

MEETING MINUTES
Easton Board of Selectmen
January 7, 2016 – 7:30 p.m.
Town Hall Conference Room A

Adam Dunsby called the meeting to order at 7:30 p.m.

Present: Adam Dunsby, Carrie Colangelo and Robert Lessler

1. Carrie Colangelo moved and Robert Lessler seconded to approve the minutes of the Easton Board of Selectmen Meeting of January 7, 2015 with the following corrections:
Agenda item #9, should read "a Professor **with**" not "of". Second sentence should read "**refined**" not "defined".
2. Public comment: A few citizens commented on the issue of Public Comment being on the agenda as well as a request to state when the meetings are being videotaped.
3. The discussion with the Board of Education (Jeff Parker and Peggy Sullivan) on the possible use of Morehouse Property for a bus depot yielded the following needs: Three acres of land, two-bay garage, office and fueling station. The area must have the capacity to house 37 busses, 7 vans and 10 cars used to transport students. They would also need space to park the operators/drivers cars. It was estimated that Easton spends about \$77K per year traveling back and forth to Bethel where the bus depot is currently located. Ed Nagy, Director of Public Works stated that it would cost approx. \$200K to bring a milled road and utilities to the site located in the southern part of Morehouse Property. Adam Dunsby would like to see a proforma financial for the scope of the proposal. Jeff Parker and Peggy Sullivan agreed to look into alternate locations as requested by Park and Rec Commission member John Broadbin prior to requesting an 8-24 Referral from the Planning and Zoning Commission.
4. Robert Lessler moved to schedule a **Special Town Meeting** for January 25, 2016 at 7:30 p.m. at Samuel Staples Elementary School, 515 Morehouse Road, Easton, to 1. Discussion and possible action to change the scope of work for the Wells Hill Bridge Capital Project to the Wells Hill Bridge and South Park Avenue Bridges over the Mill River and near Buck Hill Road (Bridge #04211 and #04213) for design work; and 2. Discussion and possible approval of a special appropriation in the amount of \$1,200,000 from the unassigned fund balance to the Board of Education to cover the shortfall in the Internal Service Fund for health insurance claims; and 3. Adjournment. Carrie Colangelo seconded. Motion passed unanimously.
5. David Brant with Aspetuck Land Trust and Ross Ogden gave a presentation regarding Gilbertie's Farm and a possible Conservation Easement purchase in conjunction with the Town. The area is 15.4 acres and borders Kellers Farm and Adams Road. The owner, Dan Levinson is interested in such a transaction. David Brant will research possible scenarios. They will return at a future Board of Selectmen meeting to update.
6. Walter Kazmierczak and Carl McNair, President of Beachside of Connecticut presented and discussed the possible use of Town land for turf fields, spectator stands for approximately 100

people, facilities including club house, and concession stand. Adam will request input from the Park and Rec Commission and prior to getting input from the Planning and Zoning Commission as a change of use to Town property is being considered. Beachside Soccer agreed to prepare a proposal to present to the Parks and Recreation Commission at their next meeting of February 1, 2016.

7. Adam Dunsby announced 2015 Board of Selectmen's Workplace Safety Award recipient as Terry Calgreen. Terry will receive a \$250 Target gift card. The Board thanks Terry for all his efforts.
8. Adam Dunsby announced that Althea Falco will be retiring. Discussion ensued regarding the job description of Administrative Assistant to First Selectman. The position will be more technology inclined as well as assisting in the finance department. Carrie Colangelo moved to accept the job description of Administrative Assistant to the First Selectmen as presented with the corrections Robert Lessler provided. Robert Lessler seconded. Motion passed unanimously. (The final job description is attached to these minutes.)
9. Robert Lessler moved to approve the ROAD OPENING BOND RELEASE for Permit #1018 to BRUCE MONDO SEPTIC SERVICES, INC. as recommended by Bruce Bombero, Deputy Director of Public Works. Motion passed unanimously.
10. Carrie Colangelo moved to approve the DRAINAGE EASEMENT FOR PROPERTY AT 20 STANCZYK DRIVE which referenced map #1793 and to record the same upon the land records. Robert Lessler seconded. Motion passed unanimously.
11. Carrie Colangelo moved to accept the resignation of Eric Lawton as an alternate from the Board of Finance. Robert Lessler seconded. Motion passed unanimously.
12. After discussing possible courses of action, it was decided that there would be no formal second Public Comment added to the Board of Selectmen meeting agenda however, at the discretion of the Board, the public would be invited to comment on certain agenda items throughout the Board of Selectmen meetings.
Robert Lessler moved to add agenda item # 12A to discuss and take possible action regarding engaging the Pace University Land Use Clinic for a study of the South Park Avenue Property.
Carrie Colangelo seconded. Motion passed unanimously.
- 12A. Robert Lessler presented a packet of prior studies done by the Land Use Clinic for comparison. He stated that the class starts on January 21, 2016 and that the proposed project description needed to be available prior to the start of the class. The wording, "assist the Town of Easton in developing" was replaced with "To develop a future use/strategic plan for the approximate 29 acre parcel of land in Easton...." Robert Lessler moved and Carrie Colangelo seconded to submit the proposed project description as amended to the Pace University Land Use Clinic for action by clinic members as a student educational project for the spring semester of 2016. Motion passed unanimously. Copy attached to the meeting minutes.
13. Adam Dunsby commented that we are no longer sending out the postcards announcing Special Town Meetings. The information is available on the town website. Also, next meeting, the process will need to be started to discuss Human Resource issues and decisions regarding health care and wages for the non-union, elected and selected officials. Robert Lessler commented that he would like to thank Althea for her many years of service.

