

TOWN COUNCIL MEETING

NOVEMBER 26, 2002

6:30 P.M.

AGENDA

Blessing

1. Roll Call and Pledge of Allegiance
2. Correspondence
3. Consider and Approve a Revision to the Job Description of the Comptroller – Personnel Director
4. Executive Session Pursuant to Section 1-200 (6)(E) of the CT. General Statutes with Respect to Strategy or Negotiations Regarding Collective Bargaining - Personnel
5. Consent Agenda
 - a. Consider and Approve Tax Refunds (#377-395) Totaling \$1,471.07 – Tax Collector
 - b. Approve and Accept the Minutes of the October 31, 2002 Special Town Council Meeting
 - c. Approve and Accept the Minutes of the November 12, 2002 Town Council Meeting
 - d. Consider and Approve a Transfer of Funds in the Amount of \$500 from Purchased Services – Nat. Resources Acct. #001-7040-901-9000 to Office Expenses and Supplies Acct. #001-7040-401-4000 – Conservation Commission
 - e. Consider and Approve a Transfer of Funds in the Amount of \$600 from Meetings, Dues & Seminars Acct. #001-7040-701-7990 to Hand Held GPS Acct. #001-7040-999-9901 – Conservation Commission

- f. Consider and Approve a Transfer of Funds in the Amount of \$2,000 from Purchased Services – Custodial Services Acct. #001-4001-901-9014 to Maintenance of Building and Grounds Acct. #001-4001-560-5100 – Parks & Recreation Dept.
- g. Consider and Approve a Transfer of Funds in the Amount of \$585 from Health Insurance Acct. #001-1602-800-8300 to Longevity Acct. #001-1602-101-1700 – Personnel Director
- h. Consider and Approve an Appropriation of Funds in the Amount of \$11,411 to Bioterrorism Response Planning Grant #2002-453 Acct. #217-1040-050-5000 and to Bioterrorism Response Planning Grant #2002-453 Acct. #217-3010-605-6000 in the PSA Bioterrorism Response Grant Budget of the Health Department
- i. SET A PUBLIC HEARING for December 10, 2002 at 7:45 P.M. to Consider and Act Upon a Funding Ordinance to Fund Phase A of the School Building Renovation Project as Requested by Chairman Robert F. Parisi

6. Items Removed from the Consent Agenda

7. PUBLIC QUESTION AND ANSWER PERIOD

8. Consider and Approve One (1) Appointment/Re-Appointment to the Position of Alternate on the Planning and Zoning Commission to Fill a Vacancy in a Term Which Expires 1/8/2005

9. Consider and Approve a Request for an Extension of the Personal Property Tax Incentive Program for Manufacturers – Economic Development Commission

10. Executive Session Pursuant to Section 1-200(6)(D) of the CT. General Statutes with Respect to the Purchase, Sale and/or Leasing of Property – Mayor

TOWN COUNCIL MEETING

NOVEMBER 26, 2002

6:30 P.M.

A regular meeting of the Wallingford Town Council was held on Tuesday, November 26, 2002 in the Robert Earley Auditorium of the Wallingford Town Hall and was called to Order by Chairman Robert F. Parisi at 6:31 P.M. Answering present to the Roll called by Town Clerk Rosemary A. Rascati were Councilors Doherty, Farrell, Knight, Papale, Parisi, Rys, Toman and Vumbaco. Councilor Brodinsky was celebrating a family holiday out of town. Mayor William W. Dickinson, Jr. arrived at approximately 7:23 P.M. due to his attendance at a Thanksgiving Day service; Corporation Counselor Adam Mantzaris and Deputy Comptroller Eva Lamothe were also in attendance.

A blessing was bestowed upon the Council by Rev. Charles Smith of the Advent Christian Church.

The Pledge of Allegiance was given to the Flag.

A moment of silence was observed for Marge Toth, former Republican Registrar of Voters.

ITEM #2 No items of Correspondence were presented.

ITEM #3 Consider and Approve a Revision to the Job Description of the Comptroller – Personnel Director (Appendix I)

Personnel Director Terence Sullivan stated, the job description is a little outdated. There are a couple of housekeeping changes, one had to do with the laws controlling insurance work which hasn't been part of the job for many years and the addition of a driver's license which, if it is going to be revised, now is a good time to put that in. The most substantive one is, to revise the qualification standard for the job. Currently there is an absolute requirement for a master's degree and 8-10 years experience. I believe that we would open up the pool to better qualified candidates and not limit ourselves by allowing for a substitution. I checked with several municipalities about our size or larger and all of them have a substitution which is allowable. It is not uncommon in this town to allow a substitution. Rather than leave out people who would otherwise be very qualified candidates, I am making a recommendation to allow a substitution.

Mr. Vumbaco asked, how did we get the two years as a substitution, is that standard with the other communities our size?

Mr. Sullivan answered, two years of college post-graduate work is anywhere between 1-2 years of work so it is not uncommon to add 2 years in lieu of a master's degree.

