



STATE OF CONNECTICUT - COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

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LORI L. SPIELMAN  
First Selectman

DAVID STAVENS  
Deputy First Selectman

JAMES PRICHARD  
MELINDA M. FERRY  
RONALD F. STOMBERG  
JOHN W. TURNER  
CHARLOTTE WARD

BOARD OF SELECTMEN  
Monday, February 28, 2022  
Nicholas J. DiCorleto, Jr. Meeting Hall  
and via ZOOM Conferencing

## MINUTES

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

**SELECTMEN ABSENT:** Charlotte Ward

**OTHERS PRESENT:** \*Tiffany Pignataro, Finance Officer/Treasurer; Walter Lee, Emergency & Risk Management Director; David Olender, Co-Vice Chairman, Board of Finance (BOF); \*Susan Phillips, Director, Hall Memorial Library; Betsi Feldman, Ad Hoc Government Study Committee member; Tom Palshaw, Peg Busse

*\*Attended via Zoom*

- I. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE:** The Board of Selectmen (BOS) Special Meeting was called to order at 6:30 P.M. by First Selectman Spielman. The Pledge of Allegiance was recited.
- II. **CITIZENS' FORUM:** Ms. Spielman reminded the attendees that anyone who would like to address the BOS is welcome to bring comments forward during this part of the meeting. She asked that speakers state their name and address for the record and limit their comments to no more than three (3) minutes. She clarified that BOS members would not enter into debate or dialog and that she would take comments under consideration for response. Ms. Spielman explained that the remainder of the BOS meeting agenda is a business meeting for the BOS members only to handle Town business. She encouraged anyone who had questions or comments to call or email her or any member of the BOS.

Ms. Ferry and Mr. Palshaw (120 Pinney Street) voiced dissatisfaction with Ms. Spielman's statement regarding Citizen' Forum.

- III. **Discuss and Review Draft Job Descriptions**
  - A. **First Selectman**
  - B. **Town Administrator**

Ms. Spielman presented draft job descriptions, a draft organizational chart and a summary of expenses for the proposed change from a full-time First Selectman to a full-time Town Administrator and a part-time First Selectman, as recommended by the Ad Hoc Government Study Committee.

Discussion was held regarding the specifics of this change, the structure of the proposed organizational chart and the proposed revisions to the First Selectman's position description (part-time).

Ms. Ferry asked Ms. Spielman if she has compiled a list of all of her tasks. Ms. Spielman said that every day is different with many unexpected things coming up making it difficult to list tasks. Mr. Turner added that the Town's Annual Report summarizes the different things that occur over the course of the year. Mr. Lee added that from his observation, the First Selectman's position is very fluid based on the priorities as they transpire. Mr. Turner said that the essential functions listed on both job descriptions come close to what Ms. Ferry is suggesting.

Ms. Spielman reviewed with the BOS the costs associated with the First Selectman part-time position as well as the full-time Town Administrator position. She added that this is going to be a time-consuming process going forward; therefore, it is not considered in the budget until the last quarter of FY 2022-2023. Mr. Stomberg said that what has been prepared and presented is encouraging and he has been advocating for this change. He said the Town has grown big enough now that it's difficult for an elected person during their short term to get a grip on the job. Ms. Spielman responded that adding a Town Administrator will add consistency.

Ms. Spielman presented the proposed Town Administrator position, including a breakdown of the associated costs. Mr. Lee explained that a great deal of research was done in the preparation of this draft. He stated that information was gathered from other towns as well as Connecticut Conference of Municipalities (CCM) in order to put together a comprehensive job description.

Discussion began regarding plans for coverage during an absence or resignation of the Town Administrator and other considerations and topics that were not on the agenda. Ms. Spielman reminded the BOS that this Special Meeting agenda only allows for discussion regarding the job descriptions and she noted that there will be future meetings to discuss many other topics that will need attention. Mr. Turner said that the BOS needs to stay on topic regarding the job descriptions.

Ms. Spielman commended the Town's Department Heads, adding that they are very competent and work well together.

Ms. Ferry asked that the BOS meeting be opened up to public comment. Ms. Spielman reminded Ms. Ferry that the agenda items are strictly about the job descriptions and the public does not have the materials that are being discussed in order to be able to comment. Ms. Ferry suggested that residents should be allowed to comment during BOS meetings nonetheless; Ms. Spielman opened the floor to the public.

