



City of Bristol  
BRISTOL, CONNECTICUT 06010

MEETING NOTICE

The regular meeting of the Salary Committee will be held on Wednesday, August 19, 2020 at 5:15 p.m. in the 1<sup>st</sup> Floor Meeting Room, City Hall.

AGENDA

1. Call to order.
2. To review the May 20, 2020 regular meeting minutes.
3. To review the July 14, 2020 special meeting minutes.
4. To consider an upgrade to the position of Executive Director –Department of Aging.
5. To consider a request from the Executive Director – Department of Aging to upgrade the position of Senior Coordinator; and to change the title and upgrade the position of Staff Assistant.
6. New business.
7. Old business.
8. To adjourn.

Per order Mary B. Fortier, Chairperson  
DATED this 17<sup>th</sup> day of August, 2020

**Salary Committee**  
**REGULAR MEETING MINUTES**  
**Wednesday, May 20, 2020**  
**1<sup>st</sup> Floor Meeting Room, City Hall**

Present: Councilmembers Mary Fortier, Scott Rosado  
Staff: Mark Penney, Linda Milia  
Absent: Councilman Peter Kelley, Mayor Ellen Zoppo-Sassu

**1. CALL TO ORDER.**

The regular meeting of the Salary Committee was called to order by Chairperson Fortier at 5:27 p.m.

**2. APRIL 8, 2020 SPECIAL MEETING MINUTES.**

On motion of Councilman Rosado and seconded by Chairperson Fortier, it was voted to place the April 8, 2020 special meeting minutes on file.

**3. REQUEST TO ELIMINATE POSITION OF PARKS OFFICE COORDINATOR IN THE DEPARTMENT OF PARK, RECREATION, YOUTH AND COMMUNITY SERVICES.**

Joshua Medeiros, Superintendent of Park, Recreation, Youth and Community Services stated that the duties of the Parks Office Coordinator would be absorbed by other staff. He added that the elimination of this position along with the changes requested in items 4 and 5 on this Salary Committee agenda can be accomplished without the necessity for additional funding.

On motion of Councilman Rosado and seconded by Chairperson Fortier, it was voted to recommend to City Council to eliminate the position of Parks Office Coordinator, effective June 10, 2020, and to refer to the Board of Finance for informational purposes.

**4. REQUEST TO AMEND THE TITLE AND CHANGE THE JOB DESCRIPTION OF THE RECREATION AND OUTREACH COORDINATOR IN THE DEPARTMENT OF PARK, RECREATION, YOUTH AND COMMUNITY SERVICES.**

On motion of Councilman Rosado and seconded, it was voted to recommend to City Council to amend the title and change the job description of the Recreation and Outreach Coordinator (Community Engagement Coordinator- new title) in the Department of Park, Recreation, Youth and Community Services, effective June 10, 2020.

**5. REQUEST TO ELIMINATE THE POSITION OF LIGHT TRUCK DRIVER AND TO ADD A POSITION OF PARK MAINTAINER IN THE DEPARTMENT OF PARK, RECREATION, YOUTH AND COMMUNITY SERVICES.**

Joshua Medeiros explained that a Park Maintainer could perform more functions on a daily basis than a Light Truck Driver, and that one may be upgraded to Light Truck Driver whenever that function needed to be performed.

On motion of Councilman Rosado and seconded by Chairperson Fortier, it was voted to recommend to City Council to eliminate the position of Light Truck Driver; and to add a position of Park Maintainer in the Department of Park, Recreation, Youth and Community Services, effective June 10, 2020, and to refer to the Board of Finance for informational purposes.

**6. REVIEW OF AMENDMENTS TO THE JOB DESCRIPTION OF THE ASSISTANT CITY PLANNER/DEVELOPMENT COORDINATOR IN THE PUBLIC WORKS DEPARTMENT TO INCLUDE DUTIES WITHIN THE ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT.**

Raymond Rogozinski, Director of Public Works and Justin Malley, Executive Director of Economic and Community Development (ECD) explained that the position would remain under the purview and budget of Public Works; and that duties relative to City Planning would take precedence over any assistance that the employee would provide to ECD. Malley stated that ECD was in need of customer service assistance. On motion of Councilman Rosado and seconded, it was unanimously voted to amend the job description of the Assistant City Planner/Development Coordinator.

