

TOWN OF WILLINGTON

Board of Selectmen
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Willington, CT 06279
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BOARD OF SELECTMEN

Regular Meeting Minutes
In person & Via web interaction (via Zoom platform)

July 6, 2021
6:30 PM

**Minutes are not official until approved at the next regular meeting*

First Selectwoman Wiecenski called the meeting to order at 6:30 PM with the following in attendance; Selectman Blessington, Selectman Boritz and residents.

First Selectwoman Wiecenski moved to move Item A - Treasurer Discussion Continued in Old Business to after Present to Speak to accommodate the Treasurer who needs to attend another meeting.

Selectman Blessington seconded the motion.

Vote: 3 Yes (Wiecenski, Boritz & Blessington) 0 No.

Motion Carried.

Pledge of Allegiance

Approval of Minutes

Selectman Blessington moved to approve the BOS Regular minutes of June 21, 2021 as written. Selectwoman Boritz seconded the motion.

Vote: 2 Yes (Wiecenski & Blessington) 0 No 1 Abstain (Boritz)

Motion Carried.

Present To Speak

None to report

A. Treasurer Discussion Continued

First Selectwoman Wiecenski started the discussion. It was noted as you recall we started this discussion when we came forward where we thought we needed to see some changes in the work and duties of the Treasurer. After speaking with our current Treasurer and our Business Manager is leading to the creation of an additional position in the Finance Office that will assume some of the duties. Additionally the intention is to have staff cross trained so in the event someone is out the work can still get done. We have been working on a job description for an Assistant to the Business Manager. Since our last meeting Selectman Blessington posed several questions that we will facilitate answering since Donna Latincsics the Business Manager and Laurie Semprebon the current Treasurer is present. In Selectman Blessington e-mail he asked "In the Treasurer Checklist you provided, under daily tasks we have "Control Books". If I read it correctly it has the Treasurer doing the accountant's jobs. Among other things it has the Treasurer entering payroll. Didn't the Town hire a payroll clerk to do this?"

First Selectwoman Wiecenski responded to say the control book is essentially our check register. Currently the Treasurer is taking the information from the payroll clerk and data entering into the control book. She

is not facilitating the function of payroll but performing the check and balances. The new position if and when it is approved would be taking on some of these duties from the Treasurer's responsibility. Selectman Blessington next question "Then we go to the Assistant's position, which includes the responsibilities of the payroll clerk and the tax collector. Perhaps we should take a look at all the job descriptions in the Accounting Department to see what functions are not being performed so they could be assigned to the new person."

First Selectwoman Wiczenski responded to say the new position has some duties that are being done there because they would be handling different aspects of the job. Currently our payroll clerk does the payroll for the Town, the BOE, the Library and the Fire Department. This new Finance Assistant position would take over payroll functions for the Fire Department and the Library. That cross training in function will give us some overlap between those positions. In the event that we have someone out unexpectedly or on vacation, operations can happen with minimal disruption because the new person would be well versed in the process to maintain critical functions.

Laurie Semprebson responded to say that the Tax Collector portion would not change. The Tax Collector brings in money however the Treasurer and the new Assistant position will also be involved in revenue in recording all deposits in to the software so a reconciliation can occur. An example of where the Tax Collector wouldn't be involved is for Health insurance for retirees of the Board of Education. The process includes giving the deposit to the Tax Collector so the bank deposit can be made then the Treasurer updates the transaction in the software. In creating the new position the Assistant would be facilitating this function and would no longer be the responsibility of the Treasurer.

Selectman Blessington next question "Among the essential duties assigned to the Assistant are depositing funds, which again I understood to be the responsibility of the Tax Collector."

First Selectwoman Wiczenski responded to say we already covered that there would be very few instances where that would happen and again the Assistant to the Business Manager would handle those scenarios in the Finance office vs. the Treasurers responsibility. This has been brought up by our auditors and this would separate those duties for compliance.

The discussion continued, Donna Latinsics shared her vision of the new position. It was expressed that this new position would be a full time 40 hours per week position. The new position would be responsible in handling the revenue cycle budget, forecasting, revenue reporting, and audit schedules, check runs for Account Payable for one or two of the smaller connection groups. This will provide us much needed cross training in function so that we can maintain critical functions to cover planned and unplanned absences.

Three handouts were provided to the Selectman to review with the preface that the flow chart includes salary only for Finance staff that does not include the Business Manager salary and does not include insurance and or benefits associated with the positions. The 1st document represents the Past organization chart where we had two part time staff members as Account Associates that performed the Accounts payable functions totaling \$158,544. The 2nd document is a reflection of our current staffing with one full time Account Analyst, one full time Payroll Coordinator and an elected Treasurer at 24 hours per week totaling \$135,311.00. the 3rd proposal for the future would be full time 40 hour per week Payroll Coordinator, full time 40 hour per week Account Analyst, Full time 40 hour proposed Assistant Union position with the elected Treasurer of 5 hours per week. The discussion continued.

First Selectwoman Wiczenski advised the next steps are to make edits at the next scheduled meeting and create a finalized Treasurers duties and job description.

Correspondence

None to report

First Selectman's Status Report

First Selectwoman Wiecenski provided a few updates.

There are no new updates related to our STEAP Grant for the Old Town Hall septic. We are still waiting for the contract from DEEP. We have applied for the Certificate of Appropriateness through the Historic District.

The School Building Committee- there is no new update, the next scheduled meeting is Wednesday July 7, 2021 at 6:30.

The LOTCIP Grant for the Route 32 project- There is no new update.

The Fiscal Year ended on June 30th 2021, we came in \$100,000 under budget. We have until the beginning of August to reconcile any outstanding invoices.

