



TOWN OF MIDDLEBURY

Office of the Selectmen

RECEIVED FOR FILING

June 15, 20 21 at 1:05 P. M.

TOWN CLERK'S OFFICE

MIDDLEBURY, CT

MINUTES

MEETING OF THE BOARD OF SELECTMEN

Monday, June 7, 2021 – 4:00 p.m.

Marjett Lubinski
TOWN CLERK

Present: Edward B. St. John, First Selectman
Elaine M. Strobel, Selectman
Ralph J Barra, Selectman

Also Present: Attorney Dana D'Angelo
Attorney Robert Smith
Brenda Carter, Tax Collector
Barbara J. Whitaker, Recording Clerk
Marj Needham, Reporter – Middlebury Bee

Call to Order with Pledge of Allegiance

The meeting was called to order by the First Selectman with the Pledge of Allegiance at 4:00 p.m.

Approval of May 17, 2021 Meeting Minutes

First Selectman St. John MOTIONED to approve the minutes of the above-mentioned meeting; SECONDED by Selectman Barra. Unanimous approval.

Tax Rebates

Lee and Wendy Butler, Murray, UT	\$126.93
Financial Services Vehicle Trust, Hilliard, OH	\$416.11
Carolyn A. Pool, Dallas, TX	\$32.89

First Selectman St. John MOTIONED to approve the above-mentioned tax rebates, SECONDED by Selectman Strobel. Unanimous approval.

Reappointments

First Selectman St. John MOTIONED to reappoint Judith Mirrer (R), as a member of the Commission on Aging for a term from June 16, 2021 to June 16, 2023; SECONDED by Selectman Strobel. Unanimous approval.

First Selectman St. John MOTIONED to reappoint Andrew V. Perrella (R), as a member of the Commission on Aging for a term from July 5, 2021 to July 5, 2023; SECONDED by Selectman Barra. Unanimous approval.

Discussion and Consideration

Assignment of Tax Lien

At this time Attorney D'Angelo explained that two ago Daniel M. Arsenault and Martha M. DeConnick were assigned their tax liens. After they bought the tax liens, they moved and are now assigning the tax liens to Edmund Kissel at the same price. However, the

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sewer assessment must be paid before this assignment. Mr. Kissel already owns a few lots adjacent to the property.

First Selectman St. John MOTIONED to accept the following Resolution; SECONDED by Selectman Strobel. Unanimous approval:

RESOLUTION

After reviewing the Assignment of Tax Liens and Agreement from Daniel M. Arsenault and Martha M. DeConnick to Edmund Kissel, the Board of Selectman moves to approve said Assignment. Said Assignment is subject the following: in the even Mr. Kissel is able to assemble a building lot; said lot may be subject to sewer assessment and connection fees, as may be applicable.

2021 Salary Plan

First Selectman St. John MOTIONED to approve the attached 2021 Salary Plan; SECONDED by Selectman Strobel. Unanimous approval.

Metro Realty Bond

First Selectman St. John MOTIONED to approve the engineers bond estimate per the recommendation of John N. Calabrese, P.E. of the proposed medical building at 1685 Straits Tumpike in the amount of \$34,408 for sediment and erosion control and \$121,425 for landscaping; SECONDED by Selectman Barra. Unanimous approval.

At this time Brenda Carter, Tax Collector discussed with the Board the need to limit the amount of cash accepted by the Tax Collector's office to \$300.00. First Selectman St. John MOTIONED that effective immediately, the Tax Office will only accept cash up to \$300.00; SECONDED by Selectman Strobel. Unanimous approval.

Adjournment

First Selectman St. John MOTIONED to ADJOURN the meeting at 4:29 p.m SECONDED by Selectman Strobel. Unanimous approval.

These minutes are submitted subject to approval.

