

**Board of Selectmen  
Regular Meeting Agenda  
November 19<sup>th</sup> 2020 at 7.30pm  
Meeting to be held remotely due to COVID 19**

**Internet:** <https://us02web.zoom.us/j/86497251699>  
**Phone:** 646 558 8656  
**Meeting ID:** 864 9725 1699  
**Passcode:** N/A for this meeting

1. Call to Order
2. Pledge of Allegiance
3. Public Hearing on the proposed Community Connectivity sidewalk project
4. Discussion/decision to refer the Community Connectivity Sidewalk project to the Historic District Commission for approval and to the Planning and Zoning Commission per CGS Section 8-24
5. Interview of Sustainability Committee candidate Jessie Schwartz
6. Discussion/ decision about the size of and charge to the Economic Vitality Committee
7. Public Hearing to amend, pursuant to a request of Weston Fire/EMS, Ordinance Chapter 179, Article IV, Volunteer Emergency Service Organization Members
8. Discussion/Decision to adopt amendments to Ordinance Chapter 179, Article IV, Volunteer Emergency Service Organization Members
9. Discussion/decision concerning establishing policies and procedures for having limited private events at Lachat Town Farm
10. Discussion about a STEAP Grant Award
11. Approval of Minutes: November 5, 2020, November 15, 2020, October 27, 2020, November 10, 2020
12. Approval of Tax Refunds
13. Adjournment

## **DRAFT Motions for the Nov 19<sup>th</sup> Regular Meeting Agenda**

**Item 1: Call to Order – No motion**

**Item 2: Pledge of Allegiance – No motion**

**Item 3: Discussion/Decision to adopt amendments to Ordinance Chapter 179, Article IV, Volunteer Emergency Service Organization Members – I move to adopt the amendments to Ordinance Chapter 179, entitled “Volunteer Emergency Service Organization Members,” as proposed by Weston EMS and Fire, and further modified by the Town Attorney.**

Item 4: Public Hearing on the proposed Community Connectivity sidewalk project –

- I move to open the public hearing on the proposed Community Connectivity sidewalk project.
- I move to close the public hearing on the proposed Community Connectivity sidewalk project.



**PRELIMINARY  
NOT FOR CONSTRUCTION**

**MATERIAL LEGEND**

CONCRETE	
CONCRETE OR BITUMINOUS ASPHALT	
STONE DUST	

**LEGEND**

EXISTING	ITEM	PROPOSED
	CATCH BASIN	
	MANHOLE	
	DRAIN	
	SANITARY SEWER	
	STORM SEWER	
	WATER SERVICE	
	CONTOUR	
	SPOT ELEVATION	
	SILT FENCE	
	TREE TO REMAIN	
	POLE	

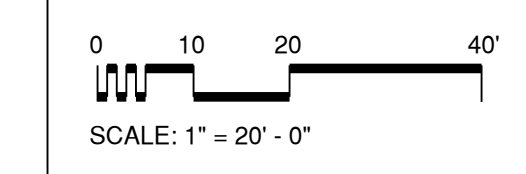
**WESTON COMMUNITY CONNECTIVITY**



MARK	DATE	DESCRIPTION

**McChord Engineering Associates, Inc.**  
Civil Engineers and Land Planners  
1 Grumman Hill Road  
Wilton, CT 06897 (203) 834-0569

LANDSCAPE ARCHITECT  
**Richter & Cegan Inc.**  
88 CANAL COURT P.O. BOX 567  
AVON, CT 06001 PHONE: 860-678-0669



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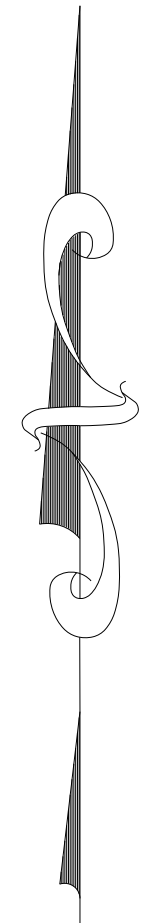
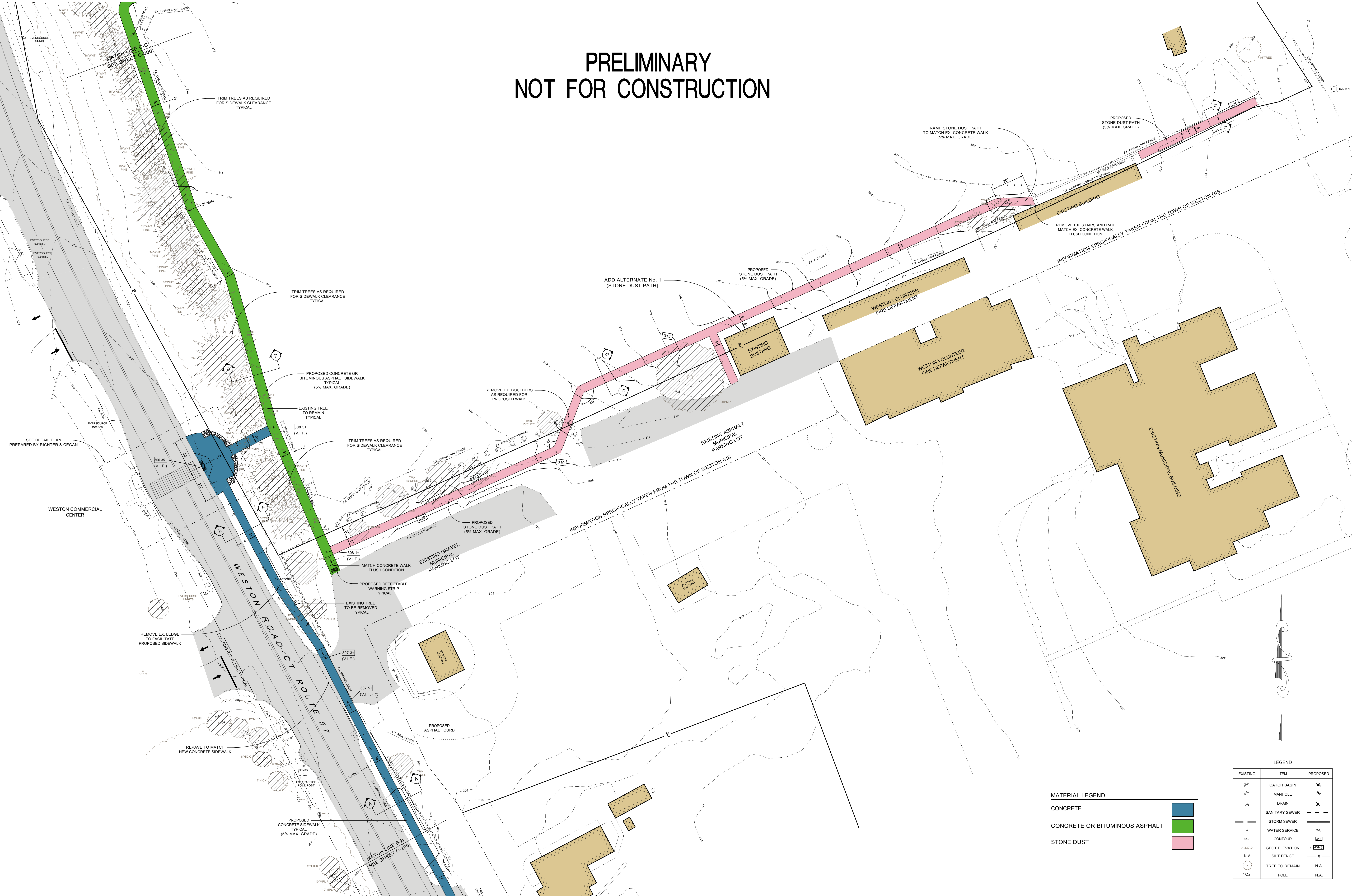
50 % SIDEWALK DEVELOPMENT  
**SIDEWALK DEVELOPMENT PLAN**

Proj. No.: 2020004  
Date: 10.07.20

**C-100**



# PRELIMINARY NOT FOR CONSTRUCTION



**MATERIAL LEGEND**

CONCRETE	
CONCRETE OR BITUMINOUS ASPHALT	
STONE DUST	

**LEGEND**

EXISTING	ITEM	PROPOSED
	CATCH BASIN	
	MANHOLE	
	DRAIN	
	SANITARY SEWER	
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	WATER SERVICE	
	CONTOUR	
	SPOT ELEVATION	
	SILT FENCE	
	TREE TO REMAIN	
	POLE	

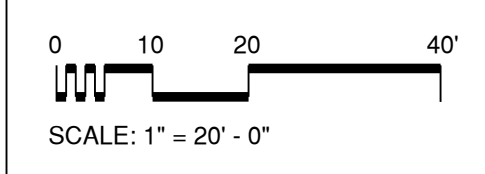
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**SIDEWALK DEVELOPMENT PLAN**

Proj. No.: 2020004  
Date: 10.07.20  
**C-200**





**PRELIMINARY  
NOT FOR CONSTRUCTION**

**LEGEND**

EXISTING	ITEM	PROPOSED
	CATCH BASIN	
	MANHOLE	
	DRAIN	
	SANITARY SEWER	
	STORM SEWER	
	WATER SERVICE	
	CONTOUR	
	SPOT ELEVATION	
	N.A.	
	TREE TO REMAIN	
	POLE	

**MATERIAL LEGEND**

	CONCRETE
	CONCRETE OR BITUMINOUS ASPHALT
	STONE DUST

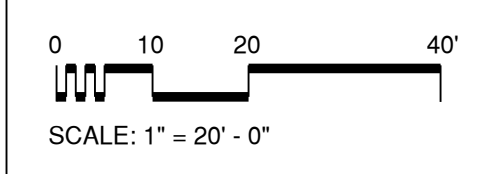
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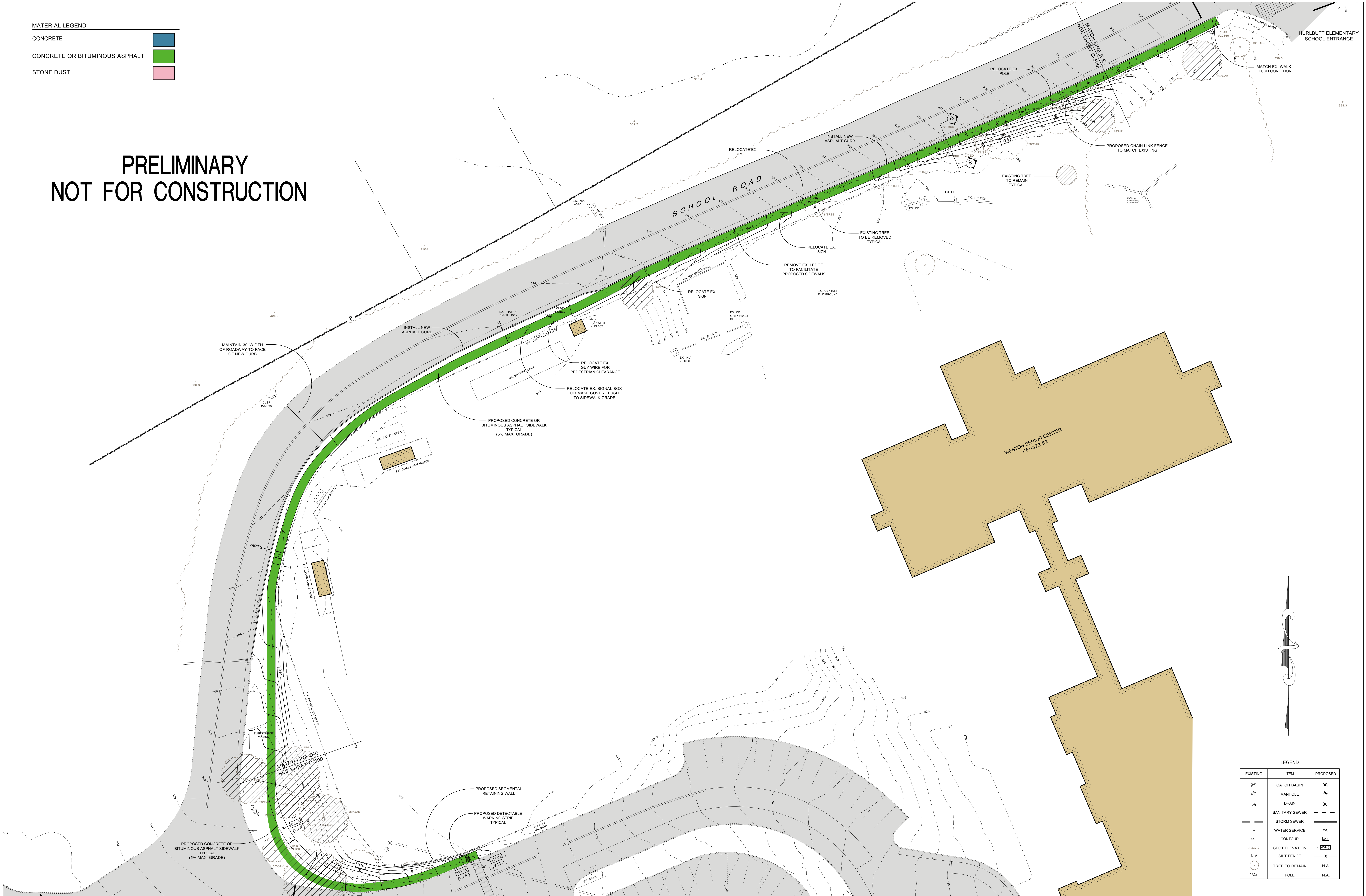
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Date: 10.07.20  
**C-300**



