

**Board of Selectmen
Regular Meeting Agenda
July 7, 2022 at 7:30 pm
Meeting held via Zoom**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84087124690?pwd=K9uc0pslJ8OJbikY2JzYMsYpbYdDmo.1>

Join by Phone: 646-558-8656

Webinar ID: 840 8712 4690

Passcode: 088516

1. Call to order
2. Pledge of Allegiance
3. Discussion to contract with a company to perform the 2023 real estate revaluation
4. Appointment of Karen Bennet and Anne Mastroianni as Interim Library Directors
5. Discussion/Decision to revise Administrative Floater job description
6. Discussion/Decision to hire a Records Coordinator
7. Acknowledgment of resignation of Taffy Miller from the Board of Education
8. Reappointment to the following Boards and Commissions:
 - A) Paul Levin to the Commission for the Arts for a term expiring June 30, 2024
 - B) Gretchen Wright to the Commission for the Arts for a term expiring June 30, 2024
 - C) Sally Eiler to the Commission for the Arts for a term expiring June 30, 2024
 - D) Ryan Gussen to the Beautification Commission for a term expiring June 30, 2026
 - E) David Coprio to the Building Committee for a term expiring June 30, 2024
 - F) Joseph Stromwall to the Building Committee for a term expiring June 30, 2024
 - G) Edmond Warchick to the Building Committee for a term expiring June 30, 2024
 - H) Gillann Blunski to the Diversity, Equity, and Inclusion Advisory Committee for a term expiring June 30, 2024
 - I) Denise Massingale-Lamb to Diversity, Equity, and Inclusion Advisory Committee for a term expiring June 30, 2024
 - J) Vanessa Richards to the Diversity, Equity, and Inclusion Advisory Committee for a term expiring June 30, 2024
 - K) William Weiss to the Board of Ethics for a term to expire June 30, 2024
9. Discussion/Decision to Appoint Melissa Conner to the Diversity, Equity, and Inclusion Advisory Committee for a term expiring June 30, 2024
10. Discussion/Decision to Appoint Matt Browner-Hamlin as an alternate on the Sustainable Weston Committee for a term expiring December 31, 2022
11. Executive session to discuss pending litigation
12. Adjournment

DRAFT Motions for the 7/7/22 BOS Regular Meeting

- 1. Call to order: No motion**
- 2. Pledge of Allegiance: No motion**
- 3. Discussion to contract with a company to perform the 2023 real estate revaluation: No motion**



Jonathan Luiz <jluiz@westonct.gov>

RE: Weston Property Transfers

1 message

DENISE HAMES <dhames@westonct.gov>
To: Jonathan Luiz <jluiz@westonct.gov>
Cc: Samantha Nestor <snestor@westonct.gov>

Wed, Jun 22, 2022 at 2:16 PM

See attached

From: Jonathan Luiz [mailto:jluiz@westonct.gov]
Sent: Wednesday, June 22, 2022 1:38 PM
To: DENISE HAMES
Cc: Samantha Nestor
Subject: Re: Weston Property Transfers

Thanks, Denise.

Please create a column H that indicates the percentage difference in reval full market value vs actual sale price. Then, please re-send.

Thanks,
Jonathan

On Wed, Jun 22, 2022 at 1:26 PM DENISE HAMES <dhames@westonct.gov> wrote:

See attached

Denise L Hames CCMA II
Town of Weston Assessor
PO Box 1007
Weston CT 06883
(203)222-2607
dhames@westonct.gov

From: Jonathan Luiz [mailto:jluiz@westonct.gov]
Sent: Friday, June 17, 2022 11:29 AM

To: Denise Hames
Cc: Samantha Nestor
Subject: Fwd: Weston Property Transfers

Hi Denise,

As a follow-up to last night's BOS meeting, I ask that you please do the following:

Create a report similar to the attached that covers Weston sales that occurred during the period of October 2018 through December 2018.

Thank you.

