

**Board of Selectmen
Regular Meeting Agenda
September 15, 2022 at 7:30 pm
Meeting held via Zoom**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81251494430>

Join by Phone: 646 558 8656

Webinar ID: 812 5149 4430

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Discussion/Decision to ratify a collective bargaining agreement with the Public Works Union**
- 4. Acceptance of Debbie Rehr's resignation from the Marketing Committee**
- 5. Acceptance of Bill Lomas' resignation from the Pedestrian and Cycling Committee**
- 6. Discussion about the Marketing Committee's charge**
- 7. Update on the Town Green project**
- 8. Revisions to the Library Director job description**
- 9. Discussion about moving to hybrid meetings**
- 10. Approval of Tax Refunds**
- 11. Approval of Minutes from the September 1, 2022 Special Board of Selectmen Meeting and September 1, 2022 Regular Board of Selectmen Meeting**
- 12. Executive Session**
- 13. Adjournment**

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1. Call to Order: **No motion**
2. Pledge of Allegiance: **No motion**
3. Discussion/Decision to ratify a collective bargaining agreement with the Public Works Union: **I move to ratify a new collective bargaining agreement with the Public Works Union for the duration of July 1, 2021 through June 30, 2025, as presented.**
4. Acceptance of Debbie Rehr's resignation from the Marketing Committee: **I move to accept Debbie Rehr's resignation from the Marketing Committee**
5. Acceptance of Bill Lomas' resignation from the Pedestrian and Cycling Committee: **I move to accept Bill Lomas' resignation from the Pedestrian and Cycling Committee**
6. Discussion about the Marketing Committee's charge: **No motion**
7. Update on the Town Green project: **No motion**
8. Revisions to the Library Director job description: **I move to revise the Library Director's job description, as presented.**
9. Discussion about moving to hybrid meetings: **No motion**
10. Approval of Tax Refunds: **I move to approve tax refunds totaling \$43,490.41, as presented.**
11. Approval of Minutes from the September 1, 2022 Special Board of Selectmen Meeting and September 1, 2022 Regular Board of Selectmen Meeting: **I move to approve the unapproved minutes of the September 1, 2022 Special Board of Selectmen Meeting and the September 1, 2022 Regular Board of Selectmen Meeting, as presented.**
12. Executive Session: **I move to enter into executive session to discuss real estate.**
13. Adjournment: **I move to adjourn**

DRAFT MOTIONS for the 9/15/22 Special BOS Meeting

- 1. Call to Order: No motion**
- 2. Pledge of Allegiance: No motion**
- 3. Discussion/Decision to ratify a collective bargaining agreement with the Public Works Union: I move to ratify a new collective bargaining agreement with the Public Works Union for the duration of July 1, 2021 through June 30, 2025, as presented.**

AGREEMENT BETWEEN

THE TOWN OF WESTON AND

WESTON HIGHWAY EMPLOYEES UNION LOCAL 1303-041 OF CONNECTICUT COUNCIL 4

AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES AFL-CIO

July 1, ~~2018-2021~~ - June 30, ~~2021~~2025

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This Agreement entered into by and between the Town of Weston, hereinafter referred to as the Town and Local 1303-041 of Council 4 of the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union.

PREAMBLE

The welfare of the Town of Weston and its employees is dependent upon the service the Town renders the public. Improvements in this service and economy in operating and maintaining expenses are promoted by willing cooperation between the Town Management and the organization of its employees. An obligation rests upon the Management, upon the Union, and upon each employee to render honest, efficient and economical service. The spirit of cooperation between the Management and the Union, all parties will so conduct themselves to promote this spirit.

**ARTICLE I
RECOGNITION**

Section 1.0

The Town recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining on matters of wages, hours and other conditions of employment for all employees in the Highway Department excluding elected officials, employees who have the right to hire, fire, and seasonal employees.

**ARTICLE II
UNION SECURITY**

Section 2.0

Each employee shall, as a condition of employment, become a member of the Union or pay a service fee in an amount determined by the Union in accord with applicable law within thirty (30) days of the effective date of this Agreement or the employee's date of hire whichever is later.

Section 2.1

Upon receipt of a signed authorization card, the Town agrees to deduct from the wages of each employee who has signed an authorized payroll deduction card, a sum certified by the Secretary or other authorized official of the Union, which are Union dues or Voluntary fees. Such deductions shall be in accordance with applicable State and Federal laws within thirty (30) days of the effective date of this Agreement or the employee's date of hire – whichever is later. Deductions will be made from the payroll period periodically as specified and total dues shall be delivered to AFSCME, Council 4. Deductions shall be made the first week of each month, except where the employee is not on the payroll for that week. The monthly remittances to the Union will be accompanied with a list of names of employees from whose wages such deductions have been made and the amount deducted from each employee. The Town shall not be liable for any member's dues if he is not on the payroll.

It is also agreed that neither any employee nor the Union shall have any claim against the Town for any deductions made or not made, as the case may be, unless a claim of error is made in writing to the Town within sixty (60) calendar days after the date such deductions were or should have been made.

The Union shall indemnify the Town and any department or division of the Town and hold it harmless against any and all claims, demands, suits or other forms of liability that may arise out of or by reason of any actions taken by the Town or any department or division of the Town for the purpose of complying with the provisions of this Article.

Section 2.2

The Town will provide each employee with a copy of this Agreement within thirty (30) calendar days after its signing. New employees will be given a copy of this Agreement at the time of hire.

ARTICLE III

SENIORITY

Section 3.0

The Town shall prepare a list of permanent employees showing their seniority in length of service with the Town and deliver same to the Union and a copy to each employee on April 1 of each year and at the signing of a new contract.

Section 3.1

New employees (non-seasonal) shall serve a probationary period of one-hundred eighty (180) calendar days. All employees, after successful completion of their probationary period, shall become permanent employees and shall acquire a length of service record as of the date of their employment.

Section 3.2

An employee with the least seniority shall be laid off first, providing the road supervisor cannot use him in another classification. Laid off permanent employees with the most seniority shall be rehired first and no new employee shall be hired until all laid off employees have been given an opportunity to return to work and providing the employee recalled is qualified to fill the vacancy. In the event of a layoff, an employee shall retain his seniority status for one (1) year from the date of his layoff.

Section 3.3

Employees recalled from layoff shall have two (2) weeks to indicate acceptance or rejection, and must return within three (3) weeks to avoid loss of seniority, unless otherwise mutually agreed upon.

Section 3.4

Officers and stewards of the Union shall have top seniority in the event of a layoff.

ARTICLE IV
PROMOTIONS

Section 4.0

Except for the position of Mechanic, the town shall post all vacancies and new positions within the bargaining unit for ten (10) days, prior to any action taken by the Town to fill such vacancies and/or new positions. Qualified employees of the bargaining unit shall be given the first opportunity to fill the vacancy by seniority. Immediately after the senior employee successfully bids for the vacancy or new position, the ten (10) day posting shall be waived. If there are no qualified employees within the bargaining unit or if employees within the bargaining unit decline the position, the Town may advertise and fill the position from outside the bargaining unit. A break-in probationary period for a promotional vacancy shall be thirty (30) working days.

When a vacancy in the position of Mechanic occurs, the Town shall accept applications for the position from persons with a minimum of two (2) years' experience in the field of vehicle repair (heavy equipment/trucks/automotive) within the past five (5) years. A probation period of sixty (60) days shall be given to an applicant selected to the position of mechanic. Applicants will be reviewed by the Public Works Director during the probation period. Applicants who do not successfully pass the probation period may be reassigned if they held previous positions with the Department of Public Works.

When a vacancy in the position of Foreman occurs, qualified employees of the bargaining unit shall be given the first opportunity to fill the vacancy. Seniority shall factor in only in the event that candidates have equal qualifications. If there are no qualified employees within the bargaining unit or if employees within the bargaining unit decline the position, the Town may advertise and fill the position from outside the bargaining unit. A break-in probationary period for a promotional vacancy shall be thirty (30) working days.

ARTICLE V
HOURS OF WORK, OVERTIME AND HOLIDAY PREMIUM PAY

Section 5.0

The regular hours of employment for employees in the bargaining unit shall be, forty (40) hours per week divided equally over five (5) consecutive days of eight hours each, as follows:

A. Assistant Transfer Station Operator:

Monday-Tuesday through Saturday from 87:00 A.M. to 43:00 P.M. with a one-half (1/2) hour lunch period included. Off on WednesdaysMonday.

B. Transfer Station Operator (Certified):

Tuesday through Saturday from 87:00 A.M. to 43:00 P.M. with a one-half (1/2) hour lunch period included.

~~C. Transfer Station Operator (Junior Grade)~~

~~Monday through Saturday (Wednesdays off) from 8:00 A.M. to 4:00 P.M. with a one-half (1/2) hour lunch period included.~~

~~D. Transfer Station Operator (Senior Grade)~~

~~Monday through Saturday (Wednesdays off) from 8:00 A.M. to 4:00 P.M. with a one-half (1/2) hour lunch period included.~~

E. All other Employees: Monday through Friday from 7:00 A.M. to 3:30 P.M. with a one-half (1/2) hour lunch period included. However, the Road Crew employee with the least amount of seniority shall work on the Road Crew from Tuesday through Friday from 7:00 A.M. to 3:30 P.M. with a one-half (1/2) hour lunch period included, and Saturday at the Transfer Station from 7:00 A.M. to 3:00 P.M. with a one-half (1/2) hour lunch period included.

Section 5.1

Time and one-half shall be paid for:

A. All work performed in excess of eight (8) hours in any one (1) day

B. All work performed in excess of forty (40) hours in any one (1) week.

C. All work performed on Saturday as such with a guaranteed minimum of three (3) hours except for the Transfer Station Operator who is regularly scheduled to work on Saturday and the Road Crew employee with the least amount of seniority that is regularly scheduled to work on Saturday at the Transfer Station. ~~This employee~~The Transfer Station Operator and Road Crew employee with the least amount of seniority that is regularly scheduled to work on Saturday. ~~This employee~~ shall be paid time and one-half for all work performed on Monday as such with a guaranteed minimum of three (3) hours.

Section 5.2

Double time shall be paid for:

A. All work performed on Sunday as such with a guaranteed minimum of three (3) hours.

B. All work performed on holidays listed in Article VII, Section 7.0 with a guaranteed minimum of three (3) hours plus regular holiday pay.

Section 5.3

When an employee is called in to work outside of his regularly scheduled working hours, he shall, in addition to his regular eight (8) hour work schedule, be paid a guaranteed minimum of three (3) hours at time and one-half his regular hourly rate if the call-in is from Monday through Saturday and double his regular hourly rate if the call-in is on a Sunday or a holiday. Employees shall be paid from the time they are notified, provided they report to work no later than one (1) hour after such notification.

