

TOWN OF CHESHIRE

Cheshire Town Council
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TOWN COUNCIL SPECIAL MEETING 6:30 P.M., TUESDAY, OCTOBER 27, 2020

VIRTUAL MEETING

This meeting can be viewed live at
[youtube.com/c/CheshireChannel14](https://www.youtube.com/c/CheshireChannel14) or on Channel 14

Public comments can be made virtually via zoom.us/my/townofcheshire,
via email at Comments@cheshirect.org,
and by voice message prior to the meeting at 203 271-6638.

AGENDA:

1. Roll call.
2. Pledge of allegiance.
3. Weston & Sampson Bartlem Park public input phase kickoff.
4. Discussion and possible action re: amended job descriptions,
possible executive session.



**MEMORANDUM
TOWN OF CHESHIRE
84 SOUTH MAIN STREET, CHESHIRE, CONNECTICUT 06410
Telephone (203) 271-6660 FAX (203) 271-6639**

TO: Town Council
FROM: Sean M. Kimball, Town Manager
SUBJECT: Bartlem Park South Master Plan Concepts Presentation
DATE: October 23, 2020

Attached please find an executive summary of the draft concepts for the Bartlem Park South/Former Chapman Property as they will be released to the public for comment and feedback on Tuesday, October 27th.

It is important to note that this is not a final report, but rather the kickoff to the next phase of public engagement to assist in crafting and finalizing an eventual recommended Master Plan which will come back to the Town Council for consideration and possible adoption. If not for the COVID-19 pandemic, the release of these draft concepts would have been presented in a large public meeting with real-time feedback from the community. These concept plans will be posted online and shared via social media beginning Tuesday, and virtual public feedback Zoom sessions will be planned in the near future once the plans have been widely shared and distributed.

The objective of this phase is to allow the public a chance to formulate their own opinions and judge the concepts themselves. However, please feel free to ask questions of staff or the Weston & Sampson consultant in attendance if you feel the need for clarification.

We look forward to discussing further on Tuesday.

BE IT RESOLVED, That the Town Council approves Resolution #102720-1

RESOLUTION #102720-1

BE IT RESOLVED, that the Town Council approves the following job descriptions as presented and attached, pursuant to the recommendation of the Personnel Committee:

Capital Projects Manager
Assistant Town Manager/PIO
Town Manager Administrative Assistant

Item 4

TOWN OF CHESHIRE

POSITION DESCRIPTION

Position Title: Capital Projects Manager

Classification: E-2

Department: Public Works and Engineering

Date: 9-15-20

Position Objectives:

Under direction, applies project management skills and knowledge in connection with the construction, investigation, development, review and design of the Town's capital projects. Also, assists engineering division as required.

Reporting Relationships:

Reports to: Director of Public Works and Engineering

Supervises: Engineering Technician in conjunction with Engineering Operations Manager

Job Location and Equipment Used:

Work may be performed outdoors in all weather conditions. Capital Projects Manager visits construction sites at all stages of construction. Manager will use Town vehicle to drive to construction sites. Office work entails reviewing and drawing plans, utilizing GIS/CAD systems, budgeting, filling out reports, handling customer questions and using computers and office equipment.

Essential Functions (Capital Project Management)

1. Provides expertise in project management for the construction of municipal public works projects for the Town and Schools. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
2. Manages and coordinates projects involving various Town departments and/or outside contractors including the establishment of schedules and assurance of meeting deadlines. Develops written and oral project reports and interacts with outside government officials.
3. Coordinate the preparation of, or develops, plans and specifications; coordinates required advertising for bids; reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
4. Utilizes the Town GIS system and participates with other departments in upgrading the system for maximum utilization.
5. Participates in the development and administration of annual capital budget. Administers, authorizes and approves expenditures in accordance with budget appropriations. Manages requisitioning of supplies, materials and equipment. Confers with contractors, suppliers and vendors as necessary. Writes specifications for bidding purposes and obtains cost estimates for equipment and materials as necessary
6. Responds to public or other inquiries relative to capital project procedures.

7. Maintains regular contact with consulting engineers, construction project engineers, Town, Regional, State and Federal agencies, professional and technical groups and the general public regarding capital projects.
8. Applies for and administers grants for projects.
9. Prepares periodic reports for the Director or Town Manager.
10. May serve as staff to Town commissions, as assigned by the Director.
11. May act for Director of Public Works and Engineering in his/her absence.
12. Performs related work as required.

