

Minutes

Board of Selectmen's Regular Meeting

Wednesday, June 7, 2023
7:30 PM - Town Hall

First Selectman George Temple opened the meeting at 7:33 PM, and the Pledge of Allegiance was recited.

Attendance: First Selectman George Temple, Selectman Arnold Jensen, Selectman David McKane and Administrative Assistant Kristyn Rosa.

ACCEPTANCE OF MINUTES

1. 5/17/23 Regular Meeting

MOTION:

Selectman Arnold Jensen moved to approve the 5/17/23 Regular Meeting minutes as presented. This was seconded by Selectman David McKane. All 3 Ayes. Motion carried.

AMENDMENT OF AGENDA

1. Hire Senior Services Director

MOTION:

Selectman Arnold Jensen moved to amend the agenda to add Hire Senior Services Director as Item #16 and move the Report of First Selectman to Item #17. This was seconded by Selectman David McKane. All 3 Ayes. Motion carried.

APPOINTMENTS

1. Parks & Recreation Commission Appointment

MOTION:

Selectman Arnold Jensen moved to appoint Frank Briganti to the Parks & Recreation Commission with a term to commence immediately and expire on 12/31/24. This was seconded by Selectman David McKane. All 3 Ayes. Motion carried.

Discussion - First Selectman George Temple stated that he had known Mr. Briganti for a long time. He is a great gentleman and teacher; his daughter is in high school. He will do a great job. The First Selectman supports this appointment.

NEW BUSINESS

1. Community Support Committee Application for Parks & Recreation Pickleball Courts

MOTION:

Selectman Arnold Jensen moved to approve the Community Support Committee application for Parks & Recreation, in the amount of \$53,500.00, for the construction and installation of three (3) Pickleball Courts at Posypanko Park; as approved by the Community Support Committee at their meeting held on 5/15/23. This was seconded by Selectman David McKane. All 3 Ayes. Motion carried.

Discussion - Glen Schumitz, Parks & Recreation Chairman, stated that Pickleball is a fast-growing recreational sport, from kids to adults. First Selectman George Temple asked where the funds would be coming from. Mr. Schumitz stated the funds would come from the Jackson Cove funds in the Special Activities account. First Selectman George Temple questioned if the Jacksons Cove funds were to be spent explicitly on Jackson Cove. Kyra Nesteriak, Parks & Recreation Director, stated the finance department does not break the budget down like that. We don't believe there was ever one specific use for the funds. First Selectman George Temple stated the courts are a good idea. Selectman David McKane asked if this would require a person to be there to monitor the court. Ms. Nesteriak stated that this would be on a first-come, first-served basis, just like the tennis courts. Mr. Schumitz mentioned if the demand gets too high, we could set up a page to reserve spots.

2. Hire Parks & Recreation Camp Counselor

MOTION:

Selectman Arnold Jensen moved to hire Madison Dunleavy as a Parks & Recreation Camp Counselor with a rate of pay of \$15.00 per hour and a start date of Monday, June 12, 2023, as presented and recommended by the Parks & Recreation Director in her letter

dated 5/22/23. This was seconded by Selectman David McKane. All 3 Ayes. Motion carried.

Discussion - Selectman Arnold Jensen stated he believed we hired everyone for these positions at the last meeting. Parks & Recreation Director Kyra Nesteriak said they had hired someone who did not accept the position. This hire is needed.

3. Hire Parks & Recreation Lifeguard

MOTION:

Selectman Arnold Jensen moved to hire Zachary Ort as a Parks & Recreation Lifeguard with a rate of pay of \$15.00 per hour and a start date of Monday, June 12, 2023, as presented and recommended by the Parks & Recreation Director in her letter dated 5/30/23. This was seconded by Selectman David McKane. All 3 Ayes. Motion carried.

Discussion - Parks & Direction Director Kyra Nesteriak stated they need to add another lifeguard to cover the hours required to staff the beach.

