

**Board of Selectmen  
Special Meeting Agenda  
August 4, 2022 at 6:30 pm  
Meeting held via Zoom**

**To join via internet:** <https://us02web.zoom.us/j/82617290093>

**To join via phone:** 646 931 3860

**Webinar ID:** 826 1729 0093

1. Call to order
2. Interview of Steve Ezzes for possible appointment to the Board of Education
3. Discussion/Decision to Reappoint Tom Failla as Tree Warden for a term expiring June 17, 2023
4. Discussion/Decision for a supplemental appropriation of \$16,000 for Library Director executive search services
5. Acceptance of Jane Hoeffner's resignation from the Children and Youth Commission effective June 10, 2022
6. Acceptance of Gillan Donovan's resignation from the Children and Youth Commission effective July 21, 2022
7. Acceptance of Emma Spaulding's resignation from the Children and Youth Commission effective July 20, 2022
8. Approval of Tax Refunds
9. Approval of Minutes from Board of Selectmen Meetings on the following dates: May 12 (Special), May 19 (Regular), May 25 (Special), May 26 (Special), June 1 (Special), June 2 (Special), June 16 (Special), June 16 (Regular), June 28 (Special), July 7 (Regular), July 14 (Special), July 14 (Special Tri-Board), July 22 (Special)
10. Adjournment

## **DRAFT MOTIONS FOR THE 8/4/2022 7 PM BOS SPECIAL MEETING**

- 1. Call to order: No Motion**
- 2. Interview of Steve Ezzes for possible appointment to the Board of Education: No Motion**
- 3. Discussion/Decision to Reappoint Tom Failla as Tree Warden for a term expiring June 17, 2023: I move to Reappoint Tom Failla as Tree Warden for a term expiring June 17, 2023**
- 4. Discussion/Decision for a supplemental appropriation of \$16,000 for Library Director executive search services: I move to authorize a supplemental appropriation of \$16,000 for Library Director executive search services**
- 5. Acceptance of Jane Hoeffner's resignation from the Children and Youth Commission effective June 10, 2022: I move to accept JaneHoeffner's resignation for the Children and Youth Commission effective June 10, 2022**
- 6. Acceptance of Gillan Donovan resignation from the Children and Youth Commission effective July 21, 2022: I move to accept Gillan Donovan's resignation from the Children and Youth Commission effective July 21, 2022**
- 7. Acceptance of Emma Spaulding's resignation from the Children and Youth Commission effective July 20, 2022: I move to accept Emma Spaulding's resignation from the Children and Youth Commission effective July 20, 2022**
- 8. Approval of Tax Refunds: I move to approve tax refunds totaling \$34,994.29, as presented.**
- 9. Approval of Minutes from Board of Selectmen Meetings on the following dates: May 12 (Special), May 19 (Regular), May 25 (Special), May 26 (Special), June 1 (Special), June 2 (Special), June 16 (Special), June 16 (Regular), June 28 (Special), July 7 (Regular), July 14 (Special), July 14 (Special Tri-Board), July 22 (Special): I move to approve minutes for the Board of Selectmen Meetings on the following dates as presented: May 12 (Special), May 19 (Regular), May 25 (Special), May 26 (Special), June 1 (Special), June 2 (Special), June 16 (Special), June 16 (Regular), June 28 (Special), July 7 (Regular), July 14 (Special), July 14 (Special Tri-Board), July 22 (Special)**
- 10. Adjournment: I move to adjourn**

# **DRAFT Motions for the 8/4/22 BOS Special Meeting**

- 1. Call to order: No Motion**
- 2. Interview of Steve Ezzes for possible appointment to the Board of Education: No Motion**

Board of Selectman  
Town of Weston  
Weston CT 06883

Samantha, Amy, and Martin:

Thank you for your consideration of my nomination to the Board of Education.

I have served on our Board of Finance for 10 years, currently the Vice Chairman and Chairman for the previous 8 years. Prior to moving to Weston, I served on Westport's Board of Finance for a decade: the last 8 years as Chairman. I view the opportunity to join the Board of Education as an extension of my knowledge of fiscal and educational planning developed over the last 20 years. Additionally, I served on Weston's Building Committee and Facilities Optimization Committee which will be additive as we determine the improvements to our educational facilities.

I bring to this next chapter of my public service a career in investment management. With an MBA from the University of California-Los Angeles I worked at Goldman Sachs in leveraged finance before joining Bass Investment Limited Partnership, an investment partnership with the Equitable Life Assurance Company. I served on the Board of Directors for a number of companies globally. Currently I am a member of Octant Partners, a merchant bank with offices in Westport.

Governor Lamont recently appointed me to the Connecticut Lottery Corporation. I am a member of the Executive Committee where I chair the Audit Committee.

I look forward to our meeting.

Best

Steve

244 Georgetown Road  
Westport, CT 06883

- 3. Discussion/Decision to Reappoint Tom Failla as Tree Warden for a term expiring June 17, 2023: I move to Reappoint Tom Failla as Tree Warden for a term expiring June 17, 2023**

4. Discussion/Decision for a supplemental appropriation of \$16,000 for Library Director executive search services: **I move to authorize a supplemental appropriation of \$16,000 for Library Director executive search services**

# Consultant Comparison

<b>WESTON PUBLIC LIBRARY</b>			7/26/2022
<b>Library Director Search</b>			
<b>Search Consultants</b>	<u><b>Helene Murtha Dooley, EdD</b></u>	<u><b>Alan Burger, Library Development Solutions</b></u>	<u><b>Karen Miller, Bradbury Miller</b></u>
<b>Description of Consultant Practice</b>	Independent Contractor; located in Scarsdale, NY and Southern CT State University, New Haven, CT	Primarily Northeast; located in NYC	National; located in Canton, OH; consultants in Ohio and Michigan
<b>Status</b>	Contract agreed; to be approved	Withdrew from consideration 7/14/22; accepted another time sensitive assignment	Withdrew from consideration 7/11/22; at capacity
<b>Proposal Cost (proposals received included here)</b>	\$14,000, with advertising estimate included * advertising estimated at \$1,500	\$19,000 plus advertising	\$25,000, including advertising
<b>Total Cost Requested to be Funded by Supplemental Appropriation</b>	<b>\$16,000</b> includes Search Consultant fee, advertising, and miscellaneous expenses of \$2,000		
<b>Search Consultant Information</b>	Additional information included with these materials; currently Assistant Professor, Southern CT State Univ., Information and Library Information Department; former Town Librarian (Director) Fairfield Public Library; extensive network/contacts within CT and region. Stellar references. <a href="https://www.linkedin.com/in/helene-murtha-dooley-55908254/">https://www.linkedin.com/in/helene-murtha-dooley-55908254/</a>	Alan and Leslie Burger <a href="https://librarydevelopment.com/">https://librarydevelopment.com/</a> <a href="https://librarydevelopment.com/our-team/">https://librarydevelopment.com/our-team/</a> <a href="https://librarydevelopment.com/our-clients/">https://librarydevelopment.com/our-clients/</a>	<a href="https://bradburymiller.com/">https://bradburymiller.com/</a> . <a href="https://bradburymiller.com/services/">https://bradburymiller.com/services/</a> . <a href="https://bradburymiller.com/why-use-us/">https://bradburymiller.com/why-use-us/</a>

## Proposed Advertising Expenses

<b>WESTON PUBLIC LIBRARY</b>			
<b>Director Search</b>			
<b>Potential Job Posting Opportunities</b>			
<b>From Helene Murtha Dooley; 7/19/2022</b>			
NELA - New England Library Association	<a href="https://nela.mcjobboard.net/jobs">https://nela.mcjobboard.net/jobs</a>	\$ -	
CLC - CT Library Consortium	<a href="https://www.ctlibrarians.org/page/jobs">https://www.ctlibrarians.org/page/jobs</a>	\$ 100.00	if non member library
ALA - American Library Association	<a href="https://joblist.ala.org/employer/pricing/?extre=1">https://joblist.ala.org/employer/pricing/?extre=1</a>	\$ 349.00	
Massachusetts Library Commission	<a href="https://mblc.state.ma.us/jobs/submit_jobs/index.php">https://mblc.state.ma.us/jobs/submit_jobs/index.php</a>	\$ -	
Westchester Library Association	<a href="https://www.westchesterlibraryassociation.org/jobs/">https://www.westchesterlibraryassociation.org/jobs/</a>	\$ -	Does not accept posts - chooses from ListSrvs
NYLA - NY Library Association	<a href="https://www.nyla.org/jobline/?menukey=career">https://www.nyla.org/jobline/?menukey=career</a>	\$ 45.00	
NJLA - New Jersey Library Association	<a href="#">NJLA Job Hotline Postings</a>	\$ 50.00	
LILRC - Long Island Library Resource Council	<a href="#">Long Island Library Resources Council - Jobline (lilrc.org)</a>	\$ -	
Library Journal	<a href="#">Library Journal Job Zone</a>	\$ 450.00	
APALA - Asian Pacific American Library Assoc	<a href="#">Post Librarian Job Openings - Asian Pacific American Librarians Association (careerwebsite.com)</a>	\$ 299.00	
Simmons College of Library & Info Jobline	<a href="#">COCIS Jobline : College of Organizational, Computational, and Information Sciences : Simmons University</a>	\$ -	
LibGig	<a href="#">Post a job - Information &amp; library jobs   careers   recruiting services (libgig.com)</a>	\$ 199.00	
Black Caucus ALA - CT links here as well	<a href="#">Login or Register to Post Jobs - Black Caucus of the American Library Association (bcala.org)</a>	\$ -	
METRO - Metropolitan NY Library Council	<a href="#">Post a Job Listing   Metropolitan New York Library Council</a>	\$ -	



## Proposed Advertising Expenses

<b>WESTON PUBLIC LIBRARY</b>			
<b>Director Search</b>			
<b>Potential Job Posting Opportunities</b>			
<b>From Helene Murtha Dooley; 7/19/2022</b>			
<b>Listserv</b>			
CONNTECH - CT State Library	<a href="https://libguides.ctstatelibrary.org/dld/community">https://libguides.ctstatelibrary.org/dld/community</a>	\$	-
NY State Library	<a href="https://www.nysl.nysed.gov/libdev/nyline.htm#Archives">https://www.nysl.nysed.gov/libdev/nyline.htm#Archives</a>	\$	-
<b>Email</b>			
<b>CTLibraryAdmins - CT Library Directors and Assistant Directors</b>	<a href="mailto:dawn.lavalle@ct.gov">dawn.lavalle@ct.gov</a>	\$	-
FLAG - Fairfield Library Admin Group	Colleen Bailie <cbailie@WESTHAVENLIBRARY.ORG>	\$	-
Cornucopia of RI	Ida McGhee <imcgee2003@yahoo.com>	\$	-
	<a href="mailto:cori@rilibraries.org">cori@rilibraries.org</a>		
Joint Council Librarians of Color (Umbrella for REFORMA, APALA, BCALA, CALA, AILA & supports LGBTQ!)	<a href="#">No Posting Place Avail - awaiting info</a>		
		\$	1,492.00

Helene R. Murtha Dooley, EdD  
18 Bronson Avenue  
Scarsdale, NY 10583  
[hcmd7@yahoo.com](mailto:hcmd7@yahoo.com)  
(914) 588-4742

June 30, 2022

Weston Public Library Board  
56 Norfield Road  
Weston, CT 06883

Proposal: Director Search Weston Public Library

Thank you for contacting me regarding the possibility of assisting the Weston Public Library Board in its search for a new Library Director.

Proposal Outline:

Market the Position

- Establish a search timeline with Board
- Assist Board to establish hiring salary range by review of local library executive employment market
- Design a draft job announcement for Board review
- Meet with Search Committee/Board, external stakeholders and staff as part of due diligence
- Post announcement to local and regional professional sites
- Develop a pool of candidates that meet the position criteria

Evaluate and Recommend Candidates

- Review potential candidate application/document submissions
- Conduct phone interviews with potential candidates, to confirm interest and qualifications
- Share all qualified candidate documents and interview notes with Board
- Meet with Search Committee/Board to identify semi-finalists for first round of interviews
- Help Board formulate interview questions

Coordinate Interview Process

- Facilitate logistics of semi-final and final interviews
- Check references of finalist candidates and report to Board (not a Background check)
- Communicate search status with candidates

Assist Board with Offer to Board Selected Candidate

This proposal covers a \$12,500 fee for my consulting services only. All additional expenses associated with the search (i.e. advertising, administrative and final candidate expenses) are the responsibility of Weston Public Library Board of Directors.

