

**Board of Selectmen
Regular Meeting Agenda
January 5, 2023 at 7:30 pm
Meeting held via Zoom**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86358105112?pwd=ZzhWc3hJZnJlSTVhRFRNOU9JLzRuZz09>

Join by Phone: 646 558 8656

Webinar ID: 863 5810 5112

Passcode: 337029

1. Call to Order
2. Pledge of Allegiance
3. Discussion/Decision to revise the Job Description for Senior Center Assistant Program & Communications Coordinator
4. Discussion/Decision to revise the Job Description for Senior Center Director
5. Discussion/Decision to authorize a supplemental appropriation of \$3,000 for overtime for the Assistant to the Assessor for Fiscal Year 2023-23.
6. Discussion/Decision to appoint Andy Bill from an alternate to a full position on the Sustainable Weston Committee for a term expiring December 31, 2024
7. Discussion/Decision to reappoint Cyprian Toczek to the Library Board for a term expiring December 31, 2026
8. Approval of Minutes from the December 1, 2022 Board of Selectmen Meeting
9. Adjournment

Draft Motions for 1/5/23 BOS Reg Meeting Agenda

1. Call to Order: **no motion**
2. Pledge of Allegiance: **no motion**
3. Discussion/Decision to revise the Job Description for Senior Center Assistant Program & Communications Coordinator: **I move to revise the job description for Senior Center Assistant Program & Communications Coordinator as presented**
4. Discussion/Decision to revise the Job Description for Senior Center Director: **I move to revise the job description for Senior Center Director, as presented**
5. Discussion/Decision to authorize a supplemental appropriation of \$3,000 for overtime for the Assistant to the Assessor for Fiscal Year 2023-23: **I move to authorize a supplemental appropriation of \$3,000 for overtime for the Assistant to the Assessor for Fiscal Year 2023-23**
6. Discussion/Decision to appoint Andy Bill from an alternate to a full position on the Sustainable Weston Committee for a term expiring December 31, 2024: **I move to appoint Andy Bill from an alternate to a full position on the Sustainable Weston Committee for a term expiring December 31, 2024**
7. Discussion/Decision to reappoint Cyprian Toczek to the Library Board for a term expiring December 31, 2026: **I move to reappoint Cyprian Toczek to the Library Board for a term expiring December 31, 2026**
8. Approval of Minutes from the December 1, 2022 Board of Selectmen Meeting: **I move to approve the unapproved minutes from the December 1, 2022 Board of Selectmen Meeting, as presented.**
9. Adjournment: **I move to adjourn**

- 1. Call to Order: no motion**
- 2. Pledge of Allegiance: no motion**
- 3. Discussion/Decision to revise the Job Description for Senior Center Assistant Program & Communications Coordinator:
I move to revise the job description for Senior Center Assistant Program & Communications Coordinator as presented**

TOWN OF WESTON SENIOR CENTER ASSISTANT PROGRAM & COMMUNICATIONS COORDINATOR

Position Purpose:

Assist the Senior Center Director with programs and activities that promote the social and emotional well-being of ~~older persons in Weston.~~ the senior community.

Supervision:

Supervision Scope: Performs responsible administrative duties requiring independent judgment and initiative in planning, organizing programs and trips. Also performs a wide variety of research skills, administrative and clerical responsibilities to provide appropriate programs for the senior population

Supervision Received: Works under the direction of the Senior Center Director; follows established policies where appropriate; coordinates programs as needed.

Job Environment:

Administrative work is performed in a moderately ~~quite~~ quiet office with regular interruptions during the day from the seniors; frequently required to arrange furniture and equipment for events at the Center.

Requires the operation of telephones, computers, copiers, ~~facsimile machines~~, and other standard office equipment.

Makes frequent contact with the seniors, Social Services, health care agencies, assisted living facilities, civic groups, transportation vendors and various speakers, teachers or performers; volunteers and the Committee on Aging. Communication is frequently in person, by telephone, e-mail and in writing.

Errors in judgment or omissions could result in delays in service, injury to others, loss of funds.

Essential 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.)

- In consultation with the Senior Center Director assist with programs and activities to promote the social and emotional well-being of older persons in Weston and those who use the Senior Center.
- Create the monthly/bimonthly newsletter.
- Publish weekly bulletin
- Develop a social media plan
- Assist with planning of fundraising events for the Senior Center and Friends of the Senior Center if needed.

