



TOWN OF MIDDLEBURY

Office of the Selectmen

MINUTES

MEETING OF THE BOARD OF SELECTMEN

Monday, December 7, 2020 – 4:00 p.m.

REMOTE ATTENDANCE ONLY HELD CONCURRENTLY WITH ZOOM

<https://us04web.zoom.us/j/914937011?pwd=QVp5anRtQVRIS0c1aWRrekp2eUJjdz09>

Meeting ID: 914937011 - Passcode: 567991

One tap mobile (+1-646-558-8656), 0#, 567991# US (New York)

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

Also Present: Attorney Robert Smith
Barbara J. Whitaker, Recording Clerk
Linda Zukauskas, Reporter – Voices
Tom Teitsworth, Pilot's Mall

Call to Order with Pledge of Allegiance

The meeting was called to order by the First Selectman with the Pledge of Allegiance.

Approval of November 16, 2020 Meeting Minutes

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

Tax Rebates

Brian M. Bessette, Middlebury, CT	\$105.88
BMPS, LLC, Middlebury, CT	\$288.04
BMPS, LLC, Middlebury, CT	\$354.78
BMPS, LLC, Middlebury, CT	\$47.69
BMPS, LLC, Middlebury, CT	\$206.27
BMPS, LLC, Middlebury, CT	\$132.43
BMPS, LLC, Middlebury, CT	\$180.09
BMPS, LLC, Middlebury, CT	\$143.68
BMPS, LLC, Middlebury, CT	\$50.47
BMPS, LLC, Middlebury, CT	\$315.73
BMPS, LLC, Middlebury, CT	\$315.73
BMPS, LLC, Middlebury, CT	\$48.40
BMPS, LLC, Middlebury, CT	\$143.73
BMPS, LLC, Middlebury, CT	\$486.42
BMPS, LLC, Middlebury, CT	\$388.87
BMPS, LLC, Middlebury, CT	\$303.68
BMPS, LLC, Middlebury, CT	\$190.06
BMPS, LLC, Middlebury, CT	\$378.55
BMPS, LLC, Middlebury, CT	\$332.32




TOWN OF MIDDLEBURY

*Conservation Commission
1212 Whittemore Road
Middlebury, Connecticut 06762
(203) 577-4162 ph
(203) 598-7640 fx*

November 25, 2020

TO: Board of Selectmen

FROM: Deborah Seavey, Wetlands Officer 

RE: Quinnipiac Game Association -Bond Release

At the November 24, 2020 regular meeting of the Middlebury Conservation Commission, it was voted to recommend to your Board the \$10,000.00 wetland bond received from Quinnipiac Game Association on November 16, 2011 currently being held be released. This recommendation is based upon the original property owner has sold the property and on November 10, 2020 the new property owner has submitted a new \$10,000.00 cash bond to replace the original monies from the previous owners.

If you have any questions, please feel free to contact me. Thank you.

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BMPS, LLC, Middlebury, CT	\$943.49
BMPS, LLC, Middlebury, CT	\$555.81
Cab East, LLC, Duluth, GA	\$323.80
Cab East, LLC, Duluth, GA	\$303.26
Cab East, LLC, Duluth, GA	\$198.60
Cab East, LLC, Duluth, GA	\$211.55
Cab East, LLC, Duluth, GA	\$108.73
Cab East, LLC, Duluth, GA	\$107.37
Honda Lease Trust, Holyoke, MA	\$23.06
VW Credit Leasing, Ltd., Libertyville, IL	\$639.73

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

Reappointments

The First Selectman MOTIONED to reappoint Mark A. Capodanno (R), as a member of the Public Works Commission for a term from December 18, 2020 to December 18, 2024; SECONDED by Selectman Strobel. Unanimous approval.

The First Selectman MOTIONED to reappoint Terry Smith (R), as a member of the Public Works Commission for a term from December 18, 2020 to December 18, 2024; SECONDED by Selectman Strobel. Unanimous approval.

There was some discussion on the reappointment of members of the Land Preservation & Open Space Commission. The First Selectman requested that all reappointments to this Commission be placed on hold under the bridging from Committee to Commission is complete.

There was some discussion on a date for the Special Town Meeting for the transfer of property known as Science Drive to Pilot's Mall, LLC. The First Selectman asked the Town Attorney and his Executive Assistant to review the new requirements under the Governor's executive orders for conducting this meeting.

Discussion and Consideration

Quinnipiac Game Association – Bond Release

The First Selectman MOTIONED to approve the Quinnipiac Game Association's bond release of \$10,000 because the original property owner sold the property and on November 10, 2020 the new property owner submitted another cash bond of \$10,000 to replace this bond; SECONDED by Selectman Barra. Unanimous approval.

Land Use & Building Department Clerk – Job Description

The First Selectman MOTIONED to approve the attached job description prepared by Chris McInnis, Attorney Robert Smith, and Robin Stanziale, Chief Financial Officer; SECONDED by Selectman Strobel. Unanimous approval.

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Attorney Smith prepared the attached Memorandum of Agreement.

