

MEETING MINUTES
Easton Board of Selectmen
July 21, 2016 – 7:30 p.m.
Library Community Room

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

PRESENT: Adam Dunsby, Carrie Colangelo, Robert Lessler

1. Carrie Colangelo moved and Robert Lessler seconded a motion to approve the minutes of the Easton Board of Selectmen Meeting of July 7, 2016. Motion passed unanimously.
2. A resident questioned (if South Park was purchased for more than the Town owes) where that money would be going. Another resident read a letter from The Connecticut Audubon Society.
3. Judge T.R. Rowe spoke regarding the Probate Court's move to a new location. Probate Court, which services Trumbull, Easton and Monroe, has resided in the Town Hall of Trumbull since 1959. The Town of Trumbull now needs the space it currently occupies so alternative locations are being scouted. A promising site could be the old Chalk Hill Middle School. Easton may incur capital cost to build out the new location in addition to the annual operating cost share the Town normally pays.
4. Attorney Charles Willinger gave a presentation on behalf of his client, Mr. Al Lenoci Jr. and The Alfred G. Lenoci Jr. Conservation Trust outlining a proposal for the South Park property which consisted of three proposal options. Proposal 1, farm with deed restricting future maximum development no more than 5 single family homes. Proposal 2, private road and equestrian club and natatorium with 25 % off-hours Easton resident use. Proposal 3, senior housing as proposed by Easton Planning and Zoning Commission. (Full proposal and maps are available on the Easton web site, the Board of Selectmen page.) A few residents commented and asked questions. The Selectmen also had a few questions but with the enormity of the three proposals and their content, Adam Dunsby suggested the acquisition proposals be revisited at a future Board of Selectmen meeting.
5. Dori Wollen, Chair of the Conservation Commission presented an updated job description for the position Conservation Secretary, recently vacated by Krista Kot. Robert Lessler moved and Carrie Colangelo seconded a motion to accept the revised job description of the Conservation/Inland Wetland Agency Secretary as presented with the previous titles of "Illustrative Duties" and "Minimum Qualification" reinstated to keep consistent with the outline of the Town's other job descriptions. Motion passed unanimously.
6. Robert Lessler moved and Adam Dunsby seconded a motion to appoint Berchem, Moses & Devlin counsel for zoning matter subdivision application 16-01 (Adirondack Trail). Carrie Colangelo abstained. Motion passed.
7. Carrie Colangelo moved and Robert Lessler seconded a motion to approve the following tax refunds as recommended by Christine Calvert, Tax Collector: 1. CAB EAST LLC. - \$132.40; 2. CAB EAST LLC. - \$198.38; 3. ALLY FINANCIAL - \$531.65; 4. NISSAN INFINITI-LT - \$329.50; 5. GAINES CONSTRUCTION CO. - \$25.29. Motion passed unanimously.
8. Robert Lessler moved and Carrie Colangelo seconded a motion to accept the DRIVEWAY VARIANCE AND INDEMNITY AGREEMENT for 129 Ferndale Drive, Easton, CT. Motion passed unanimously.

Adam Dunsby moved a motion to add agenda item 8a, Discussion and possible action on a memo to Department Heads concerning approved Payment Order signatories. Carrie Colangelo seconded. Motion passed unanimously.

8 a. Adam Dunsby would like to review three key components of the resulting recommendations by the auditors:

1. The Purchasing Ordinance payment processing policy; 2. the pre-approval of purchases over a certain dollar amount and 3. the Board of Education and how to manage that entity. Adam Dunsby presented a draft memo to Department Heads concerning approved Payment Order signatories. The Department signatory by signing takes responsibility for that purchase. The Department Heads will review the excel sheet indicating who, in their department will be the designated signatory for purchases. They will have until August 31, 2106 to present changes to the First Selectman.

9. Adam Dunsby mentioned that the Employee Handbook was sent to Brown & Brown for review after he and Suzette Bryan, HR Coordinator went through and produced a red lined version. Brown & Brown will submit their red lined version to have the Board of Selectmen review at a future next meeting.

Homeland Tower exercised their option to extend their option to lease for the land on Morehouse Road for an additional 12 months in the amount of \$2,500. They report the issue is the carrier commitment.

The formal opening of the Easton Pavilion took place this morning with a ribbon cutting ceremony. The next step for that area is to begin working with the Park and Rec and Public Works Departments to address the need for bathroom facilities.

The final comment is regarding the South Park bridges. The two bridges with difficulties are the one by Buck Hill Road and the one near Riverside Lane. We have a commitment for a Federal Grant to aid in the repair of the Buck Hill Bridge. The Riverside Lane Bridge recently was approved for ½ the cost of the bridge repair/replacement by the Connecticut Department of Transportation Local Bridge Program. The Town will have to pay for the remaining ½ of the cost of repair/replacement. LoCIP funds could be available for this.

10. Carrie Colangelo moved and Robert Lessler seconded a motion to adjourn at 8:55 p.m. Motion passed unanimously.

3A~07-21-16

**JOB DESCRIPTION
TOWN OF EASTON**

SECRETARY – CONSERVATION COMMISSION/INLAND WETLANDS AGENCY

GENERAL STATEMENT OF DUTIES:

Performs general secretarial and clerical work for the Conservation Commission that also acts as the Inland Wetlands Agency for the Town. Adheres to all Town, State and Federal environmental regulations and statutes; advises and consults with the Conservation Commission concerning all environmental matters.

SUPERVISION RECEIVED:

Works under the general direction of the Chair Person of the Conservation Commission and the Wetlands Enforcement Officer.

SUPERVISION EXERCISED:

None

ILLUSTRATIVE DUTIES

Prepare: agendas, minutes and approval/denial letters;
Violation notices issued by the Wetland Enforcement Officer;
monthly/quarterly reports to the State;

Receive/Record all permit applications, collect and record fees

File/Submit: reports to the State Regulatory Agency;
agendas, minutes to the Chair of the Commission for approval prior to
filing the same with the Town Clerk for posting;

Publish: all approvals/denials in the local paper on a timely fashion

Attend: all Conservation Commission meetings and public hearings and take minutes
of same;

Maintain: liaison with Planning and Zoning Commission and all other Town offices
regarding wetland issues; Keep Chair of the Conservation Commission and the
members informed on all matters of interest;

Understand: Inland Wetland issues affecting the Town and respond to inquiries in a
professional manner from home owners, builders, real estate agents, State
Regulatory agencies and the like;

Perform related work as required;

MINIMUM QUALIFICATIONS

Skills:

- Strong verbal and written communication
- Proficient in the use of Microsoft Word, Excel and Adobe
- Good organizational skills

The ideal candidate will possess a working knowledge of Town, State and Federal laws and regulations concerning conservation and environmental protection, land use techniques and construction processes and will be trained regarding statutes and general environmental issues if necessary.

Further, the candidate must be able to establish and maintain effective working relationships with the Conservation Commission, its associates, officials of other agencies and the general public. Must be a team player.

EXPERIENCE AND TRAINING

Minimum two years of college and two years of municipal government or related experience 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.

(Revised, 07-21-16)

BOS APPROVED 7/21/16