

MINUTES

Board of Selectmen Regular Meeting

Wednesday, September 21, 2022
7:30 PM - Town Hall

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

Present: First Selectman George Temple, Selectman Arnold Jenson, Selectman David McKane, Secretary to the First Selectman Kelly Weymer

ACCEPTANCE OF MINUTES

1. 9/7/22 Regular Meeting

MOTION:

Selectman Jenson moved to approve the 9/7/22 Regular Meeting minutes as presented. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

AMENDMENT OF AGENDA

None

APPOINTMENTS

None

NEW BUSINESS

1. Tax Refunds

MOTION:

Selectman Jenson moved to approve the tax refunds, totaling \$1,022.29, as presented and recommended by the Tax Collector in her letter dated 9/19/22 and to authorize two signatures. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

2. Valley Community Index 2022 – Discuss

Discussion:

Mrs. Patricia Tarasovic introduced herself. As of October 15th, she will have been a resident of Oxford for 43 years. For 25 years she was working with the Valley United Way and Birmingham Health Services. Since then, she has been on different initiatives with Valley Community Foundation. One of the initiatives of the Valley Community Foundation is the Valley Community Index 2022 which is what they will be discussing tonight. Mrs. Tarasovic read the mission of Valley Community Foundation which entails making the Valley a place to live and work, now and in the future, by connecting private philanthropy with the long term public good of the Valley. The Community Index is a single source data document that highlights the important areas of the Valley towns to focus their attention on, now and in the future.

Mrs. Valerie Knight-DiGangi, Program Officer, introduced herself. Mrs. Knight-DiGangi explained that the Valley Community Index is a single source document with a variety of data points that have been collected through a variety of sources ranging from the Census to community listening sessions across the Valley. Earlier, it was asked if the program was looking for money, and she sated the answer is yes but here is why. The biggest reason is they have learned that no one municipality can do this work by themselves, no one agency can do this by themselves; it is very important that we all work together. There are seven Valley communities involved: Ansonia, Beacon Falls, Derby, Naugatuck, Shelton, Seymour and Oxford. They are now expanding to include a strong community voice in this process as well as the support of the municipalities. All communities have contributed financially to the project from \$3,000.00 - \$5,000.00. Naugatuck Valley Council of Governments has also committed in-kind services upwards of \$20,000.00.

As stated, there are many points to this program, but one of the major points they learned through the listening session in Oxford was that behavioral health continues to be huge challenge, especially coming out of COVID. There are challenges of housing, childcare, there are challenge of transportation. The point of all of this is to take the funding that is received and leverage it to get additional funding support from other sources. Mrs. Knight-DiGangi passed out the 2019 Shining a Spotlight brochure for review.

First Selectman Temple reiterated that this program will help Oxford identify any deficiencies in town and possibly get some resources to address those deficiencies. He asked the amount of contribution being requested. Mrs. Knight-DiGangi stated that all other towns contributed between \$3,000.00 and \$5,000.00. This is just a one-time payment; not yearly. First Selectman Temple stated that he spoke with other Mayors and First Selectmen and they are very happy with this representation and very supportive. The First Selectman asked the Board to review this matter. This will be placed on a future Board of Selectmen's agenda. He stated that this will help Oxford identify problems we

didn't think we had. He also stated that this is not a lot of money, and it is only one payment. This can increase the quality of life in town.

Selectman Jensen questioned the funding and then leveraging it to get additional funding. Mrs. Knight-DiGangi stated that this is the first time doing this. They take the funding and invest it into the work they are doing and show the funders the work that is being done. These funders are larger foundations such as New Haven Foundation, Griffin Hospital, Kathy Matthies Foundation. So, they will be looking for larger funders. Selectman Jensen stated that there is no data on how the Valley Community Foundation spends their money. Mrs. Knight-DiGangi explained that they are a 501(C) non-profit and are in charge of handing out funding to non-profits in their region such as TEAM and BH Care and Boys & Girls Club. The money that comes in, they branch to get to where it needs to go. Oxford uses some of those agencies like TEAM, Meals on Wheels, Seymour-Oxford Food Bank, etc. A copy of their Financial Statement was requested for the next meeting.

3. Hire Parks & Recreation Lifeguards

MOTION:

Selectman Jensen moved to hire Jadyn Zdru and Alex Hite as lifeguards with a start date of Wednesday, September 22, 2022 and pay rates of \$14.00 per hour. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

Discussion:

Kyra Nesteriak, Parks & Recreation Director, explained that they run open swim at the high school from September through June. Many of the lifeguards are only available in the summer, so they often need to request to hire additional lifeguards at this time of the year. She will inform the Board if any other additional hires are needed.

