



**REGULAR MEETING OF THE COMMON COUNCIL  
MIDDLETOWN, CONNECTICUT  
SEPTEMBER 3, 2013**

**Regular Meeting**

A Regular Meeting of the Common Council of the City of Middletown was held in the Council Chamber of the Municipal Building, on Tuesday, September 3, 2013 at 7 p.m.

**Present**

Mayor Daniel T. Drew, Council Members Thomas J. Serra, Ronald P. Klattenberg, Mary A. Bartolotta, Gerald E. Daley, Robert P. Santangelo Hope P. Kasper, Grady L. Faulkner, Jr., Philip J. Pessina, Joseph E. Bibisi, Linda Salafia, Todd G. Berch, and Deborah A. Kleckowski; Corporation Counsel Daniel B. Ryan, Sergeant-at-Arms Officer Eric Sanford, and Council Clerk Marie O. Norwood.

**Also Present**

Hartford Courant Reporter Shawn Beals and 60 members of the public

**Meeting Called to Order**

Mayor Drew calls the meeting to order at 7:05 p.m. and he asks all the students being honored this evening to lead the public in the Pledge of Allegiance.

**Call of Meeting Read**

The Call of Meeting was read and accepted. Mayor Drew declares the Call a Legal Call and the Meeting a Legal Meeting.

The Chair welcomes everyone to the regular meeting and thanks everyone for the well wishes he received after his shoulder surgery.

**Motion To Recess**

Councilman Serra moves to recess the regular meeting; Councilwoman Kleckowski seconds the motion. Hearing no objections, the Chair declares the recess at 7:07 p.m.

**Meeting Reconvenes**

The Chair calls the regular meeting to order at 7:14 p.m.

**Motion to Amend Agenda**

The Chair states he will entertain a motion to accept or amend the agenda. Councilman Serra moves to amend the agenda by substituting agenda item 12, Mayor's Appointments and moving agenda item 11W to the end of item 3, presentations. His motion is seconded by Councilman Berch. There is no discussion.

The Chair calls for the vote and it is unanimous to approve with twelve aye votes. The Chair states the matter passes unanimously.

**Agenda Item                    3  
Presentations**

**Agenda Item                    3A**

Councilwoman Kleckowski comes forward for agenda item 3A; the Chair asks Ms Melaven to come forward along with her family. Councilwoman Kleckowski reads the resolution and moves it for approval. Councilman Serra seconds the resolution. Councilwoman Kleckowski states she would like to say she would like to cry and we are first cousins and one of the things she wanted to say is she has grown into this position. That is what we like to see and she exemplifies working and moving up. She worked in the shelters to make sure the needs of the people in the shelter had their needs met and we thank you for your efforts in working in the shelter and thank you for 23 years of service.

Ms Melaven receives standing ovation and congratulations from the Council. Councilman Serra states Lisa was my student and he was pleased with her successes and he is proud of you. The Chair states without objections, the resolution is approved by acclamation.

<b>Resolution No.</b>	<b>125-13</b>
<b>File Name</b>	<b>ccmelaven2013</b>
<b>Description</b>	<b>Congratulating Lisa Melaven upon her retirement.</b>
<b>(Approved)</b>	

**Whereas**, Lisa Melaven began working for the City of Middletown in December, 1990 as a School Cafeteria Manager at the Board of Education; and

**Whereas**, Lisa began working as an Accounts Clerk II in October, 1992; she was appointed to this position in January, 1993; and

**Whereas**, she was promoted to School Secretary II at Moody School in May, 1997 and transferred as School Secretary II to Middletown High School in October, 1998; and

**Whereas**, Lisa was appointed Food and Nutrition Specialist and in October, 2001 was promoted to Food and Nutrition Manager for the Middletown School District where she worked with the Cafeteria Staff and the Board of Education to provide more wholesome, healthy offerings in school cafeterias; and

**Whereas**, when the City has opened its shelters to area residents, Lisa volunteered to manage the cafeteria services at the shelter, providing food for members of our community; and

**Whereas**, Lisa has worked for the City of Middletown's Board of Education for twenty-three years and retired from City service on June 28, 2013.

**Now, Therefore, Be it Resolved by the Common Council of the City of Middletown:** That, on behalf of the citizens of Middletown, we thank Lisa Melaven for her twenty-three years of service to the City of Middletown and we offer our congratulations and our best wishes to her for a happy, healthy retirement; and

**Be It Further Resolved:** That we wish her good luck in all her future endeavors.

**Agenda Item                      3B**

Councilman Berch comes forward and asks that Amanda Thomson come forward. He asks the members of the Agriculture and Technology Program to come forward as well along with Rebecca Isaacson. Councilman Berch reads and moves for approval agenda item 3B, congratulating Amanda Thomson. Councilman Serra seconds the motion. The Chair states without objection, the resolution is approved by acclamation.

<b>Resolution No.</b>	<b>126-13</b>
<b>File Name</b>	<b>ccthomson2013NAAE</b>
<b>Description</b>	<b>Congratulating Amanda Thomson on being named the NAAE Outstanding Agricultural Educational Award.</b>

**(Approved)**

**WHEREAS**, the National Association of Agricultural Educators, a federation of state agricultural educators associations with more than 7,650 members, focusing on three areas, advocacy for agricultural education, professional development for agricultural educators, and recruitment and retention of current agricultural educators, recognizes NAAE members who conduct the highest quality agricultural education programs; and

**WHEREAS**, the Outstanding Agricultural Educational Teacher Award is a national award bestowed upon one teacher in each of the six regions of the country, recognizing leadership in civic, community, agriculture/agribusiness, and professional activities; and

**WHEREAS**, there are 120 Agricultural Teachers in Connecticut and Amanda Thomson, Middletown High School Agricultural Science and Technology Science educator was named the State Agricultural Educator and then awarded the Region VI, Outstanding Agricultural Educational Teacher, and

**WHEREAS**, Ms Thomson has been recognized for innovation and student success in the school's program; her teaching philosophy along with information on Middletown High Schools Agricultural Science and Technology Science program, curriculum, student leadership program, experiential learning, partnerships with community organizations, and professional development were reviewed as part of the award process; and

**WHEREAS**, Ms Thomson, as part of the Outstanding Agricultural Educational Teacher award, will have the use of a Toyota Tundra for two years along with a trip to attend the 2013 NAAE convention in December.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:** That we congratulate Amanda Thomson for her accomplishments in attaining the Outstanding Agricultural Educational Award; her recognition is a triumph for the Middletown High School Agricultural Science and Technology Science Program and for the City of Middletown; and

**BE IT FURTHER RESOLVED:** That we recognize the asset Amanda Thomson is to the continued success of the Middletown High School Agricultural Science and Technology Science Program and the continued success of its students.

**Agenda Item                      3C**

Councilman Berch reads and moves for approval agenda item 3C, regarding the Middletown Agriculture Science and Technology Program. Councilman Serra seconds the motion.

The Chair states, without objection, the motion is approved by acclamation. Councilman Berch states he is extremely proud of all of you. These statistics are fantastic numbers. My opinion tradition, nontraditional, this was the original traditional education. He wants to take a moment with Ms Isaacson; she has been a dear friend.

The program is a good one at the high school. And to Amanda, that is a fantastic accomplishment as well. He asks that they come forward and say a few words.

Ms. Isaacson thanks everyone, especially the City for providing for our programs. We could not do it without our fabulous students. Amanda Thomson thanks the City and Council for all your support for this program. Councilman Klattenberg states he would like to add, this group represents the leadership of the City and my children were involved with the program. This group represents the best of the City of Middletown and the work and leadership you show and the compliments you bring back are so stellar and rewarding to us. He congratulates the students and the staff. Mayor Drew states he had the job of being one of the guest judges recently and these things are remarkable. They display the skills for each of the fields they are in and he congratulates them all on a job well done. They receive a standing ovation from the audience.

**Resolution No.** 127-13  
**File Name** ccvo-ag2013congrats4  
**Description** Commending the Middletown High School Agricultural Science and Technology Science Program and its staff for an award-winning High School Program.

(Approved)

**WHEREAS**, the Middletown High School Agricultural Science and Technology Science program is an award-winning program serving 130 students from seventeen cities and towns in the Connecticut River Valley; the program is an elective program, functioning as part of the Middletown High School since 1956; students study Animal Science, Plant Science, Agriculture Mechanics, Environmental Science, Leadership, and Agri-business; the program provides students for entry level employment or higher education in the related agricultural fields; agricultural occupations are 17 percent of career opportunities in the U. S.; and

**WHEREAS**, Agricultural students document their practical study, completing over 15,000 hours a year; 7% of the students compete State-wide and Nationally and teams earn awards each year in all aspects of the program from livestock evaluations to public speaking; the current year, Morgan O'Sullivan, Class of 2014, is a National FFA Proficiency Award Finalist for Agriscience research, one of the top four students in the Nation; five students have been named National FFA Agriscience Fair Finalists; the Forestry Team and Poultry Evaluation Team placed first in the State, and all will compete for the National Titles in October; and

**WHEREAS**, all students are FFA members; one student earned State and Regional Star Awards, nine students earned a silver or gold medal in the Proficiency Awards, three students are Connecticut State Winners in the Proficiency Awards Program; and 43% of students have earned FFA Leadership Degrees; for school years 2011 – 2012 and in 2012 – 2013, a student placed as a National Finalist, which is one of the top four students in the United States; one student earned the highest degree, the American FFA Degree; and

**WHEREAS**, Rebecca Isaacson, Department Chair, along with Amanda Thomson, Michael Kingsbury, and Stephanie Russell are all members of the National Association of Agriculture Educators; they have earned the Connecticut NAAE Outstanding Young Member Award, Ideas Unlimited Award and the Outstanding Teacher Award; they have also been recognized regionally with the Teacher Turn the Key Award; and for school year 2012 – 2013, the NAAE Outstanding Agricultural Educational Teacher; and

**WHEREAS**, Agricultural students out performed Middletown students in the Connecticut Academic Performance Test (CAPT) by an average of 28 points; 100% of the students graduate from school with an average of 90% attending schools of higher learning; students this year earned over \$3,000 in scholarships.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:** That we congratulate the Agricultural Science and Technology staff for their dedication to providing an educational program that delivers creative leadership, laboratory experience, and classroom instruction to produce students who are successful in their school careers and demonstrate their commitment to agriculture study; we congratulate the students for their commitment and their successes on the State, Regional, and National level; and

**BE IT FURTHER RESOLVED:** That we commend the staff, faculty, and students who have worked diligently to maintain the high standards for this program which continues to make Middletown High School Agriculture Science and Technology a premier program in the State of Connecticut.

**Agenda item** 11W

Councilman Daley states he has a resolution honoring a former Council member. He asks any Salafia family members to come forward. He reads the resolution and moves it for approval; his motion is seconded by Councilman Serra. Councilman Serra states it is a pleasure to be part of naming the boat launch after Phil Salafia, Sr.; if you ever shook his hand he would crush it. His brother was friends with Phil Salafia Jr. He used to play in that area and the important thing is the service of Councilman Phil Salafia, Sr. This is a deserving naming of a boat launch for where they lived. Councilman Berch states he heard about the boat launch for quite some time and a request was made by Commissioner Salafia through a letter to the editor and he asked that it be brought forward. It is good to see a former commissioner on Parks and Recreation is honored and it is justifiably named.

Phil Salafia, Jr. states I told Molly if she had trouble pushing this through the City Council, I would go get my father and we would raise all kinds of hell. A more deserving man there never, never was. When I looked at all the youngsters here and if you take your kids down there, I saw a snapping turtle and if you close your eyes and have a glass of wine you would think you were in Jurassic Park. He hasn't seen anything like this in Connecticut in a long time. There used to be factory there in the late 1800's. He states thank you so much and on behalf of my family; it is appreciated.

Councilman Serra states this has been sponsored by the whole Council. Mayor Drew thanks his family as a formality, they should have a vote. He calls for the vote. It is unanimous to approve with twelve aye votes. The Chair states the matter passes unanimously with twelve affirmative votes. He thanks the Salafia family.

**Resolution No.** 152-13  
**File Name** ccboatlaunchphilipsalafia2013  
**Description** Approving naming the Kayak Boat Launch after Philip Salafia, former Council Member.

**(Approved)**

**WHEREAS**, the City of Middletown is building a kayak boat launch in the north end, near the City's recycling center, on open space land, to allow access to the Coginchaug River; the City received a grant from the Department of Energy and Environmental Protection for its construction; and

**WHEREAS**, the land is part of or adjacent to a parcel of land from the Philip Salafia family; and

**WHEREAS**, Philip Salafia, Sr. was a Council Member from October 13, 1954 through October 3, 1961, serving on the Police Commission, Insurance Commission, Charities Commission, and a newly created Parks Commission in 1958.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:** That the Kayak Boat Launch in the north end of Middletown be named the Philip Salafia Boat Launch in his honor.

### **Mayor's Proclamation**

The Chair begs the Council's indulgence and we have Larry McHugh here and we have Maryanne Serra and Councilman Serra was recently named for the Public Service award named after Bill O'Neil and there are a lot of people considered for that award. He asks Larry to explain the award. He has a proclamation for Councilman Serra and he reads it stating it may take a while. It declares September 23 as Thomas J. Serra day and he congratulates him as the recipient of 2013 Bill O'Neil Service award. The Chair asks if Larry would speak to the award. Mr. McHugh, President of the Middlesex County Chamber of Commerce, states it is a major award. We wanted to create an award that would recognize Governor O'Neil's total commitment to the quality of life in Middlesex County and it is given to someone not in business that has gone above and beyond their duty to make Middletown and the surrounding communities better for its citizens. Nicky O'Neil would be at the function at the breakfast with Councilman Larson on the 23<sup>rd</sup>. Maryanne Serra states our two sons wanted to be here but they are also teachers and have obligations. They are as proud of you as am I.

Councilman Serra states, two things. Councilwoman Bartolotta said we can put some things over on you. Normally information normally flows and you find out things, but this time, I didn't; and I have never had a day named after me, the 23<sup>rd</sup> and I am extremely honored for this award. Two people in politics he thought highly of was President Kennedy and Governor O'Neil who was our representative. He was a friend of my dad's when he was ending his career on a local baseball team and Bill took over his place on first base. The thing that makes me proud when Bill O'Neil was going for Lieutenant Governor and I was in the Bushnell balcony and the air conditioning broke down and it was quite hot, he was under pressure for who he would vote for and it was his first time as a representative at a convention. O'Neil was under fire. The keen mind he had and I saw him after the election and he said Tommy you stood strong under the hot fire. He understood and he was the most common sense Governor or politician. He is by far one who had relationships and he worked his relationships to get things done. He thanks Larry and his committee. He thanks the Mayor for this honor. And he thanks his family. This award is by far one of the best he has received in his life time.

### **Agenda Item 4** **Description** Approval of Minutes

The Chair asks for a motion to approve the minutes of the regular Common Council meeting of August 5, 2013, at 7 p.m. meeting; Special Meetings of August 5, 2013 at 6 p.m., and August 8, 2013 at 7 p.m. The minutes of the meetings having been deposited with the Mayor and Corporation Counsel and copies of the same having been served on each and every Council Member, the reading of the same having been dispensed with, Councilman Santangelo moves them for approval and there is a second by Councilman Berch. The Chair calls for the vote on the minutes. Councilwoman Kasper abstains from the vote of the meetings August 5, 2013; Councilman Klattenberg, Councilwoman Bartolotta, Councilman Pessina, Councilman Daley, and Councilman Serra abstain from the vote on the minutes of August 8, 2013. The Chair asks if there is any further discussion; hearing none, he calls for the vote. The Chair states the minutes are approved unanimously with the noted abstentions.

### **Agenda Item 5** **Description** Public Hearing Opens

The Chair opens the public hearing on the bond ordinances and agenda items at 7:52 p.m.

Jon Hall, Executive Director of the Jonah Center for Earth and Art, comes to support resolution 11A and to make sure that in this road bond coming up, almost two years ago, the Complete Streets Committee was formed and the Jonah Center to chair it and there was an out pouring from the Council for the need to improve the City for bicyclists and pedestrians. There was concern expressed about the Stop and Shop on Saybrook Road especially in the winter and wants to make everyone aware and thanks to Mayor Drew and your concern and the Public Works Department, there has been a provision added to build a sidewalk along Saybrook Road and East Main to Saybrook and access to the Stop and Shop Plaza. That is a great step forward taking the complete streets legislation to improve this tragic and dangerous part of the City. We will improve that area.

