

December 5, 2008

Special Meeting

Minutes are subject to the approval of the Board of Selectmen.

Present: First Selectman Mark E. Lyon, Selectmen James L. Brinton and Nicholas N. Solley. Martin Connor, Land Use Consultant. Public: Wendy Federer, Addie Roberts, Jane Boyer.

Call to Order: First Selectman Lyon called the meeting to order at 4:04 p.m. and turned the meeting over to Mr. Connor.

Martin Connor: Marty opened his discussion by commending the Town of Washington and how it should be very proud of its Land Use staff and volunteer commissioners. Many hours were spent interviewing staff (present and former), commissioners, building official, Board of Selectmen, Land Use applicants, etc. Interviews were conducted in person, by phone and email.

Brief Summary of Marty's report:

Organization of Land Use Office:

The current set up is loosely organized with no chain of command. Staffing has increased but without thought as to how the office should run in the most efficient manner and how to make the most effective use of personnel and resources.

Land Use Coordinator:

The current set up does not optimize the knowledge, talents and experience of the Land Use Coordinator. There is currently no job description of this position. Marty feels this position should report to the First Selectman and the Commission Chairmen and the title should be changed to "Land Use Administrator". This person would be in charge of all land use personnel and the Land Use Enforcement Officer and Land Use secretary should report to the Administrator. Explanation of other duties of this new position were noted.

Land Use Enforcement Officer:

Currently the job description for this position specifies reporting to the First Selectman. By not reporting to the Land Use Coordinator, difficulties may result.

Motion: To adjourn the Special Meeting of the Board of Selectmen at 4:22 p.m. to enter into Executive Session. By Mark Lyon, seconded by Jim Brinton.

Discussion: Mark explained that discussion was beginning to deal with specific employees, personnel issues, possible job changes, etc. If the discussion was to turn from general recommendations to specific staff members, etc., this should be done in Executive Session and the parties involved should be consulted with before making public. The motion passed unanimously.

Executive Session was adjourned at 5:42 p.m. and the Selectmen re-entered their regular meeting.

There was brief and general discussion on the subjects of minutes, phone systems, website utilization, copy machines, training, etc.

The Selectmen scheduled a Special Meeting of the Board of Selectmen, inviting Land Use Commissioners, staff, and the public on Thursday, December 11, 2008 at 7:00 p.m. to discuss organizational recommendations presented in the Land Use Consultant's report.

Motion: To adjourn the Special Meeting of the Board of Selectmen at 5:55 p.m. as there was no further business for discussion.

Respectfully submitted,
Mary Anne Greene
Selectmen's Secretary