

**Board of Selectmen
Special Meeting Agenda
Monday November 29, 2021 at 12pm**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83356787996?pwd=OUl2eTRtWW51eXlNZHlvNjVNNndldz09>

Webinar ID: 833 5678 7996

Passcode: 340842

Meeting held remotely due to COVID 19

1. Call to order
2. Pledge of Allegiance
3. Discussion/ Decision to hire Aarti Paranjape as Land Use Administrative Assistant
4. Discussion/ decision to establish goals/objectives.
5. Adjournment

DRAFT Motions for the 11/29/21 Special BOS Meeting

1. Call to order: **No motion**
2. Pledge of Allegiance: **No motion**
3. Discussion/ Decision to hire Aarti Paranjape as Land Use Administrative Assistant: **I move to hire Aarti Paranjape as Land use Administrative Assistant pending the results of a background check.**
4. Discussion/ decision to establish goals/objectives.: **I move to adopt the following as goals of the Board of Selectmen...**
5. Adjournment: **I move to adjourn.**

1. Call to order: **No motion**
2. Pledge of Allegiance: **No motion**
3. Discussion/ Decision to hire Aarti Paranjape as Land Use Administrative Assistant: **I move to hire Aarti Paranjape as Land use Administrative Assistant pending the results of a background check.**

TOWN OF WESTON
ADMINISTRATIVE ASSISTANT – LAND USE DEPARTMENT

Position Purpose:

The purposes of this position are to provide clerical, research and administrative assistance for the Planning and Zoning Commission, the Conservation Commission, and the Land Use Department including attending meetings of, and preparing agendas, meeting minutes and 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; answering customer's questions; managing the office and recording all fees. The Administrative Assistant – 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 routine, clerical and administrative duties requiring the exercise of considerable judgment, and a broad knowledge of planning, zoning, wetlands and building permit procedures and the regulations governing them.

Supervision Received: Works under the general direction of the Director of Land Use Services following 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, 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, engineers, architects, construction contractors, real estate agents, title searchers, attorneys, surveyors, commission members,

elected officials and the general public; communication is frequently in person, by telephone, email, in writing, or at meetings.

Errors in judgment or omissions could result in delay of services, 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.)

- Provide basic information and technical information, and assist the public in understanding the regulations, policies and services of the Land Use Department and the commissions; assist the public with completing applications and refer some complex issues or questions to appropriate persons; information provided relates to planning, zoning and wetlands regulations and related land use permits..
- Process permit applications, review for completeness, and collect and record the fees for various permit applications and subdivision or lot development bonds, for the Planning and Zoning Commission and the Conservation Commission, as well as the Zoning Board of Appeals, as needed. Prepare and submit fees and bonds to the Finance Department; maintain records of land use board decisions and applications, fees and bonds, and prepare appropriate reports;
- Prepare agendas, legal notices, backup materials, monthly application reading files and packets for the Planning & Zoning Commission and the Conservation Commission meetings; schedule meetings, post meeting materials on the Town website, post 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; prepare legal notices for newspaper and website publications; notify property owners of commissions meetings and public hearings as needed; notify appropriate people of decisions made by commissions; maintain files and recordings of land use board meetings in accordance with state statues and the Freedom of Information Act (FOIA).
- Arrange for site walks by Commission Members with appropriate owners and consultants.
- Research department records for past decisions, permits issued, and surveys and site plans, research online permit history, as well as land records in Town Clerks office, as requested; prepare 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.
- Compose routine correspondence and memoranda for signature by supervisor or commission chairs; prepare documents, spreadsheets reports, and records and maintain

- manual and digital files and records as required. Gather and enter data to compile reports related to land use board decisions, permits and fees/bonds.
- Attend Planning & Zoning Commission and Conservation Commission meetings, prepare meeting minutes. File minutes with the town clerk, and post the minutes and recordings of meetings on the Town website when approved.
 - 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:

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:

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. Ability to type at least forty words per minute with excellent accuracy.

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.

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.)



Jonathan Luiz <jluiz@westonct.gov>

[EXTERNAL] “Application – Land Use Admin”

1 message

Aarti Paranjape <aarti_paranjape@yahoo.com>
To: "jluiz@westonct.gov" <jluiz@westonct.gov>

Mon, Oct 25, 2021 at 10:49 AM

Dear Jonathan,

I currently work at Planning and Zoning department in the town of Ridgefield, CT working as Office Administrator since 2015. I recently visited the municipal job openings in the Town of Weston and came across the role of Land Use Administrative Assistant in its Land Use Department. I would like to apply for the above mentioned role.

