

Special Town Council Meeting

July 2, 1987

5:30 p.m.

A special Town Council Meeting was held in Council Chambers on Thursday, July 2, 1987 at 5:30 p.m. to consider five items, all of which were approved.

	<u>Page</u>
1. Consider and approve Public Utilities Commission hiring Consultant in Executive Search and Recruitment:	
a. Consider and approve Waiving of bidding procedure	1-8
b. Consider and approve transfers of \$15,000 to cover expenditure.	8
2. Consider and approve transfer of \$11,856 from Contingency to Construction Inspector Building Department Salary Account.	8
3. Consider and approve amending the 1987-1988 Budget to provide a higher labor grade for the Assistant Personnel Director.	8-9
4. Discussion with the Ordinance Committee - requested by Councilman Killen. Public hearings set for 7/21/87.	9-10
5. Consider and approve Transfer of \$15,000 from Contingency Account to Site Work Account - Parker Farms Committee.	10-11

Vice Chairwoman Bergamini called the meeting to order at 5:32 p.m. Answering present to the roll called by Rosemary A. Rascati, Town Clerk, were Council Members Bergamini, Holmes, Killen, Papale, Polanski and Rys. Councilman Adams arrived shortly after the roll was called. Mayor William W. Dickinson, Jr. was also present. Chairman Gessert was on vacation and Councilman Gouveia was in Boston.

ITEM 1. Mrs. Bergamini read the following letter dated July 1, 1987 from Raymond F. Smith into the record.



Town of Wallingford, Connecticut

RAYMOND F. SMITH
DIRECTOR

DEPARTMENT OF PUBLIC UTILITIES
100 JOHN STREET
WALLINGFORD, CONNECTICUT 06492
TELEPHONE 265-1593

July 1, 1987

Town of Wallingford
350 Center Street
Wallingford, CT 06492

Attention Mayor William Dickinson

SUBJECT: EXECUTIVE SEARCH - WATER-SEWER MANAGER

Mayor Dickinson:

The Public Utilities Commission approved a recommendation to retain an executive search firm to assist in filling the vacancy that currently exists in the position of the Water-Sewer Manager.

I have been in contact with the firm of S.H. Miller, Inc., of Cheshire, Connecticut, and am attaching herewith, a copy of their proposal relative to services offered. I am also attaching a copy of the letter which was submitted to the Public Utilities Commission for their consideration. In order to proceed, it will be necessary to obtain authorization from the Town Council for the waiver of bids for this professional service, as well as necessary budget transfers to cover the anticipated costs. Funds for these services will be used from the salary account since it was anticipated that this position would be funded for a full year. Since the General Manager is not in place, and is not expected to be hired for approximately three months, it would be appropriate to use these monies to cover these consulting fees.

Again, there is no need to elaborate further on the urgency of the situation. The normal Personnel Department process has not been fruitful in supplying a qualified candidate who can assume the responsibilities of this position.

Thank you for your consideration in this matter.

Yours very truly,

Raymond F. Smith
 Raymond F. Smith
 Director - Public Utilities

Mr. Holmes moved to allow the PUC to use an executive search firm to assist in filling the vacancy of Water-Sewer Manager, seconded by Mr. Polanski. (MOTION AMENDED ON PAGE 8.)

Mrs. Papale asked Mr. Smith exactly how such a search firm works and Mr. Smith explained that they are in the business and they have many contacts and will contact people who they feel are qualified based on the duties of the job. Mr. Smith indicated that the firm would come back with three candidates and present their resumes and background and the PUC would work with the Personnel Department for screening, etc. and if these candidates were found to be acceptable, interviews would be set up.

Mrs. Papale asked if the firm would still have to be paid \$15,000 if the candidates were found unacceptable and Mr. Smith replied that they can be stopped at any time but you would pay the fee up at \$1,000 per month on a bi-weekly basis and you have the right to terminate the service at any time but you do not receive a rebate and some response is expected in 90 days. Mr. Smith continued that the maximum amount is predicated on the salary, for instance, if someone is hired at \$40,000, the fee is 25% of that plus expenses of telephone, secretarial, postage, etc.

