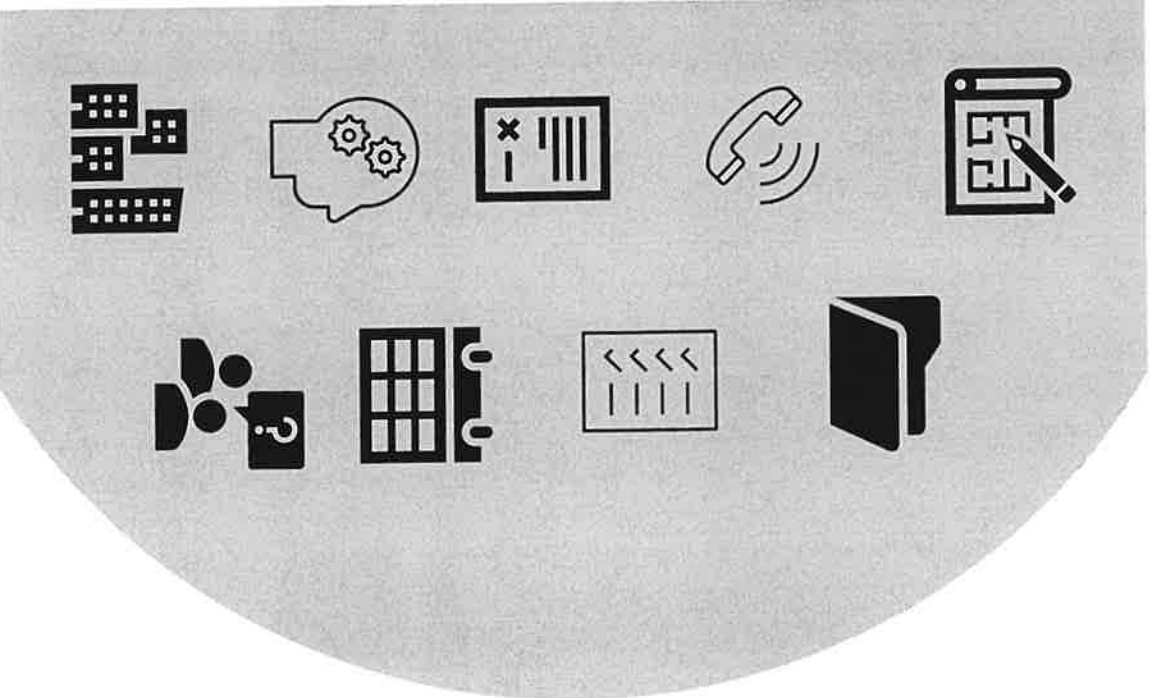
**Department of Economic and
Community Development**



AGENDA

- Welcome – Sheila Hummel
- Next Steps- Sue Decina
- Bidding, Contracting and Construction-Chris Lipinski and Ryan Acosta
- State Historic Preservation Office-Marena Wisniewski
- Payment Process and Close out –Sue Decina & Sheila Hummel
- Commission on Human Rights & Opportunities
- Q&A





WHAT WE NEED FROM YOU

- Project Financing Plan & Budget
- Municipal Resolution (if you didn't submit it with the STEAP application)
- Compliance Certification (Projects \$250k or less only)



Department of Economic and Community Development



CONNECTICUT DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
Project Financing Plan & Budget Worksheet

Project Name: _____
 Fiscal Year: _____
 Project Start: _____
 Project End: _____

Source	DECD	DECD	LOAN	NON-DECD	TOTAL
DECD: State					
DECD: Federal					
DECD: Other					
DECD: Total Sources	\$	\$	\$	\$	\$

Project Financing Budget Form

Uses of Funds	DECD FUNDS PROGRAM #1	DECD FUNDS PROGRAM #2	NON-DECD FUNDS	TOTAL
DECD Loan Guar	\$			\$
Land Acquisition				
Construction				
Equipment				
Professional Fees				
Travel				
Other				
Total Uses	\$	\$	\$	\$