4. Hire Tax Collector's Office Summer Intern

MOTION:

Selectman Arnold Jensen moved to hire Colin Speaker as the Tax Collector's Office Summer Intern with a rate of pay of \$15.00 per hour and a start date of Tuesday, June 27, 2023, as presented and recommended by the Tax Collector in her letter dated 5/31/23. This was seconded by Selectman David McKane. All 3 Ayes. Motion carried.

Discussion - First Selectman George Temple stated that Mr. Speaker is a good kid with three years of experience in the Tax Office; this is his third summer. He is a good fit for the position. The First Selectman fully supports this hire.

5. Tax Refunds

MOTION:

Selectman Arnold Jensen moved to approve the tax refunds, totaling \$2,161.23, as recommended and presented by the Tax Collector in her letter dated 6/1/23, and to authorize two signatures. This was seconded by Selectman David McKane. All 3 Ayes. Motion carried.

Discussion - None

6. TaxServ Capital Services Third Contract Extension Request

MOTION:

Selectman Arnold Jensen moved to approve the Third Extension of Agreement for Professional Services by and between the Town of Oxford and TaxServ Capital Services, LLC, as reviewed and approved by Town Counsel, and to authorize the First Selectman to sign. This was seconded by Selectman David McKane. All 3 Ayes. Motion carried.

Discussion - First Selectman George Temple asked Finance Director Jim Hliva if he knew about this topic. Mr. Hliva stated he did, and this usually brings in about \$20,000 a year. It does not cost us any money; it comes from the person who owes it.

7. Purchase Senior Center Cameras – Approve

MOTION:

Selectman Arnold Jensen moved to approve the purchase of sixteen cameras to be installed at the Oxford Senior Center in the amount of \$9,885.00 to be taken from LoCIP and to amend the Capital Plan for the Town of Oxford to include the cameras at the Senior Center, as presented in the quote from Armed and Ready dated 5/12/23. This was seconded by Selectman David McKane. All 3 Ayes. Motion carried.

Discussion - Selectman Arnold Jensen asked if these were recording cameras. Administrative Assistant Kristyn Rosa stated that they are recording cameras and can be monitored from different locations on many devices as well.

8. FY 2022 – 2023 Transfer Requests

MOTION:

Selectman Arnold Jensen moved to approve the FY 2022 – 2023 transfer requests (Attachment A) as presented by the Finance Director in his letter dated 6/5/23. This was seconded by Selectman David McKane. All 3 Ayes. Motion carried.

Discussion - Finance Director Jim Hliva stated that the Board of Selectmen approved these transfers at the last meeting. He said the Board of Finance will hold a special meeting next week to approve these transfers.

9. Hire Public Works Summer Help

MOTION:

Selectman Arnold Jensen moved to hire Brendon Tymon as Public Works Summer Help with a pay rate of \$15.00 per hour and a start date of Monday, June 12, 2023, as

presented and recommended by the Road Foreman in his letter dated 6/5/23. This was seconded by Selectman David McKane. All 3 Ayes. Motion carried.

Discussion - First Selectman George Temple stated he would like to see the summer hires help clean up some of the garbage along the roads. The First Selectman supports this hire.

MOTION:

Selectman Arnold Jensen moved to hire Joseph Matasovich, Jr. as Public Works Summer Help with a pay rate of \$15.00 per hour and a start date of Monday, June 12, 2023, as presented and recommended by the Road Foreman in his letter dated 6/5/23. This was seconded by Selectman David McKane. All 3 Ayes. Motion carried.

Discussion - The First Selectman stated that Mr. Matasovich, Jr. is a good kid. He is athletic and a great baseball player. He will do great, and he fully supports this hire.

10. Authorize Purchase of AirTemp HVAC Design

MOTION:

Selectman Arnold Jensen moved to approve funding, in the amount of \$30,000.00 to be taken from the balance of the \$1.4 million previously approved by the Great Oak Middle School Evaluation & Improvement Committee Phase 1 Projects, for the purchase of AirTemp Mechanical HVAC System Design; as approved by the Great Oak Middle School Evaluation & Improvement Committee at their meeting held on 5/18/23. This was seconded by Selectman David McKane. All 3 Ayes. Motion carried.