**MATERIAL LEGEND**

CONCRETE	
CONCRETE OR BITUMINOUS ASPHALT	
STONE DUST	

**PRELIMINARY  
NOT FOR CONSTRUCTION**



HURLBUTT ELEMENTARY  
SCHOOL ENTRANCE

WESTON SENIOR CENTER  
FF=322.82

**LEGEND**

EXISTING	ITEM	PROPOSED
	CATCH BASIN	
	MANHOLE	
	DRAIN	
	SANITARY SEWER	
	STORM SEWER	
	WATER SERVICE	
	CONTOUR	
	SPOT ELEVATION	
	SILT FENCE	
	TREE TO REMAIN	
	POLE	

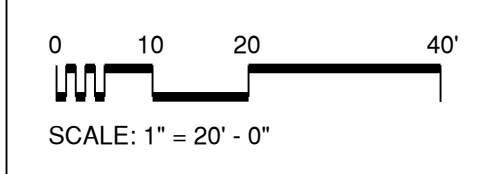
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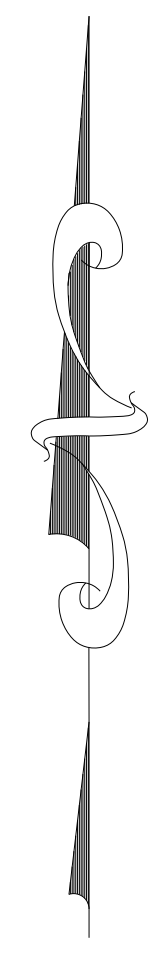
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50% SIDEWALK DEVELOPMENT  
**SIDEWALK  
DEVELOPMENT PLAN**

Proj. No.: 2020004  
Date: 10.07.20

**C-400**





**PRELIMINARY  
NOT FOR CONSTRUCTION**

**MATERIAL LEGEND**

CONCRETE	
CONCRETE OR BITUMINOUS ASPHALT	
STONE DUST	

**LEGEND**

EXISTING	ITEM	PROPOSED
	CATCH BASIN	
	MANHOLE	
	DRAIN	
	SANITARY SEWER	
	STORM SEWER	
	WATER SERVICE	
	CONTOUR	
	SPOT ELEVATION	
	SILT FENCE	
	TREE TO REMAIN	
	POLE	

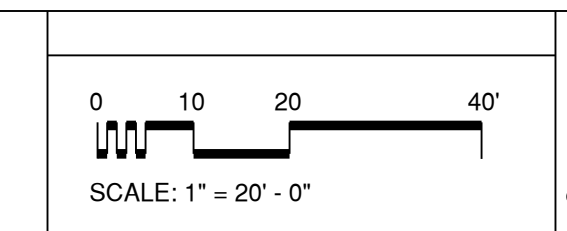
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**SIDEWALK DEVELOPMENT PLAN**

Proj. No.: 2020004  
Date: 10.07.20  
**C-500**



# PRELIMINARY NOT FOR CONSTRUCTION



WESTON INTERMEDIATE SCHOOL

**MATERIAL LEGEND**

CONCRETE	
CONCRETE OR BITUMINOUS ASPHALT	
STONE DUST	

**LEGEND**

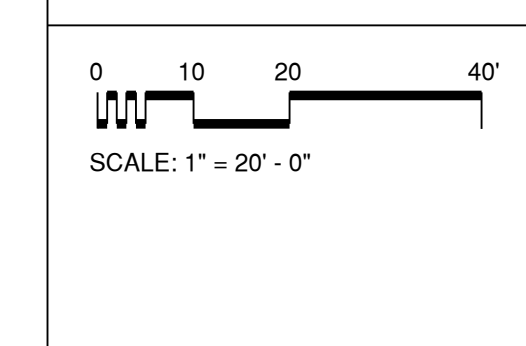
EXISTING	ITEM	PROPOSED
	CATCH BASIN	
	MANHOLE	
	DRAIN	
	SANITARY SEWER	
	STORM SEWER	
	WATER SERVICE	
	CONTOUR	
	SPOT ELEVATION	
	SILT FENCE	
	TREE TO REMAIN	
	POLE	

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**SIDEWALK DEVELOPMENT PLAN**

Proj. No.: 2020004  
Date: 10.07.20  
**C-600**





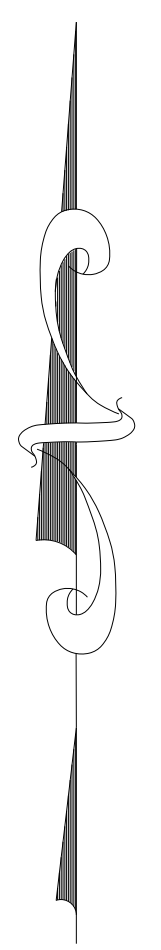
**PRELIMINARY  
NOT FOR CONSTRUCTION**

**MATERIAL LEGEND**

CONCRETE	
CONCRETE OR BITUMINOUS ASPHALT	
STONE DUST	

**LEGEND**

EXISTING	ITEM	PROPOSED
	CATCH BASIN	
	MANHOLE	
	DRAIN	
	SANITARY SEWER	
	STORM SEWER	
	WATER SERVICE	
	CONTOUR	
	SPOT ELEVATION	
	SILT FENCE	
	TREE TO REMAIN	
	POLE	



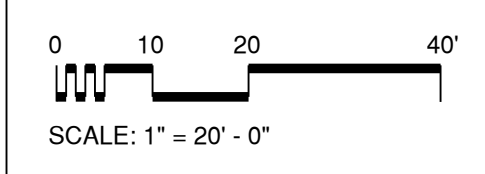
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DEVELOPMENT PLAN**

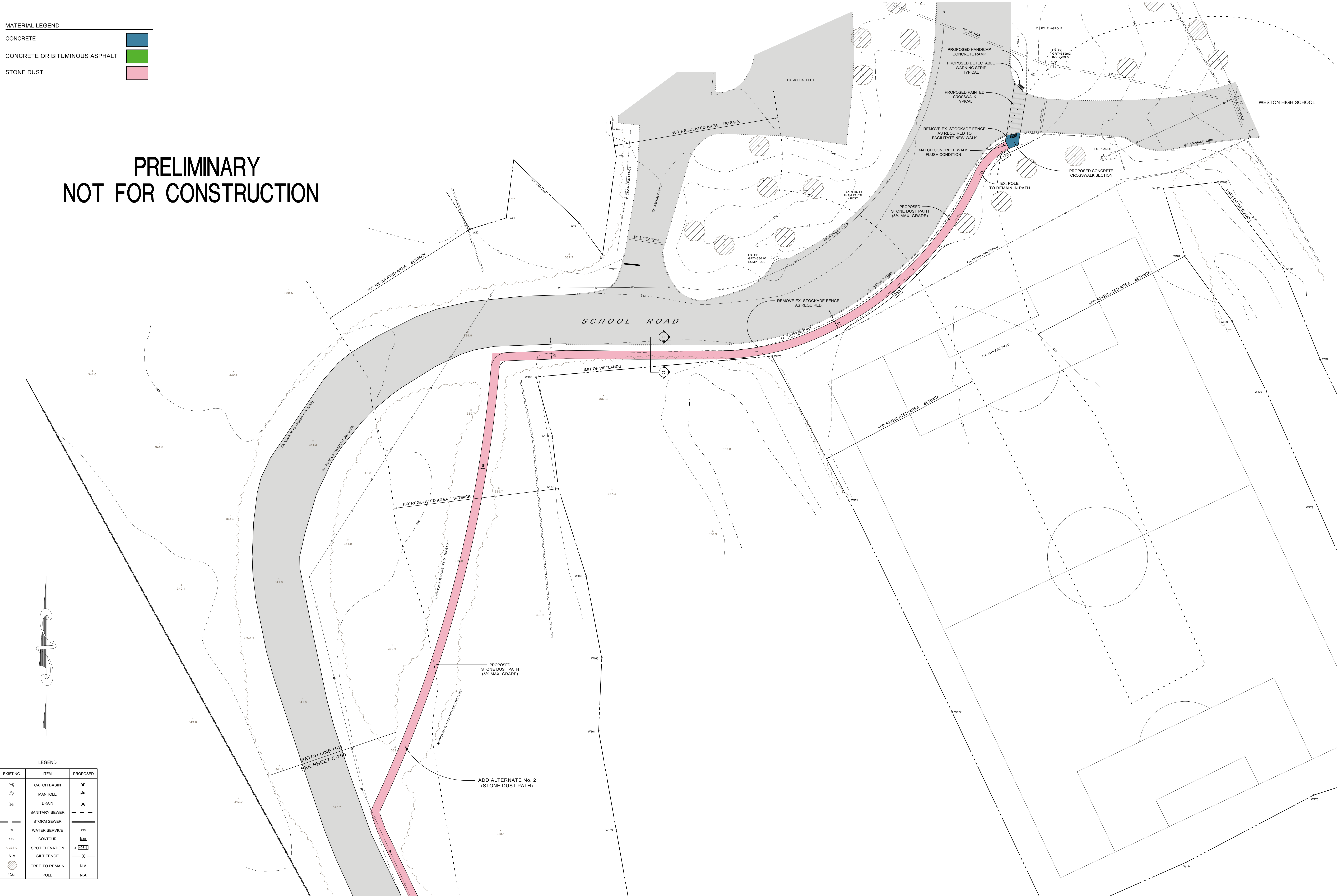
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**C-700**



**MATERIAL LEGEND**

CONCRETE	
CONCRETE OR BITUMINOUS ASPHALT	
STONE DUST	

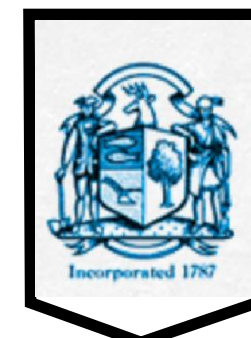
**PRELIMINARY  
NOT FOR CONSTRUCTION**



**LEGEND**

EXISTING	ITEM	PROPOSED
	CATCH BASIN	
	MANHOLE	
	DRAIN	
	SANITARY SEWER	
	STORM SEWER	
	WATER SERVICE	
	CONTOUR	
	SPOT ELEVATION	
	SILT FENCE	
	TREE TO REMAIN	N.A.
	POLE	N.A.

