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September 22, 2020

Board of Selectmen

Attention: Lauren Gister, First Selectman
Charlene Janeczek, Selectman
Tom Englert, Selectman

Copies: Virginia Carmony, Chair - Board of Finance
Peter Evankow - Finance Director
Jenny Watrous - Administrative Assistant
Richard Leighton - Building Official
Ryan Grenon - Sanitarian
Anna Sweeney - Inland Wetlands Enforcement Officer

Subject: Land Use Department

Following the resignation of Judy Brown as Zoning Enforcement Officer, who also served as clerk for the Inland Wetlands & Watercourses Agency and Zoning Board of Appeals, it was found that the Land Use Office has a serious problem with its records maintenance.

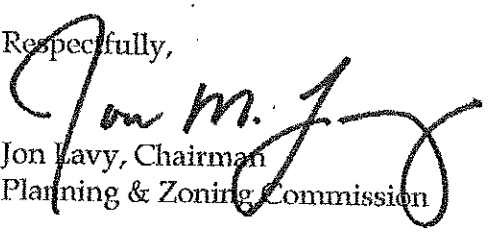
The property files (a file for each individual property) have filled every file drawer to the point where no additional files can be inserted and no updates to existing files can be filed. Over a significant length of time, property files and permit records which could not be filed have accumulated randomly in stacks on the floor, under the desk, wherever space could be found.

On behalf of the Planning & Zoning Commission, we are requesting that a portion of the unexpended funds in the Zoning Enforcement Officer salary line in the Commission budget be reallocated to Outside Clerical to engage personnel to bring these property files up to date and into functioning order. It may become necessary to acquire one additional four-drawer lateral file to accommodate the additional files. (Cost should not exceed \$450.)

A transfer of not in excess of \$2,500 from the ZEO salary line to Outside Clerical should allow engagement of clerical personnel to do the necessary work and, if needed, purchase a file cabinet compatible with those already in use.

Please put this request on the agenda of your scheduled October 1, 2020 Board of Selectmen's meeting for consideration and action. Because of the current condition of these files, prompt remedial actions are warranted. Thank you for your attention and consideration.

Respectfully,


Jon Lavy, Chairman

Planning & Zoning Commission