Essential Functions (Engineering):

1. Draws and lays out public works construction projects.
2. Makes preliminary and final surveys.
3. Searches files and land records to obtain information regarding property ownership, boundary lines and rights-of-way.
4. Investigates public complaints. Meets with property owners to resolve problems associated with Public Works activities.
5. Consults with private engineers, developers, utility representatives, property owners and contractors regarding engineering problems.
6. Maintains and updates Town GIS database.
7. Maintains and updates Town's pavement management system. Provides candidate roads for various treatments. Coordinates operations with the PW Highway Division.
8. Maintains lines of communication with utilities to ensure Town's infrastructure is preserved.

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.

Desired Knowledge, Skills and Abilities:

Four years of responsible experience in project management and/or graduation from a four year college or university with specialization in engineering or construction management - OR - an equivalent combination of training or experience. OSHA competent person experience is preferred. Knowledge of the principles and practices of project management. Skill in the use of computers and software. Ability to give reliable advice on engineering and capital project matters and deal with the public in a courteous manner.

TOWN OF CHESHIRE

DRAFT POSITION DESCRIPTION

Position Title: Assistant Town Manager/Public Information Officer **Classification:** E-5

Department: Town Manager's Office

Date: July 1, 2020

Position Objectives:

This is a highly responsible and independent management and administrative position for which knowledge of the functions of municipal government and the Town of Cheshire organization and its policies and procedures is essential. Trust, leadership, professionalism, judgement, motivation, interpersonal skills, and accuracy are critical. Must successfully supervise the operations of the Library and the Planning and Development, Economic Development, Building, and Human Services Departments. Reports to and coordinates with the Town Manager for the short and long-term planning, budgeting, analyses, policies, procedures, project implementation, and personnel management for said departments, as well as the for Town Council and other departments and divisions as needed Provides oversight and coordinates communication with employees, local officials, other local and state agencies, the press and the general public through the Town website, social media, the government access channel, and standard communication methods. Serves as Acting Town Manager in the Town Manager's absence.

Reporting Relationships:

Reports to: Town Manager

Supervises: Building Official, Economic Development Coordinator, Human Services Director, Library Director, Town Planner; staff responsible for social media and communications.

Also responsible for administrative oversight of staff in the Town Clerk and Registrars of Voters offices.

Job Location and Equipment Used:

Primary location is Town Hall. Employee may have to travel to other Town buildings or out of town locations. Position entails use of computer, phone, and other office and technical equipment.

Essential Functions:

1. Ensures department goals appropriately reflect the goals of the organization and the Town Manager, and assists in providing departments with the tools, policies, and support necessary to meet those goals.
2. Works with department heads on budgets, policies and procedures, project management, operations and personnel, resolution of issues, and compliance with Town Charter and Code of Ordinances, Town policies, State statutes including the Freedom of Information Act, and other applicable laws and regulations.
3. Responsible for the coordination of Town functions among the five reporting departments and their divisions within the organization.

4. Provides general supervision to the Administrative Assistant in the preparation and distribution of Town Council agendas, meeting follow ups, and materials and information requests for Council.
5. Special assignments on temporary committees or task forces, and staffing of Town Council Committees as required.
6. Serves as the Town's Freedom of Information Act (FOIA) liaison, providing guidance to all departments and divisions.
7. Manages and supervises staff who update website content, post social media, and broadcast on Channel 14, ensuring that messages are coordinated and that the content represents the overall responsibilities, programs and services of all Town departments accurately and appropriately. Originates, or edits and approves, information distributed to the press, the public, Town officials, or staff for consistency and accuracy.

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other related duties may be assigned.

Desired Knowledge, Skills and Abilities:

Master's degree or candidacy for a Master's degree in Public Administration required. A minimum of eight years of increasingly responsible experience in municipal government operations and administration. Experience with project management, budget development, communications, information technology services, and dealing with the public, and an understanding of municipal government required. A combination of training and experience which provides the same knowledge, skills, and abilities may be considered. Ability to respond calmly and effectively in emergency and crisis situations is essential. The ability to maintain confidentiality is critical. Must have excellent research and analytical skills; the ability to communicate clearly, professionally and effectively both in writing and orally; and strong interpersonal, organizational, problem-solving, and decision-making skills. Proficiency in current administrative, industry, and proprietary software used by the Town is desired. Must have the ability to adapt quickly to changes in policy, the environment, new software and technology, and stakeholders.

