

**BOARD OF SELECTMEN
REGULAR MEETING MINUTES
TUESDAY, OCTOBER 4, 2022, 7:00 PM
SALEM TOWN HALL – CONFERENCE ROOM 1**

**The minutes submitted below have been filed in accordance with
Section 1-225 of the CT General Statutes. They are subject to
final approval with or without amendments by a vote of the Board of Selectmen.
Approval and any such amendments will be detailed in subsequent minutes.**

PRESENT

Edward Chmielewski, Jr.
Thomas (TJ) Butcher
Ron LaBonte
Kevin Lyden
Pam Munro

ABSENT

none

CALL TO ORDER

First Selectman Chmielewski called the meeting to order at 7:03 p.m.

1. PLEDGE OF ALLEGIANCE

2. EXECUTIVE SESSION

- a.** To provide an update and to discuss legal strategies for the current lawsuit “The Gardner Lake Volunteer Fire Company, Inc. vs. Town of Salem” pursuant to C.G.S. Section 1-200 (6)(B)

M/S/C: LaBonte/Butcher, to enter into Executive Session for the purpose of discussing legal strategies for the current lawsuit “The Gardner Lake Volunteer Fire Company, Inc. vs. Town of Salem” pursuant to C.G.S. Section 1-200 (6)(B) at 7:05 p.m. Discussions to include the Board of Selectmen, Emergency Management Director/Emergency Services Coordinator Mike Bednarz, and Town Attorney Brian Estep. Discussion: None. Voice vote, 5-0, all in favor. First Selectman Chmielewski resumed the meeting at 7:47 p.m. No votes were taken.

- b.** To discuss investigative reports regarding complaints by Salem Town Employees against The Gardner Lake Volunteer Fire Company, Inc. members pursuant to 1-200(6)(E) and 1-210 (b)(2).

M/S/C: LaBonte/Munro, to enter into Executive Session for the purpose of discussing investigative reports regarding complaints by Salem Town

Employees against The Gardner Lake Volunteer Fire Company, Inc. members pursuant to 1-200(6)(E) and 1-210 (b)(2) at 7:48 p.m. Discussions to include the Board of Selectmen, Emergency Management Director/Emergency Services Coordinator Mike Bednarz, and Town Attorney Brian Estep. Discussion: None. Voice vote, 5-0, all in favor. First Selectman Chmielewski resumed the meeting at 8:12 p.m. No votes were taken.

3. APPROVAL OF MINUTES:

a. Tuesday, September 6, 2022 Board of Selectmen Regular Meeting

M/S/C: LaBonte/Lyden, to approve the Board of Selectmen Regular Meeting Minutes for Tuesday, September 6, 2022. Discussion: None. Voice vote, 4-0-1. Voting in Favor: Selectmen LaBonte, Lyden, Munro, and Chmielewski. Voting in Opposition: None. Voting in Abstention: Selectman Butcher.

4. CORRESPONDENCE / PUBLIC COMMENTS

First Selectman Chmielewski expressed his appreciation to the public for their patience while they discussed some important matters during the Executive Sessions.

Diba Khan-Bureau, Hilltop Trail, recited and presented a letter on behalf of the Inland Wetlands and Conservation Commission (IWCC) regarding the Board's decision not to re-appoint the IWCC Chairperson Kimberly Bradley. She stated that all of the Commissioners who were present at their recent meeting voted in favor of the letter, with the exception of one abstention. Based on former Commissioner Bradley's commitment, dedication, experience, and knowledge, the Commission requests that the Board consider reinstating and appointing her back to the Commission should a vacancy arise. The letter calls into question the appointments made at the September 2022 Board of Selectmen Meeting which did not follow the process for all new appointments as outlined in a Town Ordinance (Section 32.09(6)), which states:

- (6) Annually, upon expiration of said terms of office, the Board of Selectmen shall appoint members of said Commission for six-year terms. Any vacancy arising in the membership of said Commission shall be filled by a majority vote of the Board of Selectmen and a majority vote of the Inland Wetlands and Conservation commission members present and voting at a meeting called for that purpose. The Board of Selectmen may remove any member for cause.

