

TOWN OF WALLINGFORD, CONNECTICUT

**TOWN COUNCIL MEETING**

Robert F. Parisi Council Chambers

**TUESDAY**

**NOVEMBER 22, 2022**

**6:30 P.M.**

**AGENDA**

Moment of Silence

1. Pledge of Allegiance
2. Roll Call
3. Consent Agenda
  - 3a. Consider and approve Tax Refunds totaling \$697.04 (##316-#323)  
Acct. #1001001- 41020 - Tax Collector
  - 3b. Consider and approve a Transfer in the amount of \$1,720 from Maintenance of Equipment, Acct #10010600-54325 to Election Expenses, Acct. #10010600-58705 - Registrars
  - 3c. Consider and approve a Transfer in the amount of \$735 from Operating Expenses, Acct. #10050050-58735 to Capital Gymnastics Equipment Wavy Steps, Acct. #TBD – Parks and Recreation
  - 3d. Consider and approve a Transfer in the amount of \$2,282 From Operating Expenses, Acct. #10050050-58735 to Capital Gymnastics Equipment Highland Climber, Acct. #TBD – Parks & Recreation
  - 3e. Consider and approve a Transfer in the amount of \$15,000 to Purchase Professional Services-Custodial and;
  - 3f. Consider and approve a Transfer in the amount of \$690 to Purchase Professional Services-Boom Truck – Public Works

\$15,690	From: Regular Salaries & Wages	Acct. # 10030000-51000
\$15,000	To: Purchase Prof Serv. Custodial	Acct. #10030000-56736
\$ 690	To: Purchase Prof. Serv.- Boom Truck	Acct. #10030000-56742
  - 3g. Budget Amendment in the amount of \$141,600 – Water Div.
  - 3h. Acceptance of funds from the State of Connecticut Department of Public Health for imbursement of services related to infectious disease case management and

consider and approve Appropriation of funds in the amount of \$888 from Revenue-Misc., Acct. #1009052-47040 to Contingency-Educ./Training Exp., Acct. #10040050-55700 – Health Dept.

3i. Consider and approve Town Council Calendar for 2023- Chairman Cervoni

3j. Approve Town Council Minutes of November 8, 2022.

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

5. **PUBLIC QUESTION & ANSWER PERIOD**

6. Discussion and possible action regarding 2023-2026 Contract between the Wallingford Board of Education and the Wallingford Education Association – BOE

7. Consider and approve change of Technology/Administrative Application Technologist Job Description to Data Application Specialist - BOE

8. Discussion and possible action to present and refine the precise documentation needed to submit a finalized and acceptable ARPA application for nonprofit organizations – Councilor Carmody

9. Consider and approve ARPA Public Projects Program documents and charge to the Committee – Law Dept.

10. Discussion and possible action regarding the re-creation of the Town of Wallingford Maintenance Advisory Committee – Councilor Zandri

11. Discussion and possible action in recognizing and honoring the longtime community service of former Town Councilor Iris Papale – Councilor Carmody and Councilor Testa

*In accordance with Title II of the Americans with Disabilities Act- Individuals in need of auxiliary aids 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.*



RECEIVED  
MAYOR'S OFFICE  
*Town of Wallingford, Connecticut*  
22 NOV 15 AM 9:22

JO-ANNE L. RUSCZEK, C.C.M.C.

TAX COLLECTOR

CHERYL BRUNDAGE C.C.M.C.

ASSISTANT TO THE TAX COLLECTOR

3a

DEPARTMENT OF FINANCE

45 SOUTH MAIN STREET

P.O. BOX 5003

WALLINGFORD, CONNECTICUT 06492

TELEPHONE (203) 294-2135

FAX (203) 294-2137

November 15, 2022

Honorable William W. Dickinson, Jr.  
Mayor, Town of Wallingford  
Wallingford, CT 06492

Re: Refund - Account #1001001-41020 – \$697.04 (#316 - #323)

Dear Mayor Dickinson:

Attached is a list of refunds for your approval and the approval of the Town Council:

Very truly yours,

Jo-Anne L. Ruscze  
Tax Collector

APPROVED:

William W. Dickinson, Jr., Mayor

Tim Sena, Comptroller

316	Barse Beckham Supplemental Needs	37.44		2020-1097
317	Siconolfi, Jennifer L	32.02		2020-13679
318	Camarotti Goes Filipe	28.14		2021-55463
319	Guzman-Vazquez, Brandy	184.81		2020-66428
320	Konefsky, Robin C + Scott E	250.62		2021-71113
321	Schroeder, Thor I	24.51		2021-84662
322	Isufi, Edwin + Mimoza	52.83		2021-69069
323	USB Leasing LT	86.67	AJ29640	2019-90721
		<b>697.04</b>		

3b.



