

TOWN OF WALLINGFORD, CONNECTICUT

**TOWN COUNCIL MEETING**

Robert F. Parisi Council Chambers

**June 24, 2025**

**6:30 P.M.**

**RECORD OF VOTES & MINUTES**

The Town Council Meeting on Tuesday, June 24, 2025, was called to order at 6:30 p.m. The Pledge of Allegiance was said. Councilors in attendance were Thomas Laffin, Craig Fishbein, Christina Tatta (video conference call), Samuel Carmody, Autumn Allinson, Jesse Reynolds, Christopher Regan and Chairman Joseph A. Marrone. Mayor Vincent Cervoni, Corporation Council Janis Small, Deputy Comptroller Brian Naples and Town Clerk Kristen Panzo were also present. Councilor Vincent Testa was absent.

1. Pledge of Allegiance
2. Roll Call
3. Consent Agenda
  - 3a. Consider and approve Tax Refunds totaling \$6,507.71 (#1021-#1043) – Tax Dept.
  - 3b. Acceptance of Workforce Alliance donation and consider and approve Appropriation of funds in the amount of \$352 to Revenue, Acct. #2274002-47010 and to Expenditures, Acct. #2274002-47010 and to Expenditures, Acct. #22702025-51000 – Y&SS
  - 3c. Consider and approve a Transfer in the amount of \$3,348 from Exp.-Voters-Maint of Equipment, Acct. #10010600-54325 to Exp.-Comptroller-Operating Exp., Acct. #10010400-58735 - Registrars
  - 3d. Consider and approve FY 2024-2025 Budget Amendment and Appropriation of funds in the amount of \$15,000 from Retained Earnings, Acct. # N/A to Admin-Outside Services, Acct. #923 – Electric Div.
  - 3e. Consider and approve FY 2024-2025 Budget Amendment and Appropriation of funds in the amount of \$2,261 from Cash, Acct. # N/A to Uncollectable Accounts, Acct. #43100904 – Water Div.
  - 3f. Consider and approve FY 2024-2025 Budget Amendment and Appropriation of funds in the amount of \$2,183 from Cash, Acct. # N/A to Uncollectable Accounts, Acct. #46100904 – Sewer Div.
  - 3g. Consider and approve modification to Schweitzer Engineering Laboratories FY 2025-2026 Bid Waiver – Electric Div.
  - 3h. Consider and approve Bid Waiver Request for CrowdStrike antivirus and MDR protection – IT
  - 3i. Consider and approve a Transfer in the amount of \$10,000 – Fire Dept.

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| \$10,000 | To: General Operating Expense            | Acct. #10020150-58735 |
| \$3,000  | To: Continuing Education & Training      | Acct. #10020150-55700 |
| \$4,000  | To: Purchased Services-Ambulance Billing | Acct. #10020150-56778 |
| \$3,000  | To: Drill Attendance                     | Acct. #10020150-58825 |
- 3j. Discussion and possible action to authorize Appropriation in Force for various departments in the amount of \$1,190,824 (see attached) - Mayor
- 3k. Consider and approve a Resolution authorizing Mayor Vincent Cervoni to enter into and/or amend contractual instruments between the Town of Wallingford and the State of Connecticut Office of Early Childhood for a Child Day Care Program from July 1, 2025 to June 30, 2027 – Mayor
- 3l. Consider and approve an Agreement between Wallingford Community Day Care Center, Inc. and the Town of Wallingford, which authorizes the Wallingford Community Day Care Center, Inc. to carry out funding programs in the amount of \$1,360,590 as provided in the contract between the Town of Wallingford and the State of Connecticut Office of Early Childhood from July 1, 2024 to June 30, 2027 – Mayor
- 3m. Consider and approve a Resolution permitting the Wallingford Community Day Care Center, Inc. to borrow from the Town of Wallingford amounts necessary to meet the essential operation expenses of said Day Care Center prior to the time its program is approved for funding from the State of Connecticut – Mayor
- 3n. Acceptance of Summer Youth Employment Grant Revenue from Workforce Alliance, Inc. and consider and approve Appropriation of funds in the amount of \$64,000 to Revenue, Acct. #227-TBD and to Expenditures, Acct. #227-TBD – Y&SS
- 3o. Approve Amended Minutes of May 6, 2025 Special Town Council Meeting, Amended Minutes of May 27, 2025 Regular Town Council Meeting and June 10, 2025 Regular Town Council Meeting.