Ken McClellan discusses agenda items 8C and 8D; he is glad the streets are getting fixed; he would prefer in future budget years, to see this as part of the budget, the maintenance costs. It will allow you to save money and plan for the maintenance regularly. On the streetlights, there seems to be questions that still need to be answered and suggests you do it contingent on maintenance costs and insurance costs to guarantee we will save money. Also existing streetlights not working or damaged, that they are repaired before they are purchased.

John Teti, former resident, wanted to commend the Mayor and Council for the appointment of Linda Bettencourt as the City Town Clerk. You are making a great choice. With the mandates and responsibilities, there is no one more qualified to getting it done right. She continues the Bettencourt family tradition for service to Middletown and unquestionable devotion to Middletown service. Her family is proud of her; her father's presence can be felt in the chamber as well. Working nearly 20 years in the Town Clerk's office, you have again to promote an employee within the ranks and recognize Linda for her devotion and enthusiasm for helping the public. He asks that they unanimously appoint her. She is a proven and demonstrated leader in the office and community. She deserves it because she has earned it.

Jim D'Antonio, a Chapter President of Local 466 and is hear that he agrees with the merger; there is a cost savings and there will be cross training. He is for it.

Tina Ranno, Assistant Town Clerk, states John spoke eloquently. Linda has towed the line. She helps everyone and she knows her stuff. I have worked here for 13 years and they have been my mentors and it is right to promote from within. You did the right thing and maybe one day I can be there.

Seb Guiliano echoes what has been said about Linda. We are lucky she can step right in and operate seamlessly. I have dealt with Linda as a lawyer digging through land records or my years in this building. She is nothing less than dedicated. On the street bond; he is glad to see the Saybrook Road sidewalk finally in and gives kudos to former Councilman David Bauer who has asked for it for some years. On the bond on the purchase and operation of streetlights and has come up in the past; there are other options and a number of vendors that have good products that are more efficient than what is up there now. The Council will look at a number of contracts to make it work right. You will not lose your relationship with CL&P. It is a direction communities are going in and glad we are seriously looking at it.

Guy Russo endorses Linda's candidacy before you. She will serve the City well. He would like to speak to the candidacy of Roger Palmer as the Assistant Tax Assessor. He has worked with Roger and his dad on water and sewer appraisals. The candidate before you, he is serious minded and takes his profession seriously and exhibits a common application of the law and will serve the City well and asks that you support him.

Sandra Driska speaks as the former Town Clerk and there is no better choice than Linda Bettencourt and now you will support this decision and it is great to see people come into the department and grow with it and that politics is not part of it. Linda is a democrat and I am a republican and one day I gave Linda a sign that friends don't let friends vote republican. We don't agree on everything and we have debated the merits and at the end of the day are stronger for it and we served the public and the office. We, as the leaders, are only as good as our staff and Linda was an amazing Deputy. It is the people that sit in the shadow and don't get the recognition and I hope she knows how proud I am of her. She has my support and I thank her for everything she has done for me over the years and the office is in great hands.

Chair asks if there are other members who wish to address the Council.

**Agenda Item 6**

**Description Public Hearing Closes**

The Chair, seeing no further comments from the public, closes the public hearing at 8:08 p.m.

**Agenda item 7**

**Agenda Item 7A**

The Chair presents his candidate Linda Bettencourt for the position of City and Town Clerk; she is a long time employee and has been Deputy for a long while and has been a valuable resource for me. She is knowledgeable and bright. This summer we were kindred spirit and I would amble in with a sling and she would stumble in on crutches and we would try to open doors ourselves. I want the public to know that my nominee is extremely capable for this position. He asks her if she would like to tell them about the cast.

Linda Bettencourt comes forward and states dog, stairs, squirrel. The Chair recognizes Councilman Bibisi. This is an easy one for me and I am proud of you and you will do a wonderful job. I am sure your family is proud of you and you have my support. Councilman Berch states in reading your resume, I have never been in a position to hire anyone and how many words on the resume mean what they mean. You had highest GPA in your class at Middlesex Community College; you are an Etherington Scholar and I did research and it is given to students who graduate from a Community College based on scholarship. I will vote for you and you are good at what you do. You have gone through the steps and I will support you.

Councilman Serra states when he came back to the 2005, the former Town Clerk made me aware of what you needed. What are your thoughts for the future of the department. Ms Bettencourt states because you were able to get us the Cott system, we are now doing electronic recording and we are working on the glitches with our admins program. Our office is ready to go. She explains how it works. It is the wave of the future and we could not do it without the Cott system. It just passed the legislature and we are ready to go. Councilman Serra states that is great to hear. What else. Ms Bettencourt responds election night recording. Middletown will be a pilot

town and working with the Secretary of the State's office. Our former head moderator perfected an excel sheet and the State took it further. We are already putting our data into the system. They hope it would be mandated for 2014 but it will probably be 2016. Councilman Serra asks will you endorse it. Ms Bettencourt responds there is no cost and someday Council will approve computers for all our moderators. It is precise and the way to do it. Councilman Faulkner states my only questions are pretty much along lines of Councilman Serra. Your credentials are there and you do a great job. He raises his concerns. He always had concern with balance of public records and privacy of individuals and we keep an eye on that. Hopefully you would look at that and be involved with that. Ms Bettencourt asks taking names of certain public official's names off records. We are aware of it for certain officials. Land records is a different story. Councilman Faulkner states the thing I talk about is how public is public. Our records retention. We have a lot of cameras out there and I don't know where we stand on privacy on those. Being cognizant of the loss of newsprint and getting legal notices out. Ms Bettencourt states we publish our legal notices in the Courant and I don't know what will happen if we don't have two papers. Everything I do is set forth by statute. I have to follow the law.

Hearing no further questions, the Chair recognizes Councilwoman Kasper. Councilwoman Kasper reads and moves for approval agenda item 7-1; her motion is seconded by Councilman Daley.

Councilman Serra states obviously as Councilman Bibisi said this is an easy one. Promotion from within and she is a resident of Middletown and she deserves it because she has done it. Councilman Daley states like a number of us, I have known Linda and her mom and her father. He is pleased and proud to vote for this nomination. Councilman Klattenberg states this is easy to support and thanks your honor for making this appointment. In all my years serving the Council, there is not a situation that occurred where I was not treated professionally but with passion. This person cares about this job and can't imagine anyone else with more compassion for doing the job day in and out.

Councilman Pessina states beyond what was said about qualifications, dedication and passion, one of the greatest gifts you have is your humanity and friendliness. You carry that smile and that to me tells me genuine in what you do and this is one of the greatest appointments I will confirm based on how you conduct yourself. It sends a strong message to the community. Councilwoman Kleckowski states will support this; I have known her the least amount of years and everyone in the office is so nice and one of the things she mentioned is customer service. People come in for everything into the office. They take great pride in assisting everyone who comes into that office. I thank you personally for all your assistance. I wish you much success.

The Chair states two things I forgot to add, shortly before Sandra retired and asked them to get together a policy on Freedom of Information and to provide the most transparency was to centralize it to come from one office and Linda has worked with Brig and we have a great compliance program. That is an example of her work product and work ethic. Every spring a group of 3<sup>rd</sup> graders come in and Linda was so excited to conduct a tour for Middletown third graders.

The Chair calls for vote; it is unanimous to approve with twelve aye votes. The Chair states the matter passes unanimously with twelve affirmative votes. He Chair congratulates Linda.

<b>Resolution No.</b>	<b>128-13</b>
<b>File Name</b>	<b>pelbettencourtconfirmation</b>
<b>Description</b>	<b>Approving the appointment of Linda Bettencourt as City and Town Clerk, Salary Grade 16, Step 4 (\$40.78) 40 hours effective upon Council approval.</b>
<b>(Approved)</b>	

Be it resolved by the Common Council of the City of Middletown:

That Linda Bettencourt shall be confirmed to the position of City & Town Clerk at Salary Grade 16, Step 4 (\$40.78) 40 hours effective upon Council approval. Resume attached.

#### **Agenda Item 7B**

The Chair introduces nominee for Deputy Assessor, Roger Palmer. He has years of experience and is incredibly bright. He has a keen and nimble mind. He knows his business well and it is complicated and he will complement Damon. This is a transition period coming with a better economy. Roger is a man of integrity and honor and will be an asset to the City of Middletown. Mr. Palmer thanks the Mayor for his kind words. He is a lifelong resident of Middletown and has over 25 years of real estate experience. The past 13 years, he has worked in a municipal setting with reevaluations. He is state certified and he is a member of the appraisal institute.

Councilman Serra states as I asked Linda, what are your thoughts about moving into the future. Mr. Palmer states he hasn't had a chance to talk with Damon, but he is interested in electronic document storage retrieval. He would like to investigate something like that. Councilman Serra asks if it was in Milford and Bridgeport. Mr. Palmer states it didn't exist back in Milford and Bridgeport but they are doing it in New Haven and working on policies for retrieval.

The Chair, hearing no further discussion, calls for the vote on the confirmation.

Councilman Daley states we have to do the resolution.

#### **Agenda Item 7-2**

Councilwoman Kasper reads and moves agenda item 7-2 for approval; she is proud to move this motion forward and you will do a great job. Councilman Pessina seconds the motion.



## Certificate of Director of Finance:

## MEMORANDUM

**TO:** His Honor, Mayor Daniel T. Draw and  
Members of the Common Council

**FROM:** Finance Department

**DATE:** September 3, 2013

**RE:** Certification of Funds

This is to certify that funds sufficient to meet the appropriations requested at your meeting on September 3, 2013 are available as follows:

General Fund	\$30,000
CNR Fund	\$950,000
Acquisition of City-Wide Street Lights, Poles & Related Equipment Ordinance Bond Issue	\$1,160,000
City of MDTWN 2013 Road, Sidewalk & Public Works Facilities Improvements Ordinance Bond Issue	\$15,200,000

Respectfully submitted,  
  
 Dan Etischer  
 Director of Finance  
 9/3/13

**Noted for the record**

Councilman Berch leaves his seat in the chamber at 8:36 p.m.

**Agenda Item 8A**

Councilwoman Kasper reads and moves for approval \$20,000 for the Common Council for the Pension Study; Councilman Santangelo seconds the motion. Seeing no discussion, the Chair calls for the vote. It is unanimous to approve with ten aye votes. The Chair states the matter passes unanimously with ten aye votes. Council members Pessina and Berch are absent from the chamber.

**Common Council \$20,000, Account 1000-12000-55185, Contractual Services – Pension Study, General Fund.**

**(Approved)**

**Noted for the Record**

Councilman Pessina returns to his seat at 8:37 p.m.

**Agenda item 8B**

Councilwoman Bartolotta reads and moves the \$10,000 appropriations request for the Office of General Counsel; Councilman Santangelo seconds the motion. There is no discussion; the Chair calls for the vote. It is unanimous to approve with eleven aye votes. The Chair states the matter passes unanimously with eleven affirmative votes.

**General Counsel \$10,000, Account 1000-05000-55719, Code Enforcement, General Fund.**

**(Approved)**

**Agenda Item 8C**

Councilman Klattenberg reads and moves for approval the CNR request for \$950,000.

**Noted for the Record**

Councilwoman Bartolotta leaves her seat in the chamber at 8:37 p.m.

Councilman Santangelo seconds the motion to approve.

Councilman Faulkner states is it normal we don't have details on this; Councilman Klattenberg states this was presented to Finance and Government and it had a list of items that were included which exceeded this request. Councilman Faulkner states when we vote for this we are accepting all those projects. Councilman Klattenberg responds no we will do some of the projects and they will come back next month. This is a portion of the capital requirements.

**Noted for the Record**

Councilwoman Bartolotta returns to the chamber at 8:38 p. m.

Councilman Klattenberg states you are approving the dollar amount so prioritizations can be made to meet the needs of this year. Councilman Serra adds that the Finance Committee endorsed \$1.1million for CNR and Public Works, in particular, will be bonded up to \$750,000 because some of the trucks are 1982 and the cost for one is \$25,000 so the Finance Director and Director of Public Works is taking care of that. For the police it is \$319,000 for cars. Information Technology is \$250,000, so it will be coming back. They are asking was over \$4 million for the first year. The departments will present for the 14-15 year in a month.

Councilwoman Kleckowski states to piggyback on Councilman Faulkner, we don't have any information on what we are voting on and she would like to postpone this for the October meeting and determine what CNR projects we will approve and what we will not. Councilwoman Salafia seconds that motion. The Chair states it will be an up or down vote, because it is an appropriation. Councilwoman Kleckowski responds, yes, an up or down vote and it should be voted down.

The Chair, hearing no further discussion, calls for the vote. It is seven aye votes by Council Members Serra, Klattenberg, Daley, Santangelo, Kasper, Pessina, Bibisi; and four nay votes by Council Members Bartolotta, Faulkner, Salafia and Kleckowski. Councilman Berch is not present for the vote. The Chair states the matter passes with seven affirmative votes and four in opposition.

**Finance \$950,000, Account No. 2070-xxxx-xxxx,13/14 Capital Nonrecurring Plan, CNR Fund.  
(Approved)**

**Agenda Item 8D**

Councilman Pessina reads the bond issue for the roads, sidewalks, and Public Works infrastructure for \$15,200,000 and moves it for approval; the Chair asks that he read section 1 of the ordinance

**Noted for the Record**

Councilwoman Salafia leaves her seat in the chamber at 8:43 p.m.

**Motion to Waive the Rules**

Councilman Pessina finishes reading Section 1. Councilman Serra moves to waive the rest of the reading and his motion is seconded by Councilwoman Kasper. The Chair calls for the vote and it is ten aye votes. The Chair states the motion carries

Councilman Pessina moves the ordinance for approval; his motion is seconded by Councilman Daley. Councilman Serra states the \$950,000 and the next bond ordinances are an investment in the City's infrastructure. We do this for two reasons; if we don't do it now it will cost more later and it is one of the equations for the bond rating. This is one part of the town and we are investing in that.

**Noted for the Record**

Councilwoman Salafia takes her seat in the chamber at 8:46 p.m.

There is no further discussion. The vote is called by roll call.

Councilwoman Bartolotta	Aye
Councilman Berch	Absent
Councilman Bibisi	Aye
Councilman Daley	Aye
Councilman Faulkner	Aye
Councilwoman Kasper	Aye
Councilman Klattenberg	Aye
Councilwoman Kleckowski	Aye
Councilman Pessina	Aye
Councilwoman Salafia	Aye
Councilman Santangelo	Aye
Councilman Serra	Aye

The Chair states the matter passes unanimously with eleven affirmative votes.

**Ordinance No. 21-13**  
**File Name MiddletownBondOrdinanceroadpaving project**  
**Description An Ordinance appropriating \$15,200,000 for the City of Middletown 2013 road, Sidewalk, and Public Works facilities improvement program and authorizing the issue of \$15,200,000 bonds of the City to meet said appropriation and pending the issuance thereof the making of temporary borrowings for such purpose.**

**(Approved)**

Section 1. The sum of \$15,200,000 is hereby appropriated for the City of Middletown 2013 Road, Sidewalk and Public Works Facilities Improvement Program consisting of the planning, acquisition and construction of improvements to City roads, sidewalks and public works facilities, including paving, drainage, curbing, pipe inspections, pavement treatment and related improvements, utility relocation and repair, reconstruction or repair of abutting properties, sidewalk repair, replacement and extension, guardrails, public works building and structure improvements, and for testing, consultant services, administrative, printing, legal, and financing costs related thereto, said improvements to be made at all or any portion of the locations set forth in Schedule A hereto (hereinafter the "Project"). The Common Council may, by resolution, add to or delete from

Schedule A any location or improvement authorized herein, provided, however, that the total appropriation and bond authorization shall not be increased.

Section 2. The expected useful life of the Project is in excess of twenty (20) years. The total estimated cost of the Project is \$15,200,000, no portion of which is expected to be paid from sources other than the proposed bond issue.

