

Subject to Approval

Town of Southbury
Board of Selectmen
Regular Meeting Minutes
March 21, 2024
Room 205, Southbury Town Hall, 7 pm

Present

Jeff Manville, First Selectman
Justin Bette, Selectman
Jason Buchsbaum, Selectman
Holly Sullivan, Selectman (via Teams)
Greg Kuehn, Selectman
Tim O'Neil, Selectman

Also Present

Public

First Selectman Manville called the regular meeting of the Board of Selectmen to order at 7:03 pm in room 205 of the Southbury Town Hall.
All joined in reciting the Pledge of Allegiance.

Public Comment

Ms. Katie Richards of Bethel CT spoke again about the safety issues at the Larkin Bridle Trail crossing on Rte. 67. She asked the board to send a request to the State to add lights to the crossing.

Mr. Ed Edelson of 609B Heritage Village spoke about his support for affordable housing in town and his support for changing the wording of the special act pertaining to the property at the training school. Although it is probably too late for this legislative session, he will make this a high priority if he is elected in November.

Ms. Isabell Burk of 767B Heritage Village asked the board of selectmen to support affordable housing in town.

Mr. Richard Boritz of 401A Heritage Village spoke about how important affordable housing is.

Ms. Marshall of 205 Luther Drive spoke in support of more affordable housing in town.

Ms. Kathy Gall of 765B Heritage Village spoke in favor of affordable housing at the training school.

Ms. Tonnessen of 466 South Flat Hill Road expressed concern about River Road. She would like to see the engineering reports.

Ms. Flint of 262B Heritage Village spoke in favor of affordable housing.

Ms. Susan Nardella of 390 Roxbury Road spoke in support of affordable housing.

Mr. Harvey Pessin of 691B Cedar Circle spoke in favor of affordable housing.

Ms. Barbara Granton of 308 North Georges Hill Road spoke about the need for more affordable housing in town.

Ms. Stevie Granton of 308 Georges Hill Road spoke about all of the reasons more affordable housing is needed in Southbury.

Mr. John Diehl of 928B Heritage Village spoke about the urgent need for more affordable housing. He asked that the board prioritize meaningful change.

Reports

Animal Control

Building Department

Fire Marshal

Library

Consent Agenda

Selectman Buchsbaum moved to approve the consent agenda as presented, Selectman Kuehn seconded and all were in favor. Motion carried.

Refunds

RESOLVED, that the Southbury Board of Selectmen, upon the recommendation of the Tax Office and in accordance with State Statute 12-129, hereby approves the attached refunds for a total amount of \$5,774.23.

Resignations/Appointments

RESOLVED, that the Southbury Board of Selectmen, upon the recommendation of the interview committee, First Selectman and the Finance & Human Resources Administrator, hereby approves hiring Ryann Bryant for the Floater position.

RESOLVED, that the Southbury Board of Selectmen, upon the recommendation of the First Selectman and Sgt. Anthony Armeno, hereby approves hiring Amy Radzunas as a full time Emergency Dispatcher, effective on or after March 22, 2024.

Job Description – Public Works Office Manager

RESOLVED, that the Southbury Board of Selectmen, hereby approves the attached job description for the Public Works Office Manager.

Minutes

March 7, 2024 regular meeting

Selectman O’Neil moved to approve the minutes as presented, Selectman Sullivan seconded and all were in favor. Motion carried.

Unfinished Business

Charter Revision Commission

The timeline for Charter revision was discussed. The town will put out a press release asking for volunteers to serve. Selectman Buchsbaum advised that some of the proposed dates may have to be changed in order to be sure we leave enough time to get the work completed and approved. It was agreed that formally passing a resolution establishing a commission would be postponed until after a press release asking for volunteers is sent out. There is a 30 day deadline from formation, to populate the commission, therefore this will be done at a future meeting.

Police Chief Hiring Process

The board discussed all of the details that go into hiring a Chief. The job description was briefly reviewed, no issues noted.

Selectman Buchsbaum moved to approve the job description as attached, Selectman O'Neil seconded and all were in favor. Motion carried.

The MOU with the State Police was reviewed and discussed.

Selectman Kuehn moved to approve the attached MOU, Selectman Bette seconded.

Discussion followed about various aspects of the MOU. The July 1 date for hiring was discussed. First Selectman Manville explained that he wants to be sure this is done correctly therefore, while the July 1 date is a target, if it takes until August, then that's what it is. The overlap of the Chief and Resident Trooper was discussed. There are some questions that need to be answered before this can move forward.

