

Subject to Approval

Town of Southbury
Board of Selectmen
Regular Meeting Minutes
January 15, 2026
Room 205, Southbury Town Hall, 7 pm

Present

Tim O'Neil, First Selectman
Cathy DeCarli, Selectwoman
Jason Van Stone, Selectman
Wendy Bernard, Selectwoman
Holly Sullivan, Selectman
Kelly Keenan, Selectwoman

Also Present

Kim McNeill, Chief of Staff
Chuck Litty, Sustainable Southbury
Public
Press

Moment of Silence

First Selectman O'Neil asked for a moment of silence in memory of Ms. Lily Krueger. Lily was a long time employee of the town, Mr. Jim Docherty, a member of the parks and rec commission and an active member of our community, and Mrs. Pat Forst, former employee of the town.

Presentation

SMMR2 Award

Mr. Litty presented the attached presentation with regard to the SMMR2 grant award.

The first phase involves a \$17,000 study to evaluate unit-based pricing (UBP), also known as "pay-as-you-throw"—and waste reduction strategies. Litty highlighted that neighboring towns like Woodbury and Newtown have seen success with similar initiatives. Mr. Litty cited neighboring towns like Woodbury, which saw a 34% reduction in trash, and Stonington, which achieved up to a 50% reduction per capita. He identified food scraps as the single biggest opportunity, making up approximately 22% of the waste stream. A key component of Phase 1 is a waste audit to categorize what residents are throwing away (e.g., food scraps, textiles, glass) to better design the program.

Selectman Sullivan raised a concern about the potential impact this could have on residents. Selectman Van Stone spoke about his concern for privacy and handling of personal financial or health data when conducting these audits. The cost of the special bags is also of concern. Mr. Litty clarified that the audit could be voluntary and that tonight's decision is to accept the study phase with no commitment to implement the full program yet. It was emphasized that subsequent phases of this grant will come back before the board before any continuation of this grant program.

Public Comment

Mr. Fred Sell, 108 Nod Hill Road urged the board to review the 2024 comprehensive report on the strategic plan. He argued that planning should not be outsourced to a

freestanding commission but should instead involve full engagement from town departments and stakeholders. (see attached for complete comments)

Mr. Joe Ruggiero, 245 Skyview Drive cautioned against reinstating the strategic plan commission in its previous form. He noted that it had caused friction with other town entities and was recently removed from the Charter by a significant voter margin. (see attached for complete comments)

Announcements and Correspondence

January Events at the Library

Senior Center newsletter

Proposed Budget Dates

Notice of Southbury Police receiving State Tier I and II Accreditation.

Thank you from Naugatuck Animal Control for Southbury's mutual aid assistance.

Thomas Farrelly completed the Connecticut Safety Academy Program.

Reports

Animal Control

Building Department

Library

Parks & Recreation

Consent Agenda

First Selectman O'Neil explained that the appointment of Blake Leonard to the LEPC, and the appointment of Chris Smudin to Parks and Rec need to be removed from the consent agenda. Mr. Leonard has resigned, and Mr. Smudin serves on the zoning commission so is ineligible to serve on any other commission.

Selectman Van Stone asked to remove two items for discussion, H.1. and H.2. and discuss those under new business. He explained that procedurally no motion is needed to remove items from the consent agenda.

Selectman Van Stone moved to approve the consent agenda as amended, Selectwoman DeCarli seconded and all were in favor. Motion carried.

Hiring

RESOLVED that the Southbury Board of Selectmen, upon the recommendation of the hiring committee and the Human Resources Administrator, hereby hire Sarah Shelton and Mary Feller as Library Assistants.

Refunds

RESOLVED, that the Southbury Board of Selectmen, upon the recommendation of the Tax Office and in accordance with State Statute, 12-129, hereby approve the following attached refunds in the amount of \$5,364.95.

Job Description – Transfer Station Foreman

RESOLVED, that the Southbury Board of Selectmen hereby approves the attached job description for the Transfer Station Foreman.

Light Duty Assignment Policy – Teamsters

Resolved that the Board of Selectmen hereby approve the attached Teamsters Light Duty Assignment Policy – Worker's Compensation.

Bids and Procurement

First Selectman O'Neil explained that the bid for sidewalk improvements needs to be removed from the agenda because more information is needed before approval.

Selectman Van Stone moved, Selectman Sullivan seconded and it is unanimously RESOLVED, that the Southbury Board of Selectmen, in accordance with the Town of Southbury Procurement/Bidding Policy, hereby appoints the following to serve as members of an evaluation committee to review the qualifications of the RFQs submitted for On-Call Consulting Engineering Services and Construction Equipment Rental Services:

**First Selectman
Public Works Director
Finance Director
Road Foreman**

And

RESOLVED, that the Board of Selectmen, upon the recommendation of the Finance Director, hereby approves purchasing two 2025 Chevrolet Tahoe PPV 4 x 4 vehicles, at \$51,858 per vehicle, (State Bid #19PSX0161) plus an equipment up fit of \$32,659.06 per vehicle from Northwest Hills Automotive, LLC of Torrington, CT. The total amount of the vehicles and up fits is \$169,032.12.

Motion carried.

Minutes

December 18, 2025 regular meeting

Selectman Van Stone moved to approve the minutes of December 18, 2025, Selectwoman DeCarli seconded and all were in favor. Motion carried.

Unfinished Business

Economic Development

First Selectman O'Neil explained that the EDC director topic would remain on the agenda for future discussions.

ARPA funds reallocation

First Selectman O'Neil explained that they are awaiting further information from the parks and recreation commission. This will be discussed further once more information is received from the commission.

New Business

SMMR2 Award

Selectman Van Stone moved, Selectwoman DeCarli seconded to approve the following motion:

WHEREAS, municipalities throughout Connecticut are exploring sustainable materials management strategies—including unit-based pricing (UBP) for trash and expanded opportunities for food scrap diversion—to reduce waste generation, control long-term costs, and advance environmental stewardship; and

WHEREAS, the Town of Southbury seeks to better understand and evaluate these strategies in the context of its curbside municipal solid waste collection system, including the potential addition of satellite food scrap drop-off locations; and

WHEREAS, the Town of Southbury was awarded \$157,160 by the Connecticut Department of Energy & Environmental Protection (DEEP) under the Sustainable Materials Management (SMM) Grant Program to support a multi-phase process, beginning with Phase 1: an exploratory assessment, with no commitment to implement UBP or food scrap collection or to accept any additional funding beyond this phase; and

WHEREAS, Phases 2 and 3 of the SMM Grant Program may support future implementation steps should the Town determine, after Phase 1 evaluation, that advancing UBP or food scrap diversion is in Southbury's best interest; and

WHEREAS, acceptance of the \$157,160 grant carries no financial impact to the Town, as the awarded funds are provided by DEEP;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Southbury hereby accepts the Sustainable Materials Management grant funds from DEEP in the amount of \$157,160 to undertake exploratory and potential implementation work related to unit-based pricing and food scrap diversion; and

AND BE IT FURTHER RESOLVED, that the Board of Selectmen authorizes the First Selectman, Tim O'Neill, to execute all necessary documents and take all actions necessary to carry out the intent of this resolution.

