



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

SIMSBURY BOARD OF SELECTMEN

Main Meeting Room – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury

Special Meeting – May 21, 2018 – 4:30 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

SELECTMEN ACTION

- a) Recommended Appointment of Finance Director/Treasurer

REVIEW OF MINUTES

- a) Regular Meeting of May 14, 2018

ADJOURN





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

- Title of Submission:** Recommended Appointment of Finance Director/Treasurer
- Date of Board Meeting:** May 21, 2018
- Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager *Maria E. Capriola*
- Action Requested of the Board of Selectmen:**
If the Board of Selectmen concurs with the recommendations of the Town Manager and Board of Finance to appoint Amy N. Meriwether as Finance Director/Treasurer, the following motion is in order:

Move, to make a conditional offer of employment to Amy N. Meriwether for the position of Finance Director/Treasurer and to appoint Ms. Meriwether to the position effective June 26, 2018, with an annual starting salary of \$134,900 and employment-related benefits assigned to that position.

- Summary of Submission:**
Following the announcement of Sean Kimball's planned resignation from service, a recruitment process was initiated to find his replacement. Due to a limited pool of qualified candidates, and in consultation with the Board of Finance Chair, I re-opened the search in mid-April. Finalists participated in first and second round interviews with stakeholders including: the Town Manager and Deputy Town Manager; Board of Finance members; the First Selectman; the Board of Selectman liaison to the Board of Finance; the leadership team; departmental staff; the Superintendent and School Business Manager; and external Finance Directors. Additionally, finalists were required to complete writing samples and a DISC assessment, which evaluates how an individual's characteristics and traits impact their work and leadership style. From that process, a preferred candidate emerged.

I identified Ms. Amy N. Meriwether as the preferred candidate for the Director of Finance/Treasurer position. Ms. Meriwether currently serves as the Accounting Manager/Treasurer for the Town of Mansfield, in which she has served in that capacity for nearly five years. She currently works in a long-standing shared services department, and provides financial management service to the town, the Mansfield Board of Education, Regional School District #19, the Eastern Highlands Health District, and three non-profit entities. She has served as the financial agent for Regional School District #19 and the Eastern Highlands Health District, and directly supports those boards. Prior to her tenure in Mansfield, she was an auditor and senior accountant with Blum Shapiro and was a staff accountant in the private sector. She holds an

associate's degree in accounting from Johnson and Wales University and a bachelor's degree in accounting from Rhode Island College.

Ms. Meriwether is available to begin work on a part-time basis on June 26th. She is able to begin work full-time on August 27th. Christine Hutton, our Interim Finance Director/Treasurer is able to remain on staff on a limited basis during the transition.

Pursuant to the Charter, "prior to appointing or removing the Director of Finance-Treasurer, the Town Manager shall also consult with and obtain the approval of the Board of Finance." Final appointing authority for the Director of Finance/Treasurer lies with the Board of Selectmen. At their May 17, 2018 special meeting, the Board of Finance unanimously approved the appointment of Ms. Meriwether to the position, with an effective date of June 26, 2018 and a recommended annual starting salary of \$134,900.

I recommend that the offer be conditional based upon Ms. Meriwether successfully passing a background check. Ms. Meriwether would receive employment related benefits assigned to the Director of Finance/Treasurer position and would be a non-union employee.

6. Financial Impact:

Based on feedback received from Finance Directors in other council-manager towns that I consulted with, I believe our initial posted salary was too low to be competitive and that \$134,900 is a fair starting salary based upon the candidate's qualifications and experience. The proposed starting annual salary is approximately \$10,000 more than budgeted for FY 18/19. Last week we identified over \$7,000 in savings towards next year's budgeted contribution to North Central CMED. Additionally we are anticipating \$670,000 in additional state revenue than was budgeted.