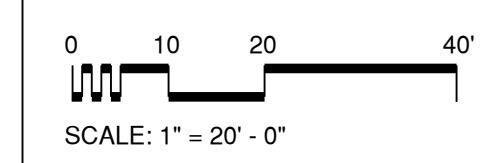
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**SIDEWALK  
DEVELOPMENT PLAN**

Proj. No.: 2020004  
Date: 10.07.20

**C-800**



Item 5: Discussion/decision to refer the Community Connectivity Sidewalk project to the Historic District Commission for approval and to the Planning and Zoning Commission per CGS Section 8-24 – **I move to refer the Community Connectivity Sidewalk project to the Historic District Commission for approval and to the Planning and Zoning Commission per CGS Section 8-24**





Jonathan Luiz <jluiz@westonct.gov>

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## Revised Tax Abatement Ordinance

1 message

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**Jon Weingarten** <jweingarten@westonems.com>

Fri, Oct 30, 2020 at 3:14 PM

To: Jonathan Luiz <JLuiz@westonct.gov>

Cc: Craig Cohen <ccohen@wvfd.com>

Jonathan,

Attached is the Revised Tax Abatement Ordinance for Fire and EMS based on our meeting today. Let me know if you have any additional corrections from the Town Attorney.

Jon



**Tax Abatement Town Ordinance rev..docx**

41K



## Article IV

# **Volunteer Emergency Service Organization Members**

[Adopted 11-2-2000, effective 11-30-2000]

**§ 179-13 Death and disability.**

**§ 179-8 Authority; abatement granted; limitations.**

**§ 179-9 Definitions.**

**§ 179-10 Points.**

**§ 179-11 Determination of abatement amount.**

**§ 179-12 Household abatement.**

**§ 179-13 Death and disability.**

**§ 179-14 Probationary emergency service volunteers.**

**§ 179-15 Other abatements.**

**§ 179-16 Interpretation.**

**§ 179-17 Certification.**



## § 179-18 Effective date.

## § 179-8 Authority; abatement granted; limitations.

In accordance with Connecticut Public Act 99-272, Section 6, the Tax Collector's office shall provide a property tax abatement ("property tax abatement"), in an amount calculated as set forth below, to each individual who is, as of each determination date, an active emergency services volunteer and is otherwise eligible. Such abatement shall be applied, up to the whole thereof, to the first installment of tax due from the emergency services volunteer following the determination date, and any remaining balance thereof shall be applied to the second installment of tax due following the determination date. Such tax abatement shall in no event exceed such individual's total property tax payment liability or be construed to carry over from year to year. An emergency services volunteer who is delinquent in the payment of property tax shall not be eligible to receive an abatement hereunder.

[1]

*Editor's Note: See § 12-81W of the Connecticut General Statutes.*

## § 179-9 Definitions.

As used in this article, the following terms shall have the meanings indicated:

### **ACTIVE**

Full and active membership, and good standing, in one or more of the emergency service organizations in accordance with the bylaws of such organization and possessing the appropriate certification to provide emergency services in accordance with the respective emergency service organization's bylaws and any applicable state or federal law. The term "active" shall specifically exclude any emergency service volunteers who are deemed probationary ("probationary emergency



service volunteers") in accordance with the respective emergency service organization's bylaws.

### **CALL**

A bona fide response to a broadcast request issued from the Weston emergency dispatch office to an emergency incident and bona fide participation in a community service event utilizing emergency response apparatus.

### **DETERMINATION DATE**

January 1 of each year.

### **EMERGENCY SERVICE ORGANIZATION**

Includes the recognized EMS, fire rescue, and fire police organizations serving the Town of Weston.

### **EMERGENCY SERVICE VOLUNTEER**

Includes any individual actively engaged in one or more of the emergency service organizations. In no event shall participation in more than one emergency service organization entitle an emergency service volunteer to a property tax abatement of more than \$1,000.

### **MEDICAL DISABILITY or MEDICALLY DISABLED**

The inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or to be of long-continued and indefinite duration.

### **SENIOR OPERATIONAL AUTHORITY**

The duly elected Chief or the EMS Operations Officer, as appropriate, of the Weston Volunteer Fire Department.

### **TOTAL CALLS TOTAL CALL Points**



The aggregate of call calls attended points between the determination date of the previous year and the determination date of the current year.

**TOTAL PROPERTY TAX PAYMENT LIABILITY**

The aggregate of all property tax, whether assessed against real or personal property, payable to the Town of Weston by an emergency service volunteer.

**§ 179-10Points.**

Total points ("total points") shall be the sum of points (each a "point") accumulated from the determination date of the previous year until the determination date of the current year. Points shall be assessed in accordance with the following table:

<b>Type of Service</b>	<b>Points Assessed</b>
Call (as defined above) commencing between the hours of 6:00 a.m. and 6:00 p.m.	3
Call (as defined above) commencing between the hours of 6:01 p.m. and 5:59 a.m.	<del>2</del> 3
Monthly drill or meeting	1
Weekly drill	1
Possession of Fire Fighter I or II certification	10 each
Possession of EMT certification	10
Possession of HAZMAT Operational, MRT, MAST or DEFIB certification	5 each
Each hour of training not otherwise recognized hereunder and approved in writing by the senior operational authority of the applicable emergency service organization	1
Each year of active service	1
Elective office (line or civil, fire or EMS) as set forth in the bylaws of the Weston Volunteer Fire Department	10
Membership and participation in the group of EMS personnel which is scheduled to respond to emergency incidents during a certain period (e.g., night duty)	1/3
Chairmanship of a standing committee as defined in the bylaws of the Weston Volunteer Fire Department	5 each
Each Department-related community service event which is not otherwise a "call" and is approved in writing by the senior operational authority of the applicable emergency service organization	1

Type of Service	Points Assessed

**§ 179-11 Determination of abatement amount.**

**A.** Entitlement to, and amount of, property tax abatement shall be determined in accordance with the following table:

Level	Total <del>Calls</del> <u>Call Points</u>	Total Points	Amount of Property Tax Abatement
1	<u>3075</u>	<del>100-125</del> <u>or more</u>	\$1,000
2	<u>2050</u>	<del>75 to 99</del> <u>94</u>	\$750
3	<del>1025</del> <u></u>	<del>50 to 74</del> <u>63</u>	\$500
4	<u>60</u>	<del>30 to 49</del> <u>0</u>	<del>\$2500</del> <u></u>

**B.** An emergency service volunteer must meet both the total call points and the total points requirement of a given level as set forth above in order to qualify for that level's amount of property tax abatement.

**§ 179-12 Household abatement.**

**A.** In the event an active emergency service volunteer who is otherwise entitled to a property tax abatement lacks such amount in total property tax payment liability in his or her name, such individual's spouse, who is domiciled with him or her, whether or not such spouse is an active emergency service volunteer, shall be entitled to receive the balance up to such spouse's total property tax payment liability.

**B.** In the event an active emergency service volunteer entitled to a property tax abatement is domiciled with and is the spouse or child of another active emergency service volunteer entitled to a property tax abatement, each shall be entitled to the full amount to which he or she would otherwise be entitled.

**§ 179-13 Death and disability.**



**A.** Any emergency service volunteer having a medical disability who has been active for an aggregate of 30 or more years and who is active at the determination date shall be entitled to the maximum property tax abatement of \$1,000.

**B.** Any emergency service volunteer who has been medically disabled in the line of duty and has been active for an aggregate of five or more years shall be entitled to the maximum property tax abatement of \$1,000 for the remainder of his or her lifetime.

**C.** The spouse of any emergency services volunteer who is killed in the line of duty shall be entitled to the maximum property tax abatement of \$1,000 for the remainder of his or her lifetime.

#### **§ 179-14 Probationary emergency service volunteers.**

Probationary emergency service volunteers may accumulate points and calls but shall in no event be entitled to a property tax abatement unless he or she is active on the determination date and is otherwise eligible.

#### **§ 179-15 Other abatements.**

This property tax abatement shall be in addition to and not a limitation of any other tax abatement, rebate, exemption, or other discount to which any emergency service volunteer may be entitled.

#### **§ 179-16 Interpretation.**

Any disputes regarding the construction, interpretation, or administration of this article shall be resolved by a duly constituted meeting of the Weston Volunteer Fire Department Executive Committee and/or the EMS Executive Committee, as appropriate, its decision being subject to the review and approval of the Weston Board of Selectmen.

#### **179 -17 - Special Circumstances -Extended Medical Leave**

**An active member who is on medical leave for a minimum of 6 months in a calendar year, will be allowed to maintain their Tax Abatement participation in the following year, at the next lower category from the current year**

179-18 – Special Circumstances-Public Health Emergency

In the event of a Public Health Emergency The BOS has the authority to grant Fire and EMS active duty members a waiver on good standing, call points, and total points, as required by The Tax Abatement Ordinance.

~~§ 179-17~~Certification. 179-19 - Certification

Certification of an active emergency service volunteer's eligibility hereunder shall be delivered to the Tax Collector's office on or before May 15 of each year by the Executive Committee of the Weston Volunteer Fire Department.

~~§ 179-18~~Effective date. 179-20 – Effective Date

This article shall take effect and shall be applicable to the tax installment due in July of the year 202101.



## Article IV

# **Volunteer Emergency Service Organization Members**

[Adopted 11-2-2000, effective 11-30-2000]

**§ 179-13 Death and disability.**

**§ 179-8 Authority; abatement granted; limitations.**

**§ 179-9 Definitions.**

**§ 179-10 Points.**

**§ 179-11 Determination of abatement amount.**

**§ 179-12 Household abatement.**

**§ 179-13 Death and disability.**

**§ 179-14 Probationary emergency service volunteers.**

**§ 179-15 Other abatements.**

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**§ 179-17 Certification.**

## § 179-18 Effective date.

## § 179-8 Authority; abatement granted; limitations.

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[1]

*Editor's Note: See § 12-81W of the Connecticut General Statutes.*

## § 179-9 Definitions.

As used in this article, the following terms shall have the meanings indicated:

### **ACTIVE**

Full and active membership, and good standing, in one or more of the emergency service organizations in accordance with the bylaws of such organization and possessing the appropriate certification to provide emergency services in accordance with the respective emergency service organization's bylaws and any applicable state or federal law. The term "active" shall specifically exclude any emergency service volunteers who are deemed probationary ("probationary emergency

**Comment [NRB1]:** This should be defined, i.e., no pending disciplinary action, probationary period, etc.



service volunteers") in accordance with the respective emergency service organization's bylaws.

### **CALL**

A bona fide response to a broadcast request issued from the Weston emergency dispatch office to an emergency incident and bona fide participation in a community service event utilizing emergency response apparatus.

### **DETERMINATION DATE**

January 1 of each year.

### **EMERGENCY SERVICE ORGANIZATION**

Includes the recognized EMS, fire rescue, and fire police organizations serving the Town of Weston.

### **EMERGENCY SERVICE VOLUNTEER**

Includes any individual actively engaged in one or more of the emergency service organizations. In no event shall participation in more than one emergency service organization entitle an emergency service volunteer to a property tax abatement of more than \$1,000.

### **MEDICAL DISABILITY or MEDICALLY DISABLED**

The inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or to be of long-continued and indefinite duration.

### **SENIOR OPERATIONAL AUTHORITY**

The duly elected Chief or the EMS Operations Officer, as appropriate, of the Weston Volunteer Fire Department.

