

Town of Southbury  
Board of Selectmen  
March 21, 2019  
Regular Meeting Minutes  
Room 205, Southbury Town Hall, 7 pm

**Present**

Jeff Manville, First Selectman  
George Bertram, Selectman  
Justin Bette, Selectman  
Mike Rosen, Selectman  
Jennifer Naylor, Selectman  
Jason Buchsbaum, Selectman

**Also Present**

Lynn Dwyer, Town Clerk  
Arthur O'Neill, State Representative  
Noreen Thompson, Office Manager  
Sgt. Brian Van Ness  
Steven Houle, Police Officer Candidate  
Interested Citizens  
Members of the Press

**Call to order**

First Selectman Manville called the regular meeting of the Board of Selectmen to order at 7 pm in room 205 of the Southbury Town Hall.

**Pledge of Allegiance**

All joined in reciting the Pledge of Allegiance.  
First Selectman Manville asked that the agenda be adjusted to have executive session immediately following public comment.

**Selectman Naylor moved to adjust the agenda to have executive session immediately following public comment, Selectman Bette seconded and all were in favor. Motion carries.**

**Police Appointment**

**Selectman Buchsbaum moved, Selectman Bette seconded and it is unanimously RESOLVED, that the Southbury Board of Selectmen, upon the recommendation of Cpl. Chris Grillo, hereby hires Steven Houle as a Southbury Police Officer, effective April 4, 2019. Motion carries.**

Mrs. Dwyer administered the oath to Mr. Houle. All joined in congratulating him.

### **Public Comment**

Mr. Ron Brandes of 222 Oak Tree Hill Road explained that he is part of the 5<sup>th</sup> district citizen climate lobby. He went on to detail the goals of this group.

Dr. Ruby O'Neill of 617 Bucks Hill Road spoke about the letter she submitted to the Board via email. The letter states that the First Selectman has spoken anti-Semitic comments to her, this is a problem and she asks that the letter be made a part of the record.

Mr. Chuck Litty of 67 Fox Run Drive spoke of sustainable energy communities. He hopes that the town considers climate change and what can be done to assist in combatting this. He offered his help to the town in this process.

Mr. Ed Edelson of 609B Heritage Village complimented Dr. O'Neill for the letter she distributed. The Board has a decision to make and he hopes they will take a stand.

**Selectman Bette moved, Selectman Bertram seconded to enter executive session at 7:20 pm for the purpose of discussing written legal advice as it relates to issues of motor vehicle fuels tax and workers compensation coverage.**

Selectman Buchsbaum asked that in the future if executive session is needed in the middle of the meeting that the Board meets earlier to avoid making the public wait.

**The vote was called and all were in favor. Motion carries.**

The board reconvened at 7:22 pm. Selectman Buchsbaum stated that the motion to enter executive session did not give the public a clear picture of what executive session was called for.

**Selectman Buchsbaum moved to amend the motion to enter executive session to state; Discussion of written legal advice as it relates to issues of motor vehicle fuels tax and workers compensation coverage as it relates to Southbury Ambulance Association and Heritage Village Ambulance Association and as it relates to their access to the town fueling station. Selectman Rosen seconded and all were in favor. Motion carries.**

**Selectmen Buchsbaum moved to enter executive session for the reasons stated above, Selectman Rosen seconded and all were in favor. Motion carries.**

**Executive session ended at 7:43 and the regular meeting resumed.**

### **Announcements and Correspondence**

1. IPOC minutes from March 4, 2019 meeting

## **Reports**

All reports are available on the town website.

1. Animal Control
2. Building Department
3. Fire Department
4. Fire Marshal
5. Library
6. Parks and Recreation
7. Discount Prescriptions
8. Public Works Iworqs
9. Senior Services
10. Website

## **Consent Agenda**

**Selectman Buchsbaum moved to accept the consent agenda, Selectman Rosen seconded and all were in favor. Motion carries.**

Resignations/Appointments

**RESOLVED, that the Southbury Board of Selectmen hereby accepts the resignation of Erika Ketchum as the Zoning Secretary, effective March 27, 2019.**

**RESOLVED, that the Southbury Board of Selectmen, upon the recommendation of the Planning Commission, hereby appoints Alexandra Gittines as the Planning Commission representative on the Committee to Study Town Owned Properties.**

**RESOLVED, that the Southbury Board of Selectmen hereby acknowledges the resignation of Catherine P. De Carli as an alternate member of the South Britain Historic District, effective March 11, 2019.**