7. Description of Documents Included with Submission:

- a) Letter of Interest and Resume, A. Meriwether
- b) Outline of Conditional Offer

Amy Meriwether

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

April 24, 2018

Human Resources
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

To Whom it May Concern,

I wanted to express my interest in the Director of Finance/Treasurer position with the Town of Simsbury. I am delighted at the prospect of working with a town that will continue to allow me to grow professionally. I received my bachelor's degree from Rhode Island College and currently preparing to further my education in the governmental field.

As of present I am working for the Town of Mansfield where I have been able to refine my governmental accounting and analytical skills around financial reporting not only related to the town itself but also related to boards of education, health districts and non-profit entities. I have also spent a great deal of time in the private sector. From this experience I have been involved in the auditing, day to day processes and accounting transactions relevant to financial reporting.

I am confident that the combination of my public and private industry accounting background has prepared me well for making a strong contribution to the Town of Simsbury. I understand the level of professionalism, communication and work ethic required for long-term success.

My resume, which is enclosed, contains additional information on my experience and skills. I would appreciate the opportunity to discuss the available position with you and to provide further information on my candidacy.

Thank you for your time and consideration. I look forward to speaking with you about his exciting opportunity.

Sincerely,

Amy Meriwether

AMY MERIWETHER

PROFESSIONAL EXPERIENCE

Town of Mansfield, Mansfield, CT

7/13 – Present

Accounting Manager/Treasurer (7/13 – Present)

- Performed Accounting Manager/Treasurer functions for the following entities: Town of Mansfield, Mansfield Board of Education, Region School District 19, Eastern Highlands Health District, Mansfield Downtown Partnership (Non-profit 501c3), Mansfield Discovery Depot (Non-profit 501c3) and EO Smith Foundation (Non-profit 501c3) as Mansfield is a shared services town.
- Responsible for managing the payroll, accounts payable and accounting functions.
- Supervise and mentor (1) Payroll Administrator, (2) Accounts Payable Clerks and (2) Accountants.
- Able to perform each function of the department in the event of employee absence.
- Review and approve all purchase orders, check runs, fixed assets, journal entries, billings and reconciliations completed by staff.
- Develop new policies and procedures for the finance department as necessary. Also, reviewed policies and procedures already in place upon being hired and made recommendations to eliminate bad practices (ie elimination of stamped signatures).
- Monitor finance department policies and procedures in place to ensure compliance.
- Monitor all bank accounts and cash flow.
- Record various quarterly and year-end journal entries.
- Prepare quarterly and year-end financial statements.
- Reconcile between finance department and parks & recreation account systems.
- Analyze all account balances in all funds to ensure accuracy.
- Developed and implemented more efficient and streamlined processes within the department.
- Presented at Board meetings when the Finance Director was unable to attend.
- Serve as financial agent for the Regional School District 19 and Eastern Highlands Health District. Solely responsible for attending and presenting at Board meetings and reporting back to the Finance Director.
- Prepare Requests for Proposal for financial services (ie Auditing Services, Payroll Services etc)
- Assisted Superintendent with the preparation of the FY18/19 budget for the Regional School District 19.
- Prepare the IRS required 990 Tax Return for the Mansfield Discovery Depot.
- Assisted auditors with the implantation of the uniform chart of accounts.
- Assist the auditors with preparation of the comprehensive annual financial reports.
- Presented audited financial statements (including any single audits) to the Regional School District 19 and Eastern Highlands Health District Boards when auditors were unable to attend meeting dates.

BlumShapiro, West Hartford, CT

1/09 – 7/13

Auditor, Senior Accountant (7/11– 7/13)

Auditor, Staff Accountant (1/09 – 6/11)

- Perform certified audits, reviews and compilations for an array of clients within the governmental, not for profit, automotive and business services industries. Audits include financial statements and internal controls.
- Responsibilities include planning, fieldwork and wrap-up of audit engagements and special projects.
- Developed a solid understanding of Generally Accepted Accounting Principles, internal controls, and best practices.
- Developed a solid understanding of modified accrual accounting, specifically related to governmental entities, versus full accrual accounting.
- Prepare and/or review audited financial statements and footnote disclosures to ensure compliance with GAAP and regulatory requirements. Prepare disclosure checklists and audit findings reports for management review.
- Analyzed and reported on documentation of material assets, liabilities, equity, income and expenditures.
- Perform balance sheet compliance, substantive tests and analytic review of accounts.

