

BOARD OF SELECTMEN  
TOWN HALL ROSE ROOM  
FEBRUARY 27, 2019  
MINUTES

Present: First Selectman Christine Goupil, Selectmen Jack Scherban, Tim Guerra and Phillip Sengle

Absent: Carol Walter

Everyone stood for the pledge of allegiance. The meeting was called to order at 7:00 PM.

**VISITORS**

No visitors wished to speak at this time.

**APPROVAL OF MINUTES – FEBRUARY 20, 2019**

Sengle made a motion, seconded by Scherban to approve the minutes from February 20, 2019. The motion was unanimously approved with one abstention from Guerra.

**RESIGNATIONS AND APPOINTMENTS**

Guerra made a motion, seconded by Sengle to accept the resignation of Christopher Jones from the Inland Wetlands Commission. The motion was unanimously approved.

Scherban made a motion, seconded by Guerra to accept the resignation of Alan Kravitz from the Design Review Board. The motion was unanimously approved.

Scherban made a motion, seconded by Guerra to appoint James Norrie (R) to the Inland Wetlands Commission for a term until June 30, 2020. The motion was unanimously approved.

Sengle made a motion, seconded by Guerra to appoint Michael Ciaoa (R) as the Fish & Game Constable for a term until June 30, 2020. The motion was unanimously approved.

Guerra made a motion, seconded by Scherban to appoint C. Goupil, D. Onofrio and T. Hollinger to the Bond Committee. The motion was unanimously approved.

Scherban made a motion, seconded by Sengle to move the appointment of Sue Cunningham to the Easter CT Health Medical Corporation to agenda item 9A. The motion was unanimously approved.

**ARTS DISTRICT**

Sengle made a motion, seconded by Scherban to table so the Sustainability Committee can be present. The motion was unanimously approved.

Guerra made a motion, seconded by Sengle to add agenda item 5A – Town Dock Concession Stand RFP. The motion was unanimously approved.

**TOWN DOCK CONCESSION STAND RFP**

The town will go out to bid for the Town Dock Concession Stand. The current contract is up in May 2019. The board will create a committee consisting of 2 Board of Finance members, 2 Harbor Commission members and 1 Board of Selectmen. Sengle made a motion, seconded by Guerra to create

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the Town Dock Concession Stand Committee and appoint 1 member of the Board of Selectmen, Jason Adler, Kirk Carr, Paul Dahlgren and Dave Adams. The motion was unanimously approved.

**2019/20 TOWN BUDGET**

A change was made to the town budget. Sengle made a motion, seconded by Sengle to approve a total town budget of \$18,912,561 which reflects an increase of 4.81 percent. The motion was unanimously approved.

**TOWN MANAGER**

The committee held a meeting yesterday and approved the final RFP. The Town Manager Executive Search Committee RFP has been posted to the Town Website, DAS and CCM. Questions need to be submitted by March 8<sup>th</sup> and proposals need to be sent in by March 22<sup>nd</sup>.

**SELECTMEN'S REPORTS**

Reported by Sengle

- Discussion on Greenway

Reported by Guerra

- Discussion on article in Harbor News regarding Septic Systems in Westbrook & Old Saybrook

Reported by Goupil

- CRAHD approved their budget
- RiverCog update
  - Regional Election Monitors
  - The RiverCog approved the 2019 LOTCIP Application for a standalone sidewalk construction along East Main Street and an intersection improvement for Long Hill Road and Liberty Street
  - For Sale - Earth Machine compost bins and rain barrels

**EXECUTIVE SESSION – POSSIBLE REAL ESTATE TRANSFER & PERSONNEL**

Guerra made a motion, seconded by Sengle to go into executive session at 7:44 PM and invite Mary Schettino. The motion was unanimously approved. The board came out of executive session at 8:00 PM. Guerra made a motion, seconded by Scherban to hire Sue Cunningham as the Interim Finance Director and allow the First Selectman to negotiate the salary and contract. The motion was unanimously approved.

Scherban made a motion, seconded by Guerra to appoint Sue Cunningham to the Eastern CT Health Medical Corporation. The motion was unanimously approved.

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**ADJOURN**

Guerra made a motion, seconded by Scherban and unanimously adjourned the meeting at 8:05 PM.