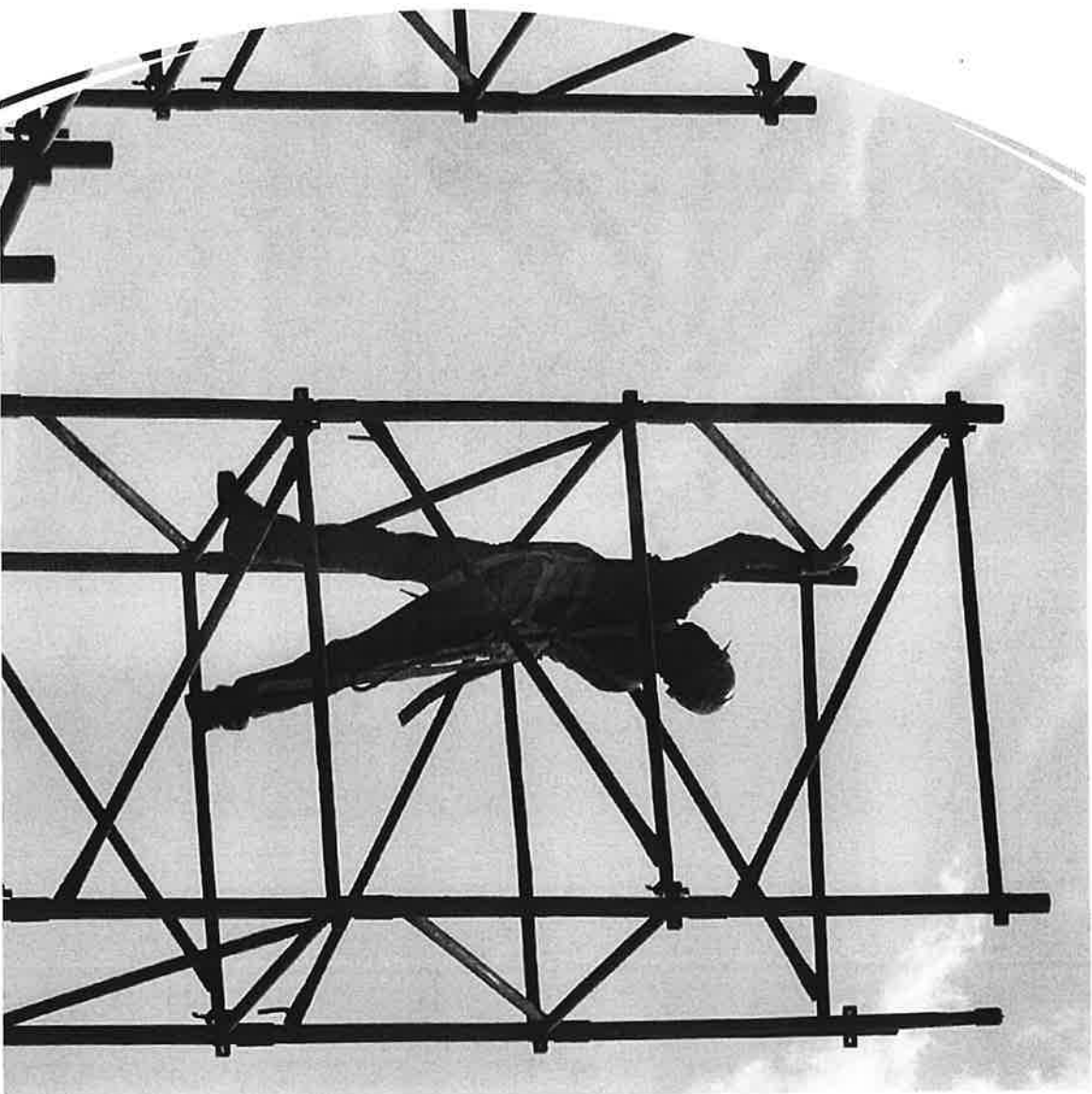
Applicant Name: _____
Title: _____
Address: _____
City: _____
State: _____
Zip: _____

