



**TOWN OF MIDDLEBURY**  
**Board of Selectmen**

RECEIVED FOR FILING  
*February 8, 2023* at *3:10 p.m.*  
TOWN CLERK'S OFFICE  
MIDDLEBURY, CT

**MINUTES**  
**Meeting of the Board of Selectmen**  
**Monday, February 6, 2023 – 4:00 p.m.**  
**Town Hall Conference Room**

*Marybeth Lubinski Asst.*  
TOWN CLERK

**Start - 4:01 p.m.**

**End - 4:24 p.m.**

**Present:**

Edward B. St. John, First Selectman  
Elaine Strobel, Selectwoman  
Ralph Barra, Selectman

Robert W. Smith, Town Attorney  
Marj Needham, Middlebury Bee Intelligencer  
Liana St. Germain, Recording Clerk

**Call to Order with Pledge of Allegiance**

The meeting was called to order by the First Selectman at 4:01 p.m. with the Pledge of Allegiance.

**Approval of January 17<sup>th</sup>, 2023 Meeting Minutes**

First Selectman Edward B. St. John MOTIONED to approve the January 17, 2023 minutes  
SECONDED by Selectwoman Elaine Strobel. Unanimous approval.

**Tax Rebates**

Lee Byoung Mok & Yeon Hee, & Lee Sang - \$ 284.30  
Lee Byoung Mok & Yeon Hee, & Lee Sang - \$ 282.12  
Lee Byoung Mok & Yeon Hee, & Lee Sang - \$ 375.12  
Toyota Lease Trust - \$ 64.83

First Selectman St. John has requested these rebates take their usual course, SECONDED by  
Selectwoman Strobel. Unanimous approval.

**Resignation**

None

**Appointments**

*Commission on Aging* – First Selectman St. John appoints nominee Maryann Barra to the  
Commission on Aging Seconded by Selectwoman Strobel. Selectman Barra abstained due to a  
conflict of interest.

**Discussion and Consideration**

*Library* – Updated Job Description for Digital Marketing and Technology Coordinator – First  
Selectman St. John asked the Board if either member had any questions, to where Selectman Barra  
noted the position stated full-time, 40 hours per week, yet the procedure manual states 37.5 hours  
per week. First Selectman St. John MOTIONED to approve this job description pending the  
modification of the hours SECONDED by Selectman Barra. Unanimous approval. (see attached)

*Purchasing and Bidding Procedure* – First Selectman St. John stated there are no changes in the  
Towns Purchasing and Bidding Procedure, there is now an adjunct for when the town obtains federal

MINUTES – BOARD OF SELECTMEN MEETING

Monday, February 6, 2023, at 4:00 pm

Page 2

money and there will now be a Federal Grant Purchasing Compliance Guideline to follow as well. Selectwoman Strobel MOTIONS to accept to add the Federal Grant Compliance with our Town Purchasing and Bidding Procedure SECONDED by First Selectman St. John.

*Employee Handbook* – Town Attorney Smith noted he read over McInnis’s recommendation and agrees with it 100%. First Selectman mentioned to Attorney Smith that our handbook does not currently state that we have a Code of Ethics, and he questions if it should be added in to the Appendix, not to be included in the Handbook, but as an adjunct. Attorney Smith made note that a simple statement in the Handbook that states please revert to a stand-alone document on the Town’s Code of Ethics. First Selectman St. John stated he spoke with Patty Kurze, and she will touch base with McInnis and our Town Attorney on this addition. First Selectman St. John MOTIONS to approve the Employee Handbook as presented on this day SECONDED by Selectwoman Strobel. Unanimous approval.

*Middlebury Volunteer Fire Department – Automatic Fire Protection* – First Selectman St. John stated a few years back he put money aside to hire a professional to design an automatic sprinkler system for the Fire Department Headquarters. First Selectman St. John MOTIONS to award the Automatic Fire Protection design agreement to Fire Sprinkler Design, Inc of Wolcott CT, SECONDED by Selectman Barra. Unanimous approval.

**Communications**

First Selectman St. John made note of the many emails and letters that have come into the Selectman’s Office, but the most bothersome is the one received from the Attorney of the Middlebury Small Town Alliance LLC. Which had to do with our Town Attorney, Robert Smith, and the First Selectman threatening the Economic Development Commission Chairman, Terry McAuliffe. First Selectman St. John assures the Board that no such accusation ever happened. First Selectman St. John stated the conversation that was had with Mr. McAuliffe was on how Freedom of Information Act requests are handled. Where it was explained that every request is to come to the Selectman’s Office, and it will be handled appropriately. First Selectman St. John stated after having a conversation with Town Attorney D’Angelo she noted in a follow-up conversation with Mr. McAuliffe, and he assured her that such threats never happened. First Selectman St. John noted to Marj Needham, that the Economic Development Commission handles architectural review and makes recommendations, as well as the tax incentive program, and the EDC signs off on those, and this is where a conflict comes into play. First Selectman St. John hoped that Mr. McAuliffe would own up to the fact that neither himself nor the Town Attorney made such threats, and just move forward from this.

**Public Comments**

None

**Executive Session**

None

MINUTES – BOARD OF SELECTMEN MEETING  
Monday, February 6, 2023, at 4:00 pm  
Page 3

**Adjournment**

Selectman Elaine Strobel MOTIONED to ADJOURN the meeting at 4:24 p.m.; SECONDED by First Selectman Edward St. John. Unanimous approval.

The next meeting is slated for Tuesday, February 21, 2023, at 4:00 p.m.

These minutes are submitted subject to approval.

Respectfully Submitted,

*Liana St. Germain*

Recording Clerk



## **Digital Marketing and Technology Coordinator**

This position is responsible for the continued innovation, development, implementation and management of technology and library related programs geared towards community engagement. Reports directly to the Library Director. The Digital Marketing and Technology Coordinator will develop, design, and plan creative programs for all ages. Our ideal candidate will maintain all library technology equipment and digital marketing including website and social media. Other projects and tasks as assigned by the Library Director.

### **Required Skills and Abilities:**

- Willingness to learn and teach staff and patrons on new emerging technologies
- Ability to work with people of all ages – including young children, teens and adults
- Ability to work independently and in a team environment
- Proven record in providing a high level of customer service
- Ability to adapt to changing needs and manage multiple responsibilities
- Provides technical assistance and training to staff and patrons.
- Recommends short- and long-range planning related to digital content, future systems, and new technologies

### **Education/Experience Requirements:**

- Master's degree in Library and Information Science (MLIS) from an accredited institution preferred but not required
- Experience implementing software upgrades and maintaining computer systems
- Experience communicating clearly and effectively with groups and individuals about complex processes
- Experience in website development and design
- Experience in digital marketing and social media
- Experience in instructional technology for all ages
- Experience in creating and executing virtual programs

This is a full-time benefitted position (37.5 hrs. per week including one evening and Saturday rotation). The Town of Middlebury offers a comprehensive benefit package.

Salary \$53,000

Interested applicants should send cover letter and resume to Town of Middlebury Public Library- Attention: Library Director Jo-Ann LoRusso [jlorusso@middlebury-ct.org](mailto:jlorusso@middlebury-ct.org)

Review of applications will begin immediately and continue until the position is filled.

Employment is contingent upon a successful completion of a pre-employment background check, a preemployment drug screening, and a 6-month probationary period.

**Physical 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 function.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time. The employee frequently is required to stand, walk, sit, bend, stoop, and kneel. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision, and ability to adjust focus.

As approved by the Board of Selectmen on February 6, 2023