



**Town of Weston, Connecticut
Board of Selectmen
Special Meeting
June 26, 2024 at 7:30 pm
Town Hall Meeting Room**

Agenda

For public viewing, click the link below to watch the livestream

<https://www.youtube.com/@TownOfWestonConnecticut/live>

1. Call to Order
2. Pledge of Allegiance
3. Acceptance of Gift to the Police Department
4. Approval of Job Description for the Human Resources Manager
5. Reappointments to Boards, Commissions, and Committees
 - a) Paul Levin, Commission for the Arts, term ending June 30, 2026
 - b) Marc Fontaine, Commission for the Arts, term ending June 30, 2026
 - c) Mary Lou Jamieson, Beautification Committee, term ending June 30, 2028
 - d) David Coprio, Building Committee, term ending June 30, 2026
 - e) Joseph Stromwall, Building Committee, term ending June 30, 2026
 - f) Edmond Warchick, Building Committee, term ending June 30, 2026
 - g) Katherine McConnaughey, Lachat Town Farm Commission, term ending June 30, 2027
6. Reappointment of Tom Failla, Tree Warden, term ending June 30, 2026, pursuant to CGS Ch 451, §23-58
7. Update on summer/fall projects
8. Approval of Tax Refunds
9. Approval of Minutes from the June 3, 2024 and June 10, 2024 Special Board of Selectmen Meetings
10. Executive Session for discussion regarding real state pursuant to CGS 1 §200-6(D)
11. Adjournment

Item 4



JOB DESCRIPTION

Job Title: Human Resources Manager	Grade: 9
FLSA Status: Exempt	EEO: Officials/Administrators
Job Classification Designation: Classified/Competitive	Bargaining Unit: Non-Union/Administrative/Conf.

Job Summary: This class provides administrative, analytical and technical support in the management and administration of human resources programs and operations for the Town including staffing and retention, compensation and classification, benefits, risk management, collective bargaining and personnel policies and procedures.

Supervision Received: Receives administrative direction from the Town Administrator.

Supervision Exercised: Directs all department programs and operations staff as assigned.

Examples of Essential Duties:

- Administers collective bargaining agreements and recommends terms and conditions of employment for administrators and other non-union employees.
- Assists with the recruitment of new hires including job posting, application review, interview preparation and coordination, testing and evaluation and candidate interviews.
- Conducts employee on-boarding and off-boarding processes.
- Assists in the day-to-day development, administration and communication of various benefit and retirement programs as well as Town human resources policies and procedures, goals and objectives.
- Manages the annual open enrollment period for employees and volunteer firefighters.
- Resolves healthcare claim discrepancies and provides information on non-routine situations.
- Coordinates with Finance/Payroll to resolve issues.
- Assists in benefits renewal process.
- Assists in the administration of accident/injury, absence and leave management including, Workers' Compensation, Family Medical Leave Act, and return to work. Works collaboratively with the Finance Department and other operating Town departments to facilitate the processing of workers' compensation claims, return-to-work, and to address general employee safety issues in the workplace.
- Oversees maintenance of personnel records including personnel files, benefit information and confidential medical files. Updates employee benefit records as necessary.
- Counsels employees, advises managers, reviews employee performance evaluations, investigates personnel problems and disciplinary issues.
- Assists collective bargaining team in preparing proposals and monetary data for negotiations. Serves as a member of the Town's negotiating team.
- Develops and manages the budget for the human resources function.
- Develops and recommends new/revised job classifications.
- Ensures appropriate interpretation of human resources rules and regulations as well as Town compliance with federal and state laws and regulations relating to human resources, equal employment opportunity, and affirmative action.
- Provides advice and counsel to management regarding board policies, regulatory compliance, state and federal laws, and contractual agreements related to human resources and personnel.
- Monitors relevant legal and legislative changes and court decisions and makes administrative recommendations to assure compliance with applicable laws and regulations.
- Provides counsel to the Town Administrator and First Selectperson on all matters related to human resources and employee relations.
- Provides training and assistance to staff in all phases of human resources administration.

- Represents the Town at hearings involving complex and sensitive grievance issues.
- Serves as the equal employment opportunity officer and coordinates policies and procedures.
- Conducts special projects and other assignments as needed.
- Performs related duties as required.

