

Town of Goshen
BOARD OF SELECTMEN
Tuesday, September 09, 2025
5:00 p.m.
42A North Street, Goshen, CT 06756

This meeting held in-person and recorded via Zoom.us and is available as a recording

PRESENT: Todd M. Carusillo, Scott Olson, Dexter S. Kinsella

Others: Josephine Jones; Michael Leonard; Susan Wheeler; Audrey Blondin; Sarah Leonard;
Scott Tillman

1. **Call to order:** Todd M. Carusillo called the meeting to order at 5:00 p.m.
2. **Approval of the minutes of the meeting of Tuesday, September 2, 2025:** In a motion made by Selectman Dexter S. Kinsella, seconded by Selectman, Scott Olson, it was **voted** to approve the minutes of August 26, 2025. Voted unanimous.
3. **Approval of the Payroll and Warrant – 09 11, 2025:**
In a motion made by Selectman Scott Olson, seconded by Selectman Dexter S. Kinsella, it was **voted** to approve the **total** warrant in the amount of \$238, 078.89. The warrant is in the amount of \$211,691.37 and Payroll is in the amount of \$26,387.52. Voted unanimous. Included in the Warrant were: Friends of Dog Pond - \$8,500.00; Friends of West Side Pond - \$7,500.00; Tyler Lake - \$7,500.00; H.O. Penn. - \$140,500.00; McNeil - \$10,045.00; Stone Construction -\$9,111.03;
4. **First Selectman's Report:**
Dr. Jeffrey Villar (Superintendent of Schools) hired a new auditor. Overbudget of \$12,000 will be addressed. (BOS and BOF showed debt paid off). The Town of Goshen's Region #6 debt will be addressed via *Special Town Meeting September 17, 2025*. The call will be read tonite. Interregional Pension Plan contributor Union Savings Bank

New paving for Route 63 has been done, rumble strip, etc. Careful walking

Black Bears have been seen eating pears off trees in the area. Be aware!

Selectman Scott Olson stated Juliana Cardillo the CFO of Region 20 is working on paying off the debt.
5. **Correspondence:**
Received correspondence the *Goshen Library Board* – power away from Chairman; – return power back to Library Board. The Consultant we have, takes care of the job descriptions. Final say with hiring practice still remains with First Selectman; Board of Selectman.

Selectman Town Planner Janell Mullen no longer “town planner”, the First Selectman has been waiting since July 16th for her letter of resignation letter. Correspondence Sarah and Michael complaint on 35 School Hill Road.
6. **Old Business:**

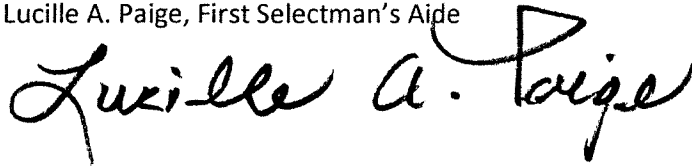
Scott Tillman - my property is near Westside Pond. I am addressing concern of neighbors. I visited Todd Carusillo's office regarding this issue. I have owned this property for over 30 yrs. I have made mechanical adjustments to vehicles to make them "quieter". There is no other legal place in Goshen to engage in this activity. Conversation was held in Todd's office with another neighbor who, for years had no complaints. With another neighbor we worked out specific time limits of my family's riding.

In a **motion** made by Selectman Dexter S. Kinsella, seconded by Scott Olson, it was **voted** to move into Executive Session for personnel matter at 5:55 p.m. Voted unanimous.

The Selectmen returned to open session at 6:03 p.m. No action was taken.

10. Adjournment: In a **motion** made by Selectman, Scott Olson, seconded by Selectman, Dexter S. Kinsella, **voted** to adjourn the meeting at 6:04 p.m. Voted unanimous.

Lucille A. Paige, First Selectman's Aide

A handwritten signature in black ink that reads "Lucille A. Paige". The signature is written in a cursive, flowing style.

Received Sept 11, 2025 @ 2:40 PM

Attest Ben Olson Z. Breen
Goshen Town Clerk

WARNING
SPECIAL TOWN MEETING
TOWN OF GOSHEN

Join Zoom Meeting

<https://us02web.zoom.us/j/83501336986>

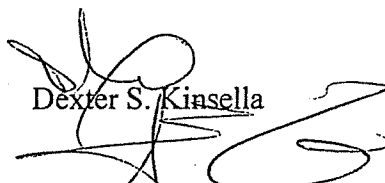
Zoom is viewing ONLY

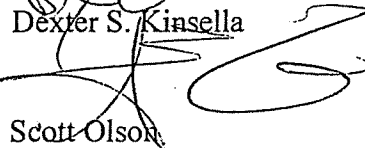
We, the Selectmen of the Town of Goshen, hereby give warning to persons legally entitled to vote thereat that a Special Town Meeting will be held in the Goshen Center School Gymnasium in said Town of Goshen on Wednesday, September 17, 2025 at 7:00 p.m. for the following purposes:

- 1). To take such actions as the voters deem best with respect to the approval of the Town of Goshen share of Regional School District #6 unpaid debt of \$159,570.
- 2). To take such actions as the voters deem best with respect to the approval of the Town of Goshen share of Regional School District #6 invoices paid by Litchfield of \$ 55,931.78.
- 3). To take such actions as the voters deem best with respect to the approval of the Town of Goshen liabilities for Regional School District #6 pension debt of \$141,720.00.

