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**TOWN COUNCIL MEETING**

**APRIL 8, 2003**

**6:30 P.M.**

**AGENDA**

1. Blessing
  2. Pledge of Allegiance and Roll Call
  3. Consent Agenda
    - a. Consider and Approve Tax Refunds (#541-555) Totaling \$16,198.26 - Tax Collector
    - b. Consider and Approve a Transfer of Funds in the Amount of \$2,500 from Salaries & Wages Acct. #001-1600-101-1000 to Office Expenses and Supplies Acct. #001-1600-401-4000 - Personnel
    - c. Consider and Approve a Transfer of Funds in the Amount of \$1,550 from Maintenance of Equipment Acct. #001-6030-570-5200 to Codification of Ordinances Acct. #001-6033-901-9001 - Town Clerk
    - d. Consider and Approve a Transfer of Funds in the Amount of \$250 from Office Supplies Acct. #001-6030-401-4000 to Meetings, Seminars & Dues Acct. #001-6030-701-7990-00 - Town Clerk
    - e. Consider and Approve a Transfer of Funds in the Amount of \$1,200 from Purchased Professional Services - Meriden/Wallingford Chrysalis Acct. #207-3070-905-9008 of which \$400 is Transferred to Purchased Professional Services - Big Brother/Big Sister Acct. #207-3070-905-9015; \$400 is Transferred to Purchased Professional Services Boys & Girls Program Acct. #207-3070-905-9007; and \$400 is Transferred to Purchased Professional Services - Visiting Nurse Association Acct. #207-3070-905-9014 - Youth & Social Services
    - f. Consider and Approve a Five (5) Year Lease Between the Town of Wlfd. and the New Haven Society of Model Engineers, Inc., a CT. Non-Profit Corporation, for a Portion of the Basement of the Railroad Station Building for a Five (5) Year Term Commencing on May 1, 2003 at an Annual Rental Fee of One Dollar (\$1.00). As Additional Rent, Model Engineers Shall Pay the Sum of Twenty-Five Dollars (\$25.00) Per Month for its use of Utilities Provided by the Town - Mayor
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- g. Consider and Approve a Resolution Authorizing the Mayor to Sign a "First Supplemental Agreement to the Original Agreement Dated October 22, 2001 Between the State of CT. and the Town of Wallingford for the Design, Construction, Inspection and Maintenance of Safety Improvements to Mansion Road at South Turnpike Road Utilizing Federal Funds Under the Hazard Elimination Component of the Surface Transportation Program" – Town Engineer
4. Items Removed from the Consent Agenda
  5. PUBLIC QUESTION AND ANSWER PERIOD
  6. Consider and Approve a Transfer of Funds in the Amount of \$2,000 from Customer Records & Collection Acct. #431-8900-903 and \$2,000 from Outside Services Acct. #431-8920-923 for a Total of \$4,000 to Maintenance of Treatment Equipment Acct. #431-8640-652 – Water Division
  7. Consider and Approve a Revision to the Sewer Division Laboratory Technician Job Description and Pay Rate – Personnel
  8. Consider and Approve a Job Description for the Position of Assistant Office Manager in the Water & Sewer Divisions
  9. Consider and Approve a Transfer of Funds in the Amount of \$600 from Office Supplies Acct. #001-6030-401-4000 to Salaries Acct. #001-6030-101-1000 – Town Clerk
  10. Consider and Approve a Transfer of Funds in the Amount of \$6,000 from Office Supplies Acct. #001-6030-401-4000 to Computerized Indexing Acct. #001-6030-901-9024 – Town Clerk
  11. 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
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**TOWN COUNCIL MEETING**

**APRIL 8, 2003**

**6:30 P.M.**

**AGENDA**

A regular meeting of the Wallingford Town Council was held on Tuesday, April 8, 2003 in the Robert Earley Auditorium of the Wallingford Town Hall and Called to Order by Chairman Robert F. Parisi at 6:37 P.M. Answering present to the Roll called by Town Clerk Rosemary A. Rascati were Councilors Brodinsky, Doherty, Farrell, Knight, Papale, Parisi, Rys, Toman and Vumbaco. Mayor William W. Dickinson, Jr., Asst. Town Attorney Gerald E. Farrell, Sr. and Deputy Comptroller Eva Lamothe were also in attendance.

