

Minutes

Board of Selectmen's Regular Meeting

Wednesday, March 2, 2022, at 7:30 PM

Virtual Meeting/Hangout Meets/In Person

The Town of Oxford Board of Selectmen Regular Meeting was called to order by First Selectman George Temple at 7:35 PM, and the Pledge of Allegiance was recited.

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

Absent: None

ACCEPTANCE OF MINUTES

1. 2/8/22 Special Meeting

MOTION:

Selectman Arnold Jensen moved to approve the 2/8/22 Special Meeting minutes as presented. This was seconded by Selectman David McKane. All 3 ayes. Motion carries.

2. 2/16/22 Regular Meeting

MOTION:

Selectman Arnold Jensen moved to approve the 2/16/22 Regular Meeting minutes as presented. This was seconded by Selectman David McKane.

DISCUSSION:

Selectman David McKane stated the 2/16/22 Regular Meeting minutes needs to be corrected on item five, he did not abstain, he voted no.

MOTION:

Selectman Arnold Jensen moved to correct the 2/16/22 Regular Meeting minutes and add that Selectman David McKane had voted no on Item #5. This was seconded by First Selectman George Temple. All 3 ayes. Motion carries.

MOTION:

Selectman Arnold Jensen moved to approve the amended 2/16/22 Regular Meeting minutes. This was seconded by Selectman David McKane. All 3 ayes. Motion carries.

AMENDMENT OF AGENDA

1. **Authorize the Board of Selectmen to Call a Joint Meeting of the Board of Finance and the Board of Selectmen for a Presentation On, and Discuss the Renovations to the Old Great Oak Middle School**

MOTION:

Selectman Arnold Jensen moved to amend the agenda to add Authorize the Board of Selectmen to Call a Joint Meeting of the Board of Finance and the Board of Selectmen for a Presentation On, and Discuss the Renovations to the Old Great Oak Middle School as Item #9. This was seconded by Selectman David McKane. All 3 ayes. Motion carries.

2. **Approve Municipal Budget for FY 2022-2023 and Forward to Board of Finance**

MOTION:

Selectman Arnold Jensen moved to amend the agenda to add Approve Municipal Budget for FY 2022-2023 and Forward to Board of Finance as Item # 10 and move Report of First Selectman to Item #11. This was seconded by Selectman David McKane. All 3 ayes. Motion carries.

NEW BUSINESS

1. **Mikayla Walton 1,000 Points Award Presentation**

Mikayla was presented with an award for making history and scoring 1,000 Points for the Oxford High School's girls' basketball team. The Board of Selectmen congratulated her and expressed how proud of her they were. She was accompanied by her family upon this presentation and photos were taken.

2. **Oxford Board of Education Leadership Award Presentation**

The Board of Selectmen presented the Board of Education Leadership Award to the Board of Education members:

Members Present: Deborah Sherman, Stephanie Miller, Joseph Matusovich, Vincent Cataudella, Nicole Levine McGrath, Stephen M. Kozek, Victor Tomporowski

Absent: Shelley Lacey-Castellot and Michael C Kooza.

First Selectman George Temple congratulated the Board of Education and commented that this award is well deserved, and he is very proud of the work that they do. He congratulated them individually as well as a Board in whole, as well to Stephanie Miller for a great job done and great leadership. He also, despite her absence, congratulated Shelley Castellot for her dedication.

3. Tax Refunds

MOTION:

Selectman Arnold Jensen moved to table this matter at this time. This was seconded by Selectman David McKane. All 3 ayes. Motion carries.

4. Civil 1 Proposal for Center School Park – Approve and Authorize Submittal

MOTION:

First Selectman George Temple moved to table this matter at this time. This was seconded by Selectman David McKane. All 3 ayes. Motion carries.

5. 17 Belinsky Circle Property Donation

MOTION:

Selectman Arnold Jensen moved to accept the property donation of 17 Belinsky Circle, Lot #18 with a total of 7.76 acres, as open space from Mr. David Melfi of Trumbull and in exchange the Town will waive the property taxes owed in the amount of \$2,835.42. This was seconded by Selectman David McKane. All 3 ayes. Motion carries.

DISCUSSION:

Discussion was had that this is best to do with this.

6. Hire Public Works Utility Man

MOTION:

Selectman Arnold Jensen moved to remove this matter from the table. This was seconded by Selectman David McKane. All 3 ayes. Motion carries.

MOTION:

Selectman Arnold Jensen moved to hire Kevin Tymon as a Public Work's Utility Man with a pay rate of \$25.05, Step #1 as in accordance with the Teamsters Contract, and a start date of February 22, 2022. This was seconded by Selectman David McKane. All 3 ayes. Motion carries.

DISCUSSION:

Selectman David McKane stated that this is a good choice. Kevin Tymon has worked with Public Works plowing for three years, and he is an Oxford resident. He also stated that during the interview, all interviewers had him as their number one choice.

7. Senior Assessor's Clerk New Position, Job Description, Wage Scale – Approve

MOTION:

Selectman Arnold Jensen moved to establish the new position of Senior Assessor's Clerk, which will be made part of the Municipal Employees Union, and to approve the proposed job description (Attachment A). This was reviewed and approved by the United Public Service Employees Union. This was seconded by Selectman David McKane. All 3 ayes. Motion carries.