Section 5.4

An assignment of overtime work, other than emergencies or to complete jobs which once started must be completed for economic or safety reasons shall be made at least four (4) hours in advance by the employee's supervisor.

Section 5.5

All overtime work shall be distributed as equally as practicable, within classifications among bargaining unit employees.

Section 5.6

There shall be no pyramiding of overtime. Employees shall be required to work overtime when requested unless excused by the Supervisor. Pro-offered overtime shall be charged to the overtime list.

Section 5.7

In lieu of overtime pay, an employee may elect compensatory time up to a maximum of five (5) days annually. Each day of elected compensatory time shall be credited at the rate of one and one half (1.5) days, for a maximum of seven and one half (7.5) days annual compensatory time credit. Compensatory time may be used with the approval of the Highway Superintendent on a seniority basis, provided the workload permits.

If unused as of July 1 of the fiscal year, the compensatory time will be paid out in cash. There is no carryover of compensatory time.

Section 5.8

Every effort will be made by the Town to assure that time is allotted for morning and afternoon coffee breaks.

Section 5.9

The Road Supervisor shall be responsible for the assignment of work to employees in their sections at all times, and consistent with the efficient operation of the department, such assignments, with respect to types and number of hours, shall be impartially rotated among the employees in each classification.

Section 5.10

No outside contractors shall be hired to do the work normally performed by bargaining unit employees unless an emergency requires that necessity and only after all bargaining unit employees are being utilized.

ARTICLE VI

WAGES AND BENEFITS

Section 6.0

A. Effective and retroactive to July 1, ~~2018-2021~~ all wage rates in effect on June 30, ~~2018-2021~~ shall be increased by ~~two point two five one and one half percent (2.251.50%)~~.

B. Effective and retroactive to July 1, ~~2019-2022~~ all wage rates in effect on June 30, ~~2019-2022~~ shall be increased by ~~two point five percent two and four tenths percent (2.52.40%)~~

C. Effective and retroactive to July 1, ~~2020-2023~~ all wage rates in effect on June 30, ~~2020-2023~~ shall be increased by ~~two point five percent two and four tenths percent (2.52.40%)~~

D. Effective July 1, 2024, all wage rates in effect on June 30, 2024 shall be increased by three percent (3.00%).

Section 6.1

Wage scales and classification as negotiated are part of this Agreement. The wage schedule will be implemented so that an employee will receive the starting rate from the date of employment and will receive the maximum rate as of the first (1st) anniversary date of his employment.

Those employees who were not at the maximum rate for their classification, on the effective date of this Agreement, shall receive the maximum rate as of their anniversary date of employment.

The wage rates, increments and classifications are shown in Appendix A.

A. Special Equipment Operator (S.G.; J.G.): The incumbent Special Equipment Operator (S.G.), shall be qualified to operate all equipment owned by the Town of Weston and used by the Public Works Department. The Special Equipment Operator (J.G.) shall be required to train and become qualified to operate all equipment owned by the Town of Weston and used by the Public Works Department.

B. After two (2) years' experience at the junior grade (J.G.) level, employees shall be promoted to the senior grade (S.G.) level, if they are determined capable by the Supervisor of performing the work required.

C. Working Foreman Position: There will be two (2) working foreman positions. In the absence of the Director of Public Works, the foreman with the most tenure shall be responsible for the operation of the Public Works Department to include the transfer station operation. In the absence of the Public Works Director, the foreman shall report to the Town Administrator.

D. Employees who are required to perform Mason work will be compensated with a stipend of \$1.25/hr. for all hours so engaged. Payment of such stipend will be made in the next regular pay check.

~~E. Effective 7/1/17, there shall be established a Transfer Station Operator Senior Grade position.~~

~~F. Effective 7/2/17, the starting rate for the Transfer Station Operator Senior Grade position shall be \$28.25 per hour; the maximum rate shall be \$29.25.~~

~~G. The market adjusted wage rates for the Transfer Station Operator Junior Grade position, effective 7/2/17 shall be a starting rate of \$26.25; maximum rate \$27.25.~~

~~H. The incumbent Transfer Station Operator Junior Grade shall receive a two percent general wage increase retroactive for the period of 7/2/16 thru 7/1/17.~~

~~I. — Effective 7/2/17, the incumbent Transfer Station Operator Junior Grade shall move to the market adjustment maximum of rate of \$27.25.~~

~~J. — After two (2) years' experience at the junior grade level, the incumbent Transfer Station Operator Junior Grade shall be promoted to the Transfer Station Operator Senior Grade level at a starting rate of \$28.25 if he is deemed capable by the Supervisor of performing the work required.~~

Section 6.2

Employees shall earn longevity payments on their anniversary date in recognition of their length of service as follows:

A. Employees with one (1) or more consecutive years of service shall receive ~~\$650.00~~ \$1,000.00 per year.

B. Employees with five (5) or more consecutive years of service shall receive ~~\$1,025.00~~ \$1,200.00 per year.

C. Employees with ten (10) or more consecutive years of service shall receive ~~\$1,225.00~~ \$1,400.00 per year.

D. Employees with fifteen (15) or more consecutive years of service shall receive ~~\$1,625.00~~ \$1,725.00 per year.

E. Employees with twenty (20) or more consecutive years of service shall receive ~~\$1,925.00~~ \$2,025 per year.

~~F. Employee hired on or after the date of 9/1/2022 shall not be eligible for longevity payments.~~

Section 6.3

The mechanics shall be responsible for the ongoing maintenance of all town vehicles with the exception of the Board of Education. Scheduling of repairs shall be done through the Public Works Director.

Section 6.4

Persons assigned to the position of Certified Transfer Station Operator shall be compensated at the hourly rate equivalent to the hourly rate of the Certified Transfer Station Operator. Persons working in this position shall work ~~the hours of the Certified Transfer Station Operator, as described in Article V7:00~~ am to 3:30 pm with a paid thirty minute lunch break.

Section 6.5 - Pay Schedules

The Town shall have the right to pay employees on a bi-weekly basis (every 2 weeks) provided that if the Town elects to pay employees bi-weekly, it shall do so by direct deposit to the financial institution selected by the employee.

ARTICLE VII

HOLIDAYS

Section 7.0

The following holidays shall be observed as days off with full pay:

- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Last Regularly Scheduled work day before Labor Day
- Labor Day
- Martin Luther King's Birthday
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- The last regularly-scheduled Work day before Christmas Day
- Christmas Day
- The last regularly-scheduled work day before New Year's
- New Year's Day
- And any day declared a holiday or day of mourning by the President, Governor, First Selectman, Board of Selectman, Federal Law or State Law except that in the event of an emergency those employees required to work on a day declared a day of mourning will receive straight time for the regular eight (8) hours of employment and time and one-half for all hours over eight (8) and will be entitled to take a day off at the employee's option.
- Juneteenth

Section 7.1

- A. Holidays falling on a Saturday shall be celebrated on the preceding day.
- B. Holidays falling on a Sunday shall be celebrated on the following Monday.

ARTICLE VIII

VACATIONS

Section 8.0

The employee's anniversary date of hire will be used to determine the amount of vacation time due. All employees shall earn vacations with pay at their current rate of pay as follows:

- A. One (1) year of service but less than five (5) years of service, two (2) weeks annually.
- B. Five (5) years of service but less than ten (10) years of service, three (3) weeks annually.
- C. Ten (10) years of continuous service-four (4) weeks' vacation.

D. Effective July 01, 2011

End of eleven (11) years of service -Four (4) weeks' vacation plus one (1) day. End of twelve (12) years of service - Four (4) weeks' vacation plus two (2) days. End of thirteen (13) years of service -Four (4) weeks' vacation plus three (3) days. End of fourteen (14) years of service -Four (4) weeks' vacation plus four (4) days. End of fifteen (15) years of service -Five (5) weeks' vacation.

Section 8.1

Employees shall be granted their vacations throughout the year subject to the demands of service as determined by the Road Supervisor. Employee preference for vacation schedules shall be granted by seniority.

Section 8.2

Employees with one (1) or more years of service who voluntarily quit after giving two (2) weeks notice to the Town, or who are laid off or are separated from the Town service shall receive their pro-rated accumulated vacation pay.

Section 8.3

Vacation time shall be allotted to employees on July 1st of each year, in consideration of employment service earned the prior July 1st through June 30th period. Vacation time shall be allotted to probationary employees on July 1st of their initial year of service on a pro-rated basis. Probationary employees may not use vacation time allotted on July 1st until he/she successfully completes the probationary period.

ARTICLE IX

LEAVE PROVISIONS

Section 9.0

Each employee shall have credited to their account, sick leave with full-pay of fifteen (15) working days during each calendar year, with no limit to the amount of unused sick leave that can be accumulated.

Section 9.1

An employee who is on paid sick leave for three (3) consecutive working days may be required by the Town to furnish a medical certificate verifying the illness. Should the Highway Superintendent reasonably suspect that abuse of the sick leave policy exists, the Town may request physician verification of absences, up to and including a physical examination. The Town will reimburse the employee for the deductible cost of the exam borne by the employee.

Section 9.2

Upon separation of his services with the Town for any reason other than quit or discharge, an employee shall receive on the basis of his current wages, full compensation for up to the first eighty two (82) days or fifty (50%) percent of his unused accumulated sick leave, whichever is greater. Employees hired after October 16, 2015 must have completed ten (10) years of service with the Town to receive this benefit; and shall receive full compensation of up to fifty

(50) days or thirty-five percent (35%), whichever is greater.

In the event of an employee's death, such compensation shall be paid to the employee's spouse and/or minor children. If the employee has neither a spouse nor children, such compensation shall be given to the estate of the deceased employee. Employees hired after July 01, 2011 must have completed ten (10) years of service with the Town to receive this benefit.

Section 9.3

Three (3) days special leave with full pay shall be granted for death in the immediate family. Should the death occur on a day not scheduled as a regular work day, only the actual work days necessary to complete the three (3) day period shall be allowed. Immediate family for purposes of this section is defined as spouse, father, mother, children, sister, brother, mother-in-law or father-in-law. Extended leave may be granted for special cases by the Road Supervisor.

Section 9.4

Leaves of absence without pay may be granted for periods of up to thirty (30) days, renewable for up to ninety (90) days, with the approval of the Town Administrator. The Town shall comply with the provisions of the federal Family and Medical Leave Act of 1993 for eligible employees.

