



TOWN OF OXFORD

**S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298**

Board of Selectmen Regular Meeting

**Wednesday, May 5, 2021
7:30 PM – Virtual Meeting/Hangout Meets**

The Town of Oxford Board of Selectmen Regular Meeting was called to order by First Selectman George Temple at 7:32 PM, and the Pledge of Allegiance was recited.

Present: First Selectman George Temple, Esq., Selectman Arnold Jensen, Selectman Heather Haney, Kristyn Rosa, Administrative Assistant to the First Selectman

Absent: None.

ACCEPTANCE OF MINUTES

1. 4/21/21 Regular Meeting

MOTION:

Selectman Arnold Jensen moved to approve the 4/21/21 Regular Meeting minutes as presented. This was seconded by Selectman Heather Haney. All 3 Ayes. Motion carries.

AMENDMENT OF AGENDA

1. Hire Public Works Mechanic

MOTION:

Selectman Arnold Jensen moved to amend the agenda to add Hire Public Works Mechanic as Item #10 and move item #10 to item #11 and Report of First Selectman to Item #12. This was seconded by Selectman Heather Haney. All 3 Ayes. Motion carries.

APPOINTMENTS

None.

NEW BUSINESS

1. Tax Refunds

MOTION:

Selectman Arnold Jensen moved to approve the tax refunds, totaling \$1,012.75, as presented and recommended by the Tax Collector in her letter dated 5/3/21 and to authorize two signatures. This was seconded by Selectman Heather Haney. All 3 Ayes. Motion carries.

Discussion: None.

2. Option Agreement for Purchase for Lots #15 & #16 Woodruff Hill Road – Approve and Authorize First Selectman to Sign

MOTION:

Selectman Arnold Jensen moved to approve the Option Agreement for Purchase between the Town of Oxford and Martin Tunis and/or LLC solely owned by Martin Tunis, as presented, for Lots #15 & #16 Woodruff Hill Road and to authorize the First Selectman to sign said Agreement. This was seconded by Selectman Heather Haney. All 3 Ayes. Motion carries.

Discussion: Jeff Luff, Economic Development Director, explained that the company purchasing the lots is Benjamin International, which manufactures candles and other items. They are looking to build a 70,000-90,000 square foot building. The purchase price for both lots is \$470,000 (\$220,000 and \$250,000), which represents full appraised values.

3. Award Center Fire Company's Wall Relocation Project Bid

MOTION:

First Selectman George Temple moved to *table* this motion. This was seconded by Selectman Arnold Jensen. All 3 Ayes. Motion carries.

Discussion: This project bid will be revisited when Scott Pelletier, Fire Chief, is present for discussion.

4. Library Circulation Coordinator Job Description – Approve Revisions

MOTION:

Selectman Arnold Jensen moved to approve the revised Library Circulation Coordinator's job description (Attachment A), as presented, and as reviewed and approved by the United Public Services Employees Union, Local 424 Unit 67 representatives. This was seconded by Selectman Heather Haney.

Discussion: Robbi Costigan, Director of Municipal Library/Media Operations, clarified that the changes to the description involve a more detailed description of responsibilities for the position, as well as changes to the hours. The hours will change to a Tuesday-Saturday position, 8:30 AM -3:30 PM, with the addition of Thursday night hours and a half day on Friday. The position will remain a 32-hour position for each week.

MOTION:

First Selectman George Temple moved to amend this motion to include that the Library Circulation Coordinator's working hours will change immediately to Tuesday and Wednesday 8:30 AM-3:30 PM, Thursday 12:30-7:30 PM, Friday 8:30 AM-12:30 PM, and Saturday 9:00 AM-4:00 PM, remaining at a 32-hour per week work. This is subject to the approval of UPSEU Local 424 Unit 67. This was seconded by Selectman Arnold Jensen. All 3 Ayes. Motion carries.

5. Hire Library Circulation Coordinator

MOTION:

Selectman Arnold Jensen moved to hire Kathleen Solicito as the Library Circulation Coordinator at a pay rate of \$18.01 per hour (Step 1 in accordance with the UPSEU Clerical Union contract) and a start date of June 1, 2021. This was seconded by Selectman Heather Haney. All 3 ayes. Motion carries.

Discussion: Kathleen Solicito has been working at the library and does a good job.

6. Hire Part-Time Animal Control Officer As-Needed

MOTION:

Selectman Arnold Jensen moved to hire Danielle Lindwall, of Seymour, as the Part-Time Animal Control Officer As-Needed at a pay rate of \$16.00 per hour during training hours and \$150.00 per day when covering for the Animal Control Officer with a start date of Monday, May 10, 2021. This was seconded by Selectman Heather Haney. All 3 Ayes. Motion carries.