She reported on the appointment process which was taken when she was appointed to the Commission, which included the submission of her resumé and attendance to an IWCC Meeting. She stated the difficulties in recruiting volunteers, especially one who is as qualified as Ms. Bradley. As a 22-year member of the Commission, she expressed her

dismay with the lack of communication and reiterated her disappointment with the Board's decision to not re-appoint Ms. Bradley.

Town Clerk Linda Flugrad, who has been researching the appointment/re-appointment process, shared a section of the Town Charter with the Board. She stated that the Town Clerk's office has followed the same process since the mid-2000s (three First Selectmen). She referred to page 9 of the Town Charter, which includes a listing of the Town's Boards and Commissions and their respective terms, and page 24 of the Charter, Section 7.04, Conditions of Service, specifically Section 7.04(B):

- B. Action of the Board of Selectmen in the removal of a member from an appointed board shall be final. Any vacancy shall be filled pursuant to this Charter.

The Ordinances, specifically those related to the Inland Wetlands & Conservation Commission, were passed in the 1990s. The Town Charter was adopted in 2005 and, as such, supersedes the Ordinances.

Selectwoman Munro concurred, adding that Section 1.04, Effect of Charter – Existing Laws and Ordinances, of the Charter states that:

This Charter shall be the fundamental law of the Town in the administration of its local affairs. Special acts and ordinances, or portions thereof, which are inconsistent with this Charter and superseded by this Charter shall have no further force or effect after the effective date of this Charter. Other special acts affecting the Town, and all other ordinances, resolutions, and bylaws duly adopted and in force before the effective date of this Charter shall remain in force, but shall have no force of law whenever they conflict with the provisions of this Charter.

Diba Khan-Bureau, Hilltop Trail, recalled that prior to Commissioner Jennifer Messervy's appointment to the Commission, the Commissioners were provided with her resumé and an opportunity to meet and speak with her. She questioned why the Ordinances are posted on the website if they are superseded by the Town Charter and felt that a statement should be included to avoid confusion. It was her opinion that all of the changes that have been made to the Town's Boards and Commissions since the First Selectman has taken office appear political in nature and expressed her concerns that she, too, will not be re-appointed when her term expires in February 2023.

First Selectman Chmielewski stated that he is only one vote out of five total votes and added that he neither made nor seconded the motion for the appointments. He noted that Selectman Butcher was not in attendance at the September meeting to voice any concerns he might have. Historically, robust discussions, debates, and cooperation between the Selectmen are held regarding the candidates and decisions are made accordingly.

Linda Schroeder, East Haddam Road, recalled that, in prior years, the names of the candidates for Boards and Commissions were stated on the Meeting Agendas. She also

recalled that the Selectmen were asked if there were any additional nominations. She felt that such practices would help increase their transparency.

Sue Coffee, 10 Saunders Hollow Road, Old Lyme, who owns five (5) properties in the Town of Salem, expressed her concerns about the negative impacts on the wetlands that might be occurring due to the activities taking place at the motocross track on Old Colchester Road.

5. ALTERATIONS TO THE AGENDA – none

6. AGENDA:

a. Current lawsuit “The Gardner Lake Volunteer Fire Company, Inc. vs. Town of Salem” (*Discussion Item*)

First Selectman Chmielewski stated that the Town continues to defend itself against the allegations raised by the Gardner Lake Volunteer Fire Company (GLVFCO) in their lawsuit. While some progress was made during a recent court-aided mediation, the case is ongoing. A status conference is scheduled for December 13, 2022, with a Superior Court Judge. The status conference will determine where the parties stand at that particular point in time. Selectman (and former First Selectman) Lyden, who is both knowledgeable about and has been involved with the lawsuit, concurred that some progress is being made and many of the items were settled, resulting in a somewhat successful mediation. The Town, he added, will continue to defend itself. The discussions held during the mediation meeting cannot be discussed due to the pending litigation.

b. Investigative report regarding complaints by Salem Town Employees against The Gardner Lake Volunteer Fire Company, Inc. members (*Discussion Item*)