Selectman Van Stone explained that his struggle with approving this is his concern for the residents, specifically related to the audit process. First Selectman O'Neil appreciates that concern and asked Mr. Litty if that is something that has to happen. Mr. Litty said no, and we could structure it so that residents are asked permission to audit their garbage. Selectman Sullivan expressed her concern that this will drive residents to hire a contractor to take their garbage, which would add another burden to our citizens. First Selectman O'Neil explained that this is just a vote to accept the award; the town is under no obligation to implement.

The vote was called and all were in favor. Motion carried.

Larkin Bridle Path - discussion

First Selectman O'Neil reported that this is related to the crossing on Rte. 67. There were recommendations made in 2022 for additional safety measures. He will report back once he learns more.

Strategic Plan Commission

Selectman Van Stone moved to approve the reinstatement of the Strategic Plan Commission, Selectwoman DeCarli seconded.

Selectman Van Stone believes that an ad hoc task force for a set duration makes more sense. Additionally, this was just recently voted on, and removed. Selectman Sullivan

agreed, a standing committee was just removed by the voters. Selectwoman Keenan asked for more time to review what happened in the past before moving forward. First Selectman O'Neil had no objection to making this a task force. Selectman Van Stone asked that we take some time to be sure we are structuring it correctly. He proposed tabling this to the next meeting.

Selectman Van Stone moved to postpone the vote on the strategic plan commission in order to transition to an ad hoc task force, to the next meeting, Selectwoman DeCarli seconded and all were in favor. Motion carried.

H.1.a. Resignations, which were, removed from the consent agenda

Selectman Van Stone moved to approve H.1.a. Resignations, Selectwoman Keenan seconded.

Selectman Van Stone thanked Mr. Leonard for his service to the town. His efforts are appreciated.

First Selectman O'Neil echoed those comments and stated that those are some big shoes to fill.

Resignations

RESOLVED that the Southbury Board of Selectmen hereby accept the resignation of Lexi Polasek as Assistant Director for Southbury Parks & Recreation, effective January 9, 2026.

RESOLVED, that the Southbury Board of Selectmen hereby accept the resignation of Blake Leonard as Public Works Director, effective January 19, 2026

RESOLVED, that the Southbury Board of Selectmen hereby accept the resignation of Charlie Nevers as Inland Wetlands and ZBA Coordinator effective January 8, 2026.

RESOLVED, that the Southbury Board of Selectmen hereby acknowledges the resignation of Gerald Leventhal as an alternate member of the Economic Development Commission, effective immediately.

The vote was called and all were in favor. Motion carried.

H.1.b. Appointments, which were removed from the consent agenda.

Selectman Van Stone moved to approve H.1. b. appointments, as amended in the consent agenda, Selectwoman DeCarli seconded.

Selectman Van Stone expressed his disappointment that Chuck Crowdis, chairman of the technology committee is not being reappointed. His disappointment is that people are being replaced because of their political affiliation. First Selectman O'Neil stated that the new appointees have extensive experience and impressive resumes.

RESOLVED, that the Southbury Board of Selectmen hereby appoints Sarah Fatibene as a Southbury representative on the Housatonic Valley Health District Board of Directors, for a term to expire June 30, 2028.

RESOLVED, that the Southbury Board of Selectmen, upon the recommendation of the Democratic Town Committee, hereby:

Moves Vivian Templeton from alternate member to regular member of the Board of Finance, for a term to expire on December 3, 2029.

Appoints Gerry Leventhal as an alternate member of the Board of Finance, term to expire on December 3, 2029 and appoints Liisa Koeper as an alternate member of the Board of Finance, for term to expire on December 6, 2027.

Economic Development Commission - reappoints Robyn Greenspan as a regular member for a term to expire on January 15 2031; and appoints Danielle Hawthorne as a regular member and Adele Hayes as an alternate member, all terms to expire on January 15, 2029.

Emergency Medical Services Commission - appoints Lyle Gal and Dave Heiden as regular members, for terms to expire on January 15, 2029.

Parks & Recreation Commission - reappoints Jim Tornatore as a regular member and Kate Zinzi as an alternate member for terms to expire on January 15, 2030.

Lake Zoar Authority – reappoints James Galarneau as a member, for a term to expire on January 15, 2029.

Library Board of Directors - reappoints Trish Stewart as a regular member and appoints Chris Rempfer and Linda Hocking as regular members, and appoints Samantha Gati-Tisi as an alternate member, for terms to expire on January 15, 2030.

RESOLVED, that the Southbury Board of Selectmen, upon the recommendation of the Republican Town Committee, hereby reappoints/appoints the following:

Conservation Commission – reappoints Sandra Hook-Ingellis and Edward Nagy as members, for terms to expire on January 15, 2030.

Economic Development Commission - reappoints John Zazzaro as a regular member and Eric Zavadsk as an alternate member, terms to expire on January 15, 2031.

Ethics Commission – reappoints Anthony Armeno as a member and Kristen O’Connor as an alternate member, terms to expire on January 15, 2028.

Historic Buildings Commission – reappoints Laura Hine as a member, for a term to expire on January 15, 2030.

Historic Tree Preservation – reappoints Frank Pauza as a member, for a term to expire on January 15, 2030.

Lake Lillinonah Authority – reappoints Shellie Lee and Tina Ferranti as members, for terms to expire on January 15, 2029.

Library Board of Directors – appoints Marie Papaioannou as an alternate member, for a term to expire on January 15, 2030.

Parks & Recreation Commission – reappoints William Hahn as a member, for a term to expire on January 15, 2030.

