

**Board of Selectmen's
Regular Meeting**

Wednesday, June 1, 2016
7:30 PM - Town Hall

The meeting was called to order at 7:35 p.m. by First Selectman George Temple, and the Pledge of Allegiance was recited.

Present: First Selectman George R. Temple, Esq., Selectman Jeff Haney, Selectman Kathy Johnson, Joanne Pelton, Administrative Assistant

ACCEPTANCE OF MINUTES

1. 5/18/16 Regular Meeting

MOTION:

Jeff Haney moved to approve the 5/18/16 Regular Meeting minutes as presented. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

AMENDMENT OF AGENDA

1. Re-Instate Interdepartmental Aide Position

MOTION:

Jeff Haney moved to amend the agenda to add Re-Instate Interdepartmental Aide Position as Item #6 and move Report of First Selectman to Item #7. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

APPOINTMENTS

None.

NEW BUSINESS

1. Purchase Tasers for Police Department – Approve

MOTION:

Jeff Haney moved to approve the funding, in an amount not to exceed \$27,724.60 to be taken from General Fund Surplus, to purchase twelve (12) taser units to outfit the police officers with two spare units and covers the units, software, training, two required cartridges and battery packs for each officer; as requested by the Resident State Trooper. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries. This matter will be forwarded to the Board of Finance.

Discussion: This is a request made by Sgt. D. Semosky and the Oxford Police Officers. The State Police do have Tasers, and this will put another non-lethal device in the hands of our Police Department. Jeff Haney questioned the cost for the Tasers. He stated this has come through the Board of Selectmen twice and he was not sure if the cost was mixed up with the body cams and had thought the actual amount was less. First Selectman Temple stated it does state in an amount not to exceed \$27,724.60, and we do not want to spend anymore than we have to.

2. Purchase Body Cameras for Police Department – Approve

MOTION:

Jeff Haney moved to re-approve the funding, in an amount not to exceed \$67,019.11 to be taken from General Fund Surplus, to purchase twelve (12) body cameras which includes the units, software and training for each officer; as requested by the Resident State Trooper. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries. This matter will be forwarded to the Board of Finance.

Discussion: This is another very important piece of the police equipment and will go a long way and we have all seen the questions concerning police brutality and perpetrators. This is for the protection of the Town and the police officers.

3. Surveillance Equipment for Lily Park and Ryan's Court – Re-Award Bid

Jeff Haney stated he would like to table this motion because he has gathered a lot of information within the past 24 hours.

Discussion

Jeff Haney spoke with the representative from Setronics Corp who explained the system. Jeff Haney was not aware that there is a \$250/month fee for the services. The information will be stored in a data center somewhere in this country, and will be there for a 30 day period. After 30 days it will get erased. This was not brought up before.

Kathy Johnson stated she would like to see it get done and if we can resolve this tonight that would be great. First Selectman Temple stated that this has been going on for a year, and we have a park for minor children and their parents and nowhere is there surveillance. If we can get the surveillance with that ability, we will have four places that will be monitored at all times and this is an issue for the safety of children and everyone. If something does happen, we can capture the license plate and someone on camera to give to the police. Kathy Johnson stated that it is not about the price right now, but wants to be sure that this is adequate equipment, and that Jeff Haney had some valid questions. Jeff Haney questioned if we were able to get the same result without paying the monthly fee, since there is power at the park. We have cameras at Jackson Cove, we have them at Town Hall, and at the schools. Joanne Pelton stated that the electrician stated they would have to dig up the parking lot in order to run the wires. Jeff Haney stated there is so much technology that is wireless today, it does not have to be hard-wired. This type of high security is not even in our schools. First Selectman Temple is concerned about the safety of the children every day he drives by, and the fact that we don't have the surveillance yet on this park is a concern of his. Kathy Johnson stated that there might be some savings and Jeff Haney may be right, but how long do we want to wait to get this done.

MOTION:

Jeff Haney moved to remove the question from the table.