### **TOTAL CALLS TOTAL CALL Points POINTS**

The aggregate of ~~call calls~~ attended points between the determination date of the previous year and the determination date of the current year.

**TOTAL PROPERTY TAX PAYMENT LIABILITY**

The aggregate of all property tax, whether assessed against real or personal property, payable to the Town of Weston by an emergency service volunteer.

**§ 179-10 Points.**

Total points ("total points") shall be the sum of points (each a "point") accumulated from the determination date of the previous year until the determination date of the current year. Points shall be assessed in accordance with the following table:

<b>Type of Service</b>	<b>Points Assessed</b>
Call (as defined above) commencing between the hours of 6:00 a.m. and 6:00 p.m.	3
Call (as defined above) commencing between the hours of 6:01 p.m. and 5:59 a.m.	23
Monthly drill or meeting	1
Weekly drill	1
Possession of Fire Fighter I or II certification	10 each
Possession of EMT certification	10
Possession of HAZMAT Operational, MRT, MAST or DEFIB certification	5 each
Each hour of training not otherwise recognized hereunder and approved in writing by the senior operational authority of the applicable emergency service organization	1
Each year of active service	1
Elective office (line or civil, fire or EMS) as set forth in the bylaws of the Weston Volunteer Fire Department	10
Membership and participation in the group of EMS personnel which is scheduled to respond to emergency incidents during a certain period (e.g., night duty)	1/3
Chairmanship of a standing committee as defined in the bylaws of the Weston Volunteer Fire Department	5 each
Each Department-related community service event which is not otherwise a "call" and is approved in writing by the senior operational authority of the applicable emergency service organization	1



Type of Service	Points Assessed

**§ 179-11 Determination of abatement amount.**

**A.** Entitlement to, and amount of, property tax abatement shall be determined in accordance with the following table:

**Comment [NRB2]:** I suggest that the columns for Total call points and the Total points are formatted to show the range of points per Level. For example, total call points for level 4 would be 0-24.

Level	Total <del>Calls</del> Call Points	Total Points	Amount of Property Tax Abatement
<del>4</del> 4	<del>30</del> 75	<del>100-125 or more</del>	\$1,000
<del>3</del> 2	<del>20</del> 50	<del>75 to 99</del> 94	\$750
<del>2</del> 3	<del>10</del> 25	<del>50 to 74</del> 63	\$500
<del>1</del> 4	<del>6</del> 0	<del>30 to 49</del> 0	<del>\$2</del> 500

**Comment [NRB3]:** Reversed number list for consistency with 179-17 below.

**B.** An emergency service volunteer must meet both the total call pointss and the total points requirement of a given level as set forth above in order to qualify for that level's amount of property tax abatement.

**§ 179-12 Household abatement.**

**A.** In the event an active emergency service volunteer who is otherwise entitled to a property tax abatement lacks such amount in total property tax payment liability in his or her name, such individual's spouse, who is domiciled with him or her, whether or not such spouse is an active emergency service volunteer, shall be entitled to receive the balance up to such spouse's total property tax payment liability.

**B.** In the event an active emergency service volunteer entitled to a property tax abatement is domiciled with and is the spouse or child of another active emergency service volunteer entitled to a property tax abatement, each shall be entitled to the full amount to which he or she would otherwise be entitled.

**§ 179-13 Death and disability.**

**A.** Any emergency service volunteer having a medical disability who has been active for an aggregate of 30 or more years and who is active at the determination date shall be entitled to the maximum property tax abatement of \$1,000.

**B.** Any emergency service volunteer who has been medically disabled in the line of duty and has been active for an aggregate of five or more years shall be entitled to the maximum property tax abatement of \$1,000 for the remainder of his or her lifetime.

**C.** The spouse of any emergency services volunteer who is killed in the line of duty shall be entitled to the maximum property tax abatement of \$1,000 for the remainder of his or her lifetime.

#### **§ 179-14 Probationary emergency service volunteers.**

Probationary emergency service volunteers may accumulate points and calls but shall in no event be entitled to a property tax abatement unless he or she is active on the determination date and is otherwise eligible.

#### **§ 179-15 Other abatements.**

This property tax abatement shall be in addition to and not a limitation of any other tax abatement, rebate, exemption, or other discount to which any emergency service volunteer may be entitled.

#### **§ 179-16 Interpretation.**

Any disputes regarding the construction, interpretation, or administration of this article shall be resolved by a duly constituted meeting of the Weston Volunteer Fire Department Executive Committee and/or the EMS Executive Committee, as appropriate, its decision being subject to the review and approval of the Weston Board of Selectmen.

#### 179 -17 - Special Circumstances -Extended Medical Leave

An active member who is on medical leave for a minimum of 6 months in a calendar year, will be allowed to maintain their Tax Abatement participation in the following year, at the next lower category from the current year.An active



Emergency Service Volunteer who qualifies on a determination date for property tax abatement under this Article, but who during the course of the calendar year immediately following such determination date goes on medical leave for at least six (6) months, shall remain eligible for property tax abatement under this Article during the calendar year subsequent to that in which he or she went on medical leave, but in an amount one level, as set forth in Section 179-11, less than that applicable for the calendar year in which he or she went on medical leave.

179-18 – Special Circumstances-Public Health Emergency

In the event of a Public Health Emergency The BOS has the authority to grant Fire and EMS active duty members a waiver on good standing, call points, and total points, as required by The Tax Abatement Ordinance.

**Comment [NRB4]:** Concerned that this section may exceed the authority of the BOS, may give rise to unequal application. Recommend deletion in its entirety.

§ 179-17Certification.179-19 - Certification

Certification of an active emergency service volunteer's eligibility hereunder shall be delivered to the Tax Collector's office on or before May 15 of each year by the Executive Committee of the Weston Volunteer Fire Department.

§ 179-18Effective date.179-20 – Effective Date

This article shall take effect and shall be applicable to the tax installment due in July of the year 202104.

**Comment [NRB5]:** If the BOS approves these amendments prior to the January 2021 tax installment, the resolution will need to clearly state that the ordinance as it currently exists will continue until the property tax due date of July 1, 2021, and that that time the amendments will take effect.



Jonathan Luiz <jluiz@westonct.gov>

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## EMS Abatement ordinance - proposed amendments

1 message

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**Nicholas R. Bamonte** <nbamonte@berchemmoses.com>

Tue, Nov 10, 2020 at 1:59 PM

To: Jonathan Luiz <jluiz@westonct.gov>

Cc: Ira Bloom <ibloom@berchemmoses.com>

Jonathan: Per our discussion this AM please see attached with my suggested revisions and general comments.

You will see that I revised the new section 179-17 regarding medical leave and abatement carry over. Although the revised language is somewhat convoluted, I think it removes possible ambiguities as originally drafted. Just want to be extra clear about the section's application. To that end, I would also have the Tax Collector weigh in on this section in particular.

Nick



**Nicholas R. Bamonte**

Berchem Moses PC

1221 Post Road East

Westport, CT 06880

Tel: (203) 571-1713

Fax: (203) 226-1641

nbamonte@berchemmoses.com

www.berchemmoses.com

[My Profile](#)

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-- WARNING: FRAUD ALERT. If you receive an e-mail appearing to be from this office which requests that you wire or otherwise transfer funds to any party, you must confirm the request and any corresponding instructions via telephone before you initiate any wire or other transfer. PLEASE CONFIRM BY CALLING THE ORIGINATOR OF THE EMAIL, USING PREVIOUSLY KNOWN CONTACT INFORMATION, PRIOR TO WIRING OR OTHERWISE TRANSFERRING FUNDS.



**NRB Comments re amendments EMS abatement (01417133xADB93).DOCX**

46K



Item 6: Interview of Sustainability Committee candidate Jessie Schwartz – **No motion**

----- Forwarded message -----

From: **Jessie Schwartz** <jessiejschwartz@gmail.com>

Date: Fri, Oct 23, 2020 at 1:28 PM

Subject: Joining Weston Sustainability Committee

To: <rderene@westonct.gov>, <cspaulding@westonct.gov>

Hello,

I would like to submit my name to be considered to join the Weston Sustainability committee. Attached is my resume for review. Please let me know if you need anything else from me.

Why I want to join:

My role at my company used to be on the product design team where we worked towards upgrading our products to be more sustainable and I am currently working on our company's design framework for sustainable product design philosophy. I feel strongly that the way to tackle the climate crisis is through improving products and systems at every level of our society from big business to our homes. Recently I have been challenging myself to live my values by making more sustainable choices for my home and want to expand that practice to my larger community. Think Global act Local. I also would like to start getting more involved in the town. I have a two year old and don't think i will feel very connected until he joins the school system unless i get involved in other ways. Joining the Sustainability committee is the perfect way to accomplish both of my goals.

Thank you,  
Jessie Schwartz-Kwasnik



# Jessie Schwartz

Jessie.J.Schwartz@gmail.com  
(203) 858-7990  
139 Steep Hill Road  
Weston, CT 06883



**Skills** Business Process Mapping and Design, Project Management, Strategic Thinking, Reporting Design/Metrics Tracking, Power Point Artist

## Working Experience

Lovesac, Stamford, CT  
2018

May 2017 – Sept

Business Process Analysis Manager

- Document, Update and Report on Business Processes throughout the company
- Work on expanding the reach of Designed for Life™ strategy so other companies can use the same design principals including writing articles on DFLgroup.org

Product Design Specialist

- Project Manager for up to 27 on-going new product introduction or product updates
  - ❖ Worked with Design, Production and Brand teams to ensure products launched correctly and on time. Including running weekly status meetings, managing project timelines, and communicating requirements with vendors.
  - ❖ Implemented new Project management software to facilitate project timelines, file access, communication across product teams, and executive reporting.

Accenture, New York City, NY

Consultant - Management Consulting Products Group

Sep. 2015 – Mar. 2017

- Designed, Trained, and Implemented Product Launch Process for larger Prestige Beauty Client
  - ❖ Developed business process solutions to improve speed to market, and speed to decision for new products across 3 full roll outs to 6 brands working with everyone from SVPs to associates
  - ❖ Designed technical solution on top of client's legacy software, working with client's IT team to build solution, wrote User Guide and conducted trainings

Senior Analyst – Management Consulting  
2015

Oct. 2013 - Sep.

- Engineering Training Coordinator for Defense PLM Implementation
  - ❖ Developed and maintained training development schedule, worked with client and project team to create training programs, and organized training logistics for a PLM software implementation affecting 2300 engineering users

Analyst - Systems Integration

Oct. 2011 - Oct. 2013

- Design and Test Lead for Hotel Chain Database Upgrade and Implementation
  - ❖ Led requirements gathering, testing and UAT for a financial profitability Access database through 3 development cycles
  - ❖ Managed team of 3 off-shore developers to deliver database on schedule

## Education

Dartmouth College, Thayer School of Engineering

Master of Engineering Management with an Operations Concentration

June 2011

Bachelor of Engineering with a Material Science Concentration GPA: 3.42

June 2009

**Certifications:** Six Sigma Green Belt Certification

Fall 2009

Hobart and William Smith Colleges

**Interests** Traveling: 39 countries, 6 continents and counting; Skiing: worked on a mountain for a season and captained my GS race team in High School; Baking: decorated sugar cookies are my specialty



Item 7: Discussion/ decision about the size of and charge to the Economic Vitality Committee – **No motion**

## **The charge for the Economic Committee is:**

The Town of Weston will establish an Economic Vitality Committee consisting of three members for the purpose of highlighting the importance of economic vitality to our overall quality of life, and to demonstrate the town's support of small and home based businesses and economic sustainability. The town's Economic Vitality Committee will offer suggestions and recommendations to the Board of Selectmen to help promote innovation and entrepreneurship in Weston, with a specific focus on our competitive strengths and reinvestment in the town.