Sincerely,

Jonathan

--
Sincerely,
Jonathan Luiz
Weston Town Administrator

 **REVALUATION SALES 10-2018-12-2018.xlsx**
19K

LOCATION	RECORDING DATE	SALES PRICE	"VALID" SALE?	2018 ASSESSMENT	2018 MARKET VALUE	DIFFERENCE (SALE-MKT VALUE)	SALES PRICE VS 2018 MARKET VALUE
10 NOVEMBER TRAIL	10/1/2018	\$ 735,000	Yes	\$ 494,010	\$ 705,725	\$ 29,275	0.041
99 NORFIELD ROAD	10/1/2018	\$ 1,575,000	Yes	\$ 1,063,050	\$ 1,518,642	\$ 56,358	0.037
184 LYON PLAINS ROAD	10/5/2018	\$ 675,000	Yes	\$ 481,780	\$ 688,259	\$ (13,259)	-0.019
87 GOODHILL ROAD	10/9/2018	\$ 931,700	Yes	\$ 647,020	\$ 924,313	\$ 7,387	0.008
11 STEEPHILL ROAD	10/15/2018	\$ 775,000	Yes	\$ 544,610	\$ 778,015	\$ (3,015)	-0.004
264 GEORGETOWN ROAD	10/15/2018		No - 1/2 INTEREST				
31 HIDDEN SPRING DRIVE	10/17/2018		No - INTER CORP				
11 LAUREL RIDGE LANE	10/17/2018	\$ 650,000	Yes	\$ 401,740	\$ 573,920	\$ 76,080	0.133
17 SLUMBER CORNERS	10/19/2018		No - QUIT CLAIM				
401 NEWTOWN TPKE	10/29/2018	\$ 380,000	Yes	\$ 260,620	\$ 372,314	\$ 7,686	0.021
288 GODFREY ROAD	10/31/2018	\$ 440,000	Yes	\$ 325,450	\$ 464,928	\$ (24,928)	-0.054
37 SLUMBER CORNERS	10/31/2018	\$ 612,500	Yes	\$ 421,360	\$ 601,938	\$ 10,562	0.018
76 OLD EASTON TPKE	11/1/2018	\$ 750,000	Yes	\$ 528,880	\$ 755,550	\$ (5,550)	-0.007
29 OLD EASTON TPKE	11/2/2018	\$ 640,000	Yes	\$ 448,410	\$ 640,585	\$ (585)	-0.001
7 SAUGATUCK RIVER ROAD	11/2/2018	\$ 2,001,500	Yes	\$ 1,375,270	\$ 1,964,675	\$ 36,825	0.019
2 HUCKLEBERRY LANE	11/6/2018	\$ 870,000	Yes	\$ 613,310	\$ 876,153	\$ (6,153)	-0.007
11 RIVERFIELD DRIVE	11/6/2018	\$ 1,200,000	Yes	\$ 796,080	\$ 1,137,263	\$ 62,737	0.055
12 BRIERBROOK LANE	11/7/2018	\$ 879,000	Yes	\$ 587,690	\$ 839,555	\$ 39,445	0.047
19 LANGNER LANE	11/7/2018		No - Estate Sale				
397 NEWTOWN TPKE	11/13/2018	\$ 235,000	Yes	\$ 185,660	\$ 265,231	\$ (30,231)	-0.114
58 WELLS HILL ROAD	11/15/2018	\$ 850,000	Yes	\$ 569,620	\$ 813,745	\$ 36,255	0.045
20 LEDGEWOOD DRIVE	11/15/2018	\$ 537,826	Yes	\$ 373,340	\$ 533,343	\$ 4,483	0.008
9 HUCKLEBERRY LANE	11/16/2018	\$ 1,100,000	Yes	\$ 783,360	\$ 1,119,083	\$ (19,083)	-0.017
47 GODFREY ROAD	11/19/2018		No - Forclosures				
28 TREADWELL LANE	11/20/2018	\$ 654,321	Yes	\$ 482,590	\$ 689,409	\$ (35,088)	-0.051
58 WESTON WOODS WAY	11/21/2018		No - LAND SPLIT				
16 NORTH AVENUE	11/27/2018	\$ 703,210	Yes	\$ 459,810	\$ 656,865	\$ 46,345	0.071
24 OLD EASTON TPKE	12/3/2018	\$ 850,000	Yes	\$ 572,480	\$ 817,826	\$ 32,174	0.039
82 STEEPHILL ROAD	12/3/2018	\$ 549,000	Yes	\$ 384,570	\$ 549,383	\$ (383)	-0.001
54 TANNERY LANE SOUTH	12/4/2018	\$ 624,500	Yes	\$ 419,990	\$ 599,986	\$ 24,514	0.041
2 CONNERS LANE	12/5/2018	\$ 1,550,000	Yes	\$ 1,098,600	\$ 1,569,423	\$ (19,423)	-0.012
65 LEDGEWOOD DRIVE	12/7/2018		No - Forclosures				
88 ELEVEN OGLOCK ROAD	12/7/2018	\$ 565,000	Yes	\$ 345,000	\$ 492,852	\$ 72,148	0.146
13 LILAC LANE	12/10/2018	\$ 1,348,500	Yes	\$ 970,950	\$ 1,387,077	\$ (38,577)	-0.028
1 WINSLOW ROAD	12/11/2018	\$ 750,000	Yes	\$ 592,910	\$ 847,009	\$ (97,009)	-0.115
18 SPRUCE HILL ROAD	12/14/2018	\$ 235,000	Yes	\$ 230,710	\$ 329,579	\$ (94,579)	-0.287
32 OLD REDDING ROAD	12/17/2018		No - Forclosures				
76 GEORGETOWN ROAD	12/17/2018	\$ 603,115	Yes	\$ 352,590	\$ 503,702	\$ 99,413	0.197
162 LYONS PLAIN ROAD	12/19/2018	\$ 1,250,000	Yes	\$ 979,730	\$ 1,399,618	\$ (149,618)	-0.107
35 INDIAN VALLEY ROAD	12/21/2018		No - DONATION				
40 LAUREL LAKE EAST	12/26/2018	\$ 830,000	Yes	\$ 567,850	\$ 811,219	\$ 18,781	0.023
110 KETTLE CREEK ROAD	12/26/2018	\$ 800,000	Yes	\$ 685,860	\$ 979,804	\$ (179,804)	-0.184
87 LORDS HIGHWAY	12/27/2018	\$ 1,070,000	Yes	\$ 702,810	\$ 1,004,008	\$ 65,992	0.066
6 TOWER ROAD	12/28/2018	\$ 655,000	Yes	\$ 441,200	\$ 630,279	\$ 24,721	0.039
35 KETTLE CREEK ROAD	12/28/2018	\$ 28,875,172	No - Forclosures	\$ 20,188,910	\$ 28,841,276	\$ 33,896	
SUMMARY:							
36 VALID SALES							
17 SALES BELOW MV							
19 SALES ABOVE MV							
SALES IN COMPARISON TO MARKET VALUE FROM OCTOBER 2018 TO DECEMBER 2018 RECENT 2018 REVALUATION WAS .0011%							
THIS DATA IN THIS DOCUMENT WAS PROVIDED BY WESTON ASSESSOR DENISE HAMES							