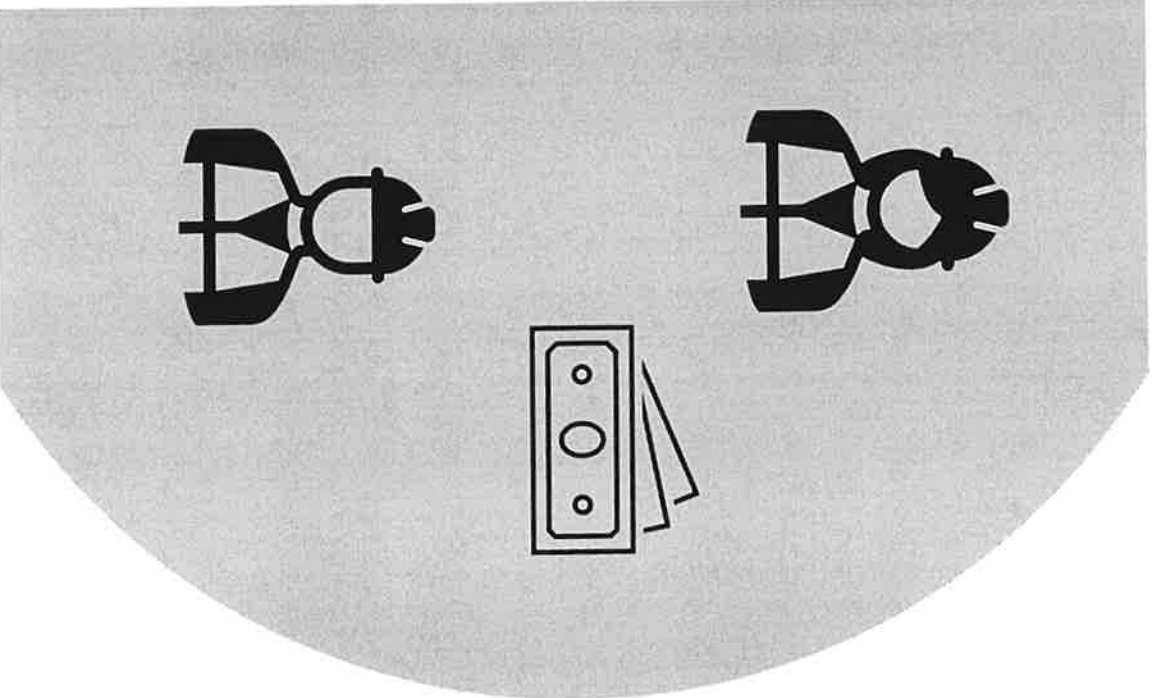


Connecticut

BIDDING, CONTRACTING & CONSTRUCTION GUIDELINES

- BID Package Submission Requirements
- Any client modification or change to the bidding or selection process must be pre-approved by DECD
- Review Timeline





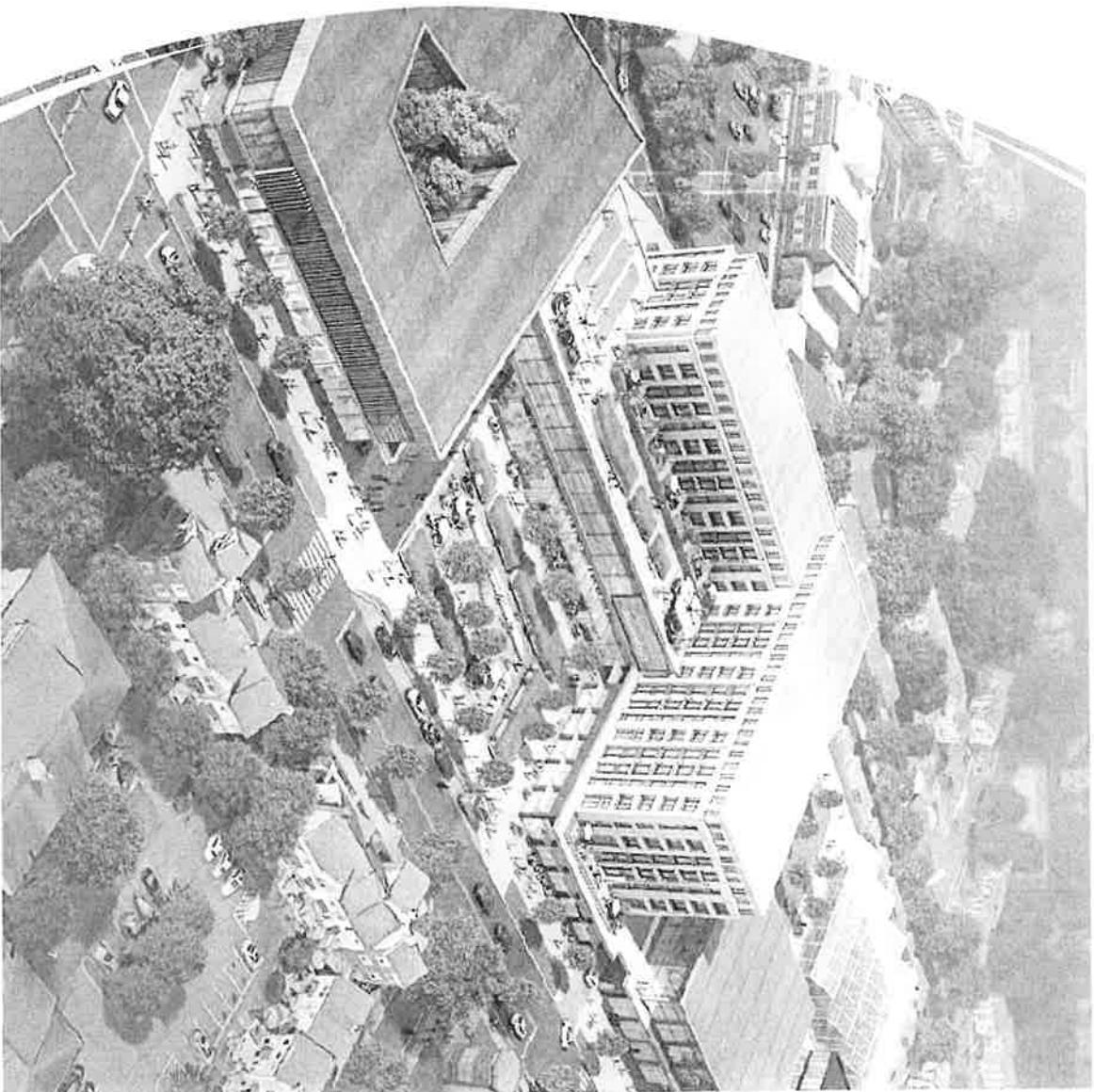
PREVAILING WAGE RATES

- The State Department of Labor's Wage and Workplace Standards Division will assist in determining the prevailing wage rate.
- Mary Toner (Mary.Toner@ct.gov; 860-263-6454)

