

**Board of Selectmen  
Meeting Agenda  
May 5, 2022 at 7.30pm**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84878214102?pwd=YThMcHQxOFNjNFIBV2ZBeXhqG1Qdz09>

Webinar ID: 848 7821 4102

Passcode: 515272

Join by phone: 646 558 8656

1. Call to order
2. Pledge of Allegiance
3. Update from Town Administrator on legislation on remote meetings
4. Interview of Ewa Ojarovska for appointment to Commission on the Arts
5. Discussion/ Decision to ratify a new collective bargaining agreement with the Public Works Union
6. Discussion/Decision on the charge on the Commission on Aging with Commission Chair Bruce Lorentzen
7. First Selectwoman's update on the School/Town Water System
8. Appointment of First Selectwoman and Town Administrator as HRRRA voting members
9. Acceptance of resignation of Sara Beer
10. Discussion/Decision on update of job description of Executive Administrative Assistant
11. Discussion/Decision to grant Eversource an access easement at 60 River Road, Keene Park
12. Acceptance of resignation of Jon Dillon from Veterans Affairs Committee
13. Acceptance of resignation of Thomas Burke from Veterans Affairs Committee
14. First Selectwoman's update on the Community Connectivity Sidewalk Project
15. Update from First Selectwoman on June 7 Event Honoring Vietnam Veterans hosted by Lt. Governor Susan Bysiewicz, Department of Veterans Affairs Commissioner, Thomas J. Saadi, and First Selectwoman Samantha Nestor
16. Approval of the minutes from the Board of Selectmen Special Meetings on April 20, 2022
17. Executive Session to discuss pending litigation
18. Adjournment

# DRAFT Motions for the May 5<sup>th</sup> Reg BOS Meeting

1. Call to order: **No motion**
2. Pledge of Allegiance: **No motion**
3. Update from Town Administrator on legislation on remote meetings: **No motion**
4. Interview of Ewa Ojarovska for appointment to Commission on the Arts: **No motion**
5. Discussion/ Decision to ratify a new collective bargaining agreement with the Public Works Union: **TABLED**
6. Discussion/Decision on the charge on the Commission on Aging with Commission Chair Bruce Lorentzen: **No motion**
7. First Selectwoman's update on the School/Town Water System: **no motion**
8. Appointment of First Selectwoman and Town Administrator as HRRRA voting members: **I move to appoint Samantha Nestor as Weston's voting representative to the Housatonic Resources Recovery Authority and Jonathan Luiz as Weston's alternate voting representative to the Housatonic Resources Recovery Authority.**
9. Acceptance of resignation of Sara Beer: **I move to accept Sara Beer's resignation effective May 13, 2022**
10. Discussion/Decision on update of job description of Executive Administrative Assistant: **I move to accept the proposed changes to the job description of Executive Administrative Assistant.**
11. Discussion/Decision to grant Eversource an access easement at 60 River Road, Keene Park: **No motion**
12. Acceptance of resignation of Jon Dillon from Veterans Affairs Committee: **I move to accept the resignation of Jon Dillon from the Veterans Affairs Committee effective immediately.**
13. Acceptance of resignation of Thomas Burke from Veterans Affairs Committee: **I move to accept the resignation of Thomas Burke from the Veterans Affairs Committee effective immediately.**
14. First Selectwoman's update on the Community Connectivity Sidewalk Project: **No motion**
15. Update from First Selectwoman on June 7 Event Honoring Vietnam Veterans hosted by Lt. Governor Susan Bysiewicz, Department of Veterans Affairs Commissioner, Thomas J. Saadi, and First Selectwoman Samantha Nestor: **no motion**
16. Approval of the minutes from the Board of Selectmen Special Meetings on April 20, 2022: **I move to approve the two unapproved minutes of the April 20, 2022 Board of Selectmen meetings, as presented.**
17. Executive Session to discuss pending litigation: **Tabled**
18. Adjournment: **I move to adjourn**

1. Call to order: **No motion**
2. Pledge of Allegiance: **No motion**
3. Update from Town Administrator on legislation on remote meetings: **No motion**



Jonathan Luiz <jluiz@westonct.gov>

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## [EXTERNAL] Remote Hybrid Meetings Bill Passes Senate

1 message

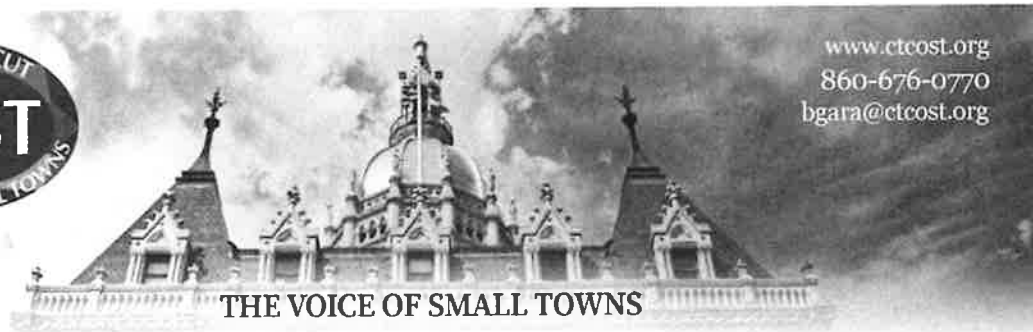
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Council of Small Towns <bgara@ctcost.org>

Wed, Apr 27, 2022 at 4:37 PM

Reply-To: bgara@ctcost.org

To: jluiz@westonct.gov



## Remote & Hybrid Remote/In-Person Meetings Bill Expected to be Signed by Governor

The Senate gave final approval to **HB-5269** which extends the authority of municipalities to hold remote or hybrid remote/in-person meetings. Such provisions were set to expire on April 30, 2022. The bill was approved in a 25-11 party line vote.

Under the state's Freedom of Information Act (FOIA), public agencies must generally make their meetings, other than executive sessions, open to the public. Current law allows these agencies, until April 30, 2022, to hold meetings that are accessible to the public through electronic equipment (e.g., by telephone, video, or other conferencing platforms) or electronic equipment combined with an in-person meeting (hybrid meetings)

This bill removes the sunset date and allows public agencies to continue holding remote and hybrid meetings, as long as they comply with the requirements under existing law. The bill also explicitly provides that regional school districts may hold remote or hybrid public meetings to present a proposed budget in the same way as other public agencies under the bill.

The existing statutory provisions governing the procedures for holding remote and hybrid remote/in-person meetings remain unchanged.

In 2021, the Freedom of Information Commission released a **primer** regarding Public Meetings held using Electronic Equipment outlining the provisions for holding such meetings under Public Act 21-2. The primer continues to be applicable to such meetings under HB-5269 although the Public Act number/section references will need to be updated.

The bill was immediately transmitted to Governor Lamont for his signature. COST confirmed with the Governor's Office that the bill will be signed prior to April 30, 2022.