Section 3. To meet said appropriation \$15,200,000 bonds of the City, or so much thereof as may be necessary for said purpose, may be issued, maturing not later than the twentieth (20<sup>th</sup>) year after their date, or such later date as may be allowed by law. The bonds may be issued in one or more series as shall be determined by the Mayor and the City Treasurer, and the amount of bonds of each series to be issued shall be fixed by the Mayor and the City Treasurer. The bonds shall be issued in an amount necessary to meet the City's share of Project costs determined after considering the estimated amounts of grants in aid of the Project and will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, or, be combined with other bonds of the City and such combined issue shall be in the denomination per aggregate maturity of \$1,000 or a whole multiple thereof, be issued in bearer form or in fully registered form, be executed in the name and on behalf of the City by the manual or facsimile signatures of the Mayor and the City Treasurer, bear the City seal or a facsimile thereof, be certified by a bank or trust company designated by the Mayor and the City Treasurer, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Mayor and the City Treasurer, and be approved as to their legality by Bond Counsel. The bonds shall bear such rate or rates of interest (whether fixed or floating) as shall be determined by the Mayor and the City Treasurer. The bonds shall be general obligations of the City and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and the interest thereon and paid from property taxation to the extent not paid from other funds available for the payment thereof. The aggregate principal amount of the bonds of each series, the annual installments of principal, maturity dates, prices, redemption provisions, if any, time of issue and sale, and other terms, details and particulars of such bonds, including the terms of any reserve that might be established as authorized herein, shall be determined by the Mayor and the City Treasurer in the best interests of the City and in accordance with the requirements of the General Statutes of Connecticut, as amended.

Section 4. Said bonds shall be sold by the Mayor and City Treasurer in a competitive offering or by negotiation, in their discretion. If sold at competitive offering, the bonds shall be at not less than par and accrued interest on the basis of the lowest net or true interest cost to the City, or comparable method. If the bonds are sold by negotiation, the purchase contract shall be approved by the Mayor and City Treasurer.

Section 5. The Mayor and the City Treasurer are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of any series of said bonds. Notes evidencing such borrowings shall be signed by the manual or facsimile signatures of the Mayor and the City Treasurer, have the seal of the City or a facsimile thereof affixed, be payable at a bank or trust company designated by the Mayor and the City Treasurer, be certified by a bank or trust company designated by the Mayor and the City Treasurer pursuant to the General Statutes of Connecticut, as amended, and be approved as to their legality by Bond Counsel. They shall be issued with maturity dates which comply with the provisions of the General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the City and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of said bonds the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such temporary borrowings then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 6. In connection with the issuance of any bonds or notes authorized herein, the City may exercise any power delegated to municipalities pursuant to Section 7-370b, as may be approved and executed by the Mayor and the City Treasurer, including the authority to enter into agreements moderating interest rate fluctuation, provided any such agreement or exercise of authority shall be approved by the Common Council.

Section 7. With respect to the receipt of original issuance premium or bid premium upon the sale of the bonds or notes herein authorized, the Mayor and City Treasurer are authorized, but not required, to apply original issuance premium and bid premium, if applicable, to fund future debt service payments on such bonds or notes or to fund any purpose for which bonds of the City are authorized to be issued, and such application shall reduce the amount of authorized and unissued bonds of the purpose to which the premium was applied, in the amount so applied.

Section 8. In order to meet the capital cash flow expenditure needs of the City, the Director of Finance, with notice to and advice from the Mayor and the City Treasurer, is authorized to allocate and reallocate expenditures incurred for the Project to any bonds or notes of the City outstanding as of the date of such allocation, and the bonds or notes to which such expenditures have been allocated shall be deemed to have been issued for such purpose, including the bonds and notes and Project herein authorized.

Section 9. The issue of the bonds aforesaid and of all other bonds or notes of the City heretofore authorized but not yet issued, as of the effective date of this Ordinance, would not cause the indebtedness of the City to exceed any debt limit calculated in accordance with law as shown by the "Debt Statement" attached hereto.

Section 10. The Mayor is hereby authorized to spend a sum not to exceed the aforesaid appropriation for the purposes set forth herein, and the Mayor is specifically authorized to make, execute and deliver any contract or contracts, and any other documents necessary or convenient to complete the improvements authorized herein and the financing thereof.

Section 11. The Mayor, the City Treasurer, the Director of Finance and any other proper City official are each hereby authorized to apply for and accept any available State or Federal grant in aid of the financing of the Project, and to take all action necessary or proper in connection therewith.

Section 12. The City hereby expresses its official intent pursuant to 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid 60 days prior to and after the date of passage of this ordinance in the maximum amount and for the Project with the proceeds of bonds, notes, or other obligations authorized to be issued by the City. Such obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date as the Regulations may authorize. The City hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to pay project expenses in accordance herewith pending the issuance of any such reimbursement obligations, and to amend this declaration.

Section 13. The Director of Finance is hereby authorized to exercise all powers conferred by Section 3-20e of the general statutes with respect to secondary market disclosure and to provide annual information and notices of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this ordinance.

Section 14. This ordinance shall take effect when the same shall have been approved by a majority of those voting thereon at a referendum called and warned for such purpose. The date and other particulars of such referendum shall be determined by resolution of the Common Council. In the event that this ordinance shall not be approved at such referendum, it shall be null and void and of no effect.

#### **Schedule A**

<b><u>PROJECT</u></b>	<b><u>ESTIMATED COSTS</u></b>
Abbey Rd.	\$6,050
Annette Pl.	\$169,050
Avondale Ct.	\$7,260
Barbara Rd.	\$84,216
Barry Ct.	\$45,000
Basswood Dr.	\$155,529
Batt St.	\$97,500
Benjamin La.	\$13,310
Birdsey Ave.	\$135,300
Boston Rd.	\$1,944,000
Brechlin Dr.	\$187,200
Brentwood Ct.	\$14,520
Briarwood La.	\$115,676
Broadview Pkwy.	\$10,648
Brookview La.	\$375,000
Brown St.	\$176,256
Carll Rd.	\$84,450
Cedar St.	\$100,800
Cimarron Rd.	\$61,831
Court St.	\$117,000
Cross St.	\$35,574
Eagle Hollow Dr.	\$35,574
Elm St.	\$71,400
Evergreen Cir.	\$110,850
Foxtail Rd.	\$10,406
Franklin St.	\$55,350
Gibson La.	\$6,655
Goodyear Ave.	\$39,750
Greenlawn Rd.	\$124,950
Greenview Terr.	\$45,375
Hampton La.	\$6,655
Hawks Nest Circle	\$375,000
Highland Ave.	\$347,791
Highview Terr.	\$153,000
Horseshoe La.	\$11,132
Hotchkiss St.	\$105,000
Hubbard St.	\$155,520
Industrial Park Rd.	\$300,300
Knox Blvd	\$60,500
Lancaster Ct.	\$18,150

Ledgebrook La.	\$114,750
Liberty St.	\$79,860
Linbert St.	\$164,550
Lindsey Rd.	\$114,600
Long Ln.	\$784,500
Loveland St.	\$161,550
Lucinda Ln.	\$103,800
Main Street Extension Bridge Design	\$100,000
Markham St.	\$326,250
Meadowood Dr.	\$13,552
Meadowood Ln.	\$8,857
Middle St.	\$211,613
Millbrook Rd.	\$473,580
Mohawk Dr.	\$69,000
Morning Glory Dr.	\$30,008
Mulberry La.	\$17,908
Nathan Hale Rd.	\$7,260
Navadon Pkwy	\$18,150
Newberry Way	\$10,890
North Fowler Ave.	\$105,000
Northview Dr.	\$169,500
Oak Ridge Dr.	\$426,000
Pamecha Ave.	\$27,000
Pearl St.	\$81,070
Peck Rd.	\$130,350
Phedon Pkwy	\$33,638
Pine St.	\$114,840
Plumb Rd.	\$344,550
Plymouth St.	\$54,300
Pond Pl.	\$33,686
Portland St.	\$66,900
Primrose Ln.	\$11,059
Putter Pl.	\$7,986
Ridge Rd.	\$369,540
River Road Bridge Design	\$100,000
Rogers Rd.	\$185,250
Rolling Green	\$47,892
Rose Cir.	\$387,450
Round Hill Rd.	\$855,360
Ryan St.	\$168,480
Sandtrap La.	\$7,865
Saybrook Road Sidewalks	\$200,000
Schaefer Rd.	\$91,500
Shady Hill La.	\$15,488
Shirley's Ct.	\$120,384
Smith St.	\$270,000
Snow Ridge North	\$100,800
Snow Ridge South	\$50,400
Spencer Dr.	\$417,000
Spring Brook Dr.	\$210,960
Stable La.	\$78,000
Stoneycrest Dr.	\$218,880
Tavern Cir.	\$288,000
Timothy Dr.	\$15,730
Valley Dr.	\$38,502
Wall St.	\$72,270
West Wynd Terr.	\$38,865
Westfield St.	\$188,100
Whitney Ct.	\$4,356
Wildflower La.	\$28,072
York Rd.	\$44,770
Bonding, interest & legal fees	200,000
<b>TOTAL</b>	<b>\$15,200,000</b>

DEBT STATEMENT  
June 30, 2013  
CITY OF MIDDLETOWN, CONNECTICUT

ANNUAL RECEIPTS FROM TAXATION AND REIMBURSEMENTS ("BASE") Fiscal Year Ended June 30, 2012	107,884,104
BORROWING CAPACITY FOR EACH CLASS:	
2-1/4 times base for General Purposes	242,739,234
4-1/2 times base for Schools	485,478,468
3-3/4 times base for Sewers	404,565,390
3-1/4 times base for Urban Renewal	350,623,338
3 times base for Unfunded Past Benefit Obligations	323,652,312
MAXIMUM AGGREGATE BORROWING CAPACITY: 7 times Base	755,188,728
INDEBTEDNESS BONDS AND NOTES:	
GENERAL PURPOSES	45,673,160
SCHOOLS	19,296,240
SEWERS	4,058,260
URBAN RENEWAL	-
UNFUNDED PAST BENEFIT OBLIGATIONS	-
BONDS AND NOTES AUTHORIZED BUT UNISSUED	
GENERAL PURPOSES	31,768,910
SCHOOLS	1,108,600
SEWERS	44,557,330
URBAN RENEWAL	-
UNFUNDED PAST BENEFIT OBLIGATIONS	-
CLEAN WATER FUND LOANS:	
SEWERS	4,889,609
SUB-TOTAL INDEBTEDNESS	151,352,109
LESS	
FEDERAL AND STATE OF CONNECTICUT BUILDING GRANTS, COMMITMENTS AND RECEIVABLES	
GENERAL PURPOSE	-
SCHOOLS	-
SEWERS	-
URBAN RENEWAL	-
TOTAL DEDUCTIONS	-
NET INDEBTEDNESS LESS TOTAL DEDUCTIONS	151,352,109
BALANCE OF BORROWING CAPACITY FOR EACH CLASS	
GENERAL PURPOSE	165,297,164
SCHOOLS	465,073,628
SEWERS	351,060,191
URBAN RENEWAL	360,623,338
UNFUNDED PAST BENEFIT OBLIGATIONS	323,652,312
BALANCE OF MAXIMUM AGGREGATE BORROWING CAPACITY AVAILABLE	603,836,619

**Agenda Item 8E**

Councilman Klattenberg reads the bond ordinance for \$1,150,000 for the purchase of street lights through Section 1 of the Bond Ordinance.

**Motion to Waive the Rules**

Councilman Serra moves to waive the rules to waive the reading of the rest of the bond ordinance; his motion is seconded by Councilwoman Kasper. There is no discussion; the Chair calls for the vote. It is unanimous to approve with eleven aye votes. The Chair states the motion to waive the rules passes unanimously.

Councilman Klattenberg moves bond ordinance 8E, the \$1,150,000 for streetlights for approval and would like to speak to it; Councilman Pessina seconds the motion.

Councilman Klattenberg states many on the Council have heard the advantages this streetlight purchase program will benefit the City by taking control of our infrastructure. By moving on this ordinance and bonding if it is approved by the taxpayers, the amount that they will bond will be less than this amount. One of the reasons is the fact that the amount of money requested by CL & P is from one year ago. The equipment has depreciated by one year. This is a maximum. Every municipality that did this has told us, it was a home run. This appropriation will not change the way the City will be illuminated and will not change the staffing. It is a step in the right direction and he urges approval of this.

Councilwoman Kleckowski thanks Jon Hall and Councilman Klattenberg for this. Her concern is the same with the \$950,000; there is a lot of questions that came up on the cost analysis and she asks that it come back in October.

#### Point of Information

Councilman Klattenberg states point of information; this is the deadline for this bond request to go to referendum in November. If it is not acted on, it would have to be a special referendum or wait until next year.

Councilman Daley states this was discussed at the Public Works Commission and Councilman Berch wasn't there. It did go to the commission and certainly all the questions open need to be answered and that can take place between now and when the voting takes place. I would urge the Council to pass this and perhaps have further dialog to get questions answered. What he has heard from other towns going in this direction, it is a good thing to do. Gradually over time as we replace the light fixtures, they will be replaced with newer and more efficient technology. I urge everyone to support this.

Hearing no further discussion, the Chair calls the vote by roll call

Councilwoman Bartolotta	Aye
Councilman Berch	Absent
Councilman Bibisi	Aye
Councilman Daley	Aye
Councilman Faulkner	Aye
Councilwoman Kasper	Aye
Councilman Klattenberg	Aye
Councilwoman Kleckowski	Aye
Councilman Pessina	Aye
Councilwoman Salafia	Aye
Councilman Santangelo	Aye
Councilman Serra	Aye

The Chair states the matter passes unanimously with eleven affirmative votes.

<b>Ordinance No.</b>	<b>22-13</b>
<b>File Name</b>	<b>middletownbondordinancecccitywidestreetlightproject(2)</b>
<b>Description</b>	<b>An ordinance appropriating \$1,150,000 for the acquisition of city-wide streetlights, poles and related equipment and authorizing the issue of \$1,150,000 bonds of the city to meet said appropriation and pending the issuance thereof the making of temporary borrowings for such purpose.</b>

#### (Approved)

Section 1. The sum of \$1,150,000 is hereby appropriated for the acquisition of City-wide streetlights, poles and related equipment, including, without limitation, fixtures, heads, support arms, lenses, ballasts, other equipment and property, appurtenances related thereto, replacement lighting, inspection, site work, consultants, testing, legal, administrative and financing costs as may be accomplished within said appropriation (hereafter the "Project"). Said appropriation shall be inclusive of state and federal grants in aid thereof.

Section 2. The remaining expected useful life of the Project is in excess of twenty (20) years. The total estimated cost of the Project is \$1,150,000, no portion of which is expected to be paid from sources other than the proposed bond issue.

Section 3. To meet said appropriation \$1,150,000 bonds of the City, or so much thereof as may be necessary for said purpose, may be issued, maturing not later than the twentieth (20<sup>th</sup>) year after their date, or such later date as may be allowed by law. The bonds may be issued in one or more series as shall be determined by the Mayor and the City Treasurer, and the amount of bonds of each series to be issued shall be fixed by the Mayor and the City Treasurer. The bonds shall be issued in an amount necessary to meet the City's share of Project costs determined after considering the estimated amounts of grants in aid of the Project and will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, or, be combined with other bonds of the City and such combined issue shall be in the denomination per aggregate maturity of \$1,000 or a whole multiple thereof, be issued in bearer form or in fully registered form, be executed in the name and on behalf of the City by the manual or facsimile signatures of the Mayor and the City Treasurer, bear the City seal or a facsimile thereof, be certified by a bank or trust company designated by the Mayor and the City Treasurer, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Mayor and the City Treasurer, and be approved as to their legality by Bond Counsel. The bonds shall bear such rate or rates of interest (whether fixed or floating) as shall be determined by the Mayor and the City Treasurer. The bonds shall be general obligations of the City and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and the interest thereon and paid from property taxation to the extent not paid from other funds available for the payment thereof. The aggregate principal amount of the bonds of each series, the annual installments of principal, maturity dates, prices, redemption provisions, if any, time of issue and sale, and other terms, details and particulars of such bonds, including the terms of any reserve that might be established as authorized herein, shall be determined by the Mayor and the City Treasurer in the best interests of the City and in accordance with the requirements of the General Statutes of Connecticut, as amended.