Thank you for the opportunity to submit this proposal for your consideration. My professional background information is also included for your review. Please feel free to contact me if you wish to further discuss.

Regards,



Helene R. Murtha Dooley, EdD  
18 Bronson Avenue  
Scarsdale, NY 10583  
[hrmd7@yahoo.com](mailto:hrmd7@yahoo.com)  
(914) 588-4742

**My Professional Background:**

I am currently an Assistant Professor in the Information and Library Information Department at Southern CT State University. My most recent work in the public library sector has been serving as the Town Librarian for Fairfield, CT. This entailed managing the downtown Main Library and Fairfield Woods Library Branch. Fairfield Public is a municipal library that serves a population of over 60,000. I worked closely with the Library Board and First Selectwoman overseeing library facilities, collection, services, employees and budget. Before leaving Fairfield, I had the opportunity to work on crafting the library system's [https://fairfieldpubliclibrary.org/wp-content/uploads/2021/12/FPL\\_Strategic\\_Plan\\_2021.pdf](https://fairfieldpubliclibrary.org/wp-content/uploads/2021/12/FPL_Strategic_Plan_2021.pdf). Prior to my directorship at Fairfield, I served as the Head of Children's Services at both Fairfield libraries. Preceding my time at Fairfield, I worked as a School Library Media Specialist in the Eastchester School District in Westchester NY for over 15 years. Before pursuing a career in education and librarianship I worked in finance for 13 years at JP Morgan, NY, NY. I hold a BS in Business Management from Fairfield University, an MLS from the Palmer School at Long Island University, NY and a Doctorate in Educational Administration from Dowling College, NY.



## Helene Murtha Dooley

Assistant Professor- School Library Media Program Coordinator

-  Southern Connecticut State University School of Business
-  Fairfield University

Scarsdale, New York, United States · [Contact info](#)

48 connections

Connect

 Message

More

### Activity

50 followers

**Helene hasn't posted lately**

Helene's recent posts and comments will be displayed here.

[Show all activity](#) →

### Experience



**Assistant Professor - School Library Media Program Coordinator**

Southern Connecticut State University School of Business · Full-time

Aug 2021 - Present · 1 yr 1 mo



**Fairfield Public Library**

5 yrs 6 mos

**Town Librarian**



Home



My Network



Jobs

### Head of Children's Services

Mar 2016 - Nov 2017 · 1 yr 9 mos  
Fairfield, CT

### Librarian

Eastchester Union Free School District  
Aug 1998 - Mar 2016 · 17 yrs 8 mos  
Eastchester, NY 10709

### Children's Librarian

Yonkers Public Library  
Sep 1996 - May 2010 · 13 yrs 9 mos  
Yonkers, NY



### Vice President

J.P. Morgan  
Jul 1985 - Aug 1998 · 13 yrs 2 mos  
Greater New York City Area

- Monitored expense and revenue information on a client basis, analyzed P&L data. [...see more](#)

## Education



### Fairfield University

Bachelor's Degree, Business Management  
1981 - 1985



### Dowling College

Doctor of Education (Ed.D.), Educational Administration  
2003 - 2008

### LIU Post

Master's Degree, Master's Library & Information Science  
1994 - 1996

## Licenses & certifications

NYS Public Librarian Certificate

## Library Development Solutions

Amy Jansen and Weston Public Library Board of Trustees  
Weston Public Library  
June 20, 2022

Hi Amy,  
We would be pleased to assist your Board as they conduct a search for a new director. As I mentioned, we recruited Karen Tatarka to Weston Public Library initially, during the search for the last director. We have a large network of librarians throughout Connecticut, New Jersey, as well as in Westchester and Rockland County, Eastern Pennsylvania, and elsewhere throughout the United States who we call upon for candidate recommendations or as potential candidates.

Services provided include creating advertising, working with you to create a new director profile, recruiting and screening candidates, creating an interview guide, interviewing candidates and providing additional guidance that the Search Committee and Board may need to decide.

Fees for the full director search are \$19,000, plus reimbursement for advertising and travel expenses by the consultants and potential candidates. We've recently completed director searches for Yonkers Public Library and Mamaroneck Public Library (NY), Rutherford Public Library, Westfield Memorial Library and Summit Free Public Library (NJ).

There is a \$5,000 retainer fee at the beginning of the engagement and another \$5,000 payment when finalists are presented to the Search Committee/Board. The final payment is due after the selected candidate accepts the offer.

We do not conduct contingency or commission-based searches.  
We conduct one search at a time and no more than 3-4 per year.  
References are attached.

Regards,  
Leslie and Alan Burger

[aburger@librarydevelopment.com](mailto:aburger@librarydevelopment.com)  
librarydevelopment.com  
609.712.0585

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The process for conducting an executive search for Wilton Public Library's next library director are detailed in the following items.

### I. Establish a Search Committee

You need to appoint and decide who will be on the Search Committee, determine the Committee's mission and role, and the Board's role. The Search Committee can be broadly representative of the Board, staff and Friends of the Library or narrower, as in only Trustees.

The consultants will conduct the prescreening of all candidates and share a pool of potential candidates with them. The Search Committee will conduct the second as well as the final interviews for the strongest candidates and decide on their top choice and a second choice. If you like, the consultants can present only the final candidate(s) to the full Board.

The consultants will review the Search Committee's charge from the Board as well as steps that need to be taken to ensure strict confidentiality for the candidates and the search process.

In Chester (NJ), Weston (CT), Highland Park (NJ), Chatham (NJ), Rutherford (NJ), Westfield (NJ) and Yonkers (NY), the Search Committees were primarily made up of Board members, though one had a Friends member, and one had a staff member on the Committee. We will help you determine the right composition for your Search Committee at the beginning of the engagement.

### II. Getting Started

#### Create a Profile for the Director's Position

The first thing we will do with your Search Committee is help you think about the qualities and skills you want in your new director and establish a timeline for the recruitment.

You may have already established the desired timeline for selecting the final candidate, if not, we will help you determine a realistic schedule based on the following:

- When would you like the new director to start?
- When do you expect to offer the position?
- When will the Board and Search Committee interview candidates?
- When will the Search Committee screen candidates?
- When will we place the advertisements?
- When will we develop the profile and job description?
- Does the library need an Interim Director?
- When will the Search Committee be formed?

We then work with the Board and Search Committee to create a director profile. The Board needs to have a discussion about the qualities it desires and needs in its next director to meet near and longer-term strategic goals. To develop this profile, we may want to talk to key stakeholders and ask them what they think will be the most important characteristics and skills the next director will need to bring to the library.

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We will also review the library's strategic plan to understand the unique challenges that the new director will face and the corresponding skills that will be required. Are the major issues for the next few years ones of facility, staffing, funding (public and private), budgets, collections, technology and/or services? We will help the Committee review these challenges and the required skill sets.

The consultants will:

- Interview members of staff, as needed
- Interview members of the Board, as needed
- Interview people in local government (one-on-one) who may interact with the new director or with key stakeholders of the library or municipality, as needed

Key qualities we may consider for a new director profile may include:

- Philosophy and vision
- Leadership skills
- Experience and achievement
- Education and training
- Personality and qualities including interpersonal skills
- Organizational, management talent and skill
- Project management and facility management skills
- Fundraising and development experience and skills

The consultants and the Search Committee will create a director's profile, as needed, and get agreement from all to move forward with the profile as the basis for the position advertisement and then place the advertising. The consultants will work with the Board to determine the right salary range as well. The director's profile will guide the rest of the search process as we focus on creating the best pool of candidates for the position.

### III. Develop and Place Advertisements

The advertisement will be targeted through the library press. We will advertise in various library joblines and online with New Jersey Library Association, New York Library Association, Connecticut Library Association and Pennsylvania Library Association. Most librarians will view the professional jobsites, such as Bergen County Consortium for Library Service (BCCLS), LibraryLinkNJ, Libraries of Middlesex County Consortium (LMxAC), Passaic Area Library System (Palsplus), Connecticut Library Consortium (CLC), Bibliomation, Inc, Morris Automated Information Network (MAIN), Westchester Library System, Ramapo Catskill Library System, METRO(NYC),

**These are all available at no or low cost.**

LDS has been successful using a combination of free and paid advertising to promote successful director searches. Our advertising is effective, and costs are kept low through the use of free listings and our own network of librarians.

### IV. Alert Library Development Solutions' Network

Library Development Solutions will alert its network of contacts about the opportunity at Weston Public Library. Most importantly, LDS will use its network to begin a targeted and quiet telephone search of candidates who we identify and then initiate a discussion with them. This process usually results in a number of candidates who might otherwise

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be missed, and they often become the leading candidates. They may love their jobs but can be won over with the excitement of a new challenge, especially given the appeal of the Town of Weston and this specific opportunity.

### V. Establish the Application Process

The consultants and the Search Committee will determine what the potential applicants will do in response to the ad. We have asked candidates to write something about the future of libraries – a good way to get a writing sample and an even better way to see if they have the required skills and experiences. LDS will receive the applications, contact potential candidates, and arrange phone interviews. Confidentiality is expected throughout the process.

The consultants will develop a set of screening questions and criteria to be used in the interview process and determine how they will evaluate each candidate.

### VI. The Interview Process

The consultants will schedule the first and succeeding rounds of interviews after phone or video screenings with the candidates. The consultants will provide the format for conducting the interviews and a scoring process for the interviewees. The Board will then interview the leading candidates. The consultants will inform the final candidate and initiate the negotiation and hiring process with them. It is anticipated that this position will be viewed favorably and will generate interest.

Here is a list of the deliverables:

1. Develop a timeline and a written director's profile (and job description, as needed) with the Search Committee; advise the Board on next steps
2. Develop an Interview Guide
3. Place the advertising
4. Activate our LDS network
5. Sort and review the applications
6. Schedule and conduct initial interviews
7. Schedule and conduct final interviews
8. Present final candidates(s) to Search Committee and/or Board
9. Make an offer to final candidate and assist with negotiations, if desired
10. Candidate acceptance

Library Development Solutions will continue this search until an appropriate candidate is found and accepts the position. This agreement is valid unless ended by either of the signers with 30 days' notice. In the case of a new director leaving within 120 days, LDS will conduct the follow up search with no additional fees. In the case of the new director resigning within 12 months of acceptance, LDS will conduct a follow up search at ½ fees.

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**References for recent Director Searches**

**Summit Free Public Library, NJ (2022)**

Celia Colbert, Board President  
Cac11@comcast.net

**Westfield Memorial Library, NJ (2021)**

Michelle Habayeb, Board President  
[mhabayeb72@gmail.com](mailto:mhabayeb72@gmail.com)

**Rutherford Public Library, NJ (2020)**

Wendy Armacost, Board President  
[wa.armacost@verizon.net](mailto:wa.armacost@verizon.net)

**Mamaroneck Public Library, NY (2020)**

Ellen Freeman, Board President  
[freeman.ellen@gmail.com](mailto:freeman.ellen@gmail.com)

**Yonkers Public Library, NY (2019)**

Nancy Maron, Board President  
[nmaron@wlsmail.org](mailto:nmaron@wlsmail.org)

Additional libraries in which we have conducted searches in the past several years:

- New Canaan Library, CT
- Ridgefield Library, CT
- Rye Free Reading Room, NY
- Bronxville Public Library, NY
- John C. Hart Memorial Library, NY
- Highland Park Public Library, NJ
- Demarest Public Library, NJ
- Chester Public Library, NJ
- Library of the Chathams, NJ

See additional information about Leslie and Alan Burger and Library Development Solutions at [www.librarydevelopment.com](http://www.librarydevelopment.com)





WESTON PUBLIC LIBRARY

Library Director



## Executive Search Proposal

BradburyMiller |  
Associates

[bradburymiller.com](http://bradburymiller.com)

# Bradbury Miller Associates

3513 E. Harvard Blvd., Canton, OH, 44709  
330.224.9177

June 22, 2022

Lori Goertz  
Board of Trustees  
Weston Public Library  
56 Norfield Rd.  
Weston, CT 06883

## **Proposal: Library Director Search – Weston Public Library (CT)**

Thank you for contacting us about the possibility of Bradbury Miller Associates assisting the Weston Public Library in its search for your new Library Director. We look forward to the possibility of working with you and we are pleased to submit the attached proposal for your consideration.

