

**Board of Selectmen
Regular Meeting Agenda
January 19, 2023 at 7:30 pm
Meeting held via Zoom**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89608937340?pwd=MW94dmxjSEtRSFJXV0FEejd6OEEdDdz09>

Join by Phone: 646 558 8656

Webinar ID: 896 0893 7340

Passcode: 615025

1. Call to Order
2. Pledge of Allegiance
3. Discussion/decision to hire Ian Parsells as Library Director
4. Discussion with the Town Administrator about his findings concerning the Board of Ethics handling of the complaint filed by Mark Harper against Selectwoman Amy Jenner dated November 21, 2022
5. Acceptance of resignation of Richard Bochinski from the Board of Finance effective immediately
6. Discussion/decision to make an appointment to fill a vacancy on the Board of Ethics for a term ending December 31, 2024
7. Discussion/decision to amend the budget schedule for the 2023-2024 fiscal year
8. First Selectwoman's update on various infrastructure projects and FY2021-22 audit
9. Adjourn

DRAFT Motions for the 1/19/2023 BOS Regular Meeting

1. Call to Order: **No Motion**
2. Pledge of Allegiance: **No Motion**
3. Discussion/decision to hire Ian Parsells as Library Director: **I move to hire Ian Parsells as Library Director effective March 6, 2023 subject to the successful completion of a criminal background check.**
4. Discussion with the Town Administrator about his findings concerning the Board of Ethics handling of the complaint filed by Mark Harper against Selectwoman Amy Jenner dated November 21, 2022: **I move to table this item to another meeting due to the illness of the Town Administrator**
5. Acceptance of resignation of Richard Bochinski from the Board of Finance effective immediately: **I move to accept the resignation of Richard Bochinski from the Board of Finance effective January 13, 2023.**
6. Discussion/decision to make an appointment to fill a vacancy on the Board of Ethics for a term ending December 31, 2024
7. Discussion/decision to amend the budget schedule for the 2023-2024 fiscal year: **I move to amend the budget schedule for the 2023-2024 fiscal year, as presented.**
8. First Selectwoman's update on various infrastructure projects and FY2021-22 audit: **No Motion**
9. Adjourn: **I move to adjourn**

1. Call to Order: **No Motion**
2. Pledge of Allegiance: **No Motion**
3. Discussion/decision to hire Ian Parsells as Library Director: **I move to hire Ian Parsells as Library Director effective March 6, 2023 subject to the successful completion of a criminal background check.**

Ian Parsells



October 15, 2022

Weston Public Library
56 Norfield Rd,
Weston, CT 06883

To whom it may concern,

My name is Ian Parsells, Head Librarian of the Derby Neck Library Association in Derby, CT, and I am applying for the Library Director position at the Weston Public Library. I believe that I am an exemplary candidate as I have the combination of experience, skills, and creativity to make the library a cornerstone of service for the people of Weston.

During my 11-year career as the Head Librarian of the Derby Neck Library, I have expanded services in a number of exciting ways to benefit the City of Derby and the surrounding Lower Naugatuck Valley community. Some of the first changes I made include more than doubling the number of public computers to over forty, expanding comfortable seating options in all spaces, growing the YA section from accommodating six to twenty-one, redesigning the library's Web site, and revamping the newsletter. I also introduced Blu-rays to the collection, but there was a recurring and costly problem: theft of between \$500 and \$1000 worth of DVDs annually from the collection. Not only did I introduce more media, I moved the library to a system that eliminated the theft immediately by removing the discs from the cases and locking them behind the circulation desk.

I have also overseen the expansion of library events and programming. Since 2011, I have personally overseen the implementation of innovative programs such as writing groups, a Dungeons and Dragons Club, Simplify I.T., Video Game Club, Dinner and a Movie, Afternoon Tea V, Board Game Night, and Cutting the Cord to name but a few. I have also engaged more library staff in program development utilizing their unique skills to create engaging and diverse programs/services.

Another innovation I am currently working on is the library's Abandoning Dewey project. An emerging trend in the public libraries, Abandoning Dewey is all about moving away from the archaic system to a more patron-friendly arrangement. Instead of numbers that substitute for subjects, we are using the subjects themselves making it easier for patrons to browse the nonfiction collection.