Item 8: Discussion/decision concerning establishing policies and procedures for having limited private events at Lachat Town Farm – **No motion**





**Proposal:** Private Events at Lachat Town Farm

**Summary:**

The Friends of Lachat and the Lachat Town Farm Commission would like to request that the Board of Selectmen consider and approve a proposal to renew and formalize our process of hosting "private" events (defined as those events where Lachat allows private citizens to utilize farm facilities and infrastructure for a fee). As a reminder, our current agreement with the town, which expired on July 31, 2020 allowed for 3 private events per year with an understanding on revenue that the funding would be kept in the Enterprise fund and then shall be exclusively used towards maintaining and improving the property. The check will be made out to the town of Weston.

In short, we would like to expand the number of private events held in total each year to 5, with 1 event each year being earmarked as a "large" event as defined below; and with the other 4 being earmarked as "small" events. A large event in theory could take place at any point in the year with appropriate approval and advanced planning. Small events would only be allowed to occur once per calendar quarter, and can be "accrued" and used in a different calendar quarter if unused during a calendar quarter. This proposal would not preclude the farm from hosting events with community organizations (i.e. Weston Kiwanis) to utilize the space without charge for purposes in accordance with our current practice.

**Contracting:**

Once the event holder is chosen, regardless of size, a written contract and license agreement will go out establishing rights and responsibilities of all partners, and releasing the town and farm from any liability. All private event holders will need to provide proof of insurance for themselves and any third parties that might be involved in event production (food service, sound/video production etc). Event holders will agree to either set up and clean up independently or pay an hourly

base fee of \$75/hour to compensate the Farm Manager for set up and/or clean up. This can be deducted from the security deposit but is subject to a charge above the amount in the security deposit.

Covid Related Policies: Event holders and attendees will be subject to current policies as dictated by the Westport/Weston Department of Health along with both state and federal guidelines. There will be a cancelation contingency clause included in the contract, particularly during the time of the pandemic to ensure the safety of the event holder and attendees.

**Event capacity:**

- 1 Large Event (Between 101 and up to 250 attendees)
- 4 Small Events (Under 100 attendees)

**Large Event:**

Base Fee: \$10,000 / day (assumes rental of entire property for a full day and support of the Events Manager. In addition, the renter will pay \$5,000 for a security deposit which is returned upon inspection of the grounds by the Event and Farm Managers. If further support is required – be it personnel, security, supplemental power, equipment etc. additional fees are possible based on time and materials if not paid directly by the client. Upon acceptance of the bid, a down payment of half the total fee (bid plus security deposit) will be collected. Three months before the scheduled event, the full fee will be collected and at that point be non-refundable in the event that the event holder cancels the event.

Property Access: Event holders can access property one half day before and after the scheduled event. This is for both set up and clean up related to the main day of rental. The property can only be private and blocked from public use for the duration of the event with a limit of six hours within the day of the main event.

Potentially Permitted Uses: Weddings, Conferences, Company Parties/Picnics, Theater & Music Productions

Specifically Excluded Uses: Religious or Political Programming, Rallies/Protests etc.

**Bidding for Large Event:**

We would plan to announce and promote the ability to reserve the farm for a large private event starting for the Summer of 2021 (for the period from January 1 through December 31, 2020). Due to the timeline of this proposal, for bidding occurring in the calendar year of 2020, the bidding would open December 1 with bidding closing on December 15th and the Final Decision communicated by December 31. In future years, the bidding will commence the summer before a calendar year to allow for timely planning of large events. As a pre-qualification, a \$1,000 bank fee will be required to participate in the auction. The check will not be cashed until the winner is determined and those who did not win will receive the returned bank check. The online auction date will be one week after the available bidders are determined. The auction will be anonymous but presented in an 'ebay style' system where the competitive bids are public to those who are bidding with a one week period for active bidding to take place and the winner determined. If no bids are received then the window will remain open until an event is bid upon and scheduled. Should an event holder cancel, their deposit would be kept and the bid would open back up to a new bidder. All proposals submitted would be vetted by the Lachat Town Farm Commission, with a final recommendation to and approval by the Board of Selectman being required. We would promote the bidding process through the Lachat website, email marketing, and social media. Equal bids would lead to preference given to an event holder who is a Weston resident.

**Small Events:**

Base fee: \$1000 per day. Event holders can access the property for the day of the rental and for half a day of clean up after the main day of rental. The property can only be private and blocked from public use for the duration of the event with a limit of four hours within the day of the main event. In addition, the renter will pay \$500 for a security deposit which is returned upon inspection of the grounds by the Event and Farm Managers. Upon acceptance of the bid, a down payment of half the total fee (base bid plus security deposit) would be collected. One month before the scheduled event, the full amount will be collected and the full amount is non-refundable if the event holder should cancel at that point.

**Bidding for Small Events:**

Will be handled on a rotating basis, but will close 3 months before each calendar season such that we are always one season ahead. A similar bidding process to that outlined for Large Events above will be followed. If we have two bids come



in that are exactly the same, then priority will be given to Weston residents. Should an event holder cancel, their deposit would be kept and the bid would open back up to a new bidder. Approval for small events will be at the discretion of the Lachat Farm Commission so long as it complies with the list of approved uses. Any proposed event not on an approved uses list would require prior approval from the Board of Selectmen.

**Item 9: Discussion about a STEAP Grant Award – No motion**



STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT

11/9/2020

Town of Weston  
The Honorable Chris Spaulding  
P O Box 1007  
Weston, CT 06883-1007

Dear First Selectman Spaulding:

Governor Ned Lamont and I would like to congratulate you and the Town of Weston on your \$128,205.00 grant through the 2020 Small Town Economic Assistance Program (STEAP) for the following project:

PROJECT NAME: Construction of Storage for Municipal Records and Equipment  
PROJECT DESCRIPTION: Additional storage space for municipal records and equipment  
Qualifies for COVID-Related Project Provision: NO  
Other Comments (if applicable): N/A

**Please confirm your award no later than 12/9/2020, by contacting Acting Undersecretary Martin Heft at the Office of Policy and Management at [Martin.Heft@ct.gov](mailto:Martin.Heft@ct.gov).**

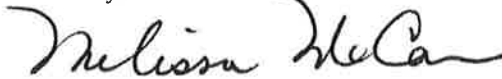
The Department of Economic and Community Development will administer your award. We are providing a copy of this letter to Christine Marques of Department of Economic and Community Development. After confirming your award with Martin Heft, please contact Christine Marques, at [Christine.Marques@ct.gov](mailto:Christine.Marques@ct.gov) as soon as possible to begin the grant contract process.

**You should not proceed with any anticipated STEAP-funded project work until you are fully aware of any contractual terms required by the administering agency. This letter does not constitute a contract.**

Please keep in mind that your receipt of these STEAP funds will be contingent upon your compliance with the rules and regulations of the agency that administers your award, and reimbursement(s) of funds will not occur without a fully executed agreement between the municipality and the state administering agency.

Thank you and best of luck with your project.

Sincerely,

  
Melissa McCaw, Secretary

C: Martin Heft, Acting Undersecretary, OPM  
Christine Marques- Department of Economic and Community Development

State of Connecticut  
Office of Policy and Management [www.portal.ct.gov/opm](http://www.portal.ct.gov/opm)  
STEAP Project Application, Analysis & Eligibility  
Pursuant to Connecticut General Statutes Section 4-66g

**APPLICATION FOR FY 2020 STEAP GRANT FUNDING**

Towns may submit one (1) STEAP application for one (1) project, with a maximum request of \$128,205. Complete instructions are outlined on pages 16 through 19 of this application.

You must save your completed application then attach your completed application along with all other required attachments to an email and send to:

[opm.steapapplications@ct.gov](mailto:opm.steapapplications@ct.gov)

--- IMPORTANT ---

**DO NOT ENTER "SEE ATTACHED" IN SECTIONS THAT ASK FOR DETAILS.  
PLEASE PROVIDE THE REQUESTED INFORMATION ON THE ACTUAL APPLICATION UNLESS A  
SECTION SUGGESTS USING A SEPARATE PAGE OR ATTACHMENT.**

Applicant Town: **Weston** Tax ID (FEIN) No.: **066002127**

Authorized Signatory Full Legal Name: **Christopher Hornig Spaulding**

Authorized Signatory Title: **First Selectman**

Authorized Signatory Email: **cspaulding@westonct.gov**

Authorized Signatory Phone Number: **203-216-7577** Extension:

Town Office Street Address / PO Box: **56 Norfield Road** Town Office Zip Code: **06883**

Project Name/Title: **Construction of Storage for Municipal Records and Equipment**

Proposed Project Street Address: **56 Norfield Road** Zip Code: **06883**

If no project address is available, please provide street intersection detail. **N/A**



Provide a list of all parcel numbers impacted by the project: **22-6-28+31**

The 2020 round of STEAP grants will be funded from an aggregate amount of \$15,000,000. Individual grant award amounts will depend on the number of participating towns, and the number of qualified applications selected to receive an award. **Requested amount of STEAP Funding (\$128,205 max.): \$128,205**

Will this project offer a benefit to your community related to the COVID-19 Public Health and Civil Preparedness emergencies? Check one:  YES / NO

If you answered YES above, please provide a brief explanation of how this project will benefit the community as it relates to the COVID-19 Public Health and Civil Preparedness emergencies: **The project will provide for space to store the Weston Emergency Management Director's personal protective equipment that would be used by staff assigned to protect and serve the community.**

Name, phone and email address of person preparing this application:

**Jonathan Luiz, Town Administrator, 203-222-2677, [jluiz@westonct.gov](mailto:jluiz@westonct.gov)**

Identify town officials and professionals that may be contacted with questions regarding this application:

Names, phone numbers and email addresses:

**Christopher Spaulding, First Seletman, 203-216-7577, [cspaulding@westonct.gov](mailto:cspaulding@westonct.gov)**

**Jonathan Luiz, Town Administrator, 203-222-2677, [jluiz@westonct.gov](mailto:jluiz@westonct.gov)**

**Edwin Henion, Police Chief, 203-222-2667, [ehenion@westonct.gov](mailto:ehenion@westonct.gov)**

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1.) Provide a description of the proposed project which includes the purpose of the project. Please be clear as to whether the funds you are requesting are for design, planning, site acquisition and/or construction. **Please be as comprehensive as possible in the description of this project (\*Note: only capital projects will be considered: new construction, expansion, renovation, or replacement project for an existing facility or facilities. Project costs can include the cost of land, design, engineering, architectural planning, and contract services needed to complete the project. For a description of expenditures that cannot be funded with STEAP funds, see page 4).**

**Weston is in dire need of additional storage space for municipal records and equipment. This project would convert approximately 1,500 square feet of existing crawl space in the basement of the Weston Town Hall into walkable storage space for municipal records and equipment, including personal protective equipment. The town would cover all expenses related to the purchase and installation a high-density mobile storage system.**

2.) How will this project impact and benefit the community? Please include any projected economic impact and job creation or retention estimates.

**This project will benefit the community in two ways. First it will allow the Town to better comply with State of Connecticut records retention laws and Freedom of Information laws because municipal records would be stored in a safe, easy-to-find and well-organized fashion. Second, it will make the Weston Police Department much safer by eliminating filing cabinets crammed into hallways and stuffed into closets. There is no more room available in the police department for records storage.**

3.) What, if any, planning or design work has begun or been completed on this project?