Section 4. Said bonds shall be sold by the Mayor and City Treasurer in a competitive offering or by negotiation, in their discretion. If sold at competitive offering, the bonds shall be at not less than par and accrued interest on the basis of the lowest net or true interest cost to the City, or comparable method. If the bonds are sold by negotiation, the purchase contract shall be approved by the Mayor and City Treasurer.

Section 5. The Mayor and the City Treasurer are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of any series of said bonds. Notes evidencing such borrowings shall be signed by the manual or facsimile signatures of the Mayor and the City Treasurer, have the seal of the City or a facsimile thereof affixed, be payable at a bank or trust company designated by the Mayor and the City Treasurer, be certified by a bank or trust company designated by the Mayor and the City Treasurer pursuant to the General Statutes of Connecticut, as amended, and be approved as to their legality by Bond Counsel. They shall be issued with maturity dates which comply with the provisions of the General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the City and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of said bonds the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such temporary borrowings then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 6. In connection with the issuance of any bonds or notes authorized herein, the City may exercise any power delegated to municipalities pursuant to Section 7-370b, as may be approved and executed by the Mayor and the City Treasurer, including the authority to enter into agreements moderating interest rate fluctuation, provided any such agreement or exercise of authority shall be approved by the Common Council.

Section 7. With respect to the receipt of original issuance premium or bid premium upon the sale of the bonds or notes herein authorized, the Mayor and City Treasurer are authorized, but not required, to apply original issuance premium and bid premium, if applicable, to fund future debt service payments on such bonds or notes or to fund any purpose for which bonds of the City are authorized to be issued, and such application shall reduce the amount of authorized and unissued bonds of the purpose to which the premium was applied, in the amount so applied.

Section 8. In order to meet the capital cash flow expenditure needs of the City, the Director of Finance, with notice to and advice from the Mayor and the City Treasurer, is authorized to allocate and reallocate expenditures incurred for the Project to any bonds or notes of the City outstanding as of the date of such allocation, and the bonds or notes to which such expenditures have been allocated shall be deemed to have been issued for such purpose, including the bonds and notes and Project herein authorized.

Section 9. The issue of the bonds aforesaid and of all other bonds or notes of the City heretofore authorized but not yet issued, as of the effective date of this Ordinance, would not cause the indebtedness of the City to exceed any debt limit calculated in accordance with law as shown by the "Debt Statement" attached hereto.

Section 10. The Mayor is hereby authorized to spend a sum not to exceed the aforesaid appropriation for the purposes set forth herein, and the Mayor is specifically authorized to make, execute and deliver any contract or contracts, and any other documents necessary or convenient to complete the improvements authorized herein and the financing thereof.

Section 11. The Mayor, the City Treasurer, the Director of Finance and any other proper City official are each hereby authorized to apply for and accept any available State or Federal grant in aid of the financing of the Project, and to take all action necessary or proper in connection therewith.

Section 12. The City hereby expresses its official intent pursuant to 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid 60 days prior to and after the date of passage of this ordinance in the maximum amount and for the Project with the proceeds of bonds, notes, or other obligations authorized to be issued by the City. Such obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date as the Regulations may authorize. The City hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to pay project expenses in accordance herewith pending the issuance of any such reimbursement obligations, and to amend this declaration.

Section 13. The Director of Finance is hereby authorized to exercise all powers conferred by Section 3-20e of the general statutes with respect to secondary market disclosure and to provide annual information and notices of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this ordinance.

Section 14. This ordinance shall take effect when the same shall have been approved by a majority of those voting thereon at a referendum called and warned for such purpose. The date and other particulars of such referendum shall be determined by resolution of the Common Council. In the event that this ordinance shall not be approved at such referendum, it shall be null and void and of no effect.

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June 30, 2013  
CITY OF MIDDLETOWN, CONNECTICUT

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3-1/4 times base for Urban Renewal	350,623,338
3 times base for Unfunded Past Benefit Obligations	323,652,312
MAXIMUM AGGREGATE BORROWING CAPACITY: 7 times Base	755,188,728
INDEBTEDNESS BONDS AND NOTES:	
GENERAL PURPOSES	45,673,160
SCHOOLS	19,296,240
SEWERS	4,058,260
URBAN RENEWAL	-
UNFUNDED PAST BENEFIT OBLIGATIONS	-
BONDS AND NOTES AUTHORIZED BUT UNISSUED	
GENERAL PURPOSES	31,768,910
SCHOOLS	1,108,600
SEWERS	44,557,330
URBAN RENEWAL	-
UNFUNDED PAST BENEFIT OBLIGATIONS	-
CLEAN WATER FUND LOANS:	
SEWERS	4,889,609
SUB-TOTAL INDEBTEDNESS	151,352,109
LESS	
FEDERAL AND STATE OF CONNECTICUT BUILDING GRANTS, COMMITMENTS AND RECEIVABLES	
GENERAL PURPOSE	-
SCHOOLS	-
SEWERS	-
URBAN RENEWAL	-
TOTAL DEDUCTIONS	-
NET INDEBTEDNESS LESS TOTAL DEDUCTIONS	151,352,109
BALANCE OF BORROWING CAPACITY FOR EACH CLASS	
GENERAL PURPOSE	165,297,164
SCHOOLS	465,073,628
SEWERS	351,060,191
URBAN RENEWAL	360,623,338
UNFUNDED PAST BENEFIT OBLIGATIONS	323,652,312
BALANCE OF MAXIMUM AGGREGATE BORROWING CAPACITY AVAILABLE	603,836,619

**Agenda Item 9**

Councilman Serra reads and moves for approval agenda items 9A, 9B, 9C, 9D, 9E, 9F, 9G, and 9H; Councilman Pessina seconds the motion.

**Noted for the Record**

Councilman Daley leaves the chamber at 8:53 p.m.

Councilman Faulkner states he wanted to congratulate the City on their hiring for this quarter and the year; you had 23% in 2012-13 that were minority hires and 48% were hired under protective classes. It looks good we did it this year and it should continue. The Chair states for the record and first time the workforce mirrors the City's population.

The Chair calls for the vote on the matters. It is unanimous to approve with nine aye votes. The Chair states the matters pass unanimously with ten affirmative votes.

**Agenda Item 9A**  
**City Clerk's Certificate**  
**(Approved)**



City of Middletown  
City & Town Clerk's Office  
243 Main Street  
Middletown, CT 06457

August 27, 2013

I, Linda Bettencourt, Acting City and Town Clerk of the City of Middletown, and custodian of the records and seal thereof, hereby certify that all ordinances and appropriations passed and adopted at the regular meeting of the Common Council on August 5, 2013 at 7:00 p.m. and the special meetings on August 5, 2013 at 6:00 p.m., and August 8, 2013 at 7:00 p.m., have been published in the local newspaper.

Attest:

*Linda Bettencourt*  
Linda Bettencourt  
Acting City & Town Clerk

\_\_\_\_\_  
Clerk of Middletown, Connecticut, this 27<sup>th</sup> day of August, 2013.

Phone (860) 634-4910 Fax (860) 636-1910 TDD (860) 634-4812

**Agenda Item 9B**

**(Approved)**

**Monthly Report**

**Finance Report through August 26, 2013**

**Agenda item 9C**  
**(Approved)**

**Grant Confirmation and Approval**

**Name of Grant:** As Listed Below  
**Amount** \$775,619.77  
**Code:** 2450-33000-  
**Grant Period:** **From:** 7/1/2013 **To:** 6/30/201

**Type of**  
**Amount Loaned from General** \$0.00  
**Department Administering** Park and Recreation

When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for specific purposes, these funds shall be immediately transferred to the specific unit which has made application for such grant. Confirmation and approval of such transfer shall be given at the next regularly scheduled sessions of the Common Council. Notwithstanding any other Charter provision, the action of the Common Council in confirming and approving such transfer shall be an appropriation; no public hearing thereon shall be required and said funds may then be expended for the purposes for which they were granted.

**Description of services to be provided by this**

769 - Middletown Teen Theater \$21,510.34; 798 - Liberty Bank Foundation (\$20,000); 826 - Interdistrict Cooperative \$31,660; 841 - Special Ed Medicaid \$4,260.86; 842 - Family Resource Center-Macdonough \$104,500; 843 - Even Start Family Literacy Program \$156,666; 850 - Family Resource Center-Farm Hill \$104,500; 852 - Universal Service Fund \$10; 894 - Swaim Strings Program \$810; 801 - Retirees/Cobra Insurance \$60,867.29; 803 - Workers' Compensation \$3,573.29; 804 - Preschool Program Fees \$272; 805 - Summer School Receipts \$1,780; 807 - Aetna Classified \$1,196.65; 809 - Maintenance/Rentals \$16,664.25; 824 - Family Resource Center Receipts \$500; 833 - Adult Education Receipts \$149,523.51; 895 - Special Ed Tuition Reimbursement \$4,046.32; 903 - Food Services Receipts-May & June \$133,279.26 Total Special Programs Through 7/17/2013 \$1,662,047.98 ADDITIONS \$775,619.77 Total Special Programs Through 8/14/2013

**Requested by:** Patricia Charles, ED.D.

**Agenda Item 9D**  
**(Approved)**

**Grant Confirmation and Approval**

**Name of Grant:** As Listed Below  
**Amount** \$8,461.89  
**Code:** 2450-33000-  
**Grant Period:** **From:** 7/1/2012 **To:** 6/30/201

**Type of**  
**Amount Loaned from General** \$0.00  
**Department Administering** Park and Recreation

When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for specific purposes, these funds shall be immediately transferred to the specific unit which has made application for such grant. Confirmation and approval of such transfer shall be given at the next regularly scheduled sessions of the Common Council. Notwithstanding any other Charter provision, the action of the Common Council in confirming and approving such transfer shall be an appropriation; no public hearing thereon shall be required and said funds may then be expended for the purposes for which they were granted.

**Description of services to be provided by this**

Revised/Additional Revenue received for "2012-2013" Fiscal Year. 809 - Maintenance/Rentals \$8,461.89 which

was a FEMA reimbursement. Total Special Programs Through 6/28/2013 was \$14,634,497.87 ADDITIONS \$8,461.89 Total Special Programs Through 6/30/2013 is \$14,642,959.76  
**Requested by:** Patricia Charles, ED.D.

**Agenda Item 9E Grant Confirmation and Approval (Approved)**

**Name of Grant:** State Historic Document Preservation Target Grant  
**Amount:** \$6,500.00  
**Code:** 3361-04000-  
**Grant Period:** **From:** 7/1/2013 **To:** 6/30/201  
**Type of:** State  
**Amount Loaned from General \$0.00**

**Department Administering** Park and Recreation

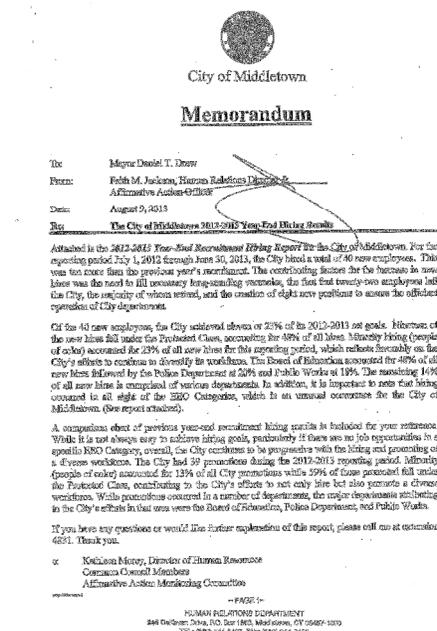
When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for specific purposes, these funds shall be immediately transferred to the specific unit which has made application for such grant. Confirmation and approval of such transfer shall be given at the next regularly scheduled sessions of the Common Council. Notwithstanding any other Charter provision, the action of the Common Council in confirming and approving such transfer shall be an appropriation; no public hearing thereon shall be required and said funds may then be expended for the purposes for which they were granted.

**Description of services to be provided by this**

Mobile Map Stand, Continuation of back file conversation of land records, inventory of lower vault contents, 10 yr. index merge of 2000-2010

**Requested by:** Linda Bettencourt

**Agenda Item 9F 4<sup>th</sup> Quarter/Year End 20-12-13 Hiring Results (Approved)**



**Agenda Item 9G Grant Confirmation and Approval (Approved)**

**Name of Grant:** Park and Recreation Activity Fund  
**Amount:** \$70,000.00  
**Code:** 2210-32000-  
**Grant Period:** **From:** **To:**  
**Type of:** Local  
**Amount Loaned from General \$0.00**

**Department Administering** Park and Recreation

When any department, commission, office or agency is the recipient of any federal, state or other grant allocated for specific purposes, these funds shall be immediately transferred to the specific unit which has made application for such grant. Confirmation and approval of such transfer shall be given at the next regularly scheduled sessions of the Common Council. Notwithstanding any other Charter provision, the action of the Common Council in confirming and approving such transfer shall be an appropriation; no public hearing thereon shall be required and said funds may then be expended for the purposes for which they were granted.

**Description of services to be provided by this**

To pay salaries, supplies for outreach and inclusion programming. To pay for other programs, staff and supplies for the various programs that we offer through the Parks and Recreation Dept. that are not directly funded by the City. We pay for bus trips and staff from this account. We make purchases of equipment that is needed for some of the

**Requested by:** Debbie Stanley, Acting Director

**Agenda Item 9H**

RICHARD BLUMENTHAL  
 CONNECTICUT  
 SENATOR  
 ADVISORY SERVICES  
 J. GREGORY  
 CHANGING, EXPENSE, AND TRANSPORTATION  
 VETERANS' AFFAIRS  
 AGING  
 Mr. Ronald P. Klitzberg  
 Deputy Majority Leader  
 Middletown Connecticut Common Council  
 Municipal Building  
 245 Delaware Drive  
 Middletown, Connecticut 06457

UNITED STATES SENATE  
 WASHINGTON, DC 20510  
 July 23, 2013

FOR PART SENATE OFFICE BUILDING  
 WASHINGTON, DC 20510  
 (202) 224-3000  
 FAX (202) 224-4875

80 SENATE HOUSE BUILDING, THIRD FLOOR  
 WASHINGTON, DC 20510  
 (202) 224-2400  
 FAX (202) 224-4900

410 LAWRENCE BUILDING, FLOOR 2ND  
 WASHINGTON, DC 20540  
 (202) 224-5000  
 FAX (202) 224-4800  
 http://www.senate.gov

Dear Mr. Klitzberg,

Thank you for sharing the Middletown Common Council's thoughtful resolution in support of proposals to reduce gun violence. I appreciated learning of your legislative body's views and activities.

I apologize for any delay in responding. Due to the outpouring of letters and calls from Connecticut constituents following the tragedy at Sandy Hook Elementary School, I was unable to adhere to my usual response time. Please know that I have been mindful of your letter.

The day of the Sandy Hook shooting was the most heartbreaking day of all my years in public service. I am fully committed to seeing commonsense legislation to reduce gun violence signed into law.

As a member of the Senate Judiciary Committee, I worked hard to get the Committee to approve the Assault Weapons Ban of 2013, which would prohibit the sale of military-style assault weapons and high-capacity ammunition magazines. We also approved legislation making background checks on all firearm sales, cracking down on gun trafficking, and improving school security.

Despite these successes at the committee level, we have been unable to get this legislation approved by the full Senate. I led the effort to approve the ban on high-capacity magazines, but we fell short of the votes needed. In fact, in the face of heavy lobbying from special interests, even a bipartisan compromise amendment on background checks was effectively blocked, despite the fact that 90 percent of the American people support such a measure.

While I am deeply disappointed that the U.S. Senate has—at least for now—failed to approve three commonsense proposals to reduce gun violence, I am doubly determined to fight for these proposals until they are the law of the land. The families of Sandy Hook victims who have rallied behind these proposals have shown incredible courage and resilience. My commitment to the families, and to you, is that I will continue to be a leader in that effort.

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I hope the Middletown Common Council will continue to make its voice heard on the issue of gun violence. I do believe that despite the recent setback on the Senate floor, the national debate on this issue has been forever altered by the Sandy Hook shootings, and especially by the powerful testimony of the Newtown families on the need for gun violence legislation. This debate will be a marathon, not a sprint, and we need to keep pushing forward.