7. **NEW BUSINESS** – Public participation – Ernest Pitti of Bristol joined the meeting remotely to ask general questions regarding the responsibilities of the Salary Committee, how meetings are recorded and where they may be obtained.

8. **OLD BUSINESS** – None

9. **TO ADJOURN**

At 5:50 p.m., on motion of Chairperson Fortier and seconded, it was unanimously voted to adjourn.

ATTEST:

  
\_\_\_\_\_  
Linda J. Milja  
Recording Secretary

DRAFT

**Salary Committee**  
**SPECIAL MEETING MINUTES**  
**Tuesday, July 14, 2020**  
**1<sup>st</sup> Floor Meeting Room, City Hall**

Present: Councilmembers Mary Fortier, Scott Rosado, Peter Kelley  
Staff: Linda Milia

**1. CALL TO ORDER.**

The regular meeting of the Salary Committee was called to order by Chairperson Fortier at 6:15 p.m.

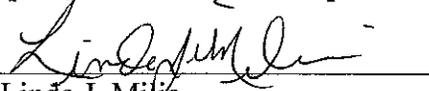
**2. REVISIONS TO SALARIES OF THE CORPORATION COUNSEL AND NEWLY APPOINTED FULL-TIME ASSISTANT CORPORATION COUNSEL.**

Present: Wyland Dale Clift Corporation Counsel Clift stated that Jeffrey Steeg's lengthy employment in the Corporation Counsel office would justify starting him at Step 2 of the salary schedule for his full-time appointment. Clift stated that Steeg agreed that movement to Step 3 would not occur until January 2022. Also discussed was the underpaid salary level of the Corporation Counsel position in general, along with Clift's need to spend more time in the office. The proposed changes would result in a decrease from what was budgeted for salaries for the fiscal year.

On motion by Councilman Kelley and seconded, it was unanimously voted to recommend to City Council to approve a salary increase for Assistant Corporation Counsel Jeffrey Steeg, from salary level 11A, step 1 to salary level 11A step 2 and to approve an annual salary increase for the Corporation Counsel from \$42,270 to \$62,270, effective June 28, 2020, and to refer to the Board of Finance for informational purposes.

**3. ADJOURNMENT.**

At 6:20 p.m., on motion of Chairperson Fortier and seconded, it was unanimously voted to adjourn.

ATTEST:   
Linda J. Milia  
Recording Secretary



**CITY OF BRISTOL  
SALARY COMMITTEE AGENDA REQUEST FORM**

To: Salary Committee

From: Patricia Tomascak  
(Requesting Department Head)

Date: 8/14/2020  
(Submission Date)

For the August 19, 2020  
(Date of Salary Committee Meeting)

**ACTION REQUESTED:** (ex. job creation/revision/elimination/upgrade/title change; change to Personnel Policies & Procedures; department reorganization; changes to salary schedules for seasonal and non-bargaining employees)

Job Revision of Staff Assistant and Senior Coordinator. Change title of Staff Assistant to Administrative Assistant and make it a code 5. Move the Senior Coordinator from a code 6 to a code 8.

**BRIEF BACKGROUND/HISTORY TO SUPPORT REQUEST:**

With the retirement of the Staff Assistant coming on September 21st, I took the opportunity to examine the job descriptions in the Department of Aging and found that two needed amendment to accurately reflect the work being done in the department. I started as the Executive Director in March of 2013, and since then programming and services have increased steadily requiring additional duties to be added to both the Staff Assistant Position and the Senior Coordinator position reflected in the job description changes provided.

*(Relevant attachments such as a department overview, budget/salary worksheets, proposed job descriptions, bulleted lists etc., as may be informative, should accompany this request)*

**FINANCIAL IMPACT** (actual or estimated \$, or none: \$ est. 2,300.00)

**EFFECTIVE DATE OF ACTION:** 10/1/2020

**Regular meetings of the Salary Committee are held on the third Wednesday of each month at 5:15 p.m. in the 1<sup>st</sup> Floor Meeting Room.**