4. Appointment of Karen Bennet and Anne Mastroianni as Interim Library Directors: **I move to appoint Karen Bennett and Ann Mastroianni as co interim library directors.**

MEMORANDUM OF UNDERSTANDING

The Town of Weston, CT (the “Town”) and the Weston Town Hall Employees Union Local 866 Council #4 American Federal of State, County and Municipal Employees, AFL-CIO, (the “Union”) on behalf of itself and its individual bargaining unit members, hereby agree to this Memorandum of Understanding which sets forth certain matters regarding the Collective Bargaining Agreement (the “CBA”) covering the period of July 1, 2021 through June 30, 2025 as ratified between the Town and the Union.

WHEREAS, the non-bargaining unit Library Director position will be vacant effective July 9, 2022 and the Town desires to employ temporary co-interim Library Directors until a permanent replacement can be hired;

WHEREAS, the Weston Library Board has recommended that the Town hire the Union’s bargaining unit members Anne Mastroianni (“Mastroianni”) and Karen Bennett (“Bennett”) as temporarily co-Interim Library Directors;

WHEREAS, Mastroianni and Bennett have each expressed a desire to temporarily work for the Town as co-Interim Library Directors and to complete the essential functions of the Library Director position, set forth in the job description attached hereto as Exhibit A;

WHEREAS, Mastroianni and Bennett’s work as Co-Interim Library Directors would create a temporary need for the Town to temporarily hire two part-time Library Assistants to help run the Library Circulation Desk;

NOW THEREFORE, in consideration of the mutual promises herein contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Town and Union agree as follows:

1. Effective July 9th 2022, Mastroianni and Bennett shall work approximately fifteen (15) hours per week as Interim Library Directors and twenty-two and a half (22.5) hours per week in their respective bargaining unit-positions.
2. Mastroianni and Bennett will continue to be subject to all terms and conditions of employment specified in the CBA when performing bargaining unit work.
3. During the hours worked as Interim Library Director and only for those hours, Mastroianni and Bennett will earn an hourly rate of \$51.93. During the hours worked in their permanent roles, Mastroianni and Bennett will continue to earn their hourly rate pursuant to the CBA.
4. For so long as Mastroianni and Bennett work as temporary Interim Library Directors, their bi-weekly timesheets must be approved and initialed by the Town Administrator.
5. For so long as Mastroianni and Bennett work part-time as Interim Library Director, overtime rates for which Mastroianni or Bennett may be eligible for shall be paid during overtime hours at a rate not less than one and one-half times

the hourly non-overtime rate established for the position worked during the overtime hours.

6. For so long as Mastroianni and Bennett work part-time as Interim Library Director, the Town may employ two part-time non-bargaining unit employees to work as a Library Assistant for no more than thirteen (13) hours per week each.
7. This MOU shall expire immediately upon the Town hiring a full-time Interim Library Director or permanent Library Director.
8. This Agreement will continue in effect until terminated by either party by with fifteen (15) days written notice to the other.
9. If this MOU does not terminate or expire before November 1, 2022, the Town and Union shall revisit the terms set forth in this Memorandum of Understanding (“MOU”) and determine whether to terminate or extend the temporary work arrangement at that time.
10. This MOU shall not be deemed to constitute any past practice, any prohibited, unlawful or unfair practice, any prohibited, unlawful or unfair conduct of any kind, or a failure to bargain with respect to any current or future bargaining unit employee or otherwise prejudice the parties in any way. Furthermore, this Agreement shall not be used in any discussions, negotiations, actions, or other proceedings, other than to enforce this Agreement.

TOWN OF WESTON

WESTON TOWN HALL
EMPLOYEES UNION

Jonathan Luiz
Town Administrator

Date

Mark Harper
Union President

Date

Karen Bennett

Date

Anne Mastroianni

Date

5. Discussion/Decision to revise Administrative Floater job description: **I move to revise the Administrative Floater job description as amended.**

TOWN OF WESTON

ADMINISTRATIVE FLOATER

Position Purpose:

The purposes of this position are to support and provide back up to administrative positions in the following offices: First Selectman, Finance, Town Clerk and Tax Collector. The work involves attention to details to maintain accurate records, answer customer inquiries and refer questions or issues to appropriate people, ~~serves as the FOI Officer and Purchasing Agent.~~

Supervision:

Supervision Scope: Performs a wide variety of routine, technical and administrative responsibilities requiring knowledge of local and state laws related to records management and standard operation procedures in the above mentioned offices.

