

**Board of Selectmen
Special Meeting — Town Hall
June 28, 2021 — 1:00 PM
MINUTES**

Members Present: First Selectman Kevin Cwikla, Selectmen Kathleen Smith, and Robin Chesmer

1. Call to order

K. Cwikla called the meeting to order at 1:15 PM.

2. Discuss and act upon hire of an Office Manager to the First Selectman

K. Cwikla reported that the 2021-2022 Fiscal Year Budget included an Office Manager to the First Selectman rather than an Administrative Assistant to the First Selectman. The new position would still be covered by the Town Hall Collective Bargaining Agreement. Panel interviews were conducted with two candidates. The First Selectman of Franklin and the Executive Assistant to the Town Administrator of Columbia served as interview panelists alongside K. Cwikla. The panel unanimously recommended the hire of administrative assistant Bernard Dennler.

K. Smith MOVED to hire Bernard Dennler III as Office Manager to the First Selectman, effective July 1, 2021 at an hourly rate of \$27.77 as covered by the 2020-2023 Successor Agreement Between Town of Lebanon, Connecticut and CSEA Inc/SEIU, Local 2001 Lebanon Town Hall Employees. R. Chesmer SECONDED.

MOTION CARRIED 3:0

3. Discuss and act upon approval of a job description for the Office Manager to the First Selectman

The Selectmen reviewed a draft job description. They discussed the role of human resources in the position. K. Cwikla discussed the H.R. duties currently performed by the administrative assistant and the finance office including ensuring compliance with Town policies and providing mandated H.R.-related training such as anti-harassment training per state statute.

K. Smith MOVED to approve the job description for the Office Manager to the First Selectman as included in Attachment A to these Minutes. K. Cwikla SECONDED.

MOTION CARRIED 3:0

4. Discuss and act upon hire of lifeguards and pool staff

K. Cwikla MOVED to hire Olivia Olbrias, Connor Owner, Roger Harkness, Anna Ricketts as lifeguards; Katherine Anderson, Simon Ricketts, Anita McMahon as Water Safety Instructors/Lifeguards; and Carol Harkness as aquatic director for the 2021 Pool Season per the Non-Union Wage Matrix. K. Smith SECONDED.

5. Discuss and act upon authorizing the First Selectman to sign a contract for an Owner's Representative/Clerk of the Works for the Jonathan Trumbull Library Project

K. Cwikla reported that the Library Building Committee had chosen a firm to provide Clerk of the Works services for the JTL renovation and expansion. With construction set to begin soon, the committee requested that the Board of Selectmen authorize the First Selectman to sign the contract as soon as it is ready. With the Fourth of July weekend, there may not be another chance for the Board of Selectman to warn and hold a special meeting before the services are needed. K. Cwikla requested that the Board authorize him to sign the contract once language was finalized and reviewed by town counsel Catherine Marrion of Waller, Smith, and Palmer.

K. Smith MOVED to authorize First Selectman to sign a mutually agreeable contract agreement upon review of attorney Catherine Marrion with STV/PDM in the amount of \$101,500 for "Clerk of the Works Services" at the Renovations and Additions to the Jonathan Trumbull Library Project, per the unanimous recommendation of the Jonathan Trumbull Library Building Committee. K. Cwikla SECONDED.

MOTION CARRIED 3:0

6. Adjourn

The meeting adjourned at 1:40 PM.

Respectfully submitted,
Kevin T. Cwikla
First Selectman

TOWN OF LEBANON
JOB DESCRIPTION

Office Manager to the First Selectman

SUPERVISION RECEIVED: Works under the supervision of First Selectman but must be capable of working independently as needed

Work schedule: This is a full-time, 40-hour position which includes normal Town Hall operating hours plus irregular hours on evenings, Wednesdays, and weekends. Position is non-exempt and a member of the collective bargaining agreement for the Town of Lebanon, CSEA, Inc./SEIU, Local 2001 Lebanon Town Hall Employees.