## Budget Deal Reached

*The following summary of section 149 of Public Act No. 21-2 (June Special Session) was drafted by counsel at the FOIC. It is provided only as a guide. The FOIC has not yet issued any formal rulings regarding the new requirements and procedures in section 149 of Public Act No. 21-2, which took effect on July 1, 2021. While every effort has been made to ensure an accurate interpretation of its provisions, the public is encouraged to consult an official copy of the public act.<sup>1</sup>*

**Section 149 of Public Act No. 21-2:**  
**A Primer Regarding Public Meetings Held Using Electronic Equipment**

Section 149 of Public Act No. 21-2 authorizes public agencies to hold a public meeting solely or in part using electronic equipment<sup>2</sup> *until* April 30, 2022, and establishes requirements and procedures for holding such meetings. Section 149 of Public Act No. 21-2 does not require a public agency to hold meetings using electronic equipment.

Agencies that hold a public meeting using electronic equipment must comply with the requirements and procedures set forth in section 149 of Public Act No. 21-2, and in accordance with the provisions of section 1-225 of the Freedom of Information (“FOI”) Act.

❖ **Regular Meetings Held Solely or In Part Using Electronic Equipment<sup>3</sup>**

➤ Notice and Agenda:

- Not less than 48 hours before a public agency conducts a regular meeting using electronic equipment, the agency must provide:

- (1) Direct notification in writing or by electronic transmission<sup>4</sup> to each member of the public agency; and
- (2) Post a notice that the agency intends to conduct the meeting solely or in part using electronic equipment. Such notice must be posted as follows:
  - i) in the agency’s regular office or place of business;

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<sup>1</sup> <https://www.cga.ct.gov/2021/ACT/PA/PDF/2021PA-00002-R00SB-01202SS1-PA.PDF>

<sup>2</sup> "Electronic equipment" is defined in section 147 of Public Act 21-2 as “any technology that facilitates real-time public access to meetings, including, but not limited to, telephonic, video or other conferencing platforms”.

<sup>3</sup> These requirements do not apply to meetings of the General Assembly.

<sup>4</sup> "Electronic transmission" is defined in section 147 of Public Act 21-2 as “any form or process of communication not directly involving the physical transfer of paper or another tangible medium, which (A) is capable of being retained, retrieved and reproduced by the recipient, and (B) is retrievable in paper form by the recipient.”

- ii) in the office and on the website of the Secretary of the State for any state or quasi-public agency; in the clerk's office for any agency of a political subdivision of the state; or in the clerk's office for each municipal member of any multitown district or agency; and
  - iii) on the agency's website, if available.
- Not less than 24 hours before a public agency conducts a regular meeting using electronic equipment, the agency must post a meeting agenda. Such agenda must be posted as follows:
  - i) in the agency's regular office or place of business;
  - ii) in the office and on the website of the Secretary of the State for any state or quasi-public agency; in the clerk's office for any agency of a political subdivision of the state; or in the clerk's office for each municipal member of any multitown district or agency; and
  - iii) on the agency's website, if available.
- The notice and agenda must (1) be posted in accordance with the provisions of section 1-225 of the FOI Act and (2) include instructions for the public to attend and provide comment or otherwise participate in the meeting, if permitted.

➤ **Additional Requirements for Regular Meetings Held Solely Using Electronic Equipment:**

- If a public agency intends to hold a regular meeting solely using electronic equipment, the agency must:
  - (1) Provide any member of the public, upon request, with a physical location and any electronic equipment necessary to attend the meeting in real-time.
    - a. Such request must be submitted in writing and not less than 24-hours prior to the meeting.
  - (2) Allow such individual the same opportunities to provide comment or otherwise participate in the meeting as would be afforded if the meeting was held in person, with the following exception:
    - a. The public agency is not required to adjourn or postpone a meeting if such person loses the ability to participate because of an interruption, failure or degradation of such person's connection to the meeting by electronic equipment.
  - (3) Record or transcribe the meeting, except for any portion of an executive session.

- a. Any recordings or transcriptions must be posted on the agency's website and made available to the public to view, listen to and copy in the agency's office or regular place of business not later than 7 days after the meeting.
- b. Any recordings or transcriptions must be available to the public for at least 45 days after the meeting.

(4) If a quorum of the members of a public agency attend a meeting by means of electronic equipment from the same physical location, permit members of the public to attend the meeting from that physical location.

- If a member of a public agency loses the ability to participate because of an interruption, failure or degradation of that member's connection to the meeting by electronic equipment, the public agency is not required to adjourn or postpone a meeting unless such member's participation is necessary to form a quorum.

❖ **Special Meetings Held Solely or in Part Using Electronic Equipment<sup>5</sup>**

➤ **Notice and Agenda:**

- The notice and agenda must:
  - (1) Be posted not less than 24 hours prior to the special meeting in accordance with the provisions of section 1-225 of the FOI Act;
  - (2) Include whether the special meeting will be conducted solely or in part using electronic equipment; and
  - (3) Include instructions for the public to attend and provide comment or otherwise participate in the meeting, if permitted.

❖ **Votes Taken By Roll Call at Regular and Special Meetings Held Using Electronic Equipment:**

- Any vote taken at a meeting during which any member of the public agency participates using electronic equipment must be taken by roll call, unless the vote is unanimous.

❖ **Minutes for Regular and Special Meetings Held Using Electronic Equipment:**

- The minutes for a meeting during which any member of the public agency participates using electronic equipment must list the members who attended the meeting in person and those members who attended the meeting using electronic equipment.

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<sup>5</sup> These requirements do not apply to public meetings of the General Assembly.

- The minutes must also be made available and posted in accordance with the provisions of section 1-225 of the FOI Act.

❖ **Participation at Regular and Special Meetings Held Using Electronic Equipment:**

- Opportunity for Public to Comment or other Otherwise Participate:
  - A public agency is not required to offer members of the public who attend a meeting using electronic equipment the opportunity for public comment or other participation if such opportunity is not required for members of the public who attend a public meeting in person.
- Requirement for Member of Public Agency and Public to Identify Self:
  - Any member of a public agency or the public who participates orally in a meeting held using electronic equipment must make a “good faith effort” to state such person’s name and title, if applicable, at the outset of each occasion that such person participates orally during an uninterrupted dialogue or series of questions and answers.

❖ **Interruption of Regular or Special Meeting Due to the Failure, Disconnection or Degradation of Electronic Equipment - Resumption of Meeting:**

- If a meeting is interrupted due to the failure, disconnection or, in the chairperson’s determination, unacceptable degradation of electronic equipment, or if a member necessary to form a quorum loses the ability to participate due to the failure, disconnection or degradation of the member’s connection, the public agency may resume the meeting in accordance with the following:
  - The meeting may be resumed not less than 30 minutes and not more than 2 hours from the time of interruption or the chairperson’s determination.
  - The meeting may be resumed:
    - (1) in person, if a quorum is present in person, or
    - (2) if a quorum is restored by means of electronic equipment, solely or in part by such equipment.
  - If a meeting is resumed, then the public agency must:
    - (1) Restore electronic access to the public if such capability has been restored; and
    - (2) Post, if practicable, a notification on the agency’s website of the expected time of resumption or of the adjournment or postponement of the meeting.



