

**Board of Selectmen
Regular Meeting Agenda
June 16, 2022 at 7:30 pm**

Please click the link below to join the webinar

<https://us02web.zoom.us/j/88364585045?pwd=WUprcVU5YTZlc2xMMkNpMGRRSEk1Zz09>

Webinar ID: 883 6458 5045

Join by Phone: 312 626 6799

1. Call to Order
2. Pledge of Allegiance
3. Discussion/decision to contract with a company to perform the 2023 real estate revaluation
4. Discussion/decision to authorize a supplemental appropriation of \$307,616 for the 27th employee payroll dated June 30, 2022
5. Discussion/decision to hire an Executive Administrative Assistant
6. Discussion/decision to accept a donation to the Police Department for an amount sufficient to purchase two trail mounted speed alert systems
7. Discussion/decision to authorize the First Selectwoman to sign state cemetery grant paperwork
8. Acceptance of Karen Tatarka's resignation as Library Director
9. Acceptance of James Smith's resignation from the Conservation Commission
10. Interview of Matt Browner-Hamlin as an alternate on the Sustainable Weston Committee
11. Discussion/decision to Appoint Ewa Ojarovaska to the Commission on the Arts for a term expiring June 30, 2023
12. Discussion with Diversity, Equity, and Inclusion Committee regarding its charge and current activities
13. Adjournment

DRAFT Motion for the 6/16/22 BOS Reg Meeting

1. Call to Order: **no motion**
2. Pledge of Allegiance: **no motion**
3. Discussion/decision to contract with a company to perform the 2023 Complete Reappraisal and Revaluation of Real Property: **I move that the Town of Weston contract with _____ to perform the 2023 Complete Reappraisal and Revaluation of Real Property.**
4. Discussion/decision to authorize a supplemental appropriation of \$307,616 for the 27th employee payroll dated June 30, 2022: **I move to authorize a supplemental appropriation of \$307,616 for the 27th employee payroll dated June 30, 2022**
5. Discussion/decision to hire an Executive Administrative Assistant: **I move to hire Darcy Barrera Hawes as Executive Administrative Assistant effective June 20, 2022**
6. Discussion/decision to accept a donation to the Police Department for an amount sufficient to purchase two trail mounted speed alert systems: **I move to accept a donation for an amount sufficient to purchase two trail mounted speed alert systems.**
7. Discussion/decision to authorize the First Selectwoman to sign state cemetery grant paperwork: **I move to authorize First Selectwoman Samantha Nestor to apply for and administer the Neglected Cemetery Account Program Grant**
8. Acceptance of Karen Tatarka's resignation as Library Director: **I move to accept Karen Tatarka's resignation**
9. Acceptance of James Smith's resignation from the Conservation Commission: **I move to accept James Smith's resignation**
10. Interview of Matt Browner-Hamlin as an alternate on the Sustainable Weston Committee: **No motion**
11. Discussion/decision to Appoint Ewa Ojarovaska to the Commission on the Arts for a term expiring June 30, 2023: **I move to appoint Ewa Ojarovaska to the Commission on the Arts for a term expiring June 30, 2023**
12. Discussion with Diversity, Equity, and Inclusion Committee regarding its charge and current activities: **No motion**
13. Adjournment: **I move to adjourn**

1. Call to Order: **no motion**
2. Pledge of Allegiance: **no motion**
3. Discussion/decision to contract with a company to perform the 2023 Complete Reappraisal and Revaluation of Real Property: **I move that the Town of Weston contract with _____ to perform the 2023 Complete Reappraisal and Revaluation of Real Property.**



Denise L Hames CCMA II
Assessor
dhames@westonct.gov

Donna M Werfelman AAT
Administrative Assessment Technician
dwerfelman@westonct.gov

June 3rd 2022

The Town of Weston Assessor's Office requested proposals for the 2023 Revaluation.

Three companies submitted proposals.

Tyler Technologies \$ 397,500

eQuality \$ 182,000

Municipal Valuation \$ 142,000

After reviewing the three Proposals submitted in response to the 2023 Revaluation RFP, I recommend accepting the proposal from eQuality.

Tyler Technologies and Municipal Valuation both increased the Litigation per diem rates over the RFP's set rate of \$500 per diem.

Municipal Valuation failed to offer Virtual Inspections and the Data Mailer's ability to be filled out online. Both were criteria within the RFP.

I followed up with several municipalities and the feedback received supports the recommendation for eQuality.


Denise L Hames, CCMAII

4. Discussion/decision to authorize a supplemental appropriation of \$307,616 for the 27th employee payroll dated June 30, 2022: **I move to authorize a supplemental appropriation of \$307,616 for the 27th employee payroll dated June 30, 2022**

TOWN of WESTON, CONNECTICUT



Incorporated 1787

Office of the Finance Director / Asst. Town Administrator

Date: June 10, 2022
To: Board of Selectmen
From: Rick Darling, Finance Director *R.D.*
Re: Supplemental Appropriation for a 27th Bi-weekly payroll

This memo serves as a request to the Board of Selectmen to approve a supplemental appropriation in the amount of \$307,616 for a 27th employee payroll dated June 30, 2022. The Town pays its employees on a bi-weekly schedule which normally covers 26 pay periods during the course of a fiscal year. However, since 26 bi-weekly periods totals 364 days, eventually an additional pay period occurs during the fiscal year, and this happens once every 11 years or so.

Note that we did recognize this obligation at the end of fiscal year 2020-21, and designated \$325,000 against our Unassigned fund balance in our FY 2020-21 financial statements. Additionally, the Board of Finance has been apprised of this obligation throughout this fiscal year. So this supplemental appropriation will effectively come from our Assigned general fund balance, and will not impact our Unassigned Fund Balance for fiscal year ending June 30, 2022.

I'll be happy to answer any questions about this at the meeting.

Attch.