Connecticut

PLANNING & PERMITTING

1. CEPA (Sections 22a-1 through 22a-1h)
2. Floodplain
3. Historic Considerations (SHPO)
4. Hazardous Materials
5. Approvals





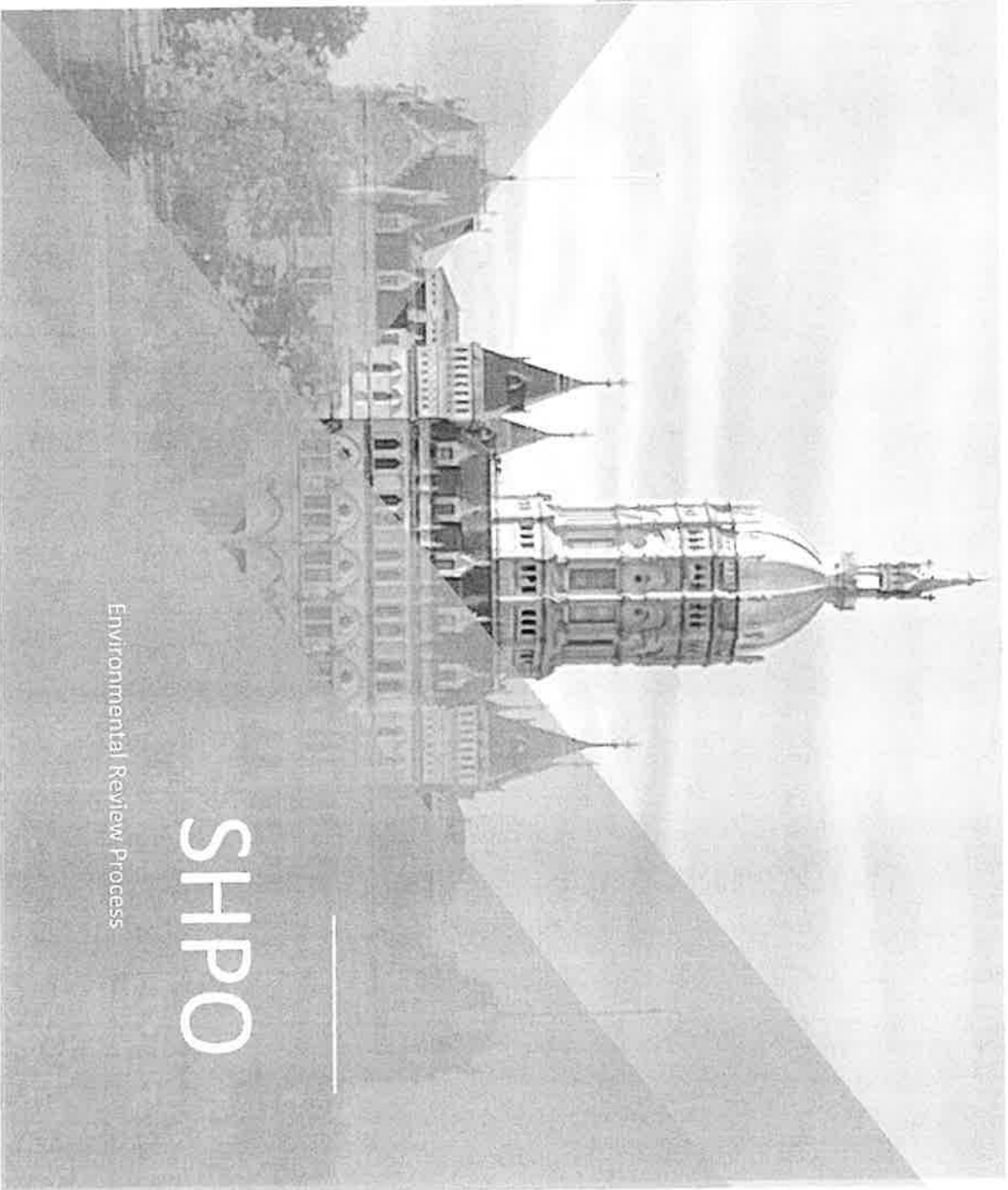
Commission on Human Rights
and Opportunities

CHRO Contract Compliance & Set-Aside Requirements

- **Why:** civil rights, equal opportunity, and transparency
- **Where:** State-funded projects for construction, rehabilitation, conversion, extension, demolition, or repair (only hard costs, not A/E)
- **What:**
 - Include CHRO bid language, notify CHRO when contractor awarded, etc.
 - Develop/implement strategy for inclusion on project
 - The construction contractor that performs the work then substantiates its compliance by filing a plan with CHRO
- **When:** it's never too early, but you must check in prior to going out to bid
 - Critical that you understand the requirements before procurement
- **Who:** contact Alvin Bingham (alvin.bingham@ct.gov; 860-541-4709) with any questions
- **How:** working *with* us toward compliance; this is a collaborative effort
- As a recipient of State funds, adherence to the law is not optional.