**Architect Brian Humes of Jacunski Humes Architects of Berlin, Connecticut and General Contractor Tomlinson, Hawley, Patterson of Trumbull, Connecticut determined that the project is feasible after examining as-built drawings, conducting on-site drilling and reviewing on-site digging results. This work was performed at no cost to the Town.**

4.) Is the proposed project consistent with the State Plan of Conservation and Development?  
YES or NO **Yes**

5.) Is the proposed project consistent with your local Conservation & Development (C&D) Plan?  
YES or NO **Yes**

6.) Last date local C&D Plan Adopted: **07/01/2020** (mm/dd/yyyy)

7.) Will the project require the conversion of lands currently in agricultural use to non-agricultural use?  
YES or NO **No**

8.) Does the project area contain prime or important agricultural soils that are greater than 25 acres in area?  
YES or NO **No**

9.) Does this project impact state-owned property (i.e.: state facilities, state roads and/or bridges, state parks, forests or other state-owned land.) If yes, please provide the location and a brief explanation. **No**

10.) Will any project related activities be conducted within a floodplain\*?  
YES or NO **No**

(\*If you answer "yes" to question 10, please be advised that the provisions of the Dept. of Energy and Environmental Protection's Flood Management Certification are applicable.)

11.) Describe the environmental and social impacts of the proposed project. For example, impacts related to traffic, floodplains, natural resources/wetlands, endangered species, archeological resources, historical structures, neighborhoods, utilities, parks, cemeteries etc. *(If necessary, attach response in a separate document with the following heading: "Environmental & Social Impacts".)*

**No impact.**

12.) Is this project a phase of a larger plan? YES or NO **No.**

If YES, please complete a through e below.

If NO, skip to #13.

a.) What phase are you applying for?

b.) How many phases are there in total?

c.) What state agency/agencies administers/administered the previous phase(s)?

Agency Name:                      or n/a

d.) Who is/was the state agency contact person for this project?

Agency Contact Name:              or n/a

e.) Attach additional information regarding the overarching, long-term plan if applicable. Attachment heading should read "Long Term Plan".

Attached: YES or NO

13.) What is the amount of Town/Local matching funds for this project?

Amount \$ **374,270**

14.) Project Funding – And STEAP Fund Use/Budget

Please complete the attached Funding and Budget Worksheet. The purpose of the work sheet is to reflect how much money has already been spent on the project, how much money will be spent on the project moving forward, what types of expenditures you will use the STEAP funds for, and how much match funding the municipality is committing to the project. You are reminded that STEAP funds cannot be used as a municipal "share" or "match" for any other state or federal grant, and no other state or federal grants can be used to satisfy the "match" for this grant application.

15.) Please summarize amounts and types of funds, if any that have been expended to date for this project.

**No funds expended to date.**

16.) If this is not part of a multi-phase project, has any work already begun? If yes, please summarize.

**No.**



17.) If this is a multi-phase project, please provide a brief summary of the work completed to date.

**This is NOT a multi-phase project.**

18.) Should this project be awarded a STEAP grant, how soon after our contract is fully executed, would STEAP funded project work begin? (CHECK ONE BOX BELOW)

30 days          60 days          90 days     90+ days

19.) Will this project move forward if the requested STEAP funds are not awarded or are awarded only in part? Please explain.

**No. Getting STEAP funds for this project will provide the necessary political push to make this project a reality.**

20.) Was this project not selected in a previous round of STEAP grants? **No.**

21.) Will this project require a referendum/legislative body vote? If "no", check this box  **No.** and skip to question 23. If already approved by vote, enter vote date here          and skip to question 23. If to be voted on in future, enter projected date of vote here          . If your application is selected for an award, the project must be approved by vote within 30 days of being notified of the award. A copy of the municipality's approval of the project, whether in resolution format or memorialized in meeting minutes, must be submitted to the administering agency.

22.) Has this project been rejected at a previous referendum/legislative body vote? YES or NO **No.** If yes, what has changed that leads you to believe that it will pass at the next referendum/legislative body vote?

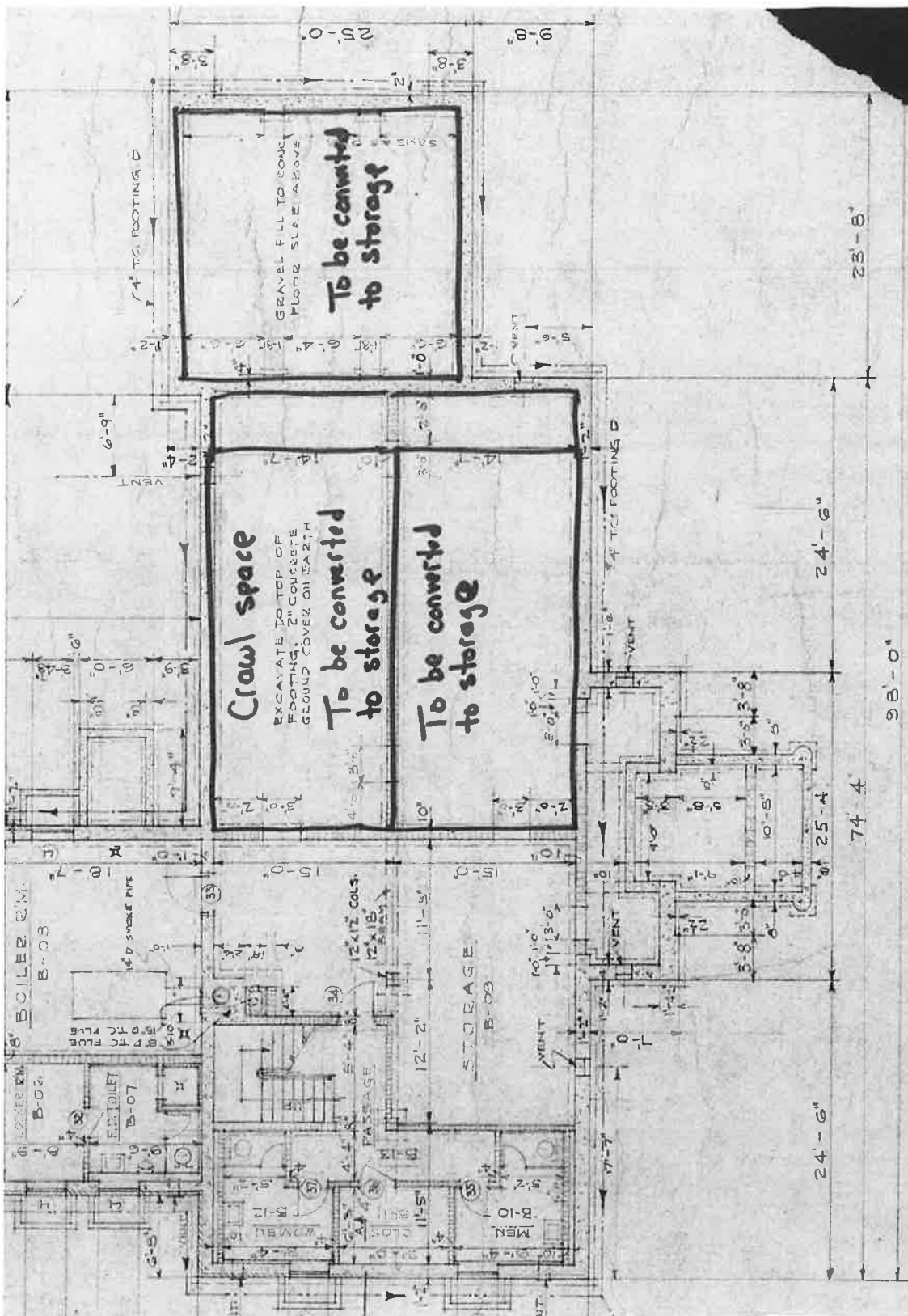
23.) Has there been, or do you anticipate a measurable level local opposition to the project which may interfere with the expedient use of grant funds should this project be selected for an award? **No.**

24.) Is there any other relevant information you feel may be helpful, please include it below:

**This project is desperately needed. The records that we need to find storage space for are not eligible under state law for digital scanning and destruction. They must be kept in hard copy format either permanently or for many years. They include documents from police criminal cases, personnel files and financial documents. Given the extremely sensitive nature of these documents, the Town is not comfortable storing them at off-site locations. We also search and add to the records frequently, so having them in the Town Hall complex will allow for efficient use of staff time.**

**Include the following material with your completed and signed application:**

1. Site location indicated on a flood map
2. Property boundary map
3. Two separate real estate appraisals, if land acquisition is proposed. ***\*Note: STEAP funds cannot exceed the appraised value established in the appraisals***
4. Project plans / concept plans
5. Proposed project schedule and duration of project (or project phase) to be funded by these STEAP funds should they be awarded
6. Project cost estimates supporting the request for funding
7. List of necessary local, state, and federal permits and approvals required for the project; list the status of each if applicable
8. Environmental site assessments (if applicable)
9. Any town resolution(s) in support of application for this grant and/or resolutions in support of the project for which you are seeking this grant. (An authorizing resolution to apply for this grant is not required, however other resolutions will be required as part of your contracting process should you be selected to receive an award.) A sample resolution is provided on page 19 of this document.
10. Municipal Certification of Eligibility for OPM Discretionary State Funding (rev. 03/26/18) (Please see the COVID-19-Related Information related to this certification by clicking [THIS LINK](#))
11. Budget Worksheet that has been provided with this application
12. Acceptance & Certification (pages 17 and 18 of this document)



**Crawl space**  
 EXCAVATE TO TOP OF FOOTING, 2" CONCRETE GROUND COVER ON EARTH  
**To be converted to storage**

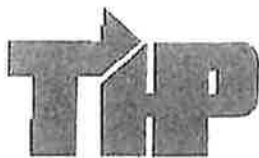
GRAVEL FILL TO CONC. FLOOR SLAB ABOVE  
**To be converted to storage**

BASEMENT & FOUNDATION PLAN

SCALE 1/8" = 1'-0"



SCALE AS NOTED  
 DESIGNED BY



TOMLINSON HAWLEY PATTERSON

2225 RESERVOIR AVENUE  
TRUMBULL, CT 06611  
PHONE (203) 372-3583  
FAX (203) 371-7549

August 27, 2020

Mr. Jonathan Luiz  
Town of Weston  
46 Norfield Road  
Weston, CT 06883

RE: Additional Storage Lower Level

Dear Jonathan:

Per our discussion, I have developed a range-of-magnitude number of \$200,000 to complete the following construction services. This will convert the existing crawl space on the east side of the facility to a full height (8') basement approximately 1,500 sq. ft. of floor area.

We have included:

General Conditions	\$ 28,000
Engineered drawings and permit	\$ 18,000
Site preparation and restoration	\$ 20,500
Mass excavation	\$ 33,000
Underpinning and bracing	\$ 28,000
Concrete slab with wire mesh reinforcing	\$ 23,000
(3) Hollow metal doors, frames and hardware	\$ 6,500
Electrical/light fixtures as needed	\$ 6,000
Interior walls and grouting at the area below the existing footing	<u>\$ 37,000</u>
Total	\$200,000

Thank you for the opportunity of quoting. Please let me know if you want to proceed.

Very truly yours,  
*Richard F. Jagoe*  
Richard F. Jagoe  
Manager

**THP is an Affirmative Action/Equal Opportunity Employer  
Certified with the State of CT  
Veteran Owned Company**





**DONNEGAN SYSTEMS, INC.**

The Document & Storage Management Professionals

**TO: JONATHAN LUIZ, TOWN OF WESTON**

**FROM: KEN BLUNDELL, DONNEGAN SYSTEMS, INC.**

**DATE: AUGUST 28, 2020**

**SUBJECT: BUDGETARY ESTIMATE – SPACEAVER MOBILE SYSTEMS FOR THREE ROOMS IN BASEMENT – HIGH LEVEL**

As discussed, you are considering implementing three additional mobile storage systems for boxed records archives in the basement area of the Weston Town Hall.

