

Special Meeting Minutes
Easton Board of Selectmen
September 19, 2019
6:30 PM
Town Hall Conference Room A

Adam Dunsby called the meeting to order at 6:35 p.m.

Present: Adam Dunsby, Kristi Sogofsky and Robert Lessler

1. Kristi Sogofsky moved to approve the minutes of the Board of Selectmen Meeting, September 5, 2019. Robert Lessler seconded. Motion passed unanimously.
2. A resident spoke about the Morehouse Park property and the sign post placards.
3. Robert Lessler moved to approve the following tax refunds as recommended by Krista Kot, Tax Collector: 1. DARLENE and/or MICHAEL JACOBS - \$87.58; 2. VW CREDIT LEASING LTD - \$233.02; 3. HONDA LEASE TRUST - \$156.56; 4. TOYOTA LEASE TRUST - \$85.73; 5. TOYOTA LEASE TRUST - \$442.81; 6. TOYOTA LEASE TRUST - \$238.42; 7. TOYOTA LEASE TRUST - \$174.06; 8. TOYOTA LEASE TRUST - \$409.20; 9. TOYOTA LEASE TRUST - \$328.89; 10. TARYN COLONNESE - \$39.72. Kristi Sogofsky seconded. Motion passed unanimously.
4. Robert Lessler moved to approve A RESOLUTION WITH THE STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION, DIVISION OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY. Kristi Sogofsky seconded. Motion passed unanimously.
5. Christine Calvert, Finance Director presented the LoCIP Project Authorization, authorizing the Town to spend \$100,000 on Project Improvement; repaving approximately two miles of Easton roadways. The Town has approximately \$700,000 in LoCIP fund available. The expenditure was previously approved at the last Town Meeting in April 2019 and voted on in May 2019. Kristi Sogofsky moved to approve the submission of the LoCIP Project Authorization for the reimbursement of \$100,000 for the re-pavement of approximately two miles of Easton roads. Robert Lessler seconded. Motion passed unanimously.
6. Robert Lessler moved to accept the resignation of Justin Giorlando from the Planning and Zoning Commission with thanks for his service to the Town of Easton. Kristi Sogofsky seconded. Motion passed unanimously.
7. Kristi Sogofsky moved to appoint Tom Maisano as a member of the Planning and Zoning Commission for the unexpired term of 1/2/2019 – 1/2/2023. Robert Lessler seconded. Motion passed unanimously.
8. Christine Calvert, Finance Director presented changes to the Policy: Computation of Hours for Benefits or Overtime. Approximately 8-9 years ago twenty hours per week defined a benefited position in the Town. In 2012 this was changed to thirty-five hours per week however the policy was not updated. (updated policy attached). Robert Lessler moved to adopt the Policy: Computation of Hours for Benefits or Overtime as amended. Kristi Sogofsky seconded. Motion passed unanimously.
9. Robert Lessler asked for an update on the South Park bridge project. Adam Dunsby said it is continuing and believes that the contractor, who has a window of time to finish, is doing all to keep project on schedule. Adam Dunsby also mentioned the positive referral received back from the Planning and Zoning Commission regarding the Board of Selectmen's 8-24 Morehouse Fields request.
10. Kristi Sogofsky moved to adjourn at 6:55 p.m. Robert Lessler seconded. Motion passed unanimously.

3M~09.19.19



Town of Easton

POLICY: COMPUTATION OF HOURS FOR BENEFITS OR OVERTIME

POLICY

EFF. 9.19.19

For purposes of determining whether a position has a work week of thirty-five (35) hours or more and thus is a benefited position, computation of the hours per week shall be on the basis of the pay period. For purposes of determining whether payment of overtime is required, computation of the hours shall be on a weekly basis.

PROCEDURES

1. Positions which require thirty-five (35) or more hours per week are benefited positions and positions which require less than thirty-five (35) hours per week are not benefited positions.
2. To determine whether a position requires thirty-five (35) hours or more per week, computation of the hours should be made on the basis of the pay period and not on the basis of any individual week and in making such computation, work events which do not reoccur on a regular basis shall be excluded.
3. Thus, for example, a position in which the employee is paid every two weeks which requires thirty (30) hours in the first week and thirty-six (36) hours in the second week for a total of sixty-six (66) hours for the two week pay period is not a benefited position since the average hours for each week of the pay period are thirty-three (33) or less than the required thirty-five (35) hours per week.
4. Also, for example, a position which requires thirty-four (34) hours per week during each week of the pay period does not become a benefited position by virtue of the fact that occasional overtime is required which brings the position in some pay periods to more than thirty-four (34) hours per week.
5. Positions which have in an average of thirty-five (35) or more hours per week over a period of thirteen (13) consecutive weeks, are benefited positions.
6. Department Heads who have employees whose work schedule is such that under this Policy they are not entitled to benefits, but do at times work thirty-five (35) or more hours in a week, should make such employees aware that their position is not a benefited position.
7. Notwithstanding the fact that entitlement to benefits is computed on the basis of the pay period for the position, overtime is always computed on a weekly basis. Thus, overtime is required when an employee works in excess of forty (40) hours in a week even if the employee does not work in excess of eighty (80) hours in a two week pay period.