**MOTION WAS MADE TO approve Consent items 3a-3o**  
**MADE BY: FISHBEIN**  
**SECONDED BY: LAFFIN**  
ALL MEMBERS PRESENT WERE IN FAVOR

**4. Items Removed from the Consent Agenda**

There were no items removed from the Consent Agenda.

**5. PUBLIC QUESTION & ANSWER PERIOD-**

Bill Comerford of Broadview Drive asked Mayor Cervoni about any updates to the sidewalk policy. Mayor Cervoni stated that there are no updates. Mr. Comerford asked if this item can be put on the agenda under old business so he can get some answers. Chairman Marrone asked why he wanted this put on the agenda. Mr. Comerford stated he has been waiting for an answer for about 5-6 months. He wants to know what the policy for the sidewalk inspector is. He stated that the Town Engineer is supposed to be inspecting the sidewalks, and he wants to know the policy. Chairman Marrone stated that the council did not fund a sidewalk inspector for this upcoming fiscal year. He also mentioned that this subject would not bring discussion as there is nothing to talk about because the town does not have a sidewalk inspector. Mr. Comerford said that according to the way the town's charter reads, it stated that the sidewalk inspections fall under the department of Public Works, but the Town Engineer is responsible for this. He mentioned that he filed a complaint two and a half years ago that has never been addressed. He stated that the Engineering Department wants certain parameters of the sidewalk but does not know what that is to give them the information. Chairman Marrone stated that he can reach out to the Town Engineer to see if he can get some answers. Mr. Comerford discussed the company that did the basketball courts at Doolittle Park, now are doing work down at Community Lake. He wanted to know who inspects their work. Mayor Cervoni stated that it can vary depending on the stage of construction. Sometimes the Park & Rec Director and Public Works can inspect the work depending on where the construction process is. Mr. Comerford asked about which town projects have encapsulated tendents. He asked if Doolittle Park and Pragemann Park was supposed to get them for the basketball courts. He had asked the Engineering Department and has gotten no answer.

**6. Discussion of old business – Chairman Marrone**

**(a) Update on Hidden Brook Lane**

Corporation Council Small stated that there is a package going out to the property owners, stating where they need an easement with information, draft easements and maps. That information is going out this week. She is also looking to set up individual meetings with them.

**7. Discussion and possible action regarding Collective Bargaining Agreement between the Wallingford Board of Education and the Wallingford Paraeducators (UE Local 222, CILU/CIPU and its sub local CILU #75, the Untied Electrical, Radio and Machine Workers of America) Union from July 1, 2024 to June 30, 2027 – BOE**

Danielle Bellizzi, Superintendent of schools, Dominic Barone, Business Manager for BOE and Fran Thompson, Assistant Superintendent of Personnel was present to speak about this matter.

Mr. Thompson spoke about the changes in the contract for the Paraeducators.

**8. Discussion and possible action regarding Collective Bargaining Agreement between the Wallingford Custodians (Local 1303-60 of Council #4, American Federation of State, County and Municipal Employees, AFL-CIO - BOE**

Danielle Bellizzi, Superintendent of schools, Dominic Barone, Business Manager for BOE and Fran Thompson, Assistant Superintendent of Personnel were present to speak about this matter.

Mr. Thompson spoke about the changes in the contract for the Custodians.

9. Consider and approve new Assistant Superintendent of Wastewater Pumping Stations and Collections System Job Description – Human Resources

**MOTION WAS MADE TO approve a new Assistant Superintendent of Wastewater Pumping and Collections System Job Description.**

**MADE BY: LAFFIN**

**SECONDED BY: REGAN**

Jim Hutt, Human Resources Director and Neil Amwake, General Manager for the Water/Sewer Division, were present to discuss this job description and get approval from the council.

Mr. Hutt presented the new job description to the council. He explained this is a new job description. The idea is to propose splitting the current Assistant Superintendent of Sewer into two classifications. The current position will be for the Water Treatment and this new position will be for the Collections System.

Councilor Fishbein asked if a lawyer had reviewed this job description before being presented to the council.

Mr. Hutt stated that only Mayor Cervoni looked over this job description. He is part of the review process. He stated that they refer to Mr. Amwake for any technical questions.

