



TOWN OF NEWINGTON

200 GARFIELD STREET
NEWINGTON, CONNECTICUT 06111

MAYOR BETH DELBUONO

NEWINGTON TOWN COUNCIL REGULAR MEETING AGENDA

**Town Council Chamber, Room 103 – Town Hall
200 Garfield Street**

Tuesday, September 26, 2023, 7:00 P.M.

This meeting will be presented as a Zoom Webinar/Hybrid Meeting. Information on how to attend will be posted on the website at <https://www.newingtonct.gov/virtualmeetingschedule>

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. PUBLIC PARTICIPATION – IN GENERAL (**Via Zoom Application or Phone**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ITEMS IN GENERAL)
 - A. Public Comments
 - B. Email Correspondence
5. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION
6. CONSIDERATION OF OLD BUSINESS
 - A. Disband Inactive Committees
 - B. Job Description Adoption - Youth Program Coordinator (A-6)
7. REFUNDS (**Action Requested**)
 - A. Approval of September 26 2023 Refunds for an Overpayment of Taxes
8. APPROVAL OF MINUTES
 - A. September 12, 2023 Regular Meeting Minutes
9. WRITTEN/ORAL COMMUNICATIONS FROM THE TOWN MANAGER
10. COUNCIL LIAISON/COMMITTEE REPORTS
11. PUBLIC PARTICIPATION – IN GENERAL (**Via Zoom Application or Phone**)
(3 MINUTE TIME LIMIT PER SPEAKER ON ITEMS IN GENERAL)
12. REMARKS BY COUNCILORS
13. ADJOURNMENT



TOWN OF NEWINGTON

200 GARFIELD STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (on behalf of Tom Hutka, Town Manager)
Date: September 20, 2023
Re: Disband Inactive Committees

Town staff has continued to review prior Town Council actions which disbanded or reassigned tasks of active/inactive commissions.

We are working to finalize the below referenced commissions for future submission to disband. Once the final reports have been completed, we will bring them forward.

***Town Hall Renovations PBC** – held their last meeting in July, 2021. Project has been completed, with any outstanding issues being addressed through the Facilities Department. The Chairman is currently working to compile the final report for presentation during the October 10, 2023 Regular Meeting*

***School Code Compliance Committee** – committee last met in March, 2021. This committee had been tasked with several different project since its creation in 2010. The Board of Education is currently working to close the financials and a final report will need to be completed for the project.*

This will be a continuing discussion item until the full history review has been completed.



TOWN OF NEWINGTON

200 Garfield Street Newington, Connecticut 06111

OFFICE OF THE TOWN MANAGER

MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (on behalf of Thomas Hutka, Town Manager)
Date: September 20, 2023
Re: Job Description Adoption – Youth Program Coordinator (A-6)

The proposed Job description for the Youth Program Coordinator (A-6), was last adopted as part of the Classification and Pay Plan, through November 16, 2006.

The job description, including the title, is being revised from Youth Worker II (A-4) to Youth Program Coordinator (A-6) to more easily delineate the specific duties of the position, as well as to include education and experience requirements.

Attached, is the proposed job description for the position, and a clean version of the proposed changes.

A Resolution has been included as part of the packet for your consideration this evening.

Attachments:

- Draft Job Description - Youth Program Coordinator (A-6)
- Proposed Job Description - Youth Program Coordinator (A-6) – Clean Version
- Resolution – Adoption of Youth Program Coordinator (A-6)

TOWN OF NEWINGTON

TITLE:	Youth <u>Program Coordinator</u> Worker II	GRADE:	<u>A-6A-4</u>
DEPARTMENT	Human Services Department	DATE :	11/28/06 <u>NTC Approved</u>

POSITION DESCRIPTION

Under the general supervision of the Director of Human Services provides prevention and positive youth development programs for young people and their families.

ESSENTIAL JOB FUNCTIONS:

- Plans and provides adventure based and cultural after-school programs and activities for school age youth.
- Plans and provides Summer Youth Adventure program for middle school age youth.
- Provides classroom experiences to middle and high school students.
- Plans and provides youth to youth mentoring program.
- Oversees, facilitates and manages the outdoor challenge ~~and indoor challenge ropes~~ courses.
- Hires and supervises part-time and seasonal staff.
- Provides programs that teach skills in decision-making, problem-solving, team-building and leadership.
- Provides prevention programs with a goal of substance use awareness and positive wellness choices.
- Provides a variety of outdoor challenge activities including rock climbing, camping, biking, canoeing, caving, etc.
- Coordinates activities with schools, Parks and Recreation, Library, Police and other community organizations.
- Responsible for handling and accounting for money in the operation of youth programs.
- Responsible for managing equipment and supplies related to youth programs.
- Assists Director in the development of policies related to youth programs.
- Provides outreach to at-risk youth.
- Serves on the Juvenile Review Board.

