

Memorandum of Understanding
Congregational Church Parking Lot
East Hampton, CT

The Town of East Hampton will pay the sum of \$500.00 to the Congregational Church of East Hampton for the privilege to use the Church's parking lot by Center School patrons and staff.

In addition, the Town will reimburse the Church for its plowing expenses for the parking lot for the winter of 2011-2012 up to a maximum of \$2,500.00. Said reimbursement will be made by the Town upon submission of paid invoices by the Church to the Finance Director at East Hampton Town Hall, 20 East High Street, East Hampton, CT 06424, 860-267-7548.

The Town or the Board of Education will provide the Church with a Certificate of Insurance naming the Church as an additional insured shortly after approval of this Memorandum of Understanding by the East Hampton Town Council.



December 5, 2011 (Revised, Draft)

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TOWN MANAGER

JOB DESCRIPTION

PURPOSES OF THE JOB POSITION

The *Town Manager*, under the supervision of the Town Council, shall ensure that:

- town resources are utilized effectively and efficiently to attain or maintain the highest practicable level of service on behalf of town residents, consistent with the current town budget
- town activities are conducted in accordance with the Town Charter, Ordinances, federal, state and local laws, regulations, codes, policies and procedures, and with accepted professional standards and principles that apply to employees providing said services, and
- the approved budget is managed in accordance with established fiscal protocols.

DELEGATION OF AUTHORITY

The *Town Manager* is given the authority, responsibility, and accountability by the Town Council necessary for carrying out his or her assigned duties.

MAJOR DUTIES AND RESPONSIBILITIES

The *Town Manager* shall assume responsibility for satisfactorily performing administrative, personnel, planning, financial management, including the acquisition of federal, state and private grant funding, and community outreach activities.

Administrative Activities

- Supervises all Town Departments with the exception of the Superintendent of Schools.
- Meets with Department Heads on a regularly scheduled basis, at least monthly, to communicate information, and to identify and correct problem areas, and/or to improve services. Retains written information which includes dates and times of meetings, and a summarization of discussions and decisions made at each meeting.
- Schedules work hours (including vacation) for employees who report directly to him or her and assigns responsibilities and work activities. Monitors all Departments to ensure that work schedules are established and adhered to and that tasks are performed efficiently and on time in accordance with established laws, ordinances, regulations, job descriptions, policies and procedures.

Administrative Activities (continued)

- Determines Town staffing needs based upon established responsibilities, budget, etc., and ensures that a sufficient number of competent personnel are available on a daily basis to complete required work. Confers with the Town Council concerning budgetary issues, as necessary.
- Annually reviews the Town Hall organizational structure to ensure the continued efficient provision of quality services on behalf of Town residents and makes necessary changes, after conferring, as required, with the Town Council.
- Ensures that current, accurate records are maintained in each Department; submits requested reports to the Town Council.
- Demonstrates a commitment to the provision of quality services on behalf of Town residents and personnel by paying attention to detail in completing assigned duties and responsibilities.
- In conjunction with the Town Council, develops, maintains, and periodically assesses the need for new and/or revised policies, procedures and related forms for each Town Department with input from Town staff, and, as appropriate, Town residents; makes necessary revisions upon approval of the Town Council. Ensures that copies of policy and procedures manuals are kept current.
- Explains and/or clarifies Town policies and procedures to Department Heads and other personnel and Town residents as requested or as necessary.
- Ensures the development and maintenance of collaborative relationships with all Town Departments.
- Treats employees fairly and with dignity and respect.
- Completes and dates required reports, forms, evaluations, studies, etc., and enters information in records, reports, and other required documents in a clear, concise, pertinent, accurate, objective and timely manner.
- Ensures that all Department Heads record their activities in a clear, concise, pertinent, accurate, objective and timely manner.
- Resolves problems within his or her authority to do so; reports unresolved issues to the Town Council.
- Develops, implements, and maintains, in conjunction with the Town Council and Department Heads, an ongoing Quality Improvement Plan for the Town which shall include:
 - the identification and monitoring of indicators of quality services and activities
 - an evaluation component which shall include representation from Town residents and all Town Departments' assessments and analysis of performance, and
 - necessary changes and improvements based upon a written improvement plan for each Department.
- Works independently and cooperatively with Town personnel and the Town Council to achieve goals and objectives. Clearly defined objectives shall be established for each Department that, by definition, states what is going to be accomplished, who is going to be responsible, and when the activity will be completed.
- Has the capacity to instill a team building approach among Town employees to solve problems and enhance services to Town residents.