Supervision Received: Works under the direction of the Town Administrator and the specific Department Head for any given assignment.

Supervision Given: None.

Job Environment:

Administrative and technical work is performed in a moderately noisy office with regular interruptions during the day from the general public at a counter, and sometimes to deal with citizens' issues and problems; may be required to work in a vault.

Requires the operation of telephones, computers, copiers, facsimile machines, and other standard office equipment such as map copier, postage equipment, and cash register.

Makes constant and periodic contact with other municipal departments, state agencies, contractors, vendors, elected officials and the general public; communication is frequently in person, by telephone, mail, fax, and occasionally e-mail and in writing.

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

Has access to confidential information.

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.)

- Perform administrative duties in the offices of the Selectman, Town Clerk and Tax Collector, as needed. Typical tasks include answering calls, responding to mail or serving the public over a counter; making appointments; taking messages; entering data into appropriate data bases; receiving, recording and forwarding fees; assisting the public with accessing information on Town computers; making copies of documents and maps; scanning documents; filing; maintaining files in vaults and organizing materials for when permanent staff members return to duty.
- ~~Acts as the Town's Freedom of Information Officer, explaining the process and expediting requests from the public for copies of public records.~~
- ~~Acts as the Town's Purchasing Agent, placing several orders a week. Special projects require additional resources of time and attention. Works within established dollar approval limits. Approves relevant invoices.~~
- Assists the Selectman's Administrative Assistant and/or the Town Clerk, as needed.
- Assist the Tax Collector by handling collections at office counter and through mail.
- Receive tax payments
- Organizes "Shred Day", maintains Town Hall vacation board, maintains office closing call list.
- Assist Finance Department with clerical duties.
- Comply with OSHA

Other Functions:

- Assists departments, offices or staff as needed to promote a team effort to serve the public.
- Performs similar or related work as required, directed or as situation dictates.
- Participate in training and development.

Minimum Required Qualifications:

Education, Training and Experience:

Recommended qualifications required would generally be acquired with a High School diploma or GED, two to three (2-3) years of business, accounting or municipal experience, real estate or banking experience, paralegal experience, customer service and computer experience desired; or any equivalent combination of education, work experience and training. Town Hall experience preferred.

Special Requirements:

Knowledge, Ability and Skill:

Knowledge: Good knowledge of excellent office administrative practices and how to efficiently and accurately use word processing, spreadsheets, database, electronic mail, and information technology to provide for the effective records maintenance; have or obtain thorough knowledge of and the ability to interpret State laws and knowledge of practices and techniques and technology utilized in public records management;

Ability: Ability to utilize data processing applications as they relate to the functions of the various Town offices; ability to prioritize assignments to meet established deadlines and deal with diverse details; ability to deal effectively with the public, Town and State officials and staff; ability to prepare reports; ability to handle details and arithmetic calculations; ability to work independently.

Skill: Excellent verbal and written communication skills; aptitude for working with paperwork and details; skill in using the above mentioned office equipment; skills associated with dealing with public and maintaining effective working relationships with various groups; skills associated with handling numerous projects at one time.

Physical and Mental Requirements:

Work Environment

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

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-Moving from sitting to standing at counter		X		
Other-Describe				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 30 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.)

FINAL APPROVAL DATE September 20, 2007

6. Discussion/Decision to hire a Records Coordinator: **I move to hire Felippo Scandizzo as Records Coordinator effective immediately.**

Municipal Job Openings

Application

- [Application for Employment](#)

Applications may also be obtained from Weston Town Hall, 56 Norfield Rd., Weston, CT 06883.

Current Opportunities:

Records Coordinator

The Town of Weston is accepting applications for the position of Records Coordinator. This is a nineteen hour per week position with an hourly rate of \$35.00. The job does not provide benefits. This job will be in existence as long as the volume of freedom of information requests justifies it.

- [Click here to see the Records Coordinator Job Posting](#)
- [Click here to see the Records Coordinator Job Description](#)

Applicants must submit a cover letter, resume and completed application to Town Administrator Jonathan Luiz electronically to jl Luiz@westonct.gov. Applications will be accepted until the position is filled. It is anticipated that the first review of applications will take place at Noon on Friday, June 24, 2022, and that interviews will be scheduled shortly thereafter.

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



Incorporated 1787

JOB OPPORTUNITY: RECORDS COORDINATOR

The Town of Weston is accepting applications for the position of Records Coordinator. This is a nineteen hour per week position with an hourly rate of \$35.00. The job does not provide benefits.

This job will be in existence as long as the volume of freedom of information requests justifies it.

The purpose of this position is to help ensure that the Town of Weston (“Town”) responds to public records requests in accordance with the Connecticut Freedom of Information Act (“FOIA”). The individual will, amongst other related duties: (1) work with employees of the Town and other public agencies to accumulate and organize responsive public records consistent with the FOIA; (2) analyze whether any of such responsive public records are exempt from disclosure under the FOIA; (3) communicate with requesting parties; (4) testify, if necessary, before a Freedom of Information Commission (FOIC) Hearing Officer; and (5) assist in the development of procedures for the Town to efficiently respond to such requests.

