

**Board of Selectmen
Special Meeting
Zoom
December 21, 2021 - 6:45 PM
MINUTES**

Members Present: First Selectman Kevin Cwikla, Selectmen Kathleen Smith, Robin Chesmer, Betsy Petrie-McComber, and Mark DeCaprio

Others Present: Bernard Dennler (Office Manager to the First Selectman)

1.0 Call to Order

First Selectman K. Cwikla called the meeting to order at 6:57 PM.

2.0 Discuss and act upon approving a job description for Town Clerk

The Selectmen reviewed a job description for the Town Clerk which is becoming a hired position rather than an elected position, effective January 3, 2022 per the Town Charter.

M. DeCaprio MOVED to adopt the job description for the position of Town Clerk, included as Attachment A to these Minutes. K. Smith SECONDED.

MOTION CARRIED 5:0

3.0 Discuss and act upon hiring of Town Clerk

K. Cwikla said that the position of Town Clerk had been posted internally. Mary Ellen Wieczorek, the current Town Clerk, applied. K. Cwikla recommended that the Selectmen hire her for the position. The Selectmen reviewed an offer letter detailing the compensation and benefits for the position which is comparable to other full-time supervisory positions.

K. Smith MOVED to hire Mary Ellen Wieczorek as Town Clerk, effective January 3, 2022 at an annual salary of \$59,922.46. M. DeCaprio SECONDED.

MOTION CARRIED 5:0

4.0 Discuss and act upon hiring a public work highway maintainer

K. Cwikla stated that interviews were conducted to fill a vacancy at Public Works. B. Dennler said that the hiring panel recommended Jeffrey Brand. He was in contact with the candidate who has accepted the offer and is in the process of undergoing the pre-employment screening. He said it may take longer than usual due to the holiday season to get results from the physical and required drug screen.

R. Chesmer MOVED to hire Jeffrey Brand as a highway maintainer per the CSEA/SEIU Collective Bargaining Agreement effective upon the completion of necessary pre-employment procedures. K. Smith SECONDED.

MOTION CARRIED 5:0

5.0 Discuss and act upon accepting the resignation of Royston Lawer as Sexton

K. Smith MOVED to accept the resignation of Royston Lawer as Sexton, effective December 20, 2021 with regret. R. Chesmer SECONDED.

MOTION CARRIED 5:0

6.0 Authorize First Selectman to enter the National Opioid Settlement

B. Dennler said that the Town had been asked to join other municipalities in Connecticut as part of the National Opioid Settlement. There is an opportunity for towns to receive funds through the settlement. He checked with town counsel which advised that the Selectmen can participate if they authorize the First Selectman to sign the settlement agreement documents. There is no risk to the Town by participating. There is a statewide push to get all municipalities to participate. So far, over 150 municipalities have signed up. B. Petrie said she read significant funds may be available to some towns.

K. Smith MOVED to authorize the First Selectman to enter the National Opioid Settlement on behalf of the Town of Lebanon. B. Petrie SECONDED.

MOTION CARRIED 5:0

7.0 Adjourn

The meeting adjourned at 7:05 PM.

Respectfully submitted,
Bernard W. Dennler III
Office Manager to the First Selectman

Town of Lebanon
Town Clerk
Job Description

Work Week: 35 to 40 hours. The Town Clerk shall be available during Town Hall operating hours: Monday, Thursday, and Friday 8:00 AM to 4:00 PM, and Tuesday 8:00 AM to 6:00 PM. Additional hours may be required to fulfill the duties of the position. This is a salaried, exempt position.

Supervision: The Town Clerk is governed by the Secretary of State's Office in the State of Connecticut. Works under the direct supervision of the First Selectman.

Supervision Exercised: Supervises the Assistant Town Clerk.

Position Definition:

The Town Clerk is responsible for the clerical, technical and administrative work involved in the operation of the Town Clerk's office. The duties of the Town Clerk's office are governed by State Statute, Town Charter and the Board of Selectmen.

General Duties:

Thorough knowledge and understanding of the State statutes relating to the duties of the Town Clerk's office. Oversee all elections and ensures compliance including: preparation of ballots and materials; legal notices; issues, receive, record and process absentee ballots; issue copies of previous election results; verify petitions for referendums or nominating petitions for elections; receive financial statements for elections; complete required forms to the Secretary of State Elections; record all election results in minute book. Administer the oath of office to elected officials, Justice of the Peace and Notary Public. Ability to rapidly acquire and assimilate knowledge of the provisions of Town ordinances, Town Charter and State regulations relating to operation of the office. Thorough knowledge of municipal land records and local, State and national election practices and procedures.

Prepares and oversees the budget for the Town Clerk's Office. General accounting required for the purpose of daily, weekly and month reconciliation processes. Works independently with Finance Office pertaining to budget and trial balance reports. Prepare accurate monthly reports to State agencies.

Record, index and preserve municipal land records and survey maps. Considerable knowledge of records management and office procedures and practices. Collects state and local conveyance tax and produce monthly reports to Department of Revenue Services and Town Assessor. Record trade names and military discharges. Issues a variety of licenses and permits including: marriage, civil unions, burial and cremation permits,

dogs, sports and liquor. Register and maintain birth, marriage, civil union and death records. Receive and process home birth registrations. Accurately index vital records and prepare monthly and quarterly reports to the Department of Health.

Attends and records minutes for Town Meetings. Files minutes and agendas of all Town board and commission meetings as required by the Freedom of Information Act. Must be able to deal with confidential information and be able to work during high volume times with multiple interruptions.

Plans work according to established office procedures. Works with public and customers in person or by telephone. Prepares correspondence in response to routine inquiries. Considerable knowledge of standard office equipment including large format scanner. Ability to work positively and with courtesy when working with the public and act discretely in processing sensitive information.

Qualifications Profile:

A Bachelor's degree or a minimum of five years related **work** experience, or **three years as an Assistant Town Clerk or Town Clerk** is greatly preferred.

The Town Clerk must be well versed in technology practices seen in progressive Town Clerk's office and willing to further their knowledge and adapt to new technologies.

The Town Clerk must attain Certification as a Municipal Clerk in the State of Connecticut within **three years of employment** by having completed five (5) training modules and passing the final examination as administered by the Connecticut Town Clerk's Association.

The Town Clerk must be Notary Public in the State of Connecticut and be bondable.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to perform the essential functions of the job with or without reasonable accommodations. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of equipment. While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

General Guidelines:

The duties listed herein, are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.