Respectfully submitted,

Barbara J. Whitaker

Barbara J. Whitaker
Recording Clerk

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 MIDDLEBURY, CT

Brigitte M. Besette
 TOWN CLERK

Town of Middlebury - Salaries - NonUnion Pay Plan										6/2/2021	
Dept.	Position	Employee			2%		Biweekly		7/1/2021		Non-Union Dept Salaries
					7/1/2020	20-21 Annual Salary	7/1/2021	Hours	21-22 Annual Salary		
10	Executive Assistant	Barbara Whitaker	H	Appointed	32.96	59,987.20	33.62	70	\$ 61,186.94		
10	First Selectman	Edward St. John	S	Elected	2,844.12	79,947.12	2,901.00	70	\$ 75,426.06	\$ 136,613.01	
10	Selectman	Ralph Barra	S	Elected	232.18	6,036.68	236.82	NA	\$ 6,157.41		
10	Selectman	Elaine Strobel	S	Elected	232.18	6,036.68	236.82	NA	\$ 6,157.41		
11	CFO	Robin Stanziale	S	Appointed	3,844.62	99,960.12	3,921.51	70	\$ 101,959.32	\$ 101,959.32	
12	Treasurer	Jeanine Bowler	S	Elected	200.40	5,210.40	204.41	NA	\$ 5,314.61		
14	Assessor	Chris Kelsey	S	Appointed	3,062.31	79,620.06	3,123.56	70	\$ 81,212.46	\$ 81,212.46	
15	Tax Collector	Brenda Carter	S	Elected	2,510.65	65,276.90	2,560.86	70	\$ 66,582.44	\$ 66,582.44	
16	Town Clerk Assistant	Marybeth Lukowski	H	Appointed	24.48	44,553.60	24.97	70	\$ 45,444.67		
16	Town Clerk	Brigitte Besette	S	Elected	2,535.16	65,914.16	2,536.57	70	\$ 68,550.73	\$ 113,995.40	4% Inc for Town Clerk, per Ed
17	Registrar of Voters	Nancy Robison	S	Elected	261.69	6,803.94	266.92	NA	\$ 6,940.02		
17	Registrar of Voters	Mike Watkins	S	Elected	261.69	6,803.94	266.92	NA	\$ 6,940.02		
23	Building Official	open	S	Appointed	3,064.32	79,672.32	3,125.61	70	\$ 81,265.77	\$ 81,265.77	
25	Zoning Enforcement Officer	Curt Bosco	H	Part time	28.71	14,929.20	29.28	20	\$ 15,227.78	\$ 15,227.78	
28	Inlands/Wetlands Officer	Deb Seavey	H	Part time	39.62	9,271.08	40.41	9	\$ 9,456.50	\$ 9,456.50	
35	Fire Chief	Brett Kales	S	Appointed	345.59	8,985.34	352.50	NA	\$ 9,165.05	\$ 9,165.05	
36	Emergency Management Director	Brett Kales	S	Appointed	196.16	5,100.16	200.08	NA	\$ 5,202.16	\$ 5,202.16	
37	Fire Marshal	Jack Proulx	S	Appointed	345.59	8,985.34	352.50	NA	\$ 9,165.05	\$ 9,165.05	
40	Police Chief	Fran Dabbo	S	Appointed	3,955.06	102,831.56	4,034.16	80	\$ 104,888.19		
40	Administrative Assistant	open	H	Appointed	33.63	61,206.60	34.30	70	\$ 62,430.73	\$ 167,318.92	
40	Dog Warden	Nick Desmarais	S	Part time	425.86	11,072.36	434.38	NA	\$ 11,293.81		
40	Dog Warden	Max Biggins	S	Part time	94.16	2,448.16	96.04	NA	\$ 2,497.12		
40	Dog Warden	Oreste Bona	S	Part time	425.86	11,072.36	434.38	NA	\$ 11,293.81	\$ 25,084.74	
40	Reserve Officers	(9) as needed	H	Part time	31.42	25,000.00	32.05	NA	\$ 32,000.00	\$ 32,000.00	
45	Town Engineer	John Calabrese	S	Part time	1,082.43	12,989.16	1,104.08	NA	\$ 13,248.94	\$ 13,248.94	Budget
47	Custodian	Aine DaSilva	H	Part time	16.32	25,459.20	17.32	60	\$ 27,019.20	\$1.00 per hour per Ed/Dan	
47	Custodian	Devlin Goulet-Roscoe	H	Part time	15.30	15,912.00	16.30	40	\$ 16,952.00	\$1.00 per hour per Ed/Dan	
47	Custodian	Leo Bonick	H	Part time	15.30	15,912.00	16.30	40	\$ 16,952.00	\$1.00 per hour per Ed/Dan	
47	Custodian	Fran Grandpre	H	Part time	15.30	15,912.00	16.30	40	\$ 16,952.00	\$1.00 per hour per Ed/Dan	
52	Public Works Director	Dan Norton	S	Appointed	4,009.43	104,245.18	4,089.62	80	\$ 106,330.08	\$ 77,875.20	\$1.00 per hour per Ed/Dan
52	Assistant Public Works Director	Peter Vaccarelli	S	Appointed	3,329.28	86,561.28	3,395.87	80	\$ 88,292.51		
52	Public Works Clerk	Jenny Norton	H	Appointed	25.07	45,627.40	25.57	70	\$ 46,539.95		
55	Transfer Station	John Soltanas	H	Part time	15.30	15,912.00	15.61	40	\$ 16,230.24		
55	Transfer Station	Ron Luneau	H	Part time	15.46	16,078.40	15.77	40	\$ 16,399.97	\$ 32,630.21	
60	Park & Rec Director	Betsy Anderson	H	Appointed	2,418.93	62,892.18	2,467.31	70	\$ 64,150.02	\$ 64,150.02	
62	Social Services Director	Joanne Cappelletti	S	Appointed	1,574.07	40,925.82	1,605.55	60	\$ 41,744.34	\$ 41,744.34	
63	Elderly Services	Jeanne Generali	H	Part time	15.17	15,382.38	15.47	39	\$ 15,690.08		
63	Elderly Services	Angela Leveille	H	Part time	16.77	17,004.78	17.11	39	\$ 17,344.88		
63	Elderly Services	Terri Markle	H	Part time	17.90	27,924.00	18.26	60	\$ 28,482.48		
63	Elderly Services	Sean Howard	H	Part time	13.77	8,592.48	14.05	24	\$ 8,764.33		
63	Elderly Services	Luciana Macari	H	Part time	12.00	3,120.00	12.24	10	\$ 3,182.40		
63	Elderly Services	Michael McLaughlin	H	Part time	12.00	624.00	12.24	2	\$ 636.48	\$ 74,100.59	
64	Library Director	Joann LoRusso	S	Appointed	2,717.50	70,655.00	2,771.85	75	\$ 72,068.10		
64	Assistant Library Director	Janice LeDuc	S	Appointed	2,456.63	63,872.38	2,505.76	75	\$ 65,149.83		
64	Library Tech Services	Jessica Svedrovic	S	Appointed	1,704.83	44,325.58	1,738.93	75	\$ 45,212.09		
64	Library Adult Services	Jen Minchella	S	Appointed	1,605.74	41,749.24	1,637.85	75	\$ 42,584.22	\$ 225,014.24	
64	Library Assistant - part time	Joan Arnold	H	Part time	22.16	21,894.08	22.60	38	\$ 22,331.96		
64	Library Assistant - part time	open	H	Part time	16.01	15,817.88	16.33	38	\$ 16,134.24		
64	Library Assistant - part time	open	H	Part time	14.57	14,395.16	14.86	38	\$ 14,683.06		