In December 2021, the Town received complaints from three (3) employees of the Town of Salem related to sexual harassment, bullying, and actions and comments made by members of the GLVFCO. Immediately following the receipt of the complaints, the Town Attorney and CIRMA (Connecticut Interlocal Risk Management Agency), the Town’s insurance carrier, were contacted for guidance and a third party was hired to embark on an investigation. Based on the findings of the investigation and their recommendations, the Town took immediate action to protect its employees from future occurrences. A letter, dated August 22, 2022, addressed to the Chief Officers, Board of Directors, Members, Associate Members, and Retired Members of the GLVFCO, Inc., was hand-delivered to Board of Directors Secretary Katrina Zickwolf on August 22, 2022, at 6:00 p.m., prior to a Board and Member meeting. He hoped that the letter would be relayed to the members of the Fire Company that evening. On September 8, 2022, the First Selectman was informed that the letter was not received by its members. The letter was, subsequently, handed to one of the Fire Company’s members. The First Selectman recited the letter (attached) into the record.

Town Attorney Estep stated that, pursuant to the terms of the Town's sexual harassment and other unlawful harassment policies, when complaints were brought forward, an investigation was conducted, protecting both the employees and the Town. By completing the investigation, the Town is protected from any allegations regarding inaction and, hopefully, the employees are also protected from the outcome of the investigation.

Selectman LaBonte added that the employees initially reported the incidents to the GLVFCO leadership and attempts were made to resolve the issues at their lowest level. He believed that should the Fire Company have reviewed and followed its Bylaws, the complaints would have been handled accordingly. Based on the Town's Sexual Harassment and Ethics Policies and common sense, it was necessary to take action and safeguard its employees. An external, objective investigator was hired and no elected officials were involved. He noted that the funding for the investigation derives from the Town's taxpayers. He expressed his embarrassment that the Town's employees were treated in this manner and that the letter was read to the public. He stated his ongoing support for the employees. He commended the full-time Firefighters/EMTs who run the ambulance during the weekdays and continue to care for the community and keep the Town safe.

Selectwoman Munro expressed her sadness and dismay with the lack of action by the Fire Company. She added that, because the letter was not provided to the volunteer members of the Fire Company, they might not be aware of the investigation or of any future litigation that could be presented to them. She felt it was outrageous.

Selectman Butcher stated the difficulties in recruiting volunteers and such cases as this could reveal part of the reasoning behind that difficulty. He stated the importance of making the Town and its entities available and volunteer-friendly. He expressed his disappointment with the Fire Company's apparent lack of openness and transparency and finds their decision to not provide the official documents to its member-volunteers unconscionable. Such inactions reflect its level of organizational dysfunction. The charges are serious and egregious and should have been investigated. Due to the seriousness of the allegations, he was pleased that a neutral party was hired to investigate the complaints. He noted that funds are allocated in the budget for legal matters and the Town is fortunate to be financially secure.

Selectman Lyden agreed that the process was followed correctly; the Town's Personnel Policy is very clear regarding the process that is to take place.

Emergency Management Director/Emergency Services Coordinator Bednarz expressed his appreciation to the Town of Salem and the Board of Selectmen for their support and for taking the matter seriously. One of his duties is to ensure that his employees are

safeguarded and prevent future such occurrences by properly following the procedures and processes.

First Selectman Chmielewski informed the public that, upon receiving the complaints in December 2021, a letter was drafted and sent to GLVFCO informing them of the investigation and that the full-time Firefighters/EMTs would no longer be stationed at the Salem Volunteer Fire Company. The letter was carefully crafted to continue the open communication between the Town and the Fire Companies, who have been holding monthly meetings for two to three years. He was troubled to find that the letter was not presented to its Board of Directors resulting in its Secretary to issue a FOIA (Freedom of Information Act) request for the letter several weeks later. Such instances reflect the continuing lack of communication within the organization. A former military, infantry, and police officer, he stated that this was one of the most difficult experiences he has had to endure. He thanked everyone for their support, courage, and bravery in speaking this evening and moving forward with the matter. He also requested that Emergency Management Director/Emergency Services Coordinator Bednarz pass on to the Firefighters/EMTs their continued appreciation for their service to the Town of Salem. He added that an additional investigation is currently in progress based on the findings of the initial inquiry.

c. Tax Collector's Refunds (*Action Item*)

M/S/C: Butcher/LaBonte, to direct the Town Treasurer to issue refunds, recommended and certified by the Tax Collector, as presented, to the Board of Selectmen in the amount of \$6.16 (six dollars and sixteen cents) on this fourth day of October 2022. Discussion: None. Voice vote, 5-0, all in favor.