Discussion: Danielle Lindwall comes highly recommended by Jason McLain, Animal Control Officer. Jason described Danielle as being very qualified and knowledgeable.

She will become fully certified in August. Her position will include caring for resident dogs, answering calls, and keeping the animal control facility clean.

7. Hire Part-Time Senior Center Transportation Scheduler

MOTION:

Selectman Arnold Jensen moved to hire Andy Ferrillo as the Part-Time Senior Center Dispatcher at a pay rate of \$16.00 and a start date of Monday, May 10, 2021. This was seconded by Selectman Heather Haney. All 3 Ayes. Motion carries.

Discussion: Selectman Heather Haney, also Senior Center Director, is delighted to have Andy Ferrillo as part of the Senior Center. Andy has worked for the town for many years. Selectman Heather Haney wished Lisa Hellauer all the best. First Selectman George Temple thanked her for her work during the pandemic.

8. Timbercrafts Peddler's Permit - Approve

MOTION:

Selectman Arnold Jensen moved to approve the Timbercrafts Peddler's Permit for selling wood carvings at Kirk's Pond parking area **ONLY** for Saturdays and Sundays from 10:00 AM – 4:00 PM **CONTINGENT UPON** that there is no interfering with Town events taking place in the Kirk's Pond area. This was seconded by Selectman Heather Haney. All 3 Ayes. Motion carries.

Discussion: First Selectman George Temple stated that the Board of Selectmen are only approving the permit for selling at Kirk's Pond as indicated in the motion. The permit does not include Oxford Glen Rt. 34 and Tommy K's Plaza.

9. FY 2021 – 2022 Holiday Schedule

MOTION:

Selectman Arnold Jensen moved to approve the following FY 2021 – 2022 Holiday Schedule:

<i>Independence Day</i> <i>(Sunday, July 4, 2021)</i>	<i>Monday, July 5, 2021</i>
<i>Labor Day</i>	<i>Monday, September 6, 2021</i>
<i>Columbus Day</i>	<i>Monday, October 11, 2021</i>
<i>Veteran's Day</i>	<i>Thursday, November 11, 2021</i>
<i>Thanksgiving</i>	<i>Wednesday, November 24, 2021 – ½ Day</i> <i>Thursday, November 25, 2021</i> <i>Friday, November 26, 2021</i>

<i>Christmas Eve</i>	<i>Friday, December 24, 2021</i>
<i>Christmas Day</i> <i>(Saturday, December 25, 2021)</i>	<i>Monday, December 27, 2021</i>
<i>New Year's Day</i> <i>(Saturday, January 1, 2022)</i>	<i>Friday, December 31, 2021</i>
<i>Martin Luther King Day</i>	<i>Monday, January 17, 2022</i>
<i>President's Day</i>	<i>Monday, February 21, 2022</i>
<i>Good Friday</i>	<i>Friday, April 15, 2022</i>
<i>Memorial Day</i>	<i>Monday, May 30, 2022</i>

Discussion: Discussion among Selectmen as to whether the name of the Columbus Day holiday remains the same or has been changed to something else.

10. Hire Public Works Mechanic

MOTION:

Selectman Arnold Jensen moved to hire Charles Christenson as the Public Works Mechanic at a pay rate of \$27.74 per hour and a start date of Monday, May 10, 2021. This was seconded by Selectman Heather Haney. All 3 Ayes. Motion carries.

Discussion: Wayne Watt, Director of Public Works, asked for verification that the pay rate is correct. The rate is correct at 20% below the top pay step. Wayne stated that Charlie is a fine diesel mechanic and excellent problem solver.

11. FY 2021 – 2022 Budget Referendum – discuss with Possible Action

First Selectman George Temple suggested that a special meeting be held for the budget referendum at a later date in order to allow enough time for the Board of Selectmen to review the budget. All of the Selectmen were in agreement to hold a special meeting for the budget referendum.

12. Report of First Selectman

- 1. National Day of Prayer.** Tomorrow is the National Day of Prayer. Cornerstone Church, Oxford, CT, will be at Town Hall at 11:00 AM at the gazebo. Everyone is welcome to attend. The event is a tradition for the Town of Oxford as well as nationally.
- 2. Mary LoPresti.** This is the last meeting for Mary LoPresti to serve as the clerk for the Board of Selectmen. First Selectman George Temple thanked Mary LoPresti for her work and said that the Board will miss her. Selectman Heather Haney also wished Mary the best and thanked her for her work. Mary thanked the Board and expressed that they have been wonderful to work with.

3. **Jackson Cove Retirement Get Together.** There will be a party over the summer at Jackson Cove to honor those Town of Oxford employees who retired during Covid. The employees include Anne Cummings, Kathleen O'Neil, Larry Dembek, Sandy and Cathy from the library, and anyone else who retired during that time. It will be outdoors and informal.
4. **Memorial Day Parade.** The Memorial Day Parade will feature a number of bands and will follow Covid protocols. Kelly Shpak will also be invited to join the parade. Kelly collects supplies for care packages to be given to military service members who serve overseas.