- At the beginning of any meeting, the public agency may announce what preplanned procedures are in place for resumption of a meeting that is interrupted.

❖ **Interruption of Regular or Special Meeting Held Using Electronic Equipment Due to Disorderly Conduct:**

- If a meeting is interrupted by any person or groups of persons attending such meeting by electronic equipment so as to render the orderly conduct of such meeting unfeasible and order cannot be restored, the public agency may terminate such person's or group of persons' attendance by electronic equipment until such person or persons conforms to order, or, if need be, until such meeting is closed.

4. Interview of Ewa Ojarovska for  
appointment to Commission on the Arts:  
**No motion**

# *Ewa A. Ojarowska*

## MANAGING EXECUTIVE DIRECTOR

**EWA & COMPANY** Connecticut~ New York ~ Washington, DC~Seattle~ Vancouver, BC ~London~Paris  
International Special Event & Hospitality company. Providing award-winning design, production, organizing, developing and execution of events. Protocol and Etiquette training and expertise.

- Consultation services including, design and production, coordination, menu, food styling services for corporate, social, wedding, sports, marketing, and fund-raising events.
- Design Consulting for redecoration and renovation projects for event venues and unique properties.
- Representative projects include: 2010 Winter Olympics and Paralympics Games, Vancouver, BC, Canada, Phoenix Golf Open Tournament, NASCAR Skyboxes, Phoenix AZ. ICA Gala Events and Conferences. Octoberfest 2021 Fund Raiser
- Director of Special Events and Conferences for the International Caterers Association
- Au Ciel, Scarsdale, NY, as part owner established this unique Floral and Gift Boutique, including purchasing and floral design for personal, corporate business and extraordinary events. Designed the commercial space for production and the display of designs in retail area

## DIRECTOR OF SALES

### **RIDGEWELLS CATERING & SPECIAL EVENTS**

Washington DC Metro Area

Directed the Sales Department team of Event Designers and Sales Associates full-service multimillion dollar catering and special event company. Responsible for budgeting, marketing and promotion of company services and design development. Designed, supervised, and produced events in the Washington Metro Area in historic venues, government buildings and museums.

## PROPRIETOR

### **CLEMENS RESTAURANT, CATERING & SPECIAL EVENTS**

West Redding, CT

Established and directed all aspects of restaurant operations including theme, menu development, advertising, marketing, public/media relations, accounting and human resources, physical plant management and design. Initiated and developed the catering division for both on and off-premises catering and special event production and presentation. Clemens was rated in *Zagat's Restaurant Guide* and appeared in *Bon Appétit* magazine as one of the "Best American Restaurants in Fairfield & Westchester County."

## DIRECTOR OF SALES, CATERING & SPECIAL EVENTS

Rye, NY

### **WESTCHESTER COUNTRY CLUB**

Directed and supervised all aspects of the Department including social, corporate, and sporting events. Designed events, booked and contracted entertainment, décor and vendors and special services. Responsible for annual budget projections, sales revenue and expense management. Club Liaison for national annual and fund-raising events: Representative examples include The Westchester Golf Classic, Buick Golf Classic, Citibank Seniors Tennis Tournament, Social member and non-member sponsored events.

## HOTEL EXPERIENCE

### **HYATT HOTELS**

Restaurant Manager

Phoenix AZ

### **THE PLAZA HOTEL**

Executive Culinary Administration, Purchasing Agent

New York, NY

# Ewa A. Ojarovska

## EDUCATION

UNIVERSITY OF NEW HAMPSHIRE Graduate - B.S. Whittemore School of Business & Economics  
Member Hotel Program Honor Society  
Major: Hotel Administration, Minor: Communications

WASHINGTON SCHOOL OF PROTOCOL & ETIQUETTE

Certified Consultant and Instructor in Corporate, Dining Skills and Tea Etiquette

SOMMELIER SOCIETY OF AMERICA Sommelier Certification, New York, NY

FOOD STYLING & PHOTOGRAPHY TRAINING, Washington, DC

Language Skills: Fluent in Polish, rudimentary French and Russian

Computer Skills: Microsoft Office, Synergy, CaterEase, Social Tables, Graphic & Design Software,

## AWARDS & INDUSTRY ACTIVITIES

### SPECIAL EVENT GALA AWARDS

- Best Event Production - Private Event  
AN EVENING ON THE TITANIC  
Westchester Country Club - Private Event
- Best Event for a Non-Profit Organization - Budget \$100,000+  
FIRST CENTURY BACCHANAL  
International Caterers Association - Closing Night Party in New Orleans, LA

## SPEAKER & PRESENTER (LIST NOT COMPLETE)

CATERSOURCE Conference, Las Vegas, NV

ICA Mini-Conference, Design & Food Trends, Philadelphia, PA

ICA Annual Conference San Francisco, CA, 2003

ICA Annual Conference & Tradeshow Chairman Producer, New Orleans, LA

ICA Annual Conference & Tradeshow Co-Chairman, Phoenix, AZ

ICA Annual Conference, Washington, DC, 2000

Cornell University, Hotel Administration Program, Ithaca, NY

National Club Manager Association, Rye, NY

Event Solutions Conference, Baltimore, MD

Advisory Board Member & Lecturer, Magazine Contributor, *Event Solutions Magazine*

Guest Lecturer Ridgefield High School, Ridgefield, CT

## MEMBERSHIPS

International Special Events Society

International Caterers Association

Sommelier Society

National Historical Preservation Society

Culinary Historians of New York

Share Our Strength

Smithsonian Institution

Museum of Modern Art, NY

Herb Society of America

Backyard Bee Association

## SECURITY

United States State Department Clearance, Valid US Passport

## CONTACT INFORMATION

Ewa A. Ojarovska

8 Good Hill Road Weston, Connecticut 06883

T. 203.293.4464 M. 203.722.0708

ewa.joyindesign@gmail.com

Personal and Professional References will be happily provided upon request.

5. Discussion/ Decision to ratify a new collective bargaining agreement with the Public Works Union: **TABLED**
  
6. Discussion/Decision on the charge on the Commission on Aging with Commission Chair Bruce Lorentzen: **No motion**



Jonathan Luiz <jluiz@westonct.gov>

## Fwd: Board of Selectmen review of charges - action needed

1 message

Sara Beer <executiveassistant@westonct.gov>  
To: Jonathan Luiz <jluiz@westonct.gov>

Mon, Apr 25, 2022 at 9:24 AM

Sara Beer, Executive Administrative Assistant  
Town of Weston  
Selectmen's Office  
203-222-2656

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

From: **Sara Beer** <executiveassistant@westonct.gov>  
Date: Fri, Apr 22, 2022 at 4:12 PM  
Subject: Board of Selectmen review of charges - action needed  
To: Executive Assistant <executiveassistant@westonct.gov>

Good Afternoon,

One of the Board of Selectmen's goals is to better understand the ongoing work of the town's various **appointed** boards, commissions and committees. To that end, the Board of Selectmen wants the chairs of the various boards to email me your board's "charge" or "mission statement." A charge containing a few sentences would be sufficient. The Board of Selectmen plans to review and possibly edit the various charges. To that end, please feel free to suggest proposed changes to your current charge/mission statement.