Senior Services Commission – reappoints Judy Katzmark as a member and Anna Wiedemann as an alternate member, for terms to expire January 15, 2030.

South Britain Historic District – reappoints Ken Bolin as a member and Chris Marquis as an alternate member, for terms to expire on January 15, 2031.

Water Pollution Control – reappoints Mark Lancor as a member, for a term to expire on January 15, 2028.

RESOLVED, that the Southbury Board of Selectmen hereby reappoints/moves the following:

Alarms Hearing Officer – reappoints Joseph Chapman, for a term to expire January 15, 2028.

Celebration Committee – reappoints Brian Jones, Jim Clark, Meghan Lennon, Steve Schnell and appoints Tim O’Neil, for terms to expire January 15, 2027.

Inland Wetlands Hearing Officer – reappoints Joseph Chapman, for a term to expire January 15, 2028.

Local Emergency Planning Committee – reappoints Derrek Guertin and Steven Schnell and appoints Kelly Keenan as members and IT Representative and Betsy Rosa as alternate members, for terms to expire January 15, 2028.

Memorial Day Parade Committee – reappoints Peter D’Amato, Marietta Korsu, Donna Stevens-Jacobs, Lisa Salese and Mike Salese as members and the Director of Parks & Recreation and Police Dept. representative as advisors, for terms to expire on January 15, 2027.

The vote was called and it was five (5) in favor, one (1) against. (Van Stone against) Motion carried.

First Selectman's Report

First Selectman O'Neil reported that over 100 holiday baskets were delivered from the senior center. He thanked all who participated and donated to this terrific event.

The police department has achieved tier 2 accreditation.

There will be an open house for the zoning regulations update on January 28 from 4-6 pm.

Tom Farrelly has completed the CT Safety Academy.

The assistant tax collector, Angela Smith has passed five exams for municipal collector certification.

Animal Control Officer Kristin Cedor was thanked for her professionalism during a mutual aid operation in Naugatuck.

The first selectman spoke at the republican club in heritage village today. He thanked them for their thoughtful questions.

The circuit breaker program for elderly and disabled homeowners opens February 1.

Friday programming at the senior center will resume on February 6.

Selectman Van Stone asked about comment from the architect for the Region who noted that the first selectman denied the Roxbury Road property for a new school. He wondered why. First Selectman O'Neil stated that it is not on the agenda therefore this topic cannot be spoken about.

Reports from Liaisons

Selectwoman Bernard – IPOC, Senior Services Commission

Selectwoman Bernard noted that IPOC is currently focused on the review of the town's investment policy statement.

Senior Services meet next week and she will report back after that meeting.

Selectwoman De Carli – Energy Task Force, Library

Selectwoman DeCarli reported that the library is awaiting the release of the \$250,000 state grant.

The library held a program for students to study for midterms at the library.

The library is preparing for its 20th anniversary in May.

The friends will continue to hold their book sale in the hallway through May.

The elevator continues to be repaired and they hope it will be completed in early spring.

Selectwoman Keenan – Economic Development Commission, LEPC, Parks and Recreation Commission

Selectwoman Keenan reported on the planning playground improvements at Ballantine Park, which is focused on inclusive equipment and fitness elements for teens and tweens. First Selectman O'Neil added that security cameras will be installed at Ballantine, Community House, and Settlers Park. The town is awaiting a report from our insurance company.

EDC is initiating a business retention and expansion outreach and a shop local campaign. They emphasized the continued importance of hiring an economic development director.

Selectman Sullivan – Region 15

Selectman Sullivan stated that the rebuilding existing schools on their current properties is the most viable option. A town referendum is anticipated in the spring.

Selectman Jason Van Stone raised questions regarding the PES/GES feasibility study, noting that architects had ranked a Roxbury Road site as the best option, but the report stated it was "denied by the first selectman". The First Selectman clarified that he was not interested in selling the Roxbury Road property and had concerns regarding Tecton Engineering's assumptions.

The First Selectman suggested the state convey land on the east side of Route 172 (Southbury Training School property) to relocate Pomperaug Elementary, citing significant traffic concerns on Main Street.

The First Selectman reported that state officials (OPM) indicated the Governor has tasked them with developing affordable housing on that state-owned land. Selectman Van Stone inquired if this meant "subsidized housing".

Selectwoman Wendy Bernard took exception to the term subsidized and provided a detailed clarification, stating that affordable housing is not the same as subsidized housing projects. She noted such housing is intended for Southbury's seniors and young professionals who cannot afford current market-rate price point

Selectman Van Stone – Conservation Commission, EMS Committee

Selectman Van Stone thanked the board for allowing him to swap liaison assignments; he will now be the liaison for the conservation commission. He thanked those groups he previously worked with, specifically mentioning the energy task force.

Selectman Van Stone moved to adjourn at 8:56 pm, Selectman Sullivan seconded and all were in favor. Motion carried.

Betsy Rosa

Southbury's Sustainable Materials Management Round 2 Award



The image is a screenshot of the Connecticut Department of Energy & Environmental Protection website. At the top, there is a blue navigation bar with the CT.GOV logo, the text "Connecticut's Official State Website", a search bar, and a "Language + Settings" button. Below the navigation bar is a banner image featuring a lake, trees, and a bear. The banner includes the Connecticut Department of Energy & Environmental Protection logo and the text "Connecticut Department of Energy & Environmental Protection". A vertical "FEEDBACK +" button is located on the right side of the banner. Below the banner, the main content area contains the following text:

Municipal and Regional Grants and Technical Assistance

NEW: Sustainable Materials Management Round 2 (SMMR2) Grant Program

The Award is Phased in Depending on a Decision to Continue at Each Phase

\$17,000

\$105,160

\$35,000

=

\$157,160

Phase 1: Groundwork

Objective:

Understand the town's baseline waste management ecosystem and gauge stakeholder sentiment. Work with a committee to design a town-specific waste reduction program.

Outcome:

Town has the data, models, and local buy-in needed to decide on program implementation.



**Official Decision to launch-
1 year commitment**



Phase 2: Launch

Objective:

Implement a program: coordinate vendors and educate residents. Offer tools and start-up incentives to kick-off the mandatory program.

Outcome:

Town has started a first-year version of the program.



**Mandatory Year 1
program begins**



Phase 3: Monitoring

Objective:

Evaluate program results on an on-going basis and maintain public engagement to track feedback.

Outcome:

Determine continuation or adjustment.