AUDIENCE OF CITIZENS

Selectman Heather Haney asked if the First Selectman has the date for the carnival. The date has not yet been determined. Selectman Heather Haney also asked if First Selectman George Temple was able to ask Dr. Browne if taking temperatures should continue in the town buildings. Dr. Browne had said that it is a good idea to continue to take temperatures.

ADJOURNMENT

Selectman Arnold Jensen moved to adjourn the meeting at 8:17 PM. This was seconded by First Selectman George Temple. All 3 Ayes. Motion carries.

Respectfully submitted,



Mary LoPresti
Clerk, Board of Selectmen

Attachment A



TOWN OF OXFORD

Robbi Costigan

Director of Municipal Library/Media Operations

Oxford Public Library

49 Great Oak Road, Oxford, CT 06478

Phone: (203) 888-6944 Ext. 7 Fax: (203) 888-2666

E-mail: robbi.costigan@oxford-ct.gov

March 22, 2021

First Selectman's Office
S.B. Church Memorial Town Hall
486 Oxford Road
Oxford, CT 06478

Dear George R. Temple,

I am writing to have you consider changing the job description and hours of the full-time Library Circulation Coordinator position. This position is in the Oxford Municipal Employee's Union: UPSEU Local 424, Unit 67. Since it has been vacant since Kathy Kycia's retirement and the (Cataloguer) Assistant Librarian union position has not been filled, there is a need for some changes in the duties performed and the working hours to best serve our patrons. I believe these changes are what's best for the library. Please see the attached changes to the job description and MOA for the new proposed hours.

Thank you for your time and consideration.

Sincerely,

ROBBI COSTIGAN

Director of Municipal Library/Media Operations

MEMORANDUM OF AGREEMENT
BETWEEN THE OXFORD MUNICIPAL EMPLOYEE'S UNION
AND THE TOWN OF OXFORD

The changes brought forth are in the best interest of the Town of Oxford.

The Town of Oxford (the Town) and the UPSEU Local 424, Unit 67 Union, hereby agree to the following:

1. The Library Circulation Coordinator's working hours will change immediately to Tuesday and Wednesday 8:30am-3:30pm, Thursday 12:30pm-7:30pm, Friday 8:30am-12:30pm, and Saturday 9:00am-4:00pm, remaining at 32 hours per week.
2. The job description has been modified and attached for your records.

Approved by:

Kelly M. Weymer, UPSEU Local 424, Unit 67
President

Date

Matthew Geer, UPSEU Regional Director

Date

George R. Temple
First Selectman

Date

LIBRARY CIRCULATION COORDINATOR

GENERAL DESCRIPTION

This is responsible para-professional library work involving the orderly operation of the circulation desk.

Work involves responsibility of the circulation, labeling, tracking, and deleting of books, ~~videes~~ movies, periodicals, CDs and audio books. Duties include issuing library cards, reserving requests, preparing items for circulation, and assisting patrons. This position also has the responsibility for making routine decisions regarding the collection of fines and ordering supplies. The work requires that the employee have considerable knowledge, skill, and ability in the circulation phase of the public library field and should have knowledge of the Evergreen circulation program.

SUPERVISION RECEIVED

Works under the general supervision of the Library Director Adult Services and Children's Librarians.
Works under the direct supervision of the Director of Municipal/Library Media Operations.

SUPERVISION EXERCISED

Oversees a small, part-time clerical and volunteer library staff. NONE.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works at circulations desks and performs tasks involving the circulation of books, CDs, videes movies, periodicals, and audio books. Orders audiobooks.

InterLibrary Loan duties: Handle all interlibrary loan transactions. This includes retrieval of items requested by borrowing libraries from book and serial collections, photocopying or scanning of requested articles, preparation of items for shipment, processing of items loaned by other libraries, data entry and retrieval at computer terminal using a variety of applications and databases. Responsible for tracking and reporting of bi-weekly shipments of C-Car.

Prepares items for circulation. Updates and tracks items in circulation.

Issues and updates library cards. Processes reservation requests.

Answers telephone and refers caller to the appropriate person.

Assists at special programs held in the library, such as children's programs specifically the summer reading program held at the library.

Prepares and mails overdue notices. Collects overdue fines and replacement costs for lost or damaged library items.

Answers questions in person, and on-line, assists patrons with technology help and material requests.
Issues new library cards.

Trains and oversees library aides in circulation duties.

Responsible for keeping ~~Keeps~~ new bookshelf current with new releases.

Attends staff meetings and off-site professional meetings.