*Town of Wallingford, Connecticut*

RECEIVED  
TOWN'S OFFICE  
22 NOV -9 PM 2:4

REGISTRAR OF VOTERS  
WALLINGFORD TOWN HALL  
45 SOUTH MAIN STREET  
WALLINGFORD, CONNECTICUT 06492  
TELEPHONE (203) 294-2125

November 8, 2022

This transfer request is to cover the printing, folding and stuffing of envelopes to notify the redistricted voters and those with a new voting Poll location prior to the Election.

The labeling of the envelopes was done in house.

Thank you.

*Joan Ives-Parisi*

Joan Ives-Parisi  
Registrar

Honorable William W. Dickinson, Jr.  
Mayor, Town of Wallingford

Date: 11/03/22

I. Request for: X Transfer of funds  
\_\_\_\_\_ Appropriation of funds

Fund: X General Fund  
\_\_\_\_\_ Other Title \_\_\_\_\_

Amount: \$ 735.00 From: Title: Operating Expenses Acct. # 10050050-58735

Amount: \$ 2,282.00 From: Title: Operating Expenses Acct. # 10050050-58735

Amount: \$ 735.00 To: Title: Capital Gymnastics Equipment Wavy Steps Acct. # TBD

Amount: \$ 2,282.00 To: Title: Capital Gymnastics Equipment Highland Climber Acct. # TBD

Explanation: PER ATTACHED LETTER AS REQUIRED

Submitted by:   
Department / Division Head

Certified as to the availability of funds:

  
Comptroller

APPROVED – subject to vote of the Town Council:

  
Mayor

## II. CERTIFICATION OF FINANCIAL TRANSACTION:

The transfer / appropriation of \$ \_\_\_\_\_ as detailed and authorized above and as approved by a vote of the Town Council in session is hereby certified.

I hereby certify that this is the motion approved by the Town Council at its meeting of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Town Clerk



## Town of Wallingford, Connecticut

DEPARTMENT OF PARKS & RECREATION  
6 FAIRFIELD BOULEVARD  
WALLINGFORD, CT 06492

P (203) 294-2120  
F (203) 294-2127  
wallingfordrec.com

RECEIVED  
MAYOR'S OFFICE  
22 NOV - 9 PM  
Ken Michaels  
Director of Parks & Recreation  
Michelle Bjorkman  
Superintendent of Recreation

Shawn Keogh  
Recreation Program Specialist

Honorable Mayor William W. Dickinson, Jr.  
Town of Wallingford  
45 South Main Street  
Wallingford, CT 06492

November 3, 2022

Dear Mayor,

I am requesting placement on the next Town Council meeting agenda, requesting approval for a transfer of funds for the purchase of needed replacement gymnastics equipment, consisting of two separate items. Based on previously obtained quotes, we would require the following transfer of funds:

\$735.00 from Operating Expenses 10050050-58735 to Capital (Gymnastics Equipment - Way Steps) account number TBD.

\$2,282.00 from Operating Expenses 10050050-58735 to Capital (Gymnastics Equipment - Highland Climber) account number TBD.

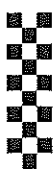
Thank you for your assistance.

Sincerely,

Kenny Michaels, Director  
Wallingford Parks and Recreation Department







## TOWN OF WALLINGFORD

Department of Public Works  
29 Town Farm Road  
Wallingford, Connecticut 06492

Telephone (203) 294-2105  
Fax (203) 294-2107

### MEMORANDUM

TO: Honorable William W. Dickinson Jr., Mayor

FROM: Robert V. Baltramaitis, P.E., Director, Public Works

SUBJECT: Transfer of \$15,000.00 to Purchase Professional Services-Custodial, Account #10030000-56736 and \$690.00 to Purchase Professional Services-Boom Truck, Account #10030000-56762

DATE: November 16, 2022

Dear Mayor Dickinson:

I respectfully request a transfer in the amount of \$15,000.00 to the Purchase Services-Custodial Account. This request is due to an increase in costs of cleaning the Town Hall (additional hours and one additional employee to accommodate additional cleaning beyond base contract). I am also requesting a transfer of \$690.00 to the Purchase Services-Boom Truck Account as the cost of the inspection of our lifts has gone up. We ask that the money be transferred from Regular Salaries & Wages Account #10030000-51000.