We think you will find us a great match for your search. To help you quickly evaluate our services and the services you are seeking, we have addressed key search components below. Our full proposal outlines our services much more completely.

### ***Market your position, the Library, & the region***

- Tailor the search to your library and its community
- Consultants meet with staff, the Search Committee/Board, external stakeholders
- Design announcement and post position in 55+ professional sites
- Create a website on our page devoted to the library and Weston region
- Recruit and develop a pool of 15-20 qualified candidates meeting your criteria

### ***Evaluate & Recommend the List of Qualified Candidates***

- Candidates must submit a cover letter, resume and complete a questionnaire
- Phone conversations with each qualified candidate
- Share all candidate documents on Dropbox with the Search Committee/Board
- Meet with Search Committee/Board to discuss candidates/select 6-9 semifinalists for first round of interviews

### ***Coordinate & Assist with Interview Process***

- Bradbury Miller Associates is your staff team
- Facilitate logistics of semifinal interviews & final interviews
- Schedule interviews, prepare draft questions, evaluation tools
- Notify candidates of where they are in the process
- Media contact if needed

**Reference Checks & Background Check**

- Three reference checks/finalist
- Phone conversations with each reference; full report to the Search Committee/Board
- Electronic/Internet searching and reconnaissance
- Offer is contingent on successful background investigation

**Coordinate & Assist with Offer & Negotiation**

- Consultant fee is a flat fee; no conflict of interest
- Assist with establishing a hiring range at the beginning of the search
- Offer letter, background waivers, final acceptance

Our proposal is intended as a starting point only. It summarizes our experience and qualifications, describes our typical services and methodology for a standard search, explains our fee structure, and includes recent references. We have outlined our full-service search, but we can usually tailor our services and fees to meet the needs and budget of most libraries. The search schedule outlined is an example to give you a sense of the time frame required to complete a successful search.

This proposal includes the quoted fee for the outlined scope of service including advertising costs and a single background check and is valid for a period of one hundred twenty (120) days from the date of this letter.

Thank you again for the opportunity to submit the attached proposal for your consideration. Please feel free to contact us at your convenience to discuss how our firm can best serve your needs.

Sincerely,

*Karen E. Miller*

Karen E. Miller  
Owner and President, Bradbury Miller Associates



Library Director Search

**FIRM BACKGROUND AND QUALIFICATIONS:**

Bradbury Miller Associates is owned and operated by Karen Miller as of January 2020. Brian Hare serves as Managing Consultant. The firm was originally established as Gossage Regan Associates in 1983 and became Gossage Sager Associates under Don Sager. In 2006, Dan and Jobeth Bradbury assumed ownership of the firm and reorganized it as a Missouri LLC operating it as Bradbury Associates-Gossage Sager Associates. In 2016, the name changed to Bradbury Miller Associates to reflect Karen Miller joining the firm. The firm legally qualifies as a WBE (Woman-owned Business Enterprise).

Over the past ten years, the firm has successfully completed more than 300+ national executive searches for public, academic, and special libraries. Current clients include Cromaine Library (MI), Pueblo City-County Library District (CO), Indianapolis Public Library (IN), Montclair Public Library (NJ), Anythink Libraries (CO), Bullitt County Public Library (KY), and Willard Library (MI).

In each of these engagements, we have performed a scope of work like that which is proposed for the Weston Public Library.

**Partial List  
of Past Clients**

- Mid-Hudson Library System (NY)
- Onondaga County Public Library (NY)
- Broward County Public Library (FL)
- Enoch Pratt Free Library (MD)
- Carlsbad City Library (CA)
- Alameda County Library (CA)
- Baltimore County Public Library (MD)
- Charleston County Public Library (SC)
- Denver Public Library (CO)
- Kansas City Public Library (MO)
- Richmond Public Library (CA)
- High Plains Library District (CO)
- Jefferson County Libraries (CO)
- Atapahoe Libraries (CO)
- Allen County Public Library (IN)
- Brown County Library (WI)
- Waukesha Public Library (WI)
- Howard County Public Library System (MD)
- Westerville Public Library (OH)
- Barberton Public Library (OH)
- Akron-Summit County Public Library (OH)
- Toledo Lucas County Public Library (OH)
- Charles County Public Library (KY)

## SCOPE OF SERVICES & METHODOLOGY

If Bradbury Miller Associates is selected to assist you in your search for a new Library Director, our first step is to understand your needs as thoroughly as possible.

- Position Description - Review, recommend and otherwise assist with updates/revisions to existing position description or the creation of a new position description, as desired
- Candidate Profile – Use surveys collect feedback from Board/Search Committee members, staff and stakeholders
- Initial virtual meeting with the Search Committee, Board, and key staff to understand the Library’s distinctive organizational culture, mission, and concerns

### RECRUITMENT STRATEGY

More important than attracting candidates through electronic advertising, we will carry out a regional and national networking effort to identify outstanding candidates who do not normally respond to ads or announcements. Many excellent people in the library and non-profit professions ARE interested in challenging jobs when approached by a respected recruitment firm. We start with a network of outstanding members of the library profession whom we know and, based on their suggestions and nominations, we broaden our search.

If a prospective candidate declines our invitation to apply, we will ask them to identify other individuals who have the required qualifications. We have found this process is important regardless of the size or type of library organization—and it is particularly important for identifying and attracting culturally diverse candidates.

Announcements in the library media start the process, but the best candidates usually must be asked. In our previous searches, we have personally contacted 350+ potential applicants for positions resulting in 15-20 qualified candidates for each position.

### RECRUITMENT TIMELINE

Our second step is to review our process with you to determine whether any changes to our initial proposal may be needed to satisfy your specific requirements.

- Review and finalize a search schedule listing key tasks and completion dates
- Standard full search takes 3-4 months to complete

We can generally customize the search schedule to have your new leader “on board” at the appropriate time. A timeline illustrating the major steps conducted over the proposed time frame is attached.

## **PROMOTION, OUTREACH AND IDENTIFYING POTENTIAL CANDIDATES**

Once the search schedule is determined, we will finalize an advertising/marketing plan to stimulate greater awareness of the opening. Our goal is to work with existing marketing teams or help you craft something unique in-house. We begin each search as a blank canvas and generate a fresh list of prospective candidates by including:

- Preparation of a detailed position announcement
- Strategies for using electronic media, social media and networking
- Advertising on 55+ professional library and non-profit sites
- A dedicated page for the position on Bradbury Miller Associates website with a supplemental page of links to library documents and information about the Library's service area
- Distribution to 1,700+ library colleagues through our professional newsletter
- Direct communication with potential and prospective candidate

### **Diversifying the Applicant Pool**

Bradbury Miller Associates consultants know that both female and BIPOC candidates are under-represented in senior management positions. Consequently, we make strenuous efforts to assure that both female and BIPOC candidates are represented in our candidate pools. We place announcements in a number of diverse library-related websites and/or Listservs—BCALA (Black Caucus of the American Library Association), REFORMA, CALA-ALA (Chinese American Librarians Association), APALA (Asian Pacific American Librarians Association), and actively seek leads and recruit diverse candidates.

For each engagement, we work very closely with the Affirmative Action Officer (or equivalent), participate in discussion of the importance of the EEO compliance requirements with the Library and cooperate with the Library's Equal Employment Opportunity/Affirmative Action Office as needed and distribute candidate intake forms for statistical reporting, if this is part of the typical process.

## **COMMUNICATION**

Throughout the search—and especially during the candidate identification phase—we will send regular, complete updates on our progress to the Search Committee/Board. We will share candidate feedback, adjust our search strategies as needed, convey challenges, and share any additional information gleaned during the process.

## **CANDIDATE SCREENING**

- Bradbury Miller Associates conducts initial screenings on qualified candidates via phone or videoconference and shares the results of these interviews with the Search Committee/Board as part of the process.
- All candidate documents (cover letter, resume, and questionnaire) are uploaded to Dropbox.

- Other documents include a complete candidate list and a qualifications comparison matrix for review.
- Bradbury Miller Associates meets virtually with the Search Committee/Board and presents a list of recommended candidates and a discussion of each individual.
- Six to nine semi-finalists are selected and invited to interview via videoconference for the preliminary round of interviews.
- We advise our clients to see as many candidates as feasible so that they have a sense of the scope and diversity of candidates actively interested in their position.

### **CANDIDATE ASSESSMENT - SEMIFINAL AND FINAL INTERVIEWS**

We recommend a two-step interviewing process; the first round consists of the Search Committee/Board interviewing semifinalist candidates (we recommend six to nine) via videoconferencing and then selecting three to four finalist candidates for final interviews. The final interviews occur approximately two to three weeks following the semifinal interviews. We believe that it is important to move quickly through the process once the applications close, so no strong candidates withdraw for other opportunities and we do not lose our momentum.

Bradbury Miller Associates provides customized support during the final interview process:

- Draft of interview questions for all interviews.
- Types of questions to avoid for legal or quasi-legal reasons, and hints regarding interview approaches, techniques and possible pitfalls.
- We serve as technical search experts during interviews, contributing to discussion of candidate strengths and weaknesses relative to the client's perceived needs and making suggestions from experience in respect to negotiating salary, benefits, and relocation expenses with the chosen finalist.

*In short, we interact with you in whatever way you find helpful during the critical time when key decisions need to be made. Selecting your new Library Director is a crucial decision that could well affect the Weston Public Library and its constituents for many years to come.*

## **CHECKING REFERENCES**

Once the finalists are selected to be interviewed by the final decision-making body, we conduct reference checks for the finalist candidates.

- We interview up to three references by phone for up to four finalist candidates. We believe that oral interviews with a candidate's references are far superior to letters of reference.
- We prepare brief reports paraphrasing reference-derived information. Nuances and "reading between the lines" gives our clients more realistic impressions of the strengths and possible weaknesses of finalist candidates.
- Because we maintain active contacts within the profession, we are often able to provide less formal assessments of a candidate's strengths and weaknesses and any areas still in need of development. Such informal reports are often vital to the decision-making process.

### **Background Checks**

If you wish to have a pre-employment background check conducted on a finalist, we will engage an experienced investigative firm to verify academic credentials, review driving records, and research county and federal district court records for prior or current criminal or civil cases. This will require a release by the candidate(s). Typically, background checks cost \$350-\$900 per person, depending upon the time period and the number of jurisdictions to be researched. We will work with the agency and provide a written report of the research findings for the Library. Our flat fee includes a single background investigation.

## **HANDLING THE DETAIL WORK**

Throughout the recruitment and selection process, Bradbury Miller Associates handles all the detail work—and there is a substantial amount, considering that there are commonly 20 to 30 or more potential candidates for an attractive position.

- We are your staff team throughout the process.
- We recommend that all application materials be addressed to Bradbury Miller Associates so that consistency and comparability can be established and any omissions can be identified—we assume the responsibility to see that everything is done completely and correctly.
- We will acknowledge receipt of all applications and provide copies of all the documents to you at a scheduled time.
- As noted above, we will schedule and conduct calls with all candidates who meet the requirements determined by the Search Committee/Board.
- We coordinate with Library staff to make arrangements for semifinal and final



interviews and are a part of that process.

- We are also frequently asked to conduct final negotiations on behalf of the Library -- and we are pleased to do so.

We notify candidates not selected at the appropriate time(s) during the process and we keep in touch periodically with your designated contact person so that you know where we are in the process. We also submit written progress reports throughout the process and at the end of major stages in the search—after the intake closing date; after the interviewing/screening work has been accomplished, and after a list of the most viable candidates is determined.

## Our Guarantee

Once the new Library Director is selected and appointed, if he or she leaves the position— either voluntarily or non-voluntarily—within the first year after appointment, Bradbury Miller Associates will, on a one-time basis, reactivate the search if you request it, and will screen at least three well-qualified finalist candidates. You will assume all expenses for a reactivated search, but we will expect no additional fee. Such a reactivation of the search must assume that the search firm will be allowed to pursue its own methodology to achieve the reasonable results that you want.