M/S/C: Butcher/LaBonte, to direct the Town Treasurer to issue refunds, recommended and certified by the Tax Collector, as presented, to the Board of Selectmen in the amount of \$2,982.29 (two thousand nine hundred and eighty-two dollars and twenty-nine cents) on this fourth day of October 2022. Discussion: None. Voice vote, 5-0, all in favor.

d. Plan of Conservation and Development (*Discussion Item*)

A copy of the proposed 2022 Plan of Conservation and Development was provided to the Selectmen for review. First Selectman Chmielewski reported that the Town submitted a request for an extension for its submission to the State earlier in the year.

Selectman Lyden suggested the item be placed as an action item on their next meeting agenda. He reminded the Board that the document is an update of the Town's 2012 POCD. The document is updated every ten years, per State Statute, and explained the process of adoption.

7. REPORTS:

a. FIRST SELECTMAN

A copy of the First Selectman's report containing updates on the Town departments was provided to the Board (*attached*). He commended and thanked the Department Heads for providing a detailed report.

b. EMERGENCY SERVICES – POLICE / FIRE

Emergency Management Director/Emergency Services Coordinator Bednarz reported that a total of 62 Calls for Service were received in the month of August. Of the 62 Calls, 44 were received during weekday hours. The full-time Firefighters/EMTs are in the process of preparing public education presentations for the school and daycare centers for Public Safety Month (October). They are also continuing to support the community and preparing CPR/First Aid classes for the public. He thanked the Town and its boards and commissions for their ongoing support.

c. EMERGENCY MANAGEMENT

He reminded everyone that it is hurricane season and sent their thoughts to those whose lives have been affected by Hurricane Ian. Those who are donating money to charity organizations were urged to verify who and where their donations are going. The American Red Cross website provides a list of reputable organizations.

The Emergency Management Team has been discussing the Town's dire need to upgrade its radio system. He is in the process of researching the available options and plans to request funding from the Town's second round of ARPA (American Rescue Plan Act) funds. The radios would be provided to EOC (Emergency Operations Center), First Responders, Public Works, and, possibly, the School. New radios will resolve frequency issues and the need to carry multiple radios. First Selectman Chmielewski added that a unified radio system would allow the Town to communicate with local, State, and Federal agencies.

The Emergency Management Team has researched and selected ZOLL AEDs (Automated External Defibrillators) to replace their current AEDs. Because the replacements are the same type of AEDs that the Town currently utilizes, any necessary training would be minimized. The First Responders recently received a hands-on demonstration of the new AEDs, which utilize new technology. He informed the Board that, because the cost has increased considerably since the (ARPA) funding was approved, additional funding would be necessary. The First Selectman added that, in previous years, the GLVFCO was responsible for the purchase and maintenance of the AEDs, but as a result of the need and the rising costs, the task was handed to Emergency Management Director/Emergency Services Coordinator Bednarz.

First Selectman Lyden was confident that the Town would approve the allocation of ARPA Funds for the purchase of the new radios and AEDs.

d. BOARD OF FINANCE

The Board of Finance will be meeting next Thursday evening and will be presented with an inventory of each department's capital items.

Selectman Lyden reported that he met with the Auditors and has been available to aid with capital purchases and other financial items to ensure continuity.

e. BOARD OF EDUCATION (BOE)

Selectwoman Munro reported that, in an effort to reduce their electricity costs, one of the BOE Members will be meeting with the Facilities Director and Building Inspector to investigate possible ways in which funds could be saved and incremental changes could be made. The BOE is also beginning its discussions regarding the Capital Plan and requests for the second round of ARPA Funds.