The Pledge of Allegiance was given to the Flag.

**ITEM #3 Consent Agenda**

**ITEM #3a Consider and Approve Tax Refunds (#541-555) Totaling \$16,198.26 – Tax Collector**

**ITEM #3b Consider and Approve a Transfer of Funds in the Amount of \$2,500 from Salaries & Wages Acct. #001-1600-101-1000 to Office Expenses and Supplies Acct. #001-1600-401-4000 – Personnel**

**ITEM #3c Consider and Approve a Transfer of Funds in the Amount of \$1,550 from Maintenance of Equipment Acct. #001-6030-570-5200 to Codification of Ordinances Acct. #001-6033-901-9001 – Town Clerk**

**ITEM #3d Consider and Approve a Transfer of Funds in the Amount of \$250 from Office Supplies Acct. #001-6030-401-4000 to Meetings, Seminars & Dues Acct. #001-6030-701-7990-00 – Town Clerk**

**ITEM #3e Consider and Approve a Transfer of Funds in the Amount of \$1,200 from Purchased Professional Services – Meriden/Wallingford Chrysalis Acct. #207-3070-905-9008 of which \$400 is Transferred to Purchased Professional Services – Big Brother/Big Sister Acct. #207-3070-905-9015; \$400 is Transferred to Purchased Professional Services**

Boys & Girls Program Acct. #207-3070-905-9007; and \$400 is Transferred to Purchased Professional Services – Visiting Nurse Association Acct. #207-3070-905-9014 – Youth & Social Services

ITEM #3f Consider and Approve a Five (5) Year Lease Between the Town of Wlfd. and the New Haven Society of Model Engineers, Inc., a CT. Non-Profit Corporation, for a Portion of the Basement of the Railroad Station Building for a Five (5) Year Term Commencing on May 1, 2003 at an Annual Rental Fee of One Dollar (\$1.00). As Additional Rent, Model Engineers Shall Pay the Sum of Twenty-Five Dollars (\$25.00) Per Month for its use of Utilities Provided by the Town – Mayor

ITEM #3g Consider and Approve a Resolution Authorizing the Mayor to Sign a “First Supplemental Agreement to the Original Agreement Dated October 22, 2001 Between the State of CT. and the Town of Wallingford for the Design, Construction, Inspection and Maintenance of Safety Improvements to Mansion Road at South Turnpike Road Utilizing Federal Funds Under the Hazard Elimination Component of the Surface Transportation Program” – Town Engineer

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

VOTE: All ayes; motion duly carried.

ITEM #4 - Withdrawn

PUBLIC QUESTION AND ANSWER PERIOD

Kyle Biega, local boy scout, expressed interest in conducting an Eagle Scout project involving the civil war canon at Dutton Park. He would like to remove the canon from its current location, restoring it and replacing it on a more appropriate mount at the park. We wanted to know how he would go about getting permission to do so.

Chairman Parisi asked that he write a letter to the Council requesting that the item be placed on a future agenda to be discussed.

Mayor Dickinson asked the gentleman to write up exactly what he intends to do, what the process will be and that can be reviewed by Public Works and then the Council can take a look at it.

Chairman Parisi repeated his direction to the young man; to put it in writing and send it into the Council office and it will be placed on the agenda.

Pasquale Melillo, 15 Haller Place, Yalesville stated that he is opposed to the Town putting information on the internet due to identity theft. He feels the same about e-mail; it would not be in the best interest of Wallingford.

Robert Sheehan, 11 Cooper Avenue asked when the budget workshops are scheduled for?

Chairman Parisi replied, the Public Hearing is scheduled for April 15<sup>th</sup> & 16<sup>th</sup> and the workshops are scheduled for April 29<sup>th</sup>, 30<sup>th</sup> and May 1<sup>st</sup>.

Jack Agosta, 505 Church Street, Yalesville asked, when will the budget books be available to the public?

Mayor Dickinson replied, they should be in on Thursday or Friday of this week.

Mr. Agosta asked if there was a charge to obtain a budget book?

The Mayor replied, there is no charge.

Mr. Melillo stated that Police Department should have the new motorcycle they need.

Chairman Parisi stated that the appropriate time to discuss the matter would be during the budget hearings.

