



**Sustainable Meriden  
Internship Program**

***in cooperation with  
Sustainable CT***

**PROGRAM PROPOSAL**



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## PROGRAM OVERVIEW






Sustainable Meriden is a student-led program that engages the community to achieve Meriden’s sustainability goals. Through the efforts of this program, environmental and social goals can be achieved while promoting a vibrant community and economic growth. The collaborative community engagement will help Meriden achieve certification through the Sustainable CT initiative and become a thriving, resilient city.

The goal of the Internship Program is to integrate local students as engaged stakeholders. This program is designed to facilitate youth-led participation in support of municipal efforts in the Sustainable CT certification process. Sustainable Meriden will provide professional experience that could lead to future occupational opportunities. Diversity and youth leadership will create opportunities for future generations who will contribute to improve the community and the environment in Meriden to preserve it for future generations.

## MISSION

**To improve Meriden's physical environment and social environment to preserve it for future generations and provide equity in all decisions.**

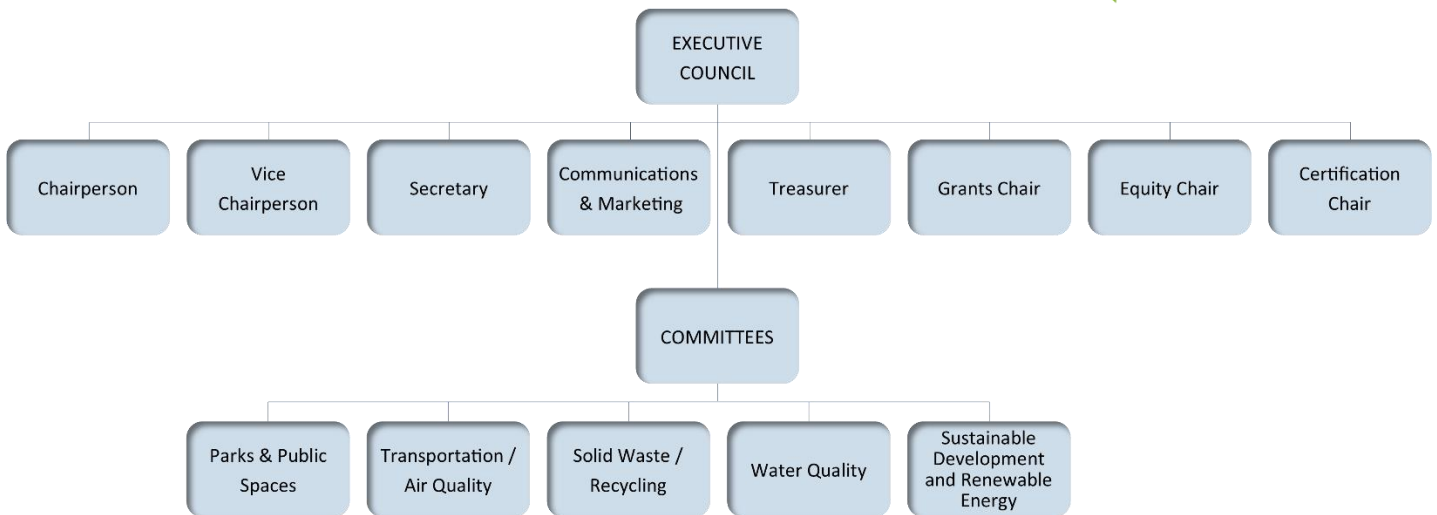
## GOALS

-  To create a framework and structure for a sustainable internship program
-  To develop a long-term internship program that brings energy, engagement, and equity for on-going and new sustainable projects in our city
-  To pursue community engagement, specifically high school-age students
-  To expose students to various municipal careers and job training opportunities
-  To ensure equity in all decisions

## ORGANIZATION FRAMEWORK

Sustainable Meriden is comprised of an eight-person Executive Council and five Committees. The purpose of the Executive Council is to build the framework, maintain the structure of the Internship Program, serve as the leadership of the Program, and ensure that the goals and objectives are met throughout all of its initiatives. The Committees are responsible for developing action plans to carry out the initiatives of the Program through projects, outreach, and events. Each position on the Executive Council and each Committee will be mentored by both a City Department and Council member.