Mr. Toman asked, it is just that the master's degree these days is a pretty broad degree and it introduces you; are you talking about a master's in business?

Mr. Sullivan answered, a master's degree in business administration or a closely-related field. We would allow a public finance, public administration, anything that would be a close parody to that.

Mr. Toman stated, my only concern is, it is a job that requires a broad experience and a master's degree does introduce you these kinds of areas and I am questioning whether two years of accounting, although certainly significant, is not as broad a background that someone could bring to the job. For example, investing function; the data processing function; these are areas that are covered thoroughly in master's preparation. I am just wondering if we can equate a good master's background and training with two years of accounting.

Mr. Sullivan answered, the two years in addition to the ten years already required so it would be a total of twelve years experience. I believe that there is a big difference between an academic setting much of which is based in theory than practice. If you had someone who had an additional couple of years of hand on accounting experience, especially governmental accounting, and treasury investments, debt management, capital planning, the laundry list of significant tasks that the person would be responsible for, I believe the additional two years, I am not saying we should knock out people who have master's degrees, I am just saying that we should open up our pool because this is one of the most significant positions in the Town and not limit ourselves because of academics. I am not saying that having a graduate degree is not important, I just don't think it should be the end all for this position.

Mr. Toman replied, I don't agree with you on this one. It is important.

Pasquale Melillo, 15 Haller Place, Yalesville, stated that the Deputy Comptroller should be given strong consideration for the job. Too often local talent is overlooked and the job goes to people who live or work out of town.

VOTE: Brodinsky was absent; Toman, nay; all others, aye; motion duly carried.

ITEM #4 Executive Session Pursuant to Section 1-200(6)(E) of the CT. General Statutes with Respect to Strategy or Negotiations Regarding Collective Bargaining

Motion was made by Mr. Knight to Enter Into Executive Session, seconded by Mr. Farrell.

VOTE: Brodinsky was absent; all ayes; motion duly carried.

The Council entered into executive session at 6:50 P.M.

Present in executive session were all councilors (with the exception of Mr. Brodinsky), Corporation Counselor Adam Mantzaris and Personnel Director Terence Sullivan.

Motion was made by Mr. Knight to Exit the Executive Session, seconded by Mr. Farrell.

VOTE: Brodinsky was absent; all others, aye; motion duly carried.

The Council exited the executive session at 7:04 P.M.

ITEM #5 Consent Agenda

ITEM #5a Consider and Approve Tax Refunds (#377-395) Totaling \$1,471.07 – Tax Collector

ITEM #5b Approve and Accept the Minutes of the October 31, 2002 Special Town Council Meeting*

ITEM #5c Approve and Accept the Minutes of the November 12, 2002 Town Council Meeting

ITEM #5d Consider and Approve a Transfer of Funds in the Amount of \$500 from Purchased Services – Nat. Resources Acct. #001-7040-901-9000 to Office Expenses and Supplies Acct. #001-7040-401-4000 – Conservation Commission

ITEM #5e Consider and Approve a Transfer of Funds in the Amount of \$600 from Meetings, Dues & Seminars Acct. #001-7040-701-7990 to Hand Held GPS Acct. #001-7040-999-9901 – Conservation Commission

ITEM #5f Consider and Approve a Transfer of Funds in the Amount of \$2,000 from Purchased Services – Custodial Services Acct. #001-4001-901-9014 to Maintenance of Building and Grounds Acct. #001-4001-560-5100 – Parks & Recreation Dept.

ITEM #5g Consider and Approve a Transfer of Funds in the Amount of \$585 from Health Insurance Acct. #001-1602-800-8300 to Longevity Acct. #001-1602-101-1700 – Personnel Director

ITEM #5h Consider and Approve an Appropriation of Funds in the Amount of \$11,411 to Bioterrorism Response Planning Grant #2002-453 Acct. #217-1040-050-5000 and to Bioterrorism Response Planning Grant #2002-453 Acct. #217-3010-605-6000 in the PSA Bioterrorism Response Grant Budget of the Health Department

ITEM #5i SET A PUBLIC HEARING for December 10, 2002 at 7:45 P.M. to Consider and Act Upon a Funding Ordinance to Fund Phase A of the School Building Renovation Project as Requested by Chairman Robert F. Parisi

Motion was made by Mr. Knight to Approve the Consent Agenda as Presented, seconded by Mr. Farrell.

VOTE: Brodinsky was absent; all ayes; motion duly carried.

ITEM #6 Items Removed from the Consent Agenda - Withdrawn

ITEM #7 PUBLIC QUESTION AND ANSWER PERIOD

Pasquale Melillo, 15 Haller Place, Yalesville felt that there should be a 10% discount for all elderly homeowners in Wallingford.

Robert Sheehan, 11 Cooper Avenue asked, when will the Comptroller job be posted?

Mr. Parisi did not know.

Mr. Sheehan stated, with regards to the auditor, if you had your mind made up to go out and search for an auditor, I don't see why Mr. Myers leaving created such a problem. I don't think it is a reflection on Mr. Myers. He has done an admirable job for the Town since he has been here.