Selectman Buchsbaum moved to postpone the MOU to a future meeting, Selectman Bette seconded and all were in favor. Motion carried.

The Chiefs of Police agreement was reviewed. First Selectman Manville explained that his biggest concern with this agreement is that the town would be committed to hiring the recommendation from the Chiefs. He would like the town to have the ultimate say in who is hired. The pros and cons of this agreement were discussed. The hiring process moving forward was reviewed. Board members agreed that the process will depend somewhat on the number of applications that are received. Selectman Kuehn expressed concern that all of the board members will not have to opportunity to see all of the applications. Selectman Buchsbaum commented that there may be a change to the process depending how many applications are received. If there is a large number of applicants, a screening process will be needed. Board members are able to request all applications if they wish. Selectman Buchsbaum suggested that the town reach out to the prospective committee members to see if they are even available to participate. He also wants to be sure there are law enforcement professionals involved in this process. First Selectman Manville asked if any board members want to move forward with the Chiefs of Police contract and there were no comments in favor. The job posting was briefly discussed.

Selectman Buchsbaum moved to approve the attached job posting, Selectman Bette seconded and all were in favor. Motion carried.

The testing indicated in the hiring process was clarified.

Selectman Kuehn moved to add to the agenda under new business, discussion regarding the Rte. 67 & 188 bridle trail crossings, Selectman O'Neil seconded and all were in favor. Motion carried.

New Business **Hutter property**

The street name in the original published resolution was incorrect so the board amended it to read Old Woodbury Road. Mr. Joe Ruggiero of the land trust explained that this property ties in with other land trust property and will be a big asset to the town.

Selectman Buchsbaum moved, Selectman Bette seconded and it is unanimously RESOLVED, that the Southbury Board of Selectmen, hereby accepts by quitclaim deed to the Town from Michael A. Hutter and Jane J. Hutter, the owners, property known as 453 Old Woodbury Rd. in payment of the past due real estate taxes, fees, costs and interest owed to the Town on said property.

BE IT FURTHER RESOLVED, that the Board of Selectmen hereby approves donating, gifting and transferring by quitclaim deed, the property known as 453 Old Woodbury Rd., to the Southbury Land Trust (to be held by the Southbury Land Trust and used by them for public use and access to other adjacent lands owned by Southbury Land Trust land). Motion carried.

Affordable Housing Special Act Revision

The board discussed, at length, the proposed change to the wording of the special act that refers to the property at the training school which was originally intended as low income housing for the elderly. First Selectman Manville reiterated that the board and the town need to know what the impact to the schools may be, as well as the impact on services. This information must be communicated with the citizens so that a thoughtful decision can be made. Additionally, the environmental cleanup at the property is expected to be very costly. Selectman Sullivan expressed her concern with this project. She explained that there will be no preference given to Southbury residents nor would this project generate any tax revenue. Selectman Bette asked that the town get as much information from the Pierce Hollow folks as possible. Selectman O'Neil is in favor of requesting the change to multi-generational affordable housing. Selectman Bette stated that the town approved Traditions which is just next door to this proposed site and that complex has two hundred, three and four bedroom homes, the town didn't do a study on impact. First Selectman Manville replied that that complex was put in under court order and they also pay taxes which makes it different from the proposed affordable housing. Selectman Buchsbaum cautioned that the change requested is not that simple, there is another part of the Statute that would need to be changed. He wants everyone to read public act 16-1, which may inform any decisions that are made. Additionally, what makes this different than other developments in town is that this would be town owned property and a town project, which calls for public input. He does not believe that this board should be amending legislation without having all of the necessary information and input from our citizens. Selectman Kuehn took a moment to express his displeasure with the people in the audience disrupting the board's discussion. He stated that the board listens carefully to those making public comment and he expects the same when the board is in discussion.

First Selectman Manville moved to postpone discussion on the special act revision to a future meeting, Selectman Kuehn seconded and the vote was five in favor, one against. (O'Neil against) Motion carried.

Rte. 67 crossing

First Selectman Manville explained that he has spoken with DEEP/the State regarding this crossing. He has asked that they fix the sight line issues in order to make the crossing safer before installing lights. He is also concerned that lights will give a false sense of security to those trying to cross. After some discussion it was agreed that First Selectman Manville will contact DEEP/DOT to see what can be done to correct the problems at the crossing on Rte. 67 and Rte. 188.

First Selectman's Report

See attached for First Selectman Manville’s report.