Respectfully submitted,

Mary Schettino



# The Earth Machine is Coming!

## Compost Bin and Rain Barrel Sale



ONLY

**\$54.95**

### The Earth Machine

Up to 30% of all household waste can be composted right in your back yard with the EARTH MACHINE™! Use natural compost for a healthy lawn and garden.

- 80 gallon capacity, Lightweight and easy to assemble
- Adjustable ventilation
- Made with 50% recycled plastic
- Twist locking pest-resistant lid
- Off-set retrieval door for easy harvesting
- 10 year warranty

*Two pick up Locations:*

- Veteran's Park, Walnut Grove Road, Middletown
- Tractor Supply, 401 Middlesex Trpk, Old Saybrook



ONLY

**\$69.00**

### System Rain Barrel

Rain water, free from chemicals, is an excellent water source for lawns, plants, and gardens. Using a rain barrel conserves municipal water and cuts household water bills by up to 40%.

- 55 Gallon capacity
- Conserve municipal water
- Unique shape and neutral color
- Made of up to 50% recycled materials
- Easily accommodates existing downspouts

*Date:* **Saturday, March 30, 2019** *Time:* **9:00 AM to 11:00 AM**

- Saturday, March 30, 2019 9:00 AM to 11:00 AM
- Saturday, March 30, 2019 1:00 PM to 3:00 PM

**Order Yours Today at <https://rivercogcompostersale.ecwid.com/>**

Residents and non-residents are welcome to order.\* For more information: 860-638-4955 or [kim.orearke@middletownct.gov](mailto:kim.orearke@middletownct.gov)

# A Guide to Recycling

Connecticut now has a universal list of what belongs in your recycling bin and what doesn't. All items should be **empty, rinsed, clean** and **open**. Do **not** shred, box, bag or bundle. To learn more, go to [RecycleCT.com](http://RecycleCT.com)



## What's **IN**?

### PAPER

- Cardboard & boxboard
- Food & beverage cartons
- Junk mail
- Magazines & newspaper inserts
- Newsprint
- Office paper
- Pizza boxes

### GLASS

- Beverage bottles & jars
- Food bottles & jars

### METAL

- Aerosol containers (food grade only)
- Aluminum foil
- Cans & bottles
- Foil containers
- Metal lids from cans & bottles

### PLASTIC

- Plastic bottles (with or without caps attached)
- Plastic containers, tubs & lids
- Plastic one-use cups (no lids, no straws)

## What's **OUT**?

- Gift wrap & gift bags
- Ice cream containers
- Paper cups (hot & cold)
- Shredded paper
- Take-out food containers
- Tissue paper

- Ceramic mugs & plates
- Drinking glasses

- Aerosol containers (deodorizers, cleaners, pesticides, etc.)
- Foil tops from yogurt containers
- Paint cans
- Pots & pans
- Small pieces of scrap metal
- Spiral wound containers

- Loose bottle caps
- Plastic bags & wrap
- Plastic plates, bowls & utensils
- Prescription bottles
- Single-use coffee containers
- Styrofoam cups, containers & packaging peanuts
- Water filters





**WHAT ARE REGIONAL ELECTION MONITORS?**

Regional Election Monitors – assisting Registrars of Voters within each Council of Government (COG) region. Pursuant to §9-229b (text at end of slides)

Capitol Region COG: Maureen Goulet  
Lower CT River Valley COG: Carol Conklin  
Naugatuck Valley COG: Galen Wells  
Northeastern CT COG: Douglas Lary  
Northwest Hills COG: Lila Tuxbury  
South Central CT COG: Carolyn Solstis  
Southeastern COG: JoAnn Merolla-Martin  
West COG: vacant  
Metropolitan COG: vacant

## INITIAL FOCUS: MODERATORS

First mission of Regional Election Moderators was to review number of Election Moderators and their certification status, and identify shortages