Mr. Sheehan asked, what the cost was to the Town for litigating the West Dayton Hill Road dam issue for two years only to lose the case?

Mayor Dickinson answered that the Law Department handled the matter therefore it shouldn't be a large sum of money and the matter is under appeal.

Mr. Sheehan stated, there are good fights and bad fights and fights that you take on on principle knowing you are going to lose. I don't think this was a prudent fight and not a matter for appeal. We own property abutting it and have a park out there and to deny ownership. I don't know who you are going to find to own it. I have to say it had to have cost us a least \$10,000 since you can't even get a divorce for that amount. Better to have \$10,000 in our pocket than some lawyer's pocket.

Mr. Melillo stated, if the Fire Department needs a new fire truck, get them a new fire truck. We should not be playing with the safety of the public.

Public Question and Answer Period was declared closed at 6:50 P.M.

**ITEM #6** Consider and Approve a Transfer of Funds in the Amount of \$2,000 from Customer Records & Collection Acct. #431-8900-903 and \$2,000 from Outside Services Acct. #431-8920-923 for a Total of \$4,000 to Maintenance of Treatment Equipment Acct. #431-8640-652 – Water Division

Motion was made by Mr. Knight to Approve the Transfer, seconded by Mr. Farrell.

Mr. Vumbaco asked Roger Dann, General Manager of the Water & Sewer Divisions, what caused the \$4,000 to be available in the budget for this transfer?

Mr. Dann replied that, in the Outside Services Account, earlier in the year I had moved some money into that account to deal with arbitration-related costs for the 457 bargaining unit contract. The arbitration process has been delayed and it now looks as if we will not incur as many expenses there as we expected. In the Customer Records & Collection Acct., we did budget funds for collections of water & sewer bills by the Electric Division, however, with the Tax Office now collecting those bills, our expenses for those collections are paid through proportionate charges.

VOTE: All ayes; motion duly carried.

**ITEM #7** Consider and Approve a Revision to the Sewer Division Laboratory Technician Job Description and Pay Rate – Personnel

Motion was made by Mr. Knight to Revise the Job Description and Pay Rate, seconded by Mr. Farrell.

Personnel Director, Terence Sullivan and Roger Dann, General Manager of the Water & Sewer Divisions were in attendance for this item (Appendix I).

The recommended revision is to increase the pay rate from a range of \$18.12 to \$21.59 per hour to \$19.24 to \$23.14 per hour and will impact two employees.

Mr. Vumbaco asked, what facilitated the change in the job description and the pay rate?

Mr. Sullivan replied, over the years the position has accumulated additional responsibilities, specifically, we have taken on industrial wastewater monitoring duties, there is a lot of contact with the private sector. The work, in general, has changed, it has become much more technical. The equipment has changed which requires a higher degree of training and experience. The qualifications statement down at the bottom of the form shows the difference between the existing job description, looking for simply a high school

chemistry class and one year of employment that is not clearly defined. What we are looking for now is an Associate's Degree in Biology or Chemistry and a couple of years' experience in this very field. What this does is bring this job in line with other like facilities. We did a comparison of facilities that treat the way we treat. Not all treat the level that we do and this job description reflects the accurate duties.

Mr. Vumbaco asked, are these jobs filled at the moment?

Mr. Sullivan answered, yes, they have been filled for quite some time.

Mr. Vumbaco asked, is this a union position?

Mr. Sullivan answered, both of them are, yes.

Mr. Vumbaco asked, is this approved by the union for change?

Mr. Sullivan answered, yes.

Mr. Brodinsky asked, will the impact result in raises for the two employees?

Mr. Sullivan answered, yes, it results in a \$1.55 per hour increase.

Mr. Rys asked if the increase was anticipated in the current year's budget?

Mr. Dann answered, the current year budget did not include funds for this however, because we have had a number of vacancies in the Sewer Division during the course of the year, there are sufficient funds to cover the amount of the increase in the current year and we have incorporated into next year's proposed budget, the funds for this increase.

Mr. Rys stated that he did not notice a transfer attached to the item and therefore expected that the raise would start in the next fiscal year.

Chairman Parisi asked, are these retro-active?