Reports from Liaisons

Selectman Bette – Economic Development Commission, IPOC, Strategic Plan Commission, Pool Oversight Committee

Selectman Bette reported that EDC met and discussed several new businesses in town. Senor Panchos is celebrating their 35th anniversary tomorrow.

Strategic Planning met and they would like to come before the board of selectmen to discuss what they have accomplished and what is next.

Selectman Buchsbaum – Library Board, LEPC, EMS Committee

Selectman Buchsbaum reported that the Library received a bequest that they have placed with the Connecticut Community Foundation. They are having an open house on May 18th.

Selectman Kuehn – Senior Commission, IT Steering Committee, Energy Task Force

Selectman Kuehn reported that the senior service commission has a new slate of officers. They are discussing the role of the commission among other things.

Selectman O’Neil – Community Relations Task Force, Conservation Commission, Parks and Recreation Commission

Selectman O’Neil reported that parks and rec is holding the spring extravaganza this weekend and they are looking for volunteers to help out. All those attending the event are asked to bring a donation for the Southbury Food Bank.

Selectman Sullivan – Region #15

Selectman Sullivan reported that the BOE met and discussed the budget as well as the production of Wonka at the high school. The new tennis courts have been started as did the new storage shed at the football field. The pool is on track for replacement.

There being no further business and without objection the meeting adjourned at 9:06 pm.

Betsy Rosa

SUBJECT TO APPROVAL

BOARD OF SELECTMEN

March 21, 2024

**RESOLVED, that the Southbury Board of Selectmen,
hereby approves the attached job description for the
Public Works Office Manager.**

TOWN OF SOUTHBURY

POSITION DESCRIPTION

Department: Highway	Incumbent:	Title: Office Manager
BOS Adoption Date:	Vacant	Grade:

Primary Accountabilities

Performs high-level administrative duties in the Public Works Department requiring an advanced level of accountability, problem solving and interpersonal skills. Facilitates the department's daily operations through performance of a variety of duties including assisting in administration of the department operating and capital budgets and acting as a liaison to other departments, boards, and commissions.

Reports To

Public Works Director

Consults With

Town agencies and staff, the general public, contractors, consultants, and other governmental agencies.

Directly Supervises

Duties and Responsibilities

Performs administrative duties for the Public Works Department; serves as a liaison between the department and Town staff; coordinates department activities with other municipal departments, outside agencies, private sector contractors and the general public.

Composes correspondence which may include technical terminology using knowledge of departmental procedures; independently responds to letters and correspondence of a routine nature. Assists in preparing press releases, public notices and other communications.

Designs office filing systems; assembles, organizes and maintains responsibility for office files, records and documents; creates and updates department procedure manuals and forms.

Manages department schedules by coordinating meetings with Town staff, outside agencies, private sector contractors, board and commission members and the general public.

Manages and tracks department invoices, working with the Finance Office to keep department records accurate and communicating with vendors regarding discrepancies.

Monitors and tracks the administration of the department operating, capital and infrastructure budgets.

Receives and screens inquiries and complaints from the public by phone, in person, and online; provides information, exercising discretion that requires an understanding of departmental policies and procedures; records and forwards inquiries and complaints to the appropriate authorities; follows up on calls and work requests.

Communicates with board and commission members; arranges and attends meetings of boards and commissions; researches, assembles and distributes meeting materials (agendas, charts, graphs, reports); records and transcribes meeting minutes.

Other Functions

Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Thorough knowledge of office administration and bookkeeping procedures.

Knowledge of the organization and operations of municipal government and Public Works functions.

Skill in communicating tactfully with the public and courteously answering questions in-person and via phone and email.

Knowledge of Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook; ability to learn new software programs efficiently.

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

Skill in oral and written communication and ability to multitask and learn new tasks efficiently.

Ability to follow oral and written instructions.

Required Equipment Operations

Ability to operate standard office equipment such as telephone, computer and copier.

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, and/or files without assistance.

Required Qualifications (Minimum)

Associate's degree in business, communications or another related field and three to five years of administrative experience. Equivalent combinations of education and experience may be considered.

Needed:

1. Job Description
2. Job Posting
3. Testing
 - a. CPCA
 - b. South Central Testing
4. MOU
5. Approval of the above from Board of Selectman.
6. Police Chief Contract and approval from Board of Selectman
7. A solid date for the transition to occur, work backward for steps to make that happen.

Hiring Process For Police Chief:

1) CPCA Contract

or

2) Internal Hiring Process

a. HR does initial screening of applications. Narrows down applications to 10.

1. Finance Director
2. Finance & Human Resources Administrator
3. Southbury Human Resources Attorney

b. Form an Internal Selection Committee to narrow applicants down to 5.