Town of Middlebury - Salaries - NonUnion Pay Plan										
Dept.	Position	Employee		2%	20-21 Annual	Biweekly		7/1/2021		
				7/1/2020	Salary	2%	Hours	21-22 Annual	Non-Union	
64	Library Assistant - part time	open	H	Part time	14.57	14,395.16	14.86	38	\$ 14,683.06	\$ 67,832.33
WPCA	WPCA Clerk	Charlotte-Freer	H	Appointed	21.99	33,160.92	22.43	58	\$ 33,824.14	\$ 33,824.14
	Recording Clerks			2% 19.97 to 20.37		1,712,064.94			\$ 1,757,340.62	\$ 1,516,178.08
									\$ 45,275.68	Increase
									\$ 134,496.56	FICA/Med
										Police
										DPW
										Clerk Union
										Park & Rec
										Clerks

CALABRESE ENGINEERING

**601 Quassapaug Rd.
Watertown, CT 06795
(203)598-4390**

**Town of Middlebury
Board of Selectmen
1212 Whittemore Rd.
Middlebury, CT 06762**

June 7, 2021

Dear Mr. St. John:

I have reviewed Engineers Bond Estimate, Proposed Medical Office Building, 1685 Straits Turnpike (Route 63), Middlebury, Connecticut, dated June 2, 2021. (attached)

The estimate is proposed to be \$34,408 for Sediment and Erosion Control and \$121,425 for Landscaping.

The Board of Selectmen can approval the bonds being set at the above amounts.

Please contact me if you have any questions or comments.

Yours truly,



John N. Calabrese P.E.

ENGINEER'S BOND ESTIMATE

Proposed Medical Office Building

1685 Straits Turnpike (Route 63)
Middlebury, Connecticut

June 2, 2021

<u>Description</u>	<u>unit</u>	<u>unit price</u>	<u>amount</u>	<u>total</u>
Sediment and Erosion Control				
SP - Inlet protection	ea	\$250.00	10	\$2,500
SP - Temporary soil stockpile	ea	\$2,000.00	1	\$2,000
SP - Construction entrance	ea	\$3,000.00	1	\$3,000
SP - Straw wattles	lf	\$8.00	1,115	\$8,920
SP - Sediment filter fence	lf	\$6.50	1,475	\$9,588
SP - Temporary seeding	sf	\$0.15	56,000	\$8,400
	Subtotal			\$34,408
Landscaping				
L - Trees	ea	\$550.00	80	\$44,000
L - Shrubs	ea	\$75.00	603	\$45,225
L - Perennials / Grasses	ea	\$10.00	1,438	\$14,380
L - Basin seeding	sf	\$0.22	25,000	\$5,500
L - Loam & Seed (lawn)	sf	\$0.22	56,000	\$12,320
	Subtotal			\$121,425
		Total	=	\$155,833

Based upon Site plans dated Oct. 26, 202 last revised May 19, 2021 prepared by SLR