**Vote of confidence to
continue as permanent**

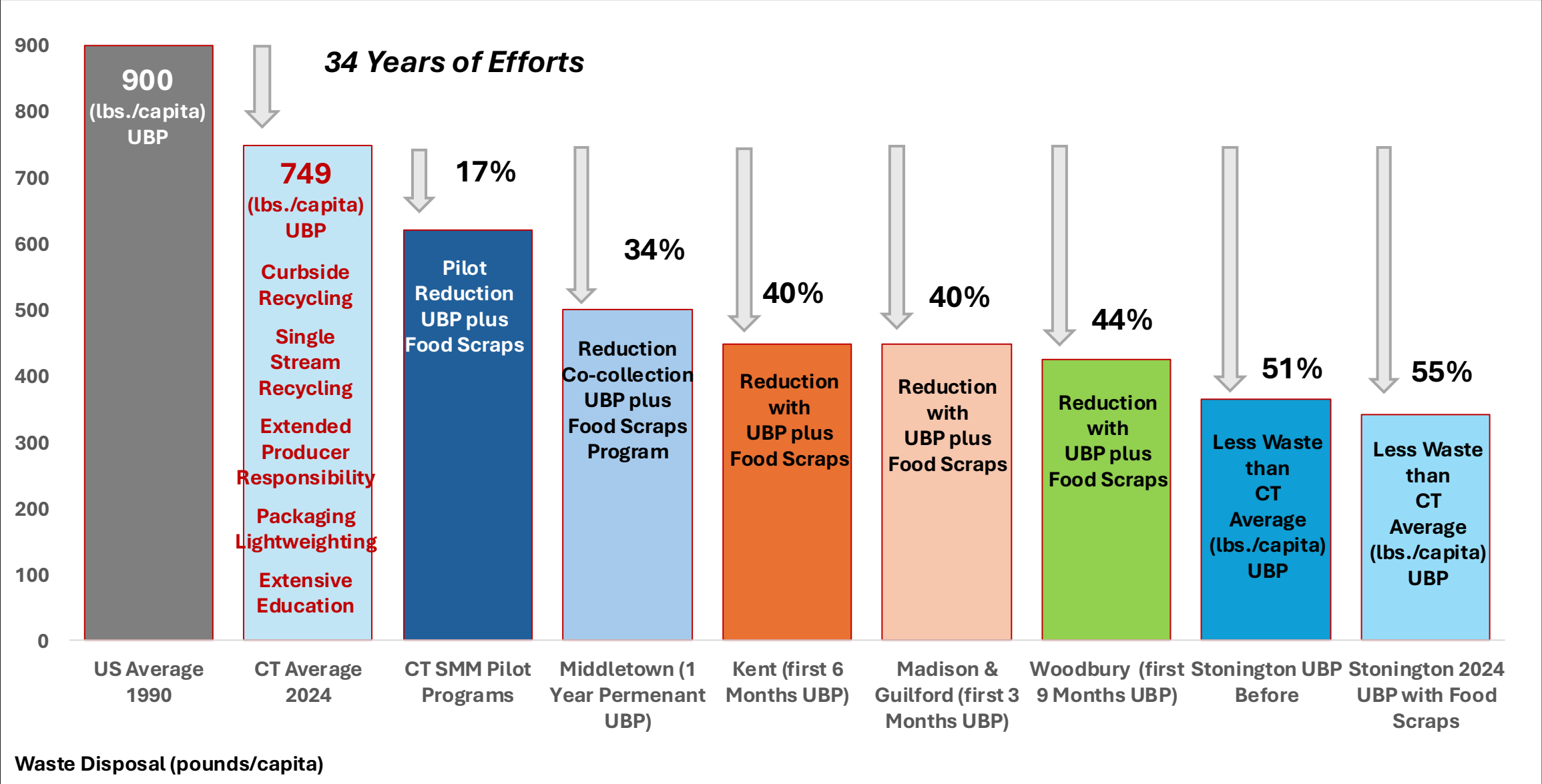


Phase 4:

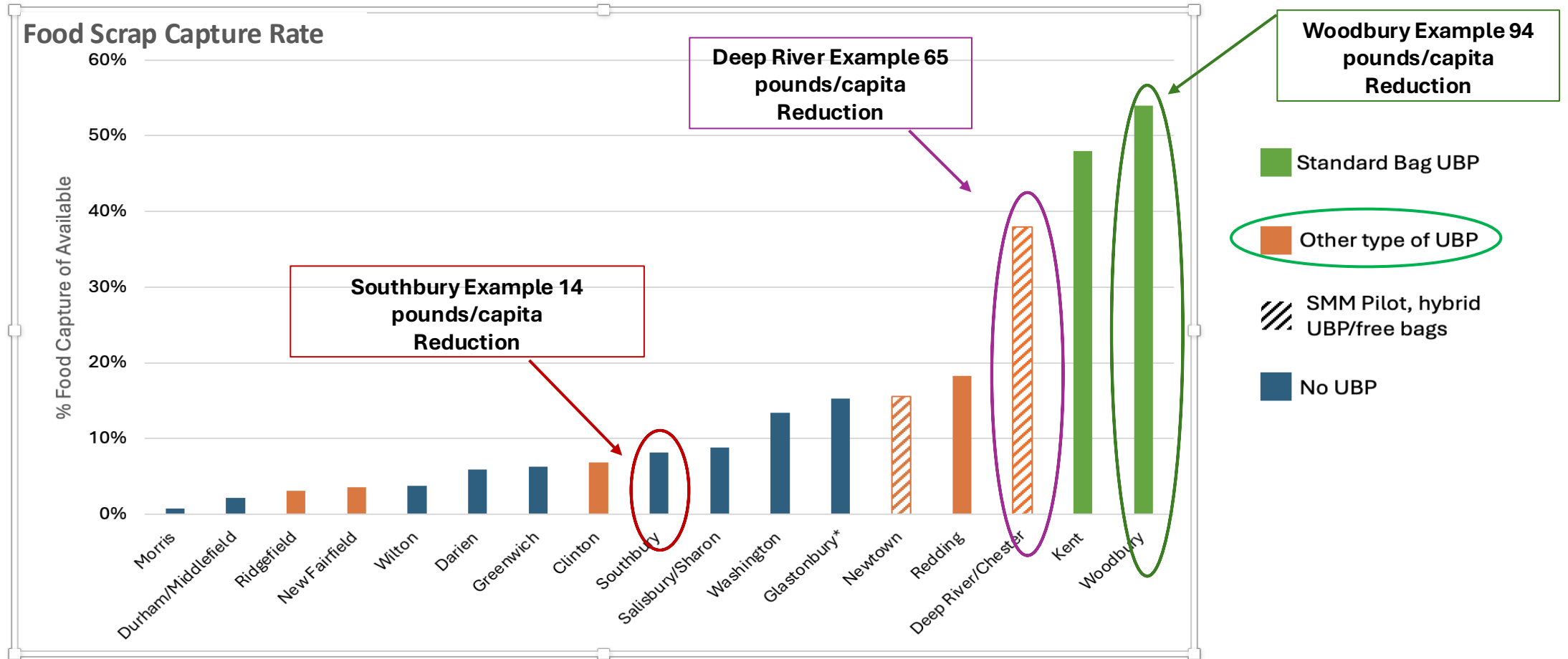
Self-Sustaining Waste Reduction & Food Scrap Diversion Program