First Selectman Chmielewski added that the Town continues to partner with the School, including and especially in the area of public safety. As a longtime former BOE Member, Selectwoman Munro has extended an invitation to the new Administration to review past school safety enhancements. In addition, Resident State Trooper Kevin Crosby and Firefighters/EMTs are continuing their relationship with the School.

Emergency Management Director/Emergency Services Coordinator Bednarz provided a brief explanation of his department's role in school safety. He stated that, as the Director of Emergency Management, he is responsible for the safety of the entire Town, including the School. Once the School utilizes its resources in consultation with the department and once those resources are depleted, the Town's resources are utilized. He has extended his aid and support to the School's Facilities Director, who acts as the School's Emergency Management Liaison, to discuss and develop any policies and procedures to create a more efficient and effective process. Plans and drills are being practiced both within and without the School proper to help the administration, staff, and students as well as the Town's staff to prepare for different scenarios. First Selectman Chmielewski added that the Town Hall staff recently held a meeting to discuss their role in such emergencies.

f. PLANNING AND ZONING COMMISSION

First Selectman Chmielewski commended the Planning & Zoning Commission for completing the POCD, as presented to the Board for review and comment. He stated the importance of the POCD which expands the Town for resources for funding.

Planning & Zoning Commissioner Gary Closius noted that any minor issues could be made to the POCD; other items can be updated at a later date, renewing the ten-year timeline of the deadline.

g. ECONOMIC DEVELOPMENT COMMISSION

The Economic Development Commission is continuing to work with and reach out to the Town's businesses.

h. LIBRARY

First Selectman Chmielewski commended recently appointed Library Director Shannon Henson, who is a joy to work with and a great addition and valuable member of the Town Hall team. The Library Board is currently working on updating its policies.

i. TVCCA (Thames Valley Council for Community Action)

Selectwoman Munro reminded everyone that TVCCA has an extensive website with numerous programs, including heating and electricity.

Care & Share – She also wished to recognize Care & Share, who was extremely helpful to a couple who were in need of assistance. Care & Share, which is located in East Lyme, serves the Towns of East Lyme and Salem.

Selectman Lyden also noted that the Town also has a Benevolent Fund to assist to those in need.

Unsung Heroes – Tickets to the Unsung Heroes Banquet on November 13 may be purchased from Selectwoman Munro. Photographs of this year's Unsung Heroes were taken today.

ADJOURNMENT

M/S/C: LaBonte/Lyden, to adjourn the meeting at 9:34 p.m. Discussion: None. Voice vote, 5-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes T. Miyuki, Recording Secretary for the Town of Salem

A VIDEO RECORD OF THE MEETING CAN BE FOUND ON THE TOWN'S WEBSITE UNDER BOARDS & COMMISSIONS – BOARD OF SELECTMEN – MEETING VIDEOS



Town of Salem

Office of the First Selectman

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Ed Chmielewski, First Selectman

Email: FirstSelectman@salemet.gov <http://www.salemet.gov>

Recvd 08/22/22

GL Sety Katrina Zickwyl

[Handwritten signature]

[Handwritten note: @ Chmielewski 9/8/22]

Date: August 22, 2022

Chief Officers

Board of Directors

Members, Associate Members and Retired Members

Gardner Lake Volunteer Fire Company Incorporated

429 Old Colchester Road

Salem, Connecticut 06420

The purpose of this letter is to advise the Gardner Lake Volunteer Fire Company's ("GLVFC") Chief Officers, Board of Directors, and Members of updated procedures by the Town of Salem for contacting Salem Town employees and its intentions regarding assignment of Salem Town Employees regarding the Gardner Lake Volunteer Fire Company facility, also known as GLVFC Station 27, located at 429 Old Colchester Road, Salem CT.

This correspondence is written as a result of formal complaints against members of the Gardner Lake Volunteer Fire Company made by Salem Town Employees including our professional Town paid Firefighters/Emergency Medical Technician's (EMT), relating to but not limited to elements of workplace violence, creation of a toxic work environment, bullying and sexual harassment. These complaints were only filed with the Town of Salem after the Town Firefighters/EMT relayed, documented and attempted to discuss many of the complaints with the GLVFC Chief Officers and Board members.