**4. BP Heating & Cooling HVAC Maintenance Contract One-Year Extension –
Approve and Authorize First Selectman to Sign**

MOTION:

Selectman Jensen moved to extend BP Heating & Cooling HVAC Maintenance Contract for an additional one year (July 1, 2022 to June 30, 2023) as in accordance with the original Request for Proposal and to authorize the First Selectman to sign. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

5. Ratify Teamsters Local 677 Contract and Authorize First Selectman to Sign

Selectman David McKane recused himself.

MOTION:

Selectman Jensen moved to remove this matter from the table. This was seconded by First Selectman Temple. All (2) Ayes. Motion carries.

MOTION:

Selectman Jensen moved to ratify the Teamsters Local 677 Contract effective 7/1/21 through 6/30/25 and authorize the First Selectman to sign. This was seconded by First Selectman Temple. All (2) Ayes. Motion carries.

Discussion:

First Selectman Temple stated that they spent a lot of time on this contract and he feels that it is fair; especially considering what inflation is today.

Selectman McKane rejoined the meeting

6. Assessor's Clerk Proposed Revised Job Description

MOTION:

Selectman Jensen moved to approve the proposed revised Assessor's Clerk job description (Attachment A) as presented and as approved by the United Public Service Employees Union Unit President and Unit Representative. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

Discussion:

First Selectman Temple explained that the union has reviewed and approved these revisions. Penny Mudgett, Tax Assessor, stated that the changes were minor and it is more reader-friendly.

7. Hire Assessor's Office Help As-Needed

MOTION:

Selectman Jensen moved to hire Andrea Santillo as Assessor's Office Part-Time As-Needed with a pay rate of \$30.00 per hour and a start date of September 22, 2022. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

Discussion:

Penny Mudgett, Tax Assessor, explained that Ms. Santillo is the Assessor in Newtown and is willing to help the town. She is very experienced and there would be little to no

training. Mrs. Mudgett stated that Ms. Santillo would help with the transfers, clerical work, veteran's benefits, odds & ends that need to be done. Her hours will be Monday – Friday 5:00 PM – 7:00 PM as needed. First Selectman Temple explained that the Assessor's Clerk position is currently vacancy, so we will not go over budget.

8. Assistant Town Clerk's Pay Scale – Approve

MOTION:

Selectman Jensen moved to set the pay scale for newly appointed Assistant Town Clerk's as:

Step 1 \$23.01 per hour (Hiring)
Step 2 \$25.88 per hour (After One Year)
Step 3 \$28.75 per hour

Once certified, the pay scale will be increased appropriately. This position will have a six-month probationary period. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

Discussion:

First Selectman Temple explained that the probationary period would be overseen by the Town Clerk in consideration with the Board of Selectmen.

Margaret West-Mainor, Town Clerk, explained that an Assistant Town Clerk was appointed a few weeks ago and she is doing great. Mrs. West-Mainor stated that the Town Clerk's office is different than other offices because when she leaves the office, the Assistant's have to act as the Town Clerk; there are a lot of responsibilities. She pointed out that all towns are experiencing hiring issues; there are not a lot of qualified people willing to take a lower pay.

First Selectman Temple asked how long it takes for a new person to become certified. Mrs. West-Mainor replied it would take 3 years. If a person fails the first time, they can take the test again. She also stated that this position has a term of 4 years; the Town Clerk appoints and re-appoints this position per statute.

Mrs. West-Mainor pointed out that the pay scale the Selectmen are proposing is a 2017 salary and there is no initiative to get people to apply at the 2017 wage levels. She stated that the town needs to be competitive if we want to get qualified people. First Selectman Temple explained that this pay scale was reviewed with the Finance Department. It was felt that a newly appointed person should not get 20% less than the existing Assistant Town Clerk's as they are already certified.

9. Memorandum of Understanding between AFSCME Council 4 Local 2693 and the Town of Oxford

This matter does not need to be under Executive Session.

Selectman McKane questioned the second paragraph of the Memorandum of Understanding where it states that the person was scheduled to work while on paid administrative leave. He questioned how can a person be scheduled if on leave.

MOTION:

Selectman Jensen moved to *table* this matter and request the Labor Attorney to attend the next Board of Selectmen's meeting to answer all questions. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