### ABOUT THE CONSULTANTS AND OFFICE LOCATIONS

One of the major advantages in engaging Bradbury Miller Associates is that we bring a team of library professionals with search firm expertise to the process. If selected to assist the Weston Public Library in its search for a new Library Director, the following consultants would be engaged in the project. Their roles and a summary of their qualifications follow:

**Karen E. Miller**, President/Owner, serves as project co-director and primary contact for the engagement, developing the search proposal, identifying qualified candidates and conducting pre-screening interviews and participating in site visits. Karen most recently worked as Associate Director at Stark County (Ohio) District Library and served as Interim Executive Director for SCDL in 2012. Karen has over 20 years of wide- ranging public library experience, from rural library directorships to branch management to administrative responsibilities in a county district library and in an urban metro library. Karen has demonstrated excellence in strategic planning, staff management and development, successful levy campaigns, event planning, fundraising, and public speaking. She is an active member of the Ohio Library Council, serving on the Library Education Committee and as an annual presenter for the OLC's New Library Directors Workshop, serves on the American Library Association Committee on Membership Meetings, as well as being a member of the Public Library Association. Karen also

serves as Mentor and Steering Committee member for the ILEAD USA-Ohio leadership program for Ohio librarians and serves as a Director on the Board of the Bluecoats Drum and Bugle Corps, a world-class competitive marching band and performing arts education non-profit.

**Brian Hare**, Managing Consultant, Brian most recently served as the Director of Reed Memorial Public Library (Ravenna, Ohio) and has worked in a variety of settings during his 15+ years of library experience. He came to public library service through the AmeriCorps Network and obtained his Master of Library and Information Science degree from the University of Pittsburgh. Brian has also served as director for a small rural public library and manager for a metro suburb library. One of his most fond positions was Archive Intern at the Andy Warhol Museum in Pittsburgh where he got to rifle through Warhol's Time Capsules. Specializing in strategic planning facilitation, marketing/branding, project management, levy campaigns, and public speaking, Brian stays active with the Ohio Library Council, American Library Association, and Public Library Association serving on various committees and presenting on library topics. Brian is also an active board member of Main Street Ravenna and Ravenna School District Equity Task Force. He believes that libraries are the most important part of any community.

**Beth Barker**, Director of Finance & Communication, serves as support for the engagement. Beth Barker has over 20 years of experience overseeing business practices and human resources for several offices in Northeast Ohio, most recently, having served as operations manager for The Chrysalis Center in New Philadelphia. Beth's experience includes overseeing all finances, including payroll and benefits, as well as human resources for the firm. Beth holds a Bachelor's degree in Business Management from Kent State University.

**Briana Trudell**, Associate Consultant, Briana joined the Bradbury Miller team as an associate consultant in 2022 while also acting as the Executive Coordinator at Grand Rapids Public Library in Grand Rapids, Michigan, and previously worked in Strategic Communications and Marketing. Briana is at her best when interacting with people. As a big-picture thinker and a problem solver, she is constantly identifying new ways to optimize existing systems to be more efficient and effective for the teams' needs. She believes that it is important to strive to improve processes and systems to make future outcomes stronger. Briana currently serves as the Secretary on the Executive Board of the Grandville Avenue Arts & Humanities Board of Directors, as a member of the Board of Directors of the Fulton Street Farmers Market, and is a founding member of the Good Manufacturing Art Collective. She is also a member of the American Library Association and the Public Library Association.

**Thomas Dillie**, Associate Consultant, serves assisting with identifying qualified candidates and conducting pre-screening interviews and, depending on scheduling, may assist during site visits. Tom is currently Director of the Minerva Public Library (Ohio). Tom's earlier experience

as a bookstore employee in Urbana, IL led to the completion of a Master's in Library Science at the University of Illinois at Urbana-Champaign. His first professional library position was as Adult Services Librarian, Wadsworth Public Library in Ohio. He was subsequently hired as a branch manager for the Greene County Public Library, Xenia, Ohio and became Assistant Director in 2006. Tom joined the Minerva Public Library in 2008 as Director. Tom is Board member for the Ohio Library Council, a professional association for librarians. He brings a variety of experience in both single and multi-branch libraries in rural and urban settings.

### OFFICE LOCATIONS AND CONTACT DETAILS

Bradbury Miller Associates  
3513 E. Harvard Blvd.  
Canton, OH 44709

### FEE PROPOSAL AND OPTIONAL BILLABLE EXPENSES

Bradbury Miller Associates' total fee for executive search services (including all consultant expenses in traveling) is a flat fee of \$25,000. A retainer of \$6000 will be paid to the firm upon approval of the agreement and subtracted from the final invoice at the end of the search. This amount will be invoiced upon completion of the search, payable within 30 days of the selected candidate's acceptance of the client's offer.

- **Expenses included within our fee:** (1) All virtual meetings with the Library; (2) all consultant pre-screening interview expenses; (3) videoconferencing charges; (4) all standard office expenses; (5) advertising costs based upon our marketing plan which provides excellent exposure to the library community; (6) a single background check (\$350-\$900) on the chosen candidate; (7) consultant in-person attendance for the final interviews.
- **Adjustments/Discounts:** The proposed fee covers the outlined scope of services and deliverables contained in this proposal. Other modifications to the scope of services are possible and negotiable with fee adjustments being made accordingly.
- **Candidate expenses:** It shall be the client's responsibility to reimburse candidates they have selected for onsite final interviews for the candidates' travel expenses. Candidate expenses will vary considerably depending on point of origin, length of stay and the amount of lead time allowed for booking airfare—a reasonable estimate might be \$1,200 - 1,500 per candidate inclusive of airfare, meals, hotel expenses, and rental car.
- **Additional reference reports:** our proposal allows for a maximum of four candidates with three references each- should it be desired to increase the number of candidates beyond four and/or increase the number of references per individual, the cost per reference is \$400.

- **HoganLead Hogan Personality Assessment:** Hogan Assessments provides organizations with valid and reliable assessment tools and professional consulting expertise. Hogan's personality, values, and cognitive-based assessment tools are the result of over 54 cumulative years of research and refinement and are used by over half of the Fortune 100 companies for employee selection and/or development purposes. Information gathered from the assessment tools will be used to develop reports that gauge a candidate's leadership potential and leadership style; how a candidate may react to challenges and stress; what a candidate's core values and goals appear to be; and a measure of a candidate's emotional intelligence. A summary report will allow direct comparison of one candidate to another across these assessments. A consultant from Bradbury Miller Associates who is trained and certified in Hogan Assessments will produce the reports and will work directly with the Library's Search Committee to interpret and understand the assessments and resulting reports. HoganLead inventory assessment fees are available upon request and includes a written report per candidate which is deliverable prior to final interviews.



## Additional Information

Bradbury Miller Associates is devoted exclusively to executive searches in the library field and utilizes library professionals with strong backgrounds in library administration and human resources. Five consultants are regularly engaged in the executive search work of the firm and special consultants are utilized to respond to the requirements of a specific engagement.

In all engagements, Bradbury Miller Associates works exclusively for the client library/system, never on behalf of a candidate. No known conflicts of interest exist with respect to the firm, management, agents of the firm, or other persons relative to the services to be provided. If any such actual, apparent, or potential conflicts arise, they will be immediately disclosed.

Bradbury Miller Associates carries Recruiters Professional Liability insurance, Business Liability (including Hired/Non-Owned Auto Liability) and Workers Compensation coverage sufficient to satisfy most municipal and state vendor requirements for executive search services.

We believe learning about the community and the institution and working closely with the key stakeholders brings value to the search process and achieves a very high success rate. Our consultants remain active in the American Library Association and the Public Library Association and routinely work with ALA, PLA, and ACRL (American College and Research Libraries) leadership. Because our firm is known and respected—as are our consultants—our library colleagues respond and return our calls and emails when we start prospecting on behalf of a client. We have a specialized knowledge of libraries and an entrée to library leaders that generalist firms simply cannot provide.

**FORM OF FINAL AGREEMENT**

When we receive word that an engagement has been awarded, we allow our proposal to stand as the basis of our agreement, and then amend any of the details that need to be changed with the simple agreement addendum (see Attachment III).

In addition to specifying any changes in scope or approach a client may desire, our professional liability insurance carrier requires us to include paragraphs 4, 5, and 6 in any agreements or contracts we execute—and paragraph 7 should give ample assurance to the client that the Library is in the driver's seat. (As a point of information, paragraphs 4-7 have never been invoked on any prior engagement.) Our client's satisfaction is our bottom line— and we are willing to stake our reputation and our fee on ensuring that level of satisfaction.

**CONCLUSION:**

We look forward to the possibility of working with the Weston Public Library to help you find your next Library Director. If you have questions or need clarification on any aspect of the proposal, please let us know.

**BRADBURY MILLER ASSOCIATES**

*Karen E. Miller*

*Karen E. Miller*  
Owner/President

We hereby accept the foregoing proposal (pages 1 – 12).

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**The final schedule and specific details of this engagement may be modified by an addendum to this agreement.**

**ATTACHMENT I:**  
**SEARCH SCHEDULE OUTLINE**  
**WESTON PUBLIC LIBRARY (CT)**

Please see below our estimated schedule of key dates for your Library Director search process. If we are selected, we will establish a firm search schedule during our first meeting with the Library. It is our intent to conduct the search within an appropriate timeframe to allow us to find high-quality candidates for you. Our standard search takes approximately 120 days once we begin the process.

The following is an illustrative timeline and the actual target dates will be determined and approved by the Search Committee/Board.

Timeframe	Tasks
First 30 Days	<ul style="list-style-type: none"> <li>• Initial meeting with Search Committee/Board, staff, and stakeholders</li> <li>• Create position announcement and post/advertise nationally</li> <li>• Initiate recruitment strategy</li> </ul>
30-60 Days	<ul style="list-style-type: none"> <li>• Close position posting</li> <li>• Prepare candidate documents and screen qualified candidates</li> <li>• Present candidates to Search Committee/Board and facilitate discussion of selection of semifinal candidates</li> </ul>
60-90 Days	<ul style="list-style-type: none"> <li>• Prepare for and lead semi-final interviews</li> <li>• Facilitate discussion and assist with selection of finalists</li> <li>• Conduct reference reports and coordinate final interview planning</li> <li>• Facilitate final interviews</li> <li>• Coordinate presentation of offer to selected candidate and initiate background investigation</li> </ul>

ATTACHMENT II-REPRESENTATIVE REFERENCES



ELYRIA PUBLIC  
LIBRARY SYSTEM

**Elyria Public Library System**  
211 2nd St  
Elyria, OH 44035

**Kaleena Whitfield**, Board Chair  
kaleena.whitfield@gmail.com  
**Jennifer Starkey**, Director  
jenniferstarkey@gmail.com

WILTON LIBRARY



**Wilton Library**  
137 Old Ridgefield Rd.  
Wilton, CT 06897

**Rob Sanders**, Board Chair  
rsanders@rsarchct.com  
**Caroline Mandler**, Executive  
Director



**MARION**  
Public Library

**Marion Public Library**  
1064 7th Ave.  
Marion, IA 52302

**Sally Reck**, Board/Search Chair  
sallysreck@gmail.com  
**Bill Carroll**, Director  
wjcarroll70@yahoo.com



Fairfield  
Public  
Library

**Fairfield Public Library**  
1080 Old Post Road  
Fairfield, CT 06824

**David Gray**, Board Chair  
david.gray@epsilon.com  
**Scott Jarzombek**, Director  
sjarzombek@gmail.com



**Ann Arbor District Library**  
343 S. 5<sup>th</sup> Ave  
Ann Arbor, MI 48104

**Jim Leija**, Search Chair  
leijaj@aadlo.org  
**Eli Neiburger**, Director  
eli@eliworks.com

**Ferndale**  
PUBLIC LIBRARY



**Ferndale Area District Library**  
229 E. 9 Mile Road  
Ferndale, MI 48220

**Judeen Bartos**, Board/Search Chair  
Pbj0628@gmail.com  
**Jenny Marr**, Director  
jmarr@fadl.org

ATTACHMENT III:

**SAMPLE ADDENDUM AGREEMENT BETWEEN BRADBURY MILLER ASSOCIATES AND THE WESTON PUBLIC LIBRARY (CT)**

By signed proposal dated \_\_\_\_\_ and acceptance by the Weston Public Library (CT) (hereinafter called Library), the Library has entered into an agreement with Bradbury Miller Associates (hereinafter called Consultant) to perform an executive search for a new Library Director. That agreement is hereby amended to contain the following provisions, which shall, to the extent they are inconsistent with the terms of the \_\_\_\_\_ proposal, supersede the prior provisions:

1. All work performed under this contract shall be performed by or under the direct supervision and control of Karen Miller as project director.
2. A final schedule will be developed at the initial meeting with the Library and mutually agreed upon by both the Library and the Consultant.
3. (Add other relevant elements you wish to specify or change and adjust numbers accordingly.)
4. Regardless of which party hereto retains responsibility for conducting criminal and financial background checks on prospective candidates under the agreement, the Library and Consultant will defend and indemnify each other from all claims, lawsuits, administrative actions, and other causes of action arising from the negligence or misconduct of a party hereto in conducting such background checks and/or from the misuse of information obtained from such background checks by either party, its officers, directors, agents, servants, or employees.
5. The Library and Consultant each agree and warrant to each other that (1) any such background checks will be conducted solely for the purposes of evaluating prospective candidates' suitability for employment; (2) before a background check is conducted, the prospective candidate will be provided with and sign a clear and conspicuous written disclosure informing him/her that a criminal report may be obtained for employment purposes; and (3) information obtained as a result of such background checks will not be used in a manner that violates any state or federal employment laws or regulations.
6. If a dispute arises between the parties relating to this Agreement, the parties agree to participate in good faith negotiations to resolve the dispute for a period of up to thirty (30) days. If the dispute is not settled during such period, the parties agree that the matter shall be settled by non-binding arbitration held in accordance with the commercial rules of the American Arbitration Association, by a panel of three (3) arbitrators. The parties shall each choose an arbitrator who will then agree on a neutral arbitrator.
7. The Library may terminate this contract at any time with 30 days of notice. If the Library terminates the contract because of being dissatisfied with the quality or amount of services provided by the Consultant, the Consultant will rely on the collective good judgment of the Library to determine what represents a fair and appropriate level of refund/rebate/discount for the work performed under the agreement.