Very truly yours,

ROBERT V. BALTRAMAITIS, P.E., DIRECTOR  
PUBLIC WORKS DEPARTMENT

**TOWN OF WALLINGFORD, CONNECTICUT**

39.

Honorable William W. Dickinson, Jr., Mayor  
Wallingford, CT 06492

Date: November 9, 2022

I. Request for: \_\_\_\_\_ Transfer of funds  
                                X   Appropriation of funds

Funds:	Electric	_____	Operating	_____	Capital project
	Water	<u>  X  </u>	Operating	_____	Capital project
	Sewer	_____	Operating	_____	Capital project

Amount		Description	Account No.
\$141,600	To:	Chemical Expenses for Water Treatment	431-00641
\$141,600	From:	Cash	

Explanation: See enclosed correspondence.

Certified as to Availability of Funds:

Donald Kozmin  
Division Business Manager

Date: November 9, 2022

Submitted by:

Neil H. Amwake  
Division General Manager

Date: NOVEMBER 9, 2022

\_\_\_\_\_  
Director, Department of Public Utilities

Date: \_\_\_\_\_

Approved by vote of the Public Utilities Commission, subject to the approval of the Mayor and the Town Council

\_\_\_\_\_  
Chairman, Public Utilities Commission

Date: \_\_\_\_\_

Certified as to Availability of Funds:

\_\_\_\_\_  
Comptroller, Finance Department

Date: \_\_\_\_\_

Approved – Subject to the Approval of the Town Council

\_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

**II. Certification of the Financial Transaction:**

The transfer or appropriation of \$ \_\_\_\_\_ as detailed and authorized above and as approved by a vote of the Town Council in session is hereby certified.

I hereby certify that this is the motion approved by the Town Council at its meeting of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Town Clerk

TOWN OF WALLINGFORD  
DEPARTMENT OF PUBLIC UTILITIES  
WATER AND SEWER DIVISIONS  
377 SOUTH CHERRY STREET  
WALLINGFORD, CT 06492  
203-949-2670

RECEIVED  
MAYOR'S OFFICE  
22 NOV -9 AM 10:39

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INTEROFFICE MEMORANDUM

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**TO:** PUBLIC UTILITIES COMMISSION  
**THRU:** NEIL H. AMWAKE, P.E., GENERAL MANAGER *NAL*  
**FROM:** JAY PAWLOWSKI, WATER DIVISION SUPERINTENDENT  
**RE:** WATER DIVISION BUDGET AMENDMENT REQUEST FOR FY 2022-2023 – CHEMICAL EXPENSES FOR WATER TREATMENT (ACCOUNT #43100641)  
**DATE:** NOVEMBER 9, 2022  
**CC:** RICHARD A. HENDERSHOT, DIRECTOR OF PUBLIC UTILITIES; DONALD LANGENAUER, WATER AND SEWER DIVISIONS BUSINESS MANAGER

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**Background** – The Wallingford Water Division's (WWD) goal has been, and always will be, to provide a safe, uninterrupted supply of the highest quality water to our customers. Chemicals are a critical, necessary and essential component of the water treatment process.

The current budget for the purchase of these chemicals is inadequate to support the water treatment process for the remainder of this fiscal year. There are several factors contributing to this, the major one being chemical unit cost increases. The Water Division operating budget is usually completed by the end of February for the upcoming fiscal year. Chemical bids follow the fiscal year, so as we developed the WWD budget for the upcoming fiscal year, each of the chemical suppliers were contacted. Staff then asked each supplier if they were able to renew their bid at the same price and terms as the previous year, or if they are unable to do so, we asked for an estimate of chemical cost increases.

This year none of the bids were able to be renewed by the suppliers and thus the Water Division rebid each water treatment chemical. These new bids for the upcoming fiscal year were not received until May and June of 2022, well after our budget preparation.