SUPPLEMENTAL APPROP FOR 27TH PAY PERIOD

<u>DEPARTMENT</u>		<u>27th Payroll Estimate</u>	
Admin and Finance			24,488
	Full Time	21,988	
	Overtime	300	
	Part Time	2,200	
General Admin.			47,500
	Pension		18,000
	FICA		
Registrar of Voters			-
Assessor			5,743
	Full Time	4,147	
	Part Time	1,596	
Tax Collector			4,450
Town Clerk			5,877
Land Use			13,571
Police Department			85,800
	Full Time	71,300	-
	Overtime	14,500	-
Fire Marshal			2,229
Animal Control			2,895
	Full Time	2,280	
	Part Time	615	
Communications Center			16,800
	Full Time	13,500	
	Overtime	1,800	
	Part Time	1,500	
Public Works			36,984
	Full Time	36,184	
	Overtime	800	
Social Services			3,504
Senior Center			5,786
	Full Time	4,424	
	Part Time	1,362	
Library			14,282
	Full Time	11,532	
	Part Time	2,750	
Recreation - Admin.			9,071
Rrecreation - Field Mntc.			2,026
Recreation - Pool			1,560
Transfer Station			4,650
	Full Time	3,950	
	Overtime	700	
Youth Services			<u>2,400</u>
Total Supplemental Requested			307,616

5. Discussion/decision to hire an Executive Administrative Assistant: **I move to hire Darcy Barrera Hawes as Executive Administrative Assistant effective June 20, 2022**

Darcy A. Barrera-Hawes

May 20, 2022

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

Dear Jonathan,

I would like to submit my application and resume for the position of Executive Administrative Assistant. I believe my prior work with the Town of Weston combined with my education, skills, and experience in public service make me an ideal candidate for this position.

Throughout my time working in Weston Town Hall, I have filled in as Asst. Tax Collector, Asst. Town Clerk, Interim Executive Administrative Assistant, and work as the Administrative Floater and one of the Registrar of Voters. During my time here, I have consistently demonstrated the capability to perform the duties required for this position and have developed terrific professional relationships with my co-workers in the Town.

In addition to having a Master's Degree in Public Administration, I am a Connecticut Certified Town Clerk, Certified Registrar, Certified Election Moderator, Notary Public, and am currently enrolled and taking classes to become a Connecticut Municipal Official through Connecticut Conference of Municipalities.

I appreciate your consideration for this position, please let me know if there is any other information I can provide that will support my candidacy as Executive Administrative Assistant.

Best regards

Darcy Barrera-Hawes

Attachments: Application
 Resume

Darcy A. Barrera-Hawes

Professional Certifications

State of Connecticut Certifications:

Certified Town Clerk

Certified Election Moderator

Certified Registrar of Voters

Notary Public

CT Council of Municipalities

Certified CT Municipal Official

(anticipate completion in 2023)

Education and Training

Master of Arts, Public Administration

Framingham State College

Social Economics and Statistics,

Graduate Courses

Boston College

Bachelor of Arts with honors,

Sociology

Recipient of Tischler Prize in Sociology

Framingham State College

Non-Profit Management Certificate

Center for Non-Profit Management

Computer Aided Management of

Emergency Operations

Harvard University

School of Public Health

Incident Command for Executives

Emergency Operations Center

Management & Operations

MA Emergency Management Agency

Homeland Security Training

MA Executive Office of Public Safety

Full Scale Exercise, Mass Casualty

Incident Public Information Officer

Federal Emergency Management

Agency FEMA

Current Volunteer Activities

Weston Warm Up Fund, Chairperson

Booster Club, Secretary

Weston League of Women Voters

Employment Experience

Administrative Floater

Town of Weston, CT

2018 to Present

- Provide administrative office support to all Town Hall departments
- Perform functions of Town Clerk's office, including land records, vital records, licensing, etc.

Assistant Town Clerk, Temporary

Assistant Tax Collector, Temporary

Town of Weston, CT

September – November 2018

- Perform related duties during position vacancies

Registrar of Voters

Town of Weston, CT

2016 to Present

- Maintain voter registration rolls
- Administer elections and voting events
- Develop and manage department budget
- Enforce CT General Statutes and federal statutes pertaining to elections
- All duties are shared with a co-Registrar of Voters

Civilian Administrator

Town of Framingham, MA Fire Department

2001 to 2004

- Financial Officer and Public Information Officer for Fire, Emergency Management, and Local Emergency Planning Committee
- Develop budget and administer budget and prepare financial reports as directed by Chief
- Analyze financial and administrative impact of labor contract proposals
- Evaluate and make recommendations regarding technology
- Develop and submit grant proposals, wrote multiple funded grant proposals
- Oversee administrative operations and office staff

Assistant to the Chairman

American Program Bureau

2000 to 2001

- Coordinate and administer all aspects of public speaking tours for former heads of state, including two former Presidents, accompany heads of state on speaking tours, managing all logistics of events
- Assist Chairman in daily operations of company
- Prepare financial reports for VIP client tours

Town Clerk, Interim and Assistant Town Clerk

Town of Framingham, MA

1997 to 2000

- Develop and administer budget of Elections Department and Town Clerk
- Act as liaison with boards, commissions, organizations, and media
- Recruit, hire, train, supervise, and evaluate staff
- Oversee daily office operations and evaluate and implement improvements in policies and administration
- Oversee administration of vital records and ensure confidentiality is maintained
- Compile and prepare Annual Town Report, Town Meeting Warrants, and conduct special projects as needed
- Attend and record all Town Meetings, prepare votes, and Town Bylaws
- Chief Election Official, oversee the conduct of elections in 17 precincts
- Maintain historical documents of the Town in accordance with state laws and Town bylaws



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:
May 20, 2022

Position:
Executive Administrative Assistant

PERSONAL INFORMATION

Last Name	First Name	Middle Name or Initial
Barrera-Hawes	Darcy	A
Address Number	Street	City
		Weston
		State
		CT
		Zip Code
		06883
Home Phone #:		Cell Phone #:
Email Address:		
n		
Best time of day to contact you:		
anytime		

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:

Interim Executive Administrative Assistant, Administrative Floater, Registrar of Voters

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

- Dates of prior Town employment: October - December 2018

- Position held at time of employment separation: Temporary Assistant Town Clerk
and
Temporary Assistant Tax Collector

- Reason(s) for separation from Town employment: Accepted permanent employment with Town

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): Fort Plain High School

City/State: Fort Plain, NY

College Information (list all schools attended):

College attended (name): Framingham State College

City/State: Framingham, MA

Major(s): Sociology Degree(s) earned: Bachelors Degree with Honors

Graduate School Information (list all schools attended):

College attended (name): Framingham State College

City/State: Framingham, MA

Course of Study: Public Administration Degree(s) earned: Master's Degree

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

School/Program attended (name):

City/State:

**Please see attached resume for list of
additional trainings and certifications**

Course of Study:

Degree(s)/Certificate(s) earned:

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

SPECIALIZED SKILLS

Type text here

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: Microsoft 365, Google Workspace,

Everbridge, Website Management, Online video conference platforms, CIRMA Insurance Claims,

Citrix Systems, Cott Systems Land Records, CT proprietary software for vital records, voter election records..

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

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

****Please see attached resume****

REQUIRED LICENSES, CERTIFICATIONS, OR OTHER QUALIFICATIONS

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

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

6. Discussion/decision to accept a donation to the Police Department for an amount sufficient to purchase two trail mounted speed alert systems:
I move to accept a donation for an amount sufficient to purchase two trail mounted speed alert systems.