Mr. Sullivan answered, that's not the plan if this was approved. We had thought this was going to be approved by the Council two weeks ago and it was abruptly withdrawn so if there is any retroactivity I would think it would apply to two weeks ago when it was last on the agenda but not past that period.

Chairman Parisi asked, what is the second person that is impacted?

Mr. Dann answered, there are two people who fill the laboratory technician positions.

Chairman Parisi asked, in the same division? It is a two-man job in there?

Mr. Dann answered, yes.

Chairman Parisi asked, has it always been that way?

Mr. Dann answered, it has been that way for a long time, dating back to the late 1980s. It was somewhere back around 1988 when a second person was added.

Chairman Parisi stated, I was always under the impression, for some reason, that there was one person in the lab.

VOTE: All ayes; motion duly carried.

ITEM #8 Consider and Approve a Job Description for the Position of Assistant Office Manager in the Water & Sewer Divisions (Appendix II).

Motion was made by Mr. Knight to Approve the Job Description, seconded by Mr. Farrell.

The salary range for the new grade is \$49,240 to \$63,002; pay grade 6.

Ms. Doherty asked for clarification of the pay grade levels.

Mr. Toman stated, under Qualifications you are looking for a bachelor's degree from a recognized college or university... and asked, did you mean accredited? I am not sure I know what "recognized" means.

Mr. Sullivan replied, recognized is synonymous with accredited.

Mr. Toman stated, recognized is sort of a metamorphosis. Wouldn't you want to use accredited as you did in the job description before (this)?

Mr. Sullivan answered, to be consistent we could do that. I wouldn't have a problem with that. Generally, it gives us some flexibility if we recognize the degree program, we only recognize accredited colleges. We could say accredited as well. I wouldn't have a problem with that. That's a good point, thank you.

Mr. Knight asked, why did it jump from a 3 to a 6? Why does 4 or 5 not fit? The money is significant.



Mr. Sullivan answered, when the gentlemen in the job was hired in 1995 with the Accountant I job description, it is my opinion that that job description did not necessarily fit. He took on some responsibilities that were above and beyond what the job paid, yet he willingly took them on. As time went on and the job continued to grow, he took on additional responsibilities, including supervising certain programs, in fact, running programs such as foreclosures, bankruptcies, delinquent and collection programs, supervising the meter reader function and things that an accountant generally would not perform. It is a significant change, but there was a time when there was another level supervisor in the office, there was an office manager and an accounting supervisor and the accountant. There were three people and now there are two. What this does is recognizes the technical job changes, the supervision shifts and the overall responsibility that the job is worth. If we were to recruit today and fill it, we would need this level of experience and education and training, knowledge, skills and abilities to fill the job accurately. When you look at scope, complexity, knowledge and skills, supervision received and exercised, discretionary decision-making responsibilities, when you add all of those up, the pay level is what it comes out to based on the matrix or model that we use to determine pay grade levels. By way of process, I interviewed the individual and, in this case, I spent between 2 and 3 hours with him, I looked at his work product, I met with his supervisor and department head, we did comparisons, we did a little more than a desk audit, we would actually spend some time in the division looking at work product. It was clear to me after spending time with people who do this work that there was a clear difference between the accounting function and this higher level job. But I wasn't convinced that it was accounting supervisor level which is a pay grade 7. I came up with a 6 because the numbers fell out that way based upon my analysis.

Ms. Papale asked, the current accountant in the division, is this the person who is going to be changing the qualifications and he will move up to this job?

Mr. Sullivan answered, this job description and pay scale would apply to the current Accountant I, yes, in the Water & Sewer Division.

Ms. Papale asked, this person is going to be the Assistant Office Manager and then you are going to hire someone else or is this all going to be the same person but just with a higher amount of pay?

Mr. Sullivan answered, same person; higher pay; two people where there used to be three. No immediate change in staff. We are staying with two.

Mr. Vumbaco stated, I am glad that when you recognize the need for change that we are actually doing it and not just sitting back on it. I appreciate that as a Councilperson. Who initiated the change? Was it the Town, the individual or the union?

Mr. Sullivan answered, I got involved a little late. At the time the Town was contemplating a study of the management pay plan, I believe the incumbent employee raised the issue and we decided to sit back and wait. That study never even was completed. In fact, the Town did not buy into that study in the end. We still owed this gentleman a response so in April of 2002 I received a formal request to review the position. It took a few months to get that going and that is how that happened.

