



TOWN OF MIDDLEBURY

Office of the Selectmen

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TOWN CLERK'S OFFICE
MIDDLEBURY, CT

MINUTES

MEETING OF THE BOARD OF SELECTMEN

Tuesday, September 7, 2021 – 4:00 p.m.

Brigit M. Benson
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
Acting Chief Pat Deely
Brenda Carter, Tax Collector
Chris Kelsey, Assessor
Barbara J. Whitaker, Recording Clerk
Greg Barnes
Heidi Bioski
Marj Needham, Reporter – Bee Intelligencer

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 August 16, 2021 Meeting Minutes

First Selectman St. John MOTIONED to approve the minutes of the August 16, 2021 meeting; SECONDED by Selectman Strobel. Unanimous approval.

Tax Rebates

Financial Service Vehicle Trust, Hilliard, OH	\$715.43
Toyota Lease Trust, Chandler, AZ	\$571.43
Acar Leasing, Ltd., Arlington, TX	\$47.85
Carole A. & Francis J. Cipriano, Middlebury, CT	\$5.19
Kevin M. Conroy, Middlebury, CT	\$18.80
Daimler Trust, Ft. Worth, TX	\$781.59
Paul J. Fabian, Middlebury, CT	\$26.08
Riquemly Ferreira-Torres, Middlebury, CT	\$64.64
Joao M. Galvao, Middlebury, CT	\$130.61
Carmine D. & Kathleen A. Midolo, Middlebury, CT	\$298.67
Nissan Infiniti, Ltd., Sacramento, CA	\$5.36
Nissan Infiniti, Ltd., Sacramento, CA	\$947.38
Chaitali Patel, Middlebury, CT	\$364.67
Nissan Infiniti, Ltd., Sacramento, CA	\$112.16
Paul M. Pater, Middlebury, CT	\$99.27
Paul M. Pater, Middlebury, CT	\$93.35
Pools By Design, Inc., Middlebury, CT	\$8.57
Kevin W. Pope, Middlebury, CT	\$9.58
Linda W. Ryan, Middlebury, CT	\$77.25
Tidy Tails Mobile Dog Grooming, LLC, Hot Springs, NC	\$92.30
Toyota Lease Trust, Chandler, AZ	\$542.65

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

Reappointments

First Selectman St. John MOTIONED to reappoint Jean S. Hansen (R), to the Commission on Aging – term from August 7, 2021 to August 7, 2023; SECONDED by Selectman Strobel. Unanimous approval.

Discussion & Consideration

Bioski Tax Liens

Attorney D'Angelo explained that Mr. Bioski's daughters are proposing to purchase the tax liens on the property at 166 Leonard Road, Middlebury, CT. Mr. Bioski was not aware that three parcels of his land were designated as buildable lots that were overvalued for assessment purposes in 2009 and should have been designated as forestry. Heidi Bioski stated that 30 days would be more than generous for the family to get the \$76,007.00 in past due real estate taxes and associated liens, penalties' and accrued interest outstanding on the above-mentioned property.

First Selectman St. John MOTIONED to accept the proposal of Edward V. Bioski, Jr., to pay the past due real estate taxes and associated liens, penalties' and accrued interest outstanding in the amount of \$76,007.00 within 30 days to the Tax Collector of the Town of Middlebury; SECONDED by Selectman Strobel. Unanimous approval.

Administrative Assistant to the Police Department Job Description

First Selectman St. John MOTIONED to approve the Administrative Assistant to the Police Department job description which removes NEXGEN assignment and other police duties; SECONDED by Selectman Barra. Unanimous approval.

Administrative Lieutenant Job Description

First Selectman St. John MOTIONED to approve the Administrative Lieutenant job description which now includes the assignment of facilitating the NEXGEN system and other administrative policies duties formally performed by the Administrative Assistant of the Police Department; SECONDED by Selectman Barra. Unanimous approval.