Please find attached a cover letter, resume and completed Town of Weston application.

If you have any questions, please don't hesitate to call or email me. I look forward to meeting you to further discuss this employment opportunity.

Sincerely,
Aarti Paranjape
203-300-9124

3 attachments

 **Cover letter.docx**
15K

 **Aarti Paranjape - resume 10.21.2021 (1).docx**
22K

 **TOW.Appl.pdf**
461K

From:
Aarti Paranjape
519 Branchville Road, Ridgefield, CT 06877

25th October 2021

To:
The Town Administrator - Jonathan Luiz
Land Use Department, Town of Weston CT

Dear Jonathan,

I currently work at Planning and Zoning department in the town of Ridgefield, CT working as Office Administrator since 2015. I recently visited the municipal job openings in the Town of Weston and came across the role of Land Use Administrative Assistant in its Land Use Department. I would like to apply for the above mentioned role.

I am attaching my current resume as well as a completed Town of Weston job application along with this cover letter for your kind consideration. As you can see from my enclosed resume, I have not only all the requisite experience for this role but have also experience in online permitting system in my current role, which I believe may come handy when Town of Weston converts its system online. Over the past 2-3 years, I have single-handedly converted all the Zoning permits since 1969 into a streamlined filing system retrieval process arranged by street addresses. I have also been the Key liaison with the IT Head and the vendor for online permit system to guide the vendor to develop a user friendly online permit system for all the Planning & Zoning department Applications - Zoning, Commission and Board. I have been consistently awarded an outstanding year-end performance rating for every year for last 5 years. These ratings are a direct result of my progressive expertise in the related work for Planning and Zoning, my commitment to personal and professional experience, and my excellent written and verbal communication skills.

If you have any questions, please don't hesitate to call or email me at the contact provided below. I am also providing references below in case you would like to talk to them. I look forward to meeting you to further discuss this employment opportunity.

Sincerely

Aarti Paranjape
aarti_paranjape@yahoo.com
203-300-9124

References:

1. Richard Baldelli (203-431-2768)
Director/ZEO, Planning and Zoning Department, Town of Ridgefield, CT
2. Rebecca Mucchetti (203-240-5531)
Chairperson, Planning and Zoning Commission, Town of Ridgefield, CT
3. Beth Peyser (915-490-2253)
Former Inland Wetland Agent, Planning and Zoning Department, Town of Ridgefield, CT

Current Role: Office Administrator, Planning & Zoning, Town of Ridgefield – 2015 to current

- Provide basic information and technical information, and assist the public in understanding the regulations, policies and services of the Land Use Department and the commissions; assist the public with completing applications and refer some complex issues or questions to appropriate persons; information provided relates to planning, zoning and wetlands regulations and related land use permits.
- Process permit applications submitted online (also previous experience on application submitted on-paper), review for completeness, collect and record the fees for various permit applications and subdivision or lot development bonds, for the Planning and Zoning Commission and the Inland Wetlands Board, as needed. Prepare and submit fees and bonds to the Finance Department, Town Treasurer; maintain records of land use board decisions and applications, fees and bonds, and prepare appropriate reports.
- Arrange for site walks by Commission Members with appropriate owners and consultants.
- Research department records for past decisions, permits issued, and surveys and site plans, research online permit history, as well as land records in Town Clerks office, as requested; prepare return of records for court cases, as needed
- Order Land Use Department supplies, enters invoices in the MUNIS system, and establishes purchase orders in accordance with Finance Department procedures.
- Maintain all content for the Land Use Department and the land use IWB, PZC and Village District Consultants (VDC), Architectural Advisory Committee (AAC) on the Town of Ridgefield website; assist Land Use Department staff with the preparation of documents and spreadsheets, and provide general computer assistance, as needed.
- Prepare agendas, legal notices, backup materials, monthly application reading files and packets for the Planning & Zoning Commission, Inland Wetlands Board and VDC/AAC meetings; schedule meetings, post meeting materials on the Town website, post agendas and legal notices of land use board/ Commission meetings and public hearings in Town Clerk's office, the Land Use Department and on the Town's website; prepare legal notices for newspaper and website publications; notify property owners of commissions meetings and public hearings as needed and to give the abutters information using GIS system to the applicants; notify appropriate people of decisions made by commissions; maintain files and recordings of land use board meetings in accordance with state statues and the Freedom of Information Act (FOIA).
- Attend Inland Wetlands Board meetings, prepare meeting minutes. File minutes with the town clerk, and post the minutes and recordings of meetings on the Town website when approved.
- Compose routine correspondence and memoranda for signature by supervisor or commission chairs; prepare documents, spreadsheets reports, and records and maintain manual and digital files and records as required. Gather and enter data to compile reports related to land use board decisions, permits and fees/bonds.
- 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.
- Providing assistance to the Director of Planning & Zoning/ZEO, Planner, Inland Wetlands Agent, department personnel and co-workers in the Building, Health department.