Lastly, I'd like to address our library's response to Covid-19 and in turn my creativity in problem solving. In the early months of the pandemic, as a library, we were focused on implementing safe protocols to allow us to reopen to the public. We knew that the core service we needed to offer that couldn't be satisfied with curbside delivery was computer access. In response to concerns from the board and staff, I developed a unique solution to provide a safe, but easy-to-manage system for patrons and staff alike. I purchased over 100 keyboards and mice to check out to patrons and no public computer had the equipment by default. A patron would be given a set at checkout that they wouldn't return directly to staff, but to designated bins that were quarantined at the end of the day. The system has proven so effective that we will be keeping it post-Covid as our primary means of controlling and tracking computer use within the building.

There is much more to discuss and I hope to have the opportunity to do so. I appreciate your time and consideration in advance.

Thank you,
Ian Parsells

Ian Parsells

Professional library director with a proven track record of innovative service, fiscal responsibility, facility management, technological prowess, and community service while fostering a friendly and welcoming environment for staff and patrons.

Education

Master of Library and Information Science - Rutgers University, New Brunswick, NJ 2009–2011
Bachelor of Arts, Literature - Ramapo College, Mahwah, NJ 2001–2005

Experience

Head Librarian - Derby Neck Library Association, Derby, CT Oct. 2011–Present
Head administrator of the library overseeing a library staff of 4 full-time and 8 part-time employees while managing a budget of over \$600,000.

- Strive to stay current on emerging trends in library services, collection development, and event planning and determine which are best for the community I serve
- Train staff on PC building and repair allowing for more flexible, efficient, and cutting-edge, computer-based technologies
- Represent library in local committees, community events, and at consortium meetings
- Plan and implement programming for teens, tweens, and adults
- Develop and implement Covid-19 protocols to protect staff and patrons
- Review staff performance and collaborate on ways to improve/expand services
- Perform all bookkeeping responsibilities including payroll, bank statement reconciliation, and budget reports
- Design and coordinate library renovations with staff, board, and architects

Teen Reference Librarian - Glen Rock Public Library, Glen Rock, NJ Jan. 2010–Sep. 2011
Reference and programming librarian responsible for all acquisitions, programming, and space planning for teen patrons, as well as reference, marketing, and tech support for library.

- Performed reference tasks for all ages including reader's advisory, ILL prep, and tech support
- Planned and implemented all teen/tween programming including a teen advisory board
- Purchased all media for the YA collection
- Maintained library technologies including computers, printers, routers, scanners, and WiFi

Junior Account Executive - SGW, Montville, NJ Oct. 2007–Mar. 2010

- Composed press releases, case histories, application releases, and more for clients
- Proofread copy for brochures, advertising, estimates, letters, etc. as well as Web code
- Developed social media initiatives and spearheaded new client pitches

Community Work

Youth Committee of the Valley Council for Health and Human Services, Chair 2016–Present
Communications Committee of the Valley Council 2013–2017
Executive Committee of the Valley Council 2016–Present
Community Index Workgroups of the Valley Community Foundation 2016 & 2019
Bibliomation Board of Directors 2021–Present
Bibliomation Finance Committee 2018–Present
Valley System of Care Collaborative 2017–Present
Family Committee of the Derby Early Childhood Council, Chair 2014–2016
Leadership Greater Valley Class of 2012

Awards

Lewis Savitsky Staff Excellence Award, Valley Council for Health and Human Services 2017
Certificate of Special Congressional Recognition, Congresswoman Rosa Delauro 2017
Certificate of Accomplishment, Senator Chris Murphy 2017
Certificate of Special Recognition, Senator Richard Blumenthal 2017
Speaker for BCCLS Scholarship Breakfast 2010
Master Tutor Award, Ramapo College 2005

Skills

Windows (all versions), Linux (Ubuntu), iOS, Android, ChromeOS, Office, QuickBooks, Photoshop, Affinity, Wordpress, HTML, MARC, Evergreen, Unicorn, Cura

Languages

English, American Sign Language

WESTON PUBLIC LIBRARY DIRECTOR SEARCH

Supplemental Questions

Name: Ian Parsells

Basic Qualifications:

-Have you had a minimum of 5 years of progressively responsible experience in a library setting?

I have almost 13 years of experience, with 11 of those years being as a library director.

-Please list positions/titles and dates to corroborate the above experience.