14. Robert Lessler moved and Carrie Colangelo seconded to adjourn the meeting at 10:23 p.m.

Motion passed unanimously.

3A~01-07-16

**JOB DESCRIPTION
TOWN OF EASTON**

ADMINISTRATIVE ASSISTANT TO THE FIRST SELECTMAN

General Statement of Duties:

Performs general administrative and secretarial duties in the First Selectman's Office. Uses considerable judgment and discretion in making calendar appointments, handling correspondence and generally supervising the efficient operation of the administration office. There is frequent personal contact with the general public.

Supervision Received:

Works under the direct supervision of the First Selectman.

Supervision Exercised:

Manages the office operations. Acts in the First Selectman's behalf while carrying out various administrative duties.

Working Relationships:

Has contact with department heads and employees on an as needed basis regarding policies and procedures. Coordinates with commission chairpersons and board members to gather and disseminate needed information as requested by the First Selectman.

Illustrative Duties:

Prepare and modify documents including correspondence, reports, drafts, memos and emails.

Prepare agendas and acts as secretary to the Board of Selectman; record, compile, transcribe and distribute minutes of Board of Selectmen meetings; files the minutes in a timely fashion with the Town Clerk.

Schedules and makes arrangements for First Selectmen's attendance at meetings, conferences and special events as well as implement conference calls.

Responsible for newspaper notices for bids, mailing of specifications, receiving bids, recording results, notifying appropriate department, scheduling award at Board of Selectmen meeting, and mailing award letters.

Responsible for Town Meeting notices, filing and recording of legal documents with the Town Clerk, publication of newspaper notice and assists with postcard mailings.

Prepare and assist completing letters for auditors as needed.

Track First Selectman and Town Hall budgets. Process and submit all bills for First Selectman and Town Hall expenses.

Illustrative Duties, continued:

Maintain and update listing of current members on various boards, commissions and committees.

Check and process all purchase and payment orders, maintain vendors list for accounts payable and be sure the proper budget numbers are on the payment orders.

Responsible for typing and recording agendas and minutes pertaining to all sub-committees of the Board of Selectmen and committees on which the First Selectman is a voting member.

Keep First Selectman advised of all letters and/or memos requiring follow-up.

Provide administrative support for Board of Selectmen initiatives, including but not limited to employee evaluations and town's Workplace Safety Plan.

Perform simple spreadsheet analyses.

Coordinate with town's external IT provider.

Provide occasional assistance to the finance department .

Answer front desk phone when receptionist is unavailable.

Help implement the Town of Easton Workplace Safety plan.

Assists other support services as required.

Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge, Skill and Abilities:

Excellent secretarial and communications skills

Working knowledge of MS Office (Word, Excel, Outlook, PowerPoint, and Access).

Working knowledge of departmental operations, policies and procedures, rules and regulations.

Knowledge of laws and ordinances relating to the operation of the Town.

Knowledge, Skill and Abilities, continued:

Ability to communicate and establish effective working relationships with management, co-workers, the public and Town Officials.

Good organizational skills, freedom to work extra time as necessary to complete tasks.

Ability to maintain confidentiality is essential.

Must have a thorough knowledge of the responsibilities of each department and a good understanding of the process of local government.

Ability to plan and devise office procedures and to supervise or perform clerical operations. Ability to make decisions independently in accordance with rules, procedures and policies.

Ability to devise and maintain complex records, to assemble and organize data and to prepare reports from such material.

Experience and Training:

An Associate Degree from an accredited college or university in an Administrative Assistant program or related field and at least two (2) years of responsible administrative assistant experience with preferred experience at the administrative assistant level. Prior supervisory experience preferred **OR** any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

Proposed project description:

To develop a future use/strategic plan for the approximately 29 acre parcel in Easton known as South Park Avenue located in the southeast corner of the town and bordering on Trumbull and Fairfield. The property presently consists of a single family residence and four outbuildings. The residence is leased by the town to the original owner of the property. The remainder of the property is undeveloped. A major gas line runs underneath the property at its mid-section. The proposed use/plan must 1) protect the Mill River and a portion of the adjacent land which forms the northeast and southeast border of the property, 2) generate at least partial recapture of the town's original \$6,000,000 purchase price and possibly produce ongoing net positive revenue for the town, and 3) fit within the character of our community as described in our Town Plan of Conservation and Development. Students should expect to review newspaper articles in The Easton Courier from December 10, 2015, (<http://www.eastoncourier.com/2015/12/10/selectmen-refer-south-park-to-pz/>) and dating back to 2008 for a history of the most recent activity regarding this property, the Town Master Plan of Conservation and Development (hard copy available at Town Hall or on the town website at <http://www.eastonct.gov/sites/eastonct/files/file/file/executivesummaryapril2007.pdf>), the 2008 contract document, confer with town officials including but not limited to the First Selectman, Town Planner, Board of Selectmen, Board of Finance, Planning and Zoning Commission (some evenings may be required to attend meetings in Easton), and conduct a site visit.

The outcome of the student project may include one or more of the following:

- A survey of town officials and/or town residents
- A conceptual design for development of the site
- An architectural concept for any improvements to the site
- A cost analysis for any proposed development
- A plan for protection of the river and adjacent land
- A plan for public use of undeveloped areas
- A plan for possible shared use of developed or improved areas
- A plan for marketing the proposed use to the town and to developers