Dated at Goshen, Connecticut, this 9th day of September, 2025.


Todd M. Carusillo


Dexter S. Kinsella


Scott Olson
BOARD OF SELECTMEN

Dear Todd, Dexter, and Scott,

After speaking with Spencer Musselman on 9/8/2025, it has been confirmed that a Wetlands permit is now required for any future work on the project at 35 School Hill Road. This revelation arose entirely due to the efforts of the neighbors on School Hill Road, which highlights a significant issue.

The problem lies with some individuals in Goshen's Town Hall not performing their jobs properly. Despite the Board of Selectmen's current stance of not wanting to get involved in the matter of 35 School Hill Road, it is clear that now is the time for action.

Residents of Goshen should not have to point out when an inland wetlands and watercourses permit is needed or when wetlands should be considered on mechanical or building permits. This responsibility falls on the employees of Goshen, who must be well-versed in these critical rules and regulations before approving permits or projects. If there are no qualified employees or Goshen currently lacks a town planner, projects should not proceed.

The original mechanical permit for 35 School Hill Road was incorrectly completed and approved without following Connecticut General Statutes (CGS) Sections 22a-36 through 22a-45 and the town of Goshen wetlands regulations. As a result, the issued permit should not merely be placed "on hold" but should be voided, requiring the applicant to restart the process correctly. This is something the Selectmen should seriously consider.

Also enclosed in this email is the Mitchell Tank Farm Site Development Plan, which I found in Goshen's permitting system. I had requested these documents from the building official in June 2025 but received no response. The document is labeled MITCHELL TANK FARM PLAN. This attachment is a vital piece of the permit, and part of the Town record. Continuing to claim that the Town of Goshen has no record of a TANK FARM plan is both misleading and incorrect.

Thank you for your time, as always. I'm thrilled that we're making progress in the right direction, though it definitely took a lot of effort to get here.

Sincerely,

Sarah Leonard
22 School Hill Road
Goshen CT 06756

A handwritten signature in black ink that reads "Sarah Leonard". The script is cursive and fluid, with the first name "Sarah" and last name "Leonard" clearly distinguishable.

The Town of Goshen

Boards, Commissions and Committee

Code of Conduct

Boards, Commissions and Committee are composed of individuals (Members) with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as they may "agree to disagree" on contentious issues.

IN PUBLIC MEETINGS

- **Practice civility, professionalism and decorum in discussions and debate**

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. ~~This does not allow, however,~~ Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Members should conduct themselves in a professional manner at all times.

- **Honor the role of the Chairperson in maintaining order**

It is the responsibility of the Chairperson to keep the comments of Members on track during public meetings. Members should honor efforts by the Chairperson to focus discussion on current agenda items. If there is disagreement about the agenda or the Chairpersons actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

- **Avoid personal comments that could offend other Members**

If a Member is personally offended by the remarks of another Member, the offended Member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Member to justify or apologize for the language used. The Chairperson will maintain control of this discussion.

- **Be punctual and keep comments relative to topics discussed**

Members have made a commitment to attend meetings and partake in discussions. Therefore, it is important that Members be punctual and that meetings start on time. It is equally important that discussions on issues be relative to the topic at hand to allow adequate time to fully discuss scheduled issues.

IN PRIVATE ENCOUNTERS

- **Continue respectful behavior in private**

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

- **Be aware of the insecurity of written notes, voicemail messages, and e-mail**

Technology allows words written or said without much forethought to be distributed wide and far. Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.

- **Even private conversations can have a public presence**

Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

Member Conduct with Town Staff

Governance of a Town relies on the cooperative efforts of elected officials, who set policy, and Town staff, who implement and administer the policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- **Treat all staff as professionals**

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

- **Do not disrupt Town staff from their jobs**

Members should not disrupt Town staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

- **Never publicly criticize an individual employee**

Members should never express concerns about the performance of a Town employee in public, or to the employee directly. Comments about staff performance should only be made to the employee's manager or First Selectman through private correspondence or conversation.

- **Do not get involved in administrative functions**

Members must not attempt to influence Town staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of Town licenses and permits.

- **Check with Town staff on correspondence before taking action**

Before sending correspondence, Members should check with Town staff to see if an official Town response has already been sent or is in progress.

- **Limit requests for staff support**

Requests for additional staff support – even in high priority or emergency situations – should be made to the First Selectman who is responsible for allocating Town resources in order to maintain a professional, well-run Town government.

- **Do not solicit political support from staff**

Members should not solicit any type of political support (financial contributions, display of

posters or lawn signs, name on support list, etc.) from Town staff. Town staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

Members Conduct with the Public

IN PUBLIC MEETINGS

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- **Be welcoming to speakers and treat them with care and gentleness**

Some issues the Members undertake may affect people's daily lives and homes and some decisions are emotional. The way that Members treat people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity.