Mrs. Papale asked what has been done through the Personnel Office and Mr. Seadale said he had an authorization on September 24, 1986 and because of needing national exposure, the closing date was January, 1987 because of lead time in the national magazines. Ads were placed in the Engineering News Record, the Journal of Water Pollution Control Federation, The American City and County Magazine, The Public Works Journal and the Journal of American Water Works Association, along with the Record-Journal, The Wallingford Post, the New Haven Register, the Hartford Courant, the Boston Globe and the New York Times. There were 38 responses and at this point in time, there was no attention to paying travel expenses. Twenty people, by Mr. Seadale, were deemed qualified to sit for the examination; 17 expressed an interest in coming to the exam; 7 actually said that they would come as the result of telephone contact and 1 said no with no response from 9. On March 3, 1987, 2 showed up for the exam and 1 passed and 1 failed. A certified

list was submitted to the department on March 5, 1987 with 1 name on it and that individual turned the job down several weeks later because the cost of living was much higher here than where he lived in upstate New York. The original 17 were recontacted on the basis now that travel expenses would be paid, not housing, but airfare and car rental would be paid to get to Wallingford. Seven replied that they would come if expenses were paid and two showed up on May 11, 1987 and those two failed the examination, conducted by the same panel, a person from South Central Water Authority and a person from Metropolitan District and one from Norwich. Mr. Seadale said that a great deal of work has been done, along with exposure in five nationwide publications, read by the kind of people we would expect to attract. 538

Mrs. Papale felt that Mr. Seadale has covered all that he possibly could and she asked what else an executive search firm could provide. Mr. Seadale explained that a search firm, once they have your file, it's there for life and they follow a man's career or woman's career and at appropriate points, they recontact people that they may very well have placed before and present an opportunity. It is possible that a candidate might not be looking for a job but after a call from the search firm, they may be interested in an opportunity for an advancement in their career. Search firms do not advertise in newspapers.

Mrs. Papale asked if someone is not hired in the next three months, how will the work get done in the department. Mr. Smith said the work is being shared by a number of people and obviously, certain work isn't getting done. Mr. Smith has been following the sewer treatment project and performing some of the administrative duties and Vinnie is our technical man and has been involved in many of the problems in the system, such as the manganese problem and the sodium problem and pressure problems and some new developments, not Mr. Smith's area of expertise. Mr. Smith explained that he is an electrical engineer by training but systems are different from water quality and that is the area in which we will be hurt the most. Mr. Smith has talked to people in the South Central Regional Water Authority and asked if they could be contacted for technical assistance in emergencies, along with consulting firms and this may have to be resorted to but on a day to day basis, it must be played by ear. Mr. Smith felt that Planning and Zoning matters will be hurt since Vinnie was good in that area and was following some of those projects and deal with the developers and inform them of requirements.

Mr. Smith has spent many hours with the sewer treatment plant, between the engineer, contractor, etc. and the water treatment plant is coming down the line and the feasibility report will be received from Whitman and Howard.

Mrs. Papale cannot understand why it is so difficult to fill this position since she has heard from many people in the state that Wallingford is a desirable place to work and live. Mr. Smith explained that he never applied for his job in Wallingford but a recruiter convinced him to go through the process and take the interview and that's exactly what you may get out of this process. Mr. Seadale explained that he has a friend in New York who is in this business and he works with these people throughout their career--not just one time and you may get people who are not necessarily looking and generally, they are contacting people you will not attract through an ad and a fair amount of money has been spent doing advertising.

Mayor Dickinson indicated that regarding the covering of work in the interim, it's very possible that areas will have to be identified that can't move ahead until the position is filled which is another reason that great speed has to be used to fill the position. Planning and Zoning is a concern to the Mayor and he will discuss this with Linda Bush and Ray Smith and there will have to be some action there that protects the town. Mrs. Bergamini does not want to see Planning and Zoning Meetings without some representation from Water & Sewer and Mr. Mascia had a great deal of knowledge in that area. Mr. Smith added that Vinnie discussed the matter with Jim at length and our problem is the technical problems associated with developments, where the line should be placed, etc. and Mr. Smith said he is not up to speed on that and an outside consultant may be needed for that particular work.