1. First Selectman
2. Democratic Selectman
3. Finance Director
4. Finance & Human Resources Administrator
5. Member of Police Services Study Committee: Possible ask to Jon Norris
6. Current Police Chief
 - Redding Police Chief agreed to be on the interview committee: Chief Mark O'Donnell, interviewed by and provided information to the Police Services Study Committee for the Independent Police Department Study.
7. Current Police Chief
 - Possible ask to: Naugatuck Chief of Police: Chief McAllister, Advisor, and Non-voting Member of the Police Services Study Committee

8. Representative from Heritage Village: Possible ask to Former Police Chief Bill McKenna

c. Board of Selectman interviews the 5 candidates and hires Chief.

TOWN OF SOUTHBURY

POSITION DESCRIPTION FULL TIME EXEMPT

Department: Police	Incumbent:	Title: Chief of Police
Date: BOS Approved	Vacant	Grade:

Primary Accountabilities

Coordinates and directs all activities and operations of the Southbury Police Department. Responsible for the overall protection of lives and property in the Town of Southbury through the supervision of all police functions. The Chief of Police will provide leadership and guidance for the preservation of public peace, prevention of crime, apprehension of criminals and regulation of traffic in accordance with the Laws of the State and Ordinances of the Town.

Reports To

Reports to the Board of Selectmen with daily supervision by the First Selectman.

Consults With

Consults with boards and commissions, Town department heads, public officials, members of the public and federal, state and local officials and agencies.

Supervises Directly

The Chief of Police supervises all personnel assigned to the Southbury Police and Dispatch Departments.

Duties and Responsibilities

- Plans and directs the operations of the department including training and management of personnel, patrolling of public areas, the arrest of law violators, the investigation of incidents and law violations and the maintenance of police records.
- Develops, plans and implements department goals and objectives and recommends and administers policies and procedures.
- Maintains processes for internal investigations and provides corrective action as necessary.
- Evaluates and administers police programs such as crime prevention, criminal arrest and prosecution, juvenile assistance and traffic management.
- Responsible for all financial management of the police department including the preparation of the annual departmental operating budget, department capital funds and any related departmental projects.
- Recruits, trains and evaluates personnel, provides staff training and ensures discipline is implemented and/or recommended in accordance with any collective bargaining agreement, town policy, charter or ordinance.
- Coordinates police activities with Town departments, other municipalities and state and federal agencies.

- Provides assistance to the First Selectman and Board of Selectmen and prepares and presents reports and other correspondence.
- Demonstrates effective performance through clear, concise communication, collaboration, proper allocation and utilization of resources, sound decision-making and personal accountability and responsibility.

Required Knowledge, Skills and Abilities

- Thorough knowledge of public safety and security. This includes knowledge of rules and regulations for the protection of people, data and property, including the use of weapons and force.
- Thorough knowledge of laws, penal codes, court procedures, precedents, government regulations, executive orders, agency rules and the criminal justice system
- Knowledge of labor relations and collective bargaining units and contracts.
- Ability to utilize sound professional judgement and demonstrate planning and organizational skills to establish and manage priorities, programs and staff.
- Ability to establish and maintain effective and courteous working relationships with Town officials, public officials, the general public, other departments and Federal, State and local agencies.
- Ability to exercise mature judgment, maintain confidentiality and make responsible decisions in accordance with established policies and procedures.
- Thorough knowledge of modern techniques of law enforcement, crime investigation and community policing.
- Ability to communicate effectively verbally and in writing and possess public presentation and interpersonal skills.
- Strong computer software skills including Word, Microsoft Outlook, PowerPoint and Excel.
- Demonstrated experience in shaping police services that provide equal treatment and protection and sensitivity to all sectors of the community.

Required Physical and Mental Effort

Administrative work is performed in an office setting subject to continuous interruptions. There is unusual stress in performing in the role of Chief of Police. Must be able to work under stress from demanding deadlines and changing priorities and conditions. Ability to work in poor weather conditions, including heat, cold, rain and snow. There is exposure to life threatening situations in police investigations for which precautionary measures must be taken.

Required Qualifications (Minimum)

A bachelor's degree from a recognized college or university in law enforcement administration, criminal justice, public administration or related field plus 10 years of experience as a Police Officer, including at least 5 years of experience in a high-level police administrative/management position. Equivalent combinations of education and experience may be considered. Must possess a valid motor vehicle operator's license and Connecticut State Police Academy certification.