TOWN OF WESTON

POLICY FOR GIFTS TO TOWN

1. Purpose,
2. Monetary donations.
3. Non-monetary gifts.
4. Criteria for acceptance of gifts; tax considerations.
5. Naming as a condition.
6. Administrative procedures.

1. Purpose.

The purpose of this policy is to establish uniform procedures to govern the donation to and receipt by the Town of Weston gifts of money or of value from citizens, foundations, business concerns and others, both for specific purposes and for general use by the town.

2. Monetary donations.

A. Up to \$99

There is no reporting criteria for gifts under \$100

B. \$100 to \$999

Any donation from one hundred dollars (\$100) up to nine hundred and ninety nine dollars (\$999) shall not be accepted by the town unless it has received prior approval from the First Selectman. The First Selectman shall report all such contributions received and the purpose to the Board of Selectmen and the Board of Finance annually at the close of the fiscal year.

C. \$1,000 up to \$49,999

A donation of one thousand dollars (\$1,000) up to and including forty nine thousand nine hundred and ninety nine dollars (\$49,999) shall not be accepted by the town unless it has received the prior approval of the Board of Selectmen. The Board of Selectmen shall report all such contributions received and the purpose to the Board of Finance annually at the close of the fiscal year. Additionally, gifts of between \$25,000 and \$50,000 shall be also forwarded to the Board of Finance for informational purposes.

D. \$50,000 Or more

A donation fifty thousand dollars (\$50,000) or more shall not be accepted by the town unless it has been recommended for approval by the Board of Selectmen and has received the approval of the Board of Finance. All such donations shall be first submitted to the Board of Selectmen which shall forward its recommendation to the chair of the Board of Finance to be placed on the agenda for the next available meeting.

E. All sums

Contributors of any sum to the town shall provide a letter properly designating the purposes and conditions, if any, of the gift. Individuals desiring anonymity shall so state in that letter, in which event the town will use its best efforts to preserve their anonymity.

F. Special Account

The Director of Finance shall establish a special account for the deposit of donations which the donor has designated for use for specific purposes. After the completion of the specific purpose for which the funds have been donated, excess funds shall be deposited in the general fund by vote of the Board of Selectman unless the town has accepted the gift under different conditions.

3. Non-monetary gifts.

A. A non-monetary gift to the town shall not be accepted without the prior approval of the Board of Selectmen. Contributors shall provide a document properly designating the purposes and conditions, if any, of the gift or giving the town the right to use the gift in its sole and absolute discretion and relinquishing any future claim to the gift.

B. A non-monetary gift to the town of real estate or of a structure which is intended to be placed permanently on town property shall be accepted only upon provisions of the Weston Town Charter and appropriate State laws. All such gifts must secure any necessary approval pursuant to CGS §8-24 by the Planning and Zoning Commission, and must also secure any necessary approvals from other land use agencies. The Board of Selectmen, at its discretion, may request advisory reports from individuals or from standing town committees regarding specific non-monetary gifts.

C. All gifts to the town which are works of art may be referred to the Commission for the Arts which shall forward its written suggestions in a timely fashion as to acceptance and placement of the work of art to the Board of Selectmen. This step must occur prior to procedure 3.A. above, which then must be followed.

D. In the case of loans of works of art valued at more than \$1,000, the above procedures must also be followed. The owner of the art must assume all responsibility for loss or damage, although the Town will make its best efforts to protect the art. The owner must provide proof of insurance and indemnify the Town against loss or damage.

4. Criteria for acceptance of gifts; tax considerations.

A. In considering whether to approve acceptance of such a gift, the Board of Selectmen shall consider the following:

- (1) Whether the gift is appropriate for a public building, facility, or parcel of land.
- (2) Whether the gift is being offered by a donor who is acceptable to the reviewing entity.
- (3) Whether the gift will benefit the town and the community.
- (4) Whether there is space in a public facility to accommodate it.
- (5) Whether there are maintenance or repair costs involved and, if there are, how they will be funded.
- (6) Whether there are insurance costs associated with receiving and maintaining the gift and, if there are, how they will be funded.
- (7) Whether the gift will begin a program or service which the town would be unwilling to take over when the gift or grant funds are exhausted.
- (8) Whether receipt of the gift may conflict in any way with the town's-ethical, moral or purchasing policies.
- (9) Whether any conditions attached to the gift conflict with or in any way commit the town to a course of action which conflicts with town policies, practices, ordinances, standards, or state or federal laws or regulations.

B. The Board of Selectmen reserves the right to specify the manner in which gifts are made, to define the type of gift which it considers appropriate, and to reject those which it deems inappropriate or unsuitable.

C. The Board of Selectmen shall be empowered to direct the removal of, disposal of, and/or modification of those gifts that become unwanted or obsolete as conditions warrant. When the current value of a gift is \$10,000 or greater, any such removal, disposal or modification is subject to final approval by the Board of Finance.

D. The town will not evaluate gifts for tax purposes. The First Selectman, upon request by a donor, shall acknowledge the receipt of a gift for purposes of enabling the donor to receive a tax deduction.

5. Naming as a condition attached to a gift.

A. All gifts which have the condition that the giving of the gift is contingent upon naming it or other town property shall be referred to the Board of Selectmen for approval.

B. In considering whether to approve naming a property, the Board of Selectmen shall make a finding that, in light of all the circumstances, it is in the best interests of the town to honor the condition of naming.

C. All gifts dedicated to the memory of an individual may be recognized with an appropriate plaque to be approved by the Board of Selectmen. All plaques are to be placed at an appropriate location to be determined by the Board of Selectmen.

D. The Board of Selectmen reserve the right to review and modify naming as appropriate.

6. Administrative procedures.

A. Before a donor offers a gift to the town, the donor shall submit a letter designating the purpose and conditions, if any, of the gift. Such letter shall be submitted to the First Selectman, who shall thereupon secure any additional information pertinent to the decision whether to accept the gift. For monetary gifts of \$1,000 or more and for all non-monetary gift, the First Selectman shall forward the letter and such information, including a recommendation, to the Board of Selectman.

B. Potential donors to a program, department or the town offices shall be advised by the First Selectman that, in determining whether to accept a gift, the Board of Selectmen will base its determination upon whether the gift is in the best interests of the town and the community at large.

C. Individuals desiring anonymity shall so state in the document, in which event the town will makes its best efforts to preserve their anonymity.

D. The Board of Selectmen is empowered, on behalf of the town to devote, apply, expend or utilize such gifts to such purposes and with such restrictions, if any, as may have been established by the donor; and to take all necessary and appropriate action to accomplish the purposes set forth, by the donor; if no special purposes have been set forth, funds shall be deposited in the general fund.