ADDITIONAL JOB FUNCTIONS:

- May perform additional tasks and duties as requested.
- Assists with other Department of Human Services programs such as food bank, youth job bank and community services projects.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Commitment to excellence in customer service.
- Knowledge of positive youth development methods, principles and practices.
- Considerable ability to develop rapport and communicate effectively with youth and families.
- Considerable knowledge and experience with adventure-based challenge ropes courses.
- Ability to become certified as a Challenge Ropes Course Manager.
- Considerable knowledge and experience planning and implementing after-school programs.
- Ability to meet and deal tactfully and effectively with public officials, employees and the general public.
- Knowledge and ability to analyze problems and to develop and implement programs and activities to address youth issues.
- Ability to communicate effectively both orally and in writing.
- Ability to remain calm under adverse conditions.
- Ability to use computer applications and software.
- Ability to work effectively with other employees, superiors and the general public in person and via the telephone.
- Ability to organize work and meet service objectives efficiently.
- Knowledge of proper record keeping.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Ability to actively participate in outdoor and indoor adventure based activities such as rock climbing, canoeing, hiking, biking, caving and other youth development programs.
- Works in office setting subject to continuous interruptions.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/ remain/ stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to move throughout the Senior and Disabled Center, Town Hall and other Town buildings and sites.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.
- Ability to get into and out of an automobile.
- Ability to work independently with minimum supervision.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The noise level in the work environment is usually moderate.
- The employee must occasionally lift and/ or move up to twenty-five (25) pounds.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with:

- Bachelor's Degree in Outdoor Recreation, Social Work, or related field; and
- Three (3) ~~Two (2)~~ years of experience in youth services, ~~or~~ including
- One (1) year of supervisory experience; or
- Any equivalent combination of training and experience, including a minimum of four (4) ~~three (3)~~ years youth service experience, which provides a demonstrated ability to perform the functions of the position.

LICENSE OR CERTIFICATE: Valid Connecticut Public Service License
Challenge Ropes Course Certification

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

AGENDA ITEM: 6.B

DATE: 9/26/2023

RESOLUTION NO. 2023-

RESOLVED:

The Newington Town Council hereby approves the amendment to the "Classification and Pay Plan" by approving a job description for the Youth Program Coordinator (A-6) position, as recommended by Thomas Hutka, Town Manager, in his capacity as Personnel Director.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

TOWN OF NEWINGTON

TITLE: Youth Program Coordinator

GRADE: A-6

DEPARTMENT: Human Services Department

DATE: Draft September 26, 2023

POSITION DESCRIPTION

Under the general supervision of the Director of Human Services provides prevention and positive youth development programs for young people and their families.

ESSENTIAL JOB FUNCTIONS:

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- Plans and provides Summer Youth Adventure program for middle school age youth.
- Provides classroom experiences to middle and high school students.
- Plans and provides youth to youth mentoring program.
- Oversees, facilitates and manages the outdoor challenge courses.
- Hires and supervises part-time and seasonal staff.
- Provides programs that teach skills in decision-making, problem-solving, team-building and leadership.
- Provides prevention programs with a goal of substance use awareness and positive wellness choices.
- Provides a variety of outdoor challenge activities including rock climbing, camping, biking, canoeing, caving, etc.
- Coordinates activities with schools, Parks and Recreation, Library, Police and other community organizations.
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- Ability to become certified as a Challenge Ropes Course Manager.
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I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

AGENDA ITEM: 7.A

DATE: 9/26/2023

RESOLUTION NO. 2023-

RESOLVED:

That property tax refunds in the amount of \$ 9,053.67 are hereby approved in the individual amounts and for those named on the "Requests for Refund of an Overpayment of Taxes," certified by the Revenue Collector, a list of which is attached to this resolution.

MOTION BY: _____

SECONDED BY: _____

VOTE: _____

TAX REFUNDS – SEPTEMBER 26, 2023

Chase Auto 700 Kansas Ln LA4-4053 Monroe, LA 71203	\$ 54.80
Design Products Company PO Box 310401 Newington, CT 06131-0401	\$ 55.51
Financial Services Veh Trust 1400 City View Dr Columbus, OH 43215	\$ 802.19
Financial Services Veh Trust 1400 City View Dr Columbus, OH 43215	\$ 942.06
Forest, Joanne 16 Parker St Newington, CT 06111	\$ 6.49
Honda Lease Trust 11675 Great Oaks Way Ste 200 Alpharetta, GA 30022	\$ 180.97
Honda Lease Trust 11675 Great Oaks Way Ste 200 Alpharetta, GA 30022	\$ 655.37
JP Morgan Chase Chase Auto Finance PO Box 901098 Fort Worth, TX 76101-2098	\$ 1,153.81
JP Morgan Chase Chase Auto Finance PO Box 901098 Fort Worth, TX 76101-2098	\$ 559.61
Khalid, Suleman 181 Cypress Rd Newington, CT 06111	\$ 159.05
Mattern, Linda aka Lutz, Linda 93 Stage Coach Ln Newington, CT 06111	\$ 12.11
Nisan Infiniti – LT Tax Operations PO Box 650214 Dallas, TX 75265-0214	\$ 1,538.97
Nissan Infiniti – LT Tax Operations PO Box 650214 Dallas, TX 75265-0214	\$ 156.78
Nissan Infiniti – LT Tax Operations PO Box 650214 Dallas, TX 75265-0214	\$ 523.64

Quaranta, Francis or Susan 216 Webster St Newington, CT 06111	\$ 5.39
Toyota Lease Trust 20 Commerce Way Ste 800 Woburn, MA 01801-1057	\$ 138.35
Toyota Lease Trust 20 Commerce Way Ste 800 Woburn, MA 01801	\$ 442.46
Toyota Lease Trust 20 Commerce Way Ste 800 Woburn, MA 01801	\$ 336.39
VCFS Auto Leasing Co PO Box 91300 Mobile, LA 36691-2032	\$ 495.82
VW Credit Leasing LTD 1401 Franklin Blvd Libertyville, IL 60048	\$ 833.90
TOTAL	\$9,053.67