BOARD OF SELECTMEN
Monday, January 10, 2022
Nicholas J. DiCorleto, Jr. Meeting Hall
and via ZOOM Conferencing

MINUTES

SELECTMEN PRESENT: Lori Spielman, James Prichard, John Turner, Melinda Ferry, Charlotte Ward, Ronald Stomberg, David Stavens

OTHERS PRESENT: Timothy Webb, Director of Public Works/WPCA Administrator; Walter Lee, Emergency & Risk Management Director; LouAnn Cannella, Human Resources Coordinator; *Jennifer Dzen, Chairman, Board of Education; *Susan Phillips, Director, Hall Memorial Library; *Douglas Harding, Board of Finance; *Tiffany Pignataro, Finance Officer/Treasurer; Peter Hany, Sr., President, Ellington Volunteer Ambulance Corps (EVAC); *Peg Busse, Bev Russo

*Attended via Zoom

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE: The Board of Selectmen (BOS) meeting was called to order at 7:00 P.M. by First Selectman Spielman. The Pledge of Allegiance was recited.

II. CITIZENS’ FORUM: No citizens came forward.

III. APPROVAL OF MINUTES

A. December 6, 2021 Board of Selectmen Special Meeting
MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO APPROVE THE BOARD OF SELECTMEN SPECIAL MEETING MINUTES OF DECEMBER 6, 2021.

B. December 6, 2021 Board of Selectmen Organizational Meeting
MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO APPROVE THE BOARD OF SELECTMEN ORGANIZATIONAL MEETING MINUTES OF DECEMBER 6, 2021.

C. December 13, 2021 Board of Selectmen Regular Meeting
MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO APPROVE THE BOARD OF SELECTMEN REGULAR MEETING MINUTES OF DECEMBER 13, 2021.

Equal Opportunity Employer
IV. UNFINISHED BUSINESS:

A. Appointment of Other Board/Commission Representatives to the Permanent Building Committee

1. Planning and Zoning Commission

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPOINT SEAN KELLY AS THE PLANNING AND ZONING COMMISSION REPRESENTATIVE TO THE PERMANENT BUILDING COMMITTEE TO A TERM ENDING DECEMBER 4, 2023, AS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION.

V. NEW BUSINESS

A. Tax Refunds/Abatements

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF $10,749.92 AS RECOMMENDED BY THE TAX & REVENUE COLLECTOR AND AS SPECIFIED IN THE REFUNDS/ABATEMENTS STATEMENT DATED JANUARY 2022 [ATTACHED].

B. First Selectman’s Office Reorganization/Job Description Revisions

1. Human Resources Coordinator

Mr. Turner asked if the Emergency Services Insurance Program (ESIP) and the Length of Service Award Programs (LOSAP) were included in the items being transferred to Human Resources. Ms. Pignataro stated that ESIP would remain in the Finance Department, and that LOSAP would eventually be transferred to Human Resources.

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO APPROVE THE REVISIONS TO THE HUMAN RESOURCES COORDINATOR JOB DESCRIPTION AS PRESENTED AND AS RECOMMENDED BY THE FIRST SELECTMAN.

2. Executive Assistant/Communications Coordinator

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE REVISIONS TO THE EXECUTIVE ASSISTANT/COMMUNICATIONS COORDINATOR JOB DESCRIPTION AS PRESENTED, RECLASSIFYING THE POSITION FROM EXEMPT LEVEL E-3 TO EXEMPT LEVEL E-4, AS RECOMMENDED BY THE FIRST SELECTMAN.

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE CHANGES TO THE EXEMPT POSITION CLASSIFICATIONS AS PRESENTED AND AS RECOMMENDED BY THE FIRST SELECTMAN.

MOVED (TURNER), SECONDED (WARD) AND PASSED UNANIMOUSLY TO ADJUST THE SALARY OF JULIA CONNOR, EXECUTIVE ASSISTANT/COMMUNICATIONS COORDINATOR, TO $68,000, CORRESPONDING TO THE E-4 EXEMPT SALARY RANGE, AS RECOMMENDED BY THE FIRST SELECTMAN.

VI. ADMINISTRATIVE REPORTS:

A. Building Department

B. Emergency Services

1. Resident State Troopers’ Office

2. Ellington Volunteer Ambulance Corps: Mr. Turner stated that the yearly statistics that are included offer an interesting look at the big picture. Extensive discussion was held over the volume of assistance that EVAC is lending to other towns, and if it is affecting the Department’s ability to answer calls in Town. The reasons certain other
towns have required such significant mutual aid is going to be looked into further. Mr. Turner strongly urged that EVAC pursue collections on mutual aid calls. Mr. Hany stated that he would welcome further conversation with the BOS on what can be done about the volume of out-of-town calls as well as if EVAC should be more aggressive in collection efforts. These items will be added to a future BOS agenda for further discussion. Ms. Ward asked what the obligation is for EVAC to respond to these mutual aid calls; Mr. Hany answered that if they are dispatched to a call, they go. Mr. Stavens asked who was in charge of the mutual aid agreements; Mr. Hany answered that this is handled by the County Directors.