Councilman Holmes fully supports this and agreed that this is a sensitive job and the Personnel Department has given it the best shot--he hopes results can be obtained from the search firm. Mr. Holmes asked if the search has been started for Mr. Mascia's replacement--Mr. Smith said the authorization has been sent through but that is not quite as cut and dry since there is a contract with a management union and it must be posted but the process has been initiated.

Councilman Adams asked if the search firm of S.H. Miller, Inc. would be thorough in examining the background of the applicants to avoid a situation experienced in the past and Mr. Smith said that is one of the advantages of an outside agency and you tell the firm what you are looking for and Mr. Smith assured the Council that whoever gets this position will have a full police background check. S.H. Miller, Inc. came to Mr. Smith in a roundabout way--he had just filled a position with the South Central Regional Water Authority which had nothing to do with Vinnie Mascia and S.H. Miller is familiar with that field and he may have viable candidates.

Mr. Beaumont commented that using a search firm is not an uncommon means of obtaining candidates and he believes a good effort was put forth on the part of the Personnel Department to try to get as many candidates as possible but the Personnel Department is not in the position the headhunter is to tap a file a people on whom they can call with the ability to find people you don't normally find by advertising. Mr. Beaumont stressed the importance of getting something started to fill this position, now more imperative since Mr. Mascia will be leaving. Mr. Beaumont added that James Kirkland has good sewer expertise and expertise is needed to run the two departments and he whole heartedly supports this action.

Mr. Killen commented that he spoke at the PUC meeting and said at that point that he can't see going through this since Mr. Seadale, by Charter, is charged with filling the vacancies--no ifs, ands or buts, no deviation and he hasn't seen that the PUC has come before the Council and asked to raise the salary because applicants can't be attracted or, in the interim, to hire a consultant while a search was being conducted. Mr. Killen is beginning to wonder what rules we are going by and Mr. Seadale said he has no problem doing this again but he feels that it was given a good effort and people were attracted. Mr. Seadale added that it will take another five months to go through this again but he felt that this is almost a crisis situation and, as the state does and as the town does on all of the job announcements, options to testing are open and we would consider in this case experience and training as being the test and Mr. Seadale would fully intend to work with this consultant and make sure the top three in our best judgment came to be interviewed and that part of the process would not be circumvented but the advertising would be circumvented. Mr. Seadale explained that the advertising has been done without success.

Mr. Killen added that twice moving expenses have been paid without the Council's okay and apparently, there was someone who met the requirements but because of the cost. . .no one came to the Council to say there is a man who meets the requirements and asked to have the ante upped and Mr. Killen doesn't feel he has to do anything along that line.

Mayor Dickinson didn't feel that this would be a Charter violation since hiring still occurs through the Personnel Department and this is simply using another mechanism to find applicants or a list of two or three people but the hiring still occurs through Personnel but instead of advertising, an executive search firm is being used. Mayor Dickinson further commented that the Charter really isn't the issue but the issue really is how quickly we have to fill the position and the Mayor doesn't think we have a year and one-half to wait. It's been too long now since there are many big projects and the utilities are very important to the daily living of the people in town--we need the expertise, the judgment, the policy making at those levels--at the superintendent and manager levels, added

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Mayor Dickinson. This is structured the way it is because those positions are necessary and Mayor Dickinson doesn't think there is a greater priority right now to protect the town's interest and do the proper planning for the future and if this is not done, we are not doing what we are supposed to do for the community.

Mr. Polanski asked what vacancies currently exist in Water & Sewer and Mr. Smith believed there were eight--the Water Manager, Superintendent, Chemist, two Chief Maintainers, Engineering Aide, Junior Engineer. Mr. Smith added that the people left there are getting burned out and he felt that part of the reason Vinnie is leaving is that he feels exhausted and others are to that point. Mr. Polanski explained that we have one of the lowest unemployment rates in the country and people are not streaming into Wallingford for jobs and he felt the search firm is about the last resort available.