**RESOLVED, that the Southbury Board of Selectmen hereby reappoints Dwight Jensen as a member of the South Britain Historic District, for a term to expire on January 15, 2024.**

**RESOLVED, that the Southbury Board of Selectmen hereby acknowledges the resignation of Steve Trinkaus as a member of the Water Pollution Control Authority, effective March 11, 2019.**

**RESOLVED, that the Southbury Board of Selectmen, upon the recommendation of the Republican Town Committee, hereby appoints Mark A. R. Cooper of Roxbury Road as a member of the Water Pollution Control Authority, for a term to expire on January 15, 2021.**

Refunds

**RESOLVED, that the Southbury Board of Selectmen, upon the recommendation of the Tax Collector and in accordance with State**

**Statute 12-129, hereby approves the refunds for a total amount of \$5,507.01.**

Job Description – Zoning Secretary  
**See attached.**

### **Minutes**

1. February 28, 2019 budget meeting
2. March 6, 2019 budget meeting
3. March 7, 2019 regular meeting

**Selectman Naylor moved, Selectman Bertram seconded and it unanimously resolved to approve the minutes of February 28, March 6, and March 7 as written. Motion carries.**

### **Unfinished Business**

#### **1. EMS Committee**

Selectman Rosen reported that a first draft of an EMS Committee/Commission is nearly complete but a final recommendation will not be ready until the next meeting. Each of the services, currently serving on the EMS Committee will be sent a draft and a meeting held prior to a final recommendation.

#### **2. H R Contract**

Selectman Buchsbaum asked for clarification on the extent to which the HR Consultant will be doing a salary study and policy manual. These two items, which appear in the RFP and the response are in the budget for next year and should be addressed if in fact they are included in the proposal by the HR Consultant. First Selectman Manville will clarify.

**Selectman Buchsbaum moved to approve the HR Consulting agreement with Human Resources Consulting Group as presented, Selectman Naylor seconded and all were in favor. Motion carries.**

### **First Selectman's Report**

First Selectman Manville reported that a meeting took place with regard to the bridge replacement on East Flat Hill Road. The road will be closed for a period of time in the Spring and Parks and Rec and the soccer club will be notified.

Mr. McLiverty, Director of Finance at Region 15 has resigned.

Historic Tree Restoration Committee has proposed replacement of the tree that the town uses for the annual tree lighting ceremony. The location is on Region 15 land, and First Selectman Manville will contact the Chairman.

Selectman Rosen asked if there were an updates on LOF. No news at this time reported First Selectman Manville.

Selectman Buchsbaum asked about the tree cutting violation on Kuhne Road. First Selectman Manville stated that it is still being pursued through legal channels.

### **Reports from Liaisons**

**Selectman Bertram – Road Study Committee, IT Committee,  
Region #15 space needs study, tax abatement subcommittee**

Tax Abatement continues to work and should have a presentation for the Board of Finance soon.

**Selectman Bette – Economic Development Commission, IPOC, Committee to study town owned property**

EDC met last night. Applications are being reviewed for the new EDC director. The committee to study town owned property meets next Tuesday.

**Selectman Buchsbaum – LEPC, Library**

No meetings.

**Selectman Naylor – Planning Commission, Strategic Plan Commission**

Strategic Plan Commission met and discussed process implementation. They would like the First Selectman to attend the meeting in May.

Planning met and discussed several items including; Hine Brothers new signage, Stop and Shop plaza revitalization, and a new septic treatment building at ShopRite. They are also researching guardrail options.

**Selectman Rosen – P & R Commission, EMS, Region 15**

Parks and Rec meets next week. Interviews for a new director are scheduled for next week.

Region 15 will have budget workshops for the public March 25 and 27.

**There being no further business, Selectman Rosen moved to adjourn at 8:05 pm, Selectman Bertram seconded and all were in favor. Motion carries.**

Respectfully Submitted,

*Betsy Rosa*

Southbury Board of Selectmen:

You are receiving this letter because of concerns I have about an ongoing course of conduct.

Southbury needs leaders we can trust. With rising anti-Semitism, we cannot trust those who might harbor anti-Semitism, ill-will, or who address petty discontents politically. Unfortunately, Jeff Manville's words and actions, during the years he was as an elected official and now as First Selectman, strongly suggest such, in my opinion.

