

BOARD OF SELECTMEN

Minutes of the Regular Meeting held on Tuesday, December 20, 2022

	<u>Selectmen</u>	<u>Others</u>
Present	Y Gordon M. Ridgway (First Selectman) Y Priscilla Pavel Y Janet Carlson Sanders	Barbara Herbst - Clerk Pro-tempore citizens local press

Call to Order

7:32 p.m.

Minutes

Minutes for the December 6th meeting were provided to all members via email as well as were available at the meeting.

Motion

Priscilla Pavel Made a motion to approve the minutes as submitted.
Janet Carlson Seconded the motion.

Motion passed unanimously

Communications

Communications

- a) There is a video available on the Cornwall CT web site that showcases CCS: "An insider's view of a day at Cornwall Consolidated School in CT School District Region 1." This is a wonderful video and all are encouraged to view it.
- b) Budget planning season is upon us, worksheets will be going out soon.

Additions to the Agenda

Motion

Report of ARPA
Gordon Ridgway Made a motion to add "Report of ARPA" to the agenda
Priscilla Pavel Seconded the motion.

Motion passed unanimously

1 Holiday

Holiday Food and Gifts

A BIG THANK YOU to all the generous volunteers and donors that helped, coordinated, provided and distributed the ample gifts and food this past Sunday. This was an exemplary showing of the real meaning of community and we all benefit from this selflessness. Thank you again!

2 Ukraine

Ukraine Aid

The CVFD has donated a van full of Fire Gear and EMS Equipment to aid and support Ukraine. Hundreds of tons of equipment have been airlifted to Ukraine and Cornwall is proud to be able to partake in this essential support. A firefighter in Trumbull is coordinating the Connecticut response and our donation was well received.

3 Personnel

Personnel Policy

The Selectmen's office has been working on updating the Personnel Policy. A draft of the policy has been reviewed by our CIRMA labor attorney, the AFSCME union legal team and all the municipal department heads. A copy of the final draft was provided to all BoS members prior to this meeting for review. This document, once adopted, will be provided to all current municipal employees as well as provided to any new employees upon commencement of employment. The last page of the document is an "Acknowledgment of Receipt" which all employees are expected to sign and return to the First Selectman's Office.

The Personnel Policy includes the following sections;

- Notice and Disclaimer of Contract
- Purpose of the Personnel Policies
- Standard of Conduct
- At Will Employment
- Equal Employment Opportunity Policy
- Americans with Disabilities Act and Reasonable Accommodations
- Sexual Harassment Policy
- Other Harassment Policy

- Workplace Violence Policy
- Administrative Policies and Procedures
- Drug Free Workplace
- Employee Conduct
- Employment
- Compensation and Payroll
- Leave Policies and Procedures
- Employee Benefits

Motion

Gordon Ridgway Made a motion to adopt the Personnel Policy with an effective date of 1.1.23
Priscilla Pavel Seconded the motion.

Minimal discussion ensued.

Motion passed unanimously

4 Job Description

Selectmen Administrative Assistant Job Description

The Selectmen's office has been working on updating the *Selectmen Administrative Assistant Job Description*. A draft of the document has been reviewed by our CIRMA labor attorney and was provided to all BoS members prior to this meeting for review.

It was noted that upon adoption of the proposed job description, interviews for filling the position will commence in January 2023.

Motion

Gordon Ridgway Made a motion to adopt the proposed Selectmen Administrative Assistant Job Description as presented.

Priscilla Pavel Seconded the motion.

Motion passed unanimously

5 Eversource

Eversource Storm Preparedness

First Selectman Ridgway reported that there is a possibility that the NW corner may be subject to rolling blackouts. ISO-New England first warned of the potential for rolling blackouts due to a potential shortfall of natural gas. At a Northwest Hills Council of Governments meeting, an Eversource representative warned rolling blackouts could be instituted if the region falls into an extended cold snap. Eversource urged local officials to be prepared for the potential loss of power to critical municipal facilities if power demand outweighs supply during critically cold periods. Eversource indicated that they would likely rotate outages among 'blocks' or groups of customers on different circuits so that the burden is spread as equally as possible. Controlled outages may continue for days or longer at ISO-New England's direction, depending on the scope of the emergency. Advance warning would be provided so individuals could prepare. If these happen on a rolling basis, it is expected to be in lengths of four or eight or ten hours. You would have the ability to bring your heat back up and charge your devices. We would not dealing with blocked roads like in a storm event. Rolling blackouts are a worst-case scenario. Currently Connecticut produces 60% of the electricity requested by using natural gas. Unfortunately, the electric grid is aging and security upgrades are necessary to guard against man made sabotage as recently reported in the news.

Addition

Report of ARPA

First Selectman Ridgway reported that the ARPA committee met yesterday and allocated the balance of the funding as follows;

- \$100,000 Grant to Cornwall Housing for site development on housing lots.
- \$38,000 winter.
- \$35,000 Grant to Little Guild to support their efforts of building a new facility.
- \$5,000 Grant to Greenwoods Counseling for the Community Outreach program which is focused on addressing the opioid epidemic here in the NW Corner.

6 Public Comment

Public Comment

Richard Schlesinger expressed gratitude for the ARPA grant to the Little Guild. Additionally he asked if there was municipal civil preparedness and or any organizations set up to provide support to citizens during a rolling blackout. Yes, Cornwall's Emergency Management will be working with the First Selectman to make sure this is addressed.

Ruth Epstein, reporter for the Waterbury Republican, requested additional information about the ARPA funding. First Selectman Ridgway noted that a full accounting will be published.

Nancy Berry reported that the UCC now has a generator and is prepared to set up a warming station and provide meals in an emergency. A rolling blackout may qualify as an emergency for utilization of these services.

Adjournment

Motion

Gordon Ridgway Made a motion to adjourn the meeting.

Priscilla Pavel Seconded the motion

Motion passed unanimously

7:59 PM

Barbara E. Herbst, Clerk pro tempore

Submitted: Minutes remain "Draft" until approved at the next regular Selectmen's meeting. See future
Note: minutes for any corrections.