MOTION:

Jeff Haney moved to re-award the Surveillance Equipment Bid for Lily Park and Ryan's Court to Setronics Corp., of 5 Executive Park Drive, Billerica, Massachusetts, in an amount not to exceed \$17,834.00 to be taken from LoCIP, for six (6) cloud based, solar powered cameras with the ability to read license plates. (Note: four cameras will be placed at Lily Park and two cameras will be placed at Ryan's Court). This was seconded by Kathy Johnson. All 2 Ayes, 1 Abstention by Jeff Haney. Motion carries. This matter will be forwarded to the Board of Finance.

4. FY 2015 – 2016 Transfer Requests

MOTION:

Jeff Haney moved to table this matter. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

5. FY 2015 – 2016 Appropriation Requests

MOTION:

Jeff Haney moved to table this matter. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

6. Re-Instate Interdepartmental Aide Position

MOTION:

Jeff Haney moved to re-instate the Interdepartmental Aide position along with the attached job description. The pay scale will be in accordance with the Oxford Municipal Employees union contract. This was seconded by Kathy Johnson for discussion. All 3 Ayes. Motion carries.

Discussion: Kathy Johnson asked for an explanation as to why we need this. First Selectman Temple stated that this will be a full-time position, and First Selectman Temple spoke to the Board of Finance prior to the budget, and that we are stretched for help in town. On Fridays, we have a problem with coverage in Planning and Zoning, and we always need help in the tax office. There are two people out on disability. The candidate must know computer sciences, and will have to go from department to department to fill in. The town is extremely generous with vacation time, and this position we can definitely use.

7. Report of First Selectman

1. First Selectman Temple stated that Max the dog has been moved to a new home in Indiana on a farm. First Selectman Temple thanked Jeff Haney for all the work that went into placing Max. Max is doing wonderful and is being groomed by one of the men at the farm, which is a big step, since he has been taken care of by females, and Max loves the horses. Max had a very difficult time, and he deserves this. This was a very difficult placement and we are happy for Max. We did cure Max of his heartworm and had some money left that will be donated to German Shepherd Rescue organization.

2. We received a letter from the Department of Transportation to Robbi Costigan, our acting grant coordinator, and received a grant for our senior drivers.

3. The Memorial Day Parade & 5K race was a success, and First Selectman Temple thanked Francis Teodosio for all of the work that went into the race. It was a great event, and has become a tradition in the town. First Selectman Temple gave the call to go ahead with the parade, and it worked out very well to honor the Veterans.

4. There will be a hearing or a town meeting regarding the school construction, and want to get the input from the town, and how many meetings to have. There may also be a meeting at the Oxford Greens and they are entitled to be involved in that decision as well as everyone in town. The School Upgrade Committee feels it is a good idea and we will coordinate it with the Board of Education. More information to follow.

5. First Selectman Temple wanted to report on the Monroe/Oxford bridge project. There was a meeting on this topic in the past with the Town of Monroe and the State. They would like to put a bridge over the Housatonic River between Monroe and Oxford. The

Stevenson Dam bridge/dam is the only part of a State highway that is not owned by the State. This is the only dam that has a road going over it in the United States. First Selectman Temple is concerned about the Eagle habitat there. Eagles are not an endangered species anymore is the answer the State gave. There are two or three options for the bridge. This may probably increase truck traffic on Rt. 34. There will be hearings on this and First Selectman Temple will be going to a meeting at the end of the month with Monroe on this. First Selectman Temple will be attending the hearings. He will keep everyone updated on this project.

AUDIENCE OF CITIZENS

Francis Teodosio, 481 Oxford Road, Oxford, wanted to say thank you for the comments about the race, and thanks for finding Max a home. Mr. Teodosio did want to report that the 8th annual 5K race had 222 runners on a rainy day. The participation was down by about 100, but the goal will be for the 10th year to have 600 runners. There were five core people who worked on the race all year, and also wanted to thank them along with the sponsors: Newtown Savings, the anchor sponsor, Oxford Oil, Oxford Lumber, Oxford Package Store, and Oxford Pharmacy. We are hoping to contribute to the following Veterans organizations: Soldiers' Angels, American Legion, American Warriors. Mr. Teodosio thanked the American Legion, the Veterans, and the Oxford Lions Club, and all of the volunteers who helped. He will report back with the financial report once it is finalized.

