

**MIDDLEFIELD BOARD OF SELECTMEN**  
**405 Main Street**  
**Middlefield, Connecticut 06455**

Minutes of the December 5<sup>th</sup>, 2019 Special Meeting

Call to Order

Mr. Bailey called the meeting to order at 3:18 PM. Carol, and Ed were present, Bob was present via telephone.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Public Comment

No members of the public were present, however, a letter from Mary E Johnson was read into record. (see attached)

Ed responded to item (1) in the letter by stating that the Planning and Zoning commission asked him to find a Town Planner. Under item (2) Ed stated that the Town Planner position will be a statutory employee of The Town of Durham. Regarding item (3) Geoff Golegrove was a hired consultant and when it comes to this shared planner position there are set hours of 20 hours per week in each town for a total of 40 hours. Ed reiterated that Middlefield will only pay the planner for hours worked here in Middlefield. Under item (4) other agreements between Durham and Middlefield are defined as "interlocal". This particular agreement is not considered interlocal and there are no statutes that prohibit this time of agreement. Item (5) Ed explained that the individual being hired belongs to the Professional Association of Planners and has grant writing experience. If further assistance is needed to meet the needs of larger projects a consultant could be hired. In regards to the final paragraph of the letter Ed explained that there has been no rush to sign this agreement as the towns have been planning this position for many months and it has been a topic at previous meetings. Ed also stated that there have been other instances that the board has met in the afternoon due to scheduling needs. Bob added that the cost for CME as stated in the letter (\$45,000) was for merely 8 hours of work per week. Bob then asked about the "all in cost" for Middlefield, *meaning including all benefits and salary* and Ed replied it would be about \$60,000 which is what had been budgeted. The actual cost will be less as the employee will be a statutory employee of Durham. Ed went on to say that two teams

were established, one from each town, to review the candidates to fill the position. Middlefield's team included Bill Warner, interim town planner, Erin Howard, chair of P&Z and Mr. Bailey. Durham's team included Geoff Colegrove, their P&Z chair, and Laura Francis. Each candidate was interviewed by each team and then the groups met to make their final decision. Bob then reiterated that the cost of CME as stated in the letter is \$45,000 for 8 hours per week. The Shared Town Planner will cost Middlefield less for more than twice as many hours. Bob said that this position is much more cost efficient for a dedicated individual. Ed then pointed out that Planning and Zoning is made up of volunteers and hiring this person affords the commission staff to handle several matters. This person will be helpful for Ed to assign projects to such as writing grants. Bob referred to item (3) in the letter regarding the position being unequal to which Ed explained the agreement as written is such to ensure if the planner spends no time in Middlefield then the town would not pay and vice versa for Durham. Carol asked about what qualifications a planner needs and it was explained that there are certain degrees and certifications a person can obtain to qualify as a planner.

#### Approval of "Agreement for Shared Town Planner"

Bob commented about this not being the first shared position and Ed explained that there were a few instances in the past in which the towns have considered it but not an actual shared position between towns. Recent legislation allows for this type of position but few towns have done it. Bob questioned if there was a position in the past where the individual was employed by Middlefield and Durham reimbursed us. Ed stated that he didn't recall any such instance. When it came to signing the agreement, Bob asked if Ed was comfortable with Durham being the primary employer. Ed said they worked hard on the agreement and it would in fact be more costly for the person to be a Middlefield employee due to our pension plan. Bob and Carol both felt the agreement was good.

***Bob Yamartino made a motion, seconded by Carol Bufithis, to authorize the First Selectman to execute an Agreement for Shared Town Planner, as per attached document. Motion carried unanimously.***

Adjournment

***Bob Yamartino made a motion, seconded by Carol Bufithis, to adjourn the regular meeting of the Board of Selectmen. Motion carried unanimously.***

Respectfully submitted,

*Tonya Hogan*

Tonya Hogan  
Assistant Town Clerk

Minutes Approved \_\_\_\_\_

Confirmed by \_\_\_\_\_