Section 9.5

Three (3) Union Officers shall be allowed to attend official Union Conferences without loss of pay for the period required to attend the function, not to exceed three (3) days.

Section 9.6

Special leave shall be granted to employees performing jury duty with the Town paying the difference between the jury duty pay and the employee's regular pay.

Section 9.7

Each employee shall be entitled to one (1) day personal leave with full pay for each calendar quarter of perfect attendance. The leave provided for in this section may not be accumulated from year to year and may also be taken at a time convenient to the employee. The use of vacation days, bonus days, use of sick days for the prescheduled notification of doctor's appointments or if an employee goes home sick after reporting to work will not constitute absences against the perfect attendance incentive.

Employees hired after July 01, 2011 are not eligible for the perfect attendance incentive.

Effective July 1, 2011, employees who have completed fifteen (15) years or more of service shall no longer be eligible for this perfect attendance incentive.

Employees who have completed less than fifteen (15) years, but more than ten (10) years on July 1, 2011, shall be eligible for the incentive in the following manner:

Eleven (11) years – 4 perfect attendance days applicable for each calendar quarter annually

Twelve (12) years -3 perfect attendance days applicable for first three (3) quarters annually (Jul. Aug .Sep.), (Oct. Nov. Dec.) and (Jan. Feb. Mar.)

Thirteen (13) years – 2 perfect attendance days applicable for the first two thirds of the fiscal year annually (Jul. Aug. Sep. Oct.) = 1 Day; (Nov. Dec. Jan. Feb) = 1 Day

Fourteen (14) years -1 perfect attendance day applicable for first (6) months annually (Jul. Aug. Sep. Oct. Nov. Dec.) = 1Day

Section 9.8

Sick leave shall be allotted to employees on July 1st of each year, in consideration of employment service anticipated to be earned in the year ahead. Probationary employees shall be allotted sick leave on their initial date of hire in consideration of employment service anticipated to be earned in the year ahead.

**ARTICLE X
SAFETY AND HEALTH**

Section 10.0

Should an employee complain that his work requires him to be in unsafe or unhealthy situations in violation of acceptable safety rules, the matter shall be considered immediately by representatives of the Town. If the matter is not adjusted satisfactorily, the complaint may be processed through the grievance procedure. Employees shall be responsible to follow reasonable safety rules and regulations as developed by the Town. Such rules and regulations shall be uniformly applied.

Section 10.1

The Town shall, at its expense, replace, repair or sharpen such hand tools which are the personal property of the Tradesmen and Mechanics, whenever such replacement, repairing or sharpening are required solely by work performed for the Town by such Tradesmen and Mechanics.

Section 10.2

Each employee shall receive on July 1st of each year a clothing allowance of four hundred fifty dollars (\$450.00).

Section 10.3

Employees required to work overtime beyond 6:00 P.M., 12:00 Midnight or 8:00 A.M. shall be allowed time off for meals without loss of pay.

Section 10.4

Town shall provide each employee with foul weather gear, i.e. rain gear, rain hats, raincoats, rubber pants, boots, gloves, etc., and for their care as necessary. The Town shall also provide to each employee annually two (2) pairs of safety shoes as needed with the employee having the option of the type and style. The Highway Superintendent will determine the extent of need in each case.

ARTICLE XI

INSURANCE AND PENSION

Section 11.0 Pension

A. All Weston DPW employees shall be enrolled in the Connecticut Municipal Employees Retirement System Part B (CMERS), as deemed eligible by the rules and regulations of CMERS Part B. Both the Town and the Bargaining unit agree to be bound by all relevant CMERS Part B rules and regulations.

Section 11.1 Insurance

A. Except as otherwise provided below, the Town will assume the full cost of the following insurance plans for all bargaining unit employees and their eligible dependents, in accordance with the terms of the policy or plan documents:

B. Life Insurance - All employees shall be entitled to a life insurance policy equal to two times (2X) his annual base salary rounded to the nearest thousand and also a life insurance policy of \$100,000.

C. Medical Coverage - All employees and their eligible dependents shall be entitled to coverage by the Town's selected medical insurance benefits plan. Benefit levels are as described in Appendix B.

D. Vision Coverage - All employees and their eligible dependents shall be entitled to coverage by the Town's selected vision insurance benefits plan. Benefit levels are as described in Appendix C.

E. Dental Coverage - All employees and their eligible dependents shall be entitled to coverage by the Town's selected dental insurance benefits plan. Benefit levels are as described in Appendix D.

F. Prescription Coverage - All employees and their eligible dependents shall be entitled to coverage by the Town's selected prescription insurance benefits plan. Prescription co-payments shall be \$15/25/40. Mail order prescriptions shall be twice (2X) the listed amount for a 90 day supply.

G. The Town may change insurance carriers or self-insurance for any of the insurance plans listed above provided the replacement coverage and benefits are substantially equal to the current coverage and benefits. The Town shall provide sixty (60) days' notice to the Union and shall consult with the Union prior to implementing any change.

H. For individuals participating in the Medical coverage of the Town of Weston, the diagnosis and evaluation of infertility and treatment of the underlying causes of infertility will be covered expenses in accordance with the terms of the Plan document. Coverage for any artificial means of inducing pregnancy (including but not limited to artificial insemination, assisted reproductive technologies and embryo transfer procedures) is limited to a total lifetime maximum of \$ 12,000 per employee.

I.

A. HRA Account (Effective after June 30, 2016)

1. The Town shall provide an HRA benefit or other self-insured mechanism for the full deductible amount of the Health Insurance plan. (Current deductibles are: \$2,500 single I \$5,000 1+ 1 & Family coverage.)

2. The Town shall continue to pay the costs for any account or maintenance expense coincident with the HRA account.

J. Employee Contributions -Employee contributions to premiums and premium equivalent costs shall be as follows:

Effective	Employee	Town	
7/1/18 <u>2021</u>	<u>22.5%</u>	79.5 <u>77.5%</u>	retroactive to 7/1/18 <u>7/1/2021</u>
7/1/19 <u>2022</u>	<u>22.5%</u>	78.5 <u>77.5%</u>	retroactive to 7/1/19
7/1/20 <u>2023</u>	22.5%	77.5%	retroactive to 7/1/20
<u>7/1/2024</u>	<u>23.5%</u>	<u>76.5%</u>	

K. Insurance Opt Out - Employees electing out of Town coverage shall be paid an amount equal to 35% of the Town cost for such benefits. Payment is made over the course of the year in each pay check. Employees retain the right to opt back into Town coverage annually during the open enrollment period.

L. Unpaid Leave - Except as otherwise required by law, an employee shall be responsible for paying the full cost of his/her medical insurance benefits, including eligible dependents, while on unpaid leave.

Section 11.2

Post-Retirement Medical Insurance:

[1] Excluding employees hired on or after July 1, 2019, Medical insurance shall be made available to CMERS-eligible retirees who meet the following conditions:

- A. The attainment of age 55 with at least 15 completed years of consecutive service; or
- B. The attainment of at least 30 completed years of consecutive service, regardless of age.

This shall not be negotiated or changed for current employees and neither the Town nor Union may propose to change it, with side letters to this effect for each member. [2] Excluding employees hired on or after July 1, 2019, the Town shall make available the following medical coverage to eligible retirees:

- A. Medical plan coverage, the same as that made available to active employees, as such coverage is from time to time negotiated and changed.

This shall not be negotiated or changed for current employees and neither the Town nor Union may propose to change it, with side letters to this effect for each member.

[3] Excluding employees hired on or after July 1, 2019, the Town shall contribute the following annual amounts, based on years of service and age (if applicable) at the time of retirement, for participating retirees who are not eligible for Medicare coverage:

\$3,500 after 15 completed years of consecutive service and age 55:

\$5,500 after 20 completed years of consecutive service and age 55

\$6,000 after 25 completed years of consecutive service and age 55;

65% of monthly COBRA rate after 30 years of consecutive service (regardless of age).

This shall not be negotiated or changed for current employees and neither the Town nor Union may propose to change it, with side letters to this effect for each member.

[4] Excluding employees hired on or after July 1, 2019, the Town shall pay the cost of providing a Medicare Supplemental health insurance policy for eligible retirees only, up to a maximum contribution by the Town of \$235.00 per month. When an eligible retiree (as provided in [1] above) becomes eligible for Medicare the retiree shall no longer be eligible to participate in the Town's medical plan coverage but his/her spouse may continue to participate in the Town's medical plan until he/she becomes eligible for Medicare, provided that the spouse shall be responsible for paying 100% of the monthly COBRA rate to continue such participation.

It shall be the responsibility of the eligible retiree to apply for Medicare coverage and to obtain the Medicare supplemental health insurance policy. The Town may request proof of coverage from the retiree on an annual basis. If the premium cost of the Supplemental policy for the retiree is less than \$235.00 per month, the Town's obligation is limited to the actual cost of the premium.

This shall not be negotiated or changed for current employees and neither the Town nor Union may propose to change it, with side letters to this effect for each member.

[5] Any eligible participant who becomes employed by another employer that provides health insurance coverage shall have the employer's health insurance plan designated as the participant's primary health insurance plan while such coverage is in effect. In the event that a participant's covered spouse is also covered under his or her employer's medical benefit plan, such other plan shall be secondary under the existing provisions of the coverage made available by the Town of Weston. All participants will be requested, at least once a year, to provide a statement to the town confirming whether they or their covered dependents have any other medical coverage.

This shall not be negotiated or changed for current employees and neither the Town nor Union may propose to change it, with side letters to this effect for each member.

Section 11.3

Post Retirement Life Insurance

[1] Retirees shall be eligible to port their group life insurance coverage into personal life insurance coverage with the following conditions:

- A. The attainment of at least twenty (20) completed years of consecutive service, regardless of age; and
- B. Any and all eligibility conditions established by the Town's designated group life insurance carrier.

[2] Retirees eligible to port their group life insurance coverage into personal life insurance coverage shall be responsible for paying one hundred percent (100%) of the premium costs charged by the carrier.

ARTICLE XII
DISCIPLINARY ACTIONS

Section 12.0

Except as otherwise provided below for probationary employees, all disciplinary actions shall be applied in the following order:

A. (1) oral warning, (2) written warning, (3) suspension, (4) discharge.

It is agreed that the employer has the right to vary the above procedure when an offense is of such a nature as to warrant suspension or discharge.

B. Written warnings, suspensions and discharges must be in writing with reasons given and a copy given to the employee and the Union at the time the action is taken.

C. No employee shall be dismissed except for just cause, and after consulting with the Union.

D. Verbal disciplinary warnings will be removed from the employee's file after a period of eighteen (18) months and marked 'inactive' and will no longer be considered as part of the employee's work records.