Discussion - First Selectman George Temple fully supports the motion. Mr. Herman Schuler, Great Oak Middle School Evaluation & Improvement Committee Chairman, stated that both items were authorized at the committee's Special Meeting on May 18, 2023.

11. Authorize Funds for CSG Contract for Owner's Rep Services

MOTION:

First Selectman George Temple moved to *table* the funding, in the amount of \$9,900.00, to be taken from the balance of the \$1.4 million previously approved by the Great Oak Middle School Evaluation & Improvement Committee Phase 1 Projects, for a new CSG Owner's Rep Services contract which will assist the Great Oak Middle School Evaluation & Improvement Committee with administration/compliance of the HVAC Indoor Air Quality Grants Program for Public Schools; as approved by the Great Oak Middle School Evaluation & Improvement Committee at their meeting held on 5/18/23. This was seconded by Selectman David McKane. All 3 Ayes. Motion carried.

Discussion - First Selectman George Temple would like to look into this further and see where the funds will be taken from for the project. Selectman Arnold Jensen and Selectman David McKane agreed with the First Selectman.

12. Approve Trail Crew Coordinator Job Description

MOTION:

Selectman Arnold Jensen moved to approve the Trail Crew Coordinator job description (Attachment B) as presented. This was seconded by Selectman David McKane. All 3 Ayes. Motion carried.

MOTION:

Selectman David McKane moved to amend the Trail Crew Coordinator job description to include "and in compliance with the Memorandum of Understanding between the Oxford Land Trust and the Board of Selectmen signed 6/11/09". This was seconded by Selectman Arnold Jensen. All 3 Ayes. Motion carried.

Discussion - Mr. Joe Lanier, Conservation Commission member, discussed the job description, stating that the individual would oversee the intern trail crew of individuals. The Trail Crew Coordinator ensures the trail design work is being implemented in an efficient and safe manner, along with consulting with an identified Conservation Commission Representative before making in-the-field changes to the trail corridor. This is a part-time seasonal position from March through November.

13. Hire Trail Crew Coordinator

MOTION:

Selectman Arnold Jensen moved to hire Evan Rooney as the Trail Crew Coordinator from March – November, with a pay rate of \$23.00 per hour. This position is being funded by the Recreational Trails Grant and Trail Maintenance. This was seconded by Selectman David McKane. All 3 Ayes. Motion carried.

MOTION:

Selectman Arnold Jensen moved to amend the motion to include the position to be reviewed annually at the first meeting in June by the Board of Selectmen. This was seconded by Selectman David McKane. All 3 Ayes. Motion carried.

Discussion - First Selectman George Temple stated we need to know what's being done and who's doing the work. The Land Trust should be a part of it, and also the Conservation Commission. First Selectman Temple suggested that a subcommittee be formed of five people; two from the Land Trust, two from the Conservation Commission,

and one from neither. He said it's important that we keep control over the trails; we need to head off future disputes about what's being done and who will do it. Selectman David McKane stated the Land Trust agrees; we can correct issues out there, suggesting specific hiking and certain biking trails. Mr. Joe Lanier, Conservation Commission member, and Youth Conservation Corp (YCC) Director, stated that the YCC has raised \$600,000 that went into this property. Over the years, the kids have put blood, sweat, and tears into building the trails. Mr. Lanier stated that many of his students that have worked on the trails have now become members. They have worked tirelessly on the trails, put in hours and hours of work there, and raised money.

First Selectman George Temple went over again who should be on the committee. It should be a five-person committee that keeps the Board of Selectmen informed and up-to-date on what is going on. There are concerns; let's talk about it and work together. The committee will meet once a month and report to the Board of Selectmen. Selectman Arnold Jensen asked Mr. Lanier if it was true that there are 50 students, 20 paid, and 30 are volunteers. Mr. Lanier answered yes, but not all paid workers will work simultaneously.