The minimum qualifications required would generally be acquired with a bachelor’s degree and at least five years of relevant experience.

A valid state driver’s license is required.

A complete job description and a job application are both available on the Town of Weston website at <https://www.westonct.gov/about-us/town-hall/municipal-job-openings>

Applicants must submit a cover letter, resume and completed application to Town Administrator Jonathan Luiz electronically to jluiz@westonct.gov

Applications will be accepted until the position is filled. It is anticipated that the first review of applications will take place at Noon on Friday, June 24, 2022, and that interviews will be scheduled shortly thereafter.

Questions about the position should be directed to Mr. Luiz at jluiz@westonct.gov

The Town of Weston is an Equal Opportunity Employer.

TOWN OF WESTON RECORDS COORDINATOR

Position Purpose:

The purpose of this position is to help ensure that the Town of Weston (“Town”) responds to public records requests in accordance with the Connecticut Freedom of Information Act (“FOIA”). The individual will, amongst other related duties: (1) work with employees of the Town and other public agencies to accumulate and organize responsive public records consistent with the FOIA; (2) analyze whether any of such responsive public records are exempt from disclosure under the FOIA; (3) communicate with requesting parties; (4) testify, if necessary, before a Freedom of Information Commission (FOIC) Hearing Officer; and (5) assist in the development of procedures for the Town to efficiently respond to such requests.

Supervision:

Supervision Received: Works under the direction of the Town Administrator.

Supervision Given: None.

Job Environment:

Requires the operation of telephones, computers, and other standard office equipment. Requires familiarity and competence with [email service provider and software used for Town accounts]. Knowledge of the FOIA or a willingness to learn about the FOIA is also required.

Makes frequent contact with municipal employees, municipal officials, and state officials. Also, communicates with members of the public. Communication is frequently by telephone, fax, and email. Has access to extensive confidential information.

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.)

- Receives, acknowledges and responds to requests for public records;
- Coordinates the Town’s response to public records requests;
- Assists employees and officials with the search and compilation of existing public records;
- Analyzes responsive records and identifies exemptions to public records disclosure (e.g., attorney-client privileged documents) under the FOIA;

- Keeps track of the progress made by employees and officials with respect to responding to public records requests;
- Compiles responsive public records;
- Tracks requests for public records;
- Testifies before the State of Connecticut Freedom of Information Commission Hearing Officers, as necessary;
- Consults with the Town Attorney and town staff as to whether or not existing public records may be privileged and/or not subject to disclosure under the Freedom of Information Act; and
- Transmits responsive public records to requestors; and
- Assist the Board of Selectmen to develop internal procedures for the Town to efficiently respond to such requests.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a bachelor's degree and at least five years of relevant experience. J.D. or paralegal certificate preferred.

Special Requirements: None.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of word processing and electronic mail. Basic knowledge of spreadsheets and searching for documents located on the Google Drive and a server. Familiarity and competence with [email service provider and software used for Town accounts]. Preferred specific experience with the Connecticut FOIA. At a minimum, general knowledge of the FOIA and a willingness to learn how the FOIA applies to municipalities.

Ability: Ability to follow instructions accurately and in a timely fashion; ability to search for emails and other electronic documents in an accurate fashion; ability to explain to others how to search email and servers for documents; ability to establish and maintain effective working relationships with town staff and official; ability to differentiate differences between public and confidential information and maintain appropriate discretion; ability to manage multiple priorities; ability to plan and prioritize assignments to meet established deadlines. Ability to use discretion and good judgment; ability to maintain discretion and confidentiality; ability to research using a variety of resources; strong analytical abilities; ability to work with a variety of individuals and levels; good computer skills. Ability to deal effectively with difficult people.

Skill: Excellent verbal and written communication; aptitude for working well with volunteers 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 40 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.)

APPROVED BY THE BOARD OF SELECTMEN ON FEBRUARY 3, 2022

Felippo J. Scandizzo

Dear Hiring Manager,

This letter is to apply for the Records Coordinator opening with the Town of Weston. After reading the listed roles and qualifications the Town of Weston are looking for, I believe my strong educational background combined with real work experience as a Legal Assistant and Case Manager, make me a great candidate for the Records Coordinator role and would be a valuable contribution to this office.

Currently, I am employed Part-time as a Legal Assistant with the Law Offices of Georgette Perimenis, located in Stamford, CT. This work experience should prove valuable, as I work closely with the Attorney in managing, organizing, filing and preparing legal documents to meet client deadlines. I also have experience problem solving to resolve some of the most complex housing issues in New York City. In my previous case management roles, I provided direct services to a caseload of 25-30 individuals and families facing housing crises and submitted applications to prevent homelessness. I was responsible for collaborating and maintaining relationships with several city agencies, and over a dozen non-profit organizations, including NYC housing court and LegalAid. I have trained new supervisory and director level staff in office policies and procedures. I monitored case work, approved service plans, and ensured compliance for each supervisee.