WHEREFORE, the parties have set their hand this day of \_\_\_\_\_, 2022.

BRADBURY MILLER ASSOCIATES      WESTON PUBLIC LIBRARY (CT)

By \_\_\_\_\_

By \_\_\_\_\_



5. Acceptance of Jane Hoeffner's resignation from the Children and Youth Commission effective June 10, 2022: **I move to accept Jane Hoeffner's resignation from the Children and Youth Commission effective June 10, 2022**



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**Fwd: Forward- Jane H stepping down from youth Commission**

1 message

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Jonathan Luiz <jluz@westonct.gov>  
To: Executive Assistant <executiveassistant@westonct.gov>

Thu, Jun 16, 2022 at 10:34 AM

Hi Darcy,

Please print this up and place in my town hall mailbox.

Thank you,  
Jonathan

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

From: **Laura Cleary** <lcleary@westonct.gov>  
Date: Thu, Jun 16, 2022 at 10:01 AM  
Subject: Forward- Jane H stepping down from youth Commission  
To: Samantha Nestor <snestor@westonct.gov>  
Cc: Jonathan Luiz <jluz@westonct.gov>, Allison Lisbon <alisbon@westonct.gov>

Sam and Jonathan,

Here's an email from Jane Hoeffner, re: stepping down from the Youth Commission. I did reply to her thanking her for her time and contribution, and told her I would send this on to you. Since Sara left, not sure who is doing the town Commission admin stuff.

Thanks,  
Laura Cleary

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

From: **Jane Hoeffner** <janehoeffner@gmail.com>  
Date: Fri, Jun 10, 2022 at 6:12 AM  
Subject: [EXTERNAL] Resignation from Youth Commission  
To: Laura Cleary <lcleary@westonct.gov>

Dear Laura,

I am writing to inform you of my resignation from the Youth Commission. I have appreciated my with the Commission but I am growing busy with some other activities and will not have time to fulfill my responsibilities.

I am grateful to you and the rest of the Commission and all of the wonderful people who are involved. I wish everyone the best and hope that our paths may cross again at some time. Thank you for your understanding.

Can you tell me if there is anyone else to whom I should forward this email?

Thanks for everything and best regards,

Jane Hoeffner

--

Sincerely,  
Jonathan Luiz  
Weston Town Administrator

6. Acceptance of Gillan Donovan's resignation from the Children and Youth Commission effective July 21, 2022: **I move to accept Gillan Donovan resignation from the Children and Youth Commission effective July 21, 2022**



Executive Assistant <executiveassistant@westonct.gov>

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**[EXTERNAL] Children & Youth Commission**

1 message

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**Gillian Donovan** <gillianjdonovan@gmail.com>  
To: Sara Beer <executiveassistant@westonct.gov>  
Cc: "jluiz@westonct.gov" <jluiz@westonct.gov>

Thu, Jul 21, 2022 at 6:30 PM

To whom it may concern:

I am resigning my position on the Commission for Children and Youth. Unfortunately I don't have the time to give to the commission any longer. I'm sorry to be unable to complete my term.

Sincerely,

Gillian Donovan

7. Acceptance of Emma Spaulding's resignation from the Children and Youth Commission effective July 20, 2022: **I move to accept Emma Spaulding's resignation from the Children and Youth Commission effective July 20, 2022**



Jonathan Luiz <jluiz@westonct.gov>

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## Youth commission resignation from Emma

1 message

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Laura Cleary <lcleary@westonct.gov>

Fri, Jul 29, 2022 at 1:31 PM

To: Jonathan Luiz <jluiz@westonct.gov>, Executive Assistant <executiveassistant@westonct.gov>, Samantha Nestor <snestor@westonct.gov>, Allison Lisbon <alisbon@westonct.gov>

Oops, I thought this went to everyone, from Emma Spaulding below:

Laura Cleary, LMSW

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

From: **Emma Spaulding** <emmabethspaulding@icloud.com>

Date: Wed, Jul 20, 2022 at 5:36 PM

Subject: [EXTERNAL] Re: Weston Youth Commission- can you send a reply stating you are stepping down?

To: Laura Cleary <lcleary@westonct.gov>

I am stepping down, and wish the best for the next generation.

On Jul 20, 2022, at 11:47 AM, Laura Cleary <lcleary@westonct.gov> wrote:

Hi Emma,

How are you? I am sure this is a busy time as you get ready for the Fall, and I hope all is well as you prepare for college!

I am going to be fully leaving Weston in a few weeks (I have been working just a few hours here and there while they work on hiring a new person.) We're reviewing the commission members and it looks like you were somehow appointed to be a member until June 2023. So unless you plan to be involved this year, (which I am highly doubting!) Can you reply-all to this email, just saying "I graduated WHS in June 2022 and want to step down from my student role in the Weston Youth Commission."

Thanks very much and take care!

Laura Cleary, LMSW

Weston Youth & Social Services  
lcleary@westonct.gov

### CONFIDENTIALITY(NOTICE):

This is a staff email account managed by the Town of Weston. This e-mail message from the Town of Weston, including any attachments, is for the sole use of the intended recipient(s) and may contain information that is privileged, confidential and/or exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive information for the recipient, you are hereby notified that any review, use, disclosure, distribution, copying, printing, or action taken in reliance on the contents of this email is strictly prohibited. If you receive this communication in error, please, immediately contact the sender and destroy the material in its entirety. Please note that

- 8. Approval of Tax Refunds: I move to approve tax refunds totaling \$34,994.29, as presented.**

2020-3-51074	CCAP AUTO LEASE LTD	\$	209.53	6/9/2022
2021-3-51193	CHO TERRY	\$	62.07	7/21/2022
2020-3-51539	DAIMLER TRUST		948.79	5/4/2022
2020-3-51487	DAIMLER TRUST		979.53	7/21/2022
2021-3-51690	DELGASS MICHAEL		464.18	7/22/2022
2021-3-51691	DELGASS MICHAEL		475.54	7/22/2022
2020-3-51763	DIMEGLIO OLGA		209.77	7/21/2022
2020-3-51767	DIMEGLIO OLGA		55.74	7/21/2022
2020-3-51769	DIMEGLIO OLGA		95.83	7/21/2022
2021-3-52986	HERMAN BRET		29.06	7/21/2022
2020-3-53176	HONDA LEASE TRUST		326.47	6/9/2022
2020-3-53524	JP MORGAN CHASE BANK		584.43	5/4/2022
2020-3-53500	JP MORGAN CHASE BANK		399.32	7/21/2022
2020-3-53622	JP MORGAN CHASE BANK		1026.77	7/21/2022
2021-3-54126	LEE WEJEN		21.1	7/21/2022
2021-3-54690	MEINKE MARY		175.51	7/21/2022
2021-3-54708	MERISS JANET		14.81	7/21/2022
2021-1-02364	MOY YORK		15549.97	7/21/2022
2021-3-54952	MOY YORK		254.49	7/21/2022
2021-3-54953	MOY YORK		7328.17	7/21/2022
2021-3-54954	MOY YORK		1230.56	7/21/2022
2021-3-54955	MOY YORK		599.86	7/21/2022
2021-3-54956	MOY YORK		1838.86	7/21/2022
2021-3-54957	MOY YORK		455.74	7/21/2022
2020-3-55424	P A DIMEGLIO HANDYMAN PLUS		22.55	7/21/2022
2021-3-56568	SPECTOR JESSICA		552.64	7/22/2022
2021-3-56728	SUROWIEC MIROSLAWA		127.37	7/22/2022
2020-3-57493	VW CREDIT LEASING LTD		573.27	5/4/2022
2018-4-81597	KTZYSZTOF ZAWADZKI		127.28	5/4/2022
2019-3-58408	KTZYSZTOF ZAWADZKI		255.08	5/4/2022
	TOTAL		\$ 34,994.29	SUBMITTED FOR AUG 4TH MEETING



9. Approval of Minutes from Board of Selectmen Meetings on the following dates: May 12 (Special), May 19 (Regular), May 25 (Special), May 26 (Special), June 1 (Special), June 2 (Special), June 16 (Special), June 16 (Regular), June 28 (Special), July 7 (Regular), July 14 (Special), July 14 (Special Tri-Board), July 22 (Special): **I move to approve minutes for the Board of Selectmen Meetings on the following dates, as presented: May 12, May 19, May 25, May 26, June 1, June 2, June 16 (Special), June 16 (Regular), June 28, July 7, July 14, July 14, and July 22**

**Board of Selectmen and Board of Finance  
Special Meeting Minutes  
May 12, 2022 at 7pm  
Meeting held remotely**

Board of Finance chair Rone Baldwin called the meeting to order at 6pm. Also in attendance were Board of Finance members Amy Gare, Dick Bochinski, Jeff Farr and Steve Ezzes; First Selectwoman Samantha Nestor, Board of Selectmen members Amy Jenner and Martin Mohabeer, Town Administrator Jonathan Luiz, Finance Director Rick Darling and WPS Finance Director Phil Cross.