Prices received were much higher than the previous year. For example, sodium hydroxide (used for pH adjustment) increased from \$0.85/gallon to its current price of \$1.6667/gallon, a 96.12% increase.

Sodium hypochlorite (used as a disinfectant) increased from \$0.089/pound to \$0.135/pound, a 51.69% increase.

Aluminum sulfate (used as a coagulant) increased from \$0.96/gallon to \$1.43/gallon, a 48.96% increase. Other chemicals utilized in the water treatment process include phosphate (+110%), polyamine (+63%) and fluoride (+26%).

Another factor affecting the chemical budget is the quantity of chemicals used. This is mostly driven by water quality and distribution system flows (demand). When raw water quality coming into the treatment plant is reduced due to more total suspended solids (TSS) in the raw water influent the need to apply more chemicals increases. Raw water quality can be affected by many factors including algae, microorganisms, color, turbidity, seasonal turnover, etc.

Focusing on algae, during the drought (reduced precipitation) conditions that existed over the summer, when the water surface elevation in the reservoirs was lowered, algae that were present in the reservoirs collected on the dry banks of the reservoirs. These algae then dried out, with the dry algae breaking down into smaller pieces that via wind or precipitation then enter the reservoirs, adding to the TSS in the reservoirs. Additionally, with less volume of water in the reservoirs the TSS increased since the denominator (gallons of water) was smaller.

Chemical treatment begins with the addition of aluminum sulfate, which is designed to convert small, lightweight, non-settleable particles into larger, heavier particles. These larger, heavier particles form a floc and are then removed in the clarifiers prior to filtration. Aluminum sulfate is an acid, which reduces the pH of the water. As a result, an increase in the aluminum sulfate dosage increases the need to apply more sodium hydroxide (a base) to bring the pH of the water above 7.0 (neutral).

Reduced water quality also increases the need to apply additional sodium hypochlorite. Sodium hypochlorite is a disinfectant, and is utilized in the water treatment process to destroy any disease-causing (pathogenic) organisms. The sodium hypochlorite must fully react with the demand present within the supply, but we must also carry a "free" chlorine residual leaving the treatment plant. This free chlorine residual protects against any possible contamination within the distribution system. Sodium hypochlorite can also be used prior to filtration to oxidize dissolved minerals present in the raw water supply. These minerals, which contribute to color, can then be removed in the filtration process.

Lastly, flow rates within the distribution system directly affect the use of chemicals. As flows increase or decrease, so does chemical usage. Flow rates this fiscal year were up a total of 4.2% over the same period last year.

**Costs** – The Water Division has estimated the quantity of chemicals needed to carry us through August 1, 2023. Then, based on the estimated quantities of chemicals, multiplied by the unit prices established in each of the bids, we determined the estimated amount of funds needed to purchase chemicals through August 1, 2023. This amount, including a ten percent (10%) contingency, is estimated to be \$164,000.00. The Division currently has approximately \$22,400.00 in Account #43100641 – Chemical Expenses. Therefore, the net funds needed to purchase the estimated chemicals through August 1, 2023 along with the 10% contingency are \$141,600.00.

**Public Utilities Commission Action** – The Water Division kindly requests PUC approval of a FY22-23 budget amendment to increase Account #43100641 – Chemical Expenses by \$141,600.00. Funds for this purpose will be made available to the operating budget through a corresponding increase to the Appropriation From Cash in the Source of Funds section of the Water Division budget.

As always, please feel free to contact me should you have any questions or require additional information.

H:\Public Utilities Commission (PUC)\Business Office Transfer Documents\Water Transfers and Amendments\Transfer and Amendment Memorandums and Letters\Water Treatment Chemicals Budget Amendment Request Memo v.NHA 2022-11-09.docx

RECEIVED  
MAYOR'S OFFICE

3h.

22 NOV 14 PM 3: 26

Town Clerk



Town of Wallingford, Health Department  
45 South Main St.  
Wallingford CT 06492



Phone: 203-294-2065 Fax: 203-294-2064  
Email: [health@wallingfordct.gov](mailto:health@wallingfordct.gov)

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MEMORANDUM

To: William W. Dickinson, Jr., Mayor  
From: Vanessa Bautista, Director of Health *V.B.*  
Date: November 14, 2022  
Re: Request to Include Item on Town Council Agenda, November 22, 2022

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Please include on the Item Agenda, Health Department request to accept funds from the State of Connecticut Department of Public Health for imbursement of services related to infectious disease case management in the amount of \$888.