- Perform analytic review of income statement accounts.
- Prepare year-end accounting adjustments/journal entries.
- Identify and research accounting, audit and business risk issues including revenue recognition, leases, and related party transactions, among others.
- Interview clients about day-to-day operations to identify any possible control weaknesses. Review internal control systems and business cycles to identify accounting control deficiencies.
- Performs general bookkeeping for clients; gather trial balance and create financial statements for clients.
- Supervise and mentor interns and manage 1-3 staff level auditors on multiple engagements.
- Built and maintain strong client relationships and assist clients with day to day questions and concerns, researching accounting and tax issues.
- Perform single audit testing of federal and state grants in accordance with Governmental Auditing Standards (GAS). Prepared the federal and state single audit report for management review, including the write up of any findings.
- Make testing determinations and audit support documents in accordance with OMB Circular A-133 audit and State Single audits.
- Responsible for the development and tracking of audit budgets.
- Utilize Excel, and other accounting software for audit and client purposes.
- Performed tax preparation of form 990's. With regards to non profits, performed unrelated business income tax returns and prepared state forms for MA, CT and NY. With regards to for profits, have been involved with S Corp returns.

Norwood Motor Group/Balise Auto, Warwick, RI
Staff Accountant (6/98 – 1/09)

6/98 – 1/09

- Reported to the Office Manager and partnered with the Controller on special projects. Responsible for various accounting duties including month end close, maintaining accounting schedules, accounts payable, accounts receivable, journal entries and bank reconciliations among others across three franchise locations.
- Performed financial bank reporting and expedited to the appropriate bank.
- Maintained and posted inventory, prepared paperwork for registering sold vehicles and billing sold units.
- Paid off customer trade in loans, put vehicles on floor plan and paid them off as needed.
- Established and maintained the contracts in transit list and problem registration list.
- Posted deals and paid commissions to sales personnel.
- Tracked and posted bank fundings for outstanding contracts and interest on bank accounts.
- Maintained and reconciled performance tracking system to calculate finance managers paychecks.
- Trained incoming employees in a variety of accounting positions.
- Proficient in both ADP and Reynolds and Reynolds automotive accounting systems.

EDUCATION and SKILLS

Rhode Island College, Providence, RI
Bachelors in Accounting, 9/04 – 5/08

Johnson and Wales University, Providence, RI
Associates in Accounting, 9/02 – 5/04

Microsoft Word, Excel, PowerPoint, Outlook, ADP, Reynolds & Reynolds automotive accounting system, ProSystem fx Engagement, ProSystem fx Tax, ProSystem fx Fixed Assets, Monarch Pro, Adobe, Citrix Web Interface, Go File Room, ADMINIS Unified Account System, and OPENGOV.



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manger

May 21, 2018

Ms. Amy Meriwether
[REDACTED]
[REDACTED]

Via Regular U.S. Mail and E-Mail

RE: Conditional Offer of Employment

Dear Amy:

As Town Manager, I am very pleased to extend a conditional offer of employment to you for the position of Finance Director/ Treasurer with the Town of Simsbury. The appointment is effective June 26, 2018, beginning on a part-time basis, with full-time hours beginning August 27, 2018. This letter describes the benefits, terms and conditions of employment.