I am excited about the opportunity to hear back from the Town of Weston. After you have reviewed my resume, I would be happy to answer any questions that you have. Please call me at [redacted] to arrange an interview at your convenience so that we may discuss how my prior experiences can contribute to the opening. Thank you for your time and consideration.

Sincerely,

Felippo Scandizzo

Felippo J. Scandizzo

EDUCATION

St. John's University, Queens, NY

Bachelor of Science Degree Professional Studies/Sports Management.

May 2015

Discover the World Program Paris/Rome/Sevilla

August 2013 – December 2013

EXPERIENCE

Law Offices of Georgette Perimenis, Stamford, CT

Legal Assistant

January 2022-Present

- Prepared, reviewed and filed nonimmigrant and immigrant visa petitions to the United States Citizenship and Immigration Services ("USCIS") and to the Department of Labor.
- Managed assigned cases and worked closely with Attorney, as well as international and national clients to meet deadlines by preparing affidavits, drafting forms, and organizing legal documents and files.
- Assisted with initial client interviews to obtain relevant case data and aided with determination of case issues and development of necessary strategies.
- Responsible for preparing a wide range of immigration applications/petitions/benefits including: Permanent Residence, Adjustment of Status and Citizenship.
- Researched immigration and government regulations, case law and procedures to support client cases.
- Maintained and updated monthly reports and spreadsheets with sensitive information.

Bronxworks, Homebase Program, Bronx, NY

Senior Case Manager

September 2019-January 2022

- Perform work as a supervisor for eviction prevention case managers, each with a caseload of 25-30 clients facing housing crises. Monitor case work, approve service plans, and ensure compliance for each supervisee.
- Provide case management services to a case load of 25-30 high-risk clients, many of whom are direct referrals from the Human Resources Administration of New York City, Legal Aid Society, and other similar agencies.
- Conduct trainings for all staff members to understand and effectively work within New York City housing resources, rules, and regulations.
- Train new supervisory and director level staff in office policies and procedures.

Eviction Prevention Case Manager

May 2016-August 2019

- Managed a caseload of 25-30 clients, many with a history of street-homelessness, mental illness, and substance abuse.
- Developed and monitored progress towards service plan goals; documented all interactions with and/or on behalf of clients, maintained familiarity with program resources both on-site and off.
- Coordinated clients with other social services, mental health, medical, employment, education, childcare, and other providers.
- Court advocacy inclusive of appearing on client's behalf and assisting them navigate the housing court process.
- Inspect client apartments to screen for New York City property code violations and determine habitability.
- Advocated on behalf of clients to assure receipt of public benefits entitlements
- Developed and maintained case records that document services provided to clients in CARES

Mid-Fairfield Child Guidance Center, Norwalk, CT

August 2009 – September 2015

Therapeutic Counselor Extended Day Treatment Program / Intake Coordinator

- Provided direct day-to-day therapeutic support for 10+ children ages 5-13 with special needs.
- Developed and updated treatment plans for clients with treatment team including discharge planning.
- Coordinated transportation for clients and assisted with pickup/drop-off.
- Provided initial contact to clients and gathered patient information for bilingual clients.
- Trained and provided resources for parents on how to best work with their child.

SKILLS

Language: Bilingual English and Spanish

Technical: Proficient in Microsoft Office, Google Drive, Outlook365, Excel, PowerPoint, CARES, Crisis Intervention Technique (CTI), NYS Mandated Reporter Certified



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:
6/18/2022

Position:
Records Coordinator

PERSONAL INFORMATION

Last Name Scandizzo	First Name Felippo	Middle Name or Initial J		
Address Number	Street	City	State	Zip Code
Home Phone #:		Cell Phone #:		
Email Address:				
Best time of day to contact you: Mornings or midday				

AVAILABILITY

Check all that apply:

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

Workdays: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

TOWN OF WESTON EMPLOYMENT HISTORY

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

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

- Dates of prior Town employment:
- Position held at time of employment separation:
- Reason(s) for separation from Town employment:

EDUCATION HISTORY

Education Level Completed:

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

High School Information:

High School (name): **Brien McMahon High School**

City/State: **Norwalk, CT**

College Information (list all schools attended):

College attended (name): **St. John's University**

City/State: **Queens, NY**

Major(s): _____ Degree(s) earned: **1**

Bachelor of Science Degree Professional Studies/Sports Management

Graduate School Information (list all schools attended):

College attended (name): **N/A**

City/State:

Course of Study: _____ Degree(s) earned:

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

School/Program attended (name): **N/A**

City/State:

Course of Study:

Degree(s)/Certificate(s) earned:

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

EMPLOYMENT HISTORY

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

1. Employer (Name/City/State): Law Offices of Georgette Perimenis, Stamford, CT

Employer Phone #

Position/Job Title: Legal Assistant

Start Date: 01/23/22 End Date:

Full-Time Part-Time Per diem Number of hours worked per week: 12-15

Name & Job Title of Immediate Supervisor: Georgette Perimenis, Attorney.