Based on the blueprint you provided, there are three rooms, identified as follows:

- Room #1 – 33’W x 12’D with 8’H ceilings.
- Room #2 – 33’W x 12’D with 8’H ceilings.
- Room #3 – 23’W x 23’D with 8’H ceilings.

Using a Spacesaver “Standard” mobile that is comparable to the recently installed unit at Town Hall as the basis of design, and making a number of assumptions, as follows:

1. Maximum system height would be 78”H overall.
  - a. Fire Code requires Systems must be 18” below sprinkler heads or ceiling.
2. Grouted rail, standard plywood deck and ramp, VCT on deck & ramp.
3. Boxed archival records using “cube” box, 15.5”L x 12.5”W x 10.5”H.
  - a. Any variations from this requiring center stops, file dividers, drawers, closed backs, etc. will increase the system cost.
4. Rooms # 1 & 2 would be identical with 8”L carriages spanning the 33’W dimension of the room. Ten carriages each 32”W x 8”L and one stationary unit on the far wall, 16”D x 8”L.
5. Room #3 to have 17’ 6”L carriages spanning the 23’W room dimension. Seven carriages, each 32”W x 17’ 6”L and one stationary unit of the far wall 16”D x 17’6”L.
6. Door locations may affect the systems designs.

Room #1 – mobile system configured as 33’W x 8’D	- \$48,840
Room #2 – mobile system configured as 33’W x 8’D	- \$48,840
Room #3 – mobile system configured as 23’W x 17’ 6”D	- <u>\$76,590</u>
<b>TOTAL</b>	<b>\$174,270</b>

This includes all materials, labor and any applicable freight costs.

This is a high level budgetary estimate which can be subject to change due any number of issues but provides a good starting point for your consideration.

Please let me know if you require any additional details.

Donnegan Systems, Inc.  
 170 Bartlett St.  
 Northboro, MA 01532

[www.donnegansystems.com](http://www.donnegansystems.com)  
 508-393-5700  
 508-393-5601 (fax)

Item 10: Approval of Minutes: November 5, 2020,  
November 15, 2020, October 27, 2020, November  
10, 2020 – **No motion**

**\*\* UNAPPROVED\*\***  
**Board of Selectmen**  
**Regular Meeting Agenda**  
**October, 15th 2020 at 7.30pm**  
**Meeting to be held remotely due to COVID 19**

**Call to order:** First Selectman Chris Spaulding called the meeting to order at 7.30pm. Also in attendance were Selectman Stephan Grozinger, Selectwoman Samantha Nestor, Town Administrator Jonathan Luiz, Town Attorney Ira Bloom, Animal Control Officer Mark Harper, Sergeant Joe Miceli, Ted Kraft, Scott Rothstein and Town Residents participating.

1. **Pledge of Allegiance:** The pledge was recited.
2. **Invitation for Public Comment: re the Animal Control Officer's proposal for deer hunting on town land:** Mr. Luiz moderated the discussion:
  - 1) Kirk Skodis (3 Christopher Hill) – Spoke against the proposed hunt.
  - 2) Elizabeth Zeppernick (28 November Trail) in her capacity at Chair of the Lachat Town Farm Commission, expressed concerns for guests visiting Lachat Farm and hunting. First Selectman Spaulding explained Lachat Farm has been removed from the hunt this year.
  - 3) Anastasia Gussman (20 High Acre Road) spoke against the proposed hunt.
  - 4) Harvey Bellen (Maple Street, Georgetown) proposed more safety measures. Justine Gussman (20 High Acre Road) spoke against the proposed hunt.
  - 5) First Selectman Spaulding asked residents to forward any documentation to his office.
  - 6) Mr. Harper commented that he has been the Animal Control Officer in Weston for 30 years. He briefly explained his position in support of hunting citing an Oxford Study as well as his observations.
3. **Discussion/ Decision to appoint Ira Bloom and the Law firm Berchem Moses as Town Attorney through Dec 31st, 2021:** First Selectman Spaulding spoke in favor of the re-appointment of Ira Bloom and his team. Selectman Grozinger discussed fee structures. Mr. Bloom gave a brief overview of his prior experience over the past twenty three years with other local municipalities for example, Westport, New Canaan, Wilton, Easton and Weston. Selectman Grozinger moved to appoint Ira Bloom and the Law firm of Berchem Moses as Town Attorney through Dec 31st, 2021, Selectwoman Nestor Seconds this – motion carried unanimously
4. **Marketing Committee interview:** Scott Rothstein – The Board of Selectmen interviewed Scott Rothstein.
5. **Presentation by Richter & Cegan Consultants on the Community Connectivity Sidewalk project including public comment:** Item has been tabled
6. **Discussion/ Decision to refer the Community Connectivity Sidewalk Project to the Historic District Commission, Conservation Commission, and to the Planning and Zoning Commission per the Connecticut General Statutes Section 8-24:** Item has been tabled
7. **Discussion/ Decision to authorize the First Selectman to enter into an agreement with Municipal Tax Services LLC to encourage vehicle registration compliance:** First Selectman Spaulding explained the effects of non-payment and the financial burden on other town residents. Mr. Luiz spoke about compliance and logistics, as well as the fee structure associated with Municipal Tax Services LLC. Selectman Grozinger requested further details on the fee structure .Mr. Luiz will send additional details and revisit the topic in next meeting.

8. **Discussion/ Decision to appoint members to Diversity Committee:** Selectwoman Nestor moved to appoint Karen Pattani-Hason, Martin Mohabeer, Denise Massingale-Lamb, Gillan Blunshi, Christie Stewart, Chris Razaki and Edilson Forero to the Diversity Committee as voting members and Jasper Richardson as a non-voting student for a term to end June 30, 2022. Selectman Grozinger Seconded. Motion carried unanimously.
9. **First Selectman's update on Land Mobile Radio Consultant selection:** First Selectman Spaulding explained the current land radio system is aging out and replacing the system will be extremely costly. The Town has decided to hire a consultant to help with replacing the system. Mr. Luiz along with Emergency Services Team members sent out an RFQ and received nine responses. Mr. Luiz explained next steps, who will be involved in the decision making, as well as how this would likely be funded. Selectwoman Nester requested there be different stake holders from the committee to work in lock step with the Board of Selectmen as they did with the roads project. Mr. Luiz went over the list of all stake holders working in conjunction on this project: First Selectman Spaulding, Town Administrator, Fire Department, EMS Department, Communications Center Director and School Representatives. The Board reached consensus that the Board of Finance and School District be encouraged to send a representative to participate in the project.
10. **Discussion/ Decision to authorize a \$5,000 supplemental appropriation to hire a consultant to assist in securing Transportation Alternatives Set Aside Program funding for sidewalk improvements:** First Selectman Spaulding provided an update on the federally funded Transportation Alternatives Set Aside grant application that Weston submitted for sidewalks to go up Norfield Road and across Old Hyde all the way to Lords Highway. He mentioned that in order for Weston's grant application to move forward, feedback would be needed from houses along the route via public meetings. Mr. Luiz stressed the need to ensure that the community is on board with this project as it will need to approve local funding needed of approximately \$300k. Selectman Grozinger moved to authorize a \$5,000 supplemental appropriation to hire a consultant to assist in securing Transportation Alternatives Set Aside Program funding for sidewalk improvements, Selectwoman Nestor seconded. Motion carried unanimously.
11. **Discussion/ Decision to authorize a \$5,000 supplemental appropriation for repairs associated with the Town Hall Generator Fire:** First Selectman Spaulding recapped the damage to the roof of the generator building that caught on fire during Hurricane Isaias, resulting in much needed repairs. Selectwoman Nestor moved to authorize a \$5,000 supplemental appropriation for repairs associated with the Town Hall Generator Fire, Selectman Grozinger seconded. Motion carried unanimously.
12. **Discussion/ Decision to appoint Jonathan Cooper to the Survey Research Committee, Myles Dillon to the Bike and Pedestrian Committee, and Adam Klimek to the Economic Vitality Committee.** Selectman Grozinger moved to appoint Jonathan Cooper to the Survey Research Committee, Myles Dillon to the Bike and Pedestrian Committee, and Adam Klimek to the Economic Vitality Committee all for a term to end June 30, 2022. Seconded by Selectwoman Nestor . Motions carried unanimously.
13. **Discussion/ Decision concerning Halloween / Trick or treating guidelines:** First Selectman Spaulding led a discussion on Halloween and the risks associated. He reiterated how well Weston was doing with their COVID numbers, but highlighted the fact that numbers are on the increase in Fairfield County. First Selectman Spaulding strongly discouraged residents from moving forward with traditional Halloween activities during the pandemic and mentioned that Town sponsored events have been cancelled. Sergeant Miceli recommended that guidelines from Director of Health, Mark Cooper and the CDC be made available to the public and stressed the need for town participation in being smart and taking personal accountability. Selectwoman Nestor and Sergeant Miceli discussed that grades K-5 have just gone back to school full time, it would be a shame if the COVID numbers spiked because of Halloween and the schools were shut down again. Selectman Grozinger recommended following Mr. Cooper's guidelines. First Selectman Spaulding asked that Selectwoman Nestor work with the Marketing Committee to create a flyer that can be shared on the Website, Everbridge and Social Media with Halloween guidelines and recommendations. The Board of Selectman will sign off on the messaging before it is sent out to the public.



14. **Approval of Property Tax Refunds:** Selectwoman Nestor moved to approve property tax refunds totaling \$15,652.26, as presented Selectman Grozinger seconded. Motion carried unanimously.
15. **Minutes approval for September 17th, October 1st and October 8th.** Selectman Grozinger moved to approve the unapproved minutes of September 17th, October 1st and October 8th, as presented. Selectwoman Nestor seconded. Motion carried unanimously.
16. **Adjournment:** Selectwoman Nestor moved to adjourn at 9.27pm. Selectman Grozinger seconded. Motion carried unanimously.

Minutes submitted by:  
Sara Beer, Executive Assistant

Unapproved

Minutes for a Special Meeting of the  
Board of Selectmen & Board of Finance  
Tuesday, October 27, 2020 at 6 pm  
Meeting held virtually due to COVID-19

- 1- Call to Order: The meeting was called to order at 6 pm. First Selectman Chris Spaulding was joined by Selectwoman Samantha Nestor and Selectman Stephen Grozinger. Board of Finance Chairman Steve Ezzes was joined by Board of Finance members Rone Baldwin, Richard Bochinski, Allan Grauber, Amy Gare, Jeff Farr, and Greg Murphy.
- 2- Executive Session to discuss a real estate transaction: Selectman Grozinger moved and Selectwoman Nestor seconded for the Board of Selectmen to enter into executive session to discuss a real estate transaction. The Board of Selectmen approved the motion unanimously. Mr. Baldwin moved and Mr. Grauber seconded for the Board of Finance to join the Board of Selectmen into executive session for the purpose of discussing a real estate transaction. The Board of Finance approved the motion unanimously. Town Administrator Jonathan Luiz and Finance Director Rick Darling joined the executive session. Executive Session ended at 7 pm.
- 3- Adjournment: The meeting adjourned at 7 pm.

Minutes taken by Jonathan Luiz.