# Sustainable Meriden Organizational Chart



## EXECUTIVE COUNCIL

### CHARTER MEMBERS

Sathapat Chanthinith, Zari Jelks-Heron, Jordan Rosario, Ryan Rosario, Ethan Valery, Ryan Zamboni

## PROGRAM ADMINISTRATORS

Program Sponsors - Howard Weissberg, Paul Dickson, and Natalie Gill

Program Mentor - Sonya Jelks

# ROLES AND RESPONSIBILITIES

## Executive Council

All eight members of the Executive Council are Senior Members of Sustainable Meriden.

### Chairperson:

- Builds consensus and leads the team of interns and volunteers
- Makes sure that each meeting is planned and effective and that all matters are dealt with among the board and sponsors
- Sets the agenda, acts as a mediator, and resolves conflicts within the Executive Council
- The Chairperson will be mentored by the Mayor's Office

### Vice-Chairperson:

- Supports the Chairperson in all responsible duties and operate as Chair when necessary
- Coordinates efforts of the committees
- Oversees all projects and initiatives of the internship program
- Ensures that all projects are organized and completed as planned within the budget
- Reviews all committee project proposals for consistency with Sustainable CT goals and assists with approval from the Executive Council
- The Vice Chairperson will be mentored by the City Manager's Office

### Secretary:

- Provides the Executive Council with meeting notices and meeting notes for Council business
- Works with the Chair and Vice-Chair to prepare agendas and set meetings with the Council, Project Sponsors and others as needed
- Maintains all council documents, policies and processes
- The Secretary will be mentored by the Law Office

### **Communications/Marketing & Public Affairs:**

- Serves as the primary contact for all public inquiries and the dissemination of Information about the Program
- Serves as liaison between the Council and Committees
- Builds relationships with Program Partners and Community Organizations
- Helps with all public marketing plans, strategies, and communications with the public
- The Communications Chair will be mentored by the Communications Director

### **Treasurer:**

- Helps to provide financial oversight for the program and its activities, as well as to track all financial matters for the Executive Council
- The Treasurer Chair will be mentored by the Office of Finance

### **Grants Chair:**

- Responsible for understanding Sustainable CT Grant programs
- Writes grant proposals and assists committees in securing and administering grants in accordance with grant rules.
- The Grants Chair will be mentored by the Office of Economic Development

### **Equity Chair:**

- Responsible for ensuring that Equity is strived for in all Sustainable CT activities
- Works with committees on equity training
- Serves as liaison to City Government and Council on equity issues
- The Equity Chair will be mentored by the Human Resources Office

### **Certification Chair:**

- Responsible for tracking activities required for certification
- Recommends activities for certification advancement
- Coordinates with City staff on completing activities
- Monitors Sustainable CT program for updates, training, etc.
- The Certification Chair will be mentored by the Planning Department

## **Committees**

The Chairperson and Secretary of each Committee are Senior Members of Sustainable Meriden. All other Committee members are regular members.

### **Parks & Public Spaces:**

- Mapping of parks and public spaces
- Promotion of events and passive recreation
- Maintenance of public spaces
- Visual enhancement of public spaces via murals, art displays, greenways and wildlife corridors, public space cleanup events
- Parks and Public Spaces will be mentored by the Parks Department

### **Transportation / Air Quality:**

- Marketing and community outreach to promote bike routes, and trail projects
- Works on improvements to signals and public transit
- Provides no-idling education to drivers
- Transportation and Air Quality will be mentored by the Department of Public Works

