



City of Middletown

Records Management Commission

Minutes of February 16, 2017 Meeting

Present: Linda Bettencourt, City & Town Clerk; Tayna Oliver-Perry, Assistant Director of Finance; Chris Holden, Deputy Director, Public Works; Sylvia Morello, Program Budget Analyst, Finance Department; Eldon Bailey, Acting IT Director; Brig Smith, General Counsel;

Absent: George Dunn, Director of Emergency Management; Matthew Poland, Russell Library; Joe Samolis, Chief of Staff, Mayor's Office.

1. **Chair called the meeting to order** at 1:10pm.
2. **Public Comments:** There were no members of the public present.
3. **Minutes of January 2017.** A motion to approve the minutes of the January meeting was made by Chris Holden, second by Brig. Abstention from vote by Tayna Oliver-Perry & Eldon Bailey, approved unanimously.
4. **Discussion of Presentation of COOP to Directors:** Eldon felt the presentation to directors was appropriate and that by not overwhelming them with multiple facets and breaking down the task of completing template in segments, should improve the chances of success. Linda agreed that if Directors can chip away at the document, most should be comfortable with it. Committee will act as assistance to any Director asking for help. Library Director and Mayor's Office replacement are in question for commission attendees. George will stay on as the representative of Emergency Management.

Linda asks members to consider which department they can best assist. Tayna notes Tax Collector should be under the heading of Finance Dept. on department grid and that Finance actually encompasses several 'depts.' in their own right. Tayna & Silvia will concentrate on getting that portion of department work done as well as overseeing Tax Assessor completion. Likewise, Chris Holden, with many components of both Water & Sewer & Public Works will assist those two departments. The remaining departments can be assisted by the remaining members. April 1st may not be realistic goal for department responses; we will discuss this at next meeting.

Eldon comments that he will no longer be the IT representative with the new director being hired.

5. **Adjournment:** Tayna made the motion to adjourn; second by Brig. Approved. Meeting adjourned at 1:20 pm.

Submitted by Linda Bettencourt.