Connecticut

The State Historic Preservation Office (SHPO) administers a range of federal and state programs that identify, register and protect the buildings, sites, structures, districts and objects that comprise Connecticut's cultural heritage.



SHPO

Environmental Review Process

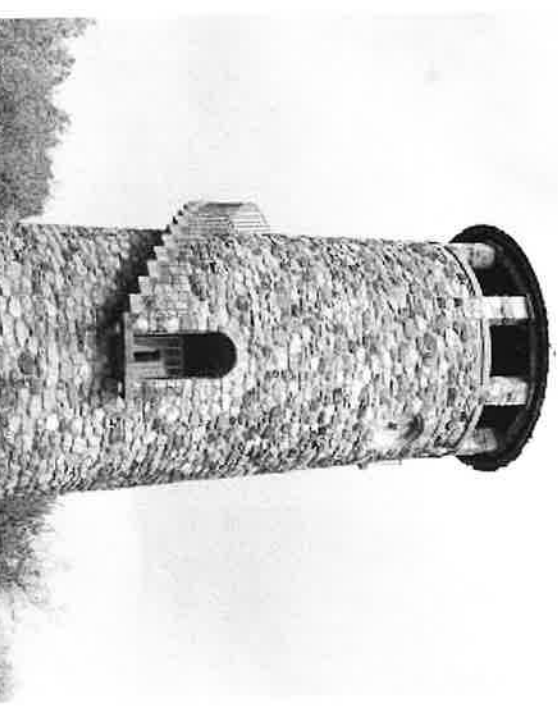


CT Environmental Policy Act

It is the state's policy to "preserve important historic, cultural, and natural aspects of our Connecticut heritage."

Connecticut General Statutes § 22a-1(b)4

The state must consider the effects of its actions on "historic structures and landmarks." Per regulations, this includes direct, indirect, and cumulative effects.



Definition

"historic structures and landmarks" means any building, structure, object or site that is significant in American history, architecture, archaeology and culture or property used in connection therewith including sacred sites and archaeological sites.





Department of Economic and Community Development
State Historic Preservation Office

430 Columbus Boulevard, Suite 5 | Hartford, CT 06103 | 860.506.2306 | ct.gov/historic-preservation

PROJECT REVIEW COVER FORM

This is: a new substantial supplemental information other Date Submitted: _____

PROJECT INFORMATION

Project Name: _____

Project Proponent: _____
The individual or group sponsoring, organizing or proposing the project.

Project Street Address: _____
Include street number, street name, and or Route Number. If no street address exists give closest intersection.

City or Town: _____ Please use the municipality name and not the village or hamlet. County: _____

PROJECT DESCRIPTION (REQUIRED)

Please summarize the project below. In a separate attachment describe the project in detail. any information regarding past land use, project area size, renovation plans, demolition, etc.

List all state and federal agencies involved in the project and indicate the pertaining to the proposed project.

Agency Type	Agency Name
<input type="checkbox"/> State <input type="checkbox"/> Federal	
<input type="checkbox"/> State <input type="checkbox"/> Federal	
<input type="checkbox"/> State <input type="checkbox"/> Federal	
<input type="checkbox"/> State <input type="checkbox"/> Federal	

If there is no title or description...

Project Review Cover Form

Download from CT SHPO website at
www.ct.gov/historic-preservation

Initiate Consultation

If you have not received a letter from SHPO for the funded project, please reach out to our office to ensure that we have all of the information necessary to complete the review.

We may have questions or require additional information, but a response generally is received within 30 days. Please let us know if other federal or state funding will be used or if federal or state permitting will be required.