Teen Reference Librarian, Glen Rock Public Library, Jan. 2010-Sep. 2011

Head Librarian, Derby Neck Library Assoc., Oct. 2011-Present

Briefly describe your current library or organization:

-Type of library or organization

Association Library (501c3)

-Total operating budget

\$640,000

-Total budget you directly oversee

\$640,000

-Primary source of funds (municipal appropriations, foundation funds, grants, etc.)

Endowments

-Population served

12,000

-Total number of staff (FTEs)

12 (6.4 – based on 35-hr workweek)

-Have you ever supervised staff? If yes, provide details.

Yes, I currently supervise all employees and volunteers at the Derby Neck Library. As the head administrator, that's a major focus of my role.

Governance structure:

-To whom do you directly report?

Derby Neck Library Board of Directors

-Have you ever reported to a board? Size of board?

Yes. There are 13 members.

Briefly describe any experience you have constructing and managing library budgets.

I write the budget annually to be reviewed by the board. I also manage the expenditure of funds by line item and track all expenses in QuickBooks as the library's bookkeeper.

Please share your experience with strategic planning.

Although my library has not undergone strategic planning, I have experience as a member of the Valley Council for Health and Human Services' Executive Committee. We recently underwent the process in 2018-2019 and the plan covers 2019-2024.

Please share your experience with technology planning.

As the Head Librarian, it is my responsibility to research and implement new technologies. To list some of the new systems I have implemented:

Fiber upgrade, commercial-grade Mesh WiFi, 3D printing, custom PC/Linux builds, digital flyer displays, 85" OLED TV installation, Network Access Storage (NAS) setup and maintenance, BitWarden password manager

Please describe your 2 most recent continuing education or professional development experiences. For each of the 2 share the subject matter, the duration of the experience, why you chose that experience and how you intend to apply your experience in your position. When did those experiences occur?

Materials Challenges – Talking to the Press and the Public (July 2022)

This 2-hour training/workshop centered on responding to materials challenges from the public, with a particular focus on the importance of having clear, written policies and protocols in place before these challenges take place. Being a recent national trend with some real world examples more locally, this was a very timely training. As the head administrator, responding to these challenges is my responsibility and knowing best practices is key.

State of Delinquent Behavior (August 2022)

This 3-hour presentation and training focused on current trends in youth delinquent behavior and how to respond for schools, community partners, and police. There was a particular focus on how to reduce trauma in interactions as well as de-escalation tactics. For me, the value was in learning about alternative options to police intervention when issues with minors occur in the building or on the grounds. As I try to make calling the police a last resort, knowing which local partners I could reach out to instead was important. I'm also always looking for new strategies when interacting with the public, so I greatly value these opportunities.

What kind and frequency of writing does your position require?

It's a daily responsibility as I need to respond to emails as they arrive, compose articles for the newsletter, compose narratives for board reports, update the website, write grant applications, etc.

Please describe how you use technology in your current position.

It's a cornerstone of my work. Daily I use Word, Excel, Outlook, QuickBooks, Discord, BitWarden, Synology, and more. My staff computer uses Windows 11 Professional with Microsoft Office 365 Business Premium. I designed all of our hybrid programming setups using Zoom/Discord, webcams, and microphones. In programs, we use computers, video game consoles, and multi-screen setups. We have a top-of-the-line Cisco Meraki Mesh WiFi

system and I am looking into installing a new access control/security system. I manage the library's network and server, as well as the new cloud backup for that server. I train staff on updating the Website. In short, technology is an integral part of my work and in modern librarianship.

Have you had any experience working in a consortium? Please share.

Derby Neck is a member of the Bibliomation consortium (same as Weston) and has been for my entire career here. Glen Rock was a member of the BCCLS consortium in New Jersey, so all of my library experience has been in consortium libraries.

Please list what you feel are the 2 or 3 most significant professional achievements thus far in your career.

When our new bookkeeper abandoned their responsibilities without notice, my board president approached me to ask if I would be able and willing to take on those responsibilities, something no prior administrator had ever done. It proved to me how much my board respects my abilities and how much trust they have in my integrity.

Being recognized by the Valley Council for Health and Human Services for my work in the community by being awarded the Lewis Savitsky Staff Excellence Award in 2017 was a highlight. I had never sought nor received such recognition in my career to that point, and to have received it from an organization I respect so much meant the world to me. Still does.