Mr. Smith felt that the salary may have to be amended but there is no recommendation at this point; this salary may have been a good salary two years ago but costs in Wallingford have changed dramatically in that period. Mr. Smith felt that the draw to this area would be from Connecticut, Boston, North Jersey-New York area, not someone from Illinois who paid \$60,000 for a four bedroom house who will now have to pay \$180,000 and you are limited and the option is to jack the salary up to attract those people since the max is \$45,000 and you may get feedback from the headhunter, too. Mr. Seadale added that in spite of that, the town has hired more people in the past six months than have ever been hired and seven openings are being advertised at the present time.

Councilman Holmes felt that one of the problems in filling this type of job is the fact that it will require the applicant to migrate and that is one of the biggest obstacles and if the salary structure must be revised, he felt the Council should be keyed in on the range. Mr. Smith couldn't identify this today but the search firm already warned Mr. Smith that the salary may have to be adjusted and this information is being passed on to the Council. Mr. Holmes also felt that moving expenses may have to be added and a policy could be developed by the Personnel Department regarding certain management positions being offered relocation expenses.

Councilman Adams expressed a concern by the Council for better communication from the PUC in such matters and would eliminate the slight barrier and Mr. Smith explained that they have been short handed for the past couple of years and it's difficult to cross the t's and dot the i's all the time. Mr. Adams added that Mr. Seadale could communicate these matters to the Council since it's important to the Council and also to the townspeople and Mr. Smith agreed it is important.

Mr. Killen pointed out that he talks a lot and he also listens and go back through minutes and Mr. Smith said the words he has been waiting to hear, "We may have to sweeten the pot." Mr. Killen wanted to hear that and wanted to know why we aren't sweetening the pot first so Stan Seadale might be able to hire--Mr. Smith said that if he had a candidate we might be able to hire, he would definitely approach the Council. Mr. Killen referred to the one candidate and Mr. Smith said two were interviewed who were definitely unqualified and he never talked to the third. Mr. Seadale felt that this is a unique problem and people coming from areas where the pay might be in line come to Wallingford and look at the real estate and cannot afford it, something that has happened very fast and it's not that the salary structure is way out of line. Mr. Killen doesn't understand the logic of someone not being able to afford to live here because Mr. Seadale wants to hire him but can afford to live here because a headhunter hires him. Mr. Killen feels that there will be a salary change, quite a bit upward and that is what bothers him. Mr. Seadale commented that if the salary is wrong, that should be changed first, not afterwards and Mr. Killen felt that it should be done first. Mr. Killen felt that we have to start meeting the competition because you can't use headhunters for every job that comes along.

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Mr. Seadale explained that the exam will consist of a review of experience and training, on all job announcements as one of our options. Mayor Dickinson reminded the Council that the year before this year, the position was upgraded through evaluation by the Personnel Department and there has been attention to the salary level but obviously, there is trouble attracting someone. Mayor Dickinson asked how many positions have opened up in the last two or three weeks in the Water Division and Ray Smith indicated there were three.

Mr. Holmes amended his motion on page three to waive the bidding procedure and award the contract to hire a person for the Water Division to S.H. Miller, Inc. of Cheshire, Connecticut, seconded by Mr. Polanski.

VOTE: Adams, Bergamini, Holmes, Papale, Polanski and Rys voted aye; Killen voted no; motion duly carried.

ITEM 1(b). Mr. Rys moved a transfer of \$7,500 from Administrative & General Salaries (Sewer Department) to Outside Services and \$7,500 from Administrative & General Salaries (Water Department) to Outside Services, seconded by Mr. Holmes.

Mr. Killen commented that this was not provided with the original agenda and he will vote against this.

VOTE: Adams, Bergamini, Holmes, Papale, Polanski and Rys voted aye; Killen voted no; motion duly carried.

Mr. Smith and Mr. Beaumont thanked the Council and hoped to return with good news in the not too distant future.

ITEM 2. Mr. Polanski moved the transfer of \$11,856 from Council Contingency-Miscellaneous to Construction Inspector-Building Department, seconded by Mr. Rys.

VOTE: Bergamini, Holmes, Killen, Papale, Polanski and Rys voted aye; Adams was not present for the vote; motion duly carried.