**Action Requested:**

Please include on November 22, 2022, Town Council Agenda: Health Department request to accept the amount of \$888 from the State of Connecticut Department of Public Health for infectious disease case management and approve the line item as assigned by the Comptroller.

Thank you for your consideration of this matter.

(1) Attachment: Appropriation of Funds







# *Town of Wallingford, Connecticut*

31,

November 15, 2022

Wallingford Town Council  
45 South Main Street  
Wallingford, CT 06492

Dear Chairman Cervoni and Councilors:

Listed below is the 2023 Calendar of Regular Town Council meetings. Please consider adoption of the calendar at the November 22, 2022 Town Council meeting. Thank you.

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2023

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## REGULAR MEETING SCHEDULE

January 10 January 24	May 9 May 23	September 12 September 26
February 14 February 28	June 13 June 27	October 10 October 24
March 14 March 28	July 11	November 14 November 28
April 11 April 25	August 15	December 12

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## In Accordance with CGS 1-225

January 8, 2024 Swearing In Ceremony followed by  
Town Council Meeting  
January 23, 2024

Unless posted otherwise, meetings are held at 6:30 P.M. in the Robert F. Parisi Town Council Chambers, Wallingford Town Hall. It is customary to hold one meeting in the months of July, August and December, and if a meeting date falls on a holiday, the meeting may be rescheduled or cancelled. Special Town Council meetings are posted as they occur with the Town Clerk. Cancellation and rescheduling notices pertaining to said meetings will be posted in accordance with the Freedom of Information Act.

Deborah McKiernan  
Town Clerk

jms

3j

**TOWN OF WALLINGFORD, CONNECTICUT  
TOWN COUNCIL MEETING**

**TUESDAY  
NOVEMBER 8, 2022  
6:30 P.M.**

**RECORD OF VOTES AND MINUTES**

The Town Council Meeting on Tuesday, November 8, 2022, was called to order at 6:30 p.m. There was a moment of silence and the Pledge of Allegiance was said. Councilors in attendance were, Autumn Allinson, Samuel Carmody, Thomas Laffin, Joseph A. Marrone, III, Christina Tatta, Jason Zandri, and Chairman Vincent Cervoni. Mayor William W Dickinson, Jr., Town Attorney Gerald E. Farrell, Sr., and Comptroller, Timothy Sena were also present.

1. Pledge of Allegiance
2. Roll Call
3. Consent Agenda
  - 3a. Consider and Approve Tax Refunds totaling \$4,690.98 (#300-#315) Acct. #1001001-41020 – Tax Collector
  - 3b. Acceptance of Federal/State Highway Safety grant 2021/2022 Comprehensive DUI Enforcement Program and consider and approve Appropriation of funds in the amount of \$6,273 to Revenue Highway Safety, Acct. #1002001-45208 and to Police Overtime, Acct. #10020050-51400 – Police Dept.
  - 3c. Acceptance of Donation from Ms. Cynthia Erling and consider and approve Appropriation of funds in the amount of \$50 to Revenue Donations-Police, Acct. #2502002-47152 and to Expense Donations-Police, Acct. #25020050-58830-10135 – Police Dept.
  - 3d. Acceptance of Donation from Wallingford Rotary Foundation and consider and approve Appropriation of funds in the amount of \$750 to Revenue Donations-Police, Acct. #2502002-47152 and to Expense Donations-Police, Acct. #25020050-58830-10127 – Police Dept.
  - 3e. Consider and approve a Transfer in the amount of \$3,000 from Regular Salaries & Wages, Acct. #10020100-51000 to Other Pay, Acct. #10020100-51900 – Animal Control
  - 3f. Consider and approve the Appropriation of funds in the amount of \$38,000 from CRRA Reserves, Fund 200 to Capital Acct, Fund #200 – TBD – Public Works
  - 3g. Consider and approve a Resolution authorizing the Mayor to execute all documents for the State of Connecticut Division of Emergency Management and Homeland Security Department of Emergency Services and Public Protection for the FFY 2022 Homeland Security Grant Program in the amount of \$22,840 – Fire Dept.