Adjournment

First Selectman St. John MOTIONED to ADJOURN the meeting; SECONDED by Selectman Strobel. Unanimous approval.

Respectfully submitted,

Barbara J. Whitaker

Barbara J. Whitaker
Recording Clerk

Land Use & Building Department Clerk

This position works under the supervision of the Building Official- performs administrative, secretarial and clerical duties, types and prepares reports, and performs other duties as assigned. The position of Land Use and Building Clerk shall be performed at the Town Hall from Monday-Friday, in a thirty-five hour work week.

Land Use Clerk

- Independently maintains all records of land use applications and permits and distributes information to all necessary parties (personnel, applicants and their representatives, and Town Officials) in a timely manner. This also includes verifying contractors' licenses and insurance and calculating fees and adjustments
- Solely operates the Land Use Office on a daily basis when any or all personnel are absent;
- Prepares and distributes accurate required reports in-house and to the State and other departments requiring these reports;
- Collects monies for all land use applications and permits and prepares deposits;
- Prepares and maintains the financial accounting for Building Department;
- Assists septic contractors and homeowners with septic as-built plans on file;
- Maintains cordial relationships and communications with all parties involved both In office and via email and postal service;
- Collects and distributes mail to all land use personnel;
- Orders supplies for all involved in land use and maintain the billing information
- Maintains current knowledge on all office equipment and land use computer programs and data;
- Keeps updated on laws and regulations relating to the building department by attending seminars and classes;
- Assists the public in completing applications/forms, answer land use questions and delegates complaints to appropriate department officials
- Accept new drive applications for Department of Public Works- give applications out, collect applications and fees –and pass applications to the DPW, Tax Collector and the First Selectman's Office. Make deposit (application fee and bond) and when complete release the bond

Building Department Clerk

- Performs administrative and secretarial duties such as making appointments, receiving people coming into office, answering and making telephone calls, handling mail, and writing routine correspondence on own initiative
- Types, duplicates, and files minutes, reports, policies, orders and other related materials including building, demolition and well permits and licenses
- Composes routine correspondence and memos, Public Hearing Notices, etc.; inputs computer data for statistical and billing purposes; prepares weekly reports, types minutes, files, processes mail, and maintains accounts.
- Provides basic information and assists the public in completing applications and understanding regulations, and refers complex issues or questions to appropriate person
- Processes building permits and collects and records related fees
- Maintains books relating to all licenses, building violations and record files
- Screens incoming phone calls and correspondence, refers to appropriate staff member and follow up to ensure a timely response
- Arranges meetings and schedules appointments
- Provides information on departmental services, including building
- Prepares all department correspondence and maintains records and files
- Advises holders of permits and licenses of expiration dates

Required Knowledge, Skills and Abilities

- Knowledge of modern office practices and procedures
- Knowledge and ability to operate a personal computer
- Working knowledge of regulations and legal requirements of assigned department activities including permits, licenses, fees, records and reports
- Ability to work independently and process paperwork
- Ability to type with accuracy and develop and maintain records and files
- Ability to schedule meetings and appointments
- Ability to collect and organize data and prepare routine reports
- Ability to properly assist the public in completing applications and forms
- Ability to deal effectively with the public and to maintain effective working relationships with Town officials and employees
- Ability to acquire skill in utilizing data and word processing equipment
- Ability to make mathematical calculations

Required Equipment Operation

Operates office equipment as required including, but not limited to, proficient operation of a department computer for data entry, report writing, word processing, etc. .; operates a telephone, electronic calculator, adding machine, fax machine and copying machine

MEMORANDUM OF UNDERSTANDING

This Agreement, entered into by and between the Town of Middlebury and CSEA Local 2001, SEIU (the Parties), shall amend a certain Collective Bargaining Agreement covering the term of December 1, 2017 to June 30, 2021 (the CBA), between the Parties, as to Town of Middlebury Clerical Employees.

The parties, by their signatures below, hereby agree, that effective December 1, 2020, the Town may upgrade the position of "Building Clerk", as set forth in the CBA, to "Land Use and Building Department Clerk", in accordance with the job description/classification on file with the Town, a copy of which is attached hereto. Said attached description/classification is provided for information purposes only, and shall not constitute a modification of any other language, concerning job descriptions/classifications, as may be contained in the CBA or in the Charter, Ordinances, Rules and Regulations, of the Town of Middlebury, laws of the State of Connecticut, or otherwise.

On said date, of December 1, 2020, the Town will upgrade the Appendix A wages, contained in the CBA, of the said "Land Use and Building Department Clerk", by adding Two Dollars (\$2.00) to the designated July 1, 2020 rate, for the former "Building Clerk" position. The new hourly rate, to be effective for the upgraded position, will, therefore, be \$27.13.

THE TOWN OF MIDDLEBURY

 _____ 12/4/20
Edward B. St. John, Date
First Selectman

 _____ 12-4-20
Robert W. Smith, Date
Attorney for the Town

 12/3/2020
Kevin Sullivan, CSEA SEIU LOCAL 2001 Date