

**Board of Selectmen
Special Meeting Agenda
September 30, 2021 12:00 PM**

The meeting will be held remotely via Zoom due to Covid

To join via computer: <https://us02web.zoom.us/j/85211668807>

Webinar ID: 852 1166 8807

To join by phone: 646-558-8656

1. Call to order
2. Discussion/Decision to approve a revised job description entitled "Administrative Assistant Land Use Department"
3. Discussion/Decision to approve a supplemental appropriation request of \$1,500 for part-time Salaries at the Library
4. Discussion/ Decision to enter into executive session for the purpose of discussing a pending legal claim relating to the use of the Lachat Town Farm property
5. Adjournment

- 1. Call to order: No motion**
- 2. Discussion/Decision to approve a revised job description entitled “Administrative Assistant Land Use Department:” I move to approve a revised job description entitled “Administrative Assistant Land Use Department.”**

Employee Approval: (Date)
Employee Modifications: 9/6/07
Town/Management Approval: 9/14/07
Town/Management Modifications: (Date)
Consultant Approval: 9/9/07
Consultant Modifications: (Date)
FINAL VERSION APPROVED BY ALL: (Date)
ISSUE DATE: (Date)

TOWN OF WESTON
ADMINISTRATIVE ASSISTANT – PLANNING/CONSERVATION LAND USE
DEPARTMENT

Position Purpose:

The purposes of this position are to provide clerical, research and administrative assistance for the Planning and Zoning Commission, ~~and the~~ Conservation Commission, ~~and the~~ Land Use Department including attending meetings of, and preparing agendas, meeting minutes and ~~packets~~ application materials for the Town Planning & Zoning Commission and Conservation Commission. The work involves attention to details to maintain accurate records of land use board decisions and department permit files~~residential or subdivision plans~~; answering customer's ~~basic~~ questions; managing the office and recording all fees. The Administrative Assistant ~~– Planning/Conservation Land Use Department~~ is required to exercise good judgment in administering the office to relieve the Department Head of administrative details; and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs a variety of ~~secretarial, routine,~~ clerical and administrative duties requiring the exercise of considerable judgment, and a broad knowledge of planning, ~~and zoning, and conservation commission wetlands and building permit~~ procedures and the regulations governing them.

Supervision Received: Works under the general direction of the Director of Land Use Administrator Services following ~~department standards, procedures and established~~ policies, town regulations and state statutes where appropriate; works closely ~~–~~ with the Planning and Zoning Commission Chair and the Conservation Commission Chair.

Supervision Given: None

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the general public. Taking minutes for boards and commissions are conducted in conference and in large meeting rooms or virtually on Zoom.

Requires the operation of telephones, computers, copiers, ~~facsimile machines~~ scanners, and

other standard office equipment; requires familiarity with Town land records, site plans and surveys, and the Town's GIS Mapping system.

Makes frequent contact with other municipal departments, land-use staff, engineers, architects, construction contractors, real estate agents, title searchers, attorneys lawyers, surveyors, commission members, elected officials and the general public; communication is frequently in person, by telephone, fax, email, in-writing-in writing, or at meetings.

Errors in judgment or omissions could result in delay of services, -or rework, monetary-loss of funds, and legal ramifications.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Provides basic information and technical information, and assists the public ~~and developers or builders~~ in understanding the regulations, policies and services of the Land Use Department office and the commissions; assists the public with completing applications and refers some complex issues or questions to appropriate persons; information provided relates to planning, -and-zoning and wetlands regulations and related land use permits, various permits, and conservation regulations.
- Processes permit ~~s~~ and applications, review for completeness, and collects and records related-the fees for various permit ~~s~~/applications and subdivision or lot development bonds, and insure completeness of form for the Planning and Zoning Commission and the Conservation Commission, as well as the Zoning Board of Appeals, as needed. Prepares and Prepare and submits fees and bonds to appropriate the Finance Department; Town officials; maintain records of land use board decisions and applications, fees and bonds, reconciles fees received and and prepares appropriate reports; maintains records of permits and applications and prepares appropriate reports.
- Prepares agendas, s-legal notices, backup materials, monthly application reading files and packets for the Planning & Zoning Commission and the Conservation Commission meetings for review by supervisor and Commission Chairs; schedule meetings, post meeting materials on the Town website, post prepares posting agendas and legal notices of land use board meetings and public hearings in Town Clerk's office, the Land Use Department and on the Town's website; prepares legal notices for newspaper and website publication, al ads for public hearings; compiles materials for commission meetings; notify y abutters property owners of commissions meetings and public hearings for commission meetings as needed; issues decisions through correspondence to notify appropriate people of actions taken decisions made by commissions; maintain files and recordings of land use board meetingses of all land use documents per in accordance with state statues and the Freedom of Information Act (FOIA).

- Arranges for site walks by Commission Members with appropriate owners and consultants.
- Research ~~records~~ department records for past decisions, ~~and permits issued, and surveys and site plans, actions taken,~~ researches online permit history, as well as land records in Town Clerks office, as requested; prepare ~~research and documents records~~ for court cases, as needed
- Screen incoming phone calls, complaints and correspondence, take action if appropriate or refer to appropriate staff member and follow up to ensure a timely response. Provide information by telephone, email or in person to property owners, applicants, town officials, employees, residents, appraisers, title searchers, real estate agents and attorneys.
- Composes routine correspondence and memoranda for signature by supervisor or commission chairs; ~~types prepare documents, spreadsheets letters, monthly reports,~~ and records ~~from rough draft or shorthand notes~~ and maintains manual and automated-digital files and records as required. Gathers and enters data to compile ~~statistical~~ reports ~~for related to~~ land use board decisions, applications, permits and fees/bonds.
- Attend Take and type minutes of the Planning & Zoning Commission and Conservation Commission meetings, prepare meeting minutes, and file minutes with the town clerk, and post the minutes and recordings of meetings on the Town website when approved.