Mayor Dickinson stated, I don't believe this change is in the 2004 budget, right?

Mr. Dann answered, funds for this change were placed in the upcoming budget as well as in the current year's budget. Both of these changes are proposed in next year's budget. This position change was specifically funded in the current year's budget and the previous change we have adequate funds projected to be remaining because of vacancies that have taken place, such that it can be funded for the remainder of this year.

Mayor Dickinson asked again, the funds are in the proposed budget? I thought one of them was but one of them wasn't.

Mr. Dann answered, both of them were put in there.

William Lavorgna, 6 Grieb Court stated, I came to the meeting tonight for this particular subject. I read about the tax increase here. Correct me if I am wrong; this is a person employed by the town who is going to take on additional responsibilities because you have one less person in that office?

Mr. Dann answered, that is roughly correct. If we go back to 1995 when this existing employee was hired within the Water & Sewer Division offices at that time, we had three positions. Subsequently, one of those people retired leaving us with two. The person in this position, as a result, did take on additional job responsibilities and has been performing those responsibilities for a number of years. The change as proposed reflects all of those additional duties which have been placed on this position and, in the end, what we have is two people filling two positions where, back in 1995, we had three positions.

Mr. Lavorgna asked, did this employee get annual increases as he went along during the last years he has been employed? When he was due for a raise during this period of time, was he compensated along the way? He's not making the same amount of money now that he made three years ago?

Mr. Dann answered, yes, he received his raises; no, he is not making the same amount of money as he made three years ago.

Mr. Lavorgna asked, does anyone up there have any idea how the corporate world operates in this situation? If you can't do two people's jobs, they don't need you and they don't hire somebody when someone else retires and they don't pay you additional monies to do the other person's job. This is one of my reasons for coming here this evening; municipalities are the last bastion of employers that does this. That is one of the reasons why the municipalities are in the fiscal restraints that the corporate world is not. Municipalities have not made this adjustment and I am surprised at you, Steve (Knight). I have a trucking background and so do you, Steve. You know what happened when deregulation came along...terminal managers had to handle sales and was not compensated any additional dollars. Not that someone shouldn't be compensated for their work but not to the extent that he is worth so much more because he is doing so much more. At Yale New Haven Hospital there was a charge nurse in charge of an entire floor who retired. They told the charge nurse on the floor below that she was now going to run two floors for no additional salary. This is the adjustment the municipalities are going to have to make in the modern times and we are not making them. I wish someone up there would listen to me and listen to the Wall Street Journal and watch what is happening in the corporate world because those people are operating lean and mean more and more everyday. Start operating more and more like the corporate world operates; very lean and mean. If you can't do more than one job in the workplace today, they don't need you. I would like that to be a precedent in the future for you to use; to think along those lines. Do what the corporate world is doing.

Chairman Parisi replied, I hope those two floors are not in the Cardiac ward because I don't think they will run as good as they should.

Mr. Lavorgna replied, that floor is the cardiac nurse and she is running two floors.

Chairman Parisi replied, that's why I go to St. Raphael's.

Mr. Lavorgna answered, St. Raphael's is doing the same thing, Bob. If St. Raphael's does not have the help, they close the floor down. IT is common practice in the corporate world not to replace people and not offer additional compensation because they are doing more than one job.

Mayor Dickinson explained, the reason that government does not operate the same as the corporate world is that we have different rules that require us to do what we do. The corporate world, in many instances, can just decide that they are not going to offer a