- 1. Discussion/Decision regarding a proposed list of projects to be funded through American Rescue Plan Act (ARPA) funding which would be the topic of a public hearing and ultimately approved via a machine ballot vote. Rone Baldwin, Board of Finance Chair & Sam Nestor, First Selectwoman.** Mr. Baldwin presented a list of projects to potentially be funded through ARPA, saying that the Town has been awarded \$3,034,000. He provided details on the reasoning for each project, budgeted amounts, time constraints/deadlines and restrictions on how the ARPA funds can be spent. First Selectwoman Nestor provided insight into timelines and details on a public hearing and machine ballot vote. Feedback and suggestions were heard from members of the Board of Finance and Board of Selectmen. Selectman Mohabeer moved to set a public hearing to review the American Rescue Plan Act proposed project at 6pm on Thursday May 26<sup>th</sup>, 2022. The motion passed 2-1 with Selectwoman Jenner not in favor. Mr. Ezzes moved to set a public hearing to review the American Rescue Plan Act proposed project at 6pm on Thursday May 26<sup>th</sup>, 2022. Mr. Bochinski seconded this. The motion passed 5-0 with Mr. Imber and Mr. Zeppernick not in attendance.
- 2. Discussion/decision regarding the Tax Collector's Suspense list. Cathy Neblett, Tax Collector.** Mr. Darling provided a brief explanation on the suspense list highlighting that this required by state statute and is a yearly occurrence. The list reflects accounts that the Tax Collector has determined that they have exhausted all efforts to collect on and are now classified as uncollectible. Mr. Bochinski moved to approve the list of outstanding proposed bills to be transferred to suspense. Mr. Farr seconded this. The motion passed 5-0 with Mr. Imber and Mr. Zeppernick not in attendance.
- 3. Discussion regarding the financial report of the Board of Education. Phil Cross, Director of Finance and Operations.** WPS Finance Director, Phil Cross provided an update to the Board of Finance on the current financial report mentioning a surplus of \$894,383 to end the Fiscal Year. He went over budget changes that have occurred, including staffing, tuition, materials, fuel etc. He highlighted an additional \$40k needed for water supplies to the district. Mr. Cross asked that the Board of Finance consider the use of a non-lapsing account and reiterated the benefits of this.
- 4. Discussion regarding the Town financial update. Rick Darling, Finance Director:** Finance Director, Rick Darling provided an update highlighting a negative forecast in investment income due to retrenchment in the fixed income market. He mentioned that overall the numbers are still strong with tax revenue projections and building permit income. Mr. Darling went over expense deficits and surpluses in various areas and departments, and reminded the Board of Finance of the 27<sup>th</sup> pay period at the end of June, 2022. Overall, the fund balance forecast has increased nearly \$3 million since the last projection due to the additional surplus for the Board of Education, and the removal of the Dispatch Communications project for this year.
- 5. Discussion/decision regarding a supplemental appropriation request in the amount of \$22,000 for engineering services for slope restoration and stabilization at the Transfer Station. Jonathan Luiz, Town Administrator.** Mr. Luiz provided back ground into the appropriation request for engineering fees associated with this project. He said that Barton and Loguidice have an excellent reputation in CT. Mr. Luiz and Mr. Darling are working with FEMA on this who will be reimbursing 75% of costs associated with damage from Hurricane Ida. Selectwoman Jenner moved to approve a supplemental appropriation in amount of \$22,000 for engineering services for slope

restoration and stabilization at the Transfer Station. Selectman Mohabeer seconded this. Mr. Luiz thanked Mr. Farr for his help and expertise on the project. The motion carried unanimously. Mr. Bochinski moved to approve a supplemental appropriation in amount of \$22,000 in engineering services for slope restoration and stabilization at the Transfer Station. Mr. Farr seconded this. The motion carried 5 -0 with Mr. Zeppernick and Mr. Imber not in attendance.

- 6. Discussion/decision regarding a supplemental appropriation of \$250,000 for Road Repaving. Jonathan Luiz, Town Administrator:** Mr. Luiz provided back ground information into the need for additional funding for road paving, saying that the estimate received from Beta Group in February is 12% lower than the current lowest bid from American Paving. This is due to a number of different factors, notably the rising cost in diesel. There was extensive discussion between the Board of Finance and Board of Selectmen members. Selectman Mohabeer moved to approve a supplemental appropriation for \$250,000 for road paving that will go into a Capital Account. Selectwoman Jenner seconded this. The motion carried unanimously. Mr. Bochinski moved to a supplemental appropriation for \$250,000 that will go into a Capital Account for road repaving for the current fiscal year. Mr. Farr seconded this. The motion carried 5 -0 with Mr. Zeppernick and Mr. Imber not in attendance.
- 7. Adjourn:** Selectwoman Jenner moved to adjourn the Board of Selectmen at 8.09pm. Selectman Mohabeer seconded this. The motion carried unanimously. Ms. Gare moved to adjourn the Board of Finance at 8.09pm. Mr. Bochinski seconded this. The motion carried unanimously.

Minutes submitted by: Sara Beer, Executive Administrative Assistant

Weston Board of Selectmen  
Special Meeting Minutes  
May 19, 2022 at 7.30 pm  
Meeting held remotely due to Covid 19

1. **Call to order:** First Selectwoman Nestor called the meeting to order at 7:30 pm with Selectman Martin Mohabeer and Selectwoman Amy Jenner present. Also present were Town Administrator Jonathan Luiz and members of the public.
2. **Pledge of Allegiance:** The Board of Selectmen recited the pledge in unison.
3. **Moment of Silence and statement on the mass shooting in Buffalo, New York:** First Selectwoman Nestor called for a moment of silence. After the moment of silence, Selectman Mohabeer read aloud the following statement: *"The killing in Buffalo is not just a local tragedy. It's a national crisis. It's a societal loss. When one life is taken by hatred based on the color of a person's skin, we all are damaged. Sadly, we are here again. This was not just a random act of violence. More needs to be done to curtail the easy access to firearms. More needs to be done to dismantle the systemic blocks of racism. History has taught us that when we stay silent on issues of inequity, we are complicit in the violence that follows. Let's unite and make our voices heard that we will have zero tolerance for hatred in any form. No more rhetoric. We need real action."*
4. **Proclamation honoring Dick Orenstein:** First Selectwoman Nestor read aloud a proclamation honoring Dick Orenstein. Several members of the Weston Community expressed their gratitude towards Mr. Orenstein, including Tom Socha (Green Team), Karen Tatarka (Library), John Weingarten (Weston EMS), Mike Schlechter (Weston EMS), Pam Kersey (Weston Historical Society), and Claudia & John Hahn (Weston Arts & Beautification Committee). Mr. Orenstein expressed his appreciation for the comments made by everyone.
5. **Resignation of Christina Koether from the Lachat Town Farm Commission:** Selectman Mohabeer moved and Selectwoman Jenner seconded to accept Christina Koether's resignation from the Lachat Town Farm Commission. The motion passed unanimously.
6. **Interview of Michael Tobin for a position on the Conservation Commission:** The Board of Selectman interviewed Michael Tobin for a position on the Conservation Commission.
7. **Interview of Nicole Copans for a position on the Lachat Town Farm Commission:** The Board of Selectmen interviewed Nicole Copans for a position on the Lachat Town Farm Commission.
8. **Interview of Al Fazi for a position on the Building Committee:** The Board of Selectmen interviewed Al Fazi for a position on the Building Committee.
9. **Discussion with the Commission on Aging concerning its charge and current activities:** Commission on Aging members Bruce Lorentzen and Richard Wolf described the work of the Commission. They explained the top concerns of seniors, and went into detail about Senior Center needs.

**Selectwoman Jenner made a motion to add to tonight's agenda the American Rescue Plan Act (ARPA) forward process. It was seconded by Selectman Mohabeer. The motion passed unanimously.**

- 10. American Rescue Plan Act go-forward process:** Selectwoman Jenner said she would like a Board of Selectmen meeting to occur sometime in between the public hearing scheduled for May 26, 2022 and the next joint BOS/BOF meeting on the subject of ARPA. First Selectwoman Nestor said she would prefer to have conversations about the APRA projects together with the BOS and BOF. Selectwoman Jenner said she would like to have a meeting for the purpose of discussing the proposed ARPA spend. Mr. Mohabeer agreed. He said it is reasonable to have a special BOS meeting to discuss the topic before the joint BOS/BOF meeting, especially considering the public feedback to be received at the public hearing. Selectwoman Jenner explained that the BOS may hear ideas that they never thought of at the public hearing and would then need to discuss them. Selectwoman Jenner moved to establish a Board of Selectmen meeting on June 1, 2022 at 7:30 pm for the purpose of discussing the feedback received at the May 26, 2022 public hearing on the subject of ARPA. First Selectwoman seconded. The motion passed unanimously.
- 11. Update from the Town Administrator on the June 21<sup>st</sup> Tax Sale auction:** Mr. Luiz provided an update.
- 12. Approval of Minutes from the Board of Selectmen Meeting held May 5, 2022:** Selectwoman Jenner moved and Selectman Mohabeer seconded to approve the unapproved minutes of the Board of Selectmen meeting held May 5, 2022, as presented. The motion passed unanimously.
- 13. Adjournment:** Selectman Mohabeer moved and Selectwoman Jenner seconded to adjourn. The motion passed unanimously.

Minutes submitted by: Jonathan Luiz, Town Administrator

**Board of Selectmen  
Special Meeting Minutes  
May 25, 2022 at 1:00 pm  
Meeting held via Zoom**

1. **Call to order:** First Selectwoman Samantha Nestor called the meeting to order at 1:01 pm, also in attendance were Selectman Martin Mohabeer, and Selectwoman Amy Jenner.
  
2. **Discussion/Decision to enter executive session to discuss pending litigation and evaluate personnel.**  
Selectwoman Jenner moved to enter executive session for the purpose of discussing pending litigation and evaluating personnel, invited to attend were Town Administrator Jonathan Luiz, Town Attorney Ira Bloom, Board of Finance Chair Rone Baldwin, Board of Finance Vice-Chair Steve Ezzes, motion seconded by Selectman Mohabeer, motion carried unanimously. The executive session ended at 3:11 pm.
  
3. **Adjournment:** Motion to adjourn made by Selectwoman Jenner, seconded by Selectman Mohabeer, motion carried unanimously. Meeting adjourned at 3:12 pm.

Minutes submitted by: Darcy Barrera-Hawes, Interim Executive Administrative Assistant

**Board of Finance and Board of Selectmen**  
**Special Meeting**  
**May 26, 2022 6:00 PM**  
**Held via Zoom**

1. **Call to Order:** Board of Finance Chair Rone Baldwin called the meeting to order at 6:00pm. Also in attendance were: Board of Finance members Steve Ezzes, Jeff Farr, Amy Gare, Michael Imber, Dick Bochinski, and Jamie Zeppernick ; Board of Selectmen members First Selectwoman Sam Nestor, Selectman Martin Mohabeer, Selectwoman Amy Jenner; Finance Director Rick Darling; Building Committee Chair and member of ARPA Advisory Group Joe Stromwell; and Town Administrator Jonathan Luiz. Approximately 60 members of the public were also in attendance
2. **Public Hearing:** Mr. Baldwin gave an overview of the ARPA plan as presented to the Board of Selectmen and Board of Finance on May 12, 2022. Mr. Luiz stated the procedures for public comment using Zoom by computer and phone. Selectwoman Nestor encouraged the public to also send emails to Board members with questions or comments.

Comments were heard from members of the public:

- Susan Baron: internet band-width improvements are needed throughout Town, senior center bathroom cost seems low, questioned composting and pickle ball courts, road maintenance is important. Need more communication from Town, tablets and phones do not show all website information. Mr. Luiz provided information about new cell towers and addressed the cost of bathroom renovation. Selectwoman Nestor provided information about road paving and pickle ball courts.
- Gillann Blunski, Chair of Diversity, Equity and Inclusion Advisory Committee: read letter on behalf of DEI Advisory Committee requesting funds for DEI initiatives.
- Lynn Ries, Buttonball Lane: questioned use of funds for community projects, other priorities and necessities should be prioritized including security, cell towers, AC in schools.
- Michelle Liguori, Georgetown Road: against expenditures not explicitly laid out at federal level, prioritize police and public safety, build up emergency response and mental health services, spoke about dangerous driving and read a letter from a resident regarding driving incident reported to police, also spoke about mold in school building.
- Margaret Wirtenberg, former resident of Weston: provided general support for projects.
- Jeff Seide, Wood Hill Road: expressed concerns about proposed location of school emergency access on Wood Hill, he supports emergency access and has emailed Boards other viable alternative locations.
- Gregg Haythorn: concerned about accountability of accomplishing projects, emphasis should be placed on road improvements, expressed thoughts on public hearing process.
- Ed Migliaccio, Wood Hill Road: inquired about public vote process.
- Leslie Burhans, Georgetown Road: priorities should be community wellness, school security infrastructure .
- Theresa Brasco, Laurel Lake East: supports road improvements and road safety, questioned need of pickle ball courts.
- Nina Daniel, Good Hill Road: important to address mental health issues of seniors and minorities in the wake of covid, requested that emails received by Town be presented in back-up material, questioned need for pickle ball courts, supports funding for DEI.
- Katherine McConnaughey, Valley Forge Road: supports community projects.
- Woody Bliss, Grays Farm Road: spoke of on-going expenses of projects, pickle ball court inside senior center are rarely used.