This appointment is contingent upon the satisfactory completion of the following conditions:

1. A post offer/pre-employment medical examination, including a drug test and basic physical, demonstrating the ability to perform the essential functions of the position, as required. The pre-employment medical exam is conducted at Doctor's Treatment Center (7 Mill Pond Rd, Granby, CT 06035). Please contact JoAnn Martin in the Town Manager's Office at 860-658-3230 to schedule an appointment.
2. A background check which will include motor vehicle records, criminal history, financial and credit records, educational records, employment records and reference checks.
3. In addition, please provide us with a copy of your diplomas from the educational institutions from which you have received degrees.

A drug screening and background check authorization form will be emailed to you and must be returned to my office prior to conducting the medical examination.

The Finance Director / Treasurer position is not represented by a collective bargaining unit, and is therefore an unaffiliated position. The current terms and conditions of employment are set forth in the Town of Simsbury's Personnel Rules and Regulations. These will be provided to you via email.

Telephone (860) 658-3230
Facsimile (860) 658-9467

townmanager@simsbury-ct.gov
www.simsbury-ct.gov

An Equal Opportunity Employer
8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Thursday
8:30 - 1:00 Friday

Subject to your meeting the terms, as outlined in this conditional offer of employment, and pursuant to Section 5.10 of the Personnel Rules and Regulations, the following information will pertain to your position:

- You will be paid an annual salary of \$134,900.
- You will be paid on a weekly basis.
- Once you begin full-time work on August 27, 2018, in accordance with Section 8 of the Personnel Rules and Regulations entitled "Hours and Conditions of Employment" you would be required to work a minimum of 40 hours per week.

Normal business hours are 8:00 a.m. to 7:00 p.m. on Mondays, 8:00 a.m. to 5:00 p.m. Tuesday through Thursday and 8:00 a.m. to 1:00 p.m. on Friday, including a one (1) hour unpaid lunch Monday through Thursday. This position staffs the Board of Finance, and assists with other Boards and Committees. As a result, evening hours outside of the normal business hours will occasionally be required to accommodate work assignments. The Town Manager may, in her discretion, authorize flex time for you.

- In accordance with Section 5 of the Personnel Rules and Regulations entitled "Appointments," a probationary period of six months from the date of appointment would apply to this position. If necessary, the Town reserves the right to extend this probationary period to one year.
- A copy of the current position description for this position is enclosed.
- You will have the option of participating in either the Defined Benefit pension plan or the Defined Contribution plan.

If you elect the Defined Benefit plan, you will be required to contribute seven percent (7%) of your salary to the plan. Employees are fully vested after 5 years of service.

If you elect the Defined Contribution plan you have the option of contributing 2% or 4% to the plan on a pre-tax basis. The Town will contribute 2% or 7% of salary, respectively. Town contributions are vested on a 5 year graded basis.

You must elect your pension option within the first thirty (30) days of employment with the Town.

- The Town offers a 457 Deferred Compensation plan that you may participate in on a voluntary basis. Contributions may be made on a pre-tax or post-tax (Roth) basis. More information will be made available to you upon your employment.
- You have the choice of participating in the Town's medical and dental insurance programs. In the event you elect to participate in these programs, you will pay twenty percent (20%) of the

annual cost of the insurance to the Town if you enroll in the HMO plan option or fifteen percent (15%) if you enroll in the High Deductible Health Plan option.

A medical plan summary and rate sheet will be emailed to you.

In the event you elect not to enroll in the Town's medical plan, you may receive an annual credit of \$2,000 pro-rated and credited on a monthly basis (provided you can demonstrate other medical insurance coverage).