Our Team

Cory Atkinson
Archaeologist
cory.atkinson@ct.gov

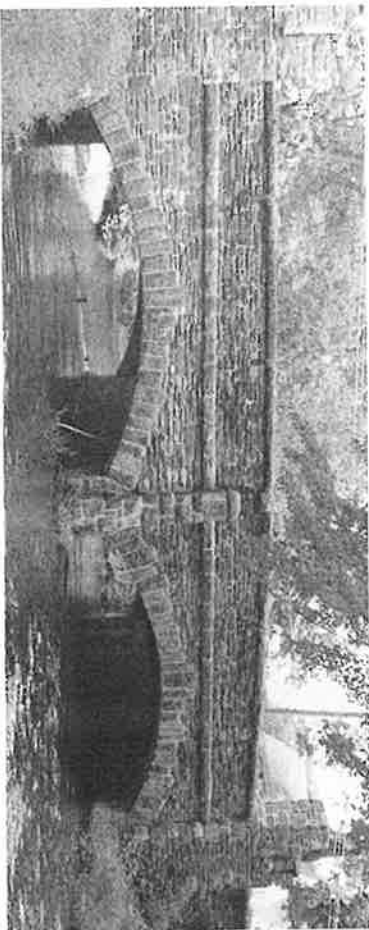
Catherine Labadie
Archaeologist,
Deputy State Historic Preservation Officer
catherine.labadie@ct.gov

Todd Levine
Architectural Historian
todd.levine@ct.gov

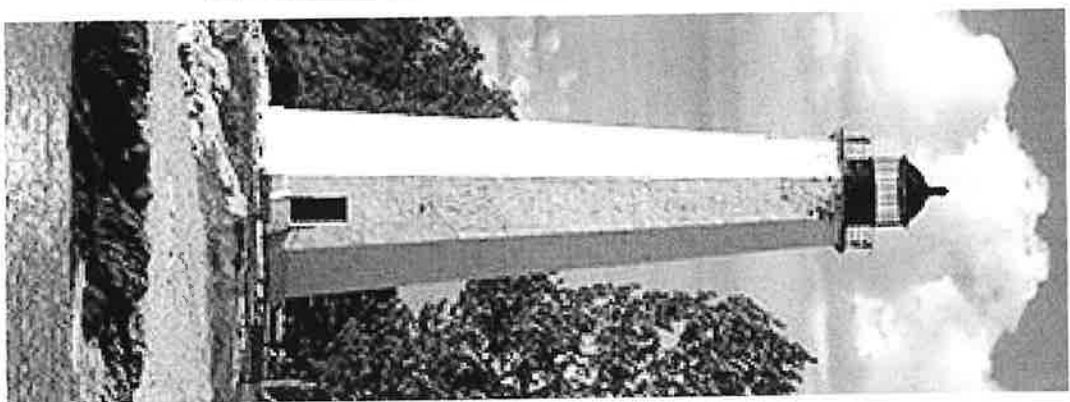
Marena Wisniewski
Architectural Historian
marena.wisniewski@ct.gov

Possible Outcomes

- No Historic Properties Affected
- No Adverse Effect
- Conditional No Adverse Effect
- Adverse Effect



The goal is to work with the project proponent to avoid or minimize harm to historic resources.





Department of Economic and
Community Development

Connecticut

CONNECTICUT DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
PAYMENT REQUISITION FORM (APPLICATION) - STATE PROGRAM

Applicant: _____ F-4 ID# _____ Request # _____
 Project # _____
 Project Name: _____ Budget Est. # _____

SOURCES OF FUNDS

DECD: State Program	DECD: Payee #	DECD: Other	DECD: Other	DECD: Other
_____	_____	_____	_____	_____
Total Sources	_____	_____	_____	_____

USE OF FUNDS / SUBELEMENTS	DECD		NON-DECD		TOTAL		Previous DECD Fund Requested	Current DECD Fund Requested	Total DECD
	Approved (A)	Approved (B)	Approved (C)	Approved (D)	Approved (E)	Approved (F)			
Land acquisition									
Public works									
Police and Public Safety									
High Building/Structural Survey									
Env. Site Assessment									
District Architectural/Engineering									
Env. Remediation									
Abatement									
Demolition									
Construction Admin./Maintenance									
Gen. Oper./Rehab.									
Residential Land Fund									
Office Computer Equipment									
Information Systems									
Software									
Other Administration/Oper.									
Other									
Contingency									
Total Use	_____	_____	_____	_____	_____	_____	_____	_____	_____

And/or other DECD approved budget for the same and not allowed. All other amounts, in addition, the DECD project manager must be notified. All other amounts, in addition, the DECD project manager must be notified. All other amounts, in addition, the DECD project manager must be notified.

State and Print Name of Requestor: _____ Title: _____ Date: _____

DEPARTMENT USE ONLY:
 (To be completed separate to the amount of \$ _____)
 This Request for Payment is in accordance with Section 41-270 of the General Statutes of the State of Connecticut.
 Project Manager: _____ Date: _____

Payment Requisition Form



QUESTIONS & CONTACTS

• Email Questions to Project Managers
below :

- Sheila.Hummel@ct.gov
- Susan.Decina@ct.gov
- Hoween.Flexer@ct.gov

Item 14



To: Board of Selectmen
Re: Adoption of the Revised Support Service Fee (§70-2 of the Weston Town Code)

**The proposed amendments to this Ordinance were adopted by the Board of Selectmen on October 21, 2021. However, it was recently discovered that the post-adoption notice procedures outlined in Section 4.4 of the Town Charter did not happen. As a result, this request is presented to you again. Thank you!