- Marisela Esposito, White Oak Lane: this meeting should have taken place earlier in process, take feedback and recommendations into consideration, supports funding for mental health issues relates to public safety, asked if police cameras could be funded here, expressed support for pickle ball and dog park as related to mental health. Asked about timeframe for funds that are not part of matching grants. Selectman Mohabeer spoke about the importance of DEI initiatives and will be considered. Selectwoman Nestor and Mr. Baldwin spoke about funding process and timeframes. Selectwoman Nestor spoke about the overall paving plan.
  - Noah Cohen-Cline, Salem Road: supports community projects like town green and dog park, feels important to health and growth of town and ties into community development; endorsed comments from DEI Chair
  - Lisa Flanagan, Merry Lane: asked what projects were considered but did not make the list and were future maintenance costs considered, supports mental health services, food insecurity services, public safety, public health, including paving as public safety. Mr. Baldwin responded about other projects and the process of determining what to include in ARPA plans and consideration of future costs.
  - Carol Baldwin, Fanton Hill Road: supports Lachat Town Farm and its importance in the community
  - Melissa Conner, Wells Hill Road: DEI Advisory Committee member, supports DEI request.
  - Deirdre Doran, Old Farm Road: expressed support for Lachat in supporting the community.
  - Sonia Skindrud, Old Farm Road: supports sustainability and DEI, concerned about environmental issues
  - Vanessa Richards, Good Hill Road: member of DEI Advisory Committee, supports DEI request.
  - Nicci Wiese, Ridge Road: Chair of Sustainable Weston, supports more involvement of sustainability, provided more information on food scrap recycling program.
  - Gillan Blunschi: asked what next steps for DEI request would be. Mr. Luiz explained process and Selectwoman Nestor requested additional information about their request, including future funding for projects. Selectman Mohabeer spoke about pilot programs, as did Mr. Baldwin.
  - Michelle Fracasso: supports sustainability initiatives, community activities, and support for DEI, less supportive of Ravenwood.
  - James Maggio, High Noon Road: supports Ravenwood as this is a town obligation, supports town wide water testing and water quality, supports road improvement. Mr. Stromwell spoke about town wide water testing and Asptuck Health District.
  - Nina Daniel: suggested dropping pickle ball court and fund senior center and commission on aging.
  - Theresa Brasco: supports road improvements and advocates outdoor activities.
  - Michelle Liguori: youth mental health and safety should be prioritized over community projects.
  - Carolyn Welsh, Richmond Hill Road: supports DEI, invest in existing programs on public safety, roads, traffic, water quality.
  - Mr. Baldwin and Selectwoman Nestor thanked the ARPA Advisory Group, BOS, BOF, and all participants. The community is encouraged to email their comments to the BOS and BOF. Mr. Baldwin reviewed the next steps; June 1 BOS meets for discussion, June 2 BOS and BOF meet, June 9 Special Town Meeting and June 18 machine ballot vote.
3. **Adjourn Board of Finance:** Mr. Imber made a motion to adjourn. Second by Mr. Farr, motion carried unanimously. Board of Finance adjourned at 8:30 pm
  4. **Adjourn Board of Selectmen:** Selectman Mohabeer made a motion to. Second by Selectwoman Jenner, motion carried unanimously. Board of Selectmen adjourned at 8:31 pm.



**Weston Board of Selectmen  
Special Meeting Minutes  
June 1, 2022 7:00 PM  
Meeting held remotely via Zoom**

1. **Call to order:** First Selectwoman Nestor called the meeting to order at 7:00 pm. Also in attendance were Selectman Martin Mohabeer, Selectwoman Amy Jenner, Town Administrator Jonathan Luiz, and members of the public.
2. **Pledge of Allegiance:** The Board of Selectmen lead in the recitation of the Pledge of Allegiance.
3. **Proclamation recognizing June 2, 2022 as Gun Violence Awareness Day in Weston:** First Selectwoman Nestor spoke about the event held at Town Hall on May 26, 2022 and read a proclamation recognizing June 2, 2022 as Gun Violence Awareness Day. Selectwoman Jenner expressed her support for this event and for Moms Demand Action.
4. **Appointment of Town Attorney:** Selectman Mohabeer moved to appoint Ira Bloom of the law firm Berchem Moses PC as the Town Attorney for a term of July 1, 2022 thru June 30, 2024. Selectwoman Jenner seconded. Discussion with Mr. Bloom took place. Selectman Mohabeer amended the motion to include that Mr. Bloom would keep the retainer amount as it currently is and that he would have meetings with the BOS every month until the Board decides to change to every other month. Selectwoman seconded the amended motion. Amended motion carried unanimously.
5. **Appointment of Nicole Copans to the Lachat Town Farm Commission:** Selectman Mohabeer moved to appoint Nicole Copans to the Lachat Town Farm Commission for a term ending June 30, 2023. Selectwoman Jenner seconded and the motion carried unanimously.
6. **Appointment of Richard Albrecht to the Conservation Commission.** Selectman Mohabeer moved to appoint Richard Albrecht to the Conservation Commission for a term ending December 31, 2025. Selectwoman Jenner seconded, motion carried with First Selectwoman Nestor and Selectman Mohabeer voting in favor and Selectwoman Jenner abstaining.
7. **Motion made by Selectwoman Jenner to move Agenda items 7 and 8 to Agenda items 9 and 10.** Selectman Mohabeer seconded. Motion carried unanimously.
8. **Discussion about the American Rescue Plan Act spending plan as proposed by the First Selectwoman and Chair of the Board of Finance.** First Selectwoman Nestor discussed changes to proposal due to STEEP Grant restrictions and the lower estimate of pool resurfacing. In-depth discussion took place about each proposed item and allocation of funds.
9. **Decision about making changes to the American Rescue Plan Act spending plan as proposed by the First Selectwoman and Chair of the Board of Finance.** Selectwoman Jenner moved and Selectman Mohabeer seconded that the Board of Selectmen adopt the following ARPA spending plan.

Project Title	Spend
Ravenwood Water System Renovations	\$810,000
Road Repaving	\$575,000
Fire Rescue 5 Replacement	\$535,000
Town Green	\$150,000
Dog Park Accessway & Parking	\$135,000
Tree Work	\$120,000
Mental Health	\$100,000

Lachat Offutt Center	\$100,000
Pickleball Courts	\$100,000
Lachat Wetlands Mitigation	\$90,000
Bisceglie Pond Resurfacing	\$85,000
Diversity, Equity & Inclusion	\$70,000
Wood Hill Rd Accessway	\$35,000
Senior Center Bathrooms Renovation	\$31,000
Weston Food Pantry	\$20,000
Sustainability Plan	\$20,000
Charging Stations at Town Hall	\$18,000
Wifi Hotspot at Town Hall Campus	\$15,000
Water Study	\$15,000
Composting Pilot at Transfer Station	\$10,000
<b>TOTAL:</b>	<b>\$3,034,000</b>

The motion carried unanimously.

**10. Establish machine ballot vote on Saturday, June 18, 2022 from noon to 8pm at Weston Town Hall:**

Selectwoman Jenner moved to establish a machine ballot vote on Saturday, June 18, 2022 from noon to 8pm at the Weston Town Hall for the purpose of answering the following question: "Shall the American Rescue Plan Act spending plan, as determined by both the Board of Selectmen and the Board of Finance, be approved? YES or NO". Selectwoman Jenner seconded, discussion took place. Motion carried unanimously.

**11. Establish a Special Town Meeting on Tuesday, June 7, 2022 at 7pm at the Weston High School Cafeteria:**

Selectwoman Jenner moved to establish a Special Town Meeting on Tuesday, June 7, 2022 at the Weston High School Cafeteria for the purpose of discussing the following question: "Shall the American Rescue Plan Act spending plan, as determined by both the Board of Selectmen and the Board of Finance, be approved? YES/NO", Selectmen Mohabeer seconded. The motion carried unanimously.

**12. Adjourn:** Selectman Mohabeer moved to adjourn, Selectwoman Jenner seconded. The motion carried

unanimously. Meeting adjourned at 9:33 pm.

Minutes submitted by: Darcy Barrera-Hawes, Interim Executive Administrative Assistant

**Board of Selectmen and Board of Finance**  
**Special Meeting Agenda**  
**Thursday, June 2, 2022 at 5:00 pm**  
**Meeting held via Zoom**

1. **Call to Order:** First Selectwoman Samantha Nestor called the meeting to order at 5:00 pm. Also in attendance were Board of Selectmen members Selectman Martin Mohabeer, Selectwoman Amy Jenner, Board of Finance Members Rone Baldwin, Chair, Dick Bochinski, Steve Ezzes, Jeff Farr, Amy Gare, Michael Imber, Jamie Zeppernick, and Town Administrator Jonathan Luiz.
  
2. **Update on the June 1, 2022 Board of Selectmen Meeting concerning the American Rescue Plan Act Spending Plan:** First Selectwoman Nestor gave an update on the ARPA plan as approved by the Board of Selectmen on June 1, 2022. At that meeting, it was also established to hold a Special Town Meeting on June 7, 2022 at 7:00pm for discussion and a machine ballot vote on June 18 from 12:00 to 8:00 pm for the following question: "Shall the American Rescue Plan Act spending plan, as determined by both the Board of Selectmen and the Board of Finance, be approved?" Yes/NO. Board of Finance Chair Rone Baldwin explained process whereby the Board of Finance decides to approve the Board of Selectmen plan or an amendment of said plan. Discussion took place regarding the ARPA plan and the Special Town Meeting process.
  
3. **Discussion/Decision on the American Rescue Plan Act Spending Plan:** Mr. Bochinski made a motion to approve the ARPA spending plan approved by the Board of Selectmen. Motion was seconded by Mr. Imber. Discussion took place and Mr. Imber moved the question. Mr. Baldwin, Ms. Gare, Mr. Bochinski, Mr. Imber, and Mr. Ezzes votes yes, Mr. Farr and Mr. Zeppernick voted no. It was noted by Selectwoman Jenner that two members of the public that she believed were from Wood Hill Road wanted to speak.
  
4. **Adjournment:** Mr. Imber made a motion to adjourn the Board of Finance, Ms. Gare seconded, motion carried unanimously. The Board of Finance adjourned at 5:46. Selectman Mohabeer made a motion to adjourn, Selectwoman Jenner seconded, motion carried unanimously. The Board of Selectmen adjourned at 5:48 pm.

Minutes submitted by Darcy Barrera-Hawes, Executive Administrative Assistant

**Weston Board of Selectmen  
Special Meeting Minutes  
June 16, 2022 at 7:30 PM  
Meeting held remotely via Zoom**

1. **Call to order:** First Selectwoman Nestor called the meeting to order at 7:37 pm, also in attendance were Selectman Martin Mohabeer, Selectwoman Amy Jenner, Town Administrator Jonathan Luiz, Town Assessor Denise Hames, Executive Administrative Assistant Darcy Barrera-Hawes, Matt Browner-Hamlin, and members of the public.
2. **Pledge of Allegiance:** The Board of Selectmen led in the recitation of the Pledge of Allegiance.
3. **Discussion/decision to contract with a company to perform the 2023 Complete Reappraisal and Revaluation of Real Property:** Discussion was held regarding the contract to perform the 2023 Complete Reappraisal and Revaluation of Real Property. Denise Hames, Town Assessor provided an overview of the RFP process, her recommendation, an in-depth discussion was held about the revaluation process. Selectmen had several questions about the process and the accuracy of the previous revaluation. Mr. Luiz will work with the Assessor to produce some information about sales that took place within 90 days after the reval was completed in October 1, 2018.
4. **Discussion/decision to authorize a supplemental appropriation of \$307,616 for the 27<sup>th</sup> employee payroll dated June 30, 2022:** Finance Director Rick Darling provided an overview of this process, which occurs approximately every eleven years. Selectwoman Jenner moved to authorize a supplemental appropriation of \$307,616 for the 27<sup>th</sup> employee payroll dated June 30, 2022, Selectman Mohabeer seconded. Motion carried unanimously.
5. **Discussion/decision to hire an Executive Administrative Assistant:** Selectman Mohabeer moved to appoint Darcy Barrera-Hawes as Executive Administrative Assistant effective June 20, 2022, seconded by Selectwoman Jenner. Motion carried unanimously.
6. **Discussion/decision to accept a donation to the Police Department for an amount sufficient to purchase two trail mounted speed alert systems:** Selectwoman Jenner moved to accept a donation to the Police Department for an amount sufficient to purchase two trail mounted speed alert systems, seconded by Selectman Mohabeer. Motion carried unanimously.
7. **Discussion/decision to authorize the First Selectwoman to sign state cemetery grant paperwork:** Selectman Mohabeer moved to authorize First Selectwoman Samantha Nestor to apply for and administer the Neglected Cemetery Account Program Grant, Selectwoman Jenner seconded this motion. Motion passed unanimously.
8. **Acceptance of Karen Tatarka's resignation as Library Director:** There was discussion about the search process, Selectman Mohabeer indicated his interest in participating in the search. The Board of Selectmen thanked Karen for her years of service. Selectwoman Jenner moved to accept Karen Tatarka's resignation as Library Director, Selectman Mohabeer seconded. Motion carried unanimously.
9. **Acceptance of James Smith's resignation from the Conservation Commission:** Selectman Mohabeer moved to accept James Smith's resignation, Selectwoman Jenner seconded. Motion carried unanimously.