- Assist with program activities in order to ensure a safe and pleasant environment for participants and staff. Attends events on evening and weekends, as needed.
- Provide setup assistance for all programs; maintain a clean, organized and safe senior center

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue to keep informed about senior populations needs
- Assist other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The necessary qualifications would generally be acquired with an Associate’s Degree and over two year of responsible recreation or senior program experience, or an equivalent combination of education, work experience and training.

Special Requirements:

Must have and maintain: CPR and First Aid certifications; training can be provided if necessary.

Knowledge, Ability and Skill:

Knowledge: Knowledge of practices of senior center or recreational programming that are usual in a Senior Center; knowledge of and ability to coordinate the programming; some knowledge of social trends and indicators and their impact on senior services; knowledge of computer applications appropriate newsletter publishing, program flyers and social media.

Skill: Excellent verbal communication skills; excellent listening skills; aptitude for working with people and maintaining effective working relationships with various groups; extensive computer skills and ability to publish monthly/bi-monthly newsletter; strong creativity skills.

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 chemicals	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				

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-Lifting and setting up tables and chairs			X	

Lifting Requirements

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

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		x	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.)

4. Discussion/Decision to revise the Job Description for Senior Center Director: **I move to revise the job description for Senior Center Director, as presented**

TOWN OF WESTON
SENIOR CENTER DIRECTOR
JOB DESCRIPTION

Position Purpose:

The purposes of this position are to plan, organize, and supervise a Senior Center for the community including special programs, events, luncheons, fitness, health and wellness programming, and general drop in location for seniors to gather. ~~special programs and activities and lunch program.~~ S/he also evaluates the needs of the senior population it serves and seeks out new ideas and methods to provide the appropriate services. The Senior Services 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 his/her direction and control.

Supervision:

Supervision Scope: Performs responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the office. Also performs a wide variety of special professional, financial, administrative and clerical responsibilities requiring an extensive knowledge of Senior Services. ~~Also responsible for overseeing the Dial-A-Ride program.~~

Supervision Received: Works under the direction of the Town Administrator; follows established policies where appropriate. Receives policy direction from the Committee on Aging.

Supervision Given: Supervises part-time program aides and volunteers; developing job direction, assigning tasks, providing instructions as needed, and monitoring performance. ~~Supervises the full time Dial-a-Ride driver, including Tri-Annual grant submission.~~

Job Environment:

Administrative work is performed in a moderately quiet office with regular interruptions during the day from the seniors; frequently required to arrange furniture and equipment for events at the Center; work with school facilities on repair requests, and school functions, as well as coordinate shared space after hours. ~~occasionally required to drive Town van for special senior events.~~

~~Requires the operation of an automobile and Town van,~~ telephones, computers, copiers, ~~facsimile machines,~~ and other standard office equipment.

Makes frequent contact with other municipal departments, the seniors, Social Services, civic groups, vendors and professional services; ~~the United Way,~~ other senior centers and regional associations such as Southwestern CT Agency on Aging; volunteers and the Committee on Aging. Communication is frequently in person, by telephone, e-mail and in writing.

Errors in judgment or omissions could result in delays in service, injury to others or building, loss of funds and legal ramifications.

Essential 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.)

- In consultation with the Town Administrator and the Commission on Aging, research, develop and implement policies, programs and activities to promote the continuing development as well as the social and emotional well being of older persons in Weston. Identify and classify interests, capabilities, and needs of seniors to develop, maintain and enhance programs and activities.
- Develop, create, maintain and implement the overall day-to-day management and administration of the Weston Senior Activities Center. Supervise, monitor and evaluate programs and activities offered at the Center as well as the luncheon program both onsite and offsite.
- Contact and schedule luncheon organizers and program and activity presenters, such as exercise and entertainment professionals. Purchase Center's activity supplies and equipment.
- Seek funding to support programs and activities, including grant proposals. Prepare and maintain a budget and produce monthly financial reports, including debit card transactions. Coordinate the bookkeeping process, including purchase orders and invoices, receipts, payments and expenditures.
- Prepare an annual report to the Town as well as monthly reports to the Commission on Aging.
- Attend monthly Commission on Aging meetings and other Town meetings, as requested. Represent the Senior Center at appropriate professional and community organizations and meetings. Serve as Town representative on SWCAA Advisory Board.
- Develop and implement a public relations strategy, including a monthly newsletter and information about programs through various mediums, a weekly email bulletin, including the Weston Forum, Weston Access channel, The Hour, Weston Magazine, the Town website, bulletin boards and flyers.
- Supervises, trains, assigns work, counsels and evaluates employee; personnel functions are conducted with the approval and direction of the Town Administrator and First Selectman; Assures safe working conditions for employees
- Prepare and administer operating budget for department; present budget to appropriate Boards, First Selectman and Town Administrator.
- Develop and maintain effective relationships with Town officials, departments and commissions, philanthropic and religious organizations; and area agencies and foundations. Network with area senior center director and supporting agencies and associations.
- Maintain a database used for mailings, program planning and fund-raising.
- Comply with OSHA and ADA.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development.
- Assist other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Bachelors' Degree in Gerontology, Social Services or Recreation or some closely related field **and over three** year of responsible recreation or senior program experience, including supervisory experience; or an equivalent combination of education, work experience and training. Masters degree desired.