Written disciplinary warnings will be removed from the employee's file after a period of thirty-six (36) months and marked 'inactive' and will no longer be considered as part of the employee's work records. Should either verbal or written warnings result in grievance activity, the final disposition of the grievance shall determine the initial date regarding 'removal' from the files.

During their probationary period of employment, as provided in Article III, Section 3.1 of this Agreement, employees may be disciplined up to and including dismissal from employment with the Town at-will. Such discipline or discharge shall not be subject to the grievance procedure and so may not be challenged by the Union.

ARTICLE XIII
NO STRIKE OR LOCKOUT

Section 13.0

During the life of this Agreement there shall be no strike, or stoppage of work by employees, nor shall there be any lockout by the Town in any part of the Town's operation.

ARTICLE XIV

PRIOR PRACTICE

Section 14.0

Nothing in this Agreement shall be construed as abridging any right, benefit or privilege that employees have enjoyed heretofore, unless it is specifically stated that said practice has been superseded by a provision in this Agreement.

ARTICLE XV

GRIEVANCE PROCEDURE

Section 15.0

The purpose of this procedure is to provide an orderly method of adjusting grievances. Any employee in the bargaining unit having a problem concerning the interpretation or application of position, promotion, dismissal, suspension, demotion, transfer, layoff, sickness, vacation or other leave, or other conditions of employment shall seek adjustment in the Step order listed below.

Time extension beyond those stipulated below may be arrived at by mutual agreement of the parties concerned.

Step 1

Within fifteen (15) business days of the underlying problem or incident having occurred or knowledge of the underlying problem or incident having occurred, the employee's immediate steward shall present to his Director of Public Works all the facts available pertaining to the problem or incident. The Director of Public Works shall adjust the grievance preferably the same day, or notify the employee and/or his representative of his decision within fifteen business days from the time the grievance was presented.

Step 2

If the employee and his representative still feel further review is necessary, the Union will request a meeting with the Town Administrator. The Town Administrator shall, within twenty (20) business days, call a meeting of all the parties concerned and the Union grievance committee to discuss the grievance fully. The Town Administrator may render his/her decision, in writing, either at the end of the meeting or within fifteen (15) business days after the meeting, to the representative of the Union.

Step 3

In the event the employee and/or his representative feel that further review is justified, the Union may within twenty (20) business days, submit the grievance to arbitration by the Connecticut State Board of Mediation and Arbitration. The decision of the arbitrator(s) shall be final and binding on both parties.

ARTICLE XVI
MANAGEMENT RIGHTS

I. It is understood and agreed that the Town of Weston possesses the sole right and authority to operate and direct the employees of the Town and its various departments in all aspects, including employees of the Highway Department. Such authority shall include but not be limited to all rights and authority exercised by the Town prior to the execution of this Agreement, except as modified in this Agreement. These rights include, but are not limited to:

- a. The right to determine its mission, policies and to set forth all standards of service offered to the public.
- b. To plan, direct, control and determine the operations or services to be conducted by employees of the Town.
- c. To determine the methods, means, number of personnel needed to carry out the department's mission.
- d. To direct the working forces.
- e. To hire and assign or to transfer employees within the department or to other applicable functions.
- f. To promote, suspend, discipline or discharge for just cause.
- g. To lay-off or relieve employees due to lack of work or funds or for other legitimate reasons.
- h. To make, publish and enforce rules and regulations.
- i. To introduce new or improved methods, equipment or facilities.
- J. To take any and all actions as may be necessary to carry out the mission of the Town and the Highway Department, in situations of civil emergency as may be declared by the First Selectman, Town Administrator, Police Chief or Fire Chief, provided that no right enumerated herein shall be exercised or enforced in a manner contrary to or inconsistent with the provisions of this agreement.

ARTICLE XVII
DURATION

Section 16.0

This Agreement shall be effective and retroactive to July 1, ~~2018-2021~~ and shall remain in full force and effect through the 30th day of June ~~2021-2025~~. This Agreement shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least one hundred fifty (150) days prior to the anniversary date that it desires to modify this agreement.

IN WITNESS WHEREOF, the parties have caused their names to be signed this _____

Day of _____ April, ~~2019~~2022.

FOR THE TOWN OF WESTON

First Selectwoman Samantha Nestor

FOR LOCAL 1303-041 OF COUNCIL-4

AFSCME AFL-CIO

PRESIDENT Albert Blizzard

VICE PRESIDENT Frank Katz

SECRETARY TREASURER Todd Schutz

STAFF REP COUNCIL4 Robert Montuori

Appendix A - Wages

CLASSIFICATION GRID, WESTON DPW, AFSCME LOCAL 1303-041				
CLASSIFICATION	7/1/2021	7/1/2022	7/1/2023	7/1/2024
Maintainer	33.92	34.74	35.57	36.64
Assistant Transfer Station Operator	35.92	36.78	37.67	38.80
Equipment Operator (JG)	36.01	36.88	37.76	38.89
Equipment Operator (SG)	37.13	38.02	38.93	40.10
Transfer Station Operator (Certified)	37.21	38.10	39.02	40.19
Special Equipment Operator (JG)	38.57	39.50	40.44	41.66
Special Equipment Operator (SG)	39.06	39.99	40.95	42.18
Mechanic - Jr.	40.34	41.30	42.30	43.56
Mechanic - Sr.	41.50	42.50	43.52	44.82
Foreman (Working)	42.69	43.72	44.76	46.11

CLASSIFICATION	7/1/2021	7/1/2022	7/1/2023	7/1/2024
Maintainer	35.10	35.94	36.80	37.91
Assistant Transfer Station Operator	36.36	37.23	38.12	39.27
Equipment Operator (JG)	36.85	37.74	38.64	39.80
Equipment Operator (SG)	37.59	38.49	39.41	40.59
Transfer Station Operator (Certified)	38.93	39.86	40.82	42.04
Special Equipment Operator (JG)	39.02	39.95	40.91	42.14
Special Equipment Operator (SG)	39.47	40.42	41.39	42.63
Mechanic - Jr.	40.80	41.78	42.79	44.07
Mechanic - Sr.	42.66	43.68	44.73	46.07
Foreman (Working)	43.18	44.21	45.28	46.63

Your summary of benefits

Appendix B

Anthem Blue Cross and Blue Shield, Town of Weston Plan 2

Your Plan: Anthem Century Preferred PPO GHRA \$2500/\$5000

Your Network: Century Preferred

This summary of benefits is a brief outline of coverage, designed to help you with the selection process. This summary does not reflect each and every benefit, exclusion and limitation which may apply to the coverage. For more details, important limitations and exclusions, please review the formal Evidence of Coverage (EOC). If there is a difference between this summary and the Certificate of Insurance or Evidence of Coverage (EOC), the Certificate of Insurance or Evidence of Coverage (EOC), will prevail.

Employer's Annual Health Reimbursement Account Contributions: Person \$2,500/Family \$5,000

This is a health reimbursement account (HRA)-based medical plan with a health reimbursement account. You can use this account to help you pay for eligible medical and pharmacy.

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Overall Deductible <i>See notes section to understand how your deductible works. Your plan may also have a separate Prescription Drug Deductible. See Prescription Drug Coverage section.</i>	\$2,500 person / \$5,000 family	
Out-of-Pocket Limit <i>When you meet your out-of-pocket limit, you will no longer have to pay cost-shares during the remainder of your benefit period. See notes section for additional information regarding your out of pocket maximum.</i>	\$3,500 person / \$7,000 family	\$5,000 person / \$10,000 family
Preventive care/screening/immunization <i>In-network preventive care is not subject to deductible, if your plan has a deductible. Included are the preventive care services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits.</i>	No charge	20% coinsurance after deductible is met
Doctor Home and Office Services Primary care visit to treat an injury or illness	0% coinsurance after deductible is met	20% coinsurance after deductible is met

Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Specialist care visit	0% coinsurance after deductible is met	20% coinsurance after deductible is met
Routine Prenatal Care	No Charge	20% coinsurance after deductible is met
Routine Postnatal Care	No Charge	20% coinsurance after deductible is met
Other practitioner visits: Retail health clinic On-line Medical Visit <i>Live Health Online is the preferred telehealth solutions (www.livehealthonline.com)</i> Acupuncture <i>Covered</i>	0% coinsurance after deductible is met 0% coinsurance after deductible is met 0% coinsurance after deductible is met	20% coinsurance after deductible is met 20% coinsurance after deductible is met 20% coinsurance after deductible is met
Other services in an office: Allergy testing Chemo/radiation therapy Dialysis/Hemodialysis	0% coinsurance after deductible is met 0% coinsurance after deductible is met 0% coinsurance after deductible is met	20% coinsurance after deductible is met 20% coinsurance after deductible is met 20% coinsurance after deductible is met

Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p>Prescription drugs <i>For the drugs itself dispensed in the office thru infusion/injection.</i></p>	0% coinsurance after deductible is met	20% coinsurance after deductible is met
<p>Diagnostic Services</p> <p>Lab:</p> <p>Office</p> <p>Freestanding/Site-of-Service Lab</p> <p>Outpatient Hospital</p>	<p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p>	<p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p>
<p>X-ray:</p> <p>Office</p> <p>Freestanding/Site-of-Service Radiology Center</p> <p>Outpatient Hospital</p>	<p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p>	<p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p>
<p>Advanced Diagnostic Imaging: <i>Imaging services include MRI, MRA, CAT, CTA, PET, and SPECT scans</i></p> <p>Office</p> <p>Freestanding/Site-of-Service Radiology Center</p>	<p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p>	<p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p>

Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p>Outpatient Hospital</p>	<p>0% coinsurance after deductible is met</p>	<p>20% coinsurance after deductible is met</p>
<p>Emergency and Urgent Care</p> <p>Urgent Care</p> <p>Emergency Room Facility Services</p> <p>Emergency room doctor and other services</p> <p>Ambulance Transportation</p>	<p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p>	<p>Covered as In-Network</p> <p>Covered as In-Network</p> <p>Covered as In-Network</p> <p>Covered as In-Network</p>
<p>Outpatient Mental Health and Substance Use Disorder</p> <p>Doctor office visit and Online Visit</p> <p>Facility visit: Facility fees</p> <p>Doctor Services</p>	<p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p>	<p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p>
<p>Outpatient Surgery</p> <p>Facility fees:</p>		

Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p>Hospital</p> <p>Freestanding Surgical Center</p> <p>Doctor and other services</p>	<p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p>	<p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p>
<p>Hospital Stay (all Inpatient stays including Maternity, Mental/Behavioral Health, Substance Abuse, Infertility, Hospice and Human Organ and Tissue Transplant services):</p> <p>Facility fees (for example, room & board)</p> <p>Doctor and other services</p>	<p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p>	<p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p>
<p>Recovery & Rehabilitation</p> <p>Home health care <i>Coverage is limited to 100 visits per benefit period (80 of those visits can be Home Health Aide visits). Limit is combined In-Network and Non-Network.</i></p>	<p>0% coinsurance after deductible is met</p>	<p>20% coinsurance after deductible is met</p>
<p>Rehabilitation services (for example, physical/speech/occupational therapy/chiropractic):</p> <p>Office <i>Coverage for rehabilitative and habilitative physical therapy, occupational therapy, and speech therapy combined is limited to 60 visits per benefit period. Chiropractic care limited to 12 visits per benefit period. Limit is combined across professional visits and outpatient facilities. Limit is combined In-Network and Non-Network</i></p>	<p>0% coinsurance after deductible is met</p>	<p>20% coinsurance after deductible is met</p>

Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p>Outpatient hospital <i>Coverage for rehabilitative and habilitative physical therapy, occupational therapy, chiropractic and speech therapy combined is unlimited per benefit period. Limit is combined across professional visits and outpatient facilities. Limit is combined In-Network and Non-Network</i></p>	0% coinsurance after deductible is met	20% coinsurance after deductible is met
<p>Cardiac rehabilitation</p> <p>Office</p> <p>Outpatient hospital</p>	<p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p>	<p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p>
<p>Skilled nursing care (in a facility) <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 100 per benefit period.</i></p>	0% coinsurance after deductible is met	20% coinsurance after deductible is met
<p>Hospice</p>	0% coinsurance after deductible is met	20% coinsurance after deductible is met
<p>Durable Medical Equipment <i>Coverage for hearing aids is limited to 1 per ear every 2 years.</i></p>	0% coinsurance after deductible is met	20% coinsurance after deductible is met
<p>Prosthetic Devices <i>Mandatory coverage of a wig if prescribed by a licensed oncologist for a patient who suffers hair loss as a result of chemotherapy. Member cost share for prosthetic arms, legs and microprocessors is 0% coinsurance after deductible when In-Network.</i></p>	0% coinsurance after deductible is met	20% coinsurance after deductible is met

Your summary of benefits

Covered Prescription Drug Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Pharmacy Deductible	Combined with medical deductible	Combined with medical deductible
Pharmacy Out of Pocket	Combined with medical out of pocket maximum	Combined with medical out of pocket maximum
Prescription Drug Coverage <i>National Drug List</i> <i>This product has a 34-day supply is available at a Retail Pharmacy. A 90 day supply is available through Home Delivery.</i>		
Tier 1 - Typically Generic <i>Covers up to a 30 day supply (retail pharmacy). Covers up to a 90 day supply (home delivery program).</i>	After deductible is met \$5 Copay retail \$5 Copay mail order	20% coinsurance after deductible (retail and home delivery).
Tier 2 – Typically Preferred Brand <i>Covers up to a 34 day supply (retail pharmacy). Covers up to a 90 day supply (home delivery program).</i>	After deductible is met \$25 Copay retail \$50 Copay mail order	20% coinsurance after deductible (retail and home delivery).
Tier 3 - Typically Non-Preferred Brand <i>Covers up to a 34 day supply (retail pharmacy). Covers up to a 90 day supply (home delivery program).</i>	After deductible is met \$40 Copay retail \$80 Copay mail order	20% coinsurance after deductible (retail and home delivery).

Your summary of benefits

Notes:

- The family deductible and out-of-pocket maximum are non-embedded; the deductible can be met individually or accumulatively.
- Your coinsurance, copays and deductible count toward your out of pocket amount.
- For additional information on this plan, please visit sbc.anthem.com to obtain a "Summary of Benefit Coverage".
- If your plan includes out of network benefits, all services with calendar/plan year limits are combined both in and out of network.
- If your plan includes out of network benefits and you use a non-participating provider, you are responsible for any difference between the covered expense and the actual non-participating providers charge. When receiving care from providers out of network, members may be subject to balance billing in addition to any applicable copayments, coinsurance and/or deductible. This amount does not apply to the out of network out of pocket limit.

Language Access Services:

Get help in your language

Curious to know what all this says? We would be too. Here's the English version:

If you have any questions about this document, you have the right to get help and information in your language at no cost. To talk to an interpreter, call (844) 682-6553.

Separate from our language assistance program, we make documents available in alternate formats for members with visual impairments. If you need a copy of this document in an alternate format, please call the customer service telephone number on the back of your ID card.

(TTY/TDD: 711)

Arabic (العربية): إذا كان لديك أي استفسارات بشأن هذا المستند، فيحق لك الحصول على المساعدة والمعلومات بلغتك دون مقابل. للتحدث إلى مترجم، اتصل على (844) 682-6553.

Armenian (հայերեն). Եթե այս փաստաթղթի հետ կապված հարցեր ունեք, դուք իրավունք ունեք անվճար ստանալ օգնություն և տեղեկատվություն ձեր լեզվով: Թարգմանչի հետ խոսելու համար զանգահարեք հետևյալ հեռախոսահամարով՝ (844) 682-6553:

Chinese(中文): 如果您對本文件有任何疑問，您有權使用您的語言免費獲得協助和資訊。如需與譯員通話，請致電 (844) 682-6553。

Farsi (فارسی): در صورتی که سؤالی پیرامون این سند دارید، این حق را دارید که اطلاعات و کمک را بدون هیچ هزینه‌ای به زبان مادری‌تان دریافت کنید. برای گفتگو با یک مترجم شفاهی، با شماره (844) 682-6553 تماس بگیرید.

French (Français): Si vous avez des questions sur ce document, vous avez la possibilité d'accéder gratuitement à ces informations et à une aide dans votre langue. Pour parler à un interprète, appelez le (844) 682-6553.

Haitian Creole (Kreyòl Ayisyen): Si ou gen nenpòt kesyon sou dokiman sa a, ou gen dwa pou jwenn èd ak enfòmasyon nan lang ou gratis. Pou pale ak yon entèpre, rele (844) 682-6553.

Italian (Italiano): In caso di eventuali domande sul presente documento, ha il diritto di ricevere assistenza e informazioni nella sua lingua senza alcun costo aggiuntivo. Per parlare con un interprete, chiami il numero (844) 682-6553.

Japanese (日本語): この文書についてなにかご不明な点があれば、あなたにはあなたの言語で無料で支援を受け情報を得る権利があります。通訳と話すには、(844) 682-6553 にお電話ください。

Korean (한국어): 본 문서에 대해 어떠한 문의사항이라도 있을 경우, 귀하에게는 귀하가 사용하는 언어로 무료 도움 및 정보를 얻을 권리가 있습니다. 통역사와 이야기하려면 (844) 682-6553 로 문의하십시오.

Navajo (Diné): Díí naaltsoos biká'ígíí íahgo bina'ídiilkidgo ná bohónéedzà dóó bee ahóót'i' t'áá ni nizaad k' ehj'í bee níl hodoonih t'áadoo bą́ąh ílínígóó. Ata' halne'ígíí ía' bich'í' hadeesdzih nínizingo kojí' hodiílnih (844) 682-6553.

Language Access Services:

Polish (polski): W przypadku jakichkolwiek pytań związanych z niniejszym dokumentem masz prawo do bezpłatnego uzyskania pomocy oraz informacji w swoim języku. Aby porozmawiać z tłumaczem, zadzwoń pod numer: (844) 682-6553.

Punjabi (ਪੰਜਾਬੀ): ਜੇ ਤੁਹਾਡੇ ਇਸ ਦਸਤਾਵੇਜ਼ ਬਾਰੇ ਕੋਈ ਸਵਾਲ ਹੁੰਦੇ ਹਨ ਤਾਂ ਤੁਹਾਡੇ ਕੋਲ ਮੁਫਤ ਵਿੱਚ ਆਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਮਦਦ ਅਤੇ ਜਾਣਕਾਰੀ ਪ੍ਰਾਪਤ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਹੁੰਦਾ ਹੈ। ਇੱਕ ਦੁਭਾਸ਼ੀਏ ਨਾਲ ਗੱਲ ਕਰਨ ਲਈ, (844) 682-6553 ਤੇ ਕਾਲ ਕਰੋ।

Russian (Русский): если у вас есть какие-либо вопросы в отношении данного документа, вы имеете право на бесплатное получение помощи и информации на вашем языке. Чтобы связаться с устным переводчиком, позвоните по тел. (844) 682-6553.

Spanish (Español): Si tiene preguntas acerca de este documento, tiene derecho a recibir ayuda e información en su idioma, sin costos. Para hablar con un intérprete, llame al (844) 682-6553.

Tagalog (Tagalog): Kung mayroon kang anumang katanungan tungkol sa dokumentong ito, may karapatan kang humingi ng tulong at impormasyon sa iyong wika nang walang bayad. Makipag-usap sa isang tagapagpaliwanag, tawagan ang (844) 682-6553.

Vietnamese (Tiếng Việt): Nếu quý vị có bất kỳ thắc mắc nào về tài liệu này, quý vị có quyền nhận sự trợ giúp và thông tin bằng ngôn ngữ của quý vị hoàn toàn miễn phí. Để trao đổi với một thông dịch viên, hãy gọi (844) 682-6553.

It's important we treat you fairly

That's why we follow federal civil rights laws in our health programs and activities. We don't discriminate, exclude people, or treat them differently on the basis of race, color, national origin, sex, age or disability. For people with disabilities, we offer free aids and services. For people whose primary language isn't English, we offer free language assistance services through interpreters and other written languages. Interested in these services? Call the Member Services number on your ID card for help (TTY/TDD: 711). If you think we failed to offer these services or discriminated based on race, color, national origin, age, disability, or sex, you can file a complaint, also known as a grievance. You can file a complaint with our Compliance Coordinator in writing to Compliance Coordinator, P.O. Box 27401, Mail Drop VA2002-N160, Richmond, VA 23279. Or you can file a complaint with the U.S. Department of Health and Human Services, Office for Civil Rights at 200 Independence Avenue, SW; Room 509F, HHH Building; Washington, D.C. 20201 or by calling 1-800-368-1019 (TDD: 1-800-537-7697) or online at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>. Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Your Vision Benefits Summary

Appendix C



Get access to the best in eye care and eyewear with TOWN OF WESTON and VSP® Vision Care.

Using your VSP benefit is easy.