Councilor Fishbein explained the wording in the job description in the section of Required Knowledge, Skills and Abilities. He stated throughout that paragraph there were various adjectives used. He discussed the sentences that used the words considerable and good in each job description.

Mr. Hutt explained that those adjective words are used to explain the level of knowledge a candidate needs to be able to qualify for the job.

Councilor Fishbein discussed the different levels of the type of knowledge a candidate should have based on the job description and the adjectives used to describe the knowledge needed.

Mr. Hutt stated that they will look for the minimum qualifications in an applicant so they know who can sit for the exam. Once certain candidates pass the exam, it is when the technical qualifications come into play and the candidates are evaluated and chosen based on the level of expertise they have.

Councilor Fishbein commented that when people are hired in the Water Division, it is determined during their probationary period whether they have considerable knowledge of principles, technology and so forth.

Mr. Hutt stated that is not true. This is the way they test for this position and Mr. Amwake is the technical expert and he will defer to him.

Councilor Fishbein said the modifier words like considerable and good should be taken out of the job description and then after the initial exam, Mr. Amwake can determine if they have the necessary skills to be able to perform the job or not.

Mr. Hutt explained that there are specific classifications jobs that were in place before he started working for the town. He also explained that these modifiers have been in the job description preceding his 22.5 years working for the town.

Chairman Marrone mentioned that these are job descriptions and not contracts. He explained that he does not have an issue with the modifier words being used in the job description. The job description is a generalization of requirements a candidate should have to be able to perform the job.

Councilor Regan asked if the town is using an application tracking app that does grading of the resumes or applications the town gets in for jobs posted.

Mr. Hutt stated that the town does have an application tracking system, but they do not use it to screen applications.

Councilor Regan asked as a hiring manager standpoint, is Mr. Amwake the sole person who can decide if an applicant receives an offer or not. He is the one who can determine if an individual has considerable knowledge of the job or not.

Mr. Amwake stated that he is the appointed authority for the Water and Sewer Division, so the decision does come down to him but at the table of people interviewing it is one to three other people interviewing the applicant not just him. The staff will interview the candidates with him. He also stated that the people helping him interview candidates are experts in their field, so they can help determine who is a qualified candidate or not. He gets a list of five possible candidates from the Human Resources Department. Before interviewing the candidates there is a prescreening of them followed by the interview. After the interview there is a post discussion and then they can decide from there who is qualified for the job.

Councilor Regan asked if the probationary periods were defined anywhere.

Mr. Hutt stated that the labor contracts define the length of the probationary periods.

Councilor Regan wanted to know if an applicant looking at the job description would know what the length of the probationary period is for the job they are applying for is.

Mr. Amwake stated that they would know what the probationary period is for the job an applicant is applying for because he does a pre-interview with ever candidate who is going to be interviewed. He reaches out to everyone himself who they want to interview, and he goes over things like the probationary period, the responsibility of the position as well as wages and benefits.

Scott Lenslow of Ridge Crest Road asked why the town isn't soliciting candidates who already have licenses required for these types of jobs.

Mr. Amwake stated that the Assistant Superintendent position of Wastewater Treatment, classification 3, requires the candidate to have a state license to even be able to apply for this position. He also stated that the different licenses and certifications are included in the job requirements as an entry to be qualified for the position. A certain license and certification are based on each job.

**There was a voice vote and 7 out of 8 town council members present were in favor. Councilor Fishbein was not in favor.**

Councilor Laffin asked if he could make a motion to include the approval of all the job descriptions in one motion.

**MOTION WAS MADE TO approve the New Engineer II job description, to approve the revisions to the job description for Junior Engineer, to approve the revisions to the job description for Water and Wastewater Engineer/Planner and to approve the revisions to the job description for Assistant Superintendent.**

**MADE BY: LAFFIN**

**SECONDED BY: ALLINSON**

10. Consider and approve new Engineer II Job Description – Human Resources

Councilor Fishbein wanted to know what was more important, someone using AutoCad in that role or dealing with the general public.

Mr. Amwake stated that it is both. He said you need to have design skills and then you also need to be able to communicate that information with other staff, vendors, contractors as well as the general public. He mentioned that candidates can come in with technical skills but to advance you need communication skills also.

Councilor Fishbein talked about the knowledge, skills and ability section of this job description. He wanted to know if someone having considerable ability is just as good as someone having good ability.