As a result of the complaints, an investigation was completed in which the independent investigator found that members of Gardner Lake Volunteer Fire Company violated the Town's sexual harassment policy by making sexually charged comments at Gardner Lake Volunteer Fire Company Station 27 about a Town employee and an elected Town official in the presence of a Town employee.

Furthermore, the investigator concluded that comments made by members of Gardner Lake Volunteer Fire Company regarding issues with the Town, Town Officials, The Salem Volunteer Fire Company and the job performance of Town Employees, while arguably protected speech, created an unprofessional, unnecessary and uncomfortable situation for Salem Town Firefighters/EMTs who were working at the Gardner Lake Volunteer Company Fire Station 27 and for Salem Town Hall employees and officials. This resulted in enhanced tension, stress, and also second guessing by our professional Salem Town Firefighters/EMTs at emergency scenes as a result of the comments by GLVFC members.

The actions by GLVFC in expecting the Town employees to clean up after the volunteers both in the firehouse and inside emergency service vehicles, including but not limited to, an uncapped used syringe found on the seat of the ambulance, custodial services after GLVFC functions and multiple incidents of human feces left on the floor of the GLVFC Station 27, created a toxic, stressful work environment and created additional undue work and stress for the Salem Town employees and officials.

When Salem Town employees including Firefighters/EMTs, filed complaints with the Town of Salem after the Chief Officers and Board of Directors at GLVFC refused to address the toxic behavior, the Town took the temporary action of safeguarding and protecting its employees by removing them from being assigned to GLVFC Station 27 and reassigning them to the Salem Volunteer Fire Company Station 21 (SVFC Station 21). SVFC Station 21 is owned by the Town of Salem. GLVFC Station 27 is owned by GLVFC. In addition, the Town of Salem changed the Town employee contacts for other GLVFC matters. Based upon the findings

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of multiple investigations, the Town has created Procedures for the assignment of Town employees and operation of GLVFC's ambulance which is owned by GLVFC.

A copy of the Procedures is attached with this letter. In summary, Salem Town Firefighters/ EMTs will be assigned to SVFC Station 21 until further notice. The Town will continue to provide R1 response from 7:00 A.M. until 5:00 P.M., Monday through Friday with the exception of holidays contained in the collective bargaining agreement or absent other emergency calls and circumstances.

The Town may assist GLVFC in the operation of the ambulance from 8:00 A.M. until 4:00 P.M. pending other emergency calls and circumstances. Salem Town employees may continue to assist GLVFC in maintaining the Town equipment that is currently assigned and housed at GLVFC Station 27 during the normal course of their day if available and absent other emergency calls and circumstances.

Until further notice:

1. All contact with the Town of Salem regarding financial issues should be with the Assistant to the Director of Finance.
2. Any contact or communication with the Director of Finance and Human Resources may only be initiated by the current GLVFC Chief, the current Deputy Fire Chief, or upon initiation from the Director of Finance and Human Resources.
3. Issues involving town Fire / EMT employees should be addressed with the Emergency Services Director.

It is strongly requested that:

1. Members of the Gardner Lake Volunteer Fire Company attend documented sexual harassment training and that a sexual harassment policy be issued to all members, associate members and future members.
2. Measures be taken to discontinue these unacceptable actions.
3. The Leadership of GLVFC enforce their policies and procedures including Sexual Harassment.
4. A written corrective action plan to address these systemic deficiencies drafted, finalized, implemented and a copy of the corrective action plan submitted to town leadership.
5. Gardner Lake Volunteer Fire Company take responsibility for the maintenance and repair of both GLVFC Station 27 and the Town's equipment assigned to that station.

It is with grave concerns that these actions must be taken to protect and safeguard Town employees including first responders from some of your members.