Dave Olender, 220 Abbott Road, asked when he could see the job descriptions. Ms. Spielman responded that if the motions regarding the job descriptions pass tonight they will be shared. Mr. Olender asked if the job descriptions are set in stone or if they could change and Mr. Prichard and Mr. Turner both said that all job descriptions are reviewed and revised continually. Mr. Olender added that he is 100% on board with adding a Town Administrator.

Mr. Palshaw said he is impressed with what's occurred so far, and he requested a copy of the data as well, when it is available.

Ms. Spielman reminded the public that the only item on the agenda tonight is approval of the job descriptions. Only agenda items may be discussed.

Peg Busse, 37 Abbott Road, said that her comments are not related to the job descriptions. She asked if this topic will go to a Town Meeting. Ms. Busse added that Ms. Spielman's comments about the exceptional capabilities of the Town's Department Heads may cause taxpayers to question why the Town is paying a First Selectman. Mr. Stavens said that the Town has always stepped forward to fill vacancies in Town positions, as they occur, with capable people. He said that each time there is a need, the BOS addresses vacancies in the appropriate manner that is pertinent to the situation at hand. He added that it is not handled the same each time, so there's not going to be a handbook to spell it out.

Ms. Feldman said that the Ad Hoc Government Study Committee felt that transparency will be a big part of this process as the BOS will be recommending a change to the essence of the current form of Government. She added that she understands that the preparation of the job description is not up for public debate, but the public should be notified of the proposed change and have the opportunity to comment. Ms. Spielman said that once the details are available, the information will be shared with the public.

Ms. Pignataro said that a Town Administrator position has been included in the proposed FY 2022-2023 budget starting April 1, 2023 – June 30, 2023. For that period of time, the First Selectman position is being included as full-time as that will be a transitional period. She added that it is not to say there will be a Town Administrator in place on April 1, 2023; it was added to the budget to ensure that the funding is there in the event that this proposal moves forward.

Ms. Ferry asked when she can anticipate a Town Meeting being held. Mr. Stavens questioned the need for a Town Meeting. Mr. Turner said that a Public Hearing instead of a Town Meeting would be the proper format. People can submit comments to a public hearing through many avenues. He said that adding a Town Administrator is not new information; it has been in discussion over the past few years.

The BOS made a correction in wording to the First Selectman – Part Time job description under ESSENTIAL FUNCTIONS to read "Supervises, directly and/or administratively, the following" adding the word "and" before the forward slash.


MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE PROPOSED FIRST SELECTMAN PART-TIME POSITION DESCRIPTION, PENDING APPROVAL OF THE PROPOSED TOWN ADMINISTRATOR FULL TIME POSITION DESCRIPTION, AS RECOMMENDED BY THE FIRST SELECTMAN AND AS EDITED BY THE BOARD OF SELECTMEN. THE CURRENT FULL-TIME FIRST SELECTMAN POSITION DESCRIPTION WILL REMAIN IN EFFECT UNTIL DECEMBER 4, 2023, THE CONCLUSION OF THE CURRENT TERM.

The BOS amended the draft job description for the Town Administrator as follows: Remove "Conducts evaluations of Department Heads and the Executive Assistant(s), including" and replace with "Supervises, directly and/or administratively, the following:"

MOVE (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO APPROVE THE PROPOSED NEW TOWN ADMINISTRATOR FULL-TIME POSITION DESCRIPTION, AS RECOMMENDED BY THE FIRST SELECTMAN, IN CONCURRENCE WITH THE RECOMMENDATION OF THE AD HOC GOVERNMENT STUDY COMMITTEE THAT ADDING A FULL-TIME TOWN ADMINISTRATOR POSITION AND TRANSITIONING TO A PART-TIME FIRST SELECTMAN POSITION IS IN THE BEST INTEREST OF THE FUTURE OF THE TOWN OF ELLINGTON, AS EDITED BY THE BOARD OF SELECTMEN.

**IV. ADJOURNMENT**

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO ADJOURN THE BOARD OF SELECTMEN SPECIAL MEETING AT 7:28 P.M.

