

Meeting Minutes
Easton Board of Selectmen
May 19, 2016 – 7:30 p.m.
Town Hall Conference Room A

Present: Adam Dunsby, Carrie Colangelo, Robert Lessler

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

1. Robert Lessler moved and Carrie Colangelo seconded a motion to approve the minutes of the Easton Board of Selectmen Meeting of May 5, 2016 with the following corrections:
2. Agenda item #7: adding to the third sentence "...to go into Executive Session **for the purpose of discussing a personnel matter...**". Motion passed unanimously.
3. A town resident expressed concerns regarding the continued participation and membership of a town resident on a board and a commission. Another town resident brought attention to the Town's Purchasing Ordinance as it relates to the Board of Education.
4. Robert Lessler moved and Carrie Colangelo seconded a motion to approve the following tax refunds as recommended by Christine Calvert, Tax Collector: 1.WILLIAM NAVIN - \$53.65. Motion passed unanimously.
5. Carrie Colangelo moved and Robert Lessler seconded a motion to approve the following DRIVEWAY BOND RELEASE for 50 Hunting Ridge Road, permit #1024 for \$750 as recommended by Bruce Bombero, Deputy Director of Public Works. Motion passed unanimously.
6. Adam Dunsby referred to the December 18, 2015 letter from the Town's auditor, RSM US LLP (formerly McGladry's) regarding the sub-topic **Expenditures** as it relates to the Town Purchasing Ordinance. The recommendation being that all purchase orders should be approved by appropriate personnel prior to the services being performed and or goods received. The Town currently pays on Payment Orders. Two key issues were discussed. 1. Does the Town want to implement a pre-approval policy for non-recurring purchases above a certain amount? 2. Should an authorized signatory list be created? This discussion will be revisited again at a future meeting.
7. Margot Abrams, Chairperson of the Library Director Search Committee along with Jon Sonneborn presented proposed changes to the Library Director job description last reviewed in 1994. Additions to the job description are as follows:

ILLUSTRATIVE DUTIES

Utilizes computer technology to promote and improve library services.

Supervises the Library web site and social media output.

Oversees the maintenance and management of the Library building and grounds.

Oversees the purchase and maintenance of equipment; computers, copiers, and other office equipment.

Selects vendors and/or contractors. Prepares specs for competitive bidding when appropriate.

EXPERIENCE AND TRAINING

Master's Degree in Library Science (MLS) or *Library Information (MLIS)* from an ALA accredited college or university. *Candidate must also have at least 5 years of progressively responsible library administrative experience including...*

Carrie Colangelo moved and Robert Lessler seconded a motion to approve the changes to the Library Director job description with the additional changes of removing an "a" in the last sentence in the first paragraph in the section GENERAL STATEMENT OF DUTIES, adding an "s" to the word "assist" in the 6th paragraph in the section ILLUSTRATIVE DUTIES and adding a new sentence, "Candidates must also have at least 5 years....." in the section EXPERIENCE AND TRAINING. Motion passed unanimously. (Attached to Meeting Minutes)

8. Adam Dunsby asked the Board of Selectmen to review the Employee Handbook. It has been four years since the last update. Many references in the handbook are out of date or obsolete such as the HRAC. Additionally, the Town has developed some policies that are not currently included in the handbook. Members of the Board have copies of the Union 1303 and 818 contracts to review as these are the contracts which cover employees most like those covered in the handbook. No action was taken.
9. Adam Dunsby read the report from Tectonic, the engineering company assessing the South Park Bridge near Riverside Lane and gave an update on the subsequent closure of South Park Avenue. Plans are in place to re-open the bridge once jersey barriers are installed to allow for a one way traffic pattern utilizing stop signs on either end of the bridge. Adam Dunsby also discussed possibly using the Buck Hill Bridge Grant to assist in the repair however these funds probably cannot be diverted to the Riverside location. It is not clear at this time if a full replacement of the bridge is warranted or if extensive repairs are the course of action. The main focus at this point is to get the road open. (Attached to Meeting Minutes)
10. No Board member comment.
11. Carrie Colangelo moved and Robert Lessler seconded a motion to adjourn the meeting at 8:22 p.m. Motion passed unanimously.

3A~05-23-16

Practical Solutions, Exceptional Service

Mr. Edward Nagy
Director of Public Works
Easton Public Works Department
15 Westport Road
Easton, CT 06612

May 11, 2016

Subject: Bridge No. 4213 South Park Avenue over Mill River

Mr. Nagy:

Tectonic has performed an in-depth, hands on, inspection of the bridge deck and abutments. This inspection was performed in accordance with NBIS Guidelines. Specifically, we performed a visual inspection and hammer sounded the entire deck underside and exposed areas of the abutments.