- **Be fair and equitable in allocating public hearing time to individual speakers**

The Chairperson will announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated two-minutes with applicants and appellants, or their designated representatives allowed more time.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the Members requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the Chairperson reopens the public hearing for a limited and specific purpose.

- **Active listening**

It is disconcerting to speakers to have Council members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom.

- **Ask for clarification, but avoid debate and argument with the public**

Only the Chairperson – not individual Members -- can interrupt a speaker during a presentation. However, a Member can ask the Chairperson for a point of order if the speaker is off the topic or exhibiting behavior or language the Member finds disturbing.

If speakers become flustered or defensive by Member questions, it is the responsibility of the Chairperson to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Members to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Members' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

- **No personal attacks of any kind, under any circumstance**

Members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

- **Follow parliamentary procedure in conducting public meetings**

The Town Attorney serves as advisory parliamentarian for the Town and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the First Selectman, subject to the appeal of the full Council.

IN UNOFFICIAL SETTINGS

- **Make no promises on behalf of the Board, Commission or Committee**

Members will frequently be asked to explain a action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of Town policy and to refer to Town staff for further information. It is inappropriate to overtly or implicitly promise Member action, or to promise Town staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.).

- **Make no personal comments about other Members**

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Members, their opinions and actions.

Members Conduct with Other Public Agencies

- **Be clear about representing the Town or personal interests**

If a Member appears before another governmental agency or organization to give a statement on an issue, the Member must clearly state:

- 1) if his or her statement reflects personal opinion, or it is the official stance of the Town,
- 2) whether this is the majority or minority opinion of the Members. Even if the Member is representing his or her own personal opinions, remember that this still may reflect upon the Town as an organization.

If the Member is representing the Town, the Member must support and advocate the official Town position on an issue, not a personal viewpoint.

If the Member is representing another organization whose position is different from the Town, the Member should withdraw from voting on the issue if it significantly impacts or is detrimental to the Town's interest. Members should be clear about which organizations they represent and inform the First Selectman and Members of their involvement.

- **Correspondence also should be equally clear about representation**

Town letterhead may be used when the Member is representing the Town and the Town's official position. A copy of official correspondence should be given to the Town Clerk to be filed as part of the permanent public record. It is best that Town letterhead not be used for correspondence of

Members representing a personal point of view, or a dissenting point of view from an official Member position.

Member Conduct With Other Boards, Commissions and Committees

The Town has established several Boards, Commissions and Committees as a means of gathering more community input. Citizens who serve on Boards, Commissions and Committees become more involved in government and they are a valuable resource to the Town's leadership and should be treated with appreciation and respect.

- **If attending a Board, Commission or Committee meeting, be careful to only express personal opinions**

Members may attend any Board, Commission or Committee meeting, which are always open to any member of the public. Members should be sensitive to the way their participation -- especially if it is on behalf of an individual, business or developer -- could be viewed as unfairly affecting the process. Any public comments by a Member at a Board, Commission or Committee meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Board, Commission or Committee they are on.

- **Keep political support away from public forums**

Board, Commission and Committee members may offer political support, but not in a public forum while conducting official duties. Conversely, Members may support Board, Commission and Committee members who are running for office, but not in an official forum in their capacity as a Member.

- **Inappropriate**

Inappropriate behavior by a Board, Commission or Committee Member should be noted to the First Selectman, and the First Selectman should speak the offending Member and review the Code of Conduct with them. If inappropriate behavior continues, the First Selectman should bring the situation to the attention of the Selectman.

Member Conduct with The Media

- **The best advice for dealing with the media is to never go "off the record"**

Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

- **The First Selectman is the official spokesperson for the representative on Town's position.**

The First Selectman is the designated representative of the Town to present and speak on the official Town position. If an individual Member is contacted by the media, the Member should be clear about whether their comments represent the official Town position or a personal viewpoint.

September 9, 2026

Dear First Selectman Carusillo, Selectman Olson and Selectman Kinsella:

Please be advised that as of our August 28th Special Meeting, the Library Board of Directors voted unanimously to approve the following revision and clarification for the job description of Library Director:

Essential Job Functions/Primary Responsibilities, bullet point number eleven (11):

“Consult with the **Library Board of Directors** on such personnel actions as hiring, termination, and discipline before obtaining approval from the Board of Selectmen for such personnel actions.”

In addition, the top of the description under “Supervisor’s Title” it shall read “**Library Board of Directors**”.

Please make note these changes passed unanimously effective as of August 28, 2025. Please have the Library Director job description updated accordingly and forward copy with revision date of 8/28/2025 to all members of the Library Board of Directors, the Interim Library Director and please link the revised job description to all employment advertisements published for a new Library Director.

Sincerely,
Goshen Library Board of Directors:
Henrietta Horvay
Josephine Jones
Lynette Miller
Johanna Kimball
Anne Greene