- **Create an account at vsp.com.** Once your plan is effective, review your benefit information.
- **Find an eye doctor who's right for you.** The decision is yours to make—choose a VSP network doctor or any out-of-network provider. Visit vsp.com or call **800.877.7195**.
- **At your appointment, tell them you have VSP.** There's no ID card necessary. If you'd like a card as a reference, you can print one on vsp.com.

That's it! We'll handle the rest—there are no claim forms to complete when you see a VSP provider.

Best Eye Care

You'll get the highest level of care, including a WellVision Exam®—the most comprehensive exam designed to detect eye and health conditions. Plus, when you see a VSP provider, you'll get the most out of your benefit, have lower out-of-pocket costs, and your satisfaction is guaranteed.

Choice in Eyewear

From classic styles to the latest designer frames, you'll find hundreds of options. Choose from featured frame brands like bebe, CALVIN KLEIN, Cole Haan, Flexon®, Lacoste, Nike, Nine West, and more.¹ Visit vsp.com to find a Premier Program location that carries these brands. Plus, save up to 40% on popular lens enhancements.² Prefer to shop online? Check out all of the brands at eyeconic.com®, VSP's preferred online eyewear store.

Plan Information

VSP Coverage Effective Date: 07/01/2018

VSP Provider Network: VSP Signature

TOWN OF WESTON and VSP provide you with an affordable eyecare plan.

Visit vsp.com or call **800.877.7195** for more details on your vision coverage and exclusive savings and promotions for VSP members.

¹ Brands/Promotion subject to change.

² Savings based on network doctor's retail price and vary by plan and purchase selection; average savings determined after benefits are applied. Available only through VSP network doctors to VSP members with applicable plan benefits. Ask your VSP network doctor for details.

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All rights reserved. VSP, VSP Vision care for life, and WellVision Exam are registered trademarks, and "Life is better in focus." is a trademark of Vision Service Plan. Flexon is a registered trademark of Marchon Eyewear, Inc. All other company names and brands are trademarks or registered trademarks of their respective owners.

Benefit	Description	Copay
Your Coverage with a VSP Provider		
WellVision Exam	<ul style="list-style-type: none"> • Focuses on your eyes and overall wellness • Every 12 months 	\$0
Prescription Glasses		\$20
Frame	<ul style="list-style-type: none"> • \$130 allowance for a wide selection of frames • \$150 allowance for featured frame brands • 20% savings on the amount over your allowance • Every 12 months 	Included in Prescription Glasses
Lenses	<ul style="list-style-type: none"> • Single vision, lined bifocal, and lined trifocal lenses • Polycarbonate lenses for dependent children • Every 12 months 	Included in Prescription Glasses
Lens Enhancements	<ul style="list-style-type: none"> • Tints/Photochromic adaptive lenses • Standard progressive lenses • Premium progressive lenses • Custom progressive lenses • Average savings of 35-40% on other lens enhancements • Every 12 months 	\$0 \$0 \$80 - \$90 \$120 - \$160
Contacts (Instead of glasses)	<ul style="list-style-type: none"> • \$130 allowance for contacts; copay does not apply • Contact lens exam (fitting and evaluation) • Every 12 months 	Up to \$60
Extra Savings	<p>Glasses and Sunglasses</p> <ul style="list-style-type: none"> • Extra \$20 to spend on featured frame brands. Go to vsp.com/specialoffers for details. • 30% savings on additional glasses and sunglasses, including lens enhancements, from the same VSP provider on the same day as your WellVision Exam. Or get 20% from any VSP provider within 12 months of your last WellVision Exam. <p>Retinal Screening</p> <ul style="list-style-type: none"> • No more than a \$39 copay on routine retinal screening as an enhancement to a WellVision Exam <p>Laser Vision Correction</p> <ul style="list-style-type: none"> • Average 15% off the regular price or 5% off the promotional price; discounts only available from contracted facilities • After surgery, use your frame allowance (if eligible) for sunglasses from any VSP doctor 	

Your Coverage with Out-of-Network Providers

Get the most out of your benefits and greater savings with a VSP network doctor. Your coverage with out-of-network providers will be less or you'll receive a lower level of benefits. Visit vsp.com for plan details.

Exam	up to \$50	Lined Trifocal Lenses	up to \$100
Frame	up to \$70	Progressive Lenses	up to \$75
Single Vision Lenses	up to \$50	Contacts	up to \$105
Lined Bifocal Lenses	up to \$75	Tints	up to \$5

VSP guarantees coverage from VSP network providers only. Coverage information is subject to change in the event of a conflict between this information and your organization's contract with VSP; the terms of the contract will prevail. Based on applicable laws, benefits may vary by location. In the state of Washington, VSP Vision Care, Inc., is the legal name of the corporation through which VSP does business.

Summary of Benefits
Anthem Dental Essential Choice
Weston Town & BOE
Anthem Dental Complete Network



Appendix D

WELCOME TO YOUR DENTAL PLAN!

Regular dental checkups can help find early warning signs of certain health problems, which means you can get the care you need to get healthy. So, don't skimp on your dental care, good oral care can mean better overall health!

Powerful and easily accessible member tools.

- **Ask a Hygienist:** Dental members can simply email their dental questions to a team of licensed dental professionals who in turn will respond in about 24 hours.
- **Dental Health Risk Assessment:** We want our dental members to better understand their oral health and their risk factors for tooth decay, gum disease and oral cancer. This easy to use online tool can help them do this.
- **Dental Care Cost Estimator:** In order to help our dental member better understand the cost of their dental care, we offer access to a user-friendly, web-based tool that provides estimates on common dental procedures and treatments when using a network dentist.
- **More Capabilities:** With our latest mobile application, Anthem Anywhere, members can find a network dentist as well as view their claims. It's available both for Android and Apple phones.

Dentists in your plan network.

- You'll save money when you visit a dentist in your plan network because Anthem and the dentist have agreed on pricing for covered services. Dentists who are not in your plan network have not agreed to pricing, and may bill you for the difference between what Anthem pays them and what the dentist usually charges.
- To find a dentist by name or location, go to anthem.com or call dental customer service at the number listed on the back of your ID card.

Ready to use your dental benefits?

- Choose a dentist from the network
- Make an appointment
- Show the office staff your member ID card
- Pay any deductible or copay that is part of your plan

Need to contact us?

See the back of your ID card for who to call, write or email.

Your dental benefits at a glance

The following benefit summary outlines how your dental plan works and provides you with a quick reference of your dental plan benefits. For complete coverage details, please refer to your policy.

		In-Network	Out-of-Network
Annual Benefit Maximum	Calendar Year		
• Per insured person		\$1,000	\$1,000
D&P applies to Annual Maximum		Yes	Yes
Annual Maximum Carryover / Carry in		No/No	No/No
Orthodontic Lifetime Benefit Maximum			
• Per eligible insured person		N/A	N/A
Annual Deductible	Calendar Year		
• Per insured person/Family maximum		\$50/3X Individual	\$50/3X Individual
Deductible Waived for Diagnostic/Preventive Services		Yes	Yes
Out-of-Network Reimbursement:		90th percentile	

Anthem BCBS is the trade name for Anthem Health Plans, Inc., an independent licensee of the Blue Cross and Blue Shield Association.

Dental Services	In-Network Anthem Pays:	Out-of-Network Anthem Pays:	Waiting Period
Diagnostic and Preventive Services • Periodic oral exam 2 per 12 months • Teeth cleaning (prophylaxis) 2 per 12 months; w/periodontal maintenance • Bitewing X-rays: 2 sets per 12 months • Full-mouth or Panoramic X-rays: 1 per 36 months • Fluoride application: 1 per 12 months through age 19 • Sealants 1 per 60 months; through age 16 • Space Maintainers 1 per lifetime through age 18; posterior teeth • Consultation (second opinion) 1 per 12 months	100% Coinsurance	100% Coinsurance	No Waiting Period
Basic Services • Amalgam (silver-colored) Filling 1 per tooth per 12 months • Composite (tooth-colored) Filling 1 per tooth per 12 months posterior (back) fillings covered as composites • Brush Biopsy (cancer test) Covered, 1 per 12 months; all ages	80% Coinsurance	80% Coinsurance	No Waiting Period
Endodontics (Non-Surgical) • Root Canal and retreatments 1 per tooth per 24 months	80% Coinsurance	80% Coinsurance	No Waiting Period
Endodontics (Surgical) • Apicoectomy and apexification 1 per tooth per 24 months	80% Coinsurance	80% Coinsurance	No Waiting Period
Periodontics (Non-Surgical) • Periodontal Maintenance 2 per 12 months; w/teeth cleaning • Scaling and root planing 1 per quadrant per 24 months	80% Coinsurance	80% Coinsurance	No Waiting Period
Periodontics (Surgical) • Periodontal Surgery (osseous, gingivectomy, graft procedures) 1 per quadrant per 36 months	80% Coinsurance	80% Coinsurance	No Waiting Period
Oral Surgery (Simple) • Simple Extractions 1 per tooth per lifetime	80% Coinsurance	80% Coinsurance	No Waiting Period
Oral Surgery (Complex) • Surgical Extractions 1 per tooth per lifetime	80% Coinsurance	80% Coinsurance	No Waiting Period
Major (Restorative) Services • Crowns, onlays, veneers 1 per tooth per 60 months • Cosmetic teeth whitening Not Covered	50% Coinsurance	50% Coinsurance	No Waiting Period
Prosthodontics • Dentures and bridges 1 per tooth per 60 months • Dental Implants Not Covered	50% Coinsurance	50% Coinsurance	No Waiting Period
Prosthodontic Repairs/Adjustments • Crown, denture, bridge repairs 2 per 36 months; 6 months after placement • Denture and bridge adjustments: 2 per 36 months; 6 months after placement	80% Coinsurance	80% Coinsurance	No Waiting Period
Orthodontic Services • None	Not Covered	Not Covered	N/A

Additional Services and Programs

Anthem Whole Health Connection -Dental

- For members with certain health conditions, additional dental benefits are available without a deductible or waiting periods. Eligible services are paid at 100% and won't reduce your coverage year annual maximum (if applicable)

Accidental Dental Injury Benefit

- Provides members 100% coverage for accidental injuries to teeth up to the coverage year annual maximum (if applicable). No deductibles, member coinsurance, or waiting periods apply

Extension of Benefits

- Following termination of coverage, members are provided up to 60 days to complete treatment started prior to their termination of coverage under the plan and eligible services will be covered

International Emergency Dental Program

- Provides emergency dental benefits while working or traveling abroad from licensed, English-speaking dentists. Eligible covered services will be paid 100% with no deductibles, member coinsurance, or waiting periods and won't reduce the member coverage year annual maximum (if applicable)

Additional Limitations & Exclusions

Below is a partial listing of non-covered services under your dental plan. Please see your policy for a full list.