Sgt. Hunt will now be Administrative Lieutenant. This is a change and not an addition in staff to the police department.

Chief Financial Officer Job Description

Selectman Strobel requested to see changes made to the job description. This item was TABLED.

Selectmen's Reports

Out-of-State Motor Vehicle Registration – Selectman Barra, Acting Chief Deely

Selectman Barra is leading the process to draft an ordinance on the issuance of a citation and appeal process for out-of-state motor vehicle registration in Middlebury. The First Selectman stated that many new individuals have moved into the area and this could be part of the reason there are so many out-of-state plates in town. Chris Kelsey has accumulated lists from various service departments and has some idea of who registrants with out-of-town

plates. The First Selectman requested that a draft ordinance be presented for approval by the October 4, 2021 Board of Selectmen's meeting.

Voice Over IP/IT Updates – Selectman Strobel

Selectman Strobel presented an update of VOIP/IT. She explained that they are still waiting to drop internet in the Town Hall and install three firewalls, access points in Shepardson Community Center, Town Hall and at the Department of Public Works as well as 48 ports of entry switches.

Purchasing & Bidding Procedure – First Selectman St. John

The First Selectman explained that he made changes to the above-mentioned procedure to increase the amount of a purchase from \$500.00 to \$1,000.00 for a required purchase order and to include approval by the First Selectman for requisitions, the awarding of contracts and purchases.

Human Resources Policies & Procedures Manual – First Selectman St. John

First Selectman St. John informed the Board that McInnis, Inc. has begun working on the Town's policy and procedures manual.

At this time the First Selectman read aloud the attached thank you note to Kenneth Heidkamp for his generous contribution of \$15,000 to the Middlebury Police Department for firearms.

Public Comments

Greg Barnes attended the meeting to get an update on his proposal of making Spring Road a one-way street. The First Selectman said that did not have the opportunity to speak with Mr. Barnes' neighbors regarding his proposal. Mr. Barnes said that what his neighbors feel should not make a difference in making the road one way, if the First Selectman was not going to ask both neighbors, and suggested closing the road for a trial run for two weeks.

There was some discussion on the issues the police department is experiencing with four-wheelers, quads and motorbikes being ridden throughout the town. These illegal vehicles make it dangerous for motorists and the Acting Chief will be working on ordinances to address the issue. The Acting Chief also explained that the traffic issues at Quassy Amusement park are causing traffic backups in the area and on Route 64 and that he would speak with officials at the park regarding these issues. Acting Chief Deely explained that the department made six motor vehicle stops on Watertown Road and they are trying to address Mr. Barnes' speeding concerns.

Adjournment

First Selectman St. John MOTIONED to ADJOURN the meeting at 4:37 p.m., SECONDED by Selectman Strobel. Unanimous approval.

Respectfully submitted,

Barbara J. Whitaker

Barbara J. Whitaker
Recording Clerk



TOWN OF MIDDLEBURY

Office of the Selectmen

September 1, 2021

Kenneth Heidkamp
452 Heritage Road #102
Southbury, CT 06488

Dear Ken:

On behalf of Board of Selectman, Chief Dabbo, Acting Chief Deely and all the officers of the Middlebury Police Department, I want to thank you for your very kind-hearted donation of \$15,000 to replace the existing department firearms with those ordered from Atlantic Tactical. Your financial contribution will make it possible for Middlebury to continue creating a safe environment for our citizens.

We very happy to have you as a part of the Middlebury team.

Your financial contribution has made it possible for us to replace this equipment at a time when it is most needed; and without your contribution, we would not be able to upgrade the equipment needed so that our officers are prepared to deal with any instances of violence in our community as well as the recent new police reform requirements.

Very truly yours,


Edward B. St. John
First Selectman

cc: Board of Selectmen
Board of Police Commissioners
Acting Chief Deely
Administrative Lieutenant Ron Hunt