Submitted by   
LouAnn Cannella  
Deputy Recording Secretary

Approved by   
Lori Spielman  
First Selectman

## Town of Ellington Position Description

TITLE:	First Selectman	STATUS:	Exempt
DEPARTMENT:	Administration	CLASSIFICATION:	E-8 Part-Time
SUPERVISED BY:	Board of Selectmen	BARGAINING UNIT:	N/A

### OBJECTIVES

Serves as Chief Elected Official and Chief Executive Officer of the Town; presides over the Board of Selectmen meetings; serves as spokesman regarding public policy matters and participates in ceremonial activities. Serves as ex-officio member of Town Boards and Commissions.

Reports to the public on a regular and continuing basis; reports to the annual and special Town Meetings; and works in coordination with other elected officials.

Provides administrative direction to the appointed Town Administrator. Coordinates implementation of various Town policies and procedures with the Town Administrator, elected officials and with chairpersons and citizen members of various Town boards and commissions.

### ESSENTIAL FUNCTIONS

Oversees the administration of Town government in accordance with Town Charter, Town Ordinances, administers Connecticut State Statutes with the policy advice and authority of the Board of Selectmen.

Coordinates short-term and long-range policy planning and development to address the needs of the Town and its residents. Serves as Chairperson of the Board of Selectmen. Works with the Town Administrator to develop and initiate policy proposals and actions for consideration by the Board of Selectmen and Town boards and commissions.

Oversees activities of Town services through the Town Administrator in each functional area of Town government to assure compliance with Town policies and procedures.

Meets regularly with selected officials and key staff members to discuss and act on administrative matters.

Works closely with the school education officials. Serves as ex-officio member of Town boards, commissions, and committees as provided by state statute.

Supervises, directly and/or administratively, the following:

- Town Administrator
- Executive Assistant/Communications Coordinator

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- Administrative Assistant/Recording Secretary
- Board of Selectmen Recording Secretary and Deputy Recording Secretary

Serves as Town spokesperson in meetings with news media, social, civic or cultural organizations. Represents the Town in regional, state and national activities to be aware of programs available to the Town.

Performs other related duties as required.

#### DESIRED KNOWLEDGE, SKILLS AND ABILITIES

*(Note: This is an elected position (2-year term). The following qualifications are presented as a **guideline** for an administrative position at the Administrative Officer level.)*

Must be able to understand the overall mission of the Town and to apply this understanding to solving a variety of problems in the various Town departments. A working knowledge of the environmental, finance, personnel, planning, public safety, public works, recreation, and administrative services of a Town government. Ability to collect, analyze, and interpret data on problems of public administration. Ability to make reasonable alternative and optional determinations of the impact of public policy decisions on Town residents, businesses, etc. Ability to develop concise, creative and intelligible written and oral reports.

Duties are performed in an office environment. Position causes individual to sit at a desk or stand and work continuously for extended periods of time; walk, some lifting and carrying materials; may be occasionally required to move and/or lift up to 25 pounds; attend night meetings.

Frequent night meetings and other irregular hours. Considerable highway driving may be required to carry out duties as liaison to intergovernmental agencies. Some stress involved in public contacts.

#### REQUIRED QUALIFICATIONS (MINIMUM)

Resident elector of the Town. (Serves a two-year term.)

**BOS APPROVED: 2/28/2022**

## Town of Ellington Position Description

TITLE:	Town Administrator	STATUS:	Exempt
DEPARTMENT:	Board of Selectmen	CLASSIFICATION:	E-7
SUPERVISED BY:	First Selectman		

### OBJECTIVES

Under the general supervision of the First Selectman, this highly responsible position performs chief administrative officer duties to assist the First Selectman in managing the affairs of the town; oversees the operations and services of the departments as directed; provides executive leadership to Town government in the temporary absence of the First Selectman; and oversees Human Resources, labor relations and other general government functions of the Town as assigned by the First Selectman. Receives oral and/or written direction from the First Selectman.

### ESSENTIAL FUNCTIONS

Directs and coordinates the Town government in accordance with Town Charter, Town Ordinances, administers Connecticut State Statutes with the policy advice and authority of the Board of Selectmen.

Coordinates short-term and long-range policy planning and development to address the needs of the Town and its residents.

Develops and initiates policy proposals and actions for consideration by the Board of Selectmen and Town boards and commissions.