- New employees contribute 2.0% of pay for a period of 10 years into an Other Post Employment Benefit (OPEB) trust fund. If you do not elect or are not eligible for retiree health benefits when you separate from the Town of Simsbury, your contributions will be refunded to you.
- Life Insurance in an amount equal to two times your annual salary will be provided by the Town.
- Long Term Disability coverage is provided to employees by the Town in accordance with the Town of Simsbury Long Term Disability Insurance Plan which you have already received.
- In accordance with Section 9 of the Personnel Rules entitled "Employee Benefits," you will accrue vacation at a rate of 3 weeks per year.
- You will receive twelve (12) holidays, three (3) personal days and one (1) floating holiday annually.
- Paid sick leave for a period not to exceed six months.
- Tuition reimbursement for up to two courses will be reimbursed per year with prior approval of the Town Manager.
- Pursuant to 8.50 of the Personnel Rules entitled "Conflict of Interest," you will need to execute a conflict of interest form and return it to my office. As a reminder, you will need to remain in compliance with the Code of Ethics at all times during your employment with the Town. We have enclosed a Conflict of Interest form and a copy of the Code of Ethics.
- Pursuant to Section 8 of the Personnel Rules and Regulations entitled "Hours and Conditions of Employment." Section 8.20 provides that Full time employees are not allowed to be employed by any entity other than the Town without prior approval of the Town. The Town Manager shall have sole discretion to determine whether the proposed outside employment will interfere with the employee's duties to the Town and whether to grant or deny approval. Any employee who receives approval and accepts other employment is subject to call to perform his or her regular Town duties first. Once granted, approval may be revoked at any time within the sole discretion of the Town Manager.

Amy Meriwether
May 21, 2018
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Subject to the conditions being met, as outlined in this letter, I will be most pleased to appoint you to the Finance Director / Treasurer position with an anticipated start date of June 26, 2018.

Please feel free to contact my office if you have any questions.

Sincerely,

Maria E. Capriola

Enclosures (4)

cc: Finance Board
Debra Sweeney, Assistant Finance Director
Eric Gomes, Employee Benefits and Human Resources Coordinator

I hereby accept the Town's conditional offer of employment with the terms and conditions set forth above:

Amy Meriwether

Date: _____

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 6:04 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Board members Michael Paine, Cheryl Cook, Christopher Kelly, and Chris Peterson. Absent was Sean Askham. Others in attendance included Town Manager Maria Capriola; Deputy Town Manager Melissa Appleby; Director of Culture, Parks & Recreation Gerard Toner, Chairman of Aging and Disability Commission Ed LaMontagne, and other interested parties.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

Ferg Jansen, 3 Fox Den, invited everyone to Eno Memorial Hall at 9:00 a.m. tomorrow, for the unveiling of the Hidden Sculpture Event. He gave the Board the brochure on the beautiful 32 life-sized bronze sculptures around Town that were done by Seward Johnson. For more information, go to SimsburyArtTrail.com.

He also thanked Mr. Paine and the Gerard family who worked two 10 hour days to place the statues.

Joan Coe, 26 Whitcomb Drive, spoke about the budget referendum, the Henry James School costs, Simsbury Farms, personnel files, the ticket booth at the Performing Arts Center, a Podiatrist closing and other issues.

PRESENTATION

a) AARP Age Friendly Community Designation

Mr. LaMontagne spoke about the charge of the Aging and Disability Commission and how they are interested in establishing an age-friendly community. He said the application for an Age Friendly Community Designation requires a letter of commitment from the Board of Selectmen.

Mr. LaMontagne said the World Health Organization has identified eight domains of livability that influences the quality and health of older adults. After obtaining a commitment, they will need to conduct assessments to identify needs and establish an advisory committee, which will include older adults. They will also need to develop a three-year community action plan based on the findings. One of the things they will be looking at is walking accessibility to the Town center.

Mr. Wellman and the Board felt this a good idea, but they would like to get more information on how Town resources will be used.

FIRST SELECTMAN’S REPORT

Selectman Wellman reviewed his First Selectman’s Report.

TOWN MANAGER’S REPORT

Town Manager, Ms. Capriola reviewed her report.