E. At the conclusion of each fiscal year, the Director of Finance shall compile a list of all gifts accepted by the town during the preceding fiscal year and forward same to the Board of Selectmen and the Board of Finance within 30 days of the close of the fiscal year.

F. Any gifts to the Board of Education which have a direct impact on town owned property shall be reviewed in accordance with this policy and its administrative procedures.

G. The Director of Finance shall deposit all monetary gifts into an escrow account pending acceptance of the gift by the accepting entity.

Weston, Connecticut 06883 USA

My husband, _____, and I would like to donate sufficient funds to the Weston Police Department to enable them to purchase two additional trailer mounted speed alert systems for the police to use for additional control of the increase in routine speeding, particularly by commuter traffic, but also by the heavy trucks, which have become so much more evident on town roads relatively recently.

I don't anticipate any change in the pattern of commuters or trucks using town roads in the future as they increasingly use Weston residential roads to avoid the Merritt Parkway or other backups.

It is my impression that more needs to be done to impact the current belief of many drivers, that 45 or even 50MPH is routine and okay. Weston has many families with young children now – as our neighbors do – families who bought their homes before the speeding became so much worse. Some are considering trying to move away.

I learned from the police department that their current trailer mounted speed control equipment was purchased from a company, All Traffic Solutions. I spoke with their northeast regional person, Matt O'Brien, several weeks ago who told me they had equipment available for purchase and shipping at that time. Units are \$12,500 each. Following an order being placed and paid for, shipping could occur within a two week period. Earlier this year they did not have any units to ship so wait times were much longer – and could become longer again depending on demand.

My understanding is that this offer must be approved by the Police Department, the Police Commission and the Board of Selectmen. Our intention is that the funds be restricted to the purchase of this trailer mounted speed control equipment and to not be used for any other purpose. The company will not hold the available units for this purchase so they could be sold to another buyer if a decision on our offer is not approved before another buyer appears. We are therefore interested that this offer be accepted in a timely manner.

7. Discussion/decision to authorize the First Selectwoman to sign state cemetery grant paperwork: **I move to authorize First Selectwoman Samantha Nestor to apply for and administer the Neglected Cemetery Account Program Grant.**



Jonathan Luiz <jluiz@westonct.gov>

[EXTERNAL] RE: [EXTERNAL] RE: [EXTERNAL] RE: [EXTERNAL] RE: [EXTERNAL] REMINDER - 2020 Neglected Cemetery Grant Reimbursement

1 message

Mayo, Elizabeth <Elizabeth.Mayo@ct.gov>
To: Jonathan Luiz <jluiz@westonct.gov>

Fri, Jun 10, 2022 at 7:28 AM

Good Morning,

Take a look at the attached information, to see if that helps you. There could be older minutes with your town council that may also assist you, I don't have access to that information.

Let me know if I can help you further.

From: Jonathan Luiz <jluiz@westonct.gov>
Sent: Thursday, June 9, 2022 2:14 PM
To: Mayo, Elizabeth <Elizabeth.Mayo@ct.gov>
Subject: Re: [EXTERNAL] RE: [EXTERNAL] RE: [EXTERNAL] RE: [EXTERNAL] REMINDER - 2020 Neglected Cemetery Grant Reimbursement

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Do you have any model minutes that I could look at?

On Thu, Jun 9, 2022 at 12:49 PM Mayo, Elizabeth <Elizabeth.Mayo@ct.gov> wrote:

Hello,

I'm not sure I understand your question. If there was a person elected as the new Selectmen/Selectwoman for the Town of Weston giving them authority to sign 2020 NCG documents on behalf of the town, OPM needs new minutes or a resolution stating as such.

Let me know if you have any further questions.

Thank you.

From: Jonathan Luiz <jluiz@westonct.gov>
Sent: Wednesday, June 8, 2022 2:00 PM
To: Mayo, Elizabeth <Elizabeth.Mayo@ct.gov>
Subject: Re: [EXTERNAL] RE: [EXTERNAL] RE: [EXTERNAL] REMINDER - 2020 Neglected Cemetery Grant Reimbursement

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What is the date she signed it?

On Wed, Jun 8, 2022 at 12:53 PM Mayo, Elizabeth <Elizabeth.Mayo@ct.gov> wrote:

Hello,

I'm so sorry to hear that. I would need new meeting minutes stating that Samantha Nestor is now the First Selectwoman for the Town of Weston so I can move this reimbursement request along.

Thank you,

Elizabeth

From: Jonathan Luiz <jluiz@westonct.gov>
Sent: Wednesday, June 8, 2022 9:33 AM
To: Mayo, Elizabeth <Elizabeth.Mayo@ct.gov>
Subject: Re: [EXTERNAL] RE: [EXTERNAL] REMINDER - 2020 Neglected Cemetery Grant Reimbursement

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Thanks, Elizabeth.

First Selectman Spaulding resigned in August due to health issues.

Samantha Nestor replaced him in August and then was elected as First Selectwoman in November.

On Wed, Jun 8, 2022 at 9:09 AM Mayo, Elizabeth <Elizabeth.Mayo@ct.gov> wrote:

Good Morning Jonathan,

My apologies, I have received your reimbursement request, but it was never processed. I have a question for you, is First Selectman Christopher Spaulding still at the Town of Weston? I

noticed that Selectwoman Nestor has signed the reimbursement request.

Thank you,
Elizabeth

From: Jonathan Luiz <jluiz@westonct.gov>
Sent: Tuesday, May 31, 2022 4:18 PM
To: Mayo, Elizabeth <Elizabeth.Mayo@ct.gov>
Subject: Fwd: [EXTERNAL] REMINDER - 2020 Neglected Cemetery Grant Reimbursement

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi Elizabeth,

I believe Wesotn has received its reimbursement. Would you please confirm?

Thank you.

Sincerely,

Jonathan LUiz

Weston Town Administrator

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

From: Heft, Martin <Martin.Heft@ct.gov>
Date: Tue, May 31, 2022 at 4:07 PM
Subject: [EXTERNAL] REMINDER - 2020 Neglected Cemetery Grant Reimbursement
To:

Please be advised that your 2020 Neglected Cemetery Grant Award will terminate twenty-four (24) months from the date your contract was executed. Verify your contract expiration date to make sure you complete your Neglected Cemetery Account Grants Reimbursements documents timely.

For questions related to contracts or reimbursements, please contact Elizabeth.Mayo@ct.gov, 860-418-6330.