14. FY 2023 – 2024 Holiday Schedule – Approve

MOTION:

Selectman Arnold Jensen moved to approve the FY 2023 – 2024 Holiday Schedule (Attachment C) as presented. This was seconded by Selectman David McKane. All 3 Ayes. Motion carried.

Discussion - First Selectman George Temple stated these are union-contracted holidays.

15. Hire Senior Services Director

MOTION:

Selectman Arnold Jensen moved to hire Sandra Arburr as the Senior Services Director, with a salary in accordance to Step 2 (Hire Rate After 1 Year) as detailed in the current AFSCME Local 818 of Council #4 Supervisor's Union contract and a start date of Monday, June 26, 2023. This was seconded by Selectman David McKane. All 3 Ayes. Motion carried.

Discussion - First Selectman George Temple fully supports this hire. Mrs. Arburr currently works for Oxford Greens. Several people did apply. However, she has the personality and is very focused. She has a tremendous background; her résumé is quite impressive. She will be great in the position. Selectman David McKane stated his only concern was that she had many previous positions. First Selectman George Temple went over all those with her and was satisfied. She will be a great addition.

16. Report of First Selectman

The Oxford Middle School 8th Grade Promotion Ceremony is on Monday, June 12, 2023, at 2:00 PM at the high school. The rain date is scheduled for Tuesday, June 13, 2023.

The Oxford High School Graduation Ceremony is scheduled for June 12, 2023, at 6:30 PM. The rain date is scheduled for Tuesday, June 13, 2023.

Sergeant Mike Roach has put together a Cornhole Tournament for Friday, June 16, 2023, at Jackson Cove Pavilion from 4:00 PM to 7:00 PM. The Police, Fire, EMS, Town Hall, and Public Works will play for bragging rights and a banner. The tournament is in memory of Officer Dennis D'Archangelo. Anyone interested can contact Sergeant Roach. There is a \$50.00 entry fee.

Saturday, June 17, 2023, a Juneteenth celebration will be held at Quarry Walk from 3:00 PM to 5:00 PM. There will be speakers, dance performances, and music, including the Waterbury Symphony Orchestra, joined by Gene Bozzi Jazz Quartet and Broadway vocalist Rosena Hill Jackson who will be performing a tribute to Billie Holiday.

Connecticut Department of Public Health recommends residents be cautious about outdoor activities today, this week, due to the poor air quality from the wildfires in Canada. The Connecticut Department of Energy Environmental Protection monitors the state's air quality, and posts air quality forecasts daily on its website's air quality index.

Audience of Citizens

Finance Director Jim Hliva stated he had misspoken on one of the transfers. It was for \$620 for the Riverside Firehouse; it did not come before the Board of Selectmen. It was forgotten to be added to the transfer list.

Mr. Wayne Johnson, Vice President of the Land Trust, first thanked the Board of Selectmen for forming the committee. He noted the Land Trust is responsible for the property being there; they have taken care of the property. He went on to say that no organization has ever asked them for assistance on the trails. However, they have been there on their own. First Selectman George Temple stated he appreciates Mr. Johnson's statement and sees both sides. He explained that he would like the committee to keep this Board informed. The trails and property are an asset to the town, and we must work together. Mr. Johnson stated the Land Trust is interested in what goes on at the property.

Mrs. Kathy Johnson from Dorman Road wanted it noted that a remark was made that the children are not supported. The entire town supports the children of Oxford. She doesn't believe there is anyone in this town who does not support them.

Selectman David McKane inquired about the Vaill property. It has hit a roadblock. It is a good deal, and even though it has been found to be a little less acreage, in five years, it would be subdivided and worth more than what the property costs. First Selectman George Temple stated no one is buying lots right now. Administrative Assistant Kristyn Rosa also added that if someone purchased the land to subdivide, a road would have to be put in, which is very expensive.

Ms. Marsha Franko asked for any updates on the affordable housing plan. Kristyn Rosa stated they were doing some research with attorney McSherry and there is still more information that is being gathered. It should be completed soon.

ADJOURNMENT

MOTION:

Selectman Arnold Jensen moved to adjourn the meeting at 8:42 PM. This was seconded by Selectman David McKane. All 3 Ayes. Motion carried.