Steve Kozek, 8 Evergreen Lane, Oxford, asked about the Town coming forth from the Board of Education, and asked First Selectman Temple about when he mentioned we are aligned on the process what he meant by that. First Selectman Temple stated that we agreed to have a town meeting and we need input from people like Mr. Kozek, and the Board of Education, and people in town. We have not had that in the past. Besides town meetings, Mr. Kozek asked what is the Board of Selectmen's role. First Selectman Temple stated that it is the conduit that all spending in the town must go through. We will take everyone's input under advise and then will put up a proposal that will be put up to a Town Meeting and then it will have to go through Board of Finance and then to a referendum. Three years ago we appointed a Schools Upgrade committee and thanks to them, we were able to get a roof done. The Board wants to get something done with this school. The next meeting will be a town open meeting to be sure everyone is on the same timeline. The Board of Education, Board of Finance and the Board of Selectmen all will be there. We are the most pure democracy as you can get.

Francis Teodosio, 481 Oxford Road, Oxford, spoke on behalf of Sue Kasmin, and reported the status of the activity before the Planning and Zoning, and to turn to the Board of Selectmen to answer some questions. He also suggested to establish a committee regarding how the Town of Oxford operates with regards to Planning and Zoning. The Planning and Zoning outcome had four points: the asphalt activity occurring on North Larkey Road is compliant with zoning regulations, because vehicles doing the asphalt processing are entitled to be there because they are movable. Mr. Teodosio disagrees with that interpretation. They did find that parking up there is not in compliance with the regulations and there will be more activity concerning that item. Planning and Zoning affirmed that they are not in charge of noise, or lights. Since April

of this year, Mr. Teodosio was trying to get recognition that the activity happening there starting at 4 AM in the morning is inconsistent with our own noise ordinance in town. There is a noise ordinance in town and the Board of Selectmen should enforce this. Planning and Zoning stated that the ordinance is not enforced by them. The noise ordinance is six pages long and is very detailed. He is insisting that the Board of Selectmen take enforcement of that ordinance, and it references activity. It lays out times that noise can be generated. It does not allow noise to start until 7 AM. This activity starts at 4 AM. He and his client are asking the Board of Selectmen to take the responsibility for this. The DEEP continues to regulate the smell his client endures. There are lights that go on at 4 AM, and he may have to file a nuisance for that item. His client also has rights. There is no confusion now; the noise is the Board of Selectmen's responsibility. Mr. Teodosio and Sue Kasmin are ready and willing to cooperate. The Planning and Zoning Commission controls the Zoning Board of Appeals and there are very few appeals to the Zoning Board because of the way the regulations are written. There is the right to appeal from the action of the Zoning Enforcement Officer and/or the action of the Planning & Zoning Commission to the Zoning Board of Appeals. The way the regulations are written, they have dual authority to act as Zoning Enforcement officers. Mr. Teodosio believes his client is the only person that the Planning and Zoning Commission exercised its option to become the Zoning Enforcement Officer and hear the case. First Selectman Temple stated he cannot comment on what Planning and Zoning did last night. First Selectman Temple stated that when Mr. Teodosio was the Town Attorney, the structure was in place then and has not changed in five years. First Selectman Temple stated he will look into this, and will also look into the noise ordinance. First Selectman Temple can sympathize with Ms. Kasmin and also the owner has a constitutional right to operate his business. First Selectman Temple would like to meet with Atty. Teodosio and the Town Attorney and will look into the noise ordinance. First Selectman Temple stated there is no such thing as a smell ordinance, so the DEEP will have to take care of that. First Selectman Temple will not discuss this since there is a potential for litigation. The noise level has to be determined, and it has to be for a period of time. Kathy Johnson stated she is concerned about all of the citizens in town and the health of our citizens. She will continue to stand up for that.

Peter Zebras, 26 Autumn Ridge Road, Oxford, stated that there should be some kind of monitor on the wall, so people in the audience can see what is going on in the front of the room, or the maps, or other things that are presented. First Selectman Temple asked Joanne Pelton to look into it.