Accomplishments at Work

- Single-handedly converted all the Zoning permits since 1969 into a streamlined filing system retrieval process arranged by street addresses.

- Key liaison with the IT Head and the vendor for online permit system- to guide the vendor to develop a user friendly online permit system for all the Planning & Zoning department Applications-Zoning, Commission and Board.
- Arranged for the Land Use Department Training via UConn Clear for the incoming new Board and Commission members.
- Outstanding year-end performance rating for every year for last 5 years.

Prior Experience

Town of Ridgefield, Parks and Recreation (as a substitute employee) - 2011-2015

- Administrative secretary to First Selectman (Rudy Marconi) on on-call basis.
- Data entry operator - Town-hall annex Building Department.
- Worked at the Front Desk Reception and support phone queries problems to ensure 100% customer satisfaction.
- Enrollment of new Members and/or renewals of existing memberships.
- Demonstrating membership benefits (including facilitating tours) to prospective members.
- Helping with registrations for regular classes as well as upcoming events.
- 4+ years of varied experience with increasing responsibilities in Town of Ridgefield, Parks and Recreation (as a substitute employee).

Other Experience

- Chaired Book Fair at Ridgefield Public School from 2007-2014. Generated \$60,000+ revenue in book sale.
- Branchville Elementary School Library (Ridgefield, CT) Volunteer and Coordinator Chairperson 2004-2010.
- Girl Scout Leader for 6 years

Education

- MS in Library & Information Sciences from University of Delhi, India in 1994.
- BS in Botany from University of Delhi, India in 1992.

Areas of Expertise

- | | |
|---|---|
| ▪ Customer Centric Focus | ▪ Excellent Communication/Interpersonal Skills |
| ▪ Computer Skills including MS office, Word, Excel, Adobe writable PDFs, Outlook/Zimbra, Drop-box and Power-point | ▪ Relentless Commitment & Passion for Improvement |
| ▪ Manage Concurrent Assignments | ▪ Strong Team Player |
| | ▪ Results Oriented |



APPLICATION FOR EMPLOYMENT

The Town of Weston is an Affirmative Action/Equal Opportunity Employer

The Town of Weston ("Town") considers applicants for all positions without regard to race, color, religion, age, creed, sex, marital status, pregnancy, sexual orientation, citizenship status, the presence of non-job-related medical conditions or disabilities, veteran status, or any other legally protected class.

Instructions: Please complete this application form in its entirety, including specific dates where requested. Failure to provide all required information may result in your application being disapproved. A resume may be attached but is not a substitute for completing the application form in its entirety. Please print or type your responses.

Date of Application:
10/25/2021

Position:
Administrative Assistant

PERSONAL INFORMATION

Last Name Paranjape	First Name Aarti	Middle Name or Initial		
Address Number 519 Branchville Road	Street	City Ridgefield	State CT	Zip Code 06877
Home Phone #: 203-438-0069		Cell Phone #: 203-300-9124		
Email Address: aarti_paranjape@yahoo.com				
Best time of day to contact you: 8:00AM-4:00PM				

AVAILABILITY

Check all that apply:

Schedule: Full-Time Part-Time - please circle: Mornings Afternoons Evenings
 Seasonal - Indicate dates available: from ___ / ___ / ___ to ___ / ___ / ___
 Other (explain) _____

Workdays: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

TOWN OF WESTON EMPLOYMENT HISTORY

Are you currently employed by the Town? Yes No If yes, state current position and Department:

Have you previously worked for the Town? Yes No If yes, state the following:

- Dates of prior Town employment:

- Position held at time of employment separation:

- Reason(s) for separation from Town employment:

EDUCATION HISTORY

Education Level Completed:

- Less than high school High school or equivalent (GED) Technical School
 Some College 2-year College 4-year College Graduate School

High school Information:

High School (name): Modern Public School

City/State: New Delhi, India

College Information (list all schools attended):

College attended (name): Hans Raj College, University of Delhi

City/State: New Delhi, India

Major(s): BS Botany Degree(s) earned: Bachelors

Graduate School Information (list all schools attended):

College attended (name): University of Delhi

City/State: New Delhi, India

Course of Study: Library &
Information Science Degree(s) earned: Masters

Other School/Training (list all schools/programs attended):

School/Program attended (name): •UConn Clear -Land Use Academy Training

City/State:

Course of Study:

Degree(s)/Certificate(s) earned:

(Attach additional sheets if you attended more schools or received additional degrees or certificates)

EMPLOYMENT HISTORY

Instructions: List all employment positions held by you over the last fifteen years. Begin with your current/most recent position. List all positions separately, even if with the same employer. For each position listed, provide all information requested. If you need additional space to complete your response then attach additional sheets.