MOTION:

Selectman Arnold Jensen moved to approve the following wage scale for the Senior Assessor's Clerk which was reviewed and approved by the United Public Service Employees Union:

Step 1	\$25.24
Step 2	\$28.39
Step 3	\$31.55

This was seconded by Selectman David McKane. All 3 ayes. Motion carries.

DISCUSSION:

Discussion was had about how the wages were arrived at, and how the Assessor's office needs this very qualified help.

8. Assistant Assessor Revised Job Description – Approve

MOTION:

Selectman Arnold Jensen moved to approve the proposed revised Assistant Assessor's job description (Attachment B) which was reviewed and approved by the United Public Service Employees Union. This was seconded by Selectman David McKane. All 3 ayes. Motion carries.

DISCUSSION:

Discussion was had that this motion was in regards to the job description needing to be revised giving more responsibilities, upping the qualifications of Assistant Assessor.

9. **Authorize the Board of Selectmen to Call a Joint Meeting of the Board of Finance and the Board of Selectmen for a Presentation On, and Discuss the Renovations to the Old Great Oak Middle School**

MOTION:

Selectman Arnold Jensen moved to authorize the Board of Selectmen to call a Joint Meeting of the Board of Finance and the Board of Selectmen within thirty days of today's date for the purpose of a presentation on, and discuss the renovations to the Old Great Oak Middle School; as presented and outlined by the Great Oak Middle School Evaluation & Improvement Committee Chairman in his letter dated 2/18/22. This was seconded by Selectman David McKane.

DISCUSSION:

Discussion was had that a state grant may offer more on this project and to start now could potentially risk not receiving such grant, and that to wait to see is worth it. Discussion was also had that doing it this way would enable to have the project done all at once, potentially during summer months, and would be less intrusive to the students and academic activities.

MOTION:

Selectman Arnold Jensen moved to amend the motion to state within thirty days of the Board of Finance finishing the budget process. This was seconded by Selectman David McKane. All 3 ayes. Motion carries.

MOTION:

Selectman Arnold Jensen moved to amend the motion to add to authorize the Board of Selectmen to call a Joint Meeting of the Board of Finance and the Board of Selectmen within thirty days of the Board of Finance finishing the budget process, for the purpose of a presentation on, and discuss the renovations to the Old Great Oak Middle School; as presented and outlined by the Great Oak Middle School Evaluation & Improvement

Committee Chairman in his letter dated 2/18/22. This was seconded by Selectman David McKane. All 3 ayes. Motion carries.

10. Approval of the Board of Selectman Budget to be voted on and passed forth to the Board of Finance.

MOTION:

Selectman Arnold Jensen moved to approve the FY 2022-2023 Municipal Budget and to forward this matter to the Board of Finance. This was seconded by Selectman David McKane. All 3 ayes. Motion carries.

DISCUSSION:

Jim Hliva stated that the number forwarded to the Board of Finance is \$18,773, 470. Discussion was had on the specifics. First Selectman George Temple stated that a great job was done on this.

11. Report of First Selectman

- Next week there will be a meeting with the Safety Committee, Dr. Browne, Housatonic Valley Health, Director of Oxford Ambulance Madelene Taggart and Oxford Fire Chief Scott Pelletier in regards to talks of relaxing wearing of masks in town.
 - The receptionist at Town Hall may remain for it is a great way to ensure safety in case of emergencies; being able to control and know who is in the building.
- There are no plans on opening the front doors back up, the back entrance is working well, and the bulk of parking is there.
- New carpeting in Town Hall will be coming soon. This will help make the meeting room more attractable and pleasant and help with the sound and echoes.
- A Booster Clinic will be coming up in a few weeks, Dr. Browne is working with staff to get that set up. It will be by appointment, the same as the last clinic.
- A Ukrainian flag is being obtained to fly with the American flag in front of the Old Center School building.
- Unvaccinated persons must maintain wearing masks inside of town buildings upon recommendation by Dr. Browne, until further review.

AUDIENCE OF CITIZENS

Pat Coccharella, of 137 Governors Hill Road, asked if he can get the wheels for the chairs in the Conference Room and put them back on now. It was stated of course he could and he could retrieve them from the box.

ADJOURNMENT

MOTION:

Selectman Arnold Jensen moved to adjourn the meeting at 8:50 PM. This was seconded by Selectman David McKane. All 3 ayes. Motion carries.

Respectfully Submitted,



Shannon-Lee Scott Hicks
Clerk, Board of Selectman

22 MAR -8 PM 3:18
TOWN OF OXFORD, CT
Shannon-Lee Scott
TOWN CLERK

TITLE: SENIOR ASSESSOR'S CLERK

GENERAL DESCRIPTION

Work involves responsibility for carrying out and overseeing administrative/record-keeping pertaining to Real Estate, Personal Property, and Motor vehicles.

Assisting the Assessor in valuation and fieldwork of Personal Property and Real Estate. Collects and processes information to assist in the establishment of the Town's Grand List.