10. Report of First Selectman

- * The library submitted a Year Over Year report which tracked attendance from June to August in 2021 and in 2022. Attendance doubled from 2021 to 2022. First Selectman Temple stated that they are doing a great job up there, hats off to all the staff.
- * The First Selectman recently attended a Naugatuck Valley Council of Governments meeting at the Palace Theater in Waterbury which was also attended by Governor Lamont. Various items were discussed such as Affordable Housing, E-Cycles, etc. Governor Lamont spoke about the priorities he has for spending. Oxford needs to come up with a settled plan for the HVAC in our schools. Mayor Boughton will oversee this and will decide the amounts of money distributed to the towns. First Selectman Temple explained that he will be meeting with Johnson Controls to discuss this matter. He personally feels that this is the way to go; bring in fresh air and discharge the non-fresh air. The Selectmen discussed this matter further. It was stated that the town should go for the best system. The ability to purchase or get spare parts was discussed. The need for new tile sprinklers is a must. First Selectman Temple pointed out that if the town does not qualify, then we don't get the funding. There was concern of interrupting during school, but this might be inevitable.
- * First Selectman Temple attended a ribbon-cutting ceremony at Evergreen Veterinarian Clinic in Quarry Walk. Dr. Jeremy and Dr. Emily Salvatore are a husband-and-wife team. They and their staff are very friendly. Paco liked Dr. Emily. The First Selectman stated that they are very reasonable and feels they will do very well in this location.
- * This Saturday the Oxford High School Girls' Soccer team is having a car wash from 10 AM – Noon at Old Center School and the Oxford PTO is having a Halloween Costume sale at the gazebo from Noon – 4 PM. You can check out the details on the First Selectman's Facebook page.

AUDIENCE OF CITIZENS

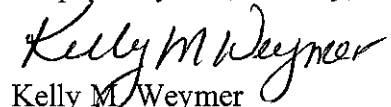
Mr. John Downs, Sr., of 666 Roosevelt Drive, stated that previously he expressed his concern over the cell tower site on Coppermine Road and the town was going to plant trees. He explained that trees are not what is needed there; the site is in need of a gate to block access from the trucks, quads, motorbikes, and illegal trespassing there. Mr. Downs stated that a locked gate would help curb this. First Selectman Temple questioned who owned the property leading up to the cell tower, Mr. Downs stated the town owned that property. First Selectman Temple had concerns of blocking access to the site. It was explained that the Town Attorney will be asked to look into this matter.

ADJOURNMENT

MOTION:

Selectman Jensen moved to adjourn the meeting at 8:36 PM. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

Respectfully submitted by,



Kelly M. Weymer
Secretary to the First Selectman

Filed subject to approval

22 SEP 26 PM 4:49
TOWN OF OXFORD, CT
Margaret A. Elliott
TOWN CLERK

Attachment A

TITLE: ASSESSOR'S CLERK

GENERAL DESCRIPTION

This is responsible clerical work involving the performance of varied record-keeping assignments in the Assessor's Office.

Work involves responsibility for carrying out varied record-keeping functions pertaining to real estate, personal property, and motor vehicles. Duties include typing, filing, copying, counterwork, phone answering, pricing and prorating motor vehicle list, and maintaining a variety of records related to the function of the Assessor's Office. This position also has the responsibility for making routine clerical decisions. The work requires that the employee have good knowledge, skill, and ability in standard office procedures, office equipment, and dealing with the public.

SUPERVISION RECEIVED

Works under the general supervision of the Assessor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ability to find and provide assessment information to the public both on the telephone and in person regarding their assessment questions.

Processes real estate transfers filed with the Town Clerk's Office into the Assessor's Office. Searches deed transfers, identifies properties, and makes changes to property cards.

Sorts, dates, and stamps incoming correspondence and other materials in accordance with well-defined procedures.

Prorates to an exactly calculable factor the assessed value of motor vehicles.

Processes sales assessment data forms as required by state statutes and makes adjustments to motor vehicle Grand List. Types and maintains various records and reports related to the functions of the office. Completes transmittal documents for data entry.

Participates in the processing of various forms such as the State of Connecticut conveyance tax form to determine sales ratios.

Assists taxpayers in determining their eligibility for a variety of tax relief, abatement or adjustment programs. Receives applications for these programs and provides assistance in completing these applications when needed.

Types routine correspondence in response to taxpayer inquiries as well as interoffice communications when so directed.

Provides clerical assistance to the Board of Assessment Appeals.

Participates in the preparation of town-wide mailings. Files record cards, tax-exemption applications, and other correspondence and documents.

TITLE: ASSESSOR'S CLERK - page 2

NONESSENTIAL DUTIES

None.

KNOWLEDGE, SKILLS, AND ABILITIES

Some knowledge of general office procedures, practices, and equipment.

Good skills in operating a computer, calculator, and copy machine.

Considerable ability to establish and maintain effective working relationships with co-workers.

Good ability to understand and follow oral and written instructions and work independently.

Good ability to communicate effectively orally--via telephone or in person.

Good ability to make arithmetic computations speedily and accurately.

QUALIFICATIONS

A high school diploma, plus one year of progressively responsible clerical experience preferably 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.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Calculator, typewriter, computer, copier, and telephone.

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 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.

TITLE: ASSESSOR'S CLERK - page 3

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 tax season, it 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.

22 SEP 26 PM 4:48
TOWN OF OXFORD, CT
Margaret A. Whit
TOWN CLERK