service or provide a product within a given region or area, cut back on sales force, just not do certain things. Government does not have that kind of latitude. We can't decide that we are not going to provide police protection in half the town or respond to one-third of the medical calls from the Fire Department. We can't decide that we won't use a chemist in only 50% of the cases where we would normally be testing water or what ever. One of the differences is the assignment we have; we have a monopoly that deals with public health, safety and welfare and certain things have to be done regardless. That is part of it. The other part is some of the rules that we operate under. Very often in the corporate environment, you can just decide to tell someone that they are not going to have health benefits or their health benefits are going to be half of what they used to be or the deductible will now be \$100 rather than \$10. That's changed and if they don't like the work here then they can go work somewhere else. In government you cannot do that because of the contractual arrangements with employees; the collective bargaining environment; the statutes of the State of Connecticut; there are a multitude of layers of rules and laws that we have to meet that are not met in the corporate arena in terms of employment and benefits and what you can assign to an employee in additional duties or take away. We get arguments if we eliminate a position if that increases the work for any person then you get arguments over whether you have taken away work from a given bargaining unit. There are a multitude of arguments and overlapping contracts and responsibilities. I agree with the general sentiment that there has got to be, hopefully, a leaner way of looking at and doing things, however, the assignment of government, given that it is a monopoly and the subject matter that it deals with is extremely difficult to cut back or make major changes in the labor arena because of the immediate impact it has on services. It is not someone receiving a product at a certain area, it is whether there is a person to actually perform a duty, whether it is plowing a street, testing water quality, responding to an emergency call, all of those things must be done no matter how many people you have. In principle, I certainly agree with the approach that the money issue and what we can afford is a serious one. On the other hand, to just apply what is going on in the corporate world to the governmental, it doesn't fit. The proverbial round hole and square peg and vice versa, it doesn't fit unless we change the laws. If the laws are changed, then maybe it could fit.

Jack Agosta, 505 Church Street, Yalesville asked, how long ago did the employee ask to be upgraded?

Mr. Dann answered, probably back in 1998 or thereabouts.

Mr. Agosta stated, that is lean and mean right there, if we waited that long and took some time to think about it before we did it. If we want to judge using corporate America, we are going the wrong way. I just learned on the news tonight that one of the largest

businesses in CT. was fudging their books. That company's stock is down to nothing right now.

VOTE: All ayes; motion duly carried.

WAIVER OF RULE V

Motion was made by Mr. Knight to Waive Rule V of the Town Council Meeting Procedures for the Purpose of Making a Motion to Transfer \$25,000 from Contingency Acct. to Overtime Acct. in the Public Works Department, seconded by Mr. Farrell.

VOTE: All ayes; motion duly carried.

Motion was made by Mr. Knight to Approve a Transfer of \$25,000 from Contingency General Purpose Acct. to Overtime Acct. in the Dept. of Public Works, seconded by Mr. Farrell.

Chairman Parisi stated that the department has done an outstanding job this winter and hoped that the Council's sentiments would be conveyed to the crew.

VOTE: All ayes; motion duly carried.

ITEM #9 Consider and Approve a Transfer of Funds in the Amount of \$600 from Office Supplies Acct. #001-6030-401-4000 to Salaries Acct. #001-6030-101-1000 -Town Clerk

Motion was made by Mr. Knight, seconded by Mr. Farrell.

The request is to allow for the hiring of part time help during the Month of April to handle Fishing Season.

VOTE: Parisi abstained; all others, aye; motion duly carried.

ITEM #10 Consider and Approve a Transfer of Funds in the Amount of \$6,000 from Office Supplies Acct. #001-6030-401-4000 to Computerized Indexing Acct. #001-6030-901-9024 - Town Clerk

Motion was made by Mr. Knight, seconded by Mr. Farrell.

Eighteen hundred more recordings have been taken in during the 2002 calendar year than in 2001 and in the first three months of 2003 four hundred more deeds have been received than the same time period in 2002. While interest rates remain low the trend will continue.

The Office Supply Acct. has funds available due to the budgeting for a primary that did not occur. At the present the account has a balance of approximately \$800.

VOTE: All ayes; motion duly carried.

ITEM #11 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

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

VOTE: All ayes; motion duly carried.

The Council entered into executive session at 7:30 P.M.

Present in executive session were all of the Councilors, Mayor Dickinson, Atty. Farrell, Sr.

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

VOTE: All ayes; motion duly carried.


The Council exited the executive session at 7:36 P.M.

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

VOTE: All ayes; motion duly carried.

There being no further business, the meeting adjourned at 7:37 P.M.