The Board of Selectmen adopted the Town's current land use fee ordinance on July 1, 2006. §70-2 of the Weston Town Code contains provisions for a Support Service Fee. The Support Service Fee permits the Planning & Zoning Commission, the Zoning Board of Appeals, and the Conservation Commission to engage the services of an outside consultant to evaluate and review an application with the costs of the review paid by the applicant. The Support Service Fee section of the land use fee ordinance expired on June 30, 2021. The Board of Selectmen last extended the Support Service fee on June 22, 2017 for the period of July 1, 2017 to June 30, 2021.

The Support Service Fee is a valuable tool for the land use boards, albeit a tool that they have utilized a limited number of times. I recommend that §70-2 of The Weston Town Code, Support Service Fee, be extended without an expiration date. The Town Attorney agrees with this recommendation. Additional revisions are proposed so the Support Service Fee is consistent with Section 2(b) of Public Act 21-29, permitting municipalities to charge land use board applicants the cost of reasonable fees associated with any necessary review by consultants.

History

In the fifteen years since the Support Service Fee was adopted, the Town's Conservation Commission has voted to require the fee five times. The most recent time was in November 2011 to engage Todd Ritchie, P.E. and Michelle Ford, Registered Professional Soil Scientist of GHD, Inc. to review an application to remediate wetlands violations on a site on Smith Ridge Road. The Commission approved the remediation plans and included permit conditions drafted by Mr. Ritchie. Mr. Ritchie also conducted site visits with staff, the Commission and the owner's landscape architect to assure compliance. The independent review resulted in a successful remediation project. The Planning & Zoning Commission and the Zoning Board of Appeals have never utilized the Support Service Fee.

SECTION 70-2 SUPPORT SERVICE FEE

Section 70-2. Support Service Fee

- A. The Weston Planning & Zoning Commission, the Weston Zoning Board of Appeals,



and/or the Weston Conservation Commission may require the services of outside consultants WITH EXPERTISE IN LAND USE to evaluate or supplement application materials. Technical areas subject to such ~~services~~ REVIEW include, but are not limited to, ~~soil studies, water studies, traffic studies, building plans, engineering studies, surveys, etc.~~ ARCHITECTURE, ENGINEERING, TRAFFIC, STORMWATER MANAGEMENT, SEWAGE DISPOSAL, WATER SUPPLY AND SIMILAR SYSTEMS.

- B. The decision to require the Support Service Fee shall be by affirmative vote of no fewer than five members of the Planning and Zoning Commission, or no fewer than five members of the Conservation Commission, unless there are only four members qualified to vote then a unanimous vote is required. The decision to require the Support Service Fee shall be by affirmative vote of no fewer than four members of the Zoning Board of Appeals. The fees for any outside consultant(s) shall be borne entirely by the applicant and shall be deposited with the Town prior to review of such application.
- C. The applicant shall deposit 150% of the estimated cost of REASONABLE FEES ASSOCIATED WITH ANY NECESSARY review of such application by such outside consultant(s), based on a preliminary estimate determined by a qualified party or expert, prior to review of such application. Upon completion of the technical review by the outside consultant(s), the Town shall determine the costs incurred for the review and refund ~~the excess monies~~ ANY AMOUNT OF THE FEE REMAINING AFTER PAYMENT OF ALL EXPENSES FOR SUCH TECHNICAL REVIEW , INCLUDING ANY INTEREST ACCRUED, to the applicant NOT LATER THAN FORTY-FIVE (45) DAYS AFTER COMPLETION OF THE TECHNICAL REVIEW. The applicant will not be responsible for any costs incurred for THE technical ~~assistance~~ REVIEW which exceed 150% of the collected ~~estimate~~ FEES. The effective date of this section of the ordinance shall be July 1, 2008. ~~This section of the ordinance shall expire on June 30, 2021, unless sooner extended by specific vote of the Board of Selectmen.~~

<i>Adopted by Board of Selectmen</i>	<i>June 3, 2008</i>
<i>Effective Date</i>	<i>July 1, 2008</i>
<i>Expired</i>	<i>June 30, 2021</i>
<i>Amended</i>	<i>[April or May, 2023]</i>



Note: By vote of the Board of Selectmen on 5-7-2009, the support service fee was extended to 6-30-2011. By vote of the Board of Selectmen on 5-23-2011, the support service fee was extended to 6-30-2013. By vote of the Board of Selectmen on 6-10-2013, the support service fee was extended to 6-30-2017. By vote of the Board of Selectmen on 6-22-2017, the support fee was extended to 6-30-2021.

