

TOWN OF DURHAM



Office of the First Selectman
P.O. Box 428
Durham, Connecticut 06422-0428

June 11, 1987

TO: ELECTED OFFICIALS, BOARDS and COMMISSIONS-
FROM: Mary Jane P. Jewczyn, First Selectman *MJ*
RE: LEGAL COUNSEL REQUEST POLICY

Recent bills for Town Counsel services have contained charges for issues I had not requested and of which I was not aware.

Please note the attached copy of the existing policy. I do not need to have requests in writing, but would like to be kept informed.

Being a past member of the Board of Finance, it is embarrassing to me to be overexpended and not know why.

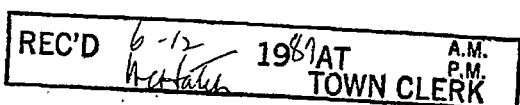
MJJ:dda

Distribution List:

Maryann Boord
James Dean
Town Clerk ✓
Tax Collector
Assessor
Zoning Board of Appeals
Planning and Zoning
Building/Health Dept.
Bookkeeping/Welfare
Conservation Comm.
Historic District Comm.
Board of Tax Review
Recreation Committee
Geoffrey Colegrove

Board of Finance
Treasurer
Registrars of Voters
Ed Burns
Fire Marshal
Inland Wetlands Agency
Fire Chief
Fire Co. Trustees
Ambulance Corps
Economic Development Comm.
Dog Warden
Durham Public Library Trustees
Personnel Policy Board
Anton Zimmer

Attachment



TOWN OF DURHAM

Connecticut 06422



CL
2/24/80

January 4, 1980

LEGAL COUNSEL REQUEST POLICY

For the duration of this administration it shall be a policy that any board, commission, or agency acting on behalf of the Town of Durham requesting legal opinion should first present to the Board of Selectmen a written report stating the nature of and reasons for such request.

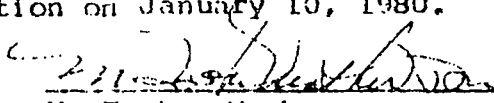
This report should comply with the following:

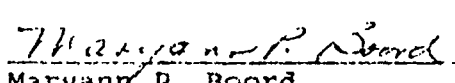
1. Approval of the request by the board, commission or agency by a majority vote;
2. Include the name of counsel requested;
3. Be in a form that could be forwarded by the Board of Selectmen upon approval to the appropriate counsel.

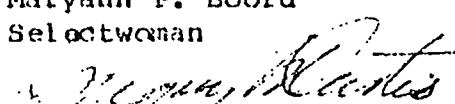
Legal opinion shall be addressed to the Board of Selectmen who, in turn, will forward it to the appropriate board, commission, or agency.

* * *

Adopted by Board of Selectmen action on January 10, 1980.


M. Foster Mather
First Selectman


Maryann P. Boord
Selectwoman


Gregory G. Curtis
Selectman

Re-issue

TOWN OF DURHAM



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P.O. Box 428
Durham, Connecticut 06422-0428

June 11, 1987

OVERTIME PAY POLICY FOR TOWN HALL EMPLOYEES

Commencing July 1, 1987, all full-time town hall staff will be working a 40 hour week and this issue will disappear.

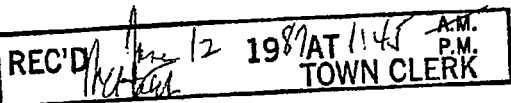
From now until that time, any hours worked beyond the regularly scheduled day will be paid at time and a half.



A handwritten signature in cursive script that reads "Mary Jane P. Jewczyn".

Mary Jane P. Jewczyn
First Selectman

MJJ:dda



TOWN CLERK'S OFFICE

TOWN HALL

DURHAM, CONNECTICUT 06422

MARJORIE C. HATCH, CMC
TOWN CLERK AND REGISTRAR

TO: BOARD OF SELECTMEN

FROM: TOWN CLERK

Dear Board:

It has come to our attention that there is an arrangement which provides that two town hall staff members receive time and a half pay for half-hour-plus periods prior to, or following the present 9 to 4 scheduled hours for the Town Hall.

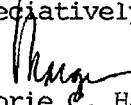
Donna and Beverly are both receiving the benefits of this arrangement.

I feel the present Board has inherited this situation, and that in no way has the intention ever been to discriminate against anyone. However, the result has been just this, particularly affecting Mary.

The money is not a primary consideration here; the basic thrust would be one of not formulating a policy that favors one or two full-time staff, but leaves out others. "Consistency in application" is probably what I'm trying to say.

Could you please give some thought to this under Item #8 of your Agenda?

Appreciatively,


Marjorie C. Hatch CMC
Durham Town Clerk

MCH:mch

cc: MGD