RECEIVED FOR RECORD 11-14-22  
AT 10:20 a.m. AND RECEIVED BY  
Deborah McKernan TOWN CLERK

- 3h. Consider and approve the Appointment of Robert Prentice to fill the Alternate position on the Zoning Board of Appeals effective immediately and expiring January 8, 2025 – Chairman Cervoni
- 3i. Consider and approve the Appointment of Steve Allinson to the position of Constable effective immediately and expiring January 8, 2024 – Chairman Cervoni
- 3j. Approve Town Council Minutes of October 25, 2022.

**MOTION WAS MADE TO APPROVE OR ACCEPT CONSENT AGENDA  
ITEMS 3a through 3j.**

**MADE BY: LAFFIN  
SECONDED BY: ALLINSON  
VOTE: ALL AYE  
MOTION: PASSED**

**4. Items Removed from the Consent Agenda - none**

**5. PUBLIC QUESTION AND ANSWER PERIOD**

Riley O'Connell, Edgerton Road, read a statement by Tom Dacey. Mr. Dacey was contacted by a new resident of 45 Tremper Drive in the Ulbrich Heights Apartments, which are part of the Wallingford Housing Authority. The resident complained about rats and mice in her unit and the traps provided by the Housing Authority were not effective. Mr. Dacey noted that the problem has been ongoing and requested that the Town hire an exterminator for that area to protect the safety and health of the residents.

Bob Gross, Long Hill Road, asked if the Town applied for the Transit Oriented Development Grant program. Mayor Dickinson replied that he is not familiar with that program. He stated that there are several grants open right now. Mr. Gross stated that the program is already closed and grants have been issued. He gave examples of what some other towns did with the money they received. He stated that this is why the Town needs a full-time grant writer. Mr. Gross asked if the Town applied for the Train Station grant. The Mayor replied yes, the Community Development Challenge Grant. Mr. Gross asked if the Town had applied for a Historic Restoration Fund Grant as that could be used for the Train Station as well. He noted that this is another grant left by the wayside. Mr. Gross stated that he hoped the Council would challenge the Mayor to go for more grants to help the Town. There is State money available for projects that the Town needs to have done.

Bob Chapin, 5 East Dayton Hill Road asked about the possible purchase of 3 East Dayton Hill Road and why parking is necessary. He stated that the nearby soccer fields have plenty of parking that will be accessible by paths.

Chairman Cervoni closed the Public Question and Answer Period. He also congratulated Steve Allinson for his appointment as Constable and noted that since the Town Clerk is not available tonight, he will need to go to the Town Clerk's office to be sworn in.

- 6. Consider and approve the new proposed Agreement for the Town's purchase of 3 Dayton Hill Road – Law Dept.

**MOTION WAS MADE TO approve the new proposed agreement for the Town's purchase  
of 3 Dayton Hill Road.**

**MADE BY: LAFFIN**

**SECONDED BY: ALLINSON**

Atty. Farrell explained that the Law Department has reworked the proposed agreement to reflect the environmental issues that the Town and Council were concerned with. The Town can withdraw if not satisfied with what is discovered in further inspections. He noted that the cost of the property is the same. He stated that he is aware that some neighbors are not happy with the possible use of parking. He reported that an adjacent subdivision has restrictions for residential use and they were contacted. A majority of the property owners consented to the transfer of the property for a park.

Councilor Marrone asked if the Council had voted to reject this at a prior meeting. Chairman Cervoni agreed but replied that the administration is presenting it with different terms. Councilor Marrone noted that the property has been for sale for more than a year and even though the Town would pay less than the advertised price (\$60,000 vs. \$100,000) he doesn't think it's worth that much. He doesn't see a compelling argument to change the earlier decision.

Councilor Zandri stated that he can understand the desire to purchase the property because it abuts open space. He agreed that since it didn't sell in the recent real estate market, we should have the opportunity to negotiate a better price. He stated that there is already street parking and barriers there. He stated that a parking lot may cause a traffic problem. He recommended not going forward.