At a Town Hall meeting during Jeff Manville's campaign against Ed Edelson, the two had tense exchanges about Manville's attacks on Edelson's B&B, including comments that Manville employed Nazi-like tactics. After the meeting, my husband and I were on the town hall steps and Jeff Manville said to us, "People in Europe helped Jews during the war, my ancestors in Sweden probably helped, so Edelson better think twice before he pulls the 'Jew Card.'" The "Jew Card"? Utterances like that don't come from a good place. Unsubstantiated claims about what one's ancestors may or may not have done do not grant license to make such comments; nothing grants license to make such comments.

Such words yield no good and are the tips of a poisoned arrow.

During Edelson's first term, Jeff Manville was on the SRTC. During a campaign discussion, an audience member shouted, "Edelson's a Jew!" I said, "Hey, you can't, don't say that!" Manville didn't condemn the outburst, neither did other SRTC "leaders." Sadly, shortly thereafter, the only Jewish member of the Southbury Republican Town Committee resigned.

When other municipalities faced anti-Semitic/racist acts, leaders responded swiftly and publicly. When I reported anti-Semitic/racist graffiti in Southbury not too long ago, first selectman Manville's response was sluggish and muted, nor do I recall a published statement from the office of the first selectman. After the Pittsburgh Tree of Life Synagogue Massacre in Oct. 2018, he did not take the lead in issuing or publishing a statement from the office of the first selectman or addressing how the town could be supportive.

Consider that during his first campaign for first selectman, Jeff Manville wanted me to help him publicly humiliate his opponent's volunteer who had disabilities, insisting on "exposing this is the type of person working for Democrats." I refused, insisting, "No. It's cruel. You'll be perceived as a bully." I thought the matter ended. Not too long ago, I learned it actually did happen, devastating the person involved. A cruel scoring for political points.

Laser-focused retaliation, during his campaign and continuing as first selectman, is a concern and raises questions about the quality and focus of the leadership of our town. To my husband and me, Jeff Manville constantly spoke about making Ed Edelson "...sorry for what he tried to do to my brother" and "...don't mess with my family." He also stated to a news reporter at the time that he was "mostly upset" his brother was questioned by Edelson. According to the newspaper, he "admitted his [B&B] complaint was a political attack against the Democratic first selectman..." He went so far as to criticize our town attorney, Jeff Tinley, for his handling of the B&B matter and asked me several times if there was anything that could be done to have Atty. Tinley removed, even though the consensus was that Attorney Tinley served Southbury well.

I quit Manville's campaign for the foregoing and other reasons too numerous for this letter.

My concerns reemerged when I attended or viewed videos of BOS meetings and observed debates about the Southbury Ambulance Association. Note that the 3-7-2019 BOS meeting video on the town website documents Jeff Manville obviously, desperately, and nonsensically attempting to obstruct SAA service expansion in our community. Why such a laser-focused attack? Why, at prior meetings, were unfounded disparaging comments made about SAA?

It was outside the bounds of acceptable behavior for the first selectman that when *some* board members challenged his position and logically rebutted his statements, he disparaged their intentions, integrity, and compassion and implied that they don't care about all the constituents they serve.

I've been trying to understand the underlying reasons why the first selectman has such a strong objection, apparent animosity, toward the Southbury Ambulance Association; first their effort to expand into paramedic work and later over their effort to assume control over the territory being relinquished by the Southbury Training School. Utterly puzzled after attending BOS meetings, watching BOS meeting videos, reading the articles in the newspapers, I've been thinking about this and trying to understand why the first selectman has worked so hard to sabotage the efforts of SAA. And then it finally occurred to me - several members of the ambulance corps, including key members, are Jewish. And I remembered the prior occasions when Jeff Manville, who was then an elected official and is now first selectman, expressed views I found deeply disturbing.

Southbury has a swamp that needs to be drained. We can and should do better. I realize it is difficult to know what's inside a person's head; however, spoken words and actions provide a window. Anti-Semitism isn't just about people loudly shouting Anti-Semitic slogans from the rooftops; it can be more subtle and insidious, much more difficult to detect because it's not as overt as those who "live out loud" with their bigotry; it can be a quieter type of bigotry.

I was advised to make my concerns political and raise them at the Republican Caucus, but this isn't about politics, this is about people, about our community, regardless of party affiliation. My continued hope is that Southbury's Board of Selectmen, now and in the future, will protect our community.

*Sincerely,*

***Dr. RUBY CORBY O'NEILL***

Dr. Ruby Corby O'Neill  
Southbury, CT

Full disclosure: Dr. Ruby Corby O'Neill is married to State Representative, Arthur J. O'Neill (R-69).