The Position

The successful candidate has the opportunity to lead a solid team of committed professionals and serve as an important member of the Town's executive leadership team. This position entails the proven ability to:

- Administer and supervise a Town-wide comprehensive law enforcement program;
- Exercise sound judgment in evaluating situations and making key decisions in emergency situations;
- Assure compliance with law enforcement best practices and procedures;
- Communicate effectively, both verbally and in writing;
- Establish and maintain effective working relationships with elected and appointed officials and other law enforcement agencies;
- Provide support and outreach to service and community organizations, private businesses, and the public

The Ideal Candidate

- A community policing advocate- visible and connected in the community and with a track record for ensuring public confidence in the Police Department.
- A visionary and strategic thinker- demonstrates strong leadership while planning for the future.
- A collaborator- builds strong professional alliances within the Town and with area law enforcement/emergency service agencies.
- An experienced leader and incident commander- Able to oversee emergency operations, providing support to the officers and community during and after a critical incident.
- An excellent communicator- Demonstrates strong communication skills, both written and verbal. Comfortable in PIO role, when needed.
- Financially savvy- proficient in the development, management, and oversight of the PD budget.
- Accountable- operates with a high degree of personal integrity.
- Committed to officer training- Ensures public and officer safety and the use of best practices in current law enforcement.
- Diplomatic- a creative problem-solver and able to effectively manage sensitive law-enforcement matters, both internally and externally.

Opportunities and Challenges

This is an excellent opportunity to lead a dynamic and committed Police Department in a community positioned for growth. Southbury Police Department has enjoyed years of stable leadership and the support of the First Selectman, Board of Selectmen and community members. The successful candidate will build on this strong foundation of success and community-orientated policing.

The primary challenge, as with most all law enforcement agencies, is recruiting qualified and well-suited officers to keep the department at full staffing. The new Chief will be expected to help ensure that the retention of trained and qualified officers continues to be a top priority for

Southbury. As with any community, it is important that the successful candidate be committed to the safety of the community and be committed to addressing issues before they become a problem.

Qualifications

- A bachelor's degree, with major course work in law enforcement administration, criminal justice, criminology, public administration or a related field.
- A master's degree in a related field is considered a plus.
- A minimum of 10 years of experience with progressive advancement within a municipal police department or law enforcement agency, including five (5) years of command level experience.
- Demonstrated experience in leadership and supervisory roles.
- Must possess at time of employment, and maintain, a valid Connecticut driver's license.
- Must be Connecticut P.O.S.T. certified.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job may be considered.

First Selectman's Report – Talking Points BOS Meeting 03/21/24

1) REPUBLICAN & DEMOCRATIC PRESIDENTIAL PRIMARIES

Absentee ballots for the Presidential Primaries are available in the Town Clerk's Office during their regular office hours and must be returned by the April 1st deadline.

Early voting for the primaries will take place on March 26, 27, 28 and 30th between the hours of 10:00am to 6:00pm. Please note that in order to vote during the early voting period, an individual will need to register to vote and enroll in a political party by noon of the previous day to be eligible to vote the next day.

The in-person Presidential Primary Elections take place on April 2nd. The deadline to register to vote/join a party is April 1st at noon to vote in-person.

I encourage everyone to exercise their right to vote and to visit our website for important dates, detailed information, and your polling locations.

2) LEADERSHIP GREATER WATERBURY

The Waterbury Regional Chamber invited me to participate in a panel discussion yesterday for the Leadership Greater Waterbury Class of 2024. CEOs from four different sized municipalities were selected for the panel: Waterbury Mayor Paul Pernerewski for a large city; Naugatuck Mayor Pete Hess for a smaller city; Prospect Mayor Bob Chatfield for a small town; and me as First Selectman representing a medium town. The purpose of the panel was to inform students of the diverse types of municipal government we use and discuss the importance of being a COG member. COG plays a significant role in our government because municipalities in our region are intertwined, and it allows member cities and towns to support each other.

3) EMPLOYEE BENEFITS

The Town of Southbury is now offering a 20% discount on all Parks and Recreation programming at the Southbury resident rate to both part-time and full-time employees. The discount applies to every program including camp, pool memberships, sports leagues, and classes. We hope employees will take advantage of all that the Parks & Rec Department has to offer.

4) SPRING EXTRAVAGANZA

The Spring Extravaganza and Candy Hunt will take place this Saturday rain or shine. The event's new location will be inside the Southbury Parks & Rec Building and the neighboring Pomperaug Elementary School gym. While the event is free of charge, we are suggesting participants bring a non-perishable food donation for the Southbury Food Bank.