

**MINUTES  
GENERAL COUNSEL COMMISSION  
REGULAR MEETING OF MAY 13, 2021**

RECEIVED  
21 MAY 25 4:11:41  
TOWN CLERK  
MIDDLETON, CONN

Present: Chairwoman and Councilwoman Carta, Councilwoman Blackwell, Councilman Nocera and Councilwoman Salafia. Staff: Deputy General Counsel Kori Wisneski and HR Director Justin Richardson

Public: Christine Bourne, Jen Hobart, Brooke Carta, Patricia Alston, Bobbye Peterson, Benjamin Florsheim, Damian

**1. Call to Order:**

Meeting was called to order at 6:03 p.m.

Attorney Wisneski notified the committee that item 4B is being removed from the agenda by the Board of Education. She also suggested that items 4C & 4D be moved up.

Councilman Nocera made a MOTION to amend the agenda and move items 4C & 4D to the beginning of new business. Councilwoman Blackwell seconded the Motion. The Motion passed unanimously.

**2. Public Comment:**

Jen Hobart – Jen is president of Local 466 and supports the Program Budget Analyst and Administrative Secretary III positions within the PCD reorganization.

Director Richardson read in a letter from UPSEU President Geen Thazhampallath supporting both the PCD reorganization and the IT positions for the BOE.

Brooke Carta – Through the chat function within WebEx, Brooke seconded what Jen Hobart said.

**3. Approval of Minutes:**

Councilman Nocera made a MOTION to approve the minutes of the April 8, 2021 regular meeting and the May 3, 2021 special meeting. The Motion was seconded by Councilwoman Blackwell. The Motion passed unanimously.

**4. New Business:**

**B. Job Description – Educational Infrastructure Engineer (BOE)**

**C. Job Description – Educational Software Engineer (BOE)**

Christine Bourne introduced both job descriptions. She explained that these job descriptions exist on the city side but not on the BOE side and that they are needed given the

technological changes that have occurred over the past year in education. More discussion ensued regarding the budget and supervision of both positions.

Councilwoman Blackwell made a MOTION to approve the Educational Infrastructure Engineer job description. The Motion was seconded by Councilman Nocera. The Motion passed unanimously.

Councilwoman Blackwell made a MOTION to approve the Educational Software Engineer job description. The Motion was seconded by Councilman Nocera. The Motion passed unanimously.

#### **D. PCD Reorganization**

##### **1. Job Descriptions**

- i. Assistant Planner**
- ii. Director of Land Use/City Planner**
- iii. Environmental Planner**
- iv. Land Use Administrative Assistant**
- 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. Economic Development Specialist**
- xiii. Director of Parking (Resolution)**
- xiv. Environmental Resources Specialist (Resolution)**
- xv. Planning & Zoning Environmental Specialist (Resolution)**
- xvi. Program/Budget Analyst (Resolution)**
- xvii. Administrative Secretary III (Resolution)**

Director Richardson introduced the PCD reorganization in groups. The first group of job descriptions were **items vi, vii, viii, ix, x and xii**. All of these job descriptions included changes related to the reporting structure only. There was no financial impact to any of the job descriptions. More discussion ensued.

Councilman Nocera made a MOTION to approve this group of job descriptions. Councilwoman Salafia seconded the Motion. The Motion passed unanimously.

Director Richardson introduced the next group of job descriptions, **items i, iv and v**, which are new positions.

**Item i - Assistant Planner** – new position for the land use department. This position is being swapped for the Director of Parking position, which is being eliminated. Director

Richardson explained there is no fiscal impact.

**Item iv – Land Use Administrative Assistant** – Director Richardson explained this is a new position that is being swapped for a 466 position.

**Item v – Zoning Blight Enforcement Officer** – Director Richardson explained that this position was a part of a labor dispute and corrects the labor issue. The Wetlands part of this job will go to another position.

Councilwoman Salafia made a MOTION to amend the educational background portion of the job description as discussed. The Motion was seconded by Councilwoman Blackwell. The Motion passed unanimously.

Councilwoman Salafia made a MOTION to approve the job description as amended. The Motion was seconded by Councilwoman Blackwell. The Motion passed unanimously.

Director Richardson introduced **items ii, iii, xi, xvi and xvii** as the next group of job descriptions.

**Item ii – Director of Land Use/City Planner** – Director Richardson introduced the job description and explained this is a reclassification and upgrade of the current City Planner position.

**Item iii – Environmental Planner** – Director Richardson explained that this position is new to the bargaining group but is a reclassification of an old position from Water & Sewer, which is going back to PCD as a result of a labor issue. The Water & Sewer employee will transfer to this position at no effect to his salary.