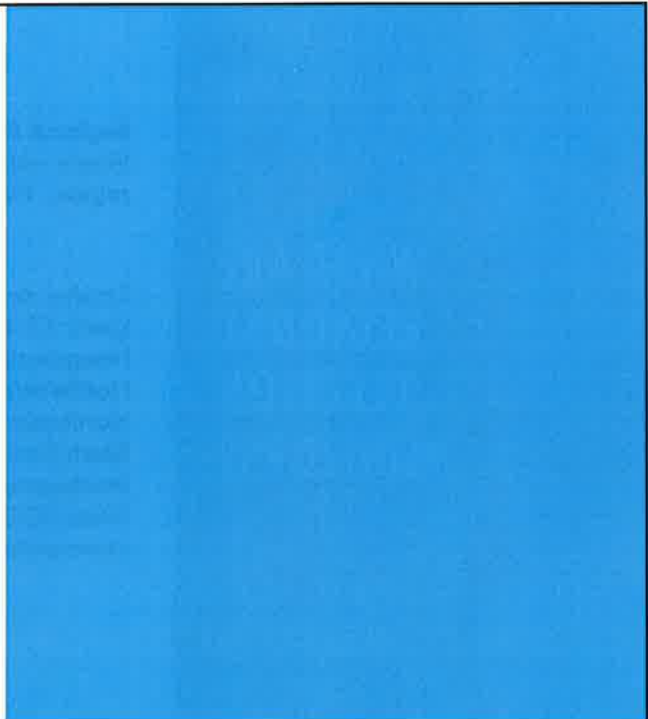
Moderators are hired by Registrars to manage polling places on Election Day – must have current certification and know all aspects of poll workers' functions, appropriate forms & paperwork, and how to resolve any voting problems electors face

Also must understand polling equipment, end of night balancing and electronic reporting.

Moderators must be available for recounts and audits, and have a complete report of Election Day events in the polling place.



## WHAT ARE THE NEEDS?





# REGIONAL ELECTION MONITORS: A TEAM APPROACH

<b>Meet</b>	Routinely meet to share information from our towns and COGs
<b>Share</b>	Share our strengths across the REM team to help Registrars
<b>Form</b>	Form relationships with CEOs and Registrars, so CEOs better understand the Registrars needs.
<b>Create</b>	Create networks within COG towns to facilitate Intertown assistance between Registrars <ul style="list-style-type: none"><li>• Assist new Registrars to better understand their roles/responsibilities</li><li>• Moderator staffing</li><li>• Equipment assistance/sharing</li></ul>

# WHAT WE'VE LEARNED

Day to day work of Registrars is not reflected in CITI courses

Many Registrars need training/assistance with day to day functions

- Procedural assistance
- Finding/using existing resources
- Downloading manuals
- Secretary of the State website navigation
- Downloading/reading statutes
- Navigating CITI courses (Required for Registrar Certification)

Budget Assistance

## WHAT WE'VE DONE

Intervention/Assist with office personality disputes/conflicts, unbalanced work hours and workflow

Assist with staffing shortages, both day to day and election day

Hands on assistance with election reporting and responsibilities – particularly Election Management System (EMS)



## AWARENESS AND COMMUNICATIONS

Communicate	Communicate the Registrar's needs to CEOs at COG meetings
Educate	Educate CEOs on election costs, labor costs, procedures and statutes
Communicate	Communicate regularly with Secretary of the State staff <ul style="list-style-type: none"><li>• Office changes</li><li>• Problem areas</li><li>• Greatest needs</li></ul>

## HOW DOES THIS HELP?

RISK REDUCTION

Reduce incurred fines

Reduce bad press

Reduce turnover & training costs

## WHAT'S COMING NEXT?

Continuing trend of faster turnover in Registrars of Voters offices. By 2020, expect over **45%** turnover in Registrar's and their staff

**Connecticut Registrar of Voters Turnover**

With REM assistance, this need not be a crisis – expertise, continuity of service and sharing best practices will ease transitions

## CRITICAL NEEDS

### TRAINING IN KEY AREAS:

Moderator (particularly in small, rural areas)

Cybersecurity

Password management

Auditing/auditing equipment

Registrar and Deputy training – not just high level, but day to day operations

Shortage of deputy registrars

Traditional polling locations closing

Special need for financial and labor assistance in towns under 10,000

## CONCLUSIONS & FUTURE OF CLEAN ELECTIONS

Registrars are not fully trained until a full election cycle including each type of election (referendum, primary, municipal, state, federal)

Towns cannot rely on registrars to train each other

- Different schedules
- Party politics
- Aptitude levels

REMs provide professional assistance for Registrars who may have other jobs

REMs fill a significant gap between local office and Secretary of the State's attorneys and other staff

REMs can identify areas where towns can share resources and save money

REMs can offer assistance to map out future election needs and service sharing opportunities with other towns in the COG