**PUBLIC COMMENT**

Don Lennon, 2 East Dayton Hill, stated that he lives across the street from this property and first heard of the issue two days ago. He noted that this is a very dangerous intersection and is in a quiet neighborhood. He believes a parking lot would be dangerous. An easy alternative would be to park at the soccer field up the street and improve the trails. You could make a nice trailhead just off the existing lot. He is in favor of buying the land as a buffer between the residential area and the park but not for parking.

Kathy Dringoli, 551 Woodhouse Avenue, agreed that it is a dangerous intersection. The entrance to the lot would be on the curve. Most people overshoot the stop sign on East Dayton Hill so they can see what's coming on Woodhouse. So a parking lot entrance there is not feasible. She agreed that it would be great for the Town to purchase the property.

Charlene Jablonski, 546 Woodhouse Avenue, stated that she lives around the bend and there is a lot of traffic on that corner. It would be dangerous to place a parking lot entrance there. She also noted that none of the neighbors she spoke to had been asked. Chairman Cervoni clarified that the Association for the sub-division on East Dayton Hill was surveyed due to a deed restriction.

Jeff Borne, Chair of the Land Acquisition Committee of the Conservation Commission, stated that they thought this would be a good addition to the Tyler Mill Preserve. This will secure both sides of the entrance. He stated that they did not analyze parking but due to the dangerous curve, parking could be moved further up Tyler Mill Road. He stated that acquiring the property is a good opportunity.

Debbie Gross, Long Hill Road, and 580 Woodhouse Avenue stated that this is a secluded spot and is dark. Parking would be a hazard. If the Town is going to have to maintain and monitor a lot there it will be a burden. She is not opposed to purchasing it for a buffer. She fears that it will end up as a parking lot anyway unless it is deeded as open space so it can't be used for anything else. She asked how many landowners are in the Association that was surveyed. Atty. Farrell replied there are 9 lots. Ms. Gross said that she spoke to the people on East Dayton Hill, Woodhouse Avenue, and Signal Hill, and all expressed traffic concerns. Regardless of where the entrance to the parking lot is, it will

still be dangerous. She suggested parking at the soccer field and making a pathway. Maybe there could be additional parking there. She asked if the barriers at the end of East Dayton Hill Road near the street can be removed as they are an eyesore. It was noted that they were installed to keep the 4-wheelers out. Ms. Gross reiterated that the land should be deeded as open space only.

Hearing no further public comment, Chairman Cervoni brought it back for Council discussion.

Councilor Tatta reviewed the history of this item. Back in March, there was a 7-1 vote to purchase the land. At the April 26<sup>th</sup> meeting, it was added to the agenda under a wave rule 5, which is where a time-sensitive issue is proposed as a last-minute addition to the agenda. At that time the vote was for a 60-day contract extension for the sellers to address environmental issues that arose after the vote to purchase the property. That motion was voted down. At the same meeting, Council decided to terminate the contract by a vote of 8 – 1. She noted that this looks like the same proposal with only minor changes.

Councilor Carmody asked about the environmental issues on the property. Atty. Farrell replied that there are things that need to be investigated. If problems are discovered, the seller would be responsible for remediation or the deal would not proceed. Councilor Carmody asked why it was decided the property would be used for parking. Mayor Dickinson explained that in early conversations it was suggested that a small parking lot be added to alleviate the issue of street parking on that curve. The proposal is back in front of the Council because Atty. Small made some changes regarding the environmental issues and the need to determine the support of the subdivision. Councilor Carmody asked how many residents were notified and surveyed. Atty. Farrell replied that there are 9 properties. Five have signed their consent, two are in agreement but have not yet signed and two are opposed. Councilor Carmody noted that there are more than that in the audience and that a number of the neighbors will be impacted. Everyone should have been notified. He agrees with the concerns about a parking lot. He also agrees that if purchased it should be for open space or passive recreation, not parking.

Councilor Zandri asked if there are still materials to be removed from the property. Atty. Farrell replied that issues are being investigated. The solid waste has not been determined to need remediation and does need to be removed, which the owner has agreed to do. If there is further remediation needed, the owner has the obligation to remove it for the sale to go through. They can decide not to sell. Councilor Zandri asked if we know there are environmental issues why not make an effort to get it cleaned up anyway. Atty. Farrell stated that the Town can't investigate every property and force owners to clean them up. Councilor Zandri replied but if the problem is discovered as part of the process why not take action. Atty. Farrell stated that it has not been determined that there is an environmental issue. All that can be seen from the road are some bulky items. Councilor Zandri asked about using Blight rules.