Services provided before or after the term of this coverage - Services received before your effective date or after your coverage ends, unless otherwise specified in the dental plan certificate

Orthodontics (unless included as part of your dental plan benefits) including orthodontic braces, appliances and all related services

Cosmetic dentistry (unless included as part of your dental plan benefits) provided by dentists solely for the purpose of improving the appearance of the tooth when tooth structure and function are satisfactory and no pathologic conditions (cavities) exist

Drugs and medications including intravenous conscious sedation, IV sedation and general anesthesia when performed with nonsurgical dental care

Analgesia, analgesic agents, and anxiolysis nitrous oxide, therapeutic drug injections, medicines or drugs for nonsurgical or surgical dental care except that intravenous conscious sedation is eligible as a separate benefit when performed in conjunction with complex surgical services.

Waiting periods for endodontic, periodontic and oral surgery services may differ from other Basic Services or Major Services under the same dental plan.

There is a waiting period of up to 24 months for replacement of congenitally missing teeth or teeth extracted prior to coverage under this plan.

This is not a contract; it is a partial listing of benefits and services. All covered services are subject to the conditions, limitations, exclusions, terms and provisions of your employee benefits booklet. In the event of a discrepancy between the information in this summary and the employee booklet, the employee booklet will prevail.

4. Acceptance of Debbie Rehr's resignation from the Marketing Committee: **I move to accept Debbie Rehr's resignation from the Marketing Committee**



Executive Assistant <executiveassistant@westonct.gov>

[EXTERNAL] Fwd: Weston Marketing Committee

1 message

Debbie Rehr <debbierehr@gmail.com>

Wed, Aug 31, 2022 at 2:34 PM

To: executiveassistant@westonct.gov

Dear Darcy,

Per your email request below, please consider this email my formal resignation from the Marketing Committee.

I have sold my home in Weston and moved to California.

It was a pleasure to serve on this committee and am available to help in any way and answer any questions in the future.

Warm regards,
Debbie Rehr

Debbie Rehr
Mobile: 203.247.6325
Email: DebbieRehr@gmail.com

----- Forwarded message -----
From: **Debbie Rehr** <drehr@westonct.gov>
Date: Wed, Aug 31, 2022 at 8:31 AM
Subject: Fwd: Weston Marketing Committee
To: Debbie Rehr <debbierehr@gmail.com>

DEBBIE REHR
Marketing & Communications
Advisory Committee
Town of Weston, Connecticut 06883
Mobile: 203.247.6325
Web: www.westonct.gov
Facebook: @townofwestonct
Instagram: @townofwestonct

5. Acceptance of Bill Lomas' resignation from the Pedestrian and Cycling Committee: **I move to accept Bill Lomas' resignation from the Pedestrian and Cycling Committee**



Executive Assistant <executiveassistant@westonct.gov>

Fwd: [EXTERNAL] Pedestrian and Cycling Committee

1 message

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

Mon, Sep 12, 2022 at 2:11 PM

Hi Darcy,

Please print up and place in my Town Hall mailbox. Thanks.

JL

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

From: **William Lomas** <blomas@optonline.net>
Date: Sun, Sep 11, 2022 at 9:05 AM
Subject: [EXTERNAL] Pedestrian and Cycling Committee
To: Luiz Jonathan <jluiz@westonct.gov>

Hi Jonathan,

As discussed please accept my resignation as head of the above Committee. Unfortunately with my travel and other obligations it has been creating time constraints that does not allow me to give the time necessary to do the work for this important position.

Best regards,
Bill

Sent from my iPhone

--

Sincerely,
Jonathan Luiz
Weston Town Administrator

6. Discussion about the Marketing Committee's charge: **No motion**

- 7. Update on the Town Green project: No motion**

- 8. Revisions to the Library Director job description: I move to revise the Library Director's job description, as presented.**

2017 Library Director Job Description Approved by BOS 5/4/2017
September 9, 2022

TOWN OF WESTON
LIBRARY DIRECTOR

Position Purpose:

The purposes of this position are to plan, direct, administer, implement, manage, supervise all the services and activities provided by the Public Library ~~and to oversee the maintenance of the Library building and equipment~~. This position also evaluates the needs of the various populations the Library serves and seeks out new ideas and methods to provide the appropriate services. The Library Director is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under ~~their~~ his/her direction and control.

Supervision:

Supervision Scope: Performs responsible duties requiring extensive knowledge, substantial exercise of independent judgment and initiative in planning, organizing and directing the work of the office. Performs a wide variety of special professional and administrative responsibilities requiring an extensive knowledge of modern Library services, including technology, collections and programming.

Supervision Received: Works under the general direction of the Town Administrator following professional standards, procedures and policies. Receives ~~advice and policy guidance and~~ direction from the Library Board. Keeps the First Selectman and Town Administrator ~~and the Library Board~~ informed of key issues and concerns.

Supervision Given: Supervises the ~~Senior Librarian~~ Adult Services Librarian/Assistant Director, Children's and ~~Young Adult/Teen~~ Librarian, Library Technology Assistant, Library Assistants and other part time employees developing job direction, assigning tasks, providing instructions ~~and professional development opportunities~~ as needed, and monitoring performance.

Job Environment:

Performs administrative work in a moderately quiet office. Library work is performed in a moderately noisy environment with regular interruptions during the day from the general public ~~and contractors/vendors~~. Occasionally travels to appropriate meetings and conferences.

Requires the operation of an automobile, telephones, computers, copiers, scanners, facsimile machines, and other standard office equipment, as well as new and evolving equipment and technology acquired by the Library at the request of patrons.

Maintains regular contact with other municipal departments and area libraries, periodic contact with regional libraries, consortia, state agencies, and frequent contact with the general public,

Library Board members, Friends of the Library, vendors, contractors, community organizations, local schools, and Library support groups. Communicates frequently in person, by telephone, fax, e-mail, in meetings and in writing. ~~Serves as the public “face” of the Library and actively supports both the Board and the Friends fundraising efforts and guides the use of funds raised.~~

Contacts require a high level of professionalism, resourcefulness, persuasiveness and diplomacy.

Has access to confidential information such as Library patron records and personnel files. Must be knowledgeable regarding all aspects of the USA Freedom Act as it relates to public libraries.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Plans, organizes, and directs the overall operation of the Library including programs, technology, activities, financial operations, evaluation of print and digital services/collections and building maintenance; researches, recommends and administers policies and short and long-term goals and objectives for Library operations, facilities, automation, staff, budgets and programs.
- Attends Library Board meetings to review and advise regarding Library operations and policies. Receives policy direction from Library Board; coordinates and assists with long range and strategic planning and technology planning. ~~Insures records of meetings in Town Clerk’s office are complete and updated in a timely manner.~~
- Evaluates, develops, and maintains the Library’s print and digital collections and directs others in this work; evaluates the collection for balance and comprehensiveness; coordinates and provides for the selection, ordering and removal of Library materials and services from the collection; oversees purchasing of all supplies and equipment for the Library.
- Oversees the management of Library facilities, furnishings and equipment and maintains a working knowledge of all building infrastructure; has primary responsibility to notify Town Hall regarding issues related to the physical plant; establishes priorities for maintenance and repair. Occasionally responsible for initiating or performing minor repairs. Conducts inventories of equipment, furnishings, and collections as needed. ~~Utilizes Weston Schools~~Liaises with Town IT, consortium IT, and Library staff as necessary and appropriate to deploy and troubleshoot technology. Guides the design and development of building renovations from a professional and operational perspective. Assists Building Committee and Town Administrator with finalization and implementation of Library renovation and expansion projects. Liaises with architects, consultants and vendors and may facilitate timely payment.
- Oversees the scheduling and use of Library meeting rooms for Library programs and those of all Town and community organizations according to Board policies.
- Develops internal policies and procedures for staff; supervises, trains, assigns work, counsels and may evaluates employees and volunteers; provides training and development opportunities; conducts personnel functions, with the approval and direction

of the Town Administrator and First Selectman.

- Directs and coordinates Library staff in preparing and proposing Library activities, and Library services according to community needs, current trends in Library practices and patron needs; oversees Library volunteer and community service programs; assures safe working conditions for employees.
- Works with the Friends of the Library in selecting proposed Library activities, services and programs.
- Assists, as necessary, with any fundraising or development activities pursued by the Library Board or the Friends of the Library.~~Coordinates with Friends for print and digital marketing.~~
- Works with the Library Board to implement procedures to augment Library goals and services through Friends of the Library and in cooperation with community educational, cultural and civic organizations. Conducts outreach to other town agencies and non-profits to explore partnership opportunities. ~~Acts as primary liaison between the Library and the school district and oversees summer reading, technology outreach and sharing of information and access to Library resources available to students and teachers.~~
- Prepares monthly, annual and other information, statistical and financial reports as required for the Town, the Library Board and the State.
- Directs and conducts Library public relations, including publicity, press releases, promotion of Library activities and services; manages program inquiries. Determines or ~~d~~Directs policy and oversees ~~content for~~ social media and web presence.
- ~~The Library Director~~ Performs professional reference services, provides and oversees instruction to staff and patrons on use of Library-owned and patron-owned equipment. Provides broad range of direct services to patrons.
- Oversees the maintenance and development of Library technology, including the Library's public computers, office equipment, and website with Town's IT Director, -as needed.
- Prepares and administers annual operating budget for department, with Library Board input; presents budget to appropriate boards, First Selectman and Town Administrator; authorizes and submits all invoices for departmental expenditures; oversees expenditures and operation of the department within the approved budget; applies for grants. Maintains records of revenues from fines, fees, etc. Has financial authority from Library Board to spend up to \$500 per invoice from the Director's Account which is one of the ~~three~~3 accounts managed by the Library Board. ~~Based on a professional assessment of financial, strategic and patron driven requirements, recommends the need for fundraising; coordinates Library development and fundraising among the Library Board and the Friends; participates in fund raising events as the face of the Library supporting Library goals.~~
- ~~Insures transmittal of Board financial information to Town on monthly and quarterly basis. Maintains records of expenditures from the Director's account. Oversees Library donations and keeps records for online and traditional donations. Acts as intermediary for financial transactions between the Board and the Town.~~
- Participates in professional Library associations and other professional organizations to remain current on developments and advancements in Library Science, new and developing technologies of interest to patrons, public administration and training.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Represents the Library in community, professional, regional and state activities.
- Attends meetings of Friends of the Library and supports their organization and programs.
- Assists other departments, offices or staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The position requires the following qualifications: a Master of Library Science degree from an accredited university; at least five years of increasingly responsible professional library experience, including at least three years in a supervisory position in a public library; or an equivalent combination of education, work experience and training.