Vaccines- 52.01% of Willington residents have been vaccinated as of June 30, 2021. We have zero new COVID cases. Children under 12 are not eligible to receive the vaccine as of yet.

Vacancies- We had three resignations in the past several weeks. Joan Oros, Ashely Stephens and Heather Sharpley. I want to thank them all for their service to the Town. They all joined us during COVID and really rose to the challenges we faced. I wish them luck in their future endeavors.

Public Works

Mr. Sposato reported the following that has been done by Public Works

- Roadside Mowing
- Helped take the tent down at Halls School
- Chipped brush from wind/rain storm
- Trash at park
- Moved fridge for Parks and Rec
- Removed Tree at Burma Park
- Cleaned garage
- Fixed washouts along roadside
- Cleaned off catch basin tops

New Business

A. Emergency Communications Director Appointment

First Selectwoman Wiecenski advised that there was an error in putting this on the agenda, Stuart Cobb was appointed as the Emergency Communications Director in 1996 and the term is indefinite.

B. Recording Secretaries

First Selectwoman Wiecenski noted that we have two recording secretaries that require appointment. As of today only one will be reappointed. We are in need of a new recording secretary for CIP. If interested please contact the Selectman's office.

First Selectwoman Wiecenski moved to reappoint Marysa Semprebon as the Board of Finance recording secretary retroactive to 7-1-21 expiring 6-30-22.

Selectwoman Boritz seconded the motion.

Vote: 3 Yes (Wiecenski, Boritz & Blessington) 0 No.

Motion Carried.

C. Public Meetings SB-1202

First Selectwoman Wiecenski started the discussion that as of July 1, 2021 we have the ability to hold our public meetings in one of three ways. Fully in person, fully remote or hybrid allowing in person and virtual participation. We as a Board have to determine how we will hold our meetings.

A discussion was held and a consensus of the Board to continue in the hybrid fashion to allow residents options on how they would like to attend and or participate. It was understood that there will be cost incurred for equipment and staffing.

First Selectwoman Wiecenski moved to continue to hold Board of Selectmen Meetings using the Hybrid Method.

Selectwoman Boritz seconded the motion.

Vote: 3 Yes (Wiecenski, Boritz & Blessington) 0 No.

Motion Carried.

Old Business

B. ARPA Funds

First Selectwoman Wiecenski started the discussion advising that the Town has received its first installment of the ARPA funds \$867,727.11. We would follow our normal procurement methods to allocate and spend funds used with Federal or State grants. The 1st Selectman will present a plan to the BOS, if agreed upon will send on to the BOF to allocate funds and recommend the BOS call a Town Meeting. It is recommended that we form an Adhoc Committee to assist in managing how we spend the ARPA Funds. The recommended committee members should consist of the First Selectman, a member from the BOF, a representative of EDC & PZC and the Human Services Director.

First Selectwoman Wiecenski proposed a plan for several expenses that fall as eligible using ARPA Guidance. Electronic equipment necessary to conduct a meetings in the hybrid or remote setting. This will allow us to complete the initial project for equipment upstairs and will add microphones and speakers to the room. The cost associated will be \$23,500. In addition we are looking at the Owl Meeting Pro that could be used in the downstairs room as well as other meeting rooms. The cost of the Owl Meeting Pro is \$1,500.00 with additional accessories needed. In the category of Air Quality, It was proposed to purchase 5 additional air purifiers for Town offices. Basement air quality – cleaning and the concrete pour for the basement is \$57,500. This includes cost estimates with 10% contingencies. We will go out to bid for this project. Air conditioning replacement for the Senior Center, the cost associated will be \$30,000. The total expenditure for the above mentioned projects will be \$92,000.

First Selectwoman Wiecenski moved to expend \$92,00.00 in ARPA funds.

Selectwoman Boritz seconded the motion.

Vote: 3 Yes (Wiecenski, Boritz & Blessington) 0 No.

Motion Carried.

First Selectwoman Wiecenski moved to form a Committee to spend ARPA funds.

Selectwoman Boritz seconded the motion.

A discussion was held with concerns of the length of time it will take to make decisions within a committee as some needs are urgent. The Board was in agreement that EDC & PZC would be an integral place holders on the adhoc committee. The BOS were in agreement that Mike D'Amato who is integral in both EDC & PZC would be a valuable asset. The BOS top priority will be to assist residents and business within the community.

**Vote: 3 Yes (Wiecenski, Boritz & Blessington) 0 No.
Motion Carried.**

Present to Speak

None to report

Good & Welfare

First Selectwoman Wiecenski provided some updates.

Mobile Food Share will be here at the TOB this Wednesday July 7, 2021 from 11AM to 11:30 AM. Contact Human Services with any questions.

Please if you can support our small businesses and restaurants.

Wednesdays in the Park Concert series begins on Wednesday July 7, 2021 from 6:30 to 8:30 with Bruce John and continues every Wednesday until August 18, 2021.

Summer Camp starts on Monday July 12, 2021

Halls Pond passes are for sale at the Town offices.

Lieutenant Palmer from Troop C has been promoted to Captain and is moving on to Middletown to his new assignment. We want to thank him for his leadership.

Reminder that all of the Town's Meetings are still being held virtually and can be viewed live or on the Town's YouTube page. There is a link on the Town Website on the left hand that states Online Boards and Commissions Meetings. Inside that page will be a link to the Willington You Tube channel.

First Selectwoman Wiecenski moved to adjourn the meeting at 8:01 PM

**Selectman Blessington seconded the motion.
seconded the motion.**

Vote: 3 Yes (Wiecenski Boritz & Blessington) 0 No.

Respectfully submitted,
Heather Sharpley
Administrative Assistant
Town of Willington

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WILLINGTON, CT.

2021 JUL -8 A 9:37


TOWN CLERK