Seamless year 2 transition into a popularly accepted program which will require no further funding or outside program support.

Unit Based Pricing (UBP) is Recognized as the Single Most Effective Way to Reduce Waste



Food Scrap Collection Can Become More Effective With UBP By Encouraging More Composting/Collection Programs

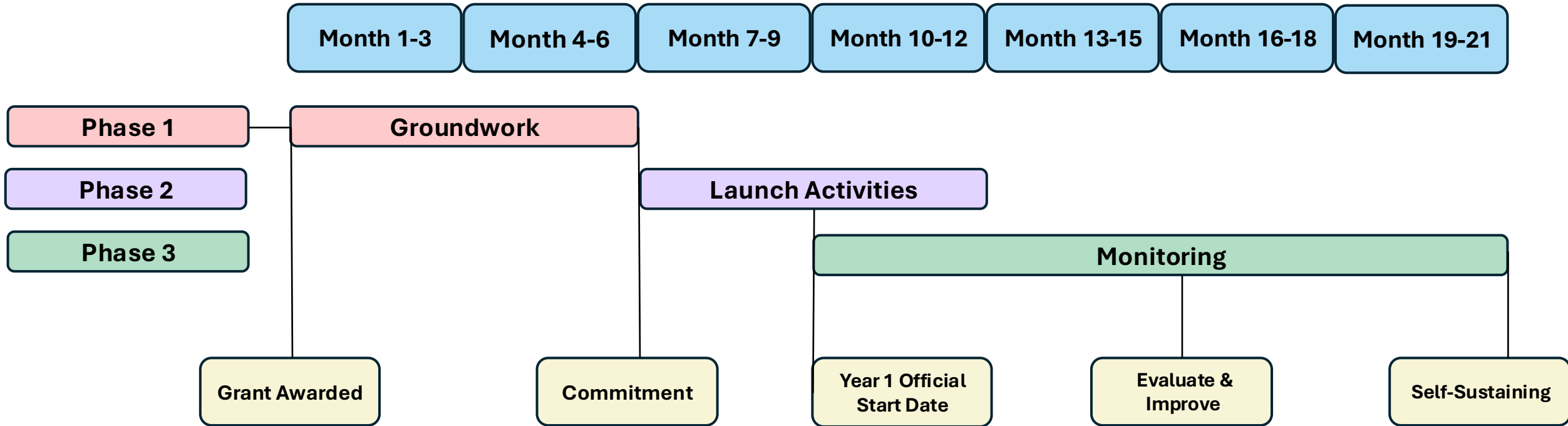


*Glastonbury data includes satellite drop off locations

Connecticut Department of Energy & Environmental Protection

Food Waste Capture Rate = Weight of Total Food Scraps / 22% of Total Waste Generated

Envisioned Timeline – Formal Timeline Developed During Phase 1



*"I thought you would be interested to know that in the proposed budget for next year the line-item that covers disposal of MSW was reduced by **\$ 68,000** over the current year's budget. **I think that was the only line-item that showed a reduction too!**"*

- Richard Coates,
Town of Woodbury
Board of Finance member
& Waste Advisory Commission Chair

Next Steps

Review Other Comparable Town UBP Systems

- Successes and failures
- Design options
- Solutions to problems

Select a Program Manager/Technical Consultant

- Narrowed a list of 9 to 3 with required capabilities based on selection criteria
- Questionnaire & Pricing Proposal request sent
- Interview – capabilities, risk, experiences, ...

Form an advisory committee of Town Officials, Sustainable Southbury & the Community