TITLE: LIBRARY CIRCULATION COORDINATOR – page 2

Assists other libraries, as well as patrons, with problems or questions regarding Oxford Public Library's circulation policies and electronic resources.

Prepares monthly and yearly circulation reports.

Keep inventory current and weeded of outdated materials.

Filing of library card applications

Identifies patron needs, current issues, and makes suggestions of materials to add to collection.

Maintains current library displays.

Keeps circulation desk and circulation room organized.

Shelving and shelf-reading.

Assists with opening and closing of the library.

Performs any other tasks and duties as directed by Director of Municipal/Library Media Operations.

NONESSENTIAL DUTIES

None.

KNOWLEDGE, SKILLS, AND ABILITIES

Good knowledge of the principles and practices of a public library, especially the circulation system.

Good knowledge of library methods, references, and resources.

Good knowledge of community reading interests, books and authors, and other resources.

Mastery of Windows environment and specialized applications as well as including Evergreen and familiarity with CD-ROM on-line searching.

Considerable communication skills

Considerable organizational skill.

Good computer skills, specifically those needed to assist patrons unfamiliar with technology.

~~Good ability to oversee staff and volunteers.~~

Good ability to work effectively with library staff and the general public.

Good ability to maintain records and prepare reports as required.

Good ability to work independently.

QUALIFICATIONS

High School diploma
~~Graduation from high school~~ plus three years of increasingly responsible clerical experience, including at least one year of library experience.

SPECIAL REQUIREMENTS

None.

Approved by Board of Selectmen 10/15/03

TITLE: LIBRARY CIRCULATION COORDINATOR – page 3

TOOLS AND EQUIPMENT USED

Computer, typewriter, telephone, copy machine, printer, and fax.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk, or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employee must be able to read and interpret documents and write routine reports and correspondence. This position requires the ability to apply common sense understanding to carry out instructions furnished in written or oral form and the ability to deal with problems including a few concrete variables in standardized situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is generally quiet.

GENERAL GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

LIBRARY CIRCULATION COORDINATOR

GENERAL DESCRIPTION

This is responsible para-professional library work involving the orderly operation of the circulation desk.

Work involves responsibility of the circulation, labeling, tracking, and deleting of books, videos, periodicals, CDs and audio books. Duties include issuing library cards, reserving requests, preparing items for circulation, and assisting patrons. This position also has the responsibility for making routine decisions regarding the collection of fines and ordering supplies. The work requires that the employee have considerable knowledge, skill, and ability in the circulation phase of the public library field.

SUPERVISION RECEIVED

Works under the general supervision of the Library Director.

SUPERVISION EXERCISED

Oversees a small, part-time clerical and volunteer library staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs tasks involving the circulation of books, CDs, videos, periodicals, and audio books. Orders audio books.

InterLibrary Loan duties: Handle all interlibrary loan transactions. This includes retrieval of items requested by borrowing libraries from book and serial collections, photocopying or scanning of requested articles, preparation of items for shipment, processing of items loaned by other libraries, data entry and retrieval at computer terminal using a variety of applications and databases.

Prepares items for circulation. Updates and tracks items in circulation.

Issues and updates library cards. Processes reservation requests.

Answers telephone and refers caller to the appropriate person.

Assists at special programs held in library such as children's programs. Assists the summer program held at the library.

Prepares and mails overdue notices. Collects overdue fines and replacement costs for lost or damaged library items.

Answers questions in person and on-line. Assists patrons. Issues new library cards.

Trains and oversees library aides in circulation duties.

Keeps new bookshelf current with new releases.

Attends staff meetings and professional meetings.

NONESSENTIAL DUTIES

None.

TITLE: LIBRARY CIRCULATION COORDINATOR – page 2

KNOWLEDGE, SKILLS, AND ABILITIES

Good knowledge of the principles and practices of a public library, especially the circulation system.

Good knowledge of library methods, references, and resources.

Good knowledge of community reading interests, books and authors, and other resources.

Mastery of Windows environment and specialized applications as well as familiarity with CD-ROM and on-line searching.

Considerable communication skills

Considerable organizational skill.

Good computer skills.

Good ability to oversee staff and volunteers.

Good ability to work effectively with library staff and the general public.

Good ability to maintain records and prepare reports as required.

Good ability to work independently.

QUALIFICATIONS

High school diploma a (K)
~~Graduation from high school~~ plus three years of increasingly responsible clerical experience, including at least one year of library experience.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Computer, typewriter, telephone, copy machine, and fax.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk, or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employee must be able to read and interpret documents and write routine reports and correspondence. This position requires the ability to apply common sense understanding to carry out instructions furnished in written or oral form and the ability to deal with problems including a few concrete variables in standardized situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is generally quiet.

GENERAL GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.