Martin L. Heft

Undersecretary

Intergovernmental Policy and Planning Division

Clarification of Wording for the Meeting Minutes related to the NCP Grant

Certified copy of the minutes from the Board of Selectman or Town or City Council:

The minutes should show that the Board of Selectman, Town or City Council discussed and affirmed that the **Chief Elected Official (by name) or Town Manager (by name)** is authorized to apply for and administer the **Neglected Cemetery Account Program grant**. By administer, it means that the person duly authorized will have to sign the Notice of Grant Award and the Reimbursement Request form. The copy of the minutes must be certified by the town clerk.

Certified copy of the minutes from the Board of Finance:

The minutes should show that the Board of Finance discussed and affirmed that the **Chief Elected Official (by name) or Town Manager (by name)** is authorized to apply for and administer the **Neglected Cemetery Account Program grant**. By administer, it means that the person duly authorized will have to sign the Notice of Grant Award and the Reimbursement Request form. The copy of the minutes must be certified by the town clerk.

8. Acceptance of Karen Tatarka's resignation as Library Director: **I move to accept Karen Tatarka's resignation**

Karen Tatarka

June 1, 2022

Jonathan Luiz, Town Administrator
Town of Weston
56 Norfield Rd.
Weston, CT 06883

Dear Jonathan,

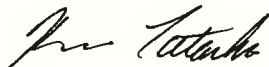
Please accept this letter as notice of my resignation from my position as Library Director for the Town of Weston.

I have accepted another position, which will begin in July. If it is agreeable to you, my last day in Weston will be July 8, 2022 so that I can close out the fiscal year.

I have greatly enjoyed my time in Weston and all of the opportunities this position has presented to grow the Library in the community. It has been a pleasure to work with you, the staff at Town Hall, and especially the talented and dedicated staff at the Weston Public Library whose hard work and dedication have had such a positive impact on all residents. The support from the Board of Trustees, Friends of the Library, and the community as a whole has made this position rewarding in so many ways.

Please let me know how I can aid in a smooth transition of responsibility. I wish you and all Town employees the best, and I look forward to staying in touch.

Sincerely,



Karen Tatarka

n

Cc: Katie Buch, Payroll/Benefits Accountant

9. Acceptance of James Smith's resignation from the Conservation Commission: **I move to accept James Smith's resignation**



Jonathan Luiz <jluiz@westonct.gov>

A Fond Farewell

1 message

Jim Smith <jsmith@westonct.gov>

Sat, May 28, 2022 at 12:09 PM

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

Cc: Jonathan Luiz <jluiz@westonct.gov>, "samato@westonct.gov" <samato@westonct.gov>, Sara Beer <executiveassistant@westonct.gov>, Sarah Schlechter <sschlechter@westonct.gov>, Tracy Kulikowski <tkulikowski@westonct.gov>, Keisha Fink <conservationplanner@westonct.gov>

May 27, 2022

To Donna Anastasia, Town Clerk:

Please accept this letter as my formal resignation from the Weston Conservation Commission, effective May 31, 2022. I am moving out of town and will no longer be a Weston resident as of June 15, 2022.

Serving on the CC and observing much of the work that goes into making Weston a special place has been one of my fondest pleasures during my past 26 years in Weston.

Thank you,

James L. Smith

Sent from Mail for Windows

- 10. Interview of Matt Browner-Hamlin as an alternate on the Sustainable Weston Committee:
No motion**

On Wed, Jun 8, 2022 at 4:45 PM Matt Browner Hamlin
<matt.brownerhamlin@gmail.com> wrote:

...

I've recently moved to Weston with my wife and four year old son and I am looking for ways I can help support the community, especially in terms of how we collectively relate to the environment around us. I believe climate change is a critical issue for us to address and how we make choices in our local community has impacts around the world, and for lifetimes to come. In my opinion, wealthy communities like Weston have a responsibility to use our privileges to make choices that benefit the world around us, just as much make life in our town cleaner, healthier and more rewarding.

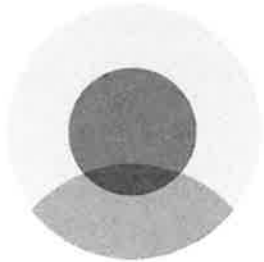
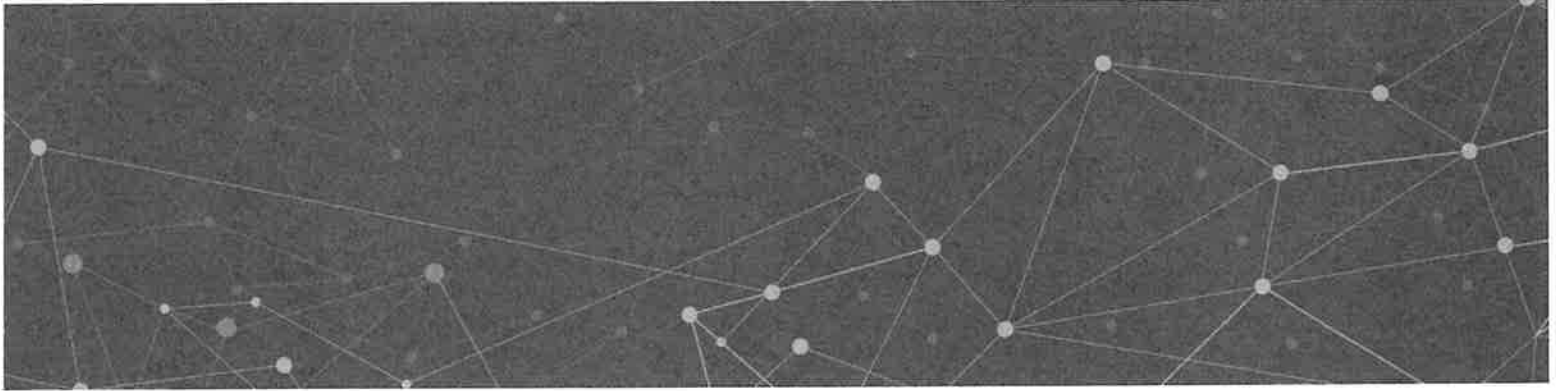
I've spent my professional career in the change-making space. Over the last decade, I've worked in climate - currently I serve as Greenpeace USA's National Campaigns Director. Prior to this, I served as Greenpeace International's Head of Strategy, Systems and Insights for seven years (with a stint as Chief Technology Officer). I spent three years working at a renewable energy supply company prior to joining Greenpeace. I've also worked in the labor movement, founded a housing justice organization, worked in an international human rights organization, and spent a number of years working in US electoral politics, including on Senator Chris Dodd's presidential campaign and on Ned Lamont's 2006 Senate campaign.

I look forward to offering my time and my perspectives to help the Sustainable Weston Committee in whatever capacity is available. Please do let me know if there's any more specific information that I could provide or if it makes sense to schedule a meeting.