SUPERVISION RECEIVED

Works under the general supervision of the Assessor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Access computer to find and provide assessment information to the public by way of phone, in-person, or emailed requests. marciafranko@yahoo.com

Prorates the assessed value of Motor Vehicles.

Assists taxpayers in determining their eligibility for a variety of tax relief programs.

Performs field inspections of Real Estate and Personal Property as needed.

Provides clerical assistance to the Board of Assessment Appeals.

Prepare data for completion and verification of Personal Property,

Computes and verifies new manufacturing/machinery exemption program.

Adheres to schedules mandated by State Statutes for filing Assessor's statistical reports, forms, or applications and prepares reports for government agencies, businesses, town officials, and individuals as requested.

Directs the updating and maintenance of assessment maps (GIS) and a variety of assessment records.

Assist in advising municipal boards, commissions, and departments on assessment matters.

NONESSENTIAL DUTIES

None.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of property assessment principles, practices, and laws.

Knowledge of data processing technology as applies to a municipal assessment operation.

Thorough ability in oral and written communication.

Ability to establish and maintain effective working relationships with supervisors, coworkers, property owners, and the general public.

Considerable ability to complete work within deadlines.

QUALIFICATIONS

A high school diploma, plus three years of progressively responsible clerical experience in an Assessor's or real estate office including public contact, or an equivalent combination of education and experience which would provide a demonstrated ability to perform the duties of the position. CCMAI or actively working to obtain CCMAI certification.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Calculator, computer, copier, telephone, and tape measure.

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 sit, talk and listen. The employee is occasionally required to walk, use hands and fingers when operating a computer and calculator, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required for this job include close vision and the ability to adjust focus.

Employee must be able to read and comprehend basic instructions and to effectively present information in one-to-one situations with members of the general public and other employees of the organization. This position also requires the ability to apply common sense understanding in carrying out detailed but standardized responsibilities involving 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 conducted in typical office working conditions with virtually no disagreeable features.

The noise level in the work environment is generally quiet, but during the tax, the period may be moderately noisy.

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.

TITLE: ASSISTANT ASSESSOR:

GENERAL DESCRIPTION

This is a very responsible, technical and some administrative work involving direction of the real and personal property assessment function for municipal tax purposes.

Work involves responsibility for the valuation of real and personal property and for the preparation of the annual Grand List. Duties include field inspections, assisting in assessment policy recommendations, department planning, and the direction and administration of department activities. This position also has the responsibility for making difficult property assessment technical decisions. The work requires that the employee have thorough knowledge, skill and ability in all phases of property assessment work.

SUPERVISION RECEIVED

Works under the general direction of the Assessor, and in accordance with the Connecticut General Statutes, rules and regulations pertaining to property assessments.

SUPERVISION EXERCISED

In the absence of the Assessor, supervises the clerical employees involved in the assessment process and providing services to the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Conducts field inspections of property. Measures structures or additions/improvements to existing structures. Reviews and updates field cards and related records. Calculates appraisal value and pro rates new construction.

Will assist in assigning work and responsibilities to clerical staff. Evaluation assessment activities such as discovery of taxable property, residential property valuation, determination of property ownership, preparation of Grand List, and periodic reevaluation studies. Will also prepare data for completion and verification of personal property. Computes and verifies new manufacturing/machinery exemption program.

Responds to taxpayer requests for a review of assessment where property has been damaged and recalculates property values if warranted.

Enters certificate of correction into computer for adjustments to Tax Collector's files for collection of taxes. Works with CAMA system entering data gathered from new construction. Maintains sales library. Reviews actual sales of property within the municipality and ascertains if the transaction will be considered as arms length or usable sale by the State of Connecticut for determining the equalized Grand List. Computes sale-assessment statistics and determines the sales ratio.

Adheres to schedules mandated by State Statutes for filing Assessor's statistical reports, forms or applications and prepares reports for government agencies, businesses, town officials and individuals as requested.

Directs the updating and maintenance of assessment maps and variety of assessment records. May assist in advising appropriate municipal boards, commissions and departments on assessment matters.

May be asked to participate in assessment appeals by property owners and defends the department's findings.

Oversees the compilation of assessment data and the preparation of a variety of reports. Adheres to schedules mandated by State Statutes.

Assists in the preparation of the annual budget. Help control the expenditure of fund allocation within constraints of approved budget.

NONESSENTIAL DUTIES

None

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of property assessment principles, practices and laws.

Considerable knowledge of data processing technology as applies to a municipal assessment operation.

Thorough ability in oral and written communication.

Considerable ability to establish and maintain effective working relationships with superiors, coworkers, subordinates, property owners, and the general public.

Considerable ability to complete work within deadlines.

QUALIFICATIONS

High School graduate plus 5 years of progressively responsible experience in the valuation of property. Minimum of a CCMAI certification required.

SPECIAL REQUIREMENTS

State of Connecticut certification as a Connecticut Municipal Assessor is mandated by State Statutes to sign Grand List. Must meet State requirements for continuing education.

TOOLS AND EQUIPMENT USED

Motor vehicle, computer, calculator, tape measure, copier and fax machine.