JOB RESPONSIBILITIES: Enhances First Selectman's effectiveness by providing management support as follows:

- Responsible for general office management of the First Selectman's office
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, graphics, and presentations
- Conserves First Selectman's time by reading, researching, and routing correspondence; drafting letters, documents, and other correspondence; collecting and analyzing information; initiating communications
- Presents information and reports to the Board of Selectmen and other boards and commissions as needed; draft suggested motions
- Maintains First Selectman's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel
- Provides human resources support and serves as HR contact for Town employees
- Supports Director of Public Works and Facilities with data collection and submission of work orders
- Liaison with internal staff at all levels including external departments including Public Works, Library, Senior Center, Transfer Station, and Fire Department
- Provides administrative support as needed during emergencies such as severe weather events to coordinate aspects of emergency response between First Selectman's Office, Public Works, Eversource, and Fire Department
- Liaison for FEMA and other state/federal entities during grant applications; processes grant paperwork and resolutions needed from Board of Selectmen to guide compliance with Town Charter and meet deadlines
- Welcomes guests and members of the public by greeting them, in person or on the telephone; answering questions, directing inquiries, and coordinating responses with other departments both internal and external to address resident concerns in a timely manner
- Maintains public confidence and protects operations by keeping information confidential
- Coordinates project-based work
- Prepares reports by collecting and analyzing information
- Provides historical reference by developing and utilizing filing and retrieval systems

- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies
- Serves as IT Coordinator and ensures operation of equipment by completing preventative maintenance requirements; provides training to Town employees regarding Town-owned IT equipment and software; troubleshoots user error and malfunctions; coordinate and prioritize tasks for IT contractor; coordinates with IT contractor to evaluate new equipment, software, and techniques to make purchases within Town budget constraints and present requests for additional funding when reasonable
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Contributes to team effort by accomplishing related results as needed
- Makes purchases and approves invoices for accounts such as: Account 415 Computer Services; 417 Town Hall; 401 Selectmen; 455 Special Events

ESSENTIAL DUTIES:

1. Prepare and post all meeting agendas and record minutes for all Board of Selectmen meetings; create meeting packets for Selectmen and draft suggested motions
2. Type, distribute and file all minutes and correspondence for Board of Selectmen
3. Serves as human resources contact for town employees, coordinates employee training, assists Finance Department and First Selectman in distribution of HR information; holds HR meetings with staff as-needed
4. Participates in weekly staff meetings with First Selectman, Public Works Director, and Town Planner
5. Participates in regular meetings with Senior Accountant/Finance Director and Bookkeeper
6. Report and track Workers Compensation and Liability/Auto/Property (LAP) claims
7. Liaison to CIRMA/Town insurance representatives including underwriters and risk management consultant
8. Coordinate new hire process including drug testing and random drug testing as required
9. Prepare and maintain all personnel files, employment notices, and staff memos
10. Assist First Selectman in development and implementation of policies and procedures
11. Manage IT contractor and provide frontline IT support to all departments
12. Prepare, advertise and distribute specifications for bids, request for proposals and solicited quotes and post as appropriate
13. Phone receptionist for First Selectman and general Town Hall inquiries
14. Town Hall website administrator, responsible for all content management and training
15. Retention and disposal (per State Statutes) of all Selectmen records
16. Prepare and post Town Meeting and Public Hearing warnings
17. Maintain annual meeting schedules and membership lists for all commissions/boards and track all reappointments; assist agencies/commissions/boards in scheduling public meetings
18. Open, stamp and prioritize mail; maintain and update contacts; post Town Hall closings, track Selectmen's petty cash, order Town Hall supplies, maintain and distribute town keys and town credit cards; approve invoices
19. Organize Town-sponsored events
20. Maintain building use schedules for Community Center, Fire Safety Complex and Town Hall
21. Process sale of cemetery plots as directed

22. Coordinate service and repair to office equipment and serving as liaison between departments and vendors
23. Coordinate and lead quarterly Safety Committee meetings, posting agendas/minutes; keep records current for state audit
24. Process pistol permits
25. Manage passport acceptance program
26. Other duties as assigned

SKILLS AND QUALIFICATIONS:

Writing Skills, Reporting Skills, Supply Management, Scheduling, Microsoft Office Skills, Organization, Time Management, Presentation Skills, Equipment Maintenance, Judgement and Decision-making Skills, Verbal Communication

- Computer proficient and highly skilled in the use of Internet, email, and Microsoft Office (Word, Excel and Outlook); fast and accurate typing skills
- Excellent interpersonal skills and capable of functioning in a fast-paced environment
- Excellent language skills, oral and written, capable of maintaining confidentiality
- Ability to research, read, and interpret Connecticut General Statutes, Town Charters, and local ordinances
- Ability to multitask and manage a wide variety of responsibilities and projects from recurring daily and weekly tasks to annual tasks and unique one-time projects
- Proficient with office equipment including fax, copy machine, and postage meter

EXPERIENCE AND TRAINING:

Bachelor's degree plus at least three years of administrative experience. At least one year of supervisory experience preferred. Municipal experience preferred.