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

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

Please refer to Resume

Reason for Leaving:

2. Employer (Name/City/State): Bronxworks, Homebase Program, Bronx, NY

Employer Phone #:

Position/Job Title: Senior Case Manager

Start Date: 5/2016 End Date: 1/2022

Full-Time Part-Time Per diem Number of hours worked per week: 40 +

Name & Job Title of Immediate Supervisor: Barbara Aybar, Supervisor.

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

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

Please refer to Resume

Reason for Leaving: Career advancement

SPECIALIZED SKILLS

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

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

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

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:

REQUIRED LICENSES, CERTIFICATIONS, OR OTHER QUALIFICATIONS

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

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

List all professional licenses/certifications currently held:
(Use additional sheets if you require additional space to complete your response.)

Type of License/Certification: _____ License/Cert. #: _____
Issued By: _____ Date Issued: _____ Expiration Date: _____

Type of License/Certification: _____ License/Cert. #: _____
Issued By: _____ Date Issued: _____ Expiration Date: _____

Type of License/Certification: _____ License/Cert. #: _____
Issued By: _____ Date Issued: _____ Expiration Date: _____

REFERENCES

Identify three professional references the Town may contact in connection with your employment application.

Name: Georgette Perimenis Title: Attorney
Business/Co. Name: Law Offices of Georgette Perimenis Telephone: _____
Address: 30 Glenbrook Rd, Suite 1a Stamford CT
Street City State
Relationship to you (e.g., co-worker, supervisor, etc.): Supervisor
How many years? 16
Are they still employed with the company/business? Yes No

Name: Barbara Aybar Title: Supervisor
Business/Co. Name: Bronxworks, Homebase Telephone: _____
Address: 1130 Grandconcourse Bronx NY
Street City State
Relationship to you (e.g., co-worker, supervisor, etc.): Supervisor
How many years? 4
Are they still employed with the company/business? Yes No

Name: Gabriela Carela Title: Senior Case Manager
Business/Co. Name: Bronxworks, Homebase Telephone: _____
Address: _____
Street City State
Relationship to you (e.g., co-worker, supervisor, etc.): Co-worker
How many years? 3
Are they still employed with the company/business? Yes No

TERMS AND AGREEMENTS

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

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

I agree to these terms. I do not agree to these terms.



Signature

6/18/2022

Date

7. Acknowledgment of resignation of Taffy Miller from the Board of Education: **No motion**



Jonathan Luiz <jluiz@westonct.gov>

Fwd: [EXTERNAL] Re: BoE

1 message

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

Wed, Jul 6, 2022 at 2:48 PM

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

Begin forwarded message:

From: Stephanie Miller <smiller@westonct.gov>
Date: July 1, 2022 at 4:52:34 AM EDT
To: Gayle Weinstein <gweinstein@westonct.gov>
Cc: "Beth[d]vice chair Gralnic" <bgralnic@westonct.gov>, Samantha Nestor <snestor@westonct.gov>
Subject: [EXTERNAL] Re: BoE

Good morning,

By this letter please be informed that I have resigned from the Board Of Ed as of July 1, with the exception that I will be participating in the meetings to provide the performance review of the superintendent as was part of my charge this recent year. Those meetings are to take place in the third week of July.

It's been a really tremendous experience serving the town, students and families of Weston. I will miss my colleagues! But I will continue to watch the BOE with great interest and will of course participate as a citizen in any way I can to support the good work that's to come.

Thanks all and warm wishes.

Stephanie (Taffy) Miller
Sent from my iPhone
(please excuse - and enjoy - any inappropriate auto corrections)

8. Reappointment to the following Boards and Commissions: **I move to reappoint...**

- A) Paul Levin to the Commission for the Arts for a term expiring June 30, 2024
- B) Gretchen Wright to the Commission for the Arts for a term expiring June 30, 2024
- C) Sally Eiler to the Commission for the Arts for a term expiring June 30, 2024
- D) Ryan Gussen to the Beautification Commission for a term expiring June 30, 2026
- E) David Coprio to the Building Committee for a term expiring June 30, 2024
- F) Joseph Stromwall to the Building Committee for a term expiring June 30, 2024
- G) Edmond Warchick to the Building Committee for a term expiring June 30, 2024
- H) Gillann Blunschli to the Diversity, Equity, and Inclusion Advisory Committee for a term expiring June 30, 2024
- I) Denise Massingale-Lamb to Diversity, Equity, & Inclusion Advisory Committee for a term expiring June 30, 2024
- J) Vanessa Richards to the Diversity, Equity, and Inclusion Advisory Committee for a term expiring June 30, 2024
- K) William Weiss to the Board of Ethics for a term to expire June 30, 2024

9. Discussion/Decision to appoint Melissa Conner to the Diversity, Equity, and Inclusion Advisory Committee for a term expiring June 30, 2024: **I move to appoint Melissa Conner to the Diversity, Equity, and Inclusion Advisory Committee for a term expiring June 30, 2024**

MELISSA DUREN CONNER

Phone: 203.513.0000

PROFESSIONAL EXPERIENCE

Jennifer Bett Communications

Partner, Managing Director

New York, NY
July 2014 - Present

One of the few BIPOC leaders in the PR space, Melissa Duren Conner joined Jennifer Bett Communications in 2014 as the agency's Partner and Managing Director. Since then, she has been instrumental in growing JBC into the premiere media relations agency for fast-growing, venture-backed startups in industries spanning fashion and beauty, health and wellness, food and beverage, consumer technology, social impact, home and more.