- Goal - 50% women, 50% men, Democrats and Republicans

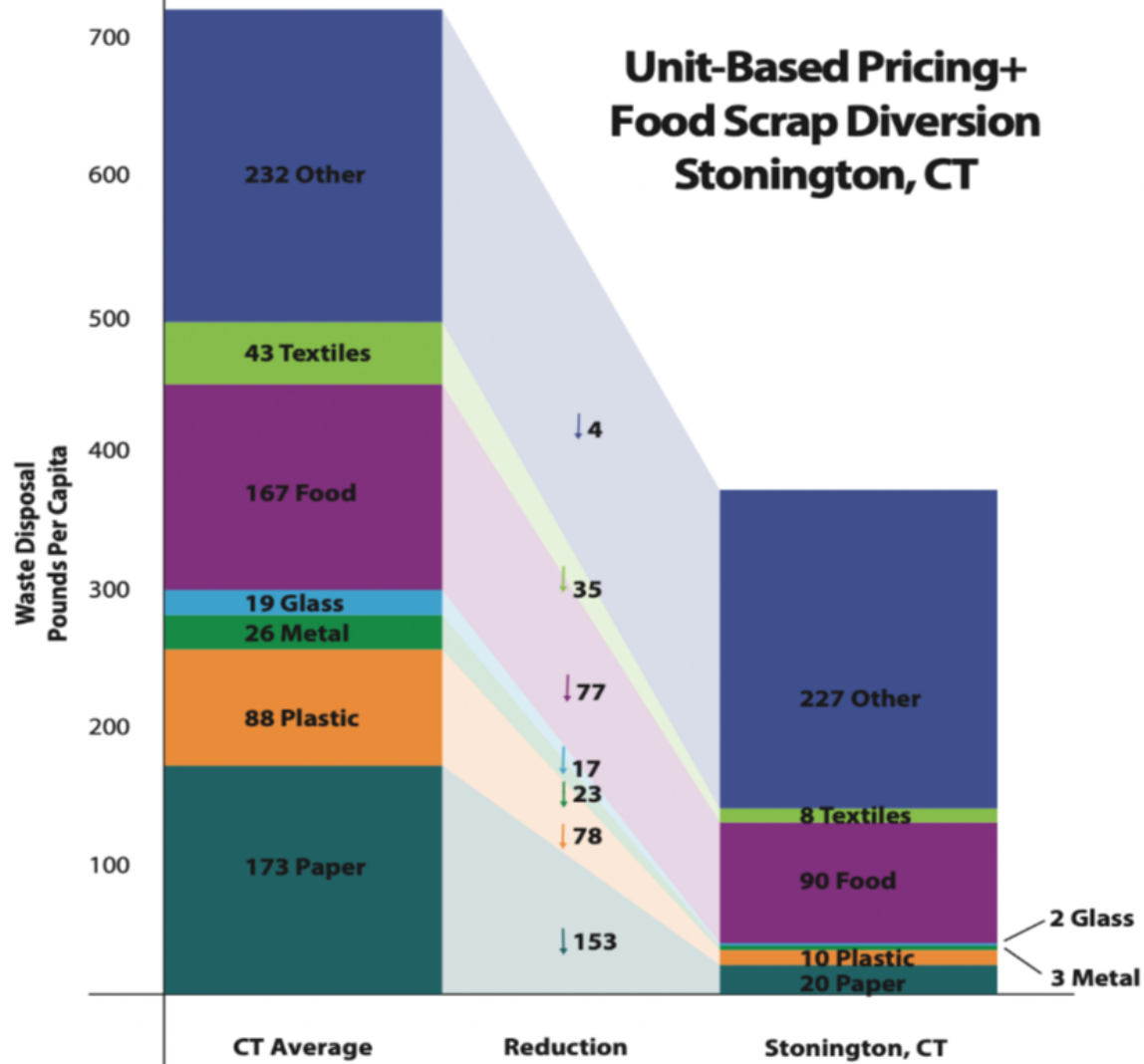
Accept Phase 1 of the grant

Key Startup Activities to Determine Feasibility of UBP and Waste Reduction

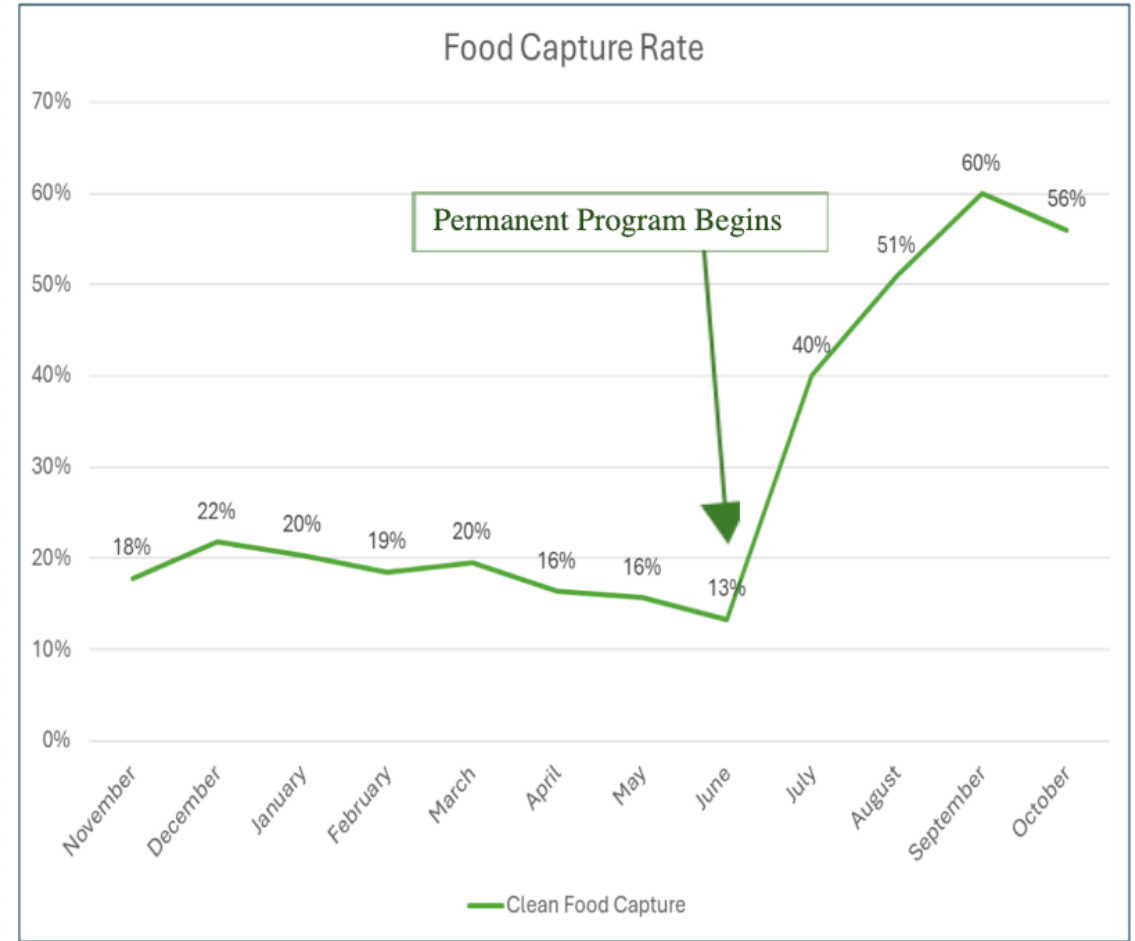
- Define goals and objectives
- Perform waste audit(s) to understand what is in the trash
- Develop a blueprint for reducing waste, reusing materials, and recycling
- Stakeholder engagement
- Resident outreach, focus groups and engagement
- Design and analyze waste reduction approaches
- Financial analysis and budgeting
- Required operations/personnel to support the program
- Define Key Performance Indicators
- Design proactive illegal dumping and monitoring measures

APPENDIX

UBP makes all other programs work exponentially better (Chris Nelson)