**Item xi - Director of Economic & Community Development** – Director Richardson explained that this is a reclassification of the Director of Planning, Conservation & Development with no fiscal impact. Discussion ensued regarding this position needing a planner certification.

Councilman Nocera made a MOTION to amend this job description to take out the Arts references. The Motion was seconded by Councilwoman Blackwell. The Motion passed unanimously.

**Item xvi and xvii – Program Budget Analyst and Administrative Secretary III** – Director Richardson explained that these job descriptions already exist and are upgrades for the employees. Discussion ensued regarding making these employees 40hours.

Councilwoman Blackwell a MOTION to approve the job descriptions in this group as amended. The Motion was seconded by Councilman Nocera. The Motion passed unanimously.

Director Richardson introduced **items xiii, xiv and xv** as the next group of job descriptions. He explained that the Director of Parking, Environmental Resource Specialist and the Planning & Zoning Environmental Specialist job descriptions are being removed from the City's classification plan.

Councilman Nocera made a MOTION to approve the removal of these job descriptions from the City's classification plan. The Motion was seconded by Councilwoman Blackwell. The Motion was passed unanimously.

## **2. Ordinances**

### **i. Chapter 223 Planning & Zoning (223-7, 223-12, 223-15)**

Attorney Wisneski introduced the ordinance. She explained that there are no substance changes to this ordinance, just changes to reflect the new and changed job titles.

Councilman Nocera made a MOTION to approve the ordinance. The Motion was seconded by Councilwoman Blackwell. The Motion passed unanimously.

### **ii. Economic Development Committee procedures prior to negotiation (232-7)**

Attorney Wisneski introduced the ordinance. Discussion ensued.

Councilwoman Salafia made a MOTION to amend the ordinance to add Director of Land Use. The Motion was seconded by Councilman Nocera. The Motion passed unanimously.

Councilman Nocera made a MOTION to approve the ordinance as amended. The Motion was seconded by Councilwoman Blackwell. The Motion passed unanimously.

### **iii. Chapter 285 Vehicles and Traffic (285-1 to 285-25)**

Attorney Wisneski introduced the ordinance.

Councilman Nocera made a MOTION to approve the ordinance. The Motion was seconded by Councilwoman Blackwell. The Motion passed unanimously.

### **iv. Chapter 9, Article II Code Enforcement Authority (9-2 to 9-3)**

Attorney Wisneski introduced the ordinance. More discussion ensued regarding title changes.

Councilman Nocera made a MOTION to approve the ordinance. The Motion was seconded by Councilwoman Blackwell. The Motion passed unanimously.

### **v. Chapter 14, Article XX Parking Advisory Committee (14-65 to 14-66)**

Attorney Wisneski introduced the ordinance and explained that she changed it from Chapter 31 to Chapter 14.

Councilwoman Blackwell made a MOTION to approve the ordinance. The Motion was seconded by Councilman Nocera. The Motion passed unanimously.

**vi. Chapter 47, Article XVI Parking Fund (47-38)**

Attorney Wisneski introduced the ordinance and explained that she simply changed the department names since the Parking Department is being eliminated.

Councilwoman Salafia made a MOTION to approve the ordinance. The Motion was seconded by Councilwoman Blackwell. The Motion passed unanimously.

**vii. Chapter 272, Article I Tax Abatements, Exemptions, Deferrals and Incentive Programs (272-9)**

Attorney Wisneski introduced the ordinance. She explained that there were simple name changes to reflect the PCD reorganization.

Councilwoman Salafia made a MOTION to approve the ordinance. The Motion was seconded by Councilman Nocera. The Motion passed unanimously.

**5. Old Business:**

**A. Job Description – HR Specialist**

Attorney Wisneski introduced the job description. Councilman Nocera brought up the idea of hiring a consultant to reframe the job description. Councilwoman Salafia suggested the fact that HR should be a 4 person office whether it is or isn't under the OGC office. Councilwoman Blackwell suggested that someone from the Anti-Racism Task Force, possibly the chair, be a part of the hiring process for this position. Chief of Staff Peterson spoke to let the commission know the process that it took to write this job description as well as who she met with and talked to, to get ideas regarding this position. More discussion ensued which lead to possibly setting up a meeting to get clarity on this job description.

**Other:**

**Adjournment:**

MOTION to Adjourn by Councilwoman Blackwell. The Motion was seconded by Councilman Nocera. The Motion passed unanimously and the meeting adjourned.