Administrative Activities (continued)

- Demonstrates an ability to consistently exercise appropriate judgment.
- Ensures that Department Heads establish and maintain necessary and adequate filing systems and that personnel record information is kept in accordance with federal and state laws and regulations and Town Personnel policies and procedures; ensures the confidentiality of employee information.
- Develops contractual agreements with providers, consultants, and other entities; consults with the Town Council prior to finalizing agreements, as necessary.
- Provides and/or arranges for support services to the Town Council.
- Is receptive to innovative new products and/or procedures that may be of benefit to Town residents, employees, and/or Town operations.
- Assumes responsibility for performing any and all duties as required or as necessary due to personnel absences or emergencies to ensure the integrity and timeframes of all Town activities, as permitted by statute and/or regulations.
- Appoints a responsible staff person to assume responsibility for Town activities when the *Town Manager* is absent.

Personnel Activities

- Interviews applicants for positions the *Town Manager* shall directly supervise; makes hiring decisions. Shall review and make hiring decisions of other applicants, as recommended by Department Heads.
- Ensures that all hiring decisions have documentation that applicants for employment have submitted all required information concerning their identity, credentials, etc., in accordance with established Personnel policies and procedures.
- Establishes and maintains a supervisory file on each employee he or she directly supervises and ensures that appropriate and required documents and information are filed in each employee's Personnel Record in accordance with established Personnel policies and procedures.
- Directly supervises Department Heads and other personnel as required. Completes required performance evaluations after reviewing performance, attendance, tardiness, and all other relevant information.
- Is responsible for administering all Personnel policies and procedures in a fair and equitable manner.
- Reviews and manages the resolution of complaints and grievances made or filed by personnel. Responds to the complaint or grievance in accordance with Personnel policies and procedures.

Financial Management Activities

- Works closely with the Director of Finance to ensure that complete and accurate records of the Town's financial status, controls, transactions, and administrative activity are maintained and reasonably available as required by law.
- Works with the Town Council, Board of Finance, and Superintendent of Schools to assist in drafting and finalizing proposed annual budgets to be voted upon by Town voters and property owners.
- Prepares, in conjunction with the Director of Finance, Board of Finance, and Town Council, a long-range financial management plan.
- Works with the Director of Finance to prepare and render reports to the Town Council and Board of Finance as required or requested.
- Ensures that all necessary and approved supplies, materials, equipment and other commodities (with the exception of the Board of Education, unless specifically requested by said Board), are purchased in accordance with statutes, regulations, policies and procedures.
- Manages or provides for the management of all Town real estate and personal property; maintains a full and complete inventory of all property including that under the jurisdiction of the Board of Education; manages or provides for the management of the rental and use of all Town facilities and property except under the control of the Board of Education.
- Applies for and administers federal, state and private foundation grant funding; works with elected State Representative and Senator on state funding, reimbursement or grant opportunities important to the Town.

Planning Activities

- Initiates, coordinates, and implements short-term and long-range planning in conjunction with Department Heads, Town Council, and other relevant Boards and Commissions as well as Town residents which shall include future physical plant considerations.
- Works with the Town Council and relevant Boards and Commissions, and residents to coordinate efforts to address:
 - economic development activities intended to assist existing local businesses; increase Town revenue by promoting **planned** development activities for the Village Center and Route 66 corridor in conjunction with the Economic Development Commission and Planning and Zoning Board.
 - a master facilities plan, and
 - the preservation of natural resources in conjunction with relevant Boards and Commissions for the benefit of residents.
- Represents the Town in regional, state and national organizations at meetings or conferences to ensure a continuing awareness of programs and opportunities available to the Town.

Community Outreach Activities

- Shall ensure that residents seeking information or redress for a particular issue receive a factual and timely response from appropriate Department personnel.
- Serves as Town spokesperson in meetings with the news media, social, civic, or cultural organizations. Represents the Town Council at ceremonial functions and events, as necessary.
- Interacts with the public on a regular basis to keep residents informed of Town policies and procedures.
- Oversees the preparation, publication, and distribution of the Annual Town Report.
- Interacts with members of Town Boards, Commissions, Fire and Ambulance Departments to actively engage and promote volunteer participation in the overall operation of Town government.
- Encourages citizen feedback, in conjunction with the Town Council, to conduct periodic public meetings to listen to citizens, recommendations for enhancing Town government, and encouraging voter turnout in elections and referendums.