The Board of Selectmen would also like to have a public conversation about what your board/commission/committee has been working on and what your future plans are. The calendar below features dates for representatives of your board to attend a Board of Selectmen meeting. We will be allotting 25 minutes per team - with 15 minutes for content and 10 minutes of questions. (Please let us know if you need more time and we will adjust the schedule accordingly.) We would like to keep this relatively informal; an introduction of your team, your charge, goals and objectives, accomplishments, obstacles and anything else that you would like to communicate to the town.

May 5	Commission for the Aging (Established charge available here)
May 19	Commission on the Arts
June 2	Lachat Town Farm Commission
June 16	Parks and Recreation Committee (Established charge available here)
July 7	Building Committee (Established charge available here)
July 21	DEI Advisory Committee
Aug 4	OPEN
Aug 18	Facilities Optimization Committee

7. First Selectwoman's update on the  
School/Town Water System: **no motion**

From: **Ron W Black** <[ronwblack@msn.com](mailto:ronwblack@msn.com)>

Date: Thu, Apr 28, 2022 at 11:55 AM

Subject: [EXTERNAL] Fwd: 284179.PDF, 284180.PDF Weston Results

To: [jluiz@westonct.gov](mailto:jluiz@westonct.gov) <[jluiz@westonct.gov](mailto:jluiz@westonct.gov)>, Samantha Nestor <[snestor@westonct.gov](mailto:snestor@westonct.gov)>, Saige Quirke <[watersyssol@msn.com](mailto:watersyssol@msn.com)>, Dave Giordano <[davegiordanos@gmail.com](mailto:davegiordanos@gmail.com)>, Mike Crownshaw <[mikecrownshaw58@gmail.com](mailto:mikecrownshaw58@gmail.com)>, Kathleen <[kthlcens@gmail.com](mailto:kthlcens@gmail.com)>

Hello all!

Please see attached reports of pre and post GAC pilot filter...perfect results. After 100,000 gallons treatment in 3 cubic feet at 2 gpm flow rate, we are seeing 100% removal down to Non Detect level!

We are now confident that this is an effective and viable solution to the problem. I will begin the design for 20gpm flow and submittal process for DPH review. In the meantime, we will continue to let the water run through the pilot filter as it is now, then test again at 200,000 gallons, to see if still effective and at what percentage. This is important data to get so that we can project life of carbon (not to be confused with Life of Brian) between GAC changeouts.

This is great news...and exactly as we had predicted.

On we go,

Ron





AQUA ENVIRONMENTAL LAB  
 56 Church Hill Road Newtown, CT 06470  
 A York Analytical Company

**YORK**

## Report of Analysis

**Name:** Water System Solutions Design Inc  
 PO Box 180  
 Watertown, CT 06795-0180

**Sample Date:** 4/21/2022 11:00 AM

**Receipt Date:** 4/21/2022 2:40 PM

**Report Date:** 4/28/2022

**Sample Site:** Weston School - Municipal - CT1570132

**Sample ID#:** 284180

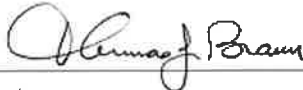
**Sample Type:** Drinking Water

**Sample Source:** gac pilot pre filter well 4

**Sampler:** RB

Parameter	Sample Result	Units	Limits	Method	RL	Analysis Date
<b>Organic Compounds</b>						
PerFluoroButaneSulfonic Acid	1.91	ng/L	No Limit Set	EPA 537	1.34	4/26/2022 10:58
PerFluoroHeptanoic Acid	3.07	ng/L	No Limit Set	EPA 537	1.34	4/26/2022 10:58
PerFluoroHexaneSulfonic Acid	ND	ng/L	No Limit Set	EPA 537	1.34	4/26/2022 10:58
Perfluorohexanoic acid	4.84	ng/L	No Limit Set	EPA 537	1.34	4/26/2022 10:58
PerFluoroNonanoic Acid	ND	ng/L	No Limit Set	EPA 537	1.34	4/26/2022 10:58
PerFluoroOctaneSulfonic Acid	11.5 *	ng/L	10	EPA 537	1.34	4/26/2022 10:58
PerFluoroOctanoic Acid	7.66	ng/L	10	EPA 537	1.34	4/26/2022 10:58

ND = Not Detected  
 \* = Above Specified Limit

**Report Approved by:**  CT Lic PH-0787 NY Lic 11706  
 Lab Director

Analytical results relate to the samples as received at the laboratory. Report shall not be reproduced except in its entirety without written approval from the laboratory.



AQUA ENVIRONMENTAL LAB  
56 Church Hill Road Newtown, CT 06470  
A York Analytical Company

**YORK**

## Report of Analysis

**Name:** Water System Solutions Design Inc  
PO Box 180  
Watertown, CT 06795-0180

**Sample Date:** 4/21/2022 11:00 AM  
**Receipt Date:** 4/21/2022 2:40 PM  
**Report Date:** 4/28/2022  
**Sample Site:** Weston School - Municipal - CT1570132

**Sample ID#:** 284179  
**Sample Type:** Drinking Water  
**Sample Source:** gac Pilot Post Filter  
**Sampler:** RB

Parameter	Sample Result	Units	Limits	Method	RL	Analysis Date
<b>Organic Compounds</b>						
PerFluoroButaneSulfonic Acid	ND	ng/L	No Limit Set	EPA 537	1.34	4/28/2022 11:21
PerFluoroHeptanoic Acid	ND	ng/L	No Limit Set	EPA 537	1.34	4/28/2022 11:21
PerFluoroHexaneSulfonic Acid	ND	ng/L	No Limit Set	EPA 537	1.34	4/28/2022 11:21
Perfluorohexanoic acid	ND	ng/L	No Limit Set	EPA 537	1.34	4/28/2022 11:21
PerFluoroNonanoic Acid	ND	ng/L	No Limit Set	EPA 537	1.34	4/28/2022 11:21
PerFluoroOctaneSulfonic Acid	ND	ng/L	10	EPA 537	1.34	4/28/2022 11:21
PerFluoroOctanoic Acid	ND	ng/L	10	EPA 537	1.34	4/28/2022 11:21

ND = Not Detected  
\* = Above Specified Limit

Report Approved by: \_\_\_\_\_

Lab Director

CT Lic PH-0787

NY Lic 11706

Analytical results relate to the samples as received at the laboratory. Report shall not be reproduced except in its entirety without written approval from the laboratory.