SELECTMEN ACTION

a) Tax Refund Requests

Ms. Cook made a motion, effective May 14, 2018, to approve the presented tax refunds in the amount of \$2,085.13, and to authorize Town Manager Maria E. Capriola, to execute the tax refunds. Mr. Paine seconded the motion. All were in favor and the motion passed.

b) Proposed Contract Extension for Household Hazardous Waste Collections

Mr. Wellman said Simsbury has been managing a regional program for household hazardous waste collections for the past three years. This proposal is to extend the contract for six months to allow the June and October collections to take place as scheduled.

Ms. Cook made a motion, effective May 14, 2018, to authorize Town Manager Maria E. Capriola to execute the contract extension with Clean Harbors Environmental Services for household hazardous waste collections as presented. Mr. Paine seconded the motion. All were in favor and the motion passed.

Mr. Wellman noted that the next Household Hazardous Waste Collection is on June 9th from 8 a.m. – 1p.m. at the Department of Public Works.

c) Proposed Stormwater Connection Ordinance

Mr. Wellman said this is a State mandated ordinance which establishes legal authority for compliance with the new MS4 Stormwater General Permit. This would regulate what goes into the storm drain system and provides an enforcement mechanism.

Ms. Capriola said this ordinance is required to be in place by July 1, 2018 in accordance with the DEEP MS4 General Permit. A plan will need to come before the Board, which will include what additional resources will be needed to comply with this ordinance.

Mr. Kelly made a motion to schedule a Public Hearing for 6:00 p.m. at the Board of Selectmen’s Regular Meeting on May 30, 2018 to solicit public comment regarding the proposed adoption of the Stormwater Connection Ordinance as presented. Ms. Cook seconded the motion. All were in favor and the motion passed.

d) Proposed Public Gathering Permits for 2018 Events

Mr. Wellman said these are all annual events that have been approved in the past.

Ms. Cook made a motion, effective May 14, 2018, to approve the public gathering applications as presented for the Simsbury Police Union’s Cruisin with Cops Car and Bike Show and the Connecticut Children’s Medical Center Foundation’s Vie for the Kids Ethel Walker Trial Run, and to authorize issuance of those public gathering permits. Mr. Kelly seconded the motion. All were in favor and the motion passed.

Mr. Paine made a motion, effective May 14, 2018, to approve the public gathering application as presented for the Gifts of Love Farm to Table Dinners and to authorize Issuance of the public gathering permit contingent upon the event sponsors receiving final approvals from the Zoning Commission to serve liquor and the Farming Valley Health District to serve food. Ms. Cook seconded the motion. All were in favor and the motion passed.

e) Proposed Simsbury Meadows Performing Arts Center (SMPAC) Sign Structure Donations

Missy Dinunno, Executive Director of the SMPAC showed the Board what the signs looked like and where they were going. They feel the signs will better market the facility and their events.

Ms. Cook made a motion, effective May 14, 2018 to accept the four sign structure donations from the Simsbury Performing Arts Center as presented. Mr. Kelly seconded the motion. All were in favor and the motion passed.

f) Request for Temporary Liquor Permit Fee Waiver for Burgers on the Bridge Event

Mr. Wellman said the Town doesn't have a fee waiver policy in place. However, from time to time the Town has granted fee waivers to non-profit organizations.

Mr. Kelly made a motion, effective May 14, 2018 to approve a temporary liquor permit fee waiver for the Old Drake Hill Flower Bridge in the amount of \$290 for the 2018 Burgers on the Bridge fundraising event. Mr. Paine seconded the motion. All were in favor and the motion passed.

g) Neighborhood Assistance Act Program Proposals

Mr. Wellman said the Town announced that the 2018 Neighborhood Assistance Act applications were available to tax-exempt organizations. This program provides a tax credit to businesses that make cash investments in qualifying community programs conducted by tax-exempt or municipal agencies. We received two applications. A Public Hearing is required before approving those applications.