Knowledge, Skills and Abilities:

- Considerable working knowledge of human resources practices and administration.
- Considerable working knowledge of labor relations.
- Knowledge of benefits administration.
- Considerable knowledge of relevant federal and state statutes, guidelines and regulations, including statutes prohibiting discrimination and retaliation.
- Knowledge of occupational safety.
- Considerable negotiation and conflict resolution skills.
- Considerable written and verbal communication skills.
- Considerable ability to establish and maintain effective working relationships with co-workers and town officials. Ability to interact in a positive and effective manner with personnel at all levels of authority.
- Considerable problem-solving and analytical skills.
- Supervisory ability.
- Ability to demonstrate objectivity, sensitivity, and a balanced perspective regarding employee concerns and organizational expectations.
- Ability to recruit, interview, and evaluate job applicants for diverse positions.
- Ability to perform administrative procedures.

Minimum Qualifications: Five (5) years of professional experience in human resources management. Two (2) years of experience must have been in a supervisory capacity. Bachelor's Degree in Human Resource Administration, Public Administration or related field preferred. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's License. Municipal Human Resources experience preferred.

CEBS, PSHRA and/or SHRM Certification a plus.

Working Conditions, Physical and Mental Requirements: Employees appointed to positions 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.

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

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

Approved: June ____, 2024

Item 6

Sec. 23-58. Tree wardens; appointment; compensation; supervision. The selectmen of each town, except those having cities with coextensive boundaries within their limits, which cities have an officer with similar duties to those of a tree warden who in fact assumes control of all the territory embraced within their limits, and the warden or burgesses of each borough shall, within thirty days of their election, appoint a town or borough tree warden, as the case may be. Such tree wardens shall be appointed for the term of two years and until their successors are appointed and have qualified. Any tree warden may appoint such number of deputy tree wardens as said warden deems expedient and said warden may, at any time, remove any such deputy tree warden from office. A town or borough tree warden and such warden's deputies shall receive for their services such reasonable compensation, from the town or borough, as the town or borough may determine or, in default of such determination, as the selectmen or borough warden prescribes.

Item 8

2020-4-80437	DOVOLANI DRITON	\$	19.82	6/17/2024
2021-3-51813	DOVOLANI DRITON	\$	382.96	6/17/2024
2021-3-51814	DOVOLANI DRITON	\$	725.48	6/17/2024
2022-3-57173	TOYOTA LEASE TRUST	\$	319.51	4/29/2024
2022-3-57251	TOYOTA LEASE TRUST	\$	299.12	4/29/2024
2022-3-57170	TOYOTA LEASE TRUST	\$	407.53	4/29/2024
2022-3-57210	TOYOTA LEASE TRUST	\$	475.25	4/29/2024
2022-3-57223	TOYOTA LEASE TRUST.	\$	651.47	4/29/2024
2022-3-57226	TOYOTA LEASE TRUST	\$	439.19	4/29/2024
2022-3-57302	TOYOTA LEASE TRUST	\$	548.64	4/29/2024
2022-3-57225	TOYOTA LEASE TRUST	\$	442.33	4/29/2024
2022-3-57149	TOYOTA LEASE TRUST	\$	177.43	4/29/2024
2022-3-57505	TOYOTA LEASE TRUST	\$	133.08	4/29/2024
2022-3-57315	TOYOTA LEASE TRUST	\$	948.25	4/29/2024
2022-3-57224	TOYOTA LEASE TRUST	\$	442.33	4/29/2024
	TOTAL	\$	6,412.39	SUBMITTED FOR 6/20/24 BOS MEETING

Item 9



**Town of Weston, Connecticut
Board of Selectmen and Board of Finance
Joint Special Meeting Minutes
June 3, 2024 at 6:00 pm
Meeting held via Zoom**