ITEM 3. Mr. Rys moved to approve amending the 1987-1988 Budget to provide a higher labor grade for the Assistant Personnel Director, seconded by Mr. Holmes. (Grade 6 to 10)

Mayor Dickinson pointed out that the position was created and he put a higher labor grade in the proposed budget and it was subsequently reduced because of the number of candidates but ultimately the top candidates ended up with no real experience and the Mayor felt that experience was necessary for grievances and collective bargaining and other things and he hesitates to see the position filled without that requisite experience.

Mrs. Papale pointed out that there is no backup provided and Mr. Seadale said it was pegged at Labor Grade 6 and we are now taking Labor Grade 10 and no money is being requested.

Mr. Seadale said 100 applicants were attracted and 60 disqualified and about 40 people could be admitted to a test; 17 showed up and of those, 7 passed the written and there were 3 left for the oral and 1 withdrew, a person with labor relations experience, and the Mayor has indicated that there should be some experience that was possibly lacking in the people we had and Mr. Seadale agrees.

Mrs. Bergamini asked what the salary range was and Mr. Seadale said there is \$25,413 not including merit or anniversary and as of now, there would be no anniversary because the person wouldn't be on board for a full year. Labor Grade 6 was \$21,953 to \$26,689 and Grade 10 is \$26,684 to \$32,437, the proposed range. Mayor Dickinson felt that this provides a more logical progression from assistant director and Stan's range is from \$37,000 to \$44,000.

Mr. Killen asked if one of the prerequisites was experience and Mr. Seadale said there was some but he felt that if you are looking particularly for municipal type experience, people who are already in a number two spot probably will be looking for a number one spot and number one people obviously won't be looking for the job and the one person who disqualified himself

union experience from the other side of the table but that was no problem to Mr. Seadale. Mr. Killen felt that the person applying shouldn't be allowed to take the test unless he meets the requirements of the job specs. Mr. Seadale explained that if he feels there is an equivalency, he will admit applicants into the examination and let the examination process do the screening and in this case, that's exactly what it did but the Mayor wants a little bit more than that and that is what we're going for. Mr. Killen suggested that in the screening, people may have been deleted who might have met better than people received from a headhunter and Mr. Seadale hoped that with his years of experience, he didn't do that and Mr. Killen would hope so too but he can't guarantee it.

VOTE: Adams, Bergamini, Holmes, Killen, Papale, Polanski and Rys voted aye; motion duly carried.

ITEM 4. Discussion with the Ordinance Committee, requested by Councilman Killen.

Mr. Killen asked if the Council wanted to set public hearings on particular ordinances.

Mr. Killen moved to set a public hearing on July 21, 1987 at 7:45 p.m. on AN ORDINANCE REPEALING ORDINANCE NO. 122 ENTITLED "AN EMERGENCY SNOW REMOVAL PARKING ORDINANCE," AS PREVIOUSLY AMENDED BY ORDINANCE NO. 193 AND ORDINANCE NO. 291, and substituting AN EMERGENCY SNOW REMOVAL PARKING ORDINANCE (new), seconded by Mr. Polanski.

VOTE: Unanimous ayes; motion duly carried.

Mr. Killen moved to set a public hearing on July 21, 1987 at 8:00 p.m. to repeal ORDINANCE NO. 332, AN ORDINANCE REGULATING FIRES WITHIN THE TOWN OF WALLINGFORD AND RESCINDING ORDINANCE NO. 23, seconded by Mrs. Papale.

VOTE: Unanimous ayes; motion duly carried.

Mr. Killen did not want to set a public hearing an an ordinance entitled NOISE CONTROL ORDINANCE OF THE TOWN OF WALLINGFORD since the Ordinance Committee arrived at no conclusion since it has many good points but will have to be policed and he would like the Council to review this before holding a public hearing. Mrs. Bergamini suggested giving the Council a copy of that ordinance for their input.

Mr. Killen moved to set a public hearing on July 21, 1987 at 8:15 p.m. on AN ORDINANCE CONCERNING HAZARDOUS LEAKS AND EMISSIONS, seconded by Mrs. Papale.

VOTE: Unanimous ayes; motion duly carried.