Thank you again for your letter and for sharing your resolution. Please keep in touch with me on this very important issue.

Sincerely,  
  
 Richard Blumenthal  
 United States Senator

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**Agenda Item 10**

Councilman Serra moves payment of all City bills that have been properly approved. His motion is seconded by Councilman Pessina. There is no discussion. The Chair calls for the vote and it is unanimous to approve with ten aye votes. The Chair states the matter passes with ten affirmative votes.

**Motion to Recess**

Council man Serra moves for a five minute recess; Councilwoman Kasper seconds the motion. The Chair calls for a vote and it is unanimous. The Chair calls the recess at 8:56 p.m.

**Meeting Reconvenes**

The Chair calls the meeting to order at 9:10 p.m.

**Agenda Item 11A**

Councilman Santangelo reads and moves for approval agenda item 11A regarding referendum questions. His motion is seconded by Councilman Faulkner. There is no discussion; the vote is called and it is unanimous to approve with eleven aye votes. The Chair states the matter passes unanimously with eleven affirmative votes. Councilman Berch is absent from the vote.

**Resolution No.**  
**File Name**  
**Description**

**130-13**  
**Referendum of bond ordinance for City-wide street light project road paving**  
**Approving the referendum questions for the bond ordinances approving \$1,150,000 acquisition of City-wide streetlights, poles and related equipment and \$15,200,000 for the 2013 road, sidewalk and Public Works facilities improvement program and approving submitting the questions to a referendum vote of the electors in conjunction with the general election on November 5, 2013.**

(Approved)

**BE IT HEREBY RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:**

That the ordinance entitled "AN ORDINANCE APPROPRIATING \$1,150,000 FOR THE ACQUISITION OF CITY-WIDE STREETLIGHTS, POLES AND RELATED EQUIPMENT AND AUTHORIZING THE ISSUE OF \$1,150,000 BONDS OF THE CITY TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE", as adopted by this meeting of the Common Council, be submitted to a referendum vote of the electors of the City for approval or disapproval in conjunction with the general election on November 5, 2013, between the hours of 6:00 A.M. and 8:00 P.M. and that the warning of said referendum state the question to be voted upon and the ballot label with respect thereto as follows:

Question 1:

"Shall the ordinance entitled 'AN ORDINANCE APPROPRIATING \$1,150,000 FOR THE ACQUISITION OF CITY-WIDE STREETLIGHTS, POLES AND RELATED EQUIPMENT AND AUTHORIZING THE ISSUE OF \$1,150,000 BONDS OF THE CITY TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE', as adopted by the Common Council on September 3, 2013, be approved? YES NO"

The ballot label for said question shall read as follows:

"Shall the \$1,150,000 appropriation and bond authorization for the acquisition of City-wide streetlights, poles and related equipment, pursuant to the ordinance adopted by the Common Council on September 3, 2013, be approved? YES NO"

That the ordinance entitled "AN ORDINANCE APPROPRIATING \$15,200,000 FOR THE CITY OF MIDDLETOWN 2013 ROAD, SIDEWALK AND PUBLIC WORKS FACILITIES IMPROVEMENT PROGRAM AND AUTHORIZING THE ISSUE OF \$15,200,000 BONDS OF THE CITY TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE", as adopted by this meeting of the Common Council, be submitted to a referendum vote of the electors of the City for approval or disapproval in conjunction with the general election on November 5, 2013, between the hours of 6:00 A.M. and 8:00 P.M. and that the warning of said referendum state the question to be voted upon and the ballot label with respect thereto as follows:

Question 2:

"Shall the ordinance entitled 'AN ORDINANCE APPROPRIATING \$15,200,000 FOR THE CITY OF MIDDLETOWN 2013 ROAD, SIDEWALK AND PUBLIC WORKS FACILITIES IMPROVEMENT PROGRAM AND AUTHORIZING THE ISSUE OF \$15,200,000 BONDS OF THE CITY TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE', as adopted by the Common Council on September 3, 2013, be approved? YES NO"

The ballot label for said question shall read as follows:

"Shall the \$15,200,000 appropriation and bond authorization for the City of Middletown 2013 Road, Sidewalk and Public Works Facilities Improvement Program, pursuant to the ordinance adopted by the Common Council on September 3, 2013, be approved? YES NO"

The voting will be by paper/electronic ballot. Those desiring to vote for a question shall fill in the box in front of the question on the ballot at "**YES**". Those desiring to vote against a question shall fill in the box in front of the question on the ballot at "**NO**". Absentee ballots will be made available in accordance with the law.

The warning of said referendum shall also state that the full text of the aforesaid ordinances and questions are on file open to public inspection in the office of the City and Town Clerk, that the vote on the aforesaid bond ordinances are taken pursuant to Chapter IX, Section 2 of the City Charter and Chapters 90 and 152 of the Connecticut General Statutes, as amended, and that absentee ballots will be made available in accordance with the law.

The City and Town Clerk is hereby authorized and directed to prepare and print pursuant to section 9-369b of the Connecticut General Statutes (i) explanatory text for the foregoing questions and (ii) materials concerning such questions in addition to the explanatory text.

**Agenda item 11B**

Councilman Faulkner reads and moves for approval agenda item 11B; his motion is seconded by Councilman Santangelo. Councilman Faulkner states the committee had a tough time getting applicants and they are the same folks serving the same constituents. One of the things we did is look at lowering the minimum and the big thing they wanted to look at is doing something for the \$2 for \$1 match. The committee does not have the power to do that; it comes from the Council and he would like to bring it to the Council's attention to serve more young people in the City. Everyone who applied gets every dollar they applied for and we had extra money in the end.

There is no further discussion; the Chair calls for the vote and it is unanimous to approve with eleven aye votes. The Chair states the matter passes unanimously with eleven affirmative votes. Councilman Berch is not present for the vote.

**Resolution No.** 131-13  
**File Name** boeducationalincentiveawardres2013-14  
**File Name** Approving the Educational Incentive Challenge Grants for 2013-14 as presented in the resolution, totaling \$49,500.

**(Approved)**

**WHEREAS**, a powerful and growing body of evidence demonstrates that programs outside the school day keep youth out of trouble and improve their prospects for the future; and

**WHEREAS**, studies find that programs outside the school day improve graduation rates and academic achievement; and

**WHEREAS**, many extended day programs across the country are facing funding shortfalls so severe that they are being forced to close their doors and turn off their lights; and

**WHEREAS**, the Common Council recognized the significant need for extended day programming in Middletown by approving the inclusion of the Educational Incentive Challenge Grant initiative in the adopted budget for fiscal year 2013-14; and

**WHEREAS**, the Common Council approved the Challenge Grant guidelines authorizing the Youth Services Advisory Board to release a Request for Proposals and make recommendations for program funding on August 7, 2006.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN:** That the following appropriations are hereby approved:

ORGANIZATION	PROJECT	AMOUNT
Green Street Arts Center	Afterschool Arts and Science Program	\$10,000
NEAT	We Are Us Youth Entrepreneur Project	\$5,000
Oddfellows Playhouse	Jr. and Teen Rep Main-Stage Productions	\$10,000
Rushford Center	Rams in Action and Cougars in Action	\$2,500
Wesleyan Collaborative	Prospect Math/Science	\$10,000
YMCA	Kid's Korner – Citywide Scholarships	\$10,000
YMCA	Elementary School Year Half-Day Support	\$2,000
<b>TOTAL APPROPRIATION</b>		<b>\$49,500</b>

**AND BE IT FURTHER RESOLVED:** That the citizens of Middletown are urged to ensure that every child has access to a safe, engaging place where students extend their learning day through enrichment and academic activities by supporting programming outside the school day.

#### **Motion to Waive the Rules**

Councilman Serra states since the next 19 items have to do with Personnel, I move to waive the rules and move the 19 items as one vote. Councilman Daley seconds the motion to move agenda items 11C through 11U as one motion and one vote.

Corporation Counsel Ryan is recognized and states procedurally there is no problem, but you do need a 2/3's vote to waive the rules.

Councilwoman Kasper moves to amend the motion by eliminating 11L from the motion and taking it up separately. Councilman Serra takes that as a friendly amendment to his motion as does the seconder, Councilman Daley.

The Chair states the motion is to move agenda items 11C through 11U as one motion. The Chair calls for the vote and the matter passes unanimously with eleven aye votes to take up matters 11C through 11U with the exception of 11L as one vote. Councilman Faulkner asks for a point of clarification. Can we vote on this even though we haven't voted on the merger. The Chair states yes because they include language that if the merger doesn't move forward the jobs stay the same. Councilwoman Salafia notes for the record there was a memo in the boxes asking us to table them; it was from the AFSCME local 466 President.

The Chair states the Vice President spoke favorably on these matters. The process is we don't need permission to make changes; it is to bargain impact. We won't negotiate changes in the jobs and we did impact bargaining for those employees taking on more duties. Councilwoman Salafia responds she understands that and even though you are not legally required to negotiate with Union members and negotiate job descriptions, these are the people directly affected by the merger and it would be prudent to have them well on board and if there is a question, we should postpone this. I hear different things on the changes in the job descriptions; it is a big decision affecting a lot of employees. It has not been discussed as a whole Union. It doesn't have to be done tonight and she suggests we vote it down now.

The Chair states they have listened to the employees and solicited their opinion on multiple occasions before submission to the Council. He calls the vote. It is ten aye votes by Council Members Serra, Klattenberg, Bartolotta, Daley, Santangelo, Kasper, Faulkner, Pessina, Bibisi, and Kleckowski; and one nay vote by Councilwoman Salafia. Councilman Berch is absent from the vote. The Chair states the motion carries with 2/3's vote to waive the rules.

**Agenda Items 11C through 11U, omitting 11L**

Councilwoman Bartolotta moves agenda items 11C through 11U minus 11L for approval; her motion is seconded by Councilman Serra. The Chair calls for the vote and it is ten aye votes by Council Members Serra, Klattenberg, Bartolotta, Daley, Santangelo, Kasper, Faulkner, Pessina, Bibisi, and Kleckowski; and one nay vote by Councilwoman Salafia. Councilman Berch is absent from the vote. The Chair states the matters pass with ten in favor and one in opposition.

**Agenda Item 11C**

**Resolution No. 132-13**  
**File Name pe01directorofPublicWorks**  
**Description Approving amending the job description of the Director of Public Works with no change in salary to reflect changes due to the merger of the Parks Division into Public Works with said changes to take effect only upon the effective date of the merger.**

**(Approved)**

WHEREAS, with the Parks Division of the Parks and Recreation Department being merged into the Public Works Department the job description for the Director of Public Works has been reviewed.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That the job description for the Director of Public Works (Non-bargaining, Salary Grade 21, \$40.07 - \$59.29, 40 hours) be approved with the submitted language changes, with no change in salary; and

BE IT FURTHER RESOLVED: That revised job description to the Director of Public Works shall become effective upon the effective date of the merger of the departments.

**Position Description**

**Title:** Director of Public Works  
**Department:** Public Works Administration  
**Department**  
**Date:** August 2004 Salary Grade 21  
**Revised August 2013**

**Purpose of Position**

The purpose of this position is to direct, manage and organize the operations and activities of all divisions of the Public Works Department. The work is performed under the direction of the Mayor.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Plans and coordinates the activities of all department divisions according to established policies and procedures; establishes priorities and conducts strategic planning to determine goals and objectives. Prepares budget recommendations and administers adopted budget.
- Administers the operations of the department through subordinates in the functional areas of business, finance operations, maintenance, sanitation, building inspecting, and building, **grounds, and parks** maintenance; oversees regular maintenance and improvement programs and projects for roads, bridges street lighting systems and City properties.
- Manages and supervises department personnel; oversees training and development; plans, coordinates, assigns and reviews work; allocates personnel; maintains standards and evaluates performance. Administers personnel regulations and collective bargaining agreements.
- Supervises professional engineering services in the investigation, design and construction of Public Works projects and facilities.
- Participates in the technical review of subdivision and commercial development planning and the preparation of Board assessment and inspection.
- Oversees the preparation cost estimates for projects and road maintenance programs. Approves all estimates for projects.
- Oversees property and equipment maintenance, ice and snow removal from City roads and public areas and supervises refuse removal, transfer station and recycling center.
- Meets and negotiates agreements with attorneys, contractors, state and federal officials in matters regarding Public Works. Addresses public and private groups. Attends Common council, Planning and Zoning Commission, Sanitation Commission and Building Committee meetings and other advisory commissions as required. Responds to inquiries and complaints from the public and other departments.
- Develops and supervises training and development programs including safety programs for department employees.
- Reviews Worker's Compensation Claims
- Prepares a variety of reports, documents and correspondence; prepares statistical and narrative reports for the Mayor and Common Council.
- Performs other related functions as assigned or required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Administration, public administration or related field\_and eight years of progressively responsible administration experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires the possession of a valid Connecticut driver's license.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations. Requires the ability to provide formal instruction in a classroom or other structured setting.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as draft ordinances, reports, plans, investigations, contracts, codes, maps, specifications, manuals, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Mayor and City boards and commissions, all department personnel, other City departments, contractors, union representatives, residents, the media and the public.

#### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions, algebra, geometry and trigonometry.

#### **Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, a vehicle and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

#### **Environmental Adaptability**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

#### **Agenda Item                    11D**

<b>Resolution No.</b>	<b>133-13</b>
<b>File Name</b>	<b>pe02dedeputydirectorpublicworks</b>
<b>Description</b>	<b>Approving amending the job description of the Deputy Director of Public Works due to the merger of the Parks Division into the Public Works Department with no change in salary with said changes to take effect only upon the effective date of the merger.</b>

#### **(Approved)**

WHEREAS, with the Parks Division of the Parks and Recreation Department being merged into the Public Works Department the job description for the Deputy Director of Public Works has been reviewed;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN, that the job description for the Deputy Director of Public Works (Teamsters Salary Grade 18, \$34.75 - \$51.44, 40 hours) be approved with the submitted language changes, with no change in salary; and

BE IT FURTHER RESOLVED, that revised job description to the Deputy Director of Public Works shall become effective upon the effective date of the merger of the departments.

#### **Position Description**

<b>Title:</b>	Deputy Director of Public Works
<b>Department:</b>	Public Works Administration <b><u>Department</u></b>

Date: August 2004 **MMPA Teamsters**  
Revised August 2013 **Salary Grade 18**

### **Purpose of Position**

The purpose of this position is to assist the Director of Public Works in engineering, organizing, planning and implementing Public Works inspection, construction and maintenance projects, to serve as Tree Warden and to assume the responsibilities of the Director in his/her absence. The work is performed under the direction of the Director of Public Works.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- **Oversees and administers the operations of the sanitation district and the street light system; prepares budgets and authorize bill payments.**
- Assists the Director in the organization, planning and implementation of construction, maintenance and inspection projects and programs and in strategic planning for the department; formulates operating policies and procedures. ~~Manages and oversees~~ **Assists in the management of** the operations of the Public Works office.
- **Oversees and** ~~a~~Assists, as directed, in the maintenance of municipal buildings and street lighting system; conducts regular inspections.
- Responds to inquiries and complaints from the public and other departments.
- Performs professional engineering services in the investigation, design and construction of Public Works projects and facilities.
- Provides engineering consulting services to City departments, boards and commissions. Performs professional engineering services in the investigation, design and construction of Public Works projects and facilities.
- May represent the City as the Call-Before-You Dig and Energy Conservation liaison.
- Assists in preparing, managing department operating budgets.
- **Reviews workers' compensation claims**
- Supervises tradesmen and department personnel; provides training and instruction; plans, coordinates, assigns and reviews work; allocates personnel and maintains standards, as assigned.
- **Develops safety and training programs.**
- Assists in the administration of Sanitation **and Parks** operations.
- Administers construction projects and grants.
- Acts as Tree Warden for the City.
- Acts in the absence of the Director.
- Performs other related functions as assigned or required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Civil Engineering with five years of progressively responsible public works administration and or engineering experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires a Professional Engineering License and the possession of a valid Connecticut driver's license.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as budgets, invoices, purchases orders, contracts, estimates, reimbursements, reports, ordinances, specifications, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Director and all department personnel, other City departments, elected officials and the public.

#### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.

#### **Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

**Environmental Adaptability**

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Agenda Item 11E**

**Resolution No. 134-13**  
**File Name pe03suptofparks**  
**Description Approving amending the job description of the Superintendent of Parks in the Public Works Department with no change in salary to reflect changes due to the merger of the Parks Division into the Public Works Department with said changes to take effect only upon the effective date of the merger.**

**(Approved)**

WHEREAS, with the Parks Division of the Parks and Recreation Department being merged into the Public Works Department the job description for the Superintendent of Parks has been reviewed;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN, that the job description for the Superintendent of Parks (Teamsters Salary Grade 14, \$28.57 - \$42.28, 40 hours) be approved with the submitted language changes, with no change in salary; and

BE IT FURTHER RESOLVED, that revised job description to the Superintendent of Parks shall become effective upon the effective date of the merger of the departments.

**Position Description**

**Title:** Superintendent of Parks  
**Department:** ~~Parks & Recreation~~ **Public Works Department** Salary Grade 14 ~~MMPA~~ **Teamsters**, 40 hrs  
**Date:** ~~December 2000~~ **Revised 12/01** **Revised 9/06**  
**Revised August 2013**

**Purpose of Position**

The purpose of this position is to plan, direct and supervise the construction, maintenance and repair of City parks, athletic fields, playgrounds and facilities. The work is performed under the direction of the ~~Director of Parks and Recreation~~ **Director of Public Works**.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Plans, directs and manages division operations in the construction, maintenance and repair of parks and other grounds and facilities; oversees or conducts plumbing, mechanical, electrical, carpentry and masonry repairs; develops, implements and monitors rules, policies and regulations; ensures compliance with all health and safety requirements.
- Supervises division personnel; selects new employees; provides training and instruction; plans, coordinates, schedules, assigns and reviews work; allocates personnel, maintains standards and evaluates performance. Administers labor contracts and responds to grievances.
- Coordinates work with other City departments; responds to inquiries and complaints from other departments, residents and the public. Inspects parks, fields, grounds and facilities to determine needed work. Directs the Parks Division in the absence of the Director.
- Prepares and monitors division budgets. Oversees purchasing functions.
- Prepares a variety of reports, documents and correspondence; prepares specifications, cost analysis, diagrams and maintenance plans; maintains work ledgers for training, chemical application, work orders, repairs, materials and parts.
- Oversees the services of contractors, suppliers and vendors; inspects and approves work, purchases and approves materials.
- Schedules park facility reservations for picnics and community events.
- Attends Common Council meetings, ~~Park and Recreation Commission Finance and other~~ **Commission** meetings **as required by the Director of Public Works**.
- ~~Prepares job descriptions.~~
- Provides backup to other division personnel.

- Performs other related functions as assigned or required.

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Park Management or a related field with seven years of progressively responsible park and facilities management experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires Class B Commercial Driver's License, Confined Space Certification and State Commercial Applicator Supervisory Spraying License. **Candidate must be able to acquire accreditation with the Northeast Organic Farmers Association for Organic Land Care Management Professionals within one year of hire date. Ability to acquire the State of Connecticut Pool Operators Certification.**

#### **Physical and Mental Abilities Required to Perform Essential Job Functions**

##### **Language Ability and Interpersonal Communication**

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as vehicle maintenance reports, invoices, technical studies, architectural drawings, budgets, contracts, drawings, manuals, blueprints, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Director and all department personnel, councils and commissions, other City departments, and the public.

##### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.

##### **Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, drafting and testing instruments, hand and power tools, and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, up to fifty pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

##### **Environmental Adaptability**

- Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as temperature, lighting and noise extremes, toxic agents, vibrations, machinery or traffic hazards can cause discomfort and where there is a risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

#### **Agenda Item                      11F**

<b>Resolution No.</b>	<b>135-13</b>
<b>File Name</b>	<b>pe08clerkparkmaintenance</b>
<b>Description</b>	<b>Approving amending the job description of the Clerk – Parks Maintenance Garage into the Public Works Department with no change in salary to reflect changes due to the merger of the Parks Division into Public Works Department with said changes to take effect only upon the effective date of the merger.</b>

#### **(Approved)**

WHEREAS, with the Parks Division of the Parks and Recreation Department being merged into the Public Works Department the job description for Clerk-Parks Maintenance Garage has been reviewed;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN, that the job description for the Clerk-Parks Maintenance Garage (Local #466, salary grade 6, \$15.73 - \$23.27, 40 hours) be approved with the submitted language changes and no change in salary; and

BE IT FURTHER RESOLVED, that the revised job description to the Clerk-Parks Maintenance Garage shall become effective upon the effective date of the merger of the departments.

### Position Description

**Title:** Clerk—Parks Maintenance Garage  
**Department:** ~~Parks & Recreation~~ Public Works  
**Date:** ~~March 2001~~ Revised August 2013 Salary Grade 6

### Purpose of Position

The purpose of this position is to perform clerical and bookkeeping work in support of department operations. The work is performed under the direction of the Superintendent of Parks.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Monitors division budget and oversees purchasing.
- Prepares, processes and reviews Parks division purchase orders in all division accounts; posts and records entries for budgeted accounts; prepares, monitors and maintains balance sheets for all line items; prepares and processes invoices and statements. Prepares and processes monthly statements.
- Orders materials and supplies and maintains running inventory of available resources. Prepares and maintains logs of equipment and facility operations.
- Compiles information for the preparation of division operating, CNR and capital budgets.
- Maintains two-way radio contact to locates, dispatch and monitor personnel, equipment and operations.
- Prepares, calculates and processes hours and submits time cards for employees. Prepares and monitors overtime attendance.
- Prepares daily schedule of parks and field activities.
- Prepares and submits accident reports.
- Records daily maintenance tasks in computer system.
- Responds to questions and inquiries regarding park and field availability; coordinates confirmation and cancellation of parks and field requests.
- Prepares and maintains division personnel files. ~~Prepares expense information.~~
- ~~Distributes tools, equipment and safety supplies to work crews.~~
- Performs other related functions as assigned or required.

### Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational/technical training in Bookkeeping or Accounting with five years of progressively responsible clerical/accounting experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### Physical and Mental Abilities Required to Perform Essential Job Functions

#### Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, invoices, certificates of insurance, payroll data, lists, registrations, applications, receipts, deposits, correspondence and general operating manuals.
- Requires the ability to communicate orally and in writing with the Director and all department personnel, other City departments, customers, vendors and the public.

#### Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

#### Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing 25 to 50 pounds.

- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

### Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### Agenda Item            11G

**Resolution No.**            **136-13**  
**File Name**                    **pe07mastermechanic**  
**Description**                **Approving amending the job description of the Master Mechanic into the Public Works Department, with no salary change and to reflect the merger of the Parks Division into the Public Works Department, with said changes to take effect only upon the effective date of the merger.**

#### (Approved)

WHEREAS, with the Parks Division of the Parks and Recreation Department being merged into the Public Works Department the job description for the Master Mechanic (Parks & Recreation) has been reviewed;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN, that the job description for the Master Mechanic (Local #466, salary grade 9, \$20.23 - \$29.94, 40 hours) be approved with the submitted language changes and no change in salary; and

BE IT FURTHER RESOLVED, that the revised job description to the Master Mechanic shall become effective upon the effective date of the merger of the departments.

#### Position Description

**Title:**                            **Master Mechanic**  
**Department:**                **~~Park & Recreation~~ Public Works**  
**Date:**                            **~~March, 2003~~**  
    **Revised August 2013**  
**Salary:**                        **Salary Grade 9**

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#### Purpose of Position

The purpose of this position is to repair and maintain City-owned vehicles and equipment and to oversee the work of other mechanics. The work is performed under the direction of the Superintendent of Parks.

#### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Oversees and performs skilled mechanical work in the overhaul, repair and maintenance of City vehicles, trucks, heavy and light equipment and other mechanical equipment. Inspects and diagnoses problems in vehicles and equipment.
- Assigns and reviews work; assists workers with unfamiliar tasks; trains workers.
- Operates all vehicles and equipment to identify problems and assist the ~~Park & Recreation~~ department as needed. Assists the Department with snow removal and control functions. Ensures that seasonal equipment is ready for operation.
- Repairs all small power equipment utilized by the division.
- Performs the functions of the garage as needed; performs welding and fabrication functions as needed.
- Inspects repairs completed by in-house staff and outside vendors.
- Inspects cars, trucks and equipment for City purchase. Obtains parts for repairs.
- Works with Superintendent to monitor budget.
- Maintains records of all work performed.
- Performs other related functions as assigned or required.

#### Minimum Training and Experience Required to Perform Essential Job Functions

- Associate's degree, formal apprentice program or equivalent in Mechanics/Repair training with seven years of progressively responsible vehicle and equipment repair experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires a Class A Commercial Driver's License with tanker endorsement.



### Purpose of Position

The purpose of this position is to maintain parks, grounds and recreation areas, to construct, install and repair facilities in these areas and to act as crew leader ~~as needed~~. The work is performed under the direction of the Superintendent of Parks.

### Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Inspects, prepares and services vehicles and equipment; changes oil and filters; maintains electrical and mechanical operations; observes the operation of vehicles and equipment and reports malfunctions.
- Acts as crew leader and performs a variety of parks, grounds and facility maintenance, installation and repair work; installs, replaces and repairs benches, fences, posts, rails and signs.
- Performs landscaping work; mows grass, trims trees, bushes and weeds; grades, fertilizes, seeds and sods recreational areas and athletic fields; lays out athletic fields.
- **Acquires and maintains confined space training certification.**
- **Operates and maintains City swimming areas and water fountain. Ensures quality of all bodies of water in the domain of the Parks Division. Acquires and maintains pool operator's certification.**
- Repairs underground irrigation systems.
- Operates a variety of vehicles and equipment to mow lawns, grade and prepare fields, remove snow and ice and maintain parks. Assists in snow and ice control functions for the City.
- Cleans and maintains parks, equipment and facilities; performs custodial duties at park areas.
- Performs semi-skilled repair and maintenance functions including rough carpentry, minor plumbing, electrical, painting and mechanical repairs.
- Performs manual labor as required.
- Picks up and delivers mechanical parts, landscaping materials and other equipment and supplies to project sites.
- Performs other related functions as assigned or required.

### Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and four years of progressively responsible maintenance experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires Class B Commercial Driver's License. **Ability to obtain pool operator's certification within one year of appointment.**

### Physical and Mental Abilities Required to Perform Essential Job Functions

#### Language Ability and Interpersonal Communication

- Requires the ability to compile, assemble, copy, record and/or transcribe data and information according to a prescribed scheme or plan.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, blueprints, invoices, work orders, maintenance reports, diagrams, and maintenance manuals.
- Requires the ability to communicate orally and in writing with the Superintendent of Parks and all department personnel, other City departments, coaches, school personnel, vendors, and the public.

#### Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

#### Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as light and heavy vehicles and equipment, diagnostic instruments, hand and power tools, and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as operating equipment.
- Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

#### Environmental Adaptability

- Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as temperature and noise extremes, toxic agents, chemicals, dusts, smoke, machinery or traffic hazards may cause discomfort and where there is a risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

#### Agenda Item                    111

**Resolution No.**                    **138-13**  
**File Name**                         **pe05parkmaintainerII**  
**Description**                     **Approving amending the job description of the Park Maintainer II, Grade 6, Local #466 (\$15.73 - \$23.27, 40 hours) into the Public Works Department, with no change in salary to reflect the merger of the Parks Division into the Public Works Department, with said changes to take effect only upon the effective date of the merger.**

(Approved)

WHEREAS, with the Parks Division of the Parks and Recreation Department being merged into the Public Works Department the job description for the Park Maintainer II has been reviewed;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN, that the job description for the Park Maintainer II (Local #466, salary grade 6, \$15.73 - \$23.27, 40 hours) be approved with the minor language changes to reflect the merger of departments, and no change in salary; and

BE IT FURTHER RESOLVED, that revised job description to the Park Maintainer II shall become effective upon the effective date of the merger of the departments.

#### **Position Description**

**Title:**                                 Park Maintainer II  
**Department:**                     ~~Parks & Recreation~~ **Public Works**  
**Date:**                                 ~~March 2004~~                                 **Salary Grade 6**  
   **Revised August 2013**

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#### **Purpose of Position**

The purpose of this position is to maintain parks, grounds and recreation areas and to construct, install and repair facilities in these areas. The work is performed under the direction of the Superintendent of Parks.

#### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Inspects, prepares and services vehicles and equipment; observes the operation of vehicles and equipment and reports malfunctions.
- Maintains and prepares ball fields for games. Installs and removes football and soccer goals; paints football and soccer fields; adds safety surface to infield and mounds. Renovates ball fields.
- Performs a variety of parks, grounds and facility maintenance, installation and repair work; installs, replaces and repairs benches, fences, posts, rails and signs.
- Performs landscaping work; mows grass, trims trees, bushes and weeds; grades, fertilizes, seeds and sods recreational areas and athletic fields; lays out athletic fields.
- Repairs and adjusts underground irrigation systems.
- Operates a variety of vehicles and equipment to mow lawns, grade and prepare fields, remove snow and ice and maintain parks. Assists in snow and ice control functions for the City.
- Cleans and maintains parks, equipment and facilities; performs custodial duties at park areas.
- Performs semi-skilled repair and maintenance functions including rough carpentry, minor plumbing, electrical, painting and mechanical repairs.
- Performs manual labor as required.
- Loads and secures mechanical parts, landscaping materials and other equipment and supplies for transport to project sites.
- Performs other related functions as assigned or required.

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent and three years of progressively responsible maintenance experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. **Must have a valid Connecticut Driver's License.**

#### **Physical and Mental Abilities Required to Perform Essential Job Functions**

##### **Language Ability and Interpersonal Communication**

- Requires the ability to compile, assemble, copy, record and/or transcribe data and information according to a prescribed scheme or plan.



**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Performs maintenance and repair work in maintaining parks, grounds and facilities.
- Performs landscaping functions; mows grass, top dresses, edges and seeds fields, trims trees and bushes; lays out ball fields; prepares fields for games; paints lines; installs and removes goals.
- Performs custodial functions in maintains facilities; cleans and supplies restrooms; cleans offices and locker rooms; performs painting and light carpentry work; removes trash and recyclables.
- Clears snow from and sands lots and sidewalks.
- Loads and secures materials and equipment for transport to work sites.
- Removes trees, leaves, brush and refuse. Installs and replaces benches, fences, posts, rails and signs.
- Performs minor maintenance on vehicles and equipment; reports malfunctions to supervisor.
- Operates vehicles that do not require a CDL.
- Performs other related functions as assigned or required.

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent and one year of maintenance experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. **Must have a valid Connecticut Driver's License.**

#### **Physical and Mental Abilities Required to Perform Essential Job Functions**

##### **Language Ability and Interpersonal Communication**

- Requires the ability to compile, assemble, copy, record and/or transcribe data and information according to a prescribed scheme or plan.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference data and information such as billings, letters, production orders, operating instructions, field reports, repair orders, vehicle and equipment reports, diagrams, manuals, schedules and records.
- Requires the ability to communicate orally and in writing with the Superintendent of Parks and all department personnel, other City departments, coaches, school personnel, vendors, and the public.

##### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

##### **Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on light equipment and tools, and/or related materials used in performing essential functions.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as operating equipment.
- Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

##### **Environmental Adaptability**

- Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as temperature and noise extremes, toxic agents, chemicals, dusts, smoke, machinery or traffic hazards may cause discomfort and where there is a risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

#### **Agenda Item                      11K**

<b>Resolution No.</b>	<b>140-13</b>
<b>File Name</b>	<b>pe09ParkMaintainerIV</b>
<b>Description</b>	<b>Approving eliminating the position of Parks Maintainer IV, Local #466, Salary Grade 10 (\$21.75 - \$32.19, 40 hours) from the classification, with said changes to take effect only upon the effective date of the merger.</b>

**(Approved)**

WHEREAS, with the Parks Division of the Parks and Recreation Department being merged into the Public Works Department; and



- Drives the Senior Center bus on occasion as a substitute for the regular driver.
- Cleans and maintains floors; sweeps, mops strips and waxes floors.
- Operates vacuum cleaner on rugs, carpets, furniture and blinds.
- Empties wastebaskets; maintains trash bins; takes out the trash.
- Performs light maintenance and repair on equipment and furniture.
- Provides assistance to visitors, staff, volunteers and seniors as needed.
- Follows all applicable safety rules; keeps OSHA required records on toxic substances and storage.
- Reports damage, theft or vandalism immediately to the Director. Advises Director on repair and equipment options.
- Maintains grounds as needed; shovels snow, cleans sidewalks, etc.
- Secures building at end of shift.
- Attends staff meetings and appropriate inservice sessions.
- Performs other related functions as assigned or required.