*"Watch your thoughts, they become words. Watch your words, they become actions. Watch your actions, they become habits. Watch your habits, they become your character. Watch your character, it becomes your destiny." Lao Tzu*

## **TOWN OF SOUTHBURY**

## **POSITION DESCRIPTION FULL/PART TIME NON-EXEMPT**

Department: Land Use	Incumbent:	Title: Land Use / Zoning Secretary
Date: SBOS Approved 09/07/06; 02/15/18	Vacant	Grade: 6

### **Primary Accountabilities**

The purposes of this position are to provide clerical, technical and administrative assistance for the Land Use Enforcement Officer/ ZEO including preparing agendas and packets for the Zoning Commission and Zoning Board of Appeals (ZBA). The work involves attention to details to maintain accurate records of land use applications; answering customer's basic technical questions; managing the office and recording all fees.

### **Reports To**

Land Use Administrator and direction from Land Use Enforcement Officer.

### **Consults With**

General public and representatives of other departments.

### **Supervises**

No one.

### **Duties and Responsibilities**

Provides information, takes messages and information as needed; maintain the Zoning Commission and ZBA calendars; checks GIS software for correct zoning, setbacks, wetlands and address; assists customers with simple zoning and inland wetlands questions; assists customers with information about commission meetings; assist customers with completing appropriate applications, stamp applications as received and collect appropriate fees, maintains excel sheet of applications and permits and timelines.

Receives applications for monthly meetings/public hearings for Zoning Commission or ZBA and insures completeness and sign offs are ready for meeting.

Prepare correspondence for the Land Use Enforcement Officer and Commission Chairs as directed related to application approvals or conditions. With specific correspondence about zoning violations, letters to abutters related to zoning issues, and zoning sign permits.

Prepares and posts legal notices about Zoning Commission and ZBA meetings; ~~assist with~~ **prepares** ~~ation of~~ agendas and packets for meetings, attend meetings, take notes and prepare minutes, edit and post monthly meeting minutes.

Prepares and maintains voting records of all meetings and insures they are posted properly under the Freedom of Information Rules on website and with Town Clerk; maintains records related to all



commission meetings so they can be reviewed by the Town Attorney for lawsuits as needed; handles disposal of record as required.

Prepare special reports and statistics as requested.

Process all invoices for the Land Use Administrator's approval. Maintain files of budget accounts, monies spent/available throughout the fiscal year, including copies of invoices, assist with budget preparation.

Collects and track fees collected and prepares deposit slips for Finance for various permits and land use processes.

Receives various performance bonds; maintains record of bonds being held by Finance; processes release of bonds as required.

Order/purchase/maintain office supplies, process mail, handle filing for office.

Conducts all work in a safe manner and all work safety practices are followed.

Provides back up in all land use boards and commissions to improve customer services, can handle minutes and agendas and packets of Planning Commission, Inland Wetlands Commission as well as receive applications and fees and bonds as appropriate.

Assist all applicants with land use questions if unable to answer then determine who can assist with problem solving to promote a team effort to assist applicants with their project within the regulations on behalf of the Town's interest.

Consistent on-site office and on-time attendance is essential for this position.

### **Other Functions**

Performs other related work as required. **Primary responsibility is to the Zoning Department, but may be utilized in various offices of Town Hall upon direction of First Selectman or his designee.**

### **Required Knowledge, Skills and Abilities**

Some knowledge of land use regulations, statutes and procedures and ability to learn;

Knowledge of and ability to read and understand general municipal land-use procedures and policies, and Zoning Statutes and regulations.

Good working knowledge of business English and arithmetic, bookkeeping techniques, office operations and procedures.

Ability to make computations, tabulations and word process with speed and accuracy. Ability to follow oral and written instructions as well as being able to compose routine letters and memoranda. .

Ability to receive guidance and supervision; follow work rules, work procedures; meet deadlines, punctuality and attendance standards, etc.

Ability to establish and maintain satisfactory working relationships with other employees and with the general public.

Ability to be comfortable with large volume of applications, clients, etc. Ability to multi-task.

### **Required Equipment Operations**

Ability to operate standard office equipment including but not limited to telephone, copy machine, typewriter, personal and various word processing and spreadsheet software programs, including GIS programs.

### **Required Physical Effort**

Sitting at a desk or standing at an assigned location and working continuously for extended periods of time utilizing various office equipment. Lifting and carrying up to 20 pounds of supplies, equipment, permit plans and files without assistance..

### **Required Qualifications (Minimum)**

Graduation from high school plus one year of business school and two years of related experience or equivalent combination of education and experience. Specialized courses relating to land use, planning, zoning enforcement, GIS experience a plus.