OTHER DUTIES AS REQUIRED

There shall be occasions when the Town Council determines that the *Town Manager* may have to perform a task not delineated in this document.

Therefore, this document in no way states or implies that the duties described herein are the only duties that the *Town Manager* may be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

The *Town Manager* shall:

- possess, as a minimum, a Bachelor's Degree in Public Administration or related field. A Master's Degree in Public Administration or related field is preferred.
- have at least five (5) years of municipal management experience as a Town/City Manager or Assistant.
- possess a current, unencumbered Connecticut driver's license.

In addition, the applicant shall possess and/or have direct experience in:

- effectively managing, motivating, and evaluating personnel
- activities involving economic development and redevelopment, growth issues, capital improvements, grants, waste water and facilities, etc.
- working collaboratively with Boards, Commissions, and the general public
- setting and attaining detailed objectives
- demonstrating strong organizational skills
- team building activities among and with Town Departments and personnel.

PHYSICAL AND SENSORY REQUIREMENTS (with or without the aid of mechanical devises)

The *Town Manager* shall be able to:

- move intermittently throughout the day
- cope with the mental, emotional and physical stresses of the position
- see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of this position can be fully met
- lift, push, pull and move a minimum of fifty (50) pounds.

The *Town Manager* shall be in good general health and demonstrate emotional stability.

SPECIFIC REQUIREMENTS

The *Town Manager* shall:

- be able to read, write, speak and comprehend the English language
- be computer literate and have knowledge of Microsoft Office software products
- use the Internet and E-Mail solely for work related activities and for research and communication
- understand the importance of providing pertinent and timely communications on the Town Website to share information and to promote the Town of East Hampton
- possess the ability to effectively work with personnel, Boards, and Commissions, government officials, and the general public
- demonstrate effective listening skills, diplomacy, flexibility, tact, patience and enthusiasm
- possess the ability to make independent decisions when circumstances warrant such action
- possess the ability to work harmoniously with professional and non-professional personnel, and
- be willing to seek out new methods and principles and incorporate them into existing practices.

At the time of his or her appointment, the *Town Manager* need not be a resident of the Town of East Hampton, but within one (1) year of the commencement of his or her term as *Town Manager*, he or she shall establish and maintain residence in the Town.

Memorandum of Agreement
To
Working Agreement Between
The Town of East Hampton
And
Local RI-216
National Association of Municipal Employees
NAME/NAGE
July 1, 2009- June 30, 2012

This letter of Amendment replaces Article V, Section 1, and page 4 entitled "Hours of Work". This amendment refers to the employees in the Town Hall Group only.

Effective January 1, 2012, the standard work week for regular, full-time employees in the Town Hall Group shall consist of thirty-five (35) hours made up of three (3) days of seven (7) continuous hours Monday, Wednesday and Thursday from 8:00 am to 4:00 pm, exclusive of a lunch period of one (1) hour duration; as well as one (1) day, Tuesday, of nine and one-half (9 ½) continuous hours from 8:00 am to 6:30 pm, exclusive of a lunch period of one (1) hour; and one (1) day, Friday, of four and one-half (4 ½) continuous hours 8:00 am to 12:30 pm.

Employee's lunch period on Tuesday must be scheduled sometime after the first two (2) hours worked and before the last two (2) hours worked. **This amendment closes Town Hall at 6:30 pm instead of 7:30 pm on Tuesday, eliminating a dinner hour on Tuesday.**

It is the intention of the Town and the Union to retain the above cited schedule for inclusion of future contracts.

For the Town:

For the Union:

John Weichsel
Interim Town Manager

Jennifer Carducci
President R1-216 NAGE

Witnessed: _____

Witnessed: _____

Date: _____

Date: _____

**Nancy Hasselman, CCMC
Collector of Revenue
Town of East Hampton**

December 9, 2011

To: The East Hampton Town Council

Please find copies of tax refunds for your review. The total refunds equal \$773.79.

Thank you for your assistance.

Nancy Hasselman, CCMC

Nancy Hasselman, CCMC
Collector of Revenue

0.00
160.95 +
239.08 +
64.15 +
9.25 +
19.75 +
36.00 +
41.37 +
198.74 +
4.50 +
773.79 *
0.00