Kathy Johnson asked if there was something that can be done with the podium since it blocks the view of the Board and the view of the audience. Kathy Johnson suggested a small table. Joanne Pelton will look into this item also.

Peter Zebras, 26 Autumn Ridge Road, Oxford, questioned the whereabouts of a disc that contained information that was done on regulations. He would like to get it back if possible.

Andy McGeever stated he could not find the ordinances on the website. Could we re-establish all of the ordinances on the web page? First Selectman Temple stated to speak to Margaret West on that. Joanne Pelton stated she got the ordinances off of the website so they are there.

Pat Cocchiraella, 137 Governors Hill Road, Oxford, regarding the regulations, quite a bit was done, and it was on the person's laptop and was done section by section. It would be nice to have that. First Selectman Temple stated we will look into it.

John Downs, 666 Roosevelt Drive, Oxford, stated that Mr. Zebras is referring to is a smart board, and before the town goes and buys one, the three fire houses have them, and the town should be able to use one.

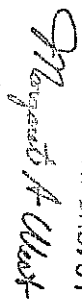
ADJOURNMENT

MOTION:

Jeff Haney moved to adjourn the meeting at 8:35 PM. This was seconded by Kathy Johnson. All 3 Ayes. Motion Carries.

Respectfully submitted,


Lynda Romanowski
Clerk, Board of Selectmen

16 JUN - 6 PM 5:26
TOWN OF OXFORD, CT

TOWN CLERK

TITLE: INTERDEPARTMENTAL AIDE

GENERAL DESCRIPTION

This is responsible clerical work involving substituting for personnel and assisting all Town Hall departments, as needed.

Work involves responsibility for providing departmental coverage in the absence of regular personnel as well as assistance during heavy workload periods. Duties include typing letters and statistical tabulations; providing information to the public and other departments; answering phones; utilizing personal computer; filing; opening, reviewing, and distributing mail; photocopying; typing minutes and maintaining records. This position also has the responsibility for assisting the Assessor in performing on-site inspections by making measurements. The work requires that the employee have good knowledge, skill, and ability in office practices and procedures.

SUPERVISION RECEIVED

Works under the general supervision of the Administrative Assistant to the First Selectman.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs work of a departmental unit requiring some knowledge of the department's operation. Fills in for employees or performs work in several departments, such as the Building Department, Planning and Zoning, Finance, the First Selectman's Office, the Reception Area, Assessor's Office, and Senior Center.

Types letters, statistical tabulations, and minutes of public hearings as required.

Answers telephone and routes caller to appropriate person, or provides routine information.

Operates a personal computer to perform established procedures.

Sketches and maintains Assessor maps and large Mylars. Assists Assessor with fieldwork, measuring, and gathering information for completing field cards.

Processes personal property declarations in the Assessor's Office, prices motor vehicles and enters values. Adjusts motor vehicle assessments due to motor vehicle plate returns, etc. utilizing personal computer for maintenance of records; processes certificates of corrections.

Processes permits, receipts, inspections, and payments for the Building Department.

Opens, reviews, and distributes mail. Maintains records. Files maps and paperwork.

NONESSENTIAL DUTIES

KNOWLEDGE, SKILLS, AND ABILITIES

Good knowledge of standard office machines such as a computer and word processor.

Good knowledge of standard office practices and procedures.

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Good knowledge of the switchboard.

Good knowledge of the mail machine and other standard office machines.

Good filing skills.

Good organizational skills.

Good communication skills.

Considerable ability to learn the operations and procedures of various departments, as assigned.

Good ability to establish effective working relationships with coworkers, supervisors, and the general public.

QUALIFICATIONS

High school diploma supplemented by business school courses and two years of increasingly responsible clerical experience, or equivalent combination of education and experience.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Copy machine, calculator, word processor, personal computer, typewriter, mail machine, facsimile, switchboard.

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 comprehend straightforward instructions and effectively present information in one-on-one situations. This position requires the ability to deal with standardized situations with only occasional or no variables.

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 work is performed in typical office working conditions with virtually no disagreeable features. The noise level in the work environment is generally quiet. Occasionally visits sites with Assessor to compile field cards.

TITLE: INTERDEPARTMENTAL AIDE – page 3

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.