Meeting recorded and transcribed by:

  
Kathryn F. Zandri  
Town Council Secretary

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

4-22-03  
Date

Rosemary A. Rascati  
Rosemary A. Rascati, Town Clerk

4-22-03  
Date

RECEIVED FOR RECORD APR 14 2003  
AT 4 30 M P. M. AND RECORDED BY  
Rosemary A. Rascati TOWN CLERK

LABORATORY TECHNICIAN  
Town of Wallingford

TOWN OF WALLINGFORD  
LABORATORY TECHNICIAN  
(SEWAGE TREATMENT PLANT)

**POSITION TITLE: LABORATORY TECHNICIAN**

**DEPARTMENT: Water and Sewer Divisions**

**GENERAL STATEMENT OF DUTIES: This is skilled work is responsible for the laboratory tests applicable to sampling and physical, chemical and bacteriological laboratorial analysis of domestic and industrial water and wastewater for the Divisions, wastes at the treatment plant. Coordinates local pretreatment program as assigned. Maintains necessary laboratory records as prescribed by local, State and federal standards, ordinances, regulations or statutes the State Department of Health, and any other related work as required. Conducts industrial wastewater monitoring and meets with private sector officials regarding permits, violations and related issues as assigned.**

**ADDITIONAL DUTIES: Operates routine and sophisticated laboratory equipment such as atomic absorption spectrophotometer, gas chromatograph and autoanalyser. Prepares media and reagents. Performs quality control measures and ensures quality assurance protocols are followed. May coordinate permitting and related issues with various agencies. Reports findings to the supervisor or others. Inputs data in computer systems and operates related equipment in a laboratory setting. Prepares reports and correspondence. Performs related work as required.**

**SUPERVISION RECEIVED: Works under supervision of the Chemist or other designated supervisor plant superintendent.**

**SUPERVISION EXERCISED: When assigned, supervises the work of others. As designated supervisor, directs activities of one or more laboratory attendants as assigned.**

**REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITIES: Considerable knowledge of chemistry and microbiology in regard related to potable water and domestic and industrial waste. Considerable ability to accurately perform make the necessary required laboratory tests, as required, such as: B.O.D., D.O., PH, Chlorine residual, total solids, volatile acids, etc.; Good knowledge of local, and State and Federal state laws related in regard to potable water and domestic and industrial wastes. Considerable ability to follow complex written and oral instructions. Good ability to maintain effective working relationships with superiors and associates. Good ability to use a personal computer and laboratory equipment. Good ability to communicate effectively with the public.**

**QUALIFICATIONS: REQUIRED EXPERIENCE AND TRAINING: Minimum of high school chemistry or one year employment in a position providing some knowledge of treatment of domestic or industrial wastes. Attendance at a state laboratory course or any combination of experience and training. Associate of Science degree in biology, chemistry or related field from an accredited college or university and two (2) years of experience in the laboratory analysis of water and wastewater. Some experience with atomic absorption, graphite furnace and complex analytical equipment preferred. An equivalent combination of experience and training may be substituted on a year-for-year basis.**

**SPECIAL REQUIREMENTS: Must obtain and maintain during the course of employment any required local, State and federal certifications in laboratory analysis work. Must possess and maintain a valid State of Connecticut Motor Vehicle Operator's License.**



**Assistant Office Manager – Water and Sewer Divisions  
Town of Wallingford**

**POSITION TITLE: ASSISTANT OFFICE MANAGER**

**DEPARTMENT: Water and Sewer Divisions**

**GENERAL DUTIES:**

This is very responsible professional accounting, administrative and supervisory work involving the performance of a variety of professional financial control and business office functions.

Work involves responsibility for assisting the Office Manager of the Water and Sewer Divisions in the day-to-day operation of the business office of a public utility and for the implementation of finance policy, procedures, systems and audit recommendations. Duties that may be assigned include, but are not limited to utility billing, account reconciliations, accounting for various funds, monthly financial reports, year-end reports, financial analysis and internal audit. This position also has the responsibility for making difficult accounting technical decisions and decisions related to service terminations, customer bankruptcies and foreclosures. The work requires that the employee have considerable knowledge, skill and ability in every phase of office procedures and accounting principles, practices and control functions.

**SUPERVISION RECEIVED:**

Works under the direction of the Office Manager of the Water and Sewer Divisions.

**EXAMPLES OF DUTIES:**

Oversees the Division's accounts receivable collections program and business office functions relating to electronic meter reading interface with billing systems. Oversees electronic meter reading process including preparation and management of route schedules for the supervisor's approval, start and end reading dates and other scheduling matters and assists in the resolution of related problems with hardware and software.