Cheers,
Matt



Matt Browner-Hamlin



Matt Browner-Hamlin

Campaigns Director

New York City Metropolitan Area · 500+ connections

Join to connect

 Greenpeace USA

 Wesleyan University

 Blog 

About

Experienced Campaigner and Head of Strategy with a demonstrated history of working at the intersection of technology and engagement, campaigning and advocacy in non-profit, electoral and start-up sectors. A strong marketing and campaigning professional with expertise in Digital Strategy, Digital Transformation, Community Organizing, Power Building, Strategic Process Design, Change Management, Legislative Advocacy, and Multichannel Marketing. Expertise applying these skills in international, national, and grassroots organizational settings.



Matt Browner-Hamlin



Greenpeace US has a bunch of great job openings right now, but one that I'm really excited to see filled with a dynamic, power-building leader is the...

Shared by Matt Browner-Hamlin

Closing soon! Greenpeace International is in search of a Digital Marketing Specialist to support our global organisation's work to engage hundreds of...

Liked by Matt Browner-Hamlin

Our 1st truck was offloaded last night in Lviv, Ukraine. Next are already at the border. This morning truck 7 leaves. Tears of happiness and sadness....

Liked by Matt Browner-Hamlin

[Join now to see all activity](#)

Experience



Matt Browner-Hamlin



Apr 2022 - Present · 3 months

Greenpeace International

6 years 10 months

Head of Strategy, Systems & Insights

Jul 2015 - Apr 2022 · 6 years 10 months

Washington D.C. Metro Area

Chief Technology Officer a.i.

Dec 2020 - Jul 2021 · 8 months

Managing Director, Digital Strategy

Ethical Electric

Dec 2012 - Jun 2015 · 2 years 7 months

Washington D.C. Metro Area

Citizen Engagement Laboratory

1 year 6 months

Senior Economic Strategist

Jul 2011 - Dec 2012 · 1 year 6 months

Senior Fellow

Jul 2011 - Feb 2012 · 8 months



Matt Browner-Hamlin



2008 - 2011 · 3 years

Internet Director

Alaskans for Begich

2008 - 2008 · less than a year

Chief Strategist

Advomatic Laboratories

2008 - 2008 · less than a year

Deputy Internet Director

Chris Dodd for President

2007 - 2008 · 1 year

Operations Manager

Students for a Free Tibet

2005 - 2007 · 2 years

Education

Wesleyan University

BA · Philosophy

2002 - 2004

The Johns Hopkins University

Philosophy



Volunteer Experience

Board of Directors

Web of Change

Dec 2015 - Nov 2016 · 1 year

Politics

Board of Directors

Students for a Free Tibet

Jan 2009 - Jun 2016 · 7 years 6 months

Human Rights

Fellow & Advisor

Web of Change

2012 - 2015 · 3 years

Politics

Fellow, 2012

Advisor, 2013, 2014, 2015

Voting Member

Greenpeace USA

Aug 2021

Languages

English

Native or bilingual proficiency

11. Discussion/decision to Appoint Ewa Ojarovaska to the Commission on the Arts for a term expiring June 30, 2023: I move to appoint Ewa Ojarovaska to the Commission on the Arts for a term expiring June 30, 2023

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

Weston, Connecticut 06883

Tel: (203) 339-1111

Personal and Professional References will be happily provided upon request.

12. Discussion with Diversity, Equity, and Inclusion Committee regarding its charge and current activities: **No motion**

Weston DEI Advisory Committee - Minutes
January 11th, 2021
7:30 - 8:30pm

1. **Call meeting to order**
2. **Review and discuss the Vision, Definitions of Diversity, Equity and Inclusion and Mission of the DEI Committee**
 - Promote Diversity, Equity, and Inclusion in the Weston community at large
 - Recommend policies and create programs designed to improve and advance the recruitment and retention of employees and officials that are underrepresented and or marginalized groups in Weston.
 - Facilitate the increase in representation of diverse populations throughout the town community and maintaining a welcoming and affirming town environment.
 - Address other matters concerning Diversity, Equity, and Inclusion that provide a pathway to inclusive excellence throughout the Weston community.
3. **Definitions from prior meeting:**
 - **Diversity** - The collective mixture of human beings and the identities they represent co-existing in a space. All the varying identities and differences that we have as humans. It's not just about visible identities, it could be invisible behaviors as well. It's the way we treat others. Everything that makes us who we are including our race, ethnicity, gender, age, ability, religion, identity.
 - For purposes of this committee, and in an effort to prioritize and ensure we stay on task with the ultimate mission of this committee, as it relates to diversity, we will focus on developing policies and initiatives to **support Race and Ethnicity** challenges in Weston.
 - **Inclusion** is establishing a space where people feel welcomed, they feel a sense of belonging and respect. It's not just being invited to the conversation, but it's the opportunity to be able to be part of developing or implementing decisions that can impact our environment in a meaningful way.
 - **Equity** is fairness; awareness that not everyone starts are the same point; its to opportunity to provide access for all regardless of visible and invisible identities.
4. **Vision:** We envision a Weston which encourages, supports, and celebrates the diverse voices of our community and which aligns town practices, policies, public engagement, and community building around inclusivity.
5. **Adjourn**



2022 Weston DEI Committee Strategy Review

“Together we M.U.S.T...”

Together we **MUST** empower each other to continue
to promote inclusion in Weston.

**2022 Weston DEI Committee to the Board of Selectmen
January 20, 2022**

AGENDA

- 1. Immediate Recommendations and Business**
- 1. Mission, Vision and Objectives**
- 1. Highlight 2022 Initiatives**

Weston DEI Committee Current Requests

Mission Statement

Update the DEI Committee's Mission Statement to clarify sphere of activity

Town Statement

Update the Weston Town Website to include the DEI statement included herein

Budget & Training

Review budget needs to facilitate unconscious bias and anti-racism trainings and community building initiatives-\$62,000

The National Coalition Building Institute (NCBI) Train the Trainer Program

DEI Onboarding

Inform any interested member of the committee of roles, responsibilities, and commitments

Marketing

Review DEI's proposed marketing strategy

CRB

Update on Status of CRB Proposal

CURRENT

C



Mission



Vision

To advise the Board of Selectmen (BOS) regarding fostering a culture of diversity, equity, and inclusion, ensuring all community members are accepted, respected, and empowered to participate in the Weston Community

A Weston that proactively cultivates, develops and prioritizes an environment where differences are valued, individuals with diverse backgrounds feel a sense of belonging, and town practices, policies, public engagement, and community building align with a culture of inclusion

REVISED

R



To advise the Board of Selectmen (BOS) in ways to foster a culture of diversity, equity, and inclusion, and implement strategies to ensure all community members are accepted, respected, and empowered to participate in the Weston Community

A Weston that proactively cultivates, develops and prioritizes an environment where differences are valued, individuals with diverse backgrounds feel a sense of belonging, and town practices, policies, public engagement, and community building align with a culture of inclusion



We Achieve Our Mission and Vision through Our Strategic Directives



Recommend policies designed to improve and advance the recruitment and retention of employees and officials that are underrepresented, marginalized groups in Weston.