Early in the pandemic, there was a lot of doubt on the board about how the library would fare given the uncertainty in the markets (the library's endowment is invested in the stock market). In response, I applied for and was granted significant funds through the Payroll Protection Program to ensure that funding for my staff would be assured and their positions safe.

In your professional career, have you ever been dismissed or asked to resign? If so, please explain.

No.

How did you learn about this position?

Helene Murtha brought the position to my attention. I had seen the posting prior, but her outreach and encouragement are what ultimately led to me applying.

4. Discussion with the Town Administrator about his findings concerning the Board of Ethics handling of the complaint filed by Mark Harper against Selectwoman Amy Jenner dated November 21, 2022: **I move to table this item to another meeting due to the illness of the Town Administrator**

5. Acceptance of resignation of Richard Bochinski from the Board of Finance effective immediately: **I move to accept the resignation of Richard Bochinski from the Board of Finance effective January 13, 2023.**



Darcy Barrera-Hawes, Executive Assistant <executiveassistant@westonct.gov>

Fwd: [EXTERNAL] BoF

1 message

Samantha Nestor <snestor@westonct.gov>

Tue, Jan 17, 2023 at 6:38 PM

To: Darcy Barrera-Hawes <executiveassistant@westonct.gov>, Jonathan Luiz <JLuiz@westonct.gov>

Cc: Amy Jenner <ajenner@westonct.gov>, Martin Mohabeer <mmohabeer@westonct.gov>

Please add to agenda. Thank you

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

Begin forwarded message:

From: Gayle Weinstein <gaylemweinstein@gmail.com>

Date: January 17, 2023 at 4:26:48 PM EST

To: snestor@westonct.gov

Cc: bgralnic@optonline.net

Subject: [EXTERNAL] BoF

Sam,

Please see Dick Bochinski's letter of resignation from the Board of Finance effective immediately. The DTC has endorsed Jeff Goldstein to replace him. Given the fact that the Board of Selectman has already interviewed Jeff and that budget season is starting, we ask you to expedite this appointment.

Thank you,

Gayle Weinstein
Weston DTC Chair

January 10, 2023

To:

Gayle Weinstein
Chair of the Weston Democratic Town Committee

Donna Anastasia
Weston Town Clerk

For nearly ten years, it has been my honor to be a member of the Weston Board of Finance but I think it is time to step aside so that someone else can have the opportunity to serve. For that reason I have decided to resign from the Board of Finance effective January 13, 2023.

Sincerely,

A handwritten signature in cursive script, appearing to read "Richard A. Bochinski".

Richard A. Bochinski

6. Discussion/decision to make an appointment to fill a vacancy on the Board of Ethics for a term ending December 31, 2024

Stephan B. Grozinger
ATTORNEY AT LAW

January 17, 2023

VIA EMAIL

Town of Weston Board of Selectmen
56 Norfield Road
Weston, CT 06883

Re: Weston Board of Ethics

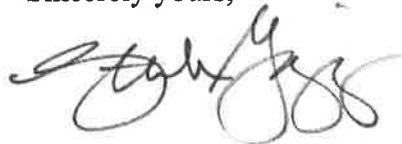
Dear Members of the Board of Selectmen:

Please allow this letter to serve as my application for appointment to the Weston Board of Ethics. I have attached my resumé.

I have had a life-long interest in ethics and the application of ethics to government. As an undergraduate, I studied moral philosophy, and it was primarily my interest in that field which led me to study law. I have served in various capacities in provincial and local government for about seventeen years in the aggregate and have been involved in other public service for much longer. I would welcome the opportunity to participate on Weston's Board of Ethics.

Thank you for your consideration.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Stephan Grozinger', written in a cursive style.

Stephan Grozinger

Attachment

Stephan B. Grozinger

ATTORNEY AT LAW

EXPERIENCE

Sole Practitioner, Weston, Connecticut

2004-Present

Established private practice to represent sophisticated commercial real estate investment groups in the acquisition, financing, and leasing of office, retail, multi-family and mixed-use properties throughout the United States and to provide general corporate legal advice.