TOWN OF CHESHIRE

POSITION DESCRIPTION

Position Title: Administrative Assistant

Classification: N-2
(Revised ~~12-13-16~~)

Department: Town Manager

Date: ~~April 14, 2015~~ 7/1/20

Position Objectives:

Under general supervision, performs varied clerical and administrative duties for the Town Manager, the Assistant Town Manager/PIO ~~Personnel Director/Assistant Town Manager~~ Human Resources Director/Assistant Town Manager ~~and the Executive Assistant/Public Information Officer (PIO)~~ with accuracy and integrity. Assumes responsibility to accurately complete all tasks, projects and duties in a timely manner. Takes initiative to read documents to ensure a thorough knowledge of the organization and all matters of the Town Manager's Office. Confidentiality is critical in this position.

Reporting Relationships:

Reports to: ~~Executive Assistant/PIO~~ Town Manager

Supervises: None

Job Location and Equipment Used:

Work is performed primarily in an office environment with occasional errands outside of the office. Equipment used includes: computers and peripherals, fax, copier, scanner, calculator, phone, and other office and technical equipment.

Essential Functions:

1. Answers and handles phone calls and visitors. Provides service and assistance to the public with professionalism, courtesy and a high level of knowledge of the organization and handles or directs questions, complaints and concerns. ~~Handles phone calls and greets visitors.~~ Handles mail, office correspondence and routine communication.
2. Schedules and organizes meetings for the Town Manager, Assistant Town Manager and Human Resources Director ~~Personnel Director, and Executive Assistant,~~ as well as ~~and~~ special events for the organization (such as the Annual Health Fair, Employee Awards Day and workshops). Also provides support for various enrichment and special projects. ~~such as the Lobby Art Exhibit.~~
3. Prepares, files, posts and publishes meeting notices, agendas, minutes and other reports for the Town Council and its related committees.
4. Organizes, maintains, archives and assumes custodial responsibilities for office files, records and documents, hard copy and electronic, including confidential personnel files and documents. Logs and tracks a variety of data, including but not limited to applications for employment, work-related injuries, grievances, ~~and~~ bids, and FOIA requests.

5. Provides research and analytical support, and composes and prepares general correspondence, spreadsheets, and summary and historical reports and documents from notes or verbal instruction, including amendments to forms, policy documents and collective bargaining agreements.
6. Assists the Human Resources Personnel Director with job postings and hiring processes~~written exams for job candidates~~, the bids and RFPs solicitation process, ~~coordination of~~ monthly safety inspections, labor postings, Safety Committees, Wellness Committee, and other tasks as required.
7. Places advertising for bids, job postings and legal notices.
8. Assists in postings for electronic media including the Town's webpages, social media and the government access channel.
9. Assists in preparation and production of the General Operating Budget, the Annual Capital Expenditure Plan, and any other publications necessary.
10. Maintains and manages inventory for and orders office supplies and materials for Town Manager's office, ~~and~~ Town Council, and for other Town wide needs.
11. Prepares and tracks purchase orders and vouchers and verifies invoices for payment.
- ~~12. Assists in the management of the office.~~

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned as the ever-changing demands of the office necessitate.

Desired Knowledge, Skills and Abilities:

College graduate with three or more years of office experience, including electronic media, ~~and~~ public contact, and research and analysis, or any comparable combination of skills and experience. Ability to adapt to ever-changing priorities, high levels of activity, deadlines, and multiple, simultaneous demands and distractions. Ability to deal with the public, ~~and~~ officials, and staff professionally and courteously, and to effectively and appropriately handle inquiries and complaints. Ability to work independently and take ownership of responsibilities. ~~and also to work cooperatively with other staff.~~ Ability to ~~type~~ quickly and accurately prepare, ~~and to create~~ initial draft reports, communications and documents. Ability to create basic spreadsheets. Ability to maintain confidentiality and trust. Thorough knowledge of Microsoft Office required, and experience with website software, social media, and publishing software preferred.