Sincerely,



Ed Chmielewski

First Selectman
Town of Salem

Cc: Salem Board of Selectman
Salem Emergency Services Director
Salem Human Resources Director

Board of Selectman
Tuesday, October 4, 2022 Regular Meeting
First Selectman's Report – Department Updates for September

Finance Department– Lisa Jablonski

- Audit Prep -Numerous hours spent gathering paid invoices and check verifications for Operating and Capital and Grant payment accounts. There was joint coordination of the CPA, Treasurer, Finance Dept and many different Depts that handle funds in their Depts: Building, Tax, Clerk, Library and more. Numerous electronic files and docs were uploaded to the secure Auditor portal.
- Worked with the Auditors who processed the Fiscal Health Monitoring System Report that was due Sept 30, submission went fine. FHMS was introduced new last year and includes for Reports mostly representing our previous year Annual Report.
- Still working with both Broker's to make decision regarding Medical and Ancillary employee insurance lines, hopefully soon we will have all the answers we need. Anthem took a long time to relinquish cost numbers for a small group like ours.
- 120 checks were processed in the amount of \$583,738 in September
- Multiple hours were spent gathering documents that were requested for a FOIA filing request.

Human Resources Department – Lisa Jablonski

- Reminders were sent to include several levels of employee's still needing to complete the CYBER Online Trainings required for satisfying the CYBER insurance policy requirements. An in-person CYBER Training for all employees has also been established for Oct 25.
- The Wo Comp Incident Report was updated for the Safety Meeting.
- Paid time off Accruals for employees was finally resolved by Primepay. Working to update PTO recording calendar.

Public Works – Tony Gallicchio

- Ran 100' of 15" pipe on skyline
- Install new Catch Basin sump to grate and tie in across road
- Cleared catch basins for storm after Labor Day
- Took care of tree across White Birch
- Installed fence, bollards and concrete pad @Library generator
- Repaired guardrails in several locations
- Repaired brakes on several trucks
- Pothole patching @ Darling
- Reworked infield with skid steer and mower
- Laid out, mowed and lined soccer field
- Repaired cross country track from washouts
- Replaced VCT tile at library
- Worked with Electrician at Library for lights and lift
- Swept wash at rattlesnake and 354
- Cleared out cockle hill
- Removed dead tree in front of Salem Fire House
- Replaced 3 Street signs
- Installed stop signs at Darling bridge
- Did bridge inspection Darling
- Repaired vent/fan Library
- Repaired toilet @ Town Hall

**Board of Selectman
Tuesday, October 4, 2022 Regular Meeting
First Selectman's Report – Department Updates for September**

Public Works (continued)

- Installed new urinal and laundry sink at Public Works
- Reworked shelves at Library around new heater
- Rehung women's bathroom door at Town Hall
- Removed dead trees on Round hill and Rattlesnake
- Reworked PW 1 and got rid of body rot
- Replaced light bulbs at Library
- Chip sealed Way Rd, Gardner Lake Heights and balance of Buckley
- Finished sub surface work on Skyline Drive
- Rail mowed
- Mowed fields and properties
- In-depth financial asset report for B.O.F
- Billing and invoicing approvals
- Moved furniture donated by Chelsea Bank
- Cut fields with over seeder
- Fertilized fields
- Moved trailer for school debris
- Relined fields
- Moved materials and machinery to Beckwith Dr
- Removed ground cover and installed rip rap in boulevard

Salem Library – Interim Head Librarian Shannon Henson

Library Staff:

- We recently hired Tristan Miodszewski. She has previous work experience in Children's Programming. She started training September 6, and we are continuing to work with her on our library procedures.

Building Maintenance:

- I have scheduled Higgins Floor Cleaners to strip and wax our VCT flooring in the library entryway, children's room, community room, and the staff area. They are scheduled to come out Monday, October 3. The library will be closed for the day.

Events:

- September 10, 2022 **Robots Rock the Room: Robots that move like animals**
 - Linda Zajac (author of Robo-Motion-Robots that Move Like Animals) spoke about what it takes to write a book and read her book aloud.
 - Linda had the children move like robots/animals and had mini robots to show.
 - The children received a moveable giraffe craft to take home.
 - One of Linda's books was donated and it was given to one lucky attendee!
 - Attendance: 21 total
- September 14, 2022 **Embroidery Take and Make Craft Kits**
 - We had a choice of four different embroidery kits.
 - There were 12 participants.