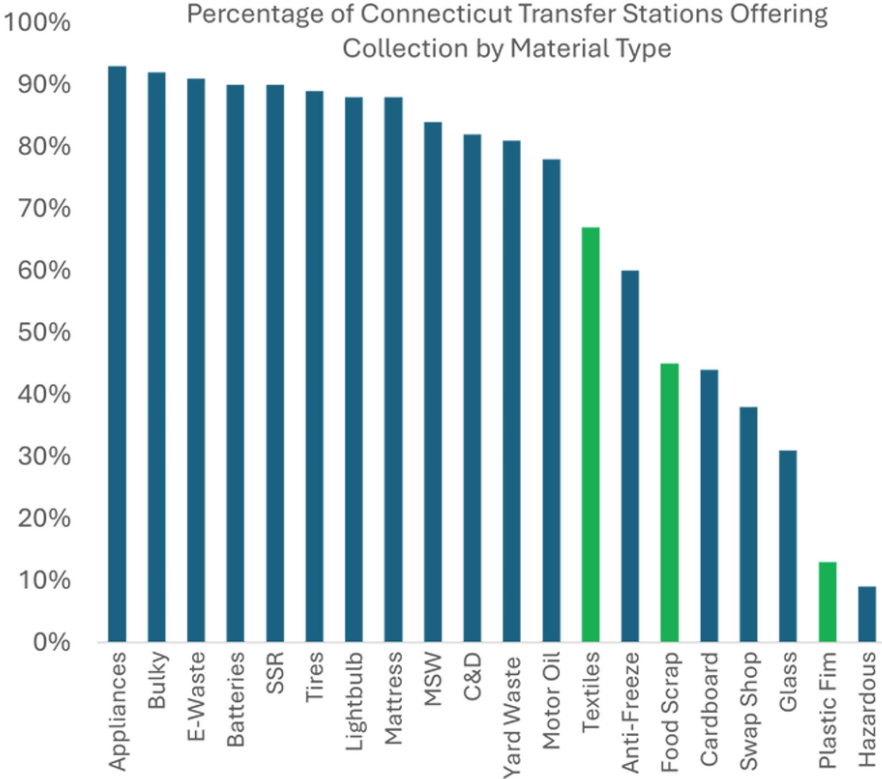
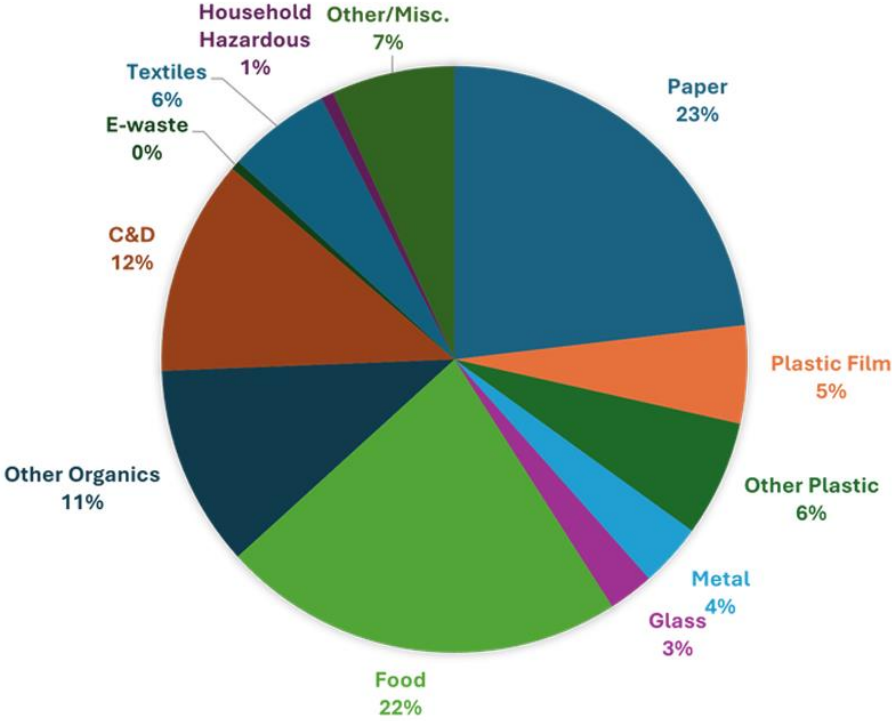


Woodbury Pilot to Permanent – Increased Food Capture



Providing residents with a **unit-based pricing program**, **accessible options for waste diversion**, and **encouraging recycling** are key strategies to help reduce trash and mitigate the impact of higher tip fees.

WHAT IS “MSW” REALLY MADE OF?



Food scrap, **plastic film**, and **textile** collection account for nearly 33% of MSW and are a big opportunity for effective source separation programs at transfer stations.

Public Comments - Joe Ruggiero, 245 Skyview Drive, Southbury 1/15/2026

I could not help but notice the Strategic Planning Commission discussion item that is on your agenda this evening. I just wanted to make a few points about the previous form of this commission and suggest some caution in how you proceed if you are considering something new.

The first form of this commission was created back in February of 2019 with the best of intentions. In fact, it was first created earlier as a task force back in 2017 and later formed into a full-fledged commission later. From the start, the intentions were good, but the reality of its implementation and function ended up being somewhat different.

More recently, the extreme difficulties surrounding this commission and its interaction with the prior administration were recognized in the last year or so when the Charter Revision Commission was spun-up and by that time the consensus of that group was that while there is great importance and necessity of thinking strategically and providing strategic direction to our elected leadership, the manifestation that existed was not working or workable. The Charter Revision Commission suggested removing the Strategic Planning Commission from the Charter. This made it through the entire Charter Revision process and was submitted to voters as part of a broader question (Number 4) and was approved 4319 to 1043, only just over two months ago. I do not think this is a repudiation of strategic planning and thinking by the general voting populace, but an ~~agreement~~ **acceptance** that the current form wasn't working. Heck, the vote wasn't even close.

I strongly urge everyone involved in re-considering this topic and discussion to do some extensive homework and research before creating any new Strategic Planning Commission or any form of it. The old agendas, minutes, and reports for the old task force and later the commission are all available on the town web site. Oddly I could not find any by-laws and/or scope documents that gave details of how they Strategic Planning Commission was supposed to interact with other entities, nor could I locate an exact mission statement of purpose, procedures, and relationships outlined anywhere. It is my understanding that there was a great deal of friction in the past with other important commissions, like Planning, Zoning, Economic Development and so forth. This needs to be avoided if something like this is re-created. Advice and research is a key output of anything like this, but that advice can be rejected by those elected.