## REGIONAL ELECTION MONITORS: §9-229B

[https://www.cga.ct.gov/current/pub/chap\\_146.htm#sec\\_9-229](https://www.cga.ct.gov/current/pub/chap_146.htm#sec_9-229)

*Sec. 9-229b. Regional election monitors. Contract. Memorandum of understanding. (a) There shall be a regional election monitor within each planning region, as defined in section 4-124i, who shall represent, consult with and act on behalf of the Secretary of the State in preparations for and operations of any election, primary or recanvass, or any audit conducted pursuant to section 9-320f.*

*(b) Not later than March first of the year of each regular election, each regional council of governments shall contract with an individual, in accordance with section 4-124p, to serve as the regional election monitor for such planning region. The regional election monitor shall (1) be an elector of this state, (2) perform the duties of the position in a nonpartisan manner, (3) have prior field experience in the conduct of elections, and (4) be certified by the Secretary of the State in accordance with subdivision (2) of subsection (b) of section 9-229 or as soon after execution of such contract as practicable. The regional election monitor shall not be considered a state employee and shall, in accordance with such contract, be compensated for the performance of any duty agreed upon by the parties and reimbursed for necessary expenses incurred in the performance of such duties. The regional council of governments shall, in accordance with such contract, provide the regional election monitor with any space, supplies, equipment and services necessary to properly carry out the duties of the position. The regional council of governments may terminate such contract for any reason.*

## REGION ELECTION MONITOR: §9-229B, CONT.

*c) Not later than March first of the year of each regular election, each regional council of governments shall enter into a memorandum of understanding with the Secretary of the State concerning the regional election monitor under contract pursuant to subsection (b) of this section. The regional council of governments shall confirm within such memorandum of understanding that (1) each requirement described in subsection (b) of this section is satisfied and the contract between the regional council of governments and the individual who shall serve as regional election monitor specifies minimum expectations of performance under such contract, (2) such regional election monitor is subject to the control and direction of the Secretary of the State, (3) revocation by the Secretary of the State of such regional election monitor's certification constitutes breach of such contract and results in immediate termination of such contract, and (4) such regional election monitor is retained, absent termination of such contract by the council, until at least thirty days after such regular election.*



City of Norwich  
CONNECTICUT

Dianne M. Daniels  
Registrar of Voters  
[nvr@cityofnorwich.org](mailto:nvr@cityofnorwich.org)

Dianne Slopak  
Registrar of Voters  
[nvr1@cityofnorwich.org](mailto:nvr1@cityofnorwich.org)

100 Broadway, Norwich, Connecticut 06360  
Telephone (860) 823-3754  
Fax (860) 823-3758  
Web address: [norwichct.org/elections](http://norwichct.org/elections)

January 24, 2019

To Whom This May Concern,

When the original concept of regional election monitors was proposed, I was very skeptical of the Idea. However, I have come to appreciate how much our regional monitor has helped various registrars in New London County.

Our monitor, JoAnn Merolla Martin, has been very diligent in disseminating information and ideas throughout the area, and has been a valuable asset to registrars who have had issues during the election season, especially those with no previous experience.

I have nothing but praise for her dedication and commitment to assisting registrars in every way possible.

Sincerely,  
*Dianne Slopak*  
Registrar of Voters, Norwich  
Chair, New London County Registrars of Voters Association of CT



John,

I just wanted to drop you a quick note to let you know how helpful it was for my to make contact with Doug Lary this week. As a new registrar (we are both brand new), it was very helpful when Doug reached out to make contact with us this week. He came into the office this morning and spent several hours with us going over much of the information we needed to know. He also took the time to help up troubleshoot some of the technology issues we have been having in the office for several years. It's nice to know that NECOG has this resource available and it really was a pleasure to work with Doug. I have no doubt that we will put his knowledge to work for us in Union in the future.

Thanks again,

Heidi Lambert  
Union Republican Registrar  
860-684-8832  
[registrar@union.necoxmail.com](mailto:registrar@union.necoxmail.com)



**Testimonials**

John Filchak,

I am reaching out to you because I know Doug Lary works for NECCOG under you.