8. Appointment of First Selectwoman and Town Administrator as HRRA voting members: I move to appoint Samantha Nestor as Weston's voting representative to the Housatonic Resources Recovery Authority and Jonathan Luiz as Weston's alternate voting representative to the Housatonic Resources Recovery Authority.



Jonathan Luiz <jluiz@westonct.gov>

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**Fwd: [EXTERNAL] RE: HRRR Membership Appointment - Weston**

1 message

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**Samantha Nestor** <snestor@westonct.gov>  
To: Jonathan Luiz <JLuiz@westonct.gov>

Thu, Apr 14, 2022 at 1:43 PM

Sent from my iPhone, so please forgive brevity and auto-correct gone awry.

Begin forwarded message:

**From:** Jennifer Baum <jenniferbaum@hrra.org>  
**Date:** April 13, 2022 at 1:09:48 PM EDT  
**To:** Samamtha Nestor <snestor@westonct.gov>  
**Cc:** Jennifer Heaton-Jones <jennifer@hrra.org>  
**Subject:** [EXTERNAL] RE: HRRR Membership Appointment - Weston

Good Afternoon Samantha,

I am following up on the record of appointment for you as the HRRR voting member and Jonathan Luiz appointment as Weston's Alternate.

Could you please send me a letter of appointment or the minutes from a Board of Selectman meeting indicating when the appointments were made?

Thank you,

Jennifer

**Jennifer Baum**

**Regional Recycling Coordinator & Educator**

**Housatonic Resources Recovery Authority**

**162 Whisconier Road – Old Town Hall**

**Brookfield, CT 06804**

**203.312.1069 o**

**203.617.4727 f**

**JenniferBaum@hrra.org**

**www.hrra.org**

9. Acceptance of resignation of Sara Beer: ! move to accept Sara Beer's resignation effective May 13, 2022

Sara Beer

April 25, 2022

ATTN: First Selectwoman Samantha Nestor  
Town Administrator Jonathan Luiz

Dear Sam and Jonathan,

Please accept this letter as formal resignation from my role as Executive Administrative Assistant for the Town of Weston effective May 13, 2022.

Thank you for the opportunity to work for the wonderful Town of Weston. It has been a fantastic experience.

Sincerely,

Sara Beer

10. Discussion/Decision on update of job description of Executive Administrative Assistant: **I move to accept the proposed changes to the job description of Executive Administrative Assistant.**

**TOWN OF WESTON  
EXECUTIVE ADMINISTRATIVE ASSISTANT**

**Position Purpose:**

The purposes of this position ~~are-is~~ to provide administrative, secretarial and clerical services in support of the First Selectman and Town Administrator. S/he relieves executive professionals of details relating to office operations and the administration of assigned areas of responsibility by coordinating matters requiring the attention of the First Selectman & Town Administrator; ~~by-~~ assuring that matters are processed in a timely manner; by maintaining calendars and issuing reminders of pending matters and meetings; ~~by-~~ preparing and producing correspondence, minutes, agendas and reports; ~~by-~~ initiating communications with the involved parties and staff to facilitate resolution of pending matters. -The incumbent is required to function as a confidential secretary because of the nature and content of the work performed. The Executive Administrative Assistant 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, clerical and administrative duties requiring the exercise of considerable judgment, a broad knowledge of office and municipal operations, and the ability to work with numerous interruptions; is responsible for following through to completion of projects.

*Supervision Received:* Works under the general direction of the First Selectman and Town Administrator following professional standards, procedures and policies.

~~*Supervision Given:* Weston High School Student Interns~~

**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 commission are conducted after hours in conference and remotely or in large meeting rooms meeting rooms at Town Hall.-
- Requires the operation of telephones, computers, copiers, ~~faesimile machines,~~ and other standard office equipment.
- Makes frequent contact with other municipal departments specifically department heads, IT, Town Administrator, First Selectman and general public, and frequent contact with Board of Finance, Board of Selectman, Chairmen of Boards and Commissions; and periodic contact with elected officials, state agencies, federal agencies, regional agencies, town attorney, other municipalities, and insurance companies; communication is frequently in person, by telephone, ~~fax,~~ email ~~in writing~~ or at meetings.



- Errors in judgment or omissions could result in delay of services or rework, monetary loss, and legal ramifications.
- Has access to extensive confidential information such as personnel records, and litigation.

**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.)*

- ~~Prepares agenda and materials for Board of Selectmen's meetings by gathering appropriate documents, typing memos or correspondence, collating materials; notify appropriate parties of agenda items; posting legal notices for various boards, take and type minutes of the Board of Selectmen's meetings and file with town clerk when approved and post on website. May assist with agendas for additional special committees as needed~~
- Serves as Town receptionist for phone calls, emails, website contacts and public visitors to Town Hall; serves as central distributor of information about municipal operations, policies and procedures; assist with resolving problems when possible or finding appropriate department to handle situation
- Maintains and updates the Town Website and meeting calendar on a daily basis ensuring that all meetings, agendas and minutes are posted timeously for various boards, commissions or committees.
- Prepares agenda and materials for Board of Selectmen's meetings by gathering appropriate documents, typing memos or correspondence, collating materials; notifying appropriate parties of agenda items; posting legal notices for various boards, taking minutes of the Board of Selectmen's meetings, filing them with the Town Clerk when approved and posting them on the website. Assists with agendas for additional special committees.
- Manages, under direction of the First Selectman and Town Administrator, Facebook and Instagram pages and the Everbridge Messaging system. This includes preparing emergency notices to keep citizens informed, listing calendar of events on sites and posting other deadlines related to municipal operations. Trains employees how to update their own website pages.
- Manages and Posts Meeting Videos from Zoom to Vimeo and maintains both accounts
- ~~Prepares and types correspondence or scan and copies documents for First Selectman, Board of Selectman, Town Administrator and Finance Director as needed~~ Works with First Selectman and Town Clerk to insure all appointments and reappointments to boards and commissions or committees is handled on a timely basis and updated on the website.
- Manages office for First Selectman and Town Administrator by: maintaining their files, records and confidential materials; ~~handling their calendar and~~

~~appointments~~light calendar management; coordinate gathering of information, ~~for them~~