## City of Bristol, CT Job Description

**Job Title:** ~~Staff Assistant~~ Administrative Assistant

**Department(s):** Department of Aging

**Code:** ~~4A~~ [PT1] 5

**FLSA Status:** Non-Exempt

**Prepared:** ~~March 2012~~ Jul 27, 2020

**Summary:** Provides administrative and clerical support by performing the following duties:

**Essential Duties and Responsibilities** include the following. Other duties may be assigned. Greets and assists visitors to the Senior Community Center. Answers telephone, transfers to appropriate party and relays messages. Handles and balances daily cash flow. Maintains database of members and keeps records of center use. Runs reports through Senior Center software program. ~~Maintains bulletin boards~~ Assists with bulletin boards, information table and appointment schedules. ~~Records~~ Registers names and telephone numbers of persons signing up for special needs, Social Security, classes, lectures and special events. Makes referrals to appropriate outside agencies. Keeps files on all media ~~and assists with press releases.~~ Prepares monthly program/service activity report. Operates office machines such as a typewriter, computer, adding machine and copy/fax machine. Types correspondence related to Senior Community Center operations. Orders and maintains office supplies and printed materials. ~~Keeps~~ Assists with accounting of all trips and tours. Prepares departmental payroll. Receives and distributes mail to center tenants; distributes department newsletter. Prepares events flyers, and handles special event ticketing. Manages Foot Clinic appointment schedule, prepares and tracks nonresident memberships, tracks fitness center and billiards room memberships. Tracks annual fund raiser appeal. Processes Community Garden applications and Farmer's Market Coupons. Must have ability to work independently and prioritize duties. Trains volunteers who cover the front desk. Assists other office staff as assigned.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Education:** High school diploma (or GED).

**Experience:** Two years of relevant experience is required. Education and experience may be substituted.

**Computer Skills:** To perform this job successfully, an individual should have intermediate knowledge of Database software; intermediate knowledge of Internet software; basic knowledge of Purchasing software; intermediate knowledge of Payroll systems; intermediate knowledge of Spreadsheet software; and intermediate knowledge of Word Processing software.

**Supervised By:** This position is supervised by the ~~Chief of Police~~ Executive Director of the Department of Aging or assigned.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor or office environment.

## City of Bristol, CT Job Description

**Job Title:** Senior Coordinator  
**Department(s):** Department of Aging  
**Code:** 68  
**FLSA Status:** Non-Exempt  
**Prepared:** ~~May, 2016~~ July 29, 2020

**Summary** Assists seniors in the provision of aging service information and referrals by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned. Interviews senior residents to provide assessment of basic needs including financial, social, nutritional, environmental, medical and protective services available to them. Performs benefits check-ups. Advocates for seniors with complex problems and follows up under direction of Executive Director. Makes referrals for various social service programs. Works closely with other City departments to serve seniors to include Assessors, Community Services, Veteran Services, Building Department, Health Department and other non-profit agencies. Assists seniors with completing various applications for various programs such as Medicare Savings Program, Supplemental Nutrition Assistance Program and Medicare Part D. Provide Medicare assistance to include: explaining Medicare options, coordination with pharmacies, and creating accounts on Medicare.gov. Works with the Department of Social Services to complete new and renewal documents for seniors, and helps clients create accounts on the DSS portal. Completes applications with clients for the CT Homecare Program for Elders. Assists seniors with finding affordable housing and completing housing applications. Help seniors struggling with rental payments find outside agencies to help with payments. ~~Schedules outside speakers on various topics of interest for seniors as assigned.~~ Greets and assists visitors to the Senior Center. Answers telephone inquiries. Staffs incoming counter as assigned. Signs members up for trips, classes, lectures and special events as required. Runs support groups for seniors. Must operate cash register and related transactions. Prepares referrals, reports, statistical reports and correspondence as required. Acts as a representative for department as assigned. Acts as liaison with outside agencies and providers for the Department of Aging as assigned. Provides tours and general information on programs and activities to new members. Types and files as ~~necessary~~ required. Performs other related duties as assigned. Requires working knowledge of state and federal laws, regulations, and policies regarding health and financial assistance as well as local, state and federal programs and community resources. Required to attend training programs as assigned. Manages Senior Center Social Media/Facebook page. Assists with Senior Center programs as needed. Works as a liaison with Community Services. Participates in code enforcement hearings. Goes out with community team on senior related evictions. Acts as a liaison to Elderly Protective Services.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Education and Experience:** Bachelor's degree with major concentration in social work or related field and one (1) year experience in a human service delivery program OR five (5) years experience in a human service delivery program. Requires excellent communication and interpersonal skills, strict confidentiality, and must maintain effective working relationships.