Directs accounting clerical staff in standard accounting functions in accounts payable, accounts receivable, payroll, assessments and billings. Assists in the utility billing process including the calculation of interest and liens on delinquent accounts and oversees bill printing and processing.

Makes decisions related to delinquent accounts such as collection correspondence, amortization agreements, service shut-offs and handles customer inquiries related to delinquencies. Works with other departments on foreclosure cases including preparation of reports for legal action.

Reviews and prepares a variety of reports including periodic financial status reports and surveys. Prepares and submits for approval accounting entries as needed. Analyzes and balances various accounts such as inter-fund accounts as needed. Certifies availability of funds in the absence of the Office Manager.

Assists auditors with audit studies and assists in the development in internal audit procedures. May assist in the preparation of grant reimbursements. Prepares financial reports for Department of Public Utility annual report.

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**Assistant Office Manager – Water and Sewer Divisions  
Town of Wallingford**

May discuss assessment, billing complaints, delinquent accounts and related areas with customers, as assigned.

May recommend discipline and direct training. May assist in the selection process for hiring candidates. May review employee performance and assure safe work practices. As assigned, may perform some of the functions of the Office Manager in his or her absence.

Reviews for correctness vouchers presented for payment and payrolls presented for processing.

Assists in the preparation of the Water and Sewer Divisions' annual budget and may assist in the preparation of short-and long-term rate analyses.

Attends Town Council, Public Utility Commission and other meetings as required that relate to the duties of the position.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of office procedures and accounting principles and practices including financial reporting requirements and utility rate structure.

Considerable knowledge of governmental and enterprise accounting principles and procedures, including auditing, payroll and budgeting.

Considerable knowledge of the operations of municipal utility business office from an accounting and customer service perspective, including billing, collections, and payroll procedures.

Considerable ability to establish and maintain effective working relationships with coworkers, other agencies and the general public.

Good knowledge of general statutes that relate to water and sewer enterprise funds and to bankruptcies and foreclosures.

Good knowledge of utility rate structures.

Good ability in written and oral communication.

**QUALIFICATIONS:**

A bachelor's degree from a recognized college or university in accounting, plus three (3) years of progressively responsible accounting experience, including computerized accounting systems, or an equivalent combination of education and qualifying experience substituting on a year for year basis. At least one (1) year of work experience must be in a supervisory capacity.

**SPECIAL REQUIREMENTS:**

Must possess and maintain a valid State of Connecticut Motor Vehicle Operator's License.

**TITLE: ACCOUNTANT I**

**GENERAL DESCRIPTION:**

This is entry level professional accounting work involving the town's financial management system.

Work involves responsibility for the application of established accounting procedures, methods and standards (GAAP) to a variety of basic municipal accounting functions. Duties include examining accounting documents to verify the accuracy of computations and to ascertain that all transactions are properly supported in accordance with applicable procedures and are classified in accordance with standard accounting principles. This position also has the responsibility for making routine accounting technical decisions. The work requires that the employee have good knowledge, skill and ability with generally accepted accounting principles and practices.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Deputy Comptroller

**EXAMPLES OF DUTIES:**

Examines, verifies and codes entries for distribution to accounts and establishes posting control figure.

Audits postings and reconciles control and subsidiary figures.

Traces and adjusts errors.

Reviews cash receipts, cash disbursements journals, bank accounts, computer generated journals and reports. Prepares required standard journal entries. Posts and balances general ledger and subsidiary control accounts at the end of the accounting cycle.

Prepares standard, adjusting, closing and reversing journal entries, trial balance reports and financial statements.

Works with the internal and external auditors reviewing, locating and analyzing general ledger and subsidiary account detail.

Reviews cash disbursement journals and weekly computer generated budget reports and makes journal entries and balances accounts at the end of the month.

Assists as assigned in the financial analysis of special reports and studies.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of general accounting principles and practices.

**TITLE: ACCOUNTANT I**

Good ability in oral and written communications.

Considerable ability to establish and maintain effective working relationships with co-workers, superiors and associates.

Good skill in business mathematics.

Considerable skill in the use of standard office machines, including a calculator and a CRT unit.

**QUALIFICATIONS:**

A bachelor's degree from a recognized college or university in accounting.

**SPECIAL REQUIREMENTS:**

None.