Propose to the BOS programs that foster awareness, build relationships, and actively address systemic and institutional racism.



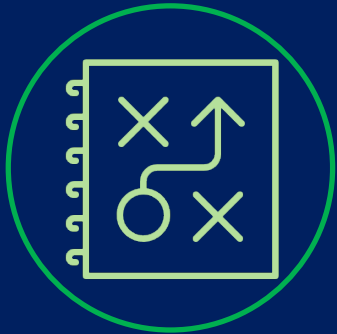
Propose to the BOS means to facilitate the increase in representation of diverse populations throughout the community and maintain a welcoming and affirming town environment.



Advise the BOS with respect to other matters concerning Diversity, Equity, and Inclusion that provide a pathway to inclusive excellence throughout the Weston community.



Achievement of Our Mission and Vision Requires One Additional Directive



Plan and execute the recommended programming and initiatives proposed to the BOS to satisfy the mission and vision set forth for this Committee.

Together We
M.U.S.T.
Take the
Vision into
Reality



Proposed Town of Weston Diversity Statement

The Town of Weston is committed to be proactive in welcoming, accepting and including all people in the community. We believe and acknowledge the importance of diversity and fostering an environment that will encourage people from different ethnic backgrounds, race, gender, gender identity and expression, sexual orientation, age, socioeconomic status, religious affiliation, and national origin to thrive in Weston. We believe in inclusion and vouch to be intentional in our efforts to create a community that encourages contributions of all people while ensuring that these beliefs are ingrained in the fabric of everyday practices and priorities.

We believe in the significance of embracing equity and implementing policies and procedures that will mitigate discrimination and develop a unified vision for the future of our community.

In order to support these beliefs, The Town of Weston commits to the following:

- Provide training in equity and inclusion for elected officials, town employees and neighbors;
- Ensure diversity is a key pillar in hiring of all town employees;
- Support the systemic implementation of policies and procedures that will prioritize, promote and cultivate diversity and inclusion in Weston Public Schools;
- Increase recruitment and retention measures that are transparent and seek to draw talent of diverse candidates;
- Proactively support equity initiatives that increase community engagement and represent all town residents; and
- Ensure policing protocols and policies are updated, representative of all town residents, and enforced fairly.

Equity and

2022 Training Budget Requirements

1st Quarter 2022

Service	Cost/Each	Anticipated Sessions Needed	Total Cost	Program Schedule	Funding Source
2-Hour Training Session (Elected Officials)	\$2,500	2	\$5,000	Feb. and March	WEF
2-Hour Facilitated Discussion (Residents)	\$2,500	2	\$5,000	Feb. and March	BOS Request
Total			\$10,000		

2022 Training Budget Requirements

2 nd Quarter 2022					
Service	Cost/Each	Anticipated Sessions Needed	Total Cost	Program Schedule	Funding Source
4 Half-Day Training Session (Department Heads)	\$4,000	4	\$16,000	April	OPEN
Half-Day Training Session (Staff)	\$4,000	2	\$ 8,000	May/June	OPEN
Speaker Led Event	\$500	1	\$ 500	June	OPEN
Total Q2			\$24,500		

2022 Training Budget Requirements

3 rd Quarter 2022					
Service	Cost/Each	Anticipated Sessions Needed	Total Cost	Program Schedule	Funding Source
Speaker Led Event	\$500	1	\$500	July	OPEN
2-Hour Facilitated Discussion (Residents)	\$2,500	2	\$5,000	August/September	OPEN
Half-Day Training Session (Staff)	\$4,000	1	\$4,000	September	OPEN
Total			\$9,500		

2022 Training Budget Requirements

4 th Quarter 2022					
Service	Cost/Each	Anticipated Sessions Needed	Total Cost	Program Schedule	Funding Source
2-Hour Facilitated Discussion (Residents)	\$2,500	1	\$2,500	October	OPEN
Half-Day Training Session (Staff)	\$4,000	1	\$4,000	November	OPEN
Speaker Led Event	\$500	1	\$500	November	OPEN
Total			\$7,000		OPEN

2022 Community Initiatives Budget Requirements

Full Year 2022			
Service	Total Cost	Program Schedule	Funding Source
Provide DEI Resources	\$1,000	Year round	OPEN
Town Meet and Greet Events	\$ 10,000	Year round	OPEN
Total	\$ 11,000		

2022 Weston DEI Onboarding Requirements

- Complete FOIA Training
- Complete Diversity Training- TBD
- Review and get familiarized with Committee's Mission, Vision and Strategic Objectives
- 1:1 orientation with Chairperson for Committee Updates
- Review list of meeting dates for the year
- Ensure access to Public Google Doc.
- Review List of Key partners to DEI
- Create email for use with Weston DEI Advisory committee only
- Sign Commitment Statement:
 - I commit to supporting the Mission and Vision of Weston's DEI Committee
 - I commit to attending at least 85% of planned meetings per predetermined schedule
 - I commit to supporting the committee by putting any projects and initiatives assigned into action
 - I commit to attending BOS meetings on a regular basis

Proposed DEI Marketing Strategy

Part of our mission is to UNITE the community through safe space engagement and education. We recommend creating a Facebook page dedicated to Weston DEI, allowing the Town to proactively and regularly share content with Neighbors and beyond.

- Pages are places where organizations and nonprofits can connect with their stakeholders or community.
- Facebook likes/follow = updates from that Page in their News Feed.
- A content calendar will be created to plot the posts that will be shared; comments can be on or off.
- Allows Neighbors a chance to interact with Weston DEI by messaging with questions, comments, feedback etc.
- Provides a feedback loop outside of BOS meetings in a more casual setting.