Respectfully Submitted By

Kathleen Sundstrom

Kathleen Sundstrom

2023 JUN 13 P 4:19
TOWN OF ORFORD, CT
TOWN CLERK

Attachment A

To: Board of Finance

June 5, 2023

From: Finance Director

Re:2022-2023 Transfer requests

Item #		Department	Account Number	Account		Amount
1	TO:	Police	5433-769	Supplies	\$	3,500.00
	FROM:	Finance	5530-670	Contingency	\$	3,500.00
	Motion					
	Seconded					
	Vote					
	Comments					
2	TO:	Police	5433-xxxx	Department Certification	\$	7,205.00
	FROM:	Finance	5530-670	Contingency	\$	7,205.00
	Motion					
	Seconded					
	Vote					
	Comments					
3	TO:	Police	5433-811	Vehicle Maintenance	\$	35,000.00
	FROM:	Finance	5530-670	Contingency	\$	35,000.00
	Motion					
	Seconded					
	Vote					
	Comments					
4	TO:	Police	5433-799	Water	\$	1,400.00
	FROM:	Finance	5530-670	Contingency	\$	1,400.00
	Motion					
	Seconded					
	Vote					
	Comments					
5	TO:	Police	5433-688	Medical	\$	2,211.00
	FROM:	Police	5433-770	Office Supplies	\$	2,211.00
	Motion					
	Seconded					
	Vote					
	Comments					

received
6/5/23

To: Board of Finance

June 5, 2023

From: Finance Director

Re:2022-2023 Transfer requests

Item #		Department	Account Number	Account	Amount
6	TO:	Fire	5325-613	Facility Maintenance	\$ 620.00
	FROM:	Finance	5530-670	Contingency	\$ 620.00

Motion
Seconded
Vote
Comments

Attachment B

Trail Crew Coordinator Job Description

This individual would be responsible for overseeing the intern trail crew of individuals in a safe and responsible manner. The Trail Crew Coordinator works under the supervision of an identified Conservation Commission representative ensuring all work is approved and deemed sustainable and in compliance with the Memorandum of Understanding between the Oxford Land Trust and the Board of Selectmen signed 6/11/09. Trail Crew Coordinator ensures trail design work is being implemented in an efficient and safe manner, along with consulting the identified Conservation Commission representative prior to making in the field changes of trail corridors.

Trail Crew Coordinator maintains crew tools, identifies any specific needs for personal protection equipment and equipment required for successfully completing trail projects. Trail Crew Coordinator organizes and communicates the time / location of projects with trail crew, students are responsible for providing their own transportation for these projects.

This position is a part-time seasonal position from March-November and this will depend on the availability of funding.

FY 2023 – 2024 Holidays

Approved by the
Board of Selectmen on _____

<i>Independence Day</i>	<i>Tuesday, July 4, 2023</i>	
<i>Labor Day</i>	<i>Monday, September 4, 2023</i>	
<i>Columbus Day</i>	<i>Monday, October 9, 2023</i>	
<i>Veteran's Day</i> <i>(Saturday, November 11, 2023)</i>	<i>Thursday, November 9, 2023</i>	
<i>Thanksgiving</i>	<i>Wednesday, November 22, 2023 – ½ Day</i> <i>Thursday, November 23, 2023</i> <i>Friday, November 24, 2023</i>	<i>Floater</i>
<i>Christmas Eve</i> <i>(Sunday, December 23, 2023)</i>	<i>Tuesday, December 26, 2023</i>	
<i>Christmas Day</i>	<i>Monday, December 25, 2023</i>	
<i>New Year's Day</i>	<i>Monday, January 1, 2024</i>	
<i>Martin Luther King Day</i>	<i>Monday, January 15, 2024</i>	
<i>President's Day</i>	<i>Monday, February 19, 2024</i>	
<i>Good Friday</i>	<i>Friday, March 29, 2024</i>	<i>Floater</i>
<i>Memorial Day</i>	<i>Monday, May 27, 2024</i>	