From the start, Melissa and JBC Founder Jennifer Bett Meyer have championed digitally-native, direct-to-consumer brands, female founders and a nontraditional approach to building household names out of today's most dynamic startups. Their vision to focus on deeper, more meaningful narratives, often set around founders, has propelled brands to the forefront of their competitive set.

Under Conner's leadership, the agency has produced successful campaigns for some of today's most buzzed-about brands including Bulletproof, Farmgirl Flowers, Grove Collaborative, Marie Kondo, Parachute and Recess.

Starting as a two-woman team, JBC is now a bi-coastal 30-person company and has made good on its initial vision to support women-run businesses, which comprise two-thirds of JBC's roster. Representing women-run brands that are collectively valued at nearly \$1 billion, they've also helped them raise more than \$500M in venture capital.

Communications Consultant

May 2013 - July 2014

- Provided full-service PR services for fashion, accessories, lifestyle and tech clients, and consulted with new-to-market brands, providing insight into all aspects of launch strategy and positioning

Joe Fresh

U.S. Public Relations Director

September 2012 - May 2013

- Spearheaded PR services throughout the U.S. launch of Joe Fresh, Canada's leading fashion retail chain

Theory

Senior PR Manager

October 2011 - September 2012

- Oversaw the press strategy of the core brand, in addition to the then-recently-launched Theyskens' Theory

Starworks Group

Senior Manager of Public Relations

July 2010 - October 2011

- Led INTERMIX's 10th anniversary, in addition to PR operations for Monique Lhuillier, Zimmermann and more

HL Group

Senior Manager

June 2008 - July 2010

- Guided PR services for TOMS, David Yurman and Sotheby's Diamonds

EDUCATION

Fordham University

B.S. in Business Administration, Marketing Concentration

Bronx, New York

Class of 2008

AWARDS & ACHIEVEMENTS

- Featured as a member of the Public Relations Society of America's 2017 15 Under 35 Awards, and named an honoree of Crain's 2021 Notable in Marketing and PR Awards
- Published op-eds in [Katie Couric Media](#) and [Motherly](#), and profiled in [Forbes](#) and [Entrepreneur](#)
- Serves as a frequent guest speaker at conferences, including Digiday, Shopify and Female Founder Collective

10. Discussion/Decision to Appoint Matt Browner-Hamlin as an alternate on the Sustainable Weston Committee: I move to appoint Matt Browner-Hamlin as an alternate on the Sustainable Weston Committee

On Wed, Jun 8, 2022 at 4:45 PM Matt Browner Hamlin
 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.

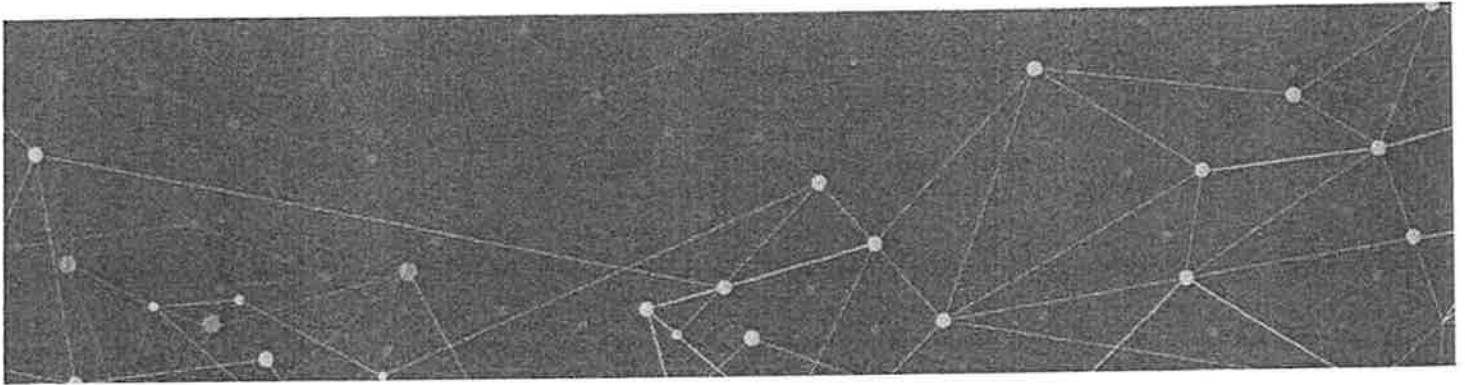
I've spent my professional career in the change-making space. Over the last decade, I've worked in climate - currently I serve as Greenpeace USA's National Campaigns Director. Prior to this, I served as Greenpeace International's Head of Strategy, Systems and Insights for seven years (with a stint as 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. Executive session to discuss pending litigation: I move to enter into executive session with the Town Administrator for the purpose of discussing pending litigation**

- 12. Adjournment: I move to adjourn**