



## MEMORANDUM

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**TO:** ASHLEY FYLNN-NATALE  
CITY AND TOWN CLERK

**FROM:** KORI WISNESKI, DEPUTY GENERAL COUNSEL  
JUSTIN RICHARDSON, DIRECTOR OF HUMAN RESOUCES

**DATE:** MAY 7, 2021

**RE:** NOTICE OF REGULAR MEETING OF THE GENERAL COUNSEL  
COMMISSION

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THE GENERAL COUNSEL COMMISSION WILL HOLD A REGULAR MEETING ON THURSDAY, MAY 13, 2021 AT 6:00 P.M. VIA WEBEX.

RECEIVED  
21 MAY -7 PM 1:24  
TOWN CLERK  
MIDDLETOWN, CONN.

\* THE MUNICIPAL BUILDING IS WHEELCHAIR ACCESSIBLE \*

General Counsel Commission  
Municipal Building  
245 DeKoven Drive  
Middletown, Connecticut 06457

AGENDA FOR REGULAR MEETING  
TO BE HELD  
May 13, 2021 AT 6:00 P.M.

**FOR PUBLIC ATTENDANCE:**

<https://middletownct.webex.com/middletownct/j.php?MTID=m1327b32b2d423b91c6cec644ba7af0be>

**OR**

Webex.com  
Join a Meeting  
Event Number: 173 146 4660  
Password: Middletown

**OR**

Dial: 408-418-9388  
Access Code: 173 146 4660

1. **Call to Order.**
2. **Public Comment.**
3. **Approval of Minutes.**
  - A. Review minutes of April 8, 2021 regular meeting and May 3, 2021 Special Meeting
4. **New Business**
  - A. PCD Reorganization
    1. Job Descriptions
      - i. Assistant Planner
      - ii. Director of Land Use/City Planner
      - iii. Environmental Planner
      - iv. Land Use Administrative Assistant

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If you require special accommodations for any meeting, please call the ADA Coordinator at (860) 638-4540, (voice) or (860) 638-4812 (TDD/TTY), or the Town Clerk's Office at (860) 638-4910 at least ten (10) days prior to the scheduled meeting.

- v. Zoning Blight Enforcement Officer
- vi. Parking Enforcement Coordinator/Clerk
- vii. Parking Enforcement Coordinator
- viii. Meter Monitor, Collections & Repair
- ix. Community Development Specialist
- x. Parking Operations Manager
- xi. Director of Economic & Community Development
- xii. Director of Parking (Resolution)
- xiii. Environmental Resources Specialist (Resolution)
- xiv. Planning & Zoning Environmental Specialist (Resolution)
- xv. Program/Budget Analyst (Resolution)
- xvi. Administrative Secretary III (Resolution)

## 2. Ordinances

- i. Chapter 223 Planning & Zoning (223-7, 223-12, 223-15)
- ii. Economic Development Committee procedures prior to negotiation (232-7)
- iii. Chapter 285 Vehicles and Traffic (285-1 to 285-25)
- iv. Charter 9, Article II Code Enforcement Authority (9-2 to 9-3)
- v. Chapter 14, Article XX Parking Advisory Committee (14-65 to 14-66)
- vi. Chapter 47, Article XVI Parking Fund (47-38)
- vii. Chapter 272, Article I Tax Abatements, Exemptions, Deferrals and Incentive Programs (272-9)

- B. Job Description - Building Superintendent IV (BOE)
- C. Job Description - Educational Infrastructure Engineer (BOE)
- D. Job Description - Educational Software Engineer (BOE)

## 5. Old Business.

- A. Job Description - HR Specialist

## 6. Other.

## 7. Adjournment

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