The upstream side of the deck has exposed rebar and delamination of the concrete up to about 6 feet from the outside face (see attached deck deterioration plan). There is some minor efflorescence.

The downstream side has similar delamination up to about 5 feet from the outside face, but no exposed rebar (see attached deck deterioration plan). The outside edge was recently repaired by the town. The interface between the repair and original concrete has active water leakage. We noted an area of green light staining, likely caused by moss.

The center section of the bridge is in good condition with no delamination identified or other visible evidence of rust staining. It is my professional opinion that the traffic loads can be safely supported in the center of the bridge. We have prepared a drawing indicating the placement of concrete barriers and traffic control measures required to reopen the bridge to alternating one-way traffic.

If you have any questions or need additional information, please contact this office.

Sincerely,

TECTONIC Engineering & Surveying Consultants P.C.

Jeffrey A. Scala, P.E.
Vice President

Enclosures: Deck Deterioration Plan
Temporary Traffic Plan
Representative Photographs

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ROCKY HILL
1344 Silas Deane Highway
Suite 500
Rocky Hill, CT 06067
T. 860.563.2341
F. 860.257.4882



CORPORATE OFFICE
P.O. Box 37
70 Pleasant Hill Road
Mountainville, NY 10953
T. 800.829.6531

EQUAL OPPORTUNITY EMPLOYER

LIBRARY DIRECTOR JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

This is a highly responsible administrative position involving the direction of a broad range of public library functions. Work involves responsibility for the management of a public library collection and for the provision of library services to patrons and community organizations. Duties include policy recommendations, departmental planning, and direction and administration of library activity. The work requires that the employee have thorough knowledge, skill and ability in every phase of the public library field.

SUPERVISION RECEIVED:

Works under the general direction of the First Selectman and the Library Board.

SUPERVISION EXERCISED:

Directs the library staff.

ILLUSTRATIVE DUTIES:

Recommends policy and plans for the implementation of the broadest range of public library goals. Plans for short and long term resource requirements to meet objectives. Participates actively in long range planning process with the Library Board.

Directs the development and maintenance of the public library and its print collection, audio-visual resources, on-line resources and a wide range of other library materials.

Provides staff support to the Library Board and the Friends of the Library by assisting with meetings, preparing reports and implementing policy decided by the Library Board. Attends regular and special Library Board meetings as required.

Directs the preparation of the annual budget and presents the budget requests before the Library Board and the Board of Finance.

Directs and controls the expenditure of the Library funds in accordance with approved budgets. Works with the Library Board and the Friends of the Library to develop private funding for Library needs.

Confers with state agencies, other public libraries, corporations, and community groups in the development of Library programs for the town, region and state, and assists in coordinating interlibrary program efforts.

Confers with town officials and the general public to provide information and to resolve problems and complaints.

Directs the training of Library staff in technical and administrative Library skills.

Attends community and professional meetings and explains the Library systems, goals, objectives and policies to community groups, public officials and the general public to establish and maintain effective public relations and resolve any public concern.

Utilizes computer technology to promote and improve library services.

Supervises the Library web site and social media output.

Directs and participates in personnel actions such as hiring, termination, assignment and evaluation.

Supervises and participates in acquiring equipment and new Library materials in a variety of media.

Oversees the maintenance and management of the Library building and grounds.

Oversees the purchase and maintenance of equipment; computers, copiers, and other office equipment.

Selects vendors and/or contractors. Prepares specs for competitive bidding when appropriate.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Thorough knowledge of principles and practices of Library functions.

Thorough knowledge of the principles and practices of public administration as applied to a public library.

Considerable competence in oral and written communications.

Ability to administer the activities of the public library and to supervise the work of others and to provide financial management to the Library.

Ability to develop short and long term development in operations' plans and programs.

Ability to make decisions within deadlines in an environment of limited resources.

Ability to establish and maintain effective working relationships with superiors, subordinates, associates, corporate representatives, officials of other agencies, and the general public.

EXPERIENCE AND TRAINING:

Master's Degree in Library Science (MLS) or Library Information (MLIS) from an ALA accredited college or university. The candidate must also have 5 years of progressively responsible library administration experience including at least 3 years in a supervisory capacity, or any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

Updated 5/2016

Accepted BOS 5/19/16