I re-iterate, it is important that some kind of forward-thinking strategic goals and direction be formulated to assist the First Selectman and Board of Selectman with their work going toward. I think that the structure and the interaction with existing town committees/commissions/boards and town staff needs to be very carefully outlined and its scope and deliverables be extensively defined. Lastly, the choice of the people and their personalities that are appointed to any such group like this will make or break it.

F. Sell – Public Comment to Board of Selectmen January 15, 2026

Input on Re-establishing a Strategic Plan Commission

My name is Fred Sell. I have been a resident of 108 Nod Hill Road for 42 years.

I am speaking on the proposal before you tonight to Re-establish the Strategic Plan Commission. My comments are informed by my three-year involvement with the previous Strategic Plan Commission through the end of 2024 and hands on experience with planning at industrial businesses and with two non-profits.

Southbury's first and only Strategic Plan was unanimously approved by the BOS in November 2018.

In January 2019 the BOS created an advisory only "Strategic Plan Commission" with a Charter stated mandate of "advising the Board of Selectmen... as to the implementation of the Strategic Plan.

By the fall of 2023, the 2018 Plan needed updating. As a first step, our Commission decided to:

- Determine what had been accomplished on the 111 Action Items in the Plan,
- How these Action Items had been implemented,
- And more importantly, how the planning process could be improved.

Our analysis was guided by a review of Best Practices prescribed for municipal government.

Our report entitled **Comprehensive Review of the 2018 Strategic Plan** was submitted to the BOS in February 2024. A copy of this report was emailed to each of you today.

Before you reestablish a Strategic Plan Commission, I urge you to review the findings and recommendations in this report and thoughtfully consider how to best reshape the multi-year planning process to deliver better outcomes for our community.

Members of the former commission welcome the opportunity to discuss this report with you at your convenience.

Two key takeaways from our analysis for you to consider:

- The First Selectman must ensure that Town Department, Board, and Commission stakeholders are fully involved in the creation of the Plan and subsequently engaged in its implementation.
- Creation or updating a Plan should not be outsourced to a free-standing Commission. Instead, qualified Planning volunteers could best serve the Town by working with the key town and community stakeholders to secure their input for the planning process, developing inputs not covered by existing town entities, consolidating and summarizing information, and drafting Plan documents.

TOWN OF SOUTHBURY

POSITION DESCRIPTION

Department: Transfer Station	Incumbent:	Title: Transfer Station Foreman
Date:		Grade:

Primary Accountabilities

Under the general supervision of the Director, oversees the day-to-day operation of the transfer station; specifically, collecting and maintaining records of disposal fees, monitoring and logging waste volumes, maintaining records of waste materials hauled off the site, assigning tasks to other transfer station personnel and monitoring their performance.

Reports To

Public Works Director or his designee.

Supervises Directly

Transfer station operators, per diem transfer station employees

Duties and Responsibilities

Performs various transfer station duties, including monitoring and assisting in deposit of all accepted waste types.

Directs residents to proper disposal locations and observes to ensure proper disposal procedures.

Measures volume and collects payment for incoming C&D and bulky waste. Maintains logs of paid waste deposited and writes receipts for residents. Deposits revenue in the Finance Office.

Coordinates pickups of waste by contractors, including but not limited to solid waste, recycling, C&D, bulky waste, electronics, tires, oil/antifreeze, textiles, and brush.

Enforces transfer station rules and regulations, including ensuring all vehicles have permits and granting permits as necessary.

Addresses waste and recycling queries from residents.

Sorts various waste types; maintains cleanliness, order, and safety in all areas.

Operates and maintains assigned equipment and machinery including garbage compactor, trailer truck, loader, hopper, and gates; measures bulky waste and observes the public to ensure proper dumping procedures.

Schedules per diem transfer station employees on a weekly basis as needs dictate.

Piles and crushes demolition materials.

Assists with snow removal as required.

Performs other duties as assigned.

Other Functions

Performing subordinate clerical and manual tasks; mechanical repairs; strenuous physical tasks without assistance.

Required Knowledge, Skills and Abilities

Working knowledge of transfer station operations, related rules and regulations.

Ability to drive a trailer truck and operate and maintain assigned equipment and machinery.

Ability, strength and stamina to perform duties in adverse weather conditions.

Ability to deal effectively with the general public.

Required Equipment Operations

Operates transfer station equipment including hopper, trailer truck, loader, and garbage compactor.

Required Physical Effort

Operating transfer station equipment in inclement weather; lifting and carrying heavy objects; walking and standing for extended periods of time; driving heavy equipment.

Required Qualifications (Minimum)

Graduation from high school plus 3 – 6 months of related experience including the operation of transfer station equipment or equivalent combination. Must be CT DEEP certified as a transfer station operator or be certified within 3 months and possess a valid CDL class B motor vehicle license.



TOWN OF SOUTHBURY

501 Main Street South
Southbury, Connecticut 06488
(203) 262-0600

Teamsters Local 443 Light-Duty Assignment Policy

Purpose:

The purpose of this policy is to support the safe, timely, and medically appropriate return to work of employees recovering from injuries that impact performance of essential job functions. This includes the provision of temporary light-duty assignments that accommodate medical restrictions while allowing employees to remain engaged in meaningful work. Light-duty assignments are intended to promote recovery and maintain productivity. As noted below, light-duty assignments are temporary based on the operational needs of the Town; they are not permanent assignments. The Town is under no obligation to create a position to offer light duty to any employee.

Eligibility and Assignment

Medical Clearance:

An employee must be medically cleared for light duty by their treating physician or a physician chosen by the Town. The medical documentation must specify temporary physical limitations based on the employee's job description and expected duration of recovery until they can return to full duty.

Assignment Location:

Light-duty assignments may be made in any division of the Public Works Department (Transfer Station, Highway, Facilities, or Outside Properties) based on the Town's operational needs, provided the employee can safely perform the work based on their medical restrictions.

Duration:

Light-duty assignments are made at the discretion of the Town. If made, assignments will typically last three to four weeks, with the possibility of an extension or an early termination at the discretion of the Town.

Progress Monitoring:

Employees assigned to a light-duty assignment must provide periodic medical updates when requested by the Town showing they will be able to return to full duty to perform the essential functions of their position within the contractual timeframe set forth in the collective bargaining agreement.

Work Conditions

Schedule:

Employees assigned to light duty will work the regular hours of the division within the Public Works Department that they are assigned to work, when feasible.

Duties:

- Duties will be modified to accommodate the employee's physical restrictions.