1. **Call to Order:** First Selectwoman Samantha Nestor called the meeting to order at 6:07 pm. Also in attendance were Selectman Tony Pesco, Selectman Kerem Dinlenc, Board of Finance Chair Michael Imber, BOF Vice Chair Jeffrey Farr, Rone Baldwin, Jeff Goldstein, Christopher Bryant, Theresa Brasco, Town Administrator Karl Kilduff, Executive Assistant Darcy Barrera-Hawes, and members of the public. The meeting was livestreamed and the recording will be posted on the Town website.
2. **Discussion of paving plan:** Larry Roberts, First Selectwoman Nestor, and Selectman Pesco discussed the proposed paving plan, including information on Beta Group's July 2019 and May 2024 reports, draft of DPW road work prioritization for 2024 and 205, RSR Model prediction vs 2024 camera study results, multi-year road improvement plan funding, paving work completed in 2019 – 2023, summary of 2019 and 2024 Beta Group camera studies, immediate term strategy, draft prioritization of future work in 2024 and 205, estimated impact of 2024 and 2025 paving on road conditions, preliminary view of model based RSR vs actual 2024 RSR, longer term strategy, and the Pro Forma Debt Amortization Schedules: \$7,500,000 Town-wide Road Projects prepared by Munistat dated May 29, 2024. First Selectwoman Nestor left the meeting at 7:10 pm, BOF Chairman Imber led remainder of the discussion.
3. **Adjournment:** Motion to adjourn made by Selectman Pesco, seconded by Selectman Dinlenc. Motion passed unanimously. Meeting adjourned at 7:40 pm

Minutes submitted by Darcy Barrera-Hawes, Executive Assistant



Town of Weston, Connecticut
Board of Selectmen
Special Meeting Minutes
June 10, 2024 at 7:30 pm
Weston Town Hall

1. **Call to Order:** First Selectwoman Samantha Nestor called the meeting to order at 7:32 pm. Also in attendance were Selectman Tony Pesco, Selectman Kerem Dinlenc, Town Administrator Karl Kilduff, Director of Public Works and Facilities Management Larry Roberts, and members of the public. The meeting was livestreamed on YouTube and the recording will be posted on the Town website
2. **Pledge of Allegiance:** Karl Kilduff led in the Pledge of Allegiance.
3. **Discussion and/or Decision to approve a Supplemental Appropriation of \$100,000 for the purchase of catch basin material to support planned road work:** Larry Roberts spoke about the request for catch basins, discussion took place. First Selectwoman Nestor asked for a motion to approve a supplemental appropriation of \$100,000 for the purchase of catch basin material to support planned road work and referral to the Board of Finance, motion made by Selectman Pesco, seconded by Selectman Dinlenc. Motion passed unanimously.
4. **Discussion and/or Decision on the approval of a Resolution recommending an appropriation and bond authorization for the repair of various Town roads and roadside elements:** Mr. Kilduff spoke about the bond resolution and the process for developing the requested amount. Discussion took place. Selectman Dinlenc made a motion to approve a resolution approving bond authorization of \$6,000,000 for the repair of various town roads and roadside elements, as presented and as listed. Selectman Pesco seconded the motion. Motion passed unanimously.
5. **Discussion and/or Decision to set a date for a Special Town Meeting pursuant to Article III of the Town Charter on the appropriation and bond authorization for the repair of various Town roads and roadside elements:** Selectman Pesco made a motion to set a date for a Special Town Meeting on July 9, 2024 at 6:00 pm to approve an appropriation and bond authorization of \$6,000,000 for the repair of various town roads and roadside elements, contingent upon Board of Finance approval.
6. **Discussion and/or Decision to nominate a Moderator for the July 9, 2024 Special Town Meeting, pursuant to Article III of the Town Charter:** Selectmen Dinlenc made a motion to nominate Susan Moch as Moderator for the July 9, 2024 Special Town Meeting, pursuant to Article III of the Town Charter. Selectman Pesco seconded the motion. Motion passed unanimously.
7. **Nomination of an Alternate Moderator for the July 9, 2024 Special Town Meeting, pursuant to Article III of the Town Charter:** Selectman Pesco made a motion to nominate Barbara Reynolds as Alternate Moderator for the July 9, 2024 Special Town Meeting, pursuant to Article III of the Town Charter. Selectman Dinlenc seconded the motion. Motion passed unanimously.
8. **Approval of Minutes from the May 30, 2024 Special Board of Selectmen Meeting:** Selectman Dinlenc made a motion to approve the minutes from the May 30, 2024 Special Board of Selectmen Meeting. Selectman Pesco seconded the motion. Motion passed unanimously.
9. **Adjournment:** Selectman Pesco made a motion to adjourn. Selectman Dinlenc seconded the motion. Motion passed unanimously. Meeting adjourned at 8:20 pm.