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent with vocational/technical training in mechanical or carpentry related areas and six months of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires a Commercial Driver's License be obtained within three months of hire date.

#### **Physical and Mental Abilities Required to Perform Essential Job Functions**

##### **Language Ability and Interpersonal Communication**

- Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, blueprints, staff notes, Center calendars, flyers, reports, diagrams, drawings, OSHA handbook, union contract, catalogs, bus policy and general operating manuals.
- Requires the ability to communicate orally and in writing with the Director and all department personnel, other City departments, seniors, volunteers, delivery persons, bus riders, outside groups and the public.

##### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

##### **Physical Requirements**

- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a bingo machine, vacuum cleaner, buffer/stripper, commercial dishwasher, hand and power tools, mechanic's and carpenter's tools, sports paraphernalia, and/or materials used in performing essential functions.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as cleaning and operating equipment.
- Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- 

##### **Environmental Adaptability**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

#### **Agenda Item                      110**

<b>Resolution No.</b>	<b>143-13</b>
<b>File Name</b>	<b>pe17seniorservicescoordinator</b>
<b>Description</b>	<b>Approving amending the job description of the Senior Services Coordinator in the Senior Services Department with no change in salary to reflect changes due to the merger of the Recreation Division and Senior Services into the Recreation and</b>

**Community Services Department with said changes to take effect only upon the effective date of the merger.**

(Approved)

WHEREAS, it is proposed to merge the Recreation Division of the Parks and Recreation department and the Senior Services department into a new department named Recreation and Community Services Department; and

WHEREAS, with the creation of the Recreation and Community Services Department the job description for the Senior Services Coordinator (Local #466, salary grade 8, \$18.73 - \$27.73, 35 hours) has been reviewed with recommended language changes, with no change in salary.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That the revised job description for the Senior Services Coordinator shall become effective upon the effective date of the merger of the departments.

**Position Description**

**Title:** Senior Services Coordinator

**Department:** ~~Senior Center — Parks & Recreation~~ **Recreation and Community Services**

**Date:** ~~March 2012~~

**Revised August 2013**

**Salary:** Grade 8, Local 466 35 hours

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**Purpose of Position**

The purpose of this position is to coordinate program services and general operations for the Senior Center. The work is performed under the direction of the ~~Parks & Recreation Director~~ **Director of Recreation and Community Services**.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Organizes services and programs for senior population.
- Develops special events and programs for the serviced community.
- Distribute public service announcements to promote programs, services and functions. Generates monthly packets reflecting programs, trips and attendance; posts wall displays.
- Recruits and organizes volunteers and issues volunteer coupon packets.
- Maintains master calendar of events; schedules guest speakers for informational seminars. Selects appropriate entertainment.
- Coordinates bingo and other applicable programs; collects fees; calculates and awards cash prizes.
- Administers and maintains records for Senior housing/bus sharing programs.
- Oversees senior services facility areas; opens doors; assigns work to custodial staff as required.
- Performs accounting functions; performs accounts receivable and payable tasks; issues deposits; documents petty cash expenses and financial balances; documents revenues and deposits monies; collects money and issues receipts. Collect fees. Files receipts
- Prepares a variety of reports, documents and correspondence.
- Performs other related functions as assigned or required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Social Work or related field with three years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

**Language Ability and Interpersonal Communication**

- Requires the ability to perform mid level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as financial statements, attendance records, contracts, receipts, program records, reports, promotions, manuals, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the ~~Director of Parks & Recreation~~, all department staff, other City departments, vendors, local, state and federal agencies, senior citizens, the media and the public.

**Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

**Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

#### Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

#### Agenda Item                      **11P**

**Resolution No.**                      **144-13**  
**File Name**                              **pe16seniorservicespecialist**  
**Description**                        **Approving amending the job description of the Senior Services Specialist in the Senior Services Department with no change in salary to reflect changes due to the merger of the Recreation Division and Senior Services into the Recreation and Community Services Department with said changes to take effect only upon the effective date of the merger.**

**(Approved)**

WHEREAS, it is proposed to merge the Recreation Division of the Parks and Recreation Department and the Senior Services Department into a new department named Recreation and Community Services Department; and

WHEREAS, with the creation of the Recreation and Community Services Department the job description for the Senior Services Specialist (Local #466, salary grade 9, \$20.23 - \$29.94, 35 hours) has been reviewed with recommended language changes, with no change in salary;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN, that the revised job description for the Senior Services Specialist shall become effective upon the effective date of the merger of the departments.

#### Position Description

**Title:** Senior Services Specialist

**Department:** Senior Center – Parks & Recreation

**Date:** March 2012

**Salary:** Grade 9 Local 466 35 hours

Revised: June 2013

**Revised August 2013**

#### Purpose of Position

The purpose of this position is to provide senior clientele with information on resources, referrals to services and general assistance. The work is performed under the direction of the ~~Parks & Recreation Director~~ **Recreation and Community Services Director**.

#### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Provide information and assistance on programs including food stamps, housing, meals-on-wheels, nutrition sites, transportation, income tax assistance, fuel assistance, social security procedures, property tax relief, Medicare, Medicaid, protective services, legal services, home/health care and other sources designed to assist an elderly population.
- Assists seniors with application forms, including those on the Internet.
- Develop relationships with agencies and organizations servicing the elderly.
- Distribute public service announcements to promote programs, services and functions regarding the services offered by the Senior Services Specialist.
- Administers and maintains records for assistance, activities coordinated, committees served on and submits a copy of the annual report to the Elderly Services Division of the Department of Social Services and the Chief elected official.
- Attends annual training session coordinated by the Elderly Services Division of the Department of Social Services.
- Serves as ADA compliance officer. Responds to inquires; acts as the Mayor's liaison and provides assistance and information. Maintains library of information and provides such to departments. Works with state agencies on resolutions.
- Initiate and maintain contact with other Municipal Agents in his/her region.
- May assist with duties of the Program Services Coordinator within the department.
- Prepares a variety of reports, documents and correspondence.

- May provide home visits to assist homebound senior residents with applications and other forms, as needed.
- Performs other related functions as assigned or required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor’s degree in Social Work or related field with three years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

**Language Ability and Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as financial statements, attendance records, contracts, receipts, program records, reports, promotions, manuals, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the ~~Director of Parks & Recreation~~, all department staff, other City departments, vendors, local, state and federal agencies, senior citizens, the media and the public.

**Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

**Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

**Environmental Adaptability**

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Agenda Item 11Q**

**Resolution No. 145-13**  
**File Name pe11managerofrecreationsvs**  
**Description Approving amending the job description of the Superintendent of Recreation to Manager of Recreational Services in the Recreation and Community Services Department with no change in salary to reflect changes due to the merger of the Recreation Division and Senior Services into the Recreation and Community Services Department with said changes to take effect only upon the effective date of the merger.**

**(Approved)**

WHEREAS, it is proposed to merge the Recreation Division of the Parks and Recreation department and the Senior Services department into a new department named Recreation and Community Services Department; and

WHEREAS, with the creation of the Recreation and Community Services Department the job description for the Superintendent of Recreation has been reviewed with recommended language changes and job title change to Manager of Recreational Services (Teamsters salary grade 13, \$27.03 - \$39.99, 40 hours), with no change in salary;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN, that the job description for the Manager of Recreation Services shall become effective upon the effective date of the merger of the departments.

**Position Description**

**Title:** ~~Superintendent of Recreation~~ **Manager of Recreational Services**  
**Department:** ~~Parks & Recreation~~ **Recreation and**

**Date:** Community Services  
~~December 2000~~ **Revised 12/01** Salary Grade 13  
Revised August 2013 Teamsters

### **Purpose of Position**

The purpose of this position is to develop and implement recreational, social and cultural programs for Middletown residents. The work is performed under the direction of the Director of ~~Parks and Recreation~~. Recreation and Community Services.

### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Develops and implements new recreational, social and cultural programs; ensures accessibility, affordability and diversity; reviews, evaluates and updates existing programs. Reviews all internal complaints regarding discrimination issues. Ensures compliance with health and safety requirements.
- Manages and supervises department employees; selects new employees; provides training and instruction; plans, coordinates, schedules, assigns and reviews work; maintains standards; allocates personnel and evaluates performance. Directs the Recreation Division in the absence of the Director.
- Monitors the supervision of ~~eight summer day camps with day and evening activities~~ activities offered by the Recreation Division. ~~Oversees supervision and safety of lake and pool facilities.~~ Coordinates safety policies and procedures and personnel at City aquatic facilities. Supervises ~~Coordinates~~ annual firework display in consultation with the Mayor's Office; Fire, Police, Emergency Management, Coast Guard and other agencies.
- Prepares recreational portion of the department budget; writes and administers state, federal, municipal and corporate grants; solicits funds from corporate and private donors to supplement City budget; maintains all financial records; monitors financial aid programs according to ordinances.
- Creates and reviews all public information and artwork to promote programs and services including brochures, flyers, and press releases.
- Reviews and revises contracts and bids with department vendors; prepares and review purchase orders for recreational supplies and equipment.
- Prepares a variety of reports, documents and correspondence.
- Creates and maintains network of City officials and community leaders to legislate department needs; sits on advisory committees regarding youth, family, seniors and accessibility issues; coordinates programs for disabled children. Attends conferences and seminars. Conducts staff meetings.
- Performs other related functions as assigned or required.
- Attends meetings as assigned by the Director of the Department.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Recreation or a related field with eight years of progressively responsible program development/management experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must have a valid Connecticut Driver's License.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as budgets, contracts, grants, applications, brochures and flyers, schedules, evaluations, manuals, policies, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the director and all department personnel, other City departments, support and community groups, councils and commissions, emergency response personnel, the media and the public.

#### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

#### **Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.



- Orders and maintains inventory of supplies and materials for programs. Transports materials, equipment and participants as needed. Maintains inventory of fireworks.
- Attends meetings, workshops and conferences.
- Performs other related functions as assigned or required.

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Recreation with five years of recreation program supervisory and management experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. **Requires a valid Connecticut Driver's License.**

#### **Physical and Mental Abilities Required to Perform Essential Job Functions**

##### **Language Ability and Interpersonal Communication**

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, reports, contracts, insurance certificates, brochures, purchase orders, evaluations, program manuals, journals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing ~~with the Superintendent and~~ **with** all department personnel, other City departments, community groups, schools, program participants and parents, vendors, social workers, the media and the public.

##### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

##### **Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

##### **Environmental Adaptability**

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

#### **Agenda Item            11S**

<b>Resolution No.</b>	<b>147-13</b>
<b>File Name</b>	<b>pe12leadrecreationsupervisor</b>
<b>Description</b>	<b>Approving amending the job description of the Lead Recreation Supervisor, Local #466, Salary Grade 10 (\$21.75 - \$32.19, 40 hours) in the Recreation and Community Services Department with no change in salary to reflect changes due to the merger of the Recreation Division and Senior Services into the Recreation and Community Services Department with said changes to take effect only upon the effective date of the merger.</b>

**(Approved)**

WHEREAS, it is proposed to merge the Recreation Division of the Parks and Recreation department and the Senior Services department into a new department named Recreation and Community Services Department; and

WHEREAS, with the creation of the Recreation and Community Services Department the job description for the Lead Recreation Supervisor (Local #466, salary grade 10, \$21.75 - \$32.19, 40 hours) has been reviewed with recommended language changes, with no change in salary;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN, that the revised job description for the Lead Recreation Supervisor shall become effective upon the effective date of the merger of the departments.

#### Position Description

**Title:** Lead Recreation Supervisor  
**Department:** ~~Parks & Recreation~~  
Recreation and Community Services  
**Date:** ~~September, 2006~~ Grade 10, Local 466 40 hours  
Revised August 2013

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#### Purpose of Position

The purpose of this position is to provide lead implement and supervise recreational, social and cultural programs and to assist the ~~Superintendent~~ **Manager of Recreation** in assessing the recreational needs of the public. The work is performed under the direction of the ~~Recreation Superintendent~~ **Manager**.

#### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Acts as Lead Recreation Supervisor for the division.
- Recruits, interviews, hires and supervises employees and volunteers; provides instruction and training; plans, coordinates, schedules, assigns and review work; allocates personnel; maintains standards and evaluates performance.
- Monitors and enforces safety and health procedures and regulations to ensure the safety of program instructors, staff and participants. Monitors first aid kit supplies. Administers medication to program participants as needed.
- Submits budget recommendations for programs; solicits funds from local organizations; writes and administers grants. Prepares and submits T-shirt bid.
- Schedules and monitors field trips and performances for 7-day camps. Coordinates and reviews sports programs with outside agencies. Supervises aquatics staff at lake and pool facilities.
- Develops, advertises and promotes recreational, social and cultural activities and programs; designs, prints and distributes brochures, flyers and news releases. Assists the ~~Superintendent~~ **Manager of Recreation** in assessing and meeting the recreational needs of City residents.
- Registers program applicants and collects and receipts fees.
- Prepares statistical and narrative reports on programs, activities and staff. Prepares and reviews employee time cards. Prints, reviews and distributes program rosters to instructors.
- Maintains program records and files.
- Coordinates the use of school and community facilities with principals and custodians **and Public Works**. Communicates with residents and community organizations. ~~Prepares work orders for the Parks Department.~~ Coordinates fireworks displays with police and fire personnel.
- Orders and maintains inventory of supplies and materials for programs. Transports materials, equipment and participants as needed. Maintains inventory of fireworks.
- Attends meetings, workshops and conferences.
- Performs other related functions as assigned or required.

#### Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Recreation with five years of recreation program supervisory and management experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. **Must have a valid Connecticut Driver's License.**

#### Physical and Mental Abilities Required to Perform Essential Job Functions

##### Language Ability and Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, reports, contracts, insurance certificates, brochures, purchase orders, evaluations, program manuals, journals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with ~~the Superintendent~~ and all department personnel, other City departments, community groups, schools, program participants and parents, vendors, social workers, the media and the public.



- Monitors and enforces safety and health procedures and regulations to ensure the safety of program instructors, staff and participants. Monitors first aid kit supplies. Administers medication to program participants as needed.
- Submits budget recommendations for programs; solicits funds from local organizations; writes and administers grants. Prepares and submits T-shirt bid.
- Schedules and monitors field trips and performances for 7-day camps. Coordinates and reviews sports programs with outside agencies. Supervises aquatics staff at lake and pool facilities.
- Develops, advertises and promotes recreational, social and cultural activities and programs; designs, prints and distributes brochures, flyers and news releases. Assists the ~~Superintendent~~ **Manger of Recreation** in assessing and meeting the recreational needs of City residents.
- Works as the outreach coordinator for the division. Assists families in low economic sectors to find alternative funding sources for participation in recreation programs.
- Solicits assistance from area agencies and businesses in targeting at risk/at need populations.
- Prepares grant and alternative funding applications for department
- Registers program applicants and collects and receipts fees. ~~Schedules park facility reservations for picnics.~~
- Prepares statistical and narrative reports on programs, activities and staff. Prepares and reviews employee time cards. Prints, reviews and distributes program rosters to instructors.
- Maintains program records and files.
- Coordinates the use of school and community facilities with principals ~~and~~ custodians **and Public Works**. Communicates with residents and community organizations. Prepares work orders for the Parks Department. Helps ~~Coordinate~~ fireworks displays with police and fire personnel.
- Orders and maintains inventory of supplies and materials for programs. Transports materials, equipment and participants as needed. Maintains inventory of fireworks.
- Attends meetings, workshops and conferences.
- Performs other related functions as assigned or required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Recreation with five years of recreation program supervisory and management experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Proficiency in modern computer skills required. **Requires a valid Connecticut Driver's License.**

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, reports, contracts, insurance certificates, brochures, purchase orders, evaluations, program manuals, journals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the ~~Superintendent~~ and all department personnel, other City departments, community groups, schools, program participants and parents, vendors, social workers, the media and the public.

#### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

#### **Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

#### **Environmental Adaptability**

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Agenda Item** 11U

**Resolution No.** 149-13  
**File Name** pe15clerkrecreationcommunitysvs  
**Description** Approving amending the job description of the Clerk – Parks and Recreation Department with no change in salary to reflect changes due to the merger of the Recreation Division and Senior Services into the Recreation and Community Services Department with said changes to take effect only upon the effective date of the merger.

(Approved)

WHEREAS, it is proposed to merge the Recreation Division of the Parks and Recreation department and the Senior Services department into a new department named Recreation and Community Services Department; and

WHEREAS, with the creation of the Recreation and Community Services Department the job description for the Clerk-Parks & Recreation has been reviewed with recommended language changes and job title change to Clerk-Recreation & Community Services (Local #466, salary grade 6, \$15.73 - \$23.27, 35 hours), with no change in salary.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN: That the job description for the Clerk-Recreation & Community Services shall become effective upon the effective date of the merger of the departments.

**Position Description**

**Title:** Clerk—Parks & Recreation  
Recreation and Community Services  
**Department:** Parks & Recreation  
Recreation and Community Services  
**Date:** March 2004 Grade 6  
Revised August 2013

**Purpose of Position**

The purpose of this position is to perform clerical work in support of department operations, to coordinate computerized operating system and to assist the public. The work is performed under the direction of the Director of Parks & Recreation Recreation and Community Services.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Greets, screens, assists and directs visitors and callers; provides program information; supplies applications; responds to inquiries regarding registration, camps bussing and other department operations and activities; takes and relays messages.
- Operates the department computerized operating system (RecTrac); acts as main source of computer and accounts information.
- Prepares and submits weekly payroll for all department employees; enters payroll data into computer databases; enters Board of Education payroll data; compares and balances payroll reports.
- Processes program registrations, payments and refunds, grant funds and all monies received; balances receipts and general ledger; prepares and submits deposits. Prepares and processes purchase orders and invoices; coordinates signatures. Follows up on NSF checks.
- ~~Processes Park and Sign reservations; sends confirmation letters; follows up and submits certificate of insurance to Risk Manager.~~
- Prepares a variety of reports, documents and correspondence; prepares state grant reimbursements; processes invoices and balances ledger sheets.
- Orders all office supplies and maintains inventories; coordinates service and repair of office equipment.
- Processes program passes; mails out brochures application and registration receipts.
- Maintains department filing system, databases and spreadsheets. Maintains and updates current activity, title and rate of pay records for department personnel and Board of Education custodians.
- Performs other related functions as assigned or required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent with vocational/technical training in Bookkeeping or Accounting with five years of progressively responsible clerical/accounting experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

**Language Ability and Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.

Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, invoices, certificates of insurance, payroll data, lists, registrations, applications, receipts, deposits, correspondence and general operating manuals.
- Requires the ability to communicate orally and in writing with the Director and all department personnel, other City departments, customers, vendors and the public.

#### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

#### **Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

#### **Environmental Adaptability**

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

#### **Agenda Item 11L**

Councilwoman Bartolotta reads and moves for approval agenda item 11L; her motion is seconded by Councilman Santangelo.

#### **Motion to Table**

Councilwoman Kasper would move to table until we have more information on the exempt issue. Councilwoman Kleckowski seconds the motion. The Chair asks for discussion. Councilman Santangelo states I think the motion is to postpone to date certain, Oct. 2 meeting. There is discussion on the motion to table or postpone.

#### **Motion to Postpone to Date Certain**

Councilwoman Kasper states the motion is to postpone to get more information and have it returned at the October meeting. Councilwoman Kleckowski as the seconder agrees it is a motion to Postpone.

Councilman Serra states will not support that because we as a Council passed a contract and the former administration put the individual in the Union and by us accepting the Teamsters contract, we empowered that as heard in the discussion of MERA and the Charter. He will not support it because it will not happen. Councilman Klattenberg has a question and asks when this resolution takes effect. He will support their motion. Councilwoman Kasper states the position, Director of Park and Recreation has been removed from the classified service and this is the new position and will not have responsibilities of the parks but will have the responsibilities of the new community center in a year and I don't think the two jobs are the same.

Councilman Daley states unfortunately we don't have the agreement we recently approved with the Teamsters union in front of us and I don't recall exactly what was said. He continues Councilwoman Kasper raises a good point and a determination needs to be made if it is that position or a new position. I share Councilman Serra's concern that we did ratify the Teamsters agreement and would not demonstrate bad faith on the City's part. If this is being the same position and the way the resolution is worded, we are running the risk of murky territory. There is a process for removing positions from the bargaining unit and it cannot be legislated by the Council. We would agree it doesn't make sense to have that director in the bargaining unit, but at this point, it is. That is not happening in the next month. I see no value in postponing this and it sends a signal of bad faith to the union; I will vote to not support postponing this at this point.

#### **Point of Information**

Councilman Serra states as a point of information I don't recall if the Director of Senior Services was a union position. The Chair states Recreation and Senior Services are Union positions. The Chair asks for further discussion.

Councilwoman Salafia states the positions at the senior center are Local 466; the Director of Senior Services and the Director of Parks and Recreation, it is the same position. She states the original position with Tom Harden, that was a Teamsters and it was absorbed into Parks and Recreation and the girls working there are Local 466. The Chair states the Director was Teamsters and the acting director was the Parks and Recreation Director and the Mayor's predecessor gave the Parks and Recreation Director the acting position and he was paid additional money to take on those duties. The acting director today is Debbie Stanley and is doing those duties and they fall under Teamsters.

Councilman Daley states we voted to approve the elimination of the Director of Senior Services from the classification plan and it no longer exists.

The Chair states on Councilwoman Kasper's point: philosophically, I don't necessarily disagree with it but as procedure, turning it away, it would not be illegal and a violation of the Charter and MERA. Finally, as was pointed out, we just negotiated a new contract with Teamsters and it was ratified overwhelming and this question was debated and the question was adjudicated and it was an item that was brought up and we came to a different mechanism to work on this. This was adjudicated by the Council and the questions have been fully vetted. He admires Councilwoman Kasper and if we get a written opinion from the Labor Board, it would not be binding. There is a certain a process that has to be followed and he will not initiate it because we made a clear expression to teamsters as to what we would do and we wouldn't go to the Labor Board on this question. If we do petition to get them out and under our laws they can form a top level union. Each of the attorneys agreed attempting to remove a top level director would not be apropos

### Motion to Call the Question

Councilwoman Kasper calls the question; Corporation Counsel states you are asking the motion to postpone to date certain that it be called. She responds yes.

Without objection, the Chair calls for the vote to postpone to a date certain. It is five aye votes by Council Members Klattenberg, Bartolotta, Kasper, Salafia, and Kleckowski; and six nay votes by Council Members Serra, Daley, Santangelo, Faulkner, Pessina, and Bibisi. The Chair states the motion to postpone to date certain fails.

The Chair states there is a motion on the floor to approve agenda item 11 L. There is no further discussion. The Chair calls for the vote. It is seven aye votes by Council Members Serra, Klattenberg, Daley, Santangelo, Faulkner, Pessina, and Bibisi; two nay votes by Council Members Kasper and Salafia; and two abstentions by Council Members Bartolotta and Kleckowski. Councilman Berch is absent from the vote. The Chair states the motion carries with seven affirmative votes, two in opposition and two abstentions.

<b>Resolution No.</b>	<b>150-13</b>
<b>File Name</b>	<b>pe10directorofrecreation&amp;communityservices</b>
<b>Description</b>	<b>Approving amending the job description of the Director of Parks and Recreation Department to Director of Recreation and Community Services with a change in salary to Teamsters, Grade 16 (\$31.66 - \$46.87, 40 hours) to reflect changes due to the merger of the Recreation Division and Senior Services into the Recreation and Community Services Department with said changes to take effect only upon the effective date of the merger.</b>

**(Approved)**

WHEREAS, it is proposed to merge the Recreation Division of the Parks and Recreation department and the Senior Services department into a new department named Recreation and Community Services Department; and

WHEREAS, with the creation of the Recreation and Community Services Department the job description for Director of Parks and Recreation position (Teamsters, salary grade 17, \$33.21 - \$49.16, 40 hours) has been reviewed with recommended language changes, including a new job title of Director of Recreation and Community Services, with a change in salary to Teamsters, salary grade 16 (\$31.66 - \$46.87, 40 hours);

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MIDDLETOWN, that the job description for the Director of Recreation and Community Services shall become effective upon the effective date of the merger of the departments;

### Position Description

<b>Title:</b>	Director of Parks & Recreation <b>Recreation and Community Services</b>	
<b>Department:</b>	<del>Parks &amp; Recreation</del> <b>Recreation and Community Services</b>	
<b>Date:</b>	<del>September 2006</del> <b>Revised August 2013</b>	<del>17-Non bargaining 40 hrs</del> <b>Salary Grade 16-Teamsters</b>

### Purpose of Position

The purpose of this position is to plan, direct and manage comprehensive Community based programs, for city residents of all ages, to develop and maintain programs utilized by the community, open space, parks, facilities, cemeteries and Housing Authority and City owned playgrounds and to oversee snow removal on City sidewalks and grass mowing on traffic islands. The Director of Recreation and Community Services will work to implement recreational, social and cultural programs to improve the quality of life within the City of Middletown. The work is performed under the direction of the Mayor.

## Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, directs and manages the operations of the ~~Parks & Recreation~~ **Recreation and Community Services** Department; ensures compliance with all health and safety regulations and requirements. Coordinates the implementation of general policies and program review with the ~~Park and Recreation~~ **various City Commissions**.
- Plans, develops, coordinates, implements, evaluates and monitors a variety of community recreational, social and cultural programs **for both the Recreation Division and the Senior Services Division**. ~~Plans, develops, coordinates and implements park, facility and open space maintenance.~~
- Reviews and evaluates recreational programs **recreational**, facilities and playgrounds **with the Director of Public Works**.
- Prepares and administers department budgets; oversees department grant requests to state and federal funding sources. Oversees the collection and accounting of departmental activity fund.
- ~~Supervises department personnel; selects new personnel; provides instruction and training; plans, coordinates, assigns and reviews work; allocates personnel and maintains standards.~~ **Supervises department staff; provides instruction and training; plans, coordinates, assigns and reviews work; maintains standards and evaluates performance.**
- Responds to questions, inquiries and complaints from participants, residents and the public.
- ~~Oversees the preparation of specifications for equipment, materials and supplies.~~
- ~~Supervises the scheduling by department Superintendent's for the use of athletic fields and parks for schools, leagues and other community groups. Coordinates the use of the City's snowmobile by community groups and other departments; schedules reservations; calculates fees and writes and administers contracts.~~
- ~~Oversees the computerization of the department.~~
- **Implements policies and procedures to ensure efficient use of employee time and resources.**
- Prepares a variety of statistical and narrative reports for the Mayor, Common Council, City Departments and Park Commissions. ~~Prepares agendas and meeting materials for Park and Recreation Commission.~~
- **Manages and schedules programs, projects and uses the Senior Center. In consultation with the Director of Public Works, manages facility maintenance and repairs at the Senior/Community Center.**
- **Provides and oversees public outreach regarding senior issues through various forms of programs and media.**
- ~~Represents the department at labor grievance hearings; testifies in Court during litigation against the department.~~
- Performs other related functions as assigned or required.

## Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Recreation, Public Administration, Business Administration or a related field with eight years of progressively responsible ~~parks, recreation,~~ **senior services** and community services management experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

## Physical and Mental Abilities Required to Perform Essential Job Functions

### Language Ability and Interpersonal Communication

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations. Requires the ability to provide formal instruction in a classroom or other structured setting.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as budgets, bid documents, accounts, resolutions, ordinances, reports, agendas, insurance forms, reference manuals, contracts, statutes, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Mayor, ~~Park and Recreation Commissions,~~ Common Council, all department employees, other City departments, community groups, and the public.

### Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

### Physical Requirements

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.

- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

### **Environmental Adaptability**

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### **Agenda Item 11V**

Councilman Serra reads and moves for approval agenda item 11V; his motion is seconded by Councilman Pessina. Councilwoman Bartolotta is recognized and states if this was part of the original contract, why the extra money. The Chair states the fences were not part of the original work. Councilwoman Bartolotta states she wanted to know if the fences were originally involved. The Chair states he believes they were not.

The Chair asks if there is any further discussion. Seeing none, the vote is called. It is unanimous to approve with eleven aye votes. Councilman Berch is absent from the vote. The Chair states the matter passes unanimously with eleven affirmative votes.

<b>Resolution No.</b>	<b>151-13</b>
<b>File Name</b>	<b>pwlocipapplonghillroadfence</b>
<b>Description</b>	<b>Approving authorizing the Mayor to sign an application with the State of Connecticut for \$65,000 from the Local Capital Improvement Program for the installation of fencing and netting around the newly built soccer fields on Long Hill Road and approving a new line item entitled Long Hill Road Fencing in the amount of \$65,000.</b>

**(Approved)**

#### **Be It Resolved by the Common Council of the City of Middletown:**

That Mayor Daniel T. Drew be authorized to sign an application to the State of Connecticut for \$65,000 from the Local Capital Improvement Program (LOCIP) for the installation of fencing and netting around the newly built soccer fields on Long Hill Road; and

**BE IT FURTHER RESOLVED:** That a new Capital Improvement line item, 3560-22000-57030-0000--30183-2013-000, entitled Long Hill Road Fencing, in the amount of \$65,000 be added.

### **Agenda Item 11W**

See Item 3: Presentations.

### **Agenda Item 12**

**Mayor's appointments  
(Approved)**

The Chair reads the appointments for September and asks for a motion to approve. Councilman Serra moves them for approval and his motion is seconded by Councilman Santangelo. The Chair calls for the vote and it is unanimous to approve with eleven aye votes. Councilman Berch is absent from the vote. The Chair states the matters pass.

#### **Retirement Board:**

Reappointment of Stephen Gomes to April 30, 2018.  
Reappointment of James Reynolds to April 30, 2018.

#### **Middletown Commission on the Arts:**

Reappointment to July 31, 2016 of:	Barbara Arafeh Cassandra Day Frances Ganguli Jennifer Hawkins Lecce Joyce Kirkpatrick
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#### **Zoning Board of Appeals:**

Reappointment of Judy Pehota to November 30, 2015.	
Reappointment to November 30, 2016 of:	Jonathan Pulino Linda Reil.

Reappointment to November 30, 2017:	Joseph DeFrancesco
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Robert Stefurak

**Cable Advisory Committee:**

Reappointment to July 31, 2015 of:

Robin Goss  
Jonathan Pulino  
Daniel Russo  
Lisa Santangelo  
John Schilke  
William Wilson

**Resource Recycling Advisory Council:**

Reappointment to April 22, 2017 of:

Rebecca Maclachlan  
Matthew Ramsey

Reappointment to April 22, 2018 of:

Monica Belyea  
Julita Isidro  
Harold Panciera

**Youth Services Committee:**

Appointment of Kyle Burreuther to September 1, 2014.  
Appointment of Mike Awdziewicz to September 1, 2015.

**Juvenile Review Board:**

Appointment of Erin Knoll to September 30, 2014.  
Appointment of Kate Antonucci to September 30, 2016.

Reappointment to September 30, 2015 of:

Tom Termine  
Brenda Vilela

**Standardization and Specification Committee:**

Reappointment to January 7, 2014 of:

Joseph Samolis  
Donna Imme

**Agenda Item 13**

**Questions to Directors on Nonagenda items**

The Chair asks if there are any questions; there are none.

**Motion to Adjourn**

Councilman Serra moves to adjourn; his motion is seconded by Councilwoman Kleckowski. There is no discussion and the vote is unanimous to adjourn. The Chair declares the meeting adjourned at 9:35 p.m.

**ATTEST**

**MARIE O NORWOOD**  
Common Council Clerk