Coordinates, reviews and submits annual budget recommendations to the Board of Finance in conjunction with the First Selectman and the Finance Officer/Treasurer. Coordinates program information and data to assist the First Selectman in the review and preparation of the Annual Budget and Capital Improvement Program recommendations.

Coordinates the collection, cash management and investment of Town funds with the Finance Officer/Treasurer, Tax Collector and Assessor. Meets regularly with the First Selectman and key staff members to discuss and act on administrative matters.

Participates in and manages short-term and strategic long-range planning for town services and development. Seeks and applies for State and Federal grant opportunities.

Manages the recruitment process for all staff. Serves as a resource in the interpretation of Personnel Policies, contract language and personnel matters. Ensures compliance with employment and labor laws as well as workplace safety and health regulations.

Works in conjunction with the Finance Officer/Treasurer on matters related to employee risk management programs including workers' compensation and unemployment claims. Prepares for and participates in hearings for workers' compensation and unemployment claims.

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Develops and administers the new employee orientation program and the employee recognition program. Participates with the First Selectman in exit interviews with terminating/retiring employees.

Participates in the negotiations of collective bargaining agreements with Town employee organizations.

Periodically reviews personnel practices and procedures including changes to personnel policies and job descriptions; researches and prepares draft proposals for review by First Selectman/Board of Selectmen.

Provides administrative direction to all department heads in accordance with established Town policies and procedures and relative state and federal statutes. Assumes program responsibility for all departments as directed by the First Selectman, including therein full supervision of staff and departmental functions. Directs, plans or implements policies, objectives or activities at the behest of the First Selectman through assigning or delegating to department heads. Ensures compliance and timely completion of assignments through analysis of departmental work methods and procedures and recommends improvements.

Supervises, directly and/or administratively, the following:

- Finance Officer/Treasurer
- Director of Public Works/Town Engineer
- Building Official
- Director of Recreation
- Town Clerk
- Fire Marshal
- Director of Human Services
- Town Planner
- Animal Control Officer
- Emergency & Risk Management Director
- Executive Assistant/Communications Coordinator
- Human Resources Coordinator
- Administrative Assistant/Recording Secretary

Manages the employee education training programs and implements a wide range of programs. Monitors compliance with OSHA requirements.

Oversees the Town's Information Technology (IT) operations for internal processes and business procedures.

Works closely with the Ellington Board of Education and the Superintendent of Schools.

Serves as ex-officio member of Town boards, commissions, and committees as provided by state statute.



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Represents the First Selectman on special committees, regional government organizations and as liaison to other governments as necessary.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

A high degree of integrity and confidentiality. Considerable knowledge of public administration; general knowledge of state, municipal and labor law relative to the position. General knowledge of incident management systems. Excellent written and oral communication skills. Excellent listening skills. Excellent critical thinking skills with the ability to draw conclusions or approaches to complex problems to implement solutions; ability to recruit, lead, organize, supervise, train and evaluate staff. Ability to assess needs, initiate, organize and execute plans and directives. Ability to foster relationships and deal effectively with elected officials, business owners, outside agencies, other municipalities, employees and the general public. Ability to develop and manage a budget. Ability to prepare and present concise, informative management and organizational analyses, grant applications and reports. Ability to acquire working knowledge of state and community resources. Ability to prepare and publicly present reports in a clear and concise manner; ability to maintain statistical records.

#### REQUIRED EQUIPMENT OPERATION

Operates a personal computer, standard office equipment and drives a motor vehicle.

#### REQUIRED PHYSICAL EFFORT

Performs duties in an office environment. Must be able to sit at a desk or stand and work continuously for extended periods of time; carry reports and office equipment; walk, stretch and bend to file, some lifting and carrying materials; may be occasionally required to move and/or lift up to 25 pounds; attend frequent night meetings and other irregular hours. Considerable highway driving may be required to carry out duties as liaison to intergovernmental agencies. Some stress involved in public contacts.

#### REQUIRED QUALIFICATIONS (Minimum)

Bachelor's Degree required (Master's Degree Preferred) in Public Administration, Business Administration or a closely related field and six (6) years of increasingly responsible experience at a management level in municipal administration or an equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Must have and maintain a valid driver license.

**BOS APPROVED: 02/28/2022**