Special Requirements:

Must have and maintain: Valid CT Drivers License; ~~Public Service License~~; CPR, defibrillator -and First Aid certifications

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of senior center programming; thorough knowledge of social service agencies on the regional, state and federal level that serve seniors; knowledge of recreation, programs and social activities as are usual in a Senior Center; knowledge of and ability to coordinate the programming, operation and the request for maintenance of facilities; knowledge of social trends and indicators and their impact on senior services; knowledge of computer applications appropriate for office; knowledge of municipal budgeting.

Ability: Ability to develop short term and long range comprehensive plans for programs and activities, and to implement and evaluate such programs and activities; ability to deal effectively with town staff and officials, the seniors and the media; ability to handle multiple projects and programs at one time; ability to assign, train, and supervise volunteers and staff; ability to prepare and administer an operating budget for the department; ability to perform fund raising and grant writing.

Skill: Excellent verbal and written communication skills; excellent listening skills; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; grant writing; skill in using the above mentioned office equipment, including Word, Excel and Publisher software; skills associated with the supervision and training of staff; skills associated with organizing programs; strong leadership and creativity skills.

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 chemicals	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				

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-Drive		X		

Lifting Requirements

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

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
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(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.)

5. Discussion/Decision to authorize a supplemental appropriation of \$3,000 for overtime for the Assistant to the Assessor for Fiscal Year 2023-23: **I move to authorize a supplemental appropriation of \$3,000 for overtime for the Assistant to the Assessor for Fiscal Year 2023-23**



Jonathan Luiz <jluiz@westonct.gov>

Re: OVERTIME

1 message

Rick Darling <rdarling@westonct.gov>
To: Jonathan Luiz <jluiz@westonct.gov>

Tue, Jan 3, 2023 at 1:19 PM

It would be another \$605 on top of the \$2,400. If you round to \$3,000 even, that should be fine.

On Tue, Jan 3, 2023 at 1:08 PM Jonathan Luiz <jluiz@westonct.gov> wrote:

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

From: **Jonathan Luiz** <jluiz@westonct.gov>
Date: Fri, Dec 30, 2022 at 11:40 AM
Subject: Fwd: OVERTIME
To: Samantha Nestor <snestor@westonct.gov>

Let's discuss, please.

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

From: **DENISE HAMES** <dhames@westonct.gov>
Date: Fri, Dec 30, 2022 at 11:17 AM
Subject: OVERTIME
To: Jonathan Luiz <jluiz@westonct.gov>, Rick Darling <RDarling@westonct.gov>
CC: Donna Werfelman <DWerfelman@westonct.gov>, Katie Buch <kbuch@westonct.gov>

Just a follow up to the meeting on Tuesday 12/27, I would estimate that we will need approximately 75 hours of overtime from January to June 2023.

That would equate to approximately \$ 2,400.00.

Denise L Hames CCMA II

Town of Weston Assessor

PO Box 1007

Weston CT 06883

(203)222-2607

dhames@westonct.gov

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null

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Sincerely,
Jonathan Luiz

6. Discussion/Decision to appoint Andy Bill from an alternate to a full position on the Sustainable Weston Committee for a term expiring December 31, 2024: **I move to appoint Andy Bill from an alternate to a full position on the Sustainable Weston Committee for a term expiring December 31, 2024**

7. Discussion/Decision to reappoint Cyprian Toczek to the Library Board for a term expiring December 31, 2026: **I move to reappoint Cyprian Toczek to the Library Board for a term expiring December 31, 2026**

8. Approval of Minutes from the December 1, 2022 Board of Selectmen Meeting: I move to approve the unapproved minutes from the December 1, 2022 Board of Selectmen Meeting, as presented.