**Certifications, Licenses, Registrations:** Certification as CHOICES Counselor is required within six (6) months of hire. Must possess a valid State of Connecticut Motor Vehicle Operator's License

**Computer Skills:** To perform this job successfully, an individual should have basic knowledge of Database and Internet software; intermediate knowledge of Spreadsheet software; and intermediate knowledge of Word Processing software.

**Supervised By:** This position is supervised by the Executive Director or assigned.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor or office environment. The employee is occasionally exposed to outdoor environment.



CITY OF BRISTOL  
SALARY COMMITTEE AGENDA REQUEST FORM

To: Salary Committee

From: Mayor Zoppo-Sassu  
(Requesting Department Head)

Date: 8/17/2020  
(Submission Date)

For the 08/19/2020  
(Date of Salary Committee Meeting)

**ACTION REQUESTED:** Upgrade the BPSA position of Executive Director – Department of Aging from Salary level 9 to salary level 10.

**BRIEF BACKGROUND/HISTORY TO SUPPORT REQUEST:**

The Executive Director – Department of Aging is the only remaining BPSA department head level position at salary level 9.

I believe it is appropriate to elevate to Salary Code 10 for this fiscal year (July 1, 2020) due to the various components of the job description that the Director handles, including but not limited to the handling of rentals, the role of the director as property manager in charge of handling the other tenant issues. Salary Level should be equitable and reflect the growing responsibilities and work required.

Bristol boasts one of the best Senior Centers in the state based on the membership participation, range of programs, outreach and quality of life initiatives to reduce social isolation and connect seniors to services including health, Medicare, Social Security, etc. Even with Covid19, the Director has spearheaded several initiatives to ensure our senior population is connected.

The incumbent Director is aware that the wish of this Administration is that she aggressively pursue additional revenue as well as potential cost reductions to ensure that these upgrades, if approved, would not trigger a large increase to the department's bottom line.

FINANCIAL IMPACT (actual or estimated \$, or none: \$ depends on potential additional revenue)

EFFECTIVE DATE OF ACTION: 7/01/2020

*Regular meetings of the Salary Committee are held on the third Wednesday of each month at 5:15 p.m. in the 1<sup>st</sup> Floor Meeting Room.*

City of Bristol

Date: December, 2012

Title Executive Director

Department: Department of Aging Services

**Position Goal:** Directs and oversees a comprehensive program of social, recreational and educational activities and other services for citizens of the City, age fifty-five and over. Manages the Bristol Senior Center.

**Essential Duties:** Directs and oversees a comprehensive program of social, recreational and educational activities for senior citizens. Supervises regular and volunteer staff. Prepares grant applications and administers grants. Oversees daily operation and maintenance of facility, including scheduling of outside activities, special events and facility use by leasing groups. Independently establishes work priorities. Develops near-term and long-range planning for services to meet human service needs of elderly. Consults with health and social agencies to develop health care and related referral programs. Provides information on health programs such as Medicare, Medicaid, etc. Informs elderly citizens of nutritional programs and transportation services. Manages and oversees all financial functions of the Senior Center and its programs; prepares and administers Senior Center budget. Prepares newsletters, press releases, and brochures to publicize activities and programs. Acts as Municipal Agent for Elderly Persons per Connecticut General Statutes 7-127b. Prepares narrative and statistical reports for the Mayor and regular monthly reports for the Commission on Aging. Directs and coordinates fundraising and marketing efforts to promote senior center and raise revenue for programs and materials. Serves as advisor to "Friends of the Bristol Senior Center" and Bristol Senior Center Trustees. May conduct retirement seminars and give presentations on aging topics to local community groups and organizations. Prepares narrative and statistical reports for state and federal agencies. Reports work accomplished to the Mayor. Performs related work as required.

**Supervised By:** Receives general direction from the Mayor and policy advice from the Commission on Aging.

**Qualifications Profile:** Bachelor's degree in social work, gerontology or related field with three years human services/senior program management experience. Must be proficient with computer applications for data management, word processing and e-mail systems. Must have excellent oral and written communication skills.

**License or Certificate:** Current Connecticut Motor Vehicle Operator's License. Must obtain CHOICES Counselor certification before conclusion of probationary period.