Mr. Amwake stated that most of the candidates that would be applying for this position come in with AutoCad experience. That is the standard for engineers in this generation. He stated that they are a small engineering section, so the candidate needs to have the ability to communicate. They need to get out there and explain the work and manage it.

Councilor Fishbein mentioned that some could learn AutoCad on the job if they had the communication skills needed to be able to present the work to people.

Mr. Amwake stated that it is correct. He mentioned that some of the projects are designed in house and some of the projects hire an engineer/design consultant. The person in this job needs to be able to manage that design consultant.

11. Consider and approve revisions to the job description for Junior Engineer – Water and Sewer Divisions/  
Human Resources

12. Consider and approve revisions to the job description for Water and Wastewater Engineer/Planner –

Water and Sewer Divisions/Human Resources

Councilor Fishbein talked about the knowledge, skills and ability section of this job description. He asked why in this section, some knowledge was replaced with good knowledge. He wanted to know why that change was made.

Mr. Amwake stated that as a project engineer/planner, you should have 8 years of experience, your AutoCad experience, your hydraulic modeling experience should be more developed and more refined than someone who is at Engineer II level with only 6 years of experience.

Councilor Fishbein wanted to know if the years of experience can be defined in the section that is being discussed. He mentioned that the number of years of experience doesn't necessarily match the description under the knowledge, skills and ability section.

Mr. Hutt explained that if you look at the words some and good in the job descriptions, someone can have a pretty good idea of the level of skills needed for that job. He stated that the job description has old language written in it and has not been revised since 2002. The words were replaced to accurately describe the experience needed.

Councilor Fishbein asked if the word some and good was old language in the job description.

Mr. Hutt explained that the word "some" is the old language and the word "good" is the new language.

Mr. Amwake stated that the section Councilor Fishbein was discussing the word "good" was the old language.

13. Consider and approve revisions to the job description for Assistant Superintendent – Sewer Divisions/Human Resources

Councilor Fishbein talked about the knowledge, skills and ability section of this job description. He asked if the qualifications were lowered based on the words used to describe the requirements in this section.

Mr. Amwake stated that this is a supervisor's position, and it is important to be able to relay instructions and daily tasks to the crew and to the staff. He stated that is why the emphasis is placed on communications skills in this job description. The ability to adapt should already be a part of the applicant's skill set and that is why the word "good" was used to describe this.

Councilor Fishbein agrees with what Mr. Amwake is saying but still thinks the wording doesn't carefully clarify what is expected of the applicant as far as skills and knowledge needed for this job.

**ROLL CALL**

**ALLINSON: AYE**

**CARMODY: AYE**

**FISHBEIN: NAY**

**LAFFIN: AYE**

**REGAN: AYE**

**REYNOLDS: AYE**  
**TATTA: AYE**  
**TESTA: ABSENT**  
**MARRONE: AYE**  
**7- AYE**  
**1-NAY**  
**1-ASBENT**  
**MOTION: PASSED**

14. Executive Session pursuant to Connecticut General Statutes §225(f), §1-200(6)(E) and §1-210(10) relating to Public Official Liability – Law Dept.

**MOTION WAS MADE TO go into Executive Session pursuant to Connecticut General Statutes 225 (f), 1-200 (6) (E) and 1-210 (10) relating to Public Official Liability at 7:17pm**  
**MADE BY: FISHBEIN**  
**SECONDED BY: ALLINSON**

**There was a voice vote, and everyone present was in favor.**

Attendances for the Executive Session were Allinson, Carmody, Fishbein, Laffin, Regan, Reynolds, Tatta Marrone, Mayor Vincent Cervoni and Corporation Counsel Janis Small.

**MOTION WAS MADE TO come out of Executive Session at 7:49pm**  
**MADE BY: FISHBEIN**  
**SECONDED BY: ALLINSON**

The meeting adjourned at 7:49 p.m.

Respectfully Submitted,

Kristen Panzo  
Town Clerk

Meeting digitally recorded

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Joseph A. Marrone III, Chairman

Date

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Kristen Panzo, Town Clerk

Date



*for effective communication in programs and services of the Town of Wallingford are invited to make their needs and preferences known to the ADA Compliance Coordinator at 203-294-2070 five days prior to meeting date.*