- Prepares, types, scans and copies documents for First Selectman, Board of Selectman, Town Administrator and Finance Director as needed.
- Sort and distribute mail
- Processes purchase order requisitions for various departments
- Orders supplies and products. Keeps track of expenditures posted against the General Admin budget.
- Manages administrative duties such as: processing workers compensation claims and other insurance claims as necessary by entering in the system; maintain list of contacts, ~~processing transfer station sticker sales~~; preparing brochures or flyers, order supplies for town offices, processing purchase orders, maintaining OSHA log, etc.
- ~~Works with First Selectman and Town Clerk to insure all appointments and reappointments to boards and commissions or committees is handled on a timely basis~~
- Assists with collating, assembling and distributing the Town Budget and related documents for the Board of Selectman, Board of Finance and Town Meeting.
- ~~Manages, under direction of the First Selectman and Town Administrator, the Town Website, Facebook pages, social media websites, and the Everbridge Messaging system. This includes preparing emergency notices to keep citizens informed, listing calendar of events on sites and posting other deadlines related to municipal operations. Trains employees how to update their own website pages.~~
- ~~Manages and Posts Meeting Videos on Social Media sites (Vimeo and YouTube) as well as manage Government Cable Channel 79.~~
- Serves as administrator for Town email accounts (G-Suite) as well as Super User for Town Website, working closely with outside IT vendor to troubleshoot IT issues as they arise.
- Orders supplies and products. Keeps track of expenditures posted against the General Admin budget.
- ~~Works with outside IT department to report computer software and hardware issues via computerized system and follow up calls as necessary for Town offices needing assistance~~
- 
- Plans and executes Town and Office events such as the 9/11 Memorial Service, Holiday and Retirement Parties, Monthly Birthday Celebrations.
- Sorts and distributes mail

#### **Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- Assists other departments, offices or staff 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 bachelor’s degree and more than 5 years of executive ~~secretary~~assistant, paralegal or similar position, and demonstrate progressive administrative experience and customer service/public relations experience preferred, or ~~any~~ equivalent combination of education, work experience and training.

~~Special Requirements: Must obtain and maintain Notary License~~

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, MS Office (Word, Excel, PowerPoint), G-Suite (Gmail, Google Calendar, Docs, Sheets and Drive).~~ and information technology to provide for the effective records maintenance. ~~Familiarity with social media platforms like Facebook and Instagram, some website management knowledge is a plus, website maintenance and social media postings; working knowledge of municipalities to develop and maintain effective administrative techniques. An aptitude for understand~~ procedural requirements for the office, processing forms ~~and fees~~ and know how to provide responsive services; knowledge and posting to websites and using social media for communication to the public.

*Ability:* Ability to acquire working knowledge of municipal activities, internal procedures, budgeting and First Selectman’s Office needs without direct supervision; ability to oversee and maintain detailed and accurate records using data processing; ability to learn new computer technology especially for posting on website and social media; ability to establish and maintain effective working relationships with town staff, officials, and the public; ability to learn and support the timely flow of information through the office and its administrative concerns; ability to differentiate ~~differences~~ between public and confidential information and maintain appropriate discretion; ability to be flexible in responding to work demands that are subject to varied conditions; ability to manage multiple priorities; ability to plan and prioritize assignments to meet established statutory deadlines.

*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, highly proficient ~~skills~~ in the use of office computers and software ~~used by office; skill in using the above mentioned office equipment~~; skills associated with handling numerous projects at one time; must be able to type at least 60 words per minute.

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			

#### 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				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-Dealing with constant interruptions				X

#### 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.)*

- 11.** Discussion/Decision to grant  
Eversource an access easement at 60  
River Road, Keene Park: **No motion**



Jonathan Luiz <jluiz@westonct.gov>

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**[EXTERNAL] Eversource Access Easement at 60 River Road - Keene Park**

1 message

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**Peterson, Craig** <CPeterson@cornerstoneenergyinc.com>

Wed, Apr 6, 2022 at 8:59 AM

To: "jluiz@westonct.gov" <jluiz@westonct.gov>

Jonathan,

Thanks you for taking the time to speak with me yesterday.

I look forward to meeting you next Monday at the site.

I have attached our "Side Letter Agreement" document that would start the ball rolling t our end.

Once we have basic agreement, we would have a title report completed and get a draft survey done that would go to you for approval before signing the appropriate documents.

I have also attached a sample of the easement document we would look to use so you may have time to review it.

Please feel free to call or email me with any questions as we move forward with this request.

I thank you in advance for your time with this.

**Craig Peterson**

**203-623-3090**

cpeterson@cornerstoneenergyinc.com



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**2 attachments**

**CT-483 Side Letter Agrmnt.pdf**  
654K

**DRAFT EASEMENT.pdf**  
416K



107 Selden Street  
Berlin, CT 06037

4/6/2022

Town of Weston  
Samantha Nestor, First Selectwoman  
P.O.Box 1007  
Weston, CT 06883

CT-483

Re: Side Letter Agreement - Permanent Access Road Easement to The Connecticut Light and Power Company  
d/b/a Eversource Energy  
60 River Road, Weston, CT  
Real Estate Project Map 0-51.201/ Lines 1714 - 1720

Dear Ms. Nestor:

You hereby acknowledge as the undersigned that you are the owner of record of the above-captioned property. Accordingly, as such owner, you have agreed to grant The Connecticut Light and Power Company d/b/a Eversource Energy, (the "Grantee") together with its successors and assigns (also collectively referred to as the "Grantee"), a permanent access road easement in the form attached hereto as Attachment 1 (the "Easement"), which will provide the Grantee unrestricted access to its existing right-of-way ("ROW") located upon the above-referenced property.

You and the Grantee do hereby agree to the following:

- 1 The Grantee has agreed, contingent on its receipt of fully executed original Permanent Access Easement, to compensate you for the grant of the Easement via payment in the amount of Five Thousand and 00/100 Dollars (\$5,000.00) payable within three weeks following execution and delivery of the Easement and delivery of any and all required fully executed Subordination Agreement(s).
- 2 This letter is personal to you and must **not** be recorded in any land records or assigned or transferred without prior written approval of the Grantee, which approval the Grantee may grant or deny in its sole discretion. If any of the aforementioned occurs without such written approval, then the stipulation(s) and the Grantee's obligations set forth herein shall immediately become void.
- 3 Nothing herein shall amend the easement(s) to be granted by you to the Grantee. The rights and obligations contained herein are contractual in nature and will not "run with the land."
- 4 You agree not to assert any claims to terminate, modify or otherwise change the Easement, or a portion of the Easement, by adverse possession, adverse use, or prescription.
- 5 You agree that the Grantee shall have the rights, prior to closing of this easement transaction, and at the Grantee's sole cost and expense, to conduct the following activities on or with respect to your property: (a) an examination of the title to the property to verify your ownership and rights to grant the Easement, to identify the existence of such mortgages, liens and other encumbrances as shall require subordination, and to determine such other title matters as Grantee may desire, (b) a survey of your property by a licensed land surveyor to support the preparation of an easement plan, with legal description, sufficient for description of the permanent access road easement to be granted by you in the Easement, and in recordable form suitable for recording with the Easement if desired by Grantee, and (c) a due diligence inspection and investigation of your property for the purposes of determining its environmental, geo-technical and other conditions as deemed relevant by or important to the Grantee for the purpose of accepting the grant of the Easement on the property. Once this letter is signed, you agree that Grantee, and its duly authorized agents, contractors and consultants, shall have access to your property to carry out the foregoing activities as needed, and upon giving you advance 24-hour notice of intended entry by telephone, email or other acceptable means. Grantee agrees to be entirely responsible for all actions of its agents, contractors and consultants on your property, and to repair or restore as needed any damage to your property caused by their actions at Grantee's sole cost and expense.