Mr. Parisi stated, everyone here has the deepest respect for Mr. Myers.

Mr. Wright remarked that he was surprised to see that the Mayor was supportive of purchasing a hand-held GPS mechanism for the Conservation Commission to map its own trails. We are finally starting to come into the 21st century. Perhaps Bill will think about voicemail next.

Mr. Sheehan wished everyone a happy Thanksgiving.

ITEM #8 Consider and Approve One (1) Appointment/Re-Appointment to the Position of Alternate on the Planning & Zoning Commission to Fill a Vacancy in a Term Which Expires 1/8/2005

Motion was made by Mr. Knight to Appoint Christine Farrell Grochowski, seconded by Lois Doherty.

VOTE: Brodinsky was absent; Farrell abstained; all others, aye; motion duly carried.

Town Clerk Rosemary Rascati performed the Swearing In Ceremony at this time.

(Applause).

ITEM #9 - Withdrawn

ITEM #10 - Withdrawn

Motion was made by Mr. Knight to Adjourn the Meeting, seconded by Mr. Farrell.

VOTE: Brodinsky was absent; all ayes; motion duly carried.

There being no further business the meeting adjourned at 7:21 P.M.

Meeting recorded and transcribed by:

Kathryn F. Zandri
Kathryn F. Zandri
Town Council Secretary

Approved *Robert F. Parisi (by RR)*
Robert F. Parisi, Chairman

1-14-03
Date

Rosemary A. Rascati
Rosemary A. Rascati, Town Clerk

RECEIVED FOR RECORD 12-6-02
AT 3:22 M. AND RECORDED BY *Rosemary A. Rascati*
Rosemary A. Rascati TOWN CLERK

1-14-03
Date

**COMPTROLLER
Town of Wallingford**

TITLE: COMPTROLLER

GENERAL DESCRIPTION:

This is highly responsible administrative work involving the direction of a broad range of municipal finance functions.

Work involves responsibility for accounting, investing, data processing, auditing, assessment, tax collection, and purchasing functions. Duties include policy recommendation, departmental and municipal planning, and the direction and administration of departmental activities. This position also has the responsibility for making the most difficult financial management technical decisions. The work requires that the employee have thorough knowledge, skill and ability in every phase of municipal financial management and good knowledge of the administration of all municipal functions.

SUPERVISION RECEIVED:

Works under the administrative direction of the Mayor.

EXAMPLES OF DUTIES:

Drafts and recommends policy to the Mayor and plans for the implementation of financial goals and objectives.

Directs the operations of the Finance Department through various department heads and evaluates and administers financial management programs such as accounting and financial reporting, budgeting, data processing services, debt administration, cash management, internal and external auditing, purchasing, payroll, property assessment, and tax collection.

Is the town's budget officer and coordinates adoption of the budget, directs and controls the expenditure of town and Department fund allocations within the constraints of approved budgets. Prepares Annual Financial Report.

Analyzes financial markets and supervises the investment of town funds in appropriate instruments. Monitors financial position of the town. Coordinates the efforts of external auditors.

Confers with a wide variety of town officials, boards, commissions, committees, community groups, insurers and the general public to provide information and to resolve problems.

Appoints, in accordance with the Town Charter, a tax collector, an assessor, a treasurer, a purchasing agent, and all other employees of the Department of Finance.

Prepares the official statement of the town for bond issuances.

Is the fiscal officer of the Department of Public Utilities and provides an annual financial report of the town's public utilities as required by town charter.

~~Monitors loss prevention and safety programs. Assists in insurance negotiations, coverages and exposures.~~ Acts as secretary of the Pension Commission. Attends all meetings of the Town Council.

Performs related work as required.

**COMPTROLLER
Town of Wallingford**

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and methods of municipal accounting, budgeting, auditing, purchasing, data processing, risk management, benefits administration, and treasury functions.

Thorough knowledge of the laws, regulations and standards pertaining to financial management.

Thorough ability in oral and written communications and mathematics of financial management.

Thorough knowledge of the principles and practices of public administration as applied to a wide range of municipal functions.

Thorough ability to supervise division heads such as the Municipal Assessor, Tax Collector, Purchasing Agent and Treasurer.

Thorough ability to analyze the operations of a variety of municipal departments and to identify opportunities for cost savings.

Thorough ability to establish and maintain effective working relationships with elected officials, subordinates, associates, auditors, financial institutions, attorneys, contractors, officials of other agencies, and the general public.

Thorough ability to develop both short- and long-term goals and objectives with emphasis on long-term plans and programs.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university in accounting, plus a master's degree in business administration or closely related field. ~~and eight to~~ Ten **(10)** years of progressively responsible accounting experience, including at least five **(5)** years experience in municipal or governmental accounting and at least five **(5)** years experience in a supervisory capacity. The master's degree requirement may be substituted with an additional two (2) years of responsible accounting experience.

SPECIAL REQUIREMENTS:

None. Must possess and maintain a valid State of Connecticut Motor Vehicle Operator's License.