Reads maps and check applications for completeness

Order Land Use Department supplies, enters invoices in the MUNIS system, and establishes purchase orders in accordance with Finance Department procedures

Provide assistance to the Building Inspector Administrative Assistant, the Building Department, and the Zoning Board of Appeals, as needed

Maintain all content for the Land Use Department and the 3 land use boards/commissions on the Town of Weston website; assist Land Use Department staff with the preparation of documents and spreadsheets, and provide general computer assistance, as needed.

Perform special assignments and routine administrative functions as requested.

- Comply with OSHA.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Participates in training and development
- Assists other departments, offices or staff , with priority given to the Building Department, as needed to promote a team effort to serve the public

Minimum Required Qualifications:

Education, Training and Experience:

~~The qualifications required would generally be acquired with a high school degree or GED and over 3 years of executive secretary, paralegal or similar position, and demonstrate progressive administrative experience and customer service experience preferred, or any equivalent combination of education, work experience and training~~

Must have a High School Diploma or GED with over three (3) years of increasingly responsible work experience preferably in a public agency, real estate or legal office or municipal government; or any equivalent combination of education and work experience and training. Strong knowledge of Microsoft Word, Excel, Google and Adobe applications.

Special Requirements: None

Knowledge, Ability and Skill:

~~*Knowledge:* Thorough knowledge of excellent office administrative practices and how to efficiently and accurately use word processing, spreadsheets, database, electronic mail, and information technology to provide for the effective records maintenance; working knowledge of planning, zoning, conservation and land use principles and terminology; working knowledge of procedural requirements for the office, to process forms and fees and know how to provide responsive customer service.~~

Knowledge of the principles and practices of modern office procedures, practices and techniques, including data and word processing, spreadsheets, database programs, electronic mail, information technology and website administration and the ability to obtain knowledge of related computer applications; knowledge of maintenance of legal records; knowledge of zoning, planning building, wetlands and land use principles and terminology; basic understanding of land use regulations, deadlines and administrative process procedures.

Ability: Ability to acquire working knowledge of regulations, state statues and legal requirements of assigned department activities; ability to implement decisions in accordance with laws, ordinances, regulations and established policies; ability to process large volumes of paperwork; ability to utilize data & word processing applications as they related to the functions of the offices supported; ability to deal effectively with the public, contractors, vendors, persons needing assistance and staff.; ability to prepare reports as assigned; ability to prioritize work assignments to meet established deadlines and ability to multitask; ability to perform basic arithmetic calculations with various units of measure manually and /or using office equipment; ability to follow written and oral instructions; ability to work as a team with others to accomplish a project; ability to work effectively with minimal supervision.

Skill: Excellent verbal and written communication skills; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; skill in using the above mentioned office equipment; skills in with dealing with public pleasantly and courteously.

~~*Ability:* Ability to acquire working knowledge regulations, state statutes and legal requirements of assigned department activities; ability to make decisions in accordance with laws, ordinances, regulations and established policies; ability to work independently and process large volumes of paperwork; ability to type with speed and accuracy and to develop and maintain complex records and files; ability to utilize data & word processing applications as they related to the functions of the offices supported; ability to establish and maintain effective working relationships with various groups or individuals; ability to manage multiple priorities; ability to plan and prioritize assignments to meet established statutory deadlines; ability to take minutes.~~

~~*Skill:* Excellent verbal and written communication; aptitude for working with people and maintaining effective working relationships with various groups; must have strong personal-organizational skills; proficient skills in the use of office computers; skill in using the above-mentioned office equipment; skills associated with tracking applications and handling money.~~

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-Describe				
Other-Describe				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking		X		
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel & Type				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		

Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-				
Other-Describe				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

3. Discussion/Decision to approve a supplemental appropriation request of \$1,500 for part-time Salaries at the Library: **I move to approve a Fiscal Year 2020-21 supplemental appropriation request of \$1,500 for part-time Salaries at the Library, line item #0150810-50103**



Date: September 27, 2021

To: Samantha Nestor, First Selectwoman

From: Karen Tatarka, Library Director

Re: Request for additional funding for 0150810 50103 – Part Time Salaries

Due to the recent retirement of Senior Librarian Nancy Lincoln, the Weston Public Library is experiencing a staffing shortfall that will impact services, including hours of operation. In order to maintain baseline services and normal operating hours while we work to fill the vacancy, we respectfully request an increase of \$1,500 to the Library's Part Time Salaries budget.

This increase will allow us to bring in existing as well as temporary staff to help provide services on weekday mornings during October and early November.

Thank you for your consideration.

Karen Tatarka
Library Director

c.c.: Jonathan Luiz, Town Administrator

4. Discussion/ Decision to enter into executive session for the purpose of discussing a pending legal claim relating to the use of the Lachat Town Farm property: **I move to enter into executive session for the purpose of discussing a pending legal claim relating to the use of the Lachat Town Farm property, and that the following people be invited into executive session: Jonathan Luiz and Ira Bloom**

5. Adjournment: **I move to adjourn**