SECTION 70-2 SUPPORT SERVICE FEE

Section 70-2. Support Service Fee

- A. The Weston Planning & Zoning Commission, the Weston Zoning Board of Appeals, and/or the Weston Conservation Commission may require the services of outside consultants with expertise in land use to evaluate or supplement application materials. Technical areas subject to such review include, but are not limited to architecture, engineering, traffic, storm water management, sewage disposal, water supply and similar systems.

- B. The decision to require the Support Service Fee shall be by affirmative vote of no fewer than five members of the Planning and Zoning Commission, or no fewer than five members of the Conservation Commission, unless there are only four members qualified to vote then a unanimous vote is required. The decision to require the Support Service Fee shall be by affirmative vote of no fewer than four members of the Zoning Board of Appeals. The fees for any outside consultant(s) shall be borne entirely by the applicant and shall be deposited with the Town prior to review of such application.

- C. The applicant shall deposit 150% of the estimated cost of reasonable fees associated with any necessary review of such application by such outside consultant(s), based on a preliminary estimate determined by a qualified party or expert, prior to review of such application. Upon completion of the technical review by the outside consultant(s), the Town shall determine the costs incurred for the review and refund any amount of the fee remaining after payment of all expenses for such technical review, including any interest accrued, to the applicant not later than forty-five (45) days after completion of the technical review. The applicant will not be responsible for any costs incurred for the technical review which exceed 150% of the collected fees. The effective date of this section of this section of the ordinance shall be [_____, 2023 (21 days after publication)]

<i>Adopted by Board of Selectmen</i>	<i>June 3, 2008</i>
<i>Effective Date</i>	<i>July 1, 2008</i>
<i>Expired</i>	<i>June 30, 2021</i>
<i>Adopted by Board of Selectmen</i>	<i>[_____, 2023]</i>

Note: By vote of the Board of Selectmen on 5-7-2009, the support service fee was extended to 6-30-2011. By vote of the Board of Selectmen on 5-23-2011, the support service fee was extended to 6-30-2013. By vote of the Board of Selectmen on 6-10-2013, the support service fee was extended to 6-30-2017. By vote of the Board of Selectmen on 6-22-2017, the support fee was extended to 6-30-2021. By vote of the Board of Selectmen, the support service fee was adopted on [_____2023].



LEGAL NOTICE

Legal notice is hereby given of a Public Hearing of the Board of Selectmen of the Town of Weston on [_____, 2023] at [_____] pm via Zoom Webinar for the following purpose:

To accept public comment on the adoption of a Support Service Fee in the Land Use Fee Ordinance, Section 70-2 of Chapter 70, Fees, of the Code of the Town of Weston. The proposed Section 70-2 is consistent with new state law, Section 2(b) of Public Act 21-29, permitting municipalities to charge land use board applicants the cost of reasonable fees associated with any necessary review by consultants. Section 70-2 will no longer contain an expiration date.

Copies can of the proposed ordinance can be found here:

<https://www.westonct.gov/government/legal-notices> and in the Town Clerk's Office, Weston Town Hall, 56 Norfield Rd, during normal business hours

Please click on the link below to join the Public Hearing via Internet:

https://us02web.zoom.us/j/_____

Webinar ID:

Passcode:

Dial by phone: 646 558 8656

To be published on the Town of Weston's Website on _____, 2023 under Legal Notices

<https://www.westonct.gov/government/legal-notices>

To be published in The Norwalk Hour on _____, 2023

Item 15

Chapter C. Town Charter

Article 4. BOARD OF SELECTMEN

Section 4.3. Procedure

- (a) At its first meeting, to be held not later than two weeks following each biennial Town election, the Board of Selectmen shall fix the time and place of its regular meetings and shall elect an acting First Selectman as required by Section 5.2. Special meetings of the Board of Selectmen may be called by the First Selectman or by the other two Selectmen jointly, with reasonable advance notice being given to the other member(s) of the Board. The Board of Selectmen shall determine its own rules of procedure, by reference to Robert's Rules of Order. Two members of the Board shall constitute a quorum.
- (b) Meetings of the Board of Selectmen shall be conducted, and notice and minutes thereof shall be made available, in accordance with the provisions of the State Freedom of Information Act and otherwise in accordance with the General Statutes.

Item 16

Chapter C. Town Charter

Article 5. FIRST SELECTMAN; TOWN ADMINISTRATOR

Section 5.2. Selection of an Acting First Selectman

At its first meeting following each biennial Town election the Board of Selectmen shall elect from its membership a Selectman who, in the temporary absence of the First Selectman, shall act as First Selectman; provided that the acting First Selectman shall not, during the First Selectman's temporary absence, make any personnel or any significant decisions without the concurrence of the remaining member of the Board of Selectmen. If the person designated as acting First Selectman shall vacate his or her office, the Board of Selectmen shall elect a new acting First Selectman as soon as practicable after the Board has been restored to three members.