



Keith Chapman
Town Manager

TOWN OF NEWINGTON

200 GARFIELD STREET
NEWINGTON, CONNECTICUT 06111

MAYOR BETH DELBUONO

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Town Clerk

NEWINGTON TOWN COUNCIL SPECIAL MEETING MINUTES

Monday, November 14, 2022

This meeting was presented as a Zoom Webinar/Hybrid Meeting

Mayor DelBuono called the meeting to order at 5:36 p.m.

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
Deputy Mayor Budrejko
Councilor Donahue
Councilor Manke
Councilor Nagel
Councilor Page
Councilor Radda (*arrived at 5:43 p.m.*) (*via Zoom*)
Mayor DelBuono

Staff Attendees:
Keith Chapman, Town Manager (*via Zoom*)
D.J. Zordan, Fire Marshal
James Krupienski, Town Clerk
3. PUBLIC PARTICIPATION - ON AGENDA ONLY (*Via Zoom Application or Phone*)
(3 MINUTE TIME LIMIT PER SPEAKER ON AGENDA ITEMS ONLY)
 - None
4. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION
 - None
5. OLD BUSINESS
 - A. Appointment of Acting Town Manager

Motion by Councilor Manke

RESOLVED,

Pursuant to the Newington Town Charter, Article V, the Manager, Section, C-504, Subsection A, the Newington Town Council hereby appoints James Krupienski to serve as Acting Town Manager, for a period not to exceed 90 days beginning on December 3, 2022 at 12:00 a.m., and authorizes the Town Council Leadership to execute any necessary documents.

Seconded by Councilor Donahue. Motion passed 7-0 (Councilors Braverman and Camillo absent)

- Mayor DelBuono stated that this is a 90 day appointment; if after 90 days the council has not finished the search, it would be up to the town council to do an additional 90 day appointment. I am confident Mr. Krupienski will serve us well within those 90 days.

B. Job Description – Assistant Fire Marshal (A-7)

Motion by Councilor Nagel

RESOLVED:

The Newington Town Council hereby approves the amendment to the “Classification and Pay Plan” by approving a job description for the Assistant Fire Marshal (A-7) position, as recommended by Keith Chapman, Town Manager, in his capacity as Personnel Director.

Seconded by Councilor Donahue. Motion passed 7-0 (Councilors Braverman and Camillo absent)

- Councilor Manke asked if this was an increase in the pay scale.
- Town Manager Chapman stated it is a rewritten job description and it was upgraded.
- Councilor Manke asked if there were any budget ramifications.
- Town Manager Chapman stated that there won't be any.
- Fire Marshal Zordan stated that this is a new position as a back up to me.
- Councilor Manke stated that there is no budget increase?
- Fire Marshal Zordan stated there may be a slight increase in next year's budget. Will most likely be looking at reorganizing.
- Deputy Mayor Budrejko stated the title is Assistant Fire Marshal but qualifications are years as a Fire Marshal or Deputy Fire Marshal. Aren't those positions higher than an assistant?
- Fire Marshal Zordan stated that it's not a specific job title, but state certifications.

C. Amendment to Classification and Pay Plan – Salary Table

Motion by Councilor Nagel

RESOLVED:

That the Newington Town Council hereby authorizes Keith Chapman, Town Manager to update and modify the Administrative Group Pay Ranges within the Town Classification and Pay Plan, dated July 1, 2022, and adopted as of November 14, 2022, a copy of which is attached to this Resolution.

Seconded by Councilor Radda. Motion passed 7-0 (Councilors Braverman and Camillo absent)

- Town Manager Chapman stated that this reflect what current salaries should be and allows us to be competitive.

6. NEW BUSINESS

A. Job Description(s) – Town Planner (A-11) & Groundskeeper Foreperson (LT-19)

Town Planner (A-11)

- Town Manager Chapman stated that these are revised from the previous job descriptions. The current job description is about 35 years old and does not reflect what the town planner currently does and would be doing working for the town of Newington.
- Mayor DelBuono stated that Renata helped in drafting the job description.

Groundskeeper Foreperson (LT-19)

- Town Manager Chapman stated that this goes back more than 35 years. The current groundskeeper foreperson retired and looking to replace from in-house. The new job description is significantly expanded. Want to update job descriptions as they open up.
- Councilor Page asked if the impetus is to improve the management of the cemeteries. Is that part of this?
- Town Manager Chapman stated yes, it will include oversight of the cemeteries.

- Councilor Donahue stated it's an LT-19.
- Town Manger Chapman stated it's the highest classification as an AFSCME employee. Not part of the classification series.

7. PUBLIC PARTICIPATION - ON AGENDA ONLY (Via Zoom Application or Phone)
(3 MINUTE TIME LIMIT PER SPEAKER ON AGENDA ITEMS ONLY)

- None

8. REMARKS BY COUNCILORS

- Mayor DelBuono congratulated James on his appointment this evening. Pleased that you are willing and able to take on this position.

9. ADJOURNMENT

Motion by Councilor Manke to adjourn the meeting at 5:55 p.m. Seconded by Councilor Page.
Motion passed unanimously.

Respectfully submitted


Susan Gibbon