I am the Registrar of Voters in Sterling, and we conducted our audit of the Nov election this morning. I am a relatively new Registrar, and had never been involved in elections before accepting this position, and on top of that, this was also Sterling's first ever audit. I know Doug from his visits on election day, but more so from our county registrar meetings. He has been a resource, and one that is not just knowledgeable, but also so willing to reach out and provide a helping hand. He reached out to me when learning of my audit to let me know he would attend. He was more prepared for the audit then I was, knowing what methods work best to keep organized and to get through the material in a reasonable manner. I am thankful for his assistance, but also impressed in the manner in which he conducts himself. He really is just there to help, so we can all educate each other and get the best possible election system in Connecticut.



**Testimonials**

Rick Lynn  
Northwest Connecticut Council of Governments

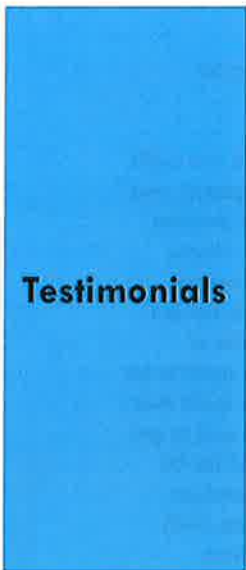
April 6, 2018

Dear Mr. Rick Lynn:

I am writing in support of the continuation of the Regional Election Monitor position in Connecticut. Our monitor, Lila Tuxbury, provided invaluable assistance to the Litchfield Registrar of Voter's office at the time of the November 7, 2017 Municipal election. She gave generously of her time, and acted as a liaison between the Office of the Secretary of the State and the Litchfield Registrar of Voter's office, ensuring that all ballots were properly counted and election results were accurate.

More recently, when we experienced the death of Edith King, one of our registrars, Lila came to Litchfield quickly, offering both calm support to the office and specific helpful information to the new Democratic Registrar of Voters. Very truly yours.

Nancy Knowlton  
Registrar of Voters



### City Of Torrington

REGISTRAR OF VOTERS  
140 Main Street • City Hall  
Torrington, CT 06790-5245



Tel.: (860) 489-2226/2227  
Fax: (860) 489-2366

Edward C. Wilmot, Republican Registrar

John C. Ciesco, Democratic Registrar

November 30, 2016

Dear Mr. Rick Lynn:

We would like to express our appreciation for the guidance and assistance the Regional Moderator Ulla Tuxbury provide to the Torrington Registrar of Voters office during the recent Presidential election. Her willingness to step in and help our office to process voters that came in for Election Day registration and the assistance with navigating through the new election night online reporting was invaluable. We certainly believe that the Regional Moderator's position is an asset to the electoral process.

Very truly yours,

John C. Ciesco

Edward C. Wilmot



**From:** Sylvia Peterson <syl06371@gmail.com>  
**To:** "sgold@rivercog.org" <sgold@rivercog.org>  
**Sent:** Friday, January 13, 2017, 11:14:24 AM EST  
**Subject:** Carol Conklin

Hello Mr. Gold

My name is Sylvia Peterson and I served the Town of Old Lyme as Registrar of Voters during the past five years. I want to thank you and your organization for providing the services of Carol Conklin to our office during the Presidential Election season. She offered help and support to us at a most important time. She was responsive, available by email, phone and in person. She was knowledgeable, arranged meetings to help us understand the new EMS reporting system for moderators, and just as important, she was the kind of person you don't mind asking for help. Carol has a way of letting you know that she actually enjoys what she is doing, that she wants to help you and wants to impart her knowledge to you in the most beneficial manner. She took the time on election day to call, several times, to let me know that she was available, did I have any problems, simply asking "how is it going, call if you need me". Carol was there for us and it meant so much to know that someone was there who had our back during a very busy and stressful election. I sincerely hope this position will continue to be provided. It makes perfect sense.

Sylvia Peterson





**Testimonials**

**From:** June Hansen <jthansen511@yahoo.com>  
**To:** carol conklin <carolconklin4444@sbcglobal.net>  
**Sent:** Thursday, August 9, 2018, 6:44:30 AM EDT  
**Subject:** EMS

Thank you again for stopping by it was great meeting you face to face. I spent 3 hours going thru both books, I inactivated my town clerk as head moderator☺. Got my head moderator up and running, I am now just the Registrar, and I printed out all the pertinent forms for us to fill out and help with data entry the night of.

I think I'm good.....but after being up for 17-18 hours we shall see.

Thank you for everything, my ability to reach out to you is priceless and so is your help.

June

Sent from my iPad