10. **Interview of Matt Browner-Hamlin as an alternate on the Sustainable Weston Committee:** The Board of Selectmen interviewed Matt Browner-Hamlin for a position 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:** Selectwoman Jenner moved to appoint Ewa Ojarovaska to the Commission on the Arts for a term expiring June 30, 2023, seconded by Selectman Mohabeer. Motion carried unanimously.
12. **Discussion with Diversity, Equity, and Inclusion Committee regarding its charge and current activities:** This item was tabled
13. **Adjournment:** Selectwoman Jenner moved to adjourn, Selectman Mohabeer seconded. Motion carried unanimously. Meeting adjourned at 9:19 pm.

Minutes submitted by Darcy Barrera-Hawes, Interim Executive Administrative Assistant

**Weston Board of Selectmen  
Special Meeting Minutes  
June 16, 2022 6:45 PM  
Meeting held remotely via Zoom**

1. **Call to order:** First Selectwoman Nestor called the meeting to order at 6:46 pm, also in attendance were Selectman Martin Mohabeer, Selectwoman Amy Jenner, and Town Administrator Jonathan Luiz.
  
2. **Discussion/Decision to enter executive session to discuss pending litigation and evaluate personnel:**  
Selectwoman Jenner moved to enter into executive session for the purpose of discussing pending litigation and evaluating personnel, invited to attend were Town Administrator Jonathan Luiz and Town Attorney Ira Bloom, motion seconded by Selectman Mohabeer, motion carried unanimously. The executive session ended at 7:33 pm.
  
3. **Adjournment:** Motion to adjourn made by Selectman Mohabeer, seconded by First Selectwoman Nestor. Motion carried unanimously. Selectwoman Jenner was not in attendance for motion to adjourn. Meeting adjourned at 7:34 pm.

Minutes submitted by: Darcy Barrera-Hawes, Interim Executive Administrative Assistant

**Weston Board of Selectmen  
Special Meeting Minutes  
June 28, 2022 5:30 PM  
Meeting held remotely via Zoom**

1. **Call to order:** First Selectwoman Nestor called the meeting to order at 5:30 pm, also in attendance were Selectman Martin Mohabeer, Selectwoman Amy Jenner, and Town Administrator Jonathan Luiz.
  
2. **Discussion/Decision to enter executive session to discuss pending litigation:** Selectwoman Jenner moved to enter into executive session for the purpose of discussing pending litigation, invited to attend were Town Administrator Jonathan Luiz and Town Attorney Ira Bloom, motion seconded by Selectman Mohabeer, motion carried unanimously. The executive session ended at 6:45 pm.
  
3. **Adjournment:** Motion to adjourn made by Selectman Mohabeer, seconded by First Selectwoman Nestor. Motion carried unanimously. Selectwoman Jenner was not in attendance for motion to adjourn. Meeting adjourned at 6:45 pm.

Minutes submitted by: Darcy Barrera-Hawes, Executive Administrative Assistant

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

1. **Call to order:** Selectwoman Nestor called the meeting to order at 7:32 pm, also in attendance were Selectman Martin Mohabeer, Selectwoman Amy Jenner, and Town Administrator Jonathan Luiz.
2. **Pledge of Allegiance:** Amy Sanborn led the Pledge of Allegiance.
3. **Discussion to contract with a company to perform the 2023 real estate revaluation:** There was discussion about the process and next steps to be taken to select a company to perform the real estate revaluation. J. Luiz will set up interviews with the three proposing firms. He asked the Board of Selectmen to email him questions.
4. **Appointment of Karen Bennett and Anne Mastroianni as Interim Library Directors:** Selectman Mohabeer moved to appoint Karen Bennett and Anne Mastroianni as Interim Library Directors. Selectwoman Jenner seconded, the motion carried unanimously.
5. **Discussion/Decision to revise Administrative Floater job description:** Selectwoman Jenner moved to accept revisions to the Administrative Floater job description as amended. Selectman Mohabeer seconded, the motion carried unanimously.
6. **Discussion/Decision to hire a Records Coordinator:** Felippo Scandizzo was interviewed by the Board of Selectmen for the position of Records Coordinator. Selectman Mohabeer made a motion to hire Felippo Scandizzo as Records Coordinator. Selectwoman Jenner seconded, the motion carried unanimously.
7. **Acknowledgment of resignation of Taffy Miller from the Board of Education:** no motion
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 Blunschick 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**

Motion to reappoint Ryan Gussen to the Beautification Commission for a term to expire June 30, 2026 made by Selectwoman Jenner, seconded by Selectman Mohabeer, motion carried unanimously.

Motion to approve the following reappointments for terms expiring June 30, 2024 made by Selectwoman Jenner, seconded by Selectman Mohabeer, motion carried unanimously:

Paul Levin to the Commission for the Arts  
Gretchen Wright to the Commission for the Arts  
Sally Eiler to the Commission for the Arts  
David Coprio to the Building Committee  
Joseph Stromwall to the Building Committee



Edmond Warchick to the Building Committee

Gillann Blunski to the Diversity, Equity, and Inclusion Advisory Committee

Denise Massingale-Lamb to Diversity, Equity, and Inclusion Advisory Committee

Vanessa Richards to the Diversity, Equity, and Inclusion Advisory Committee

William Weiss to the Board of Ethics

9. **Discussion/Decision to Appoint Melissa Conner to the Diversity, Equity, and Inclusion Advisory Committee for a term expiring June 30, 2024:** Selectman Mohabeer moved to appoint Melissa Conner to the Diversity, Equity, and Inclusion Advisory Committee for a term expiring June 30, 2024. Selectwoman Jenner seconded, motion carried unanimously.
10. **Discussion/Decision to Appoint Matt Browner-Hamlin as an alternate on the Sustainable Weston Committee for a term expiring December 31, 2022:** Selectman Mohabeer moved to Appoint Matt Browner-Hamlin as an alternate on the Sustainable Weston Committee for a term expiring December 31, 2022. Selectwoman Jenner seconded, motion carried unanimously.

Selectwoman Jenner made a motion to add two items to the agenda: 1) Adding agenda item on a permanent basis for new business; and 2) To move to hybrid Board of Selectmen meetings. First Selectwoman Nestor seconded and the motion carried unanimously.

11. **Adding agenda item on a permanent basis for new business:** Discussion took place and best efforts will be made to provide a draft agenda to Board members on the Friday prior to meetings, draft agenda is subject to change. There was discussion about possibly moving Selectmen's meetings to Tuesdays next year.
12. **Move to hybrid Board of Selectmen meetings:** The Board will revisit the possibility of holding hybrid meetings in the fall.

Selectman Mohabeer made a motion to add the following item to the agenda: Discussion/Decision to authorize the First Selectwoman to sign a Project Authorization Letter (PAL) with the State of CT concerning the design work for the Weston Town Center pedestrian Improvements Project. Selectwoman Jenner seconded, the motion carried unanimously.

13. **Discussion/Decision to authorize the First Selectwoman to sign a Project Authorization Letter (PAL) with the State of CT concerning the design work for the Weston Town Center pedestrian Improvements Project:** There was discussion with Chris Faulkner, DOT Liaison, about federal grant funds available for sidewalks. Selectman Mohabeer made a motion to authorize First Selectwoman Nestor to sign the PAL from the State of CT Department of Transportation. Selectwoman Jenner seconded, motion passed unanimously.
14. **Executive session to discuss pending litigation:** Selectwoman Jenner moved to enter Executive Session at 8:36pm, Selectman Mohabeer seconded, motion carried unanimously. The executive session ended at 9:06.
15. **Adjournment:** Motion to adjourn made by First Selectwoman Nestor. Seconded by Selectwoman Jenner, motion carried unanimously. Meeting adjourned at 9:06 pm.

Minutes submitted by: Darcy Barrera-Hawes, Executive Administrative Assistant

**Board of Selectmen  
Special Meeting Minutes  
July 14, 2022 at 1:00 pm  
Meeting held via Zoom**

1. **Call to order:** First Selectwoman Nestor called the meeting to order at 1:00 pm. Also in attendance were Selectman Martin Mohabeer, Selectwoman Amy Jenner, Town Administrator Jonathan Luiz, Town Assessor Denise Hames, and representatives from Municipal Valuation Services, Tyler Technologies, and eQuality Valuation Services.
2. **Pledge of Allegiance:** First Selectwoman Nestor led in the recitation of the Pledge of Allegiance.
3. **Interview of companies that submitted proposals for complete reappraisal and revaluation of real property:** Mike Fazio and Chris Kerin from Municipal Valuation Services were interviewed.

There was discussion between the Board of Selectmen about the interview process.

Derek Arnold and Salim Serdah from Tyler Technologies discussed the bid Tyler submitted. They stated that the bid was higher than it should have been due to their miscalculation of the number of parcels in town. It was decided by the Board of Selectmen not to continue with the interview.

Discussion took place with Denise Hames about the assessment process and valuations.

Steve Kosofsky, Kerri Kazlauskas, Jay Cembruch and Mario Panagrosso from eQuality Valuation Services were interviewed.

There was discussion about the next steps in the process, RFP bids, and timeline for a decision; Board members are encouraged reach out to the Town Assessor with any questions.

4. **Decision to award a contract to a company to complete reappraisal and revaluation of real property:** Tabled
5. **Adjournment:** Selectman Mohabeer made a motion to adjourn. Seconded by Selectwoman Jenner, motion carried unanimously. Meeting adjourned at 2:55 pm.

Minutes submitted by Darcy Barrera-Hawes, Executive Administrative Assistant

**Tri-Board Special Meeting of the  
Board of Education, Board of Finance and Board of Selectmen  
Meeting Minutes  
July 14, 2022 at 6:00 pm  
Meeting held via Zoom**

1. **Call to Order:** First Selectwoman Nestor called the meeting to order at 6:03pm. Also in attendance were Selectman Martin Mohabeer, Selectwoman Amy Jenner, Town Administrator Jonathan Luiz; Superintendent of Schools Lisa Wolak Barbiero, WPS Finance Director Phil Cross, Board of Education Chair and member of the FOC Tony Pesco, David Felton member of Board of Education and FOC, Board of Education members Peter Gordon, Bernadette Kingsley; Board of Finance Vice-Chair and member of FOC Steve Ezzes, Board of Finance members Richard Bochinski, Jeffrey Farr, Amy Gare, Michael Imber; Facilities Optimization Committee Chair Rick Bertasi, and members Gayle Weinstein, Denise Harvey, Ken Edgar, representatives from Tecton Architects and Consulting Engineering Services , and members of the public.
2. **Welcome from the First Selectwoman:** First Selectwoman Nestor gave welcoming remarks and provided background on the Facilities Optimization Committee (FOC), the purpose of the meeting, and the process going forward.

**Remarks from the Board of Education Chair:** Tony Pesco, Chair of the Board of Education provided introductory remarks on behalf of the Board of Education.

**Remarks from the Board of Finance Chair / Vice Chair:** Steve Ezzes, Vice Chair of the Board of Finance gave introductory remarks on behalf of the Board of Finance.

3. **Final Presentation of the Facilities Optimization Committee's Recommendations:** Rick Bertasi, Chair of the FOC, discussed the mission of FOC and provided team introductions. Jeff Wyszynski of Tecton Architects gave a presentation which included the current conditions of the schools, utilization and capacity, project goals and process, options and considerations, and final recommendations. Discussion and a question and answer period followed the presentation. First Selectwoman Nestor encouraged all to submit questions via e-mail.
4. **Adjournment:** Motion to adjourn made by Tony Pesco, seconded by Jeff Farr, motion carried unanimously. Meeting adjourned at 8:20 pm.

Minutes Submitted By: Darcy Barrera-Hawes, Executive Administrative Assistant

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