### **Solid Waste / Recycling:**

- Supports recycling and waste reduction education, composting, electronic waste management, litter and pollution control
- Solid Waste and Recycling will be mentored by the Department of Public Works

### **Water Quality:**

- Supports the Water Pollution Control Facility
- Offers education about water treatments operations and tours of treatment plants
- Marketing of storm drainage and flood control projects, and stream cleanups
- Water Quality will be mentored by Department of Public Utilities

### **Sustainable Development and Renewable Energy:**

- Ensures equity in development
- Evaluate alternative energy sources
- Promotes low-impact development techniques
- Supports zoning regulations
- Sustainable Development will be mentored by the Planning Division and Economic Development Office

## **PROGRAM EXPECTATIONS**

### **Executive Council Membership**

Council members must be Meriden high-school age students from the ages of 15 through 18, with preference to juniors and seniors. A minimum of three students each from Platt and Maloney High Schools shall serve on the Executive Council. Members will be selected via application process including:

- Application
- Recommendation letter
- Interview by panel including representatives from the Mayor's Office, Planning Department, Public Works

### **Executive Council Rules for Members**

- City Staff will assign roles in the Executive Council based on the application and interview process.
- The Council and Committee sessions start in October of every year. This allows for recruitment to be performed at the beginning of the school year
- Robert's Rules standard for conducting all meetings and voting activities
- All Sustainable CT meetings will have an agenda for each council meeting and meeting notes will be taken and distributed
- Meeting dates and locations will be determined and noticed no later than 24 hours before a meeting is called
- During active projects, meetings will be held weekly with committees and sponsors
- Attendance is required by Executive Council Members
- Time Commitment expected is 10-15 hours per month. All members must complete monthly log sheets documenting activities.
- All voting meetings must have a quorum, defined as five members with at least one member of each Platt HS and Maloney HS

### **Program Committees, Volunteers & Membership**

Membership is open to all Meriden High-School age students, including Meriden residents attending schools outside of Meriden and technical schools

- The Chair and Secretary of every committee are Senior members and serves as liaisons to the Executive Council body
- Time Commitment expected is 10-15 hours per month, and positions must complete monthly log sheets documenting activities
- City of Meriden program sponsors and the Executive Council may modify the Committee structure as needed by the program
- Every committee will consist of a Committee Chair and an Administrator/ Secretary and up to ten additional volunteers to conduct all committee business and projects

- Committees will work independently, and should collaborate with other committees, Executive Council members, or outside groups as necessary
- To join a committee as a regular member (volunteer), students will apply to the program as a committee volunteer by application
- Sub-Committees may be formed to allow more members to participate within a certain topic, as determined by the Committee Chair
- Partnerships are essential for ensuring continuity of the Program, by providing resources, funding, volunteers and Senior Members. Partnerships should include but are not limited to: Board of Education, Boys & Girls Club, Boy Scouts and Girl Scouts, YMCA, Meriden Council of Neighborhoods, Quinnipiac River Watershed Association, and Meriden land Trust

### **Program Funding**

- Sustainable Meriden will pursue funding from multiple sources, including City Operating Budget, Community Development Block Grant (CDGB) Funding for stipends, grants and matching grants from Sustainable CT, Workplace Alliance, summer youth programs, City of Meriden, and Board of Education
- Once funding is approved, in place, and in accordance with the City of Meriden Personnel Policies, Senior Members (Executive Council members, Committee Chairs and Secretaries) will be paid a monthly stipend for their efforts. Base stipend will be \$100/month, with Executive Council Chairperson receiving an additional \$20/month, and the Executive Council Chairperson and each Committee Chairperson receiving an additional \$10/month

### **High School Credit and Volunteer Hours**

- Senior Members on the Executive Council, Committee Chairs, and Secretaries who receive a stipend will be ineligible to count their time worked as volunteer hours
- All other Committee Volunteers may account for hours spent on meetings and projects for High School Credit as allowed per their school