**Board of Selectmen  
Regular Meeting Agenda  
November 5<sup>th</sup> 2020 at 7.30pm  
Meeting to be held remotely due to COVID 19**

1. **Call to Order:** First Selectman Chris Spaulding called the meeting to order at 7.30pm, Selectwoman Samantha Nestor, Selectman Stephan Grozinger, Town Administrator Jonathan Luiz, EMS President John Weingarten, Debbie Rehr, Ted Craft, and Town Residents participating.
2. **Pledge of Allegiance:** The pledge was recited.
3. **Interview of Sustainability committee candidate Jessie Schwartz:** tabled to next meeting.
4. **Discussion / decision to make appointments to the Marketing Committee:** Selectwoman Nestor moves to appoint Debbie Rehr and Scott Rothstein to the Marketing Committee for terms to end June 30, 2021. Selectman Grozinger seconds this. Motion carried unanimously.
5. **Receipt of plans for the proposed Community Connectivity Sidewalk project:** Discussion around the plans and additions that have now been made public. First Selectman Spaulding said these plans are just a preview, and the goal is to make these clearer for the public.
6. **Discussion/ decision to establish a public hearing on the proposed Community Connectivity sidewalk project on November 19, 2020 at 7:30pm:** Selectman Grozinger moves to establish a public hearing on the proposed Community Connectivity sidewalk project on November 19, 2020 at 7.30pm. Selectwoman Nestor seconds this. Motion carried unanimously.
7. **Update regarding the storm Isaias response:** First Selectman Spaulding provided a recap of the special Board of Selectman meeting held on October 8, 2020. First Selectman Spaulding signed a letter with WESTCOG that was sent to PURA. This letter highlighted the problems and recommended solutions. Selectman Grozinger recognized First Selectman Spaulding and Sergeant Micelli's efforts to get resources to Weston, and said they did a great job advocating for Weston against major bureaucracy. Selectman Grozinger recommended the town develop an action plan should these storms continue to worsen, e.g. and evacuation plan. First Selectman Spaulding mentioned a new resident's packet on "how to survive in Weston" with information like, how to run a generator safely etc. Selectwoman Nestor mentioned that there are some neighborhoods without captains and this needs to be addressed. First Selectman Spaulding acknowledged the hard work of emergency services and police during the hurricane.
8. **Update on the EMS / Police / Town Hall renovation project:** Mr. Luiz provided and update on the current renovation status at the EMS center, Police Department and Town Hall. He stated that the project will come in on budget and the goal is to have all work completed by Thanksgiving.
9. **Discussion/ Decision to authorize the First Selectman to enter into an agreement with Municipal Tax Services LLC to encourage vehicle registration compliance:** Mr. Luiz briefly

recapped the details on what was discussed at the last Board of Selectman meeting. This agreement is subject to town attorney review. Selectwoman Nestor moves to authorize the First Selectman to enter into an agreement with Municipal Tax Services LLC to encourage vehicle registration compliance. Selectman Grozinger seconds this. Motion carried unanimously.

**10. Discussion / decision to approve a meeting schedule for the Fiscal Year 21-22 Budget process:**

Selectman Grozinger moves to approve a meeting schedule for the Fiscal Year 21-22 Budget Process, as presented. Selectwoman Nestor seconds this. Motion carried unanimously.

**11. Discussion/ decision to authorize the First Selectman to sign an agreement with Eastern Water for the operation of the Town's two public drinking water systems:**

Mr. Luiz provided updates on the change in operators - VRI (New York based) to Eastern Water (Connecticut based). Mr. Luiz solicited pricing from three vendors; Eastern Water had the best pricing. He also went into detail on the scope of their services. First Selectman Spaulding asked how much time Mr. Luiz spent managing the water systems to which he responded that he spends a considerable amount of time managing the system and vendor. School system provides water to all the schools plus the town, with the schools using the bulk of it. First Selectman Spaulding will bring this up at the budget meeting as it seems as though this needs to be reviewed, he feels the school should manage the water system. Selectwoman Nestor moves to authorize the First Selectman to sign an agreement with Eastern Water for the operation of the Town's two public drinking water systems. Selectman Grozinger seconds this. Motion carried unanimously.

**12. Discussion/decision to amend, pursuant to a request of Weston Fire/EMS, ordinance Section 179-8 concerning property tax abatements for Emergency Service Organization Members:**

Selectman Grozinger left the meeting. Mr. Luiz described the parameters of the amendment. Mr. Weingarten provided changes to the proposal and these have been sent to the town attorney and will be discussed in the next meeting on November 19, 2020. The objective is to get the ordinance adopted by January 1, 2021. This needs to go to a public hearing first, the vote will take place on December 3, 2020. Mr. Weingarten raised the point that over the past year the state changed the regulation for allowing municipalities to increase the tax abatement for volunteers – if that happened in Weston would we have to go back to a public hearing? Mr. Luiz said yes, as this is not in the budget. Selectwoman Nestor moves to establish a public hearing on November 19, 2020 at 7pm for the purpose of encouraging public comment on a proposed amendment to Weston Ordinance Section 179-8 concerning property tax abatements for Emergency Service Organization Members. First Selectman Spaulding seconds this. Motion carried 2 – 0. Selectman Grozinger recused himself.

**13. Discussion / decision to approve a Board of Selectmen regular meeting schedule for 2021:**

Selectman Grozinger rejoins the meeting. Selectman Grozinger votes to approve a Board of Selectman regular meeting schedule for 2021, as presented. Selectwoman Nestor seconds this. Motion carried unanimously.

**14. Adjournment:** Selectwoman Nestor moved to adjourn at 8.22pm, Selectman Grozinger seconds this. Motion carried unanimously.

Minutes submitted by:  
Sara Beer, Executive Assistant

**Special Meeting Minutes  
for a Tri-Board Meeting of the  
Board of Education, Board of Finance & Board of Selectmen  
November 10, 2020 at 6:00 pm**

**Call to Order:** First Selectman Chris Spaulding called the meeting to order at 6pm in attendance was Selectwoman Samantha Nestor, Selectman Stephan Grozinger, Jeff Farr, Dick Bochinski, Greg Murphy, Rone Baldwin, Ruby Hedge, Bill McKersie, Tony Pesco, Amy Gare, Steve Ezzes, Gina Albert, Melissa Walker, Hilary Koyner, Steve Ezzes, Taffy Miller, Alan Grauberd, Jonathan Luiz, Victor Escandon, Gayle Weinstein, Phil Cross, Ken Crow, Richard Bertasi and Town Residents participating.

- 1- **Discussion of budget planning for FY 21-22:** Mr. Ezzes opened up the discussion with comments on the current market, upcoming considerations and costs, as well as a look forward. Mr. Baldwin provided a summary and comparison of surrounding town's mill rates, per pupil costs and future projections, with comments from Mr. Farr and Mr. Grauberd and Mr. Murphy. Gayle Weinstein and Richard Bertasi from the Facility Optimization committee lead a discussion on the goal of their committee as well as the time line for projected work. They mentioned they have interviewed five consultants to help with gathering and analyzing the data and by the end of next year they will have worked through analysis and plans, public comment etc. Ms. Weinstein mentioned anticipating a request for a supplemental approval of budget to pay for consultant within the next fiscal year. Mr. Ezzes turned the meeting over to First Selectman Spaulding from the Board of Selectmen and Tony Pesco from the Board of Education for highlights on their projected budgets and additional costs for the upcoming 21/22 fiscal year. Mr Ezzes then opened the meeting to public comment with Mr. Luiz moderating. The Board answered questions from: Kristana Esslinger, Frank Malone and Greg Acorn.

**2- Adjournment: 8pm**

Minutes submitted by:

Sara Beer, Executive Administrative Assistant



**Item 11: Approval of Tax Refunds – I move to approve tax refunds totaling \$14,584.96, as presented**

2018-3-50028	ACAR LEASING LTD	\$	561.94	10/23/2020	6AULV2
2018-3-50032	ACAR LEASING LTD	\$	1,020.30	10/23/2020	0ARSNO
2018-3-50083	ACAR LEASING LTD	\$	345.07	10/23/2020	AB65396
2019-3-50030	ACAR LEASING LTD	\$	580.30	10/23/2020	AG60891
2019-3-50026	ACAR LEASING LTD	\$	60.28	10/23/2020	AG22321
2019-3-50053	ACAR LEASING LTD	\$	68.60	10/23/2020	AK70730
2019-3-50054	ACAR LEASING LTD	\$	39.81	10/23/2020	AK74107
2019-3-57683	ALLY FINANCIAL	\$	106.72	10/16/2020	AK02677
2019-3-57676	ALLY FINANCIAL	\$	605.64	10/16/2020	AF93312
2019-3-57678	ALLY FINANCIAL	\$	101.39	10/16/2020	AH24601
2019-3-57679	ALLY FINANCIAL	\$	427.06	10/16/2020	AH25331
2019-3-57600	ALLY FINANCIAL	\$	320.14	10/16/2020	AH26316
2019-3-57677	ALLY FINANCIAL	\$	82.96	10/16/2020	AH05588
2019-3-50968	CAB EAST LLC	\$	279.94	10/29/2020	HBONE
2019-3-50931	CAB EAST LLC	\$	179.88	10/29/2020	4AJMB7
2019-3-50952	CAB EAST LLC	\$	203.51	10/29/2020	AP12198
2019-3-50935	CAB EAST LLC	\$	120.81	10/29/2020	AA91195
2019-3-50937	CAB EAST LLC	\$	415.63	10/29/2020	AF52281
2019-3-50969	CAB EAST LLC	\$	203.51	10/29/2020	QDESIGN
2019-3-50941	CAB EAST LLC	\$	438.00	10/29/2020	AL44988
2019-3-50946	CAB EAST LLC	\$	664.56	10/30/2020	812YUL
2019-3-50939	CAB EAST LLC	\$	30.94	10/30/2020	AK59200
2019-3-53281	HONDA LEASE TRUST	\$	199.40	10/30/2020	5AXEA2
2019-3-53743	JP MORGAN CHASE BANK NA	\$	124.37	11/5/2020	AK51489
2019-3-53740	JP MORGAN CHASE BANK NA	\$	134.66	11/5/2020	AK26617
2019-3-55309	MURRAY STEPHEN	\$	432.78	10/29/2020	AS21089
2019-3-55968	PORSCHE LEASING LTD	\$	823.72	10/30/2020	765ZLW
2018-3-55968	PORSCHE LEASING LTD	\$	697.83	10/30/2020	AK50238
2019-3-55976	PORSCHE LEASING LTD	\$	302.24	10/30/2020	AJ51121
2019-3-57412	TOYOTA LEASE TRUST	\$	576.76	10/16/2020	AH56865
2019-3-57407	TOYOTA LEASE TRUST	\$	349.17	10/16/2020	AG37911
2019-3-57365	TOYOTA LEASE TRUST	\$	120.74	10/16/2020	972ZWD
2019-3-57340	TOYOTA LEASE TRUST	\$	601.69	10/16/2020	3AJEAO
2019-3-57418	TOYOTA LEASE TRUST	\$	115.62	10/16/2020	AK53091
2019-3-57389	TOYOTA LEASE TRUST	\$	314.67	10/16/2020	AB58395
2019-3-57413	TOYOTA LEASE TRUST	\$	234.52	10/16/2020	AJ08197
2019-3-57451	TOYOTA LEASE TRUST	\$	408.93	10/16/2020	AP12199
2019-3-57417	TOYOTA LEASE TRUST	\$	328.07	10/16/2020	AK49860
2019-3-57403	TOYOTA LEASE TRUST	\$	363.29	10/16/2020	AF85857
2019-3-57377	TOYOTA LEASE TRUST	\$	99.80	10/16/2020	9AGKF7
2019-3-57422	TOYOTA LEASE TRUST	\$	76.07	10/16/2020	AK57579
2019-3-57421	TOYOTA LEASE TRUST	\$	160.30	10/16/2020	AK57562
2019-3-57388	TOYOTA LEASE TRUST	\$	440.49	10/16/2020	AB55660
2019-3-57461	TOYOTA LEASE TRUST	\$	269.39	10/16/2020	AP90901
2019-3-57504	TOYOTA LEASE TRUST	\$	365.13	10/30/2020	AV60602
2019-3-57992	VW Credit INC	\$	188.33	10/30/2020	AT77059
TOTAL		\$	14,584.96	SUBMITTED FOR 11/19/2020 BOS ME	

Item 12: Adjournment – **I move to adjourn**