- 6 The closing of this easement transaction shall be scheduled with you or your representative once all of Grantee's activities as outlined above have been completed to Grantee's satisfaction, or waived at to any of them as Grantee may choose, and once all needed executed Subordination Agreements have been received.
- 7 The Grantor grants Grantee a temporary license to utilize the proposed access road for ingress to and egress from Grantee's right of way easement for its electric line facilities for a period not to exceed eighteen (18) months.

Please acknowledge your acceptance of the above terms and conditions by signing one copy of this as the original version and returning that signed version to:

Craig Peterson  
Cornerstone Energy Services, Inc.  
158 Webster Square Rd.  
Berlin, CT 06037

Very truly yours,

\_\_\_\_\_  
Craig Peterson, Cornerstone Energy Services, Inc.,  
Duly Authorized Agent for The Connecticut Light and Power  
Company d/b/a Eversource Energy

Acknowledged and Agreed to:

**Town of Weston**

Date \_\_\_\_\_

By: \_\_\_\_\_  
Samantha Nestor

Its: First Selectwoman

Attachment 1

**Proposed Access at Keene Park**



CT-483 LL#201-021 GE Proposed Access

Return Original To:  
Eversource Energy  
107 Selden Street  
Berlin, CT 06037  
Attn: *Eversource Agent*

## PERMANENT ACCESS ROAD EASEMENT

I/we, *Name of Grantor*, with an address at *Street Name*, CT (the "Grantor"), for a valuable consideration, receipt and sufficiency of which is hereby acknowledged, hereby grant(s) to The Connecticut Light and Power Company, d/b/a Eversource Energy, a specially chartered Connecticut corporation having its office in Berlin, Connecticut, its successors and assigns forever (the "Grantee"), the following permanent, and, except to the extent hereinafter specifically set forth, exclusive rights and easements in the right of way described in Exhibit A attached hereto and made a part hereof (the "Access Area") located in the Town of *Town/City*, County of *County* State of Connecticut, for purposes of constructing and utilizing an access road to access the Grantee's electric transmission facility Easement located on property at *access site address*, *Town/City*, Connecticut.

The Grantee shall have the right to cut and remove trees, brush, rocks, and other obstructions within and/or extending into the Access Area, fill depressions, roughly grade the surface of and, at the Grantee's sole option, lay down crushed stone or other material for sub-base and/or crushed stone or gravel for top surface in the Access Area for the purpose of constructing an access road. The Grantee shall have all other rights and benefits necessary or convenient for the full enjoyment or use of the rights and easements herein granted, including but not limited to the right to enter upon, travel and transport materials and equipment over and upon the Access Area.

The Grantor hereby reserves the right to use the Access Area for any purposes that, in the opinion of the Grantee, (i) do not interfere with the exercise of any of the rights and/or easements herein granted and (ii) do not create a hazard.

The Grantor, by its granting of said easements and rights, and the Grantee, by its acceptance of same, hereby acknowledge, covenant and agree for themselves and their respective heirs, successors and assigns as follows:

- (a) the easements and other rights granted herein are intended to be permanent rights and easements for the benefit of Grantee, its successors and assigns, and are to be fully apportionable and fully assignable or transferable, all or in part, without the need of any consent of the Grantor or the Grantor's heirs, successors and assigns;
- (b) the Grantor shall not erect any building or structure on, place or store any materials on, obstruct, grade, excavate, fill or flood the Access Area, or otherwise use the Access Area in any manner that, in the opinion of the Grantee (i) may interfere with the exercise of any of the rights and/or easements herein granted to Grantee and/or (ii) may create a hazard;
- (c) no cessation of use of all or any portion of said easements or rights or of the Access Area by Grantee shall be deemed an abandonment thereof resulting in the termination of any aspect of the easements and/or rights or of the Access Area, unless the holder of same at the time of such cessation

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of use or operation releases, in a written instrument in recordable form, its rights in such easements and rights or in the Access Area;

(d) the Grantor shall not convey any new or additional easements to any third parties within or across the Access Area that may, in the opinion of the Grantee, (i) interfere with the exercise of any of the rights and/or easements granted herein without the Grantee's prior review and consent, and/or (ii) create a hazard; and

(e) Grantor reserves the right to relocate the Access Area, at Grantor's sole cost and expense, provided that (i) such relocation does not increase the time, expense, or difficulty of access as that permitted in and over the original Access Area; (ii) at least thirty (30) days prior to any proposed relocation Grantor submits written plans and drawings to the Grantee for its review and approval; and (iii) Grantor obtains the prior written approval of Grantee to any proposed relocation, which approval will not be unreasonably withheld or delayed.

The words "Grantor" and "Grantee" in this instrument are intended, where the context requires or permits or is appropriate to include the plural number as well as the singular and their heirs, executors, administrators, successors and assigns.

TO HAVE AND TO HOLD the above granted and bargained rights and easements unto it, the said Grantee, its successors and assigns, forever.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF the Grantor, intending to be legally bound hereby, has duly executed this Agreement on this the \_\_\_\_ day of \_\_\_\_\_, 2020.

Signed and witnessed in the presence of:

Witness 1 \_\_\_\_\_  
Print Name:

By: \_\_\_\_\_  
*Grantor Name*

Witness 2 \_\_\_\_\_  
Print Name:

**ACKNOWLEDGEMENT**

STATE OF CONNECTICUT

ss: City or Town of \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On this the \_\_\_\_ day of \_\_\_\_\_, 2020, before me, the undersigned officer, personally appeared *Grantor Name*, who has proven to me with proper identification and/or through personal knowledge to be the person whose name is subscribed on the preceding or attached document, and acknowledged that *he/she* signed it voluntarily and of *his/her* free will and deed for its stated purpose.

In witness whereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
Commissioner of the Superior Court  
Notary Public -- My Commission Expires: \_\_\_\_\_

Exhibit A

Map or Description of Access Area

**12. Acceptance of resignation of Jon Dillon from Veterans Affairs Committee: I move to accept the resignation of Jon Dillon from the Veterans Affairs Committee effective immediately.**

Jonathan Dillon  
105 Norfield Road  
Weston, CT 06883

April 25, 2022

Town of Weston  
Attn: Selectwoman Nester  
56 Norfield Road  
Weston, CT 06883

Re: Letter of Resignation

Dear Selectwoman Nester:

It is with regret that I tender my resignation from the Weston Veterans Affairs Committee, effective immediately. At this time I have other personal obligations that limit my time to serve on this committee.

I am grateful for having had the opportunity to serve on the board of this fine organization for the past 2 years, and I offer my best wishes for its continued success.