Special Requirements:

A valid motor vehicle operator's license is required.

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of contemporary library theory, principles, policies, and practices utilized in public libraries; comprehensive knowledge of automated systems and various technology to provide library services; thorough knowledge of the principles and practices of organization and library management including planning, program design and evaluation; knowledge of library budgeting. Knowledge of social and technological trends and indicators and their impact on library collection management, programs, services and technology.

Ability: Ability to plan, organize and direct the operations, management of the collections, activities, programs and services of the Library; ability to develop and present comprehensive short and long term goals; ability to develop policies and procedures; ability to read, analyze and interpret professional journals, financial reports and legal documents related to Library business; ability to utilize data processing applications as they apply to Library functions; ability to prepare grant applications to secure funding from State, Federal, and private sources; ability to represent the department and Town before various groups, agencies, and organizations; ability to establish and maintain effective relationships with Town staff and officials, Library Board, the public, and volunteer organizations, including Friends of the Library; ability to assign, train, and supervise professional and clerical staff; ability to prepare and administer an annual operating budget for the department.

Skill: Excellent critical and creative thinking skills, including defining problems, collecting data,

establishing facts and drawing conclusions; excellent verbal and written communication skills; skilled in working with automated library management systems and computers, establishing goals and managing staff; skilled in using the above mentioned office equipment; skilled in supervisory practices and training staff and community service volunteers; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details. Skilled at managing numerous projects at one time.

Physical and Mental Requirements:

Work Environment

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

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking		X		
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel			X	
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Describe Driving		X		
Other-Describe				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3

Very Quiet (forest, isolation booth)	X			
Quiet (Library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

- 9. Discussion about moving to hybrid meetings: No motion**

- 10. Approval of Tax Refunds: I move to approve tax refunds totaling \$43,490.41, as presented.**

2021-3-50033	ACAR LEASING LTD	\$ 928.04	8/23/2022
2021-3-50030	ACAR LEASING LTD	\$ 972.86	8/23/2022
2021-3-50813	BUISSON CYRILLE	\$ 22.07	8/18/2022
2020-3-51060	CCAP AUTO LEASE LTD	\$ 399.98	8/18/2022
2020-3-52420	FRAIL DAVID	\$ 46.02	8/18/2022
2021-3-52718	GRANDON JEREMY	\$ 584.60	9/6/2022
2021-3-52717	GRANDON JEREMY	\$ 335.31	9/6/2022
2021-1-1283	GRANDON JEREMY	\$ 7,057.07	9/6/2022
2021-3-52728	GREAVES ROSS	\$ 163.86	8/18/2022
2021-3-52919	HAWKINS PATRICK	\$ 38.59	9/6/2022
2021-3-52920	HAWKINS PATRICK	\$ 13.31	9/6/2022
2021-3-52921	HAWKINS PATRICK	\$ 74.10	9/6/2022
2020-3-53569	JP MORGAN CHASE BANK	\$ 83.51	8/19/2022
2020-3-53625	JP MORGAN CHASE BANK	\$ 502.36	8/19/2022
2020-3-53553	JP MORGAN CHASE BANK	\$ 209.47	8/19/2022
2020-3-53520	JP MORGAN CHASE BANK	\$ 406.33	8/19/2022
2020-3-53556	JP MORGAN CHASE BANK	\$ 39.27	8/19/2022
2021-3-53657	KAPNER MICHAEL	\$ 32.37	8/18/2022
2021-1-01788	KOLTHAY SAMUEL & JENNA	\$ 7,329.91	8/18/2022
2021-1-00047	KRIEGER GREGORY	\$ 8,225.03	8/23/2022
2021-1-02379	LAMPERT TOOHEY & RUCCI LLC	\$ 6,180.56	8/18/2022
2021-3-54276	LOMAS WILLIAM	\$ 75.99	8/18/2022
2020-3-54876	MISSTEAR JEREMY	\$ 44.15	9/6/2022
2020-4-81283	PORSCHE LEASING	\$ 464.50	8/19/2022
2021-3-55725	QUIN ROBERT	\$ 78.52	9/6/2022
2021-3-55909	ROBERT DEAN	\$ 261.46	8/18/2022
2019-1-03255	SOCHA THOMAS	\$ 2,355.24	8/23/2022
2020-1-03245	SOCHA THOMAS	\$ 2,355.24	8/23/2022
2021-3-56818	TEDESCO LARISSA	\$ 73.23	8/18/2022
2021-3-56814	TAYLOR BRIAN & ANNE	\$ 51.61	8/18/2022
2021-3-52264	TAYLOR BRIAN & ANNE	\$ 91.28	8/18/2022
2021-3-57240	USB LEASING LT	\$ 1,066.22	8/19/2022
2021-3-57232	USB LEASING LT	\$ 354.53	8/19/2022
2020-3-57263	USB LEASING LT	\$ 1,149.90	8/19/2022
2021-3-57564	VW CREDIT LEASING LTD	\$ 282.24	8/19/2022
2021-3-57502	VW CREDIT LEASING LTD	\$ 85.44	8/19/2022
2021-3-57548	VW CREDIT LEASING LTD	\$ 792.90	8/19/2022
2021-3-57569	VW CREDIT LEASING LTD	\$ 205.80	8/19/2022
2020-3-57939	WOODLEY PAUL	\$ 57.54	8/18/2022
	TOTAL	\$ 43,490.41	SUBMITTED FOR 9/15/22 MTG

11. Approval of Minutes from the September 1, 2022 Special Board of Selectmen Meeting and September 1, 2022 Regular Board of Selectmen Meeting: I move to approve the unapproved minutes of the September 1, 2022 Special Board of Selectmen Meeting and the September 1, 2022 Regular Board of Selectmen Meeting, as presented.

**Board of Selectmen
Special Meeting Minutes
September 1, 2022 at 6:45 pm
Meeting held via Zoom**

1. **Call to order:** First Selectwoman Nestor called the meeting to order at 6:45 pm, also in attendance were Selectman Martin Mohabeer, Selectwoman Amy Jenner, Town Administrator Jonathan Luiz, and members of the public.

2. **Discussion/Decision to enter executive session regarding pending litigation and real estate:** Selectwoman Jenner moved to enter into executive session for the purpose of discussing pending litigation and real estate. Invited to attend were Town Administrator Jonathan Luiz and Town Attorney Ira Bloom. Motion seconded by First Selectwoman Sam Nestor. Selectman Mohabeer was not present for the motion. Motion carried unanimously. The executive session ended at 7:36 pm.

3. **Adjournment:** Motion to adjourn made by Selectwoman Jenner, seconded by First Selectwoman Nestor. Selectman Mohabeer was not present for the motion to adjourn. Motion carried unanimously. Meeting adjourned at 7:38 pm.

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

**Board of Selectmen
Regular Meeting Minutes
September 1, 2022 at 7:30 pm
Meeting held via Zoom**

1. **Call to order:** First Selectwoman Nestor called the meeting to order at 7:40 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 led in the recitation of the Pledge of Allegiance.

First Selectwoman Nestor said she would like to amend item number 5 to include an update on the KJR DEI Training. Selectwoman Jenner made a motion to amend the agenda to include an update on the KJR DEI Training, motion seconded by Selectman Mohabeer. Motion carried unanimously.

3. **Interview of Jeff Goldstein for possible appointment to the Board of Finance:** Jeff Goldstein was interviewed by the Board of Selectmen for a possible appointment to the Board of Finance.
4. **Discussion/decision to: 1) Approve an additional \$3,000 supplemental appropriation for costs associated with a Library Director search; and 2) Authorize the First Selectman to enter into an agreement to hire consultant Helene Murtha Dooley for the library director search provided that the Board of Finance also approves a \$3,000 supplemental appropriation.** First Selectwoman Nestor said that the Library Board did not approve the use of funds from its endowment for costs associated with a library director search. This item was tabled.
5. **Update from the First Selectwoman on the School/Town Drinking Water System & the local drought, and also KJR DEI Training (as amended previously in this meeting):** First Selectwoman Nestor gave an update on the school/town drinking water system and said that the Town has received approval from CT Department of Public Health; remediation efforts have been successful and there are no detectable levels of PFAS in the school/town water system. Aside from the completed PFAS remediation, the water system will need further repair or replacement in the future.

First Selectwoman Nestor gave an update on drought conditions and said that Weston is currently in Stage 2. First Selectwoman Nestor asked for the Board's help in spreading information about water conservation. Selectwoman Jenner will put language together for communication to residents, including hurricane preparation information. There was discussion about to whom the mailer should be sent and it was suggested that other organizations, including schools, Lachat, parks and recreation, and the senior center are contacted to send something to their contacts.

First Selectwoman Nestor gave an update on the Diversity, Equity, and Inclusion program being conducted by KJR Consulting. She said that the funds previously approved through a supplemental appropriation have been matched through a grant from the Weston Education Foundation. Town leadership training will be held with KJR on October 10 and 18. There will also be Community Conversations for high school age and up. Selectman Mohabeer provided an overview of the program and will help with developing communications to town boards, commissions, and residents for these events.

Selectwoman Jenner made a motion to add a standard agenda item on the Board of Selectmen meetings of First Selectmen update. Discussion took place and it was determined that a standard agenda item was not necessary and First Selectwoman Nestor said she will continue to provide updates on projects at future meetings.

Selectwoman Jenner made a motion to add to the agenda a discussion about moving to hybrid meetings for the Board of Selectmen. Discussion took place. First Selectwoman Nestor made a motion to add to the next Board of Selectmen meeting agenda a discussion and decision around moving to live meetings, Selectmen Mohabeer seconded the motion. Motion passed unanimously.

- 6. Appointment of Larry Shore to the Parks and Recreation Commission:** Motion to appoint Larry Shore to the Parks and Recreation Commission for a term ending December 31, 2025 made by Selectwoman Jenner, Selectman Mohabeer seconded the motion. Motion carried unanimously.
- 7. Approval of Minutes from the August 18, 2022 Board of Selectmen Meeting:** Motion to approve the minutes of the August 18, 2022 Board of Selectmen Meeting, made by Selectwoman Jenner, Selectman Mohabeer seconded the motion. Motion carried unanimously.
- 8. Adjournment:** Motion to adjourn made by Selectman Mohabeer, Selectwoman Jenner seconded the motion. Motion carried unanimously. Meeting adjourned at 8:14 pm.

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

12. Executive Session: I move to enter into executive session with the Town Administrator for the purpose of discussing real estate.

13. Adjournment: I move to adjourn