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

1. **Call to Order:** First Selectwoman called the meeting to order at 7:38 pm. Also in attendance were Selectman Mohabeer, Selectwoman Jenner, Town Administrator Jonathan Luiz, Town Attorney Ira Bloom, and members of the public.
2. **Pledge of Allegiance:** The Board of Selectmen led in the recitation of the Pledge of Allegiance.
3. **Discussion and decision regarding a letter from the Board of Ethics to Mark Harper dated November 21, 2022:** Discussion took place with Town Administrator Jonathan Luiz, Town Attorney Ira Bloom and the Board of Selectmen regarding a letter from the Board of Ethics to Mark Harper dated November 21, 2022. Mr. Bloom spoke about the actions the Board of Ethics took in response to Mr. Harper's complaint about Selectwoman Jenner. Mr. Bloom said that the Board of Ethics clearly violated the State of Connecticut's Freedom of Information Act requirements regarding meeting procedures, and also clearly violated the Board of Ethics own regulations in that it did not notify Selectwoman Jenner of the complaint and give her an opportunity to be heard. Mr. Bloom presented a draft resolution that set out the violations and suggested remedies, the resolution states that this Board would reject and rescind adjudication letter from Board of Ethics, calls for alternate members of the Board of Ethics to handle the pending complaint, and calls for Freedom of Information Act training for current Board of Ethics members. Discussion regarding the resolution took place. Selectman Mohabeer made a motion that the November 21, 2022 letter from the Board of Ethics purporting to adjudicate a complaint filed on November 8, 2022 by Mark Harper regarding actions of Selectwoman Amy Jenner at the Board of Selectmen meeting of November 3, 2022 violated established laws and procedures. The actions of the Board of Ethics were legally flawed. The Board of Selectmen finds the following: (1) The Board of Ethics failed to properly notice meetings in violation of the Connecticut Freedom of Information Act, Connecticut General Statute 1-200 et. seq. (2) The Board of Ethics failed to follow its own regulation, Section 64-5F(2), which required that Ms. Jenner be given notice of the complaint and be provided with an opportunity to be heard. Now, therefore, the Board of Selectmen resolves that the Board of Ethics letter of November 21, 2022 is hereby rejected and rescinded. First Selectwoman Nestor seconded the motion. Discussion took place. First Selectwoman Nestor and Selectman Mohabeer voted in favor, none opposed, Selectwoman Jenner abstained. Motion passed 2 in favor, 0 opposed, 1 abstention.

First Selectwoman Nestor said that Mr. Luiz will conduct an investigation into the Board of Ethics handling of the complaint filed by Mr. Harper. Discussion ensued.

First Selectwoman Nestor made a motion to appoint three alternate members to the Board of Ethics to adjudicate the original complaint made to the Board of Ethics. Motion was not seconded.

4. **Approval of Minutes from the November 3, 2022 Regular Board of Selectmen Meeting, the November 17, 2022 Special Board of Selectmen Meeting, and the November 17, 2022 Regular Board of Selectmen Meeting:** Discussion took place regarding the November 3, 2022 meeting minutes. Selectman Mohabeer asked to amend the minutes by adding the following to the motion to table agenda item number 5: "in order to obtain legal counsel from our Town Attorney." Selectwoman Jenner made a motion to approve the November 3, 2022 Board of Selectmen Meeting minutes as

amended by Selectman Mohabeer. Selectman Mohabeer seconded the motion. Motion passed unanimously. Selectwoman Jenner made a motion to approve the minutes of the November 17, 2022 Special Board of Selectmen meeting and the November 17, 2022 Regular Board of Selectmen meeting, as presented. Selectman Mohabeer seconded the motion. Motion passed unanimously.

5. **Adjournment:** Selectwoman Jenner made a motion to adjourn. Selectman Mohabeer seconded the motion. Motion passed unanimously. Meeting adjourned at 8:46 pm.

Minutes prepared by Darcy Barrera-Hawes, Executive Administrative Assistant

9. Adjournment: I move to adjourn