1. Employer (Name/City/State): Planning & Zoning , Town of Ridgefield

Employer Phone #: 203-431-2768

Position/Job Title: Office Administrator

Start Date: July 21, 2015 End Date:

Full-Time Part-Time Per diem Number of hours worked per week: 35

Name & Job Title of Immediate Supervisor: Richard Baldelli, Director/ ZEO, Planning & Zoning

If still employed, may the Town contact your present employer? Yes No

Please list all major duties and responsibilities performed by you in this job:

Please see the attached detailed resume

Reason for Leaving: Future growth opportunities limited at the current place.

2. Employer (Name/City/State): N/A

Employer Phone #:

Position/Job Title:

Start Date: End Date:

Full-Time Part-Time Per diem Number of hours worked per week: _____

Name & Job Title of Immediate Supervisor:

If still employed, may the Town contact your present employer? Yes No

Please list all major duties and responsibilities performed by you in this job:

Reason for Leaving:

SPECIALIZED SKILLS

Instructions: Check skills/equipment that you are able to operate. Attach additional sheets if necessary.

PC/Mac Typewriter Word Processing (e.g., Microsoft Word)

Spreadsheet (e.g., Microsoft Excel) Other: _____

Outlook, Zimbra, Dropbox, View Point Cloud

List any machinery or equipment that you are able to operate:

Recording device for the Commission and Board meetings.

Projector and screen during the meetings in the conference room.

List additional information about your skills that may be helpful to the Town in considering your application:

- I was the key liaison with the IT head and vendor for the Online Permitting system for the Planning & Zoning Department.
 - Single handedly converted the Zoning files since 1969 into a simple retrieval system which is use by all Land Use Departments
 - Arranged for the Land Use Department Training for the Upcoming new Inland Wetlands Board via UConn Clear
 - Attended FOIA Seminar
-

REQUIRED LICENSES, CERTIFICATIONS, OR OTHER QUALIFICATIONS

Do you currently have a valid Motor Vehicle Driver's License? Yes No State: Connecticut

Do you currently have a valid Commercial Driver's License (CDL)? Yes No

If you answered "Yes" to the previous question, check all that apply:

Class A Class B Class C CDL License #: _____

Do you have any valid licenses or certificates which authorize you to practice a profession or trade?
(e.g., law, nursing, psychology, plumbing, etc.) Yes No

Name: <u>Beth Peyser, beee007@yahoo.com</u>	Title: <u>Inland Wetlands Agent</u>
Business/Co. Name: <u>Town of Ridgefield</u>	Telephone: <u>915-490-2253</u>
Address: _____	
Street	City
	State
Relationship to you (e.g., co-worker, supervisor, etc.): <u>Co-worker</u>	
How many years? <u>4.5</u>	
Are they still employed with the company/business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

TERMS AND AGREEMENTS

By signing my name on the signature line below, I am certifying:

- That the statements made by me on this application form and attachments, if any, are true and complete to the best of my knowledge, are made in good faith, and are subject to verification as a condition of employment. I understand that intentional falsification of my application materials may result in disqualification of my candidacy or termination of employment;
- That I understand and acknowledge that if offered employment with the Town of Weston, my employment may be subject to and conditioned on my taking and passing a pre-employment physical examination, pre-employment drug screening test and/or a pre-employment background check (e.g., criminal history, education verification, driving history, credit history) (requirements may vary depending on the position);
- That, if I am under the age of 18, I understand and acknowledge that if offered employment with the Town of Weston, my employment is subject to and conditioned on my providing such work permits, or other proof of eligibility to work that is or may be required by law;
- That I understand and acknowledge that, in compliance with federal law, all persons hired for employment with the Town of Weston will be required to verify identity and eligibility to work in the United States and to complete required employment eligibility verification forms upon hire.

I agree to these terms.

I do not agree to these terms.


Signature

10/25/2021
Date

4. Discussion/ decision to establish goals/objectives.: **I move to adopt the following as goals of the Board of Selectmen...**

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