Goals of DEI Awareness

Connection
for
Neighbors

Means to
Share
Resources

Tool to
Reach
outside of
Weston

Platform to
Communicate
Events

Weston DEI Committee 2022 Initiatives at a Glance

Neighborhood Awareness

- ✓ Town site Diversity statement
- ✓ Diversity based events:
 - Social
 - Training
 - Facilitated and speaker led
- ✓ Provide resources for neighbors about diversity

Weston Policing

- ✓ Quarterly Events:
 - Meet and greets
 - Trust building events
 - Facilitated discussion
 - Foster partner with minority organizations
- ✓ Improve DEI training and policies, including but not limited to:
 - Dispatch training
 - Develop recruitment and retention measures
 - Police Department site diversity statement, recruiting video and DEI section
- ✓ Develop youth police recruits
- ✓ Civilian Review Board

Town Staff & Officials

- ✓ Develop/improve DEI policies, including but not limited to:
 - Recruitment and retention measures
 - Mandatory DEI training for boards and commissions and committees
- ✓ Partner with minority organizations
- ✓ Develop programs for outreach and engagement
- ✓ Facilitate workshops to talk about Diversity
- ✓ Provide resources for neighbors about diversity
- ✓ Liaison with town initiatives that can support DEI initiative. ie: marketing, WEF

Supplier Diversity

- ✓ Identify town suppliers and review diverse suppliers
- ✓ Develop Supplier Diversity goals for the town based on analysis
- ✓ Recommend minority owned vendors based on town needs

Fundraising

- ✓ Propose DEI budget needs for Weston
- ✓ Identify Funding opportunities

Request Quarterly Cadence with Board of Selectmen to Review Initiatives

QUESTIONS?

Appendix

2022 Weston DEI Committee

Training for community members around Anti – Racism and Bias

For Town Residents:

KJR Consulting (KJR) has been engaged to provide consulting and training services to support the Town of Weston's (TOW) town-wide diversity, equity, and inclusion (DEI) initiative. TOW has recognized the need to reexamine its fundamental perspectives and practices in order to create a more welcoming and inclusive community for all. The following outlines our recommendations and proposed scope of work to help advance DEI within the Town. This initiative will support TOW's elected officials, managers, staff, and residents by providing audience-specific learning opportunities and guiding crucial conversations around race and equity among various stakeholder groups.

About KJR Consulting

KJR Consulting helps leaders and teams Get Enthused about working together more effectively and gives them the tools they need to Make it Happen! KJR is a boutique firm based in Framingham, MA, that offers five distinct services that can be leveraged to help the Town of Weston achieve its town-wide DEI objectives.

Training for Residents

In order to foster a truly diverse and inclusive community, Town residents must be given an opportunity to engage in meaningful dialogue around DEI topics with Town officials and each other. KJR recommends 4-5, two-hour community conversations be facilitated on a variety of relevant topics such as the current state of DEI in our community, schools, and healthcare. Attendees will be given an opportunity to share their individual experiences and perspectives while putting forth their ideas for advancing DEI within the Town of Weston.

2022 Weston DEI Advisory Committee

Offer Training for community members around Anti – Racism and Bias

For Town Officials:

As the highest level of leadership within the Town, elected officials must set the tone, lead by example, and create a culture of accountability for diversity, equity, and inclusion to succeed. KJR recommends 2, two-hour training sessions be delivered to elected officials to set the foundation for this work.

- **Session 1: Inclusive Leadership** – This session explores the critical role leaders play in supporting and advancing DEI. Using the six traits of inclusive leaders, participants in this workshop will develop their commitment to diversity and inclusion, courage to challenge attitudes and practices that yield uniformity, curiosity for openness to different ideals, and ability to foster collaboration.
- **Session 2: Managing Unconscious Bias** – This session explores bias's hidden influence on our thoughts, perceptions, interactions, and decisions. Often operating outside our awareness, bias can impact every aspect of a business from recruiting staff, leadership effectiveness, communication, and customer service. Participants will develop skills for recognizing unconscious biases when they appear and learn to apply strategies for intentionally managing them more effectively

2022 Weston DEI Advisory Committee

Offer Training for community members around Anti – Racism and Bias

For Town Staff:

While elected officials and department heads are responsible for setting the tone and incorporating equity into town policies and practices, frontline staff are responsible for infusing diversity, equity, and inclusion into their day-to-day interactions with each other and town residents. KJR recommends **1, half-day training session** be delivered to all staff to help them understand the importance of DEI and how to mitigate the negative effects of bias on their service interactions. We recommend the following session be delivered multiple times to staff cohorts of +/- 30 participants.

- **Session 1: Diversity & Inclusion Awareness** – This session explores the foundational principles of diversity, equity, and inclusion. Participants will develop a common language and understanding of key terms, discover the business case for why practicing DEI is essential for any organization, and develop skills for engaging in healthy discussion of DEI topics. They will also explore bias's hidden influence on our thoughts, perceptions, interactions, and decisions and discover tools for managing bias more effectively.

2022 Weston DEI Committee Strategy Review

Develop Training that are required for all who are elected officials and appointed board members. Should be engaged during onboarding process, similar to FOIA training.

For Town Staff and Town Officials

Engage National Coalition Building Institute (NCBI)Train the Trainer Program

The National Coalition Building Institute is an international leadership organization that provides training in diversity, equity, and inclusion (DEI) in community organizations, K-12 schools, college and university campuses, corporations and law enforcement.

The work of NCBI —its mission, its workshops and trainings, its network of resource teams, and its contribution to long-lasting institutional and social change —is guided by several core principles and key insights. These principles and insights provide a useful overview.

Train-the-Trainer Program

Two senior NCBI leaders return to the organization to lead a three-day Train-the-Trainer program for 25-35 staff members from different department/offices. In the Train-the-Trainer program, the participants are trained to replicate two NCBI models:

- a) The NCBI Welcoming Diversity, Equity, Inclusion One-day workshop
- b) The NCBI Controversial Issues Process

2022 Weston DEI Committee Strategy Review

Provide Resources for neighbors about diversity - HOW

While we can provide resources without limit, the method by which it is shared greatly impacts the effectiveness of providing them. It is the recommendation of the Committee that we diversify the way in which DEI-related information and resources are disseminated to the Town and Neighbors.

Objectives

- Ensure our Neighbors see and feel an active presence of the DEI efforts in Weston.
- Market key DEI-related events more effectively to increase participation.
- Share resources for education and immersion into topics related to DEI.
- Position Weston as a town genuinely committed to DEI beyond our own Neighbors for those researching towns in CT as a potential future hometown.

Recommendation

While we can make use of the Weston town website and the paper amongst other platforms, it is our recommendation that we create a Facebook page dedicated to Weston DEI. This will allow the Town to post content on a regular basis in a way that is controlled but also effective.

Pages are places where organizations and nonprofits can connect with their stakeholders or community. When someone on Facebook likes or follows a Page, they will see updates from that Page in their News Feed. All content will be pre-approved, the ability for comments can be turned on or off while also allowing Neighbors a chance to interact with Weston DEI by messaging with questions, comments, feedback etc. This provides a feedback loop outside of BOS meetings in a more casual setting.

13. Adjournment: I move to adjourn