Sincerely,

Jonathan Dillon



**13. Acceptance of resignation of Thomas Burke from Veterans Affairs Committee:**  
**I move to accept the resignation of**  
**Thomas Burke from the Veterans**  
**Affairs Committee effective**  
**immediately.**

Good morning Sara,

I hereby submit my resignation from the VA Committee. I have enjoyed the opportunity to serve the veterans of Weston and look forward to continuing to serve on the Weston Library Board. With my wife due to give birth any week now I want to be able to spend more time focused on my family. I think one volunteer board position is enough for now. I am so appreciative to the Board of Selectman for their trust.

Thanks,

Thomas Burke  
Associate Minister of Children, Youth, and Families  
Norfield Congregational Church

**14.** First Selectwoman's update on the  
Community Connectivity Sidewalk  
Project: **No motion**

**15.** Update from First Selectwoman on June 7 Event Honoring Vietnam Veterans hosted by Lt. Governor Susan Bysiewicz, Department of Veterans Affairs Commissioner, Thomas J. Saadi, and First Selectwoman Samantha Nestor: **no motion**

**16.** Approval of the minutes from the Board of Selectmen Special Meetings on April 20, 2022: I move to approve the two unapproved minutes of the April 20, 2022 Board of Selectmen meetings, as presented.

**Board of Selectmen  
Special Meeting Minutes  
April 20, 2022 at 6.30pm**

1. Call to order: First Selectwoman Samantha Nestor called the meeting to order at 6.34pm. Also in attendance were Selectman Martin Mohabeer and Selectwoman Amy Jenner
2. Executive Session to discuss litigation: Selectman Mohabeer moved to go into executive session with Town Administrator Jonathan Luiz and Attorney Mr. Divincentis from Halloran Sage. First Selectwoman Nestor seconded this. The motion carried unanimously.The Executive session ended at 7.01pm.
3. Adjourn: Selectman Mohabeer moved to adjourn at 7.08 pm. This was seconded by First Selectwoman Samantha Nestor.

Minutes submitted by: Sara Beer, Executive Administrative Assistant

**Board of Selectmen**  
**Special Meeting Minutes**  
**April 20, 2022 at 7pm**  
Meeting held remotely due to COVID 19

1. **Call to order:** First Selectwoman Samantha Nestor called the meeting to order at 7.10pm; also in attendance were Selectwoman Jenner, Selectman Mohabeer, Town Administrator Jonathan Luiz, Sustainable Weston Committee member Ben Winglass and Richard Albrecht.
2. **Pledge of Allegiance:** Richard Albrecht led in the Pledge of Allegiance
3. **Interview of Al Fazi for a position on the Building Committee:** This item was tabled.
4. **Interview of Richard Albrecht for a position on the Conservation Commission:** The Board of Selectmen interviewed Richard Albrecht for a position on the Conservation Commission.
5. **Appointment of Fran Sheff Mauer as an alternate to the Historic District Commission for a term to end December 31, 2025.** Selectman Mohabeer moved to appoint Fran Sheff Mauer as an alternate to the Historic District Commission for a term to end December 31, 2025. Selectwoman Jenner seconded this. The motion carried unanimously.
6. **Appointment of Zach Lemle from alternate to full member of the Historic District Commission for a term to end December 31, 2026.** Selectwoman Jenner moved to appoint Zach Lemle from alternate to full member of the Historic District Commission for a term to end December 31, 2026. Selectman Mohabeer seconded this. The motion carried unanimously.
7. **Appointment of Umberto Torrielli to the Marketing and Communications Advisory Committee for a term to end December 31, 2023.** Selectman Mohabeer moved to appoint Umberto Torrielli to the Marketing and Communications Committee for a term to end December 31, 2023. Selectwoman Jenner seconded this. The motion carried unanimously.
8. **Appointment of Ellen Scherer Crafts to the Marketing and Communications Advisory Committee for a term to end December 31, 2023.** Selectwoman Jenner moved to appoint Ellen Scherer Crafts to the Marketing and Communications Committee for a term to end December 31, 2023. Selectman Mohabeer seconded this. The motion carried unanimously.
9. **Discussion/ Decision to ratify a new collective bargaining agreement with the Public Works Union:** This item is tabled.
10. **Discussion/ Decision about the process for clarifying charges for appointed boards, committees and commissions:** Selectwoman Jenner provided an explanation on the process of clarifying the charges for the various committees, board and commissions. She mentioned working with Town Administrator Jonathan Luiz on reaching out to the Chairs and Vice Chairs of these committees and codifying the various charges and then bringing these to the Board of Selectmen for approvals. There are 22 different boards, commissions and committees. First Selectwoman Nestor suggested simplifying the process to make it more efficient. There was discussion amongst the Board of Selectmen on this topic. Selectwoman Jenner mentioned doing some research on a Volunteer handbook and what this should look like.
11. **Discussion/ Decision about the Town of Weston participating in the SmartBuildings CT Program:** Ben Winglass a member of the Sustainable Weston Committee provided an explanation into the SmartBuildings CT Program. Selectwoman Jenner went through a presentation going into further detail. First Selectwoman Nestor asked if

there was a copy of a study from another town, and mentioned that they would need to get permission from the schools. She also mentioned speaking with the Green Team at the school as they might have already done some of this work. The Board of Selectmen discussed this in more detail regarding data sharing and work load etc. Mr. Winglass said that this would give the Town a number of points towards their Sustainable CT Certification.

- 12. Discussion/ Decision to terminate the bleacher/booster barn payment effective 7/1/2023:** Mr. Luiz provided background information into this ongoing payment. This was budgeted for approximately \$16k for the next budget for July 2022, but that they would communicate to the parties that the payments would stop in July 2023. There was some back and forth discussion on this. Selectwoman Jenner moved that the town of Weston inform the Weston Soccer Club, Weston Gridiron Club, Weston Lacrosse Club, and the Weston Boosters that they do not have to pay the town back for the bleacher/booster barn project effective 7/1/23. Selectman Mohabeer seconded this. The motion carried unanimously. Selectwoman Jenner asked about the process on this. Mr. Luiz answered.
- 13. Update on National Drug Take Back Day on April 30, 2022:** First Selectwoman Nestor gave an update on the National Drug Take Back Day on April 30, 2022, saying that there would be a number of notifications on this. The take back box will be available 24/7. This will be set up at the Police Station. Further details will be provided.
- 14. Approval of the minutes from the Board of Selectmen Special Meetings on April 6 and April 8, 2022:** Selectman Mohabeer moved to approve the unapproved minutes from the April 6, 2022 and April 8, 2022 Board of Selectman meetings, as presented. Selectwoman Jenner seconded this. The motion carried unanimously.
- 15. Approval of tax refunds:** Selectman Mohabeer moved to approve tax refunds totaling \$10,273.90, as presented. Selectwoman Jenner seconded this. The motion carried unanimously.
- 16. Adjournment:** Selectwoman Jenner moved to adjourn at 8.24pm. Selectman Mohabeer seconded. The motion carried unanimously.

Minutes submitted by: Sara Beer, Executive Administrative Assistant.

**17.** Executive Session to discuss pending litigation: **Tabled**

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