**Board of Selectman
Tuesday, October 4, 2022 Regular Meeting
First Selectman's Report – Department Updates for September**

Tax Collector - Vivian Waters

- Collection rate is currently at 56.67% With the following breakdown:
 - M/V 87.02%
 - Personal Property 54.89%
 - Real Estate 52.83
- Demands will be going out the first week of October

The office is actively pursuing accounts with mail that has been returned using UPSP, LexisNexis, and the internet, as well as collaborating with our clerk's office. These efforts are adding to our successes.

Recreation – Agnes Miyuki

- Congratulations to Veronika Burlingham for receiving a grant from the Connecticut Master Gardener Association to clean up our garden at Round Hill Road Fields that was full of invasive plants and plant a low maintenance pollinator garden.
- Afterschool Slime Workshop for Grades 1 to 6, Thursday, October 27, 12:30-3:30pm, Salem School Multi-Purpose Room, \$45 (minimum 7 participants)
- Monster Mash & Trunk or Treat, Sunday, October 30, 2-5pm, Gardner Lake Firehouse. Sponsored with Gardner Lake Volunteer Fire Company and Salem School PTO
- Save the Date: Annual Holiday Tree Lighting, Saturday, December 3, 4pm, Center School/Town Green – Enjoy hot cocoa, cookies & holiday sing-along with Freddie Marion & visit with Santa
- In the works: Bob Appleby Fields Dedication Ceremony, Volunteer Park, tentative date November 2 (before final Salem School home soccer game)
 - Safe@Home class – planned as afterschool class in November
 - SafeSitter class – Saturday class, planned for November
 - Adult Co-ed Basketball Pick-up Games at Salem School
 - Adult Co-ed Pickleball Pick-up Games at Salem School
 - Adult Co-ed Volleyball Pick-up Games at Salem School
 - Seniors & Strollers Walking at Salem School on
 - Monday, Wednesday, Friday, and Saturday Mornings
 - Events/Activities in conjunction w/other town groups/orgs, incl. Salem School:
 - Earth Day (April)
 - Bike Safety Day (May)

Board of Selectman
Tuesday, October 4, 2022 Regular Meeting
First Selectman's Report – Department Updates for September

Seniors – Agnes Miyuki

- Next meeting: Tuesday, October 11, 10:30 am, Salem Firehouse
will include a Flu Shot Clinic, sponsored by Salem Health Mart
- Salem Seniors members continue to enjoy \$5 (+ tip) lunches at Two Brothers Restaurant on the first & third Tuesdays of every month
- View their new monthly newsletter online at salemct.gov — Departments — Salem Seniors
- Seniors' Dance at Gardner Lake Firehouse, Friday, November 11, 6 to 10 pm, \$10
- In the works are: BINGO, Potluck Dinner/Talent Show, Self Defense Course, 2023 Memorial Day Parade Float, Senior Yoga & Sittercise, Senior Night/Day at the Movies, Nature Walk with the Salem Land Trust

Building Department – Agnes Miyuki

- FY2022/23, to date:

Total Permits Issued:	103
Total Fees Collected:	\$24,660.21
Total Construction Value:	\$1,949,003.54
Total Certificate of Occupancies Issued:	29

Assessor's Office – Mike Kapinos

- Campground list year to year audits
- Personal property mailing preparation
- Admin tasks

Town Planner - Justin LaFountain

- The Planning and Zoning Commission approved a five year extension to the site plan for the self-storage facility at 89 New London Road, as it was set to expire in November.
- The public hearing for the Plan of Conservation and Development has been set for December 13, 2022. Attached is the draft plan and a memo outlining the steps that need to be taken by the Board of Selectmen and the Planning and Zoning Commission.
- An application for housing near Woodchuck Road is expected in the near future.

Town Clerk – Linda Flugrad

- Working on verifying documents for backfilling the land records currently to the late 1800s to early 1900's
- I will begin issuing absentee ballots Oct. 7th to those whose applications I have received. We currently have about 30 applications, 16 of which will be issued to residents with permanent absentee ballot status. I anticipate a larger number of absentee ballots to be issued than last year due to campaigns requesting a range of numbers to be given out.
- I attended a great Town Clerks' conference in September and a very informative New London County Clerk's meeting in Montville last Tuesday.
- I have spent a great deal of time working on board/commission term expiration dates and feel satisfied with our findings and plan moving forward.