3. Ellington Volunteer Fire Department
4. Crystal Lake Fire Department
5. Emergency Management Director: First Selectman Spielman thanked Mr. Lee for planning and running the COVID-19 test kit distribution events. Mike Swanson, 27 Standish Road, attended one of the events and stated that it went very smoothly and was very well organized. Bev Russo, 9 Lanz Lane, asked if the test kit distributions were a part of the American Rescue Plan; Mr. Lee answered that they were not connected and explained the process by which the Town had received the kits. Ms. Russo shared some concerns she had over the test kits, and specifically referenced a CDC news report on the efficacy of the tests; Ms. Ward asked Ms. Russo to email that item to the BOS for review.
C. Fire Marshal
D. Hall Memorial Library: Ms. Ward stated that she likes the community survey being done.
E. Tax & Revenue Collector
F. Town Planner: First Selectman Spielman stated that the Julianos have made many significant improvements to a property along Windermere Avenue/Lower Butcher Road.
G. Finance Department
H. Human Services Department
I. Recreation Department
J. Department of Public Works Quarterly Report

VII. SELECTMEN COMMITTEE REPORTS
A. Personnel Committee:
   1. Resignations

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO ACCEPT THE RESIGNATION OF BHARANI SHAKAMURI RAJENDRAN FROM THE AD HOC COMMITTEE ON DIVERSITY AND INCLUSION.

2. Appointments

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPOINT PETER WELTI AS THE BUSINESS OWNER REPRESENTATIVE TO THE AMERICAN RESCUE PLAN TASK FORCE.

MOVED (PRICHARD), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPOINT LARRISSA BURKE TO THE AD HOC ELLINGTON TRAILS COMMITTEE TO COMPLETE AN UNEXPIRED TERM ENDING APRIL 30, 2022.

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO REAPPOINT KURT SULLIVAN TO THE BOARD OF ASSESSMENT APPEALS TO SERVE A THREE-YEAR TERM ENDING JANUARY 31, 2025.

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO REAPPOINT JOSEPH MALONE AS AN ALTERNATE MEMBER TO THE BOARD OF ASSESSMENT APPEALS TO SERVE A TWO-YEAR TERM ENDING JANUARY 31, 2024.
MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO REAPPOINT WALTER LEE AS THE EMERGENCY & RISK MANAGEMENT DIRECTOR TO SERVE A TWO-YEAR TERM ENDING JANUARY 31, 2024.

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO REAPPOINT KELLIE SCUTT TO THE ETHICS COMMISSION TO SERVE A FOUR-YEAR TERM ENDING JANUARY 31, 2026.

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO REAPPOINT HOCINE BAOUCHE, YALE CANTOR AND LENORA WILLIAMS TO THE HUMAN SERVICES COMMISSION TO SERVE FOUR-YEAR TERMS ENDING JANUARY 31, 2026.

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO REAPPOINT JOHN LALLY TO MENTAL HEALTH COUNCIL #15 TO SERVE A THREE-YEAR TERM ENDING JANUARY 31, 2025.

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO REAPPOINT SHAY DRAKE, KEVIN HAYES, CHRISTOPHER WEITZ, TARA KOZIK AND SHERRYL KRAUS TO THE PARKS AND RECREATION COMMISSION TO SERVE FOUR-YEAR TERMS ENDING JANUARY 31, 2026.

VIII. SELECTMEN LIAISON REPORT: No reports were given.

IX. FIRST SELECTMAN'S REPORT
   A. Staffing
      1. New Hires
         • Nathaniel Trask, Planning Department Recording Secretary
      2. Resignation/Retirement/Termination
         • Mary DiBenedetto, Food Bank Coordinator
      3. Promotion/Transfer/Probation Completion
         • Erica Botti, Administrative Secretary II, Senior Center, probation passed successfully
   B. Other: First Selectman Spielman thanked all of the individuals who volunteered their time to help out at the COVID-19 test kit distribution events.
      • Mr. Webb shared that his staff is working diligently to remain healthy and safe in order to stay on the job during the winter weather season.
      • Mr. Lee stated that the State activated its cold weather protocols; the Town's warming centers will be open on January 11 and 12, and those who need additional assistance can contact Mr. Lee and he will work with 2-1-1 to provide options.

X. CORRESPONDENCE: There was no correspondence.

XI. ADJOURNMENT

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO ADJOURN THE REGULAR MEETING OF THE BOARD OF SELECTMEN AT 7:38 PM.

Submitted by
Julia Connor
Recording Secretary

Approved by
Lori Spielman
First Selectman
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$10,749.92 REFUND TOTAL FOR JANUARY 2022