- Represent a diverse group of clients in the purchase and sale of large commercial office, retail and other properties
- Successfully negotiate and close complex financing transactions with national banks and other lenders on behalf of commercial investment groups
- Draft, negotiate, and conclude more than five hundred commercial leases, licenses, and brokerage agreements
- Administer corporate formation, private placement equity structuring, and general corporate matters on behalf of clients
- Manage all litigation affecting commercial clients and prosecute summary process and collection actions through resolution

Day Pitney LLP, Stamford, Connecticut

2002-2004

Commercial Real Estate & Finance Practice Group

- Represented commercial real estate investors and lenders in the acquisition, sale, financing, and leasing of commercial property and commercial property portfolios

Pepe & Hazard LLP, Southport, Connecticut

2000-2002

Commercial Real Estate & Finance Practice Group

- Represented national banks and conduit lenders in the financing of commercial property

Ivey Barnum & O'Mara LLC, Greenwich, Connecticut

1995-2000

Commercial Finance Practice Group

- Represented conduit lenders in the financing of commercial property

EDUCATION

University of Connecticut School of Law

Juris Doctor 1995

- Recipient, American Jurisprudence Award in Constitutional Law (1994)
- Articles Editor, *Connecticut International Law Journal* (1994 - 1995)

University of Toronto, St. Michael's College

Bachelor of Arts 1992

- Philosophy Specialist Program
- Concentration in moral philosophy and bioethics

OTHER ORGANIZATIONS

Weston Board of Selectmen

- Elected to two consecutive two-year terms (2017 – 2019 and 2020 – 2022)

Adjudicator, Province of Ontario Psychiatric Review Board

- Member of a tribunal appointed by the Ontario Lieutenant Governor to review the disposition of individuals involuntarily incarcerated on account of mental illness (1991 - 1993)

Weston Volunteer Fire Department

- Active Member (1998 - present)
- Recipient, Firefighter of the Year Award (2000)
- Recipient, Firefighter of the Year Award (2014)
- Apparatus/Pump Operator (2000 - present)
- Vice President (2006)
- Secretary (2001)
- Recipient, Ten-Year Active Service Award (2008)
- Recipient, Twenty-Year Active Service Life Membership Award (2018)
- Firefighter I and Hazardous Materials Operational Certifications

Aspetuck Land Trust

- Vice President (2017 – 2018)
- Board of Directors (2015 – 2018)

Weston Planning and Zoning Commission

- Chairman (2008 - 2011)
- Vice Chairman (2012 - 2013)
- Elected Member (2004 - 2013)

Roman Catholic Diocese of Bridgeport

- Member, Diocesan Real Estate Advisory Committee (2019 - present)
- 2014/2015 Diocesan Synod - General Delegate and Special Study Committee Member

Other

- 2017 Town of Weston Citizen of the Year awarded by the Weston Police Commission
- Author, *Faith on a Stone Foundation: Free Will, Morality and the God of Abraham* (2017)
- Annual Guest Lecturer - Theistic Existentialism; Sacred Heart Greenwich, Senior Seminar Program (2010 - present)
- Justice of the Peace for the State of Connecticut (2016 – present)
- Board of Directors, Ahearn-Holtzman, Inc. (2017 – present)

Representative transactions and other information are available at www.stephangrozinger.com

7. Discussion/decision to amend the budget schedule for the 2023-2024 fiscal year: **I move to amend the budget schedule for the 2023-2024 fiscal year, as presented.**



Office of the Finance Director / Asst. Town Administrator

Date: January 18, 2023
To: Board of Selectmen
From: Rick Darling, Finance Director
Re: Budget Calendar Revisions

Considering that Jonathan will be unavailable in the immediate term to assist in developing the First Selectman's proposed budget for fiscal year 2023-24, I would propose the following revisions to the Budget Development calendar that was adopted previously.

Wednesday, February 8, 2023 – Board of Selectmen receives the proposed budget from the First Selectwoman. (previously scheduled for January 31st).

Tuesday, February 14, 2023 – Board of Selectmen reviews the First Selectwoman's proposed budget (previously scheduled for February 7th and 8th).

Thursday, February 16, 2023 – (*If necessary*) Board of Selectmen reviews the First Selectwoman's proposed budget (previously scheduled for February 14th). Board of Selectmen votes on and transmits First Selectwoman's proposed budget to the Board of Finance. Board also nominates moderator for the ATBM (same date as previously scheduled).

The succeeding dates on the Budget Development Calendar would not change.

Thank you for your consideration.

8. First Selectwoman's update on various infrastructure projects and FY2021-22 audit: **No Motion**

Item 8: See the Jan 12, 2023 Board of Finance meeting recording for information:

<https://vimeo.com/790112145>

9. Adjourn: I move to adjourn