Mr. Paine made a motion to schedule a Public Hearing at 6:05 p.m. at the Board of Selectmen's regular meeting on May 30, 2018 to solicit public comment regarding potential program applications to the Neighborhood Assistance Act Program. Ms. Cook seconded the motion. All were in favor and the motion passed.

h) Town Manager Performance Review Process and Goals

Mr. Kelly gave a PowerPoint presentation on the initial proposals and goals for the Town Manager. He said they are looking for structuring, scheduling of the review and what the goals are. They discussed design values, the performance review process and instrument.

Mr. Kelly said the Committee also discussed the frequency of the reviews and ratings. He discussed an annual subscription to Survey Monkey, which is used to administer the performance evaluation instrument.

After discussion, Mr. Kelly made a motion, effective May 14, 2018, to adopt the Town Manager's Goals for February 2018-June 2019 as presented. Ms. Cook seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Library Building Committee Resignation and Proposed Appointment

Mr. Paine made a motion to accept the resignation of Bridgett Herzog as a member of the Library Building Committee retroactive to April 4 2018 with our thanks. Ms. Cook seconded the motion. All were in favor and the motion passed.

Mr. Kelly made a motion, effective May 14, 2018, to appoint Tolly Zonenberg as a member of the Library Building Committee. Ms. Cook seconded the motion. All were in favor and the motion passed.

b) Proposed Appointments to the Technology Task Force

Mr. Kelly made a motion, effective May 14, 2018, to appoint Evan Marks (U), Dennis Kearns (R), and Liz Peterson (R) as regular members of the Technology Task Force with terms expiring December 2, 2019. Mr. Paine seconded the motion. All were in favor and the motion passed.

REVIEW OF MINUTES

a) Regular Meeting of April 23, 2018

There were no changes to the Regular Meeting Minutes of April 23, 2018, and, therefore, the minutes were adopted.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) **Personnel** – no report at this time.
- b) **Finance** – no report at this time.
- c) **Welfare** – no report at this time.
- d) **Public Safety** – no report at this time.
- e) **Board of Education** – no report at this time.

Mr. Paine said the Juvenile Review Board met this morning. There might be two upcoming openings, which will be brought to the Board of Selectmen for approval.

Ms. Cook said Community for Care had a successful book discussion last week, which was thoughtful and informative.

Mr. Wellman said the Tourism Committee is working on their vision document with specific things that they can do within the next two years to promote tourism.

COMMUNICATIONS

a) Results of Local Referendum May 1, 2018

No discussion at this time.

b) Letter re: Memorial Day Parade Information, dated April 23, 2018

No discussion at this time.

c) Memo re: “Carry In, Carry Out” Policy, dated May 10, 2018

There was some discussion on the “Carry In, Carry Out” Policy and how it doesn’t always work. Mr. Wellman does feel that they should follow the policy for now and do more advertising of this policy so people know what they need to do when going to the different parks.

Mr. Wellman talked about the May 1st referendum, which had a higher turnout than last year. He has been thinking of a more formal communication plan to better get the word out about the budget.

ADJOURN TO EXECUTIVE SESSION

a) Pursuant to CGS §1-200(6)(B) concerning Pending Claims and Litigation – Deepwater Wind Appeal, Petition 1313

Mr. Paine made a motion to adjourn to Executive Session pursuant to CGS §1-200(6)(B) concerning pending claims and litigation – Deepwater Wind Appeal, Petition 1313 and to include Town Manager Maria Capriola, Deputy Town Manager Melissa Appleby, Jesse Langer, and Assistant Planner Mike Glidden in the meeting at 7:32 p.m. Ms. Cook seconded the motion. All were in favor and the motion passed.

ADJOURN FROM EXECUTIVE SESSION

Mr. Kelly made a motion to adjourn from Executive Session. Mr. Paine seconded the motion and it passed unanimously. Executive Session adjourned at 7:46 pm.

ADJOURN

Mr. Peterson made a motion to adjourn the meeting. Mr. Paine seconded the motion and it passed unanimously. The meeting adjourned at 7:46 pm.

Respectfully submitted,
Kathi Radocchio
Clerk