Mr. Killen mentioned that he received an ordinance from Attorney Mantzaris pertaining to used cars and junk car ordinance and how cars being repaired could be covered with a neat tarp but the Ordinance Committee has not acted upon it and Mrs. Bergamini preferred to wait until the Ordinance Committee has acted upon it.

ITEM 5. Mr. Holmes moved a transfer of \$15,000 from Contingency A/C 13-867-807-00 to Site Work, Parker Farms School, A/C 13-867-655-00, seconded by Mr. Rys.

Mr. Killen again reminded the Council that this documentation was not received in advance and Mayor Dickinson thought a member of the committee would be present and he does have information through a phone conversation from Bob Devine. Apparently, continued the Mayor, what has occurred is that the base necessary for the fuel storage tank presently there is insufficient and it must be rebuilt--outside of the work that is supposed to be performed on the site and it has been determined that the cost would be cheapest if done by the person doing the site work since a cost from another source was obtained and it is higher. It will cost \$4,200 to rebuild the base for this fuel storage tank, a time constraint since they are already in process. Mayor Dickinson explained that the rest of the \$15,000 is a hedge against other items like this and the Mayor indicated to the committee that if this were passed, he would expect to be notified of any additional items to

be able to inform the Council before any increase in the site work other than the \$4,200 without communication with the Mayor's Office and the Council. Mayor Dickinson can, through the Comptroller's Office, make sure that additional money over \$4,200 won't be spent without approval from everyone but it avoids the necessity of another special meeting. 543

Mrs. Bergamini commented that she feels as though she is in the middle of a well and she is literally drowning with Parker Farms and there isn't a damned thing she can do about it.

Mr. Rys thought that most oil tanks in the ground have to be housed in a concrete tomb because of the possibility of a leakage to encapsulate a leakage and he wants to know if they have this. Mayor Dickinson indicated that approval must be obtained from the Fire Marshal since the previous storage tank was installed in the 1950's when the current code didn't apply. Mr. Rys hopes the code is being followed regarding encasement and Mayor Dickinson must assume they are meeting codes since they have people better informed on construction.

Mr. Adams realizes how people feel but the school must be opened on time and surely they are conforming to codes. Mrs. Bergamini felt that one person on the committee could be present to answer questions and Mayor Dickinson knows Mr. Devine is out of state.

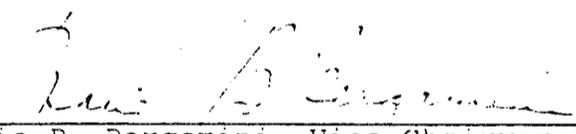
There was some discussion about heating with gas vs. oil at Parker Farms and Mayor Dickinson thought they wanted to have a dual system but the cost of bringing in the gas from the road was very high. Mayor Dickinson wanted to forestall questions that would arise and explained that gas will be used in Robert Earley and the reason is that it's a hot air system and will be roof mounted and fuel cannot be stored on the roof.

VOTE: Adams, Bergamini, Holmes, Papale and Rys voted aye; Killen and Polanski voted no; motion duly carried.

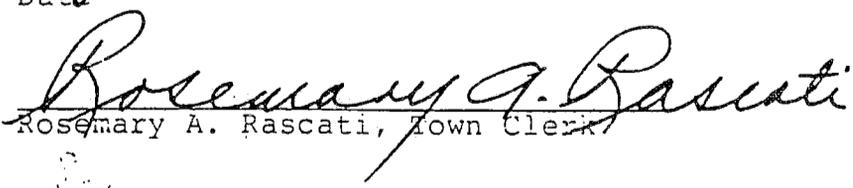
Mayor Dickinson will make every effort to see that nothing more is spent out of that \$15,000 other than the \$4,200 approved this evening without the Council's knowledge.

A motion to adjourn was duly made, seconded and carried and the meeting adjourned at 6:35 p.m.

Meeting recorded and transcribed by:
Delores B. Fetta

Approved 
Marie B. Bergamini, Vice Chairwoman

Aug. 11, 1987
Date


Rosemary A. Rascati, Town Clerk

Aug. 11, 1987
Date