Councilor Carmody asked if the current owner is a construction company. Atty. Farrell stated that he doesn't know and that we don't know what the property was used for. Any property that is considered for purchase has an environmental inspection. Councilor Carmody asked if we would offer to purchase it before the investigation. Atty. Farrell replied yes but subject to any environmental issues being examined and discussed. Mayor Dickinson stated that he understands the concerns about parking and agrees that the property has value as open space. We can put in the Motion that it not be used for parking.

**MOTION WAS MADE TO amend the motion to include that the parcel not be used for parking and remain open space.**  
**MADE BY: LAFFIN**

**SECONDED BY: ALLINSON**

Councilor Marrone stated that he is in favor of the amendment but he still thinks it is irresponsible to spend \$60,000 on land that is not worth that. There are many other ways to use that money.

Councilor Zandri asked if this can be a deed restriction. Chairman Cervoni replied that the seller writes the deed. Atty. Farrell state that it could be put in the contract that the deed has to have the restriction as required by the Town Council. Councilor Zandri stated that he would like it done so no future administration can change their minds. It is a benefit to the area to clean that lot up. If we let it go, it will be harder to get it cleaned up.

Councilor Carmody clarified that the seller has to do the remediation. Atty. Farrell confirmed.

**MOTION TO amend the motion**

<b>ROLL CALL VOTE:</b>	<b>MARRONE: YES</b>
<b>ALLINSON: YES</b>	<b>TATTA: YES</b>
<b>CARMODY; YES</b>	<b>ZANDRI: YES</b>
<b>LAFFIN: YES</b>	<b>CERVONI: YES</b>

7 – AYE

0 – NAY

0 - ABSTAIN

**MOTION: PASSES**

**MOTION TO approve the Town's purchase of 3 Dayton Hill Road**

<b>ROLL CALL VOTE:</b>	<b>MARRONE: NO</b>
<b>ALLINSON: NO</b>	<b>TATTA: NO</b>
<b>CARMODY; YES</b>	<b>ZANDRI: YES</b>
<b>LAFFIN: YES</b>	<b>CERVONI: YES</b>

4 – AYE

3 – NAY

0 - ABSTAIN

**MOTION: FAILS**

7. Discussion and possible action regarding modification of the 7-vote requirement for ARPA Committee decisions to a possible requirement that the Committee decisions pass by a vote of at least a majority plus one of those present and able – Chairman Cervoni  
*In attendance: Mike Brodinski, Chair of the ARPA Review Committee*

**MOTION WAS MADE TO approve a change to the 7-vote requirement for the ARPA Review Committee decision so that the committee decisions are passed by a vote of a majority plus one of those present and able.**  
**SECONDED BY: ALLINSON**

Chairman Cervoni opened the public hearing.

Mike Brodinski, 45 Valley View Drive, Chair of the ARPA Committee, stated that the committee is a solid, thoughtful group. A meeting was held on October 21<sup>st</sup> to start thinking about the mechanics of

the decision-making process for reviewing and scoring applications. The committee agreed that they need to know how many applications there will be and how much money would be requested. They focused on figuring out the procedural hiccups that could slow them down. One question was what to do if not enough members are present due to absences or recusals. What if they can't meet the 7-vote minimum until after they've spent time reviewing applications and interviewing applicants? They want to stay faithful to the supermajority that the Town Council wanted, so are asking to change the rule to a majority plus 1.

Councilor Allinson noted that they hadn't considered that all the committee members would not be able to attend. She asked about meetings on Fridays and Saturdays. Mr. Brodinski stated that the meeting dates for December, January, and February are set with none on Fridays or Saturdays. All the members agreed to all the meeting dates. Councilor Allinson asked if the committee preferred a simple majority or a supermajority. Mr. Brodinski replied that they have no preference.

Councilor Zandri noted that one reason for a supermajority of 7 was the anticipation of some absences. Mr. Brodinski replied that he provided all the scenarios in his memo. He stated that he expects some recusals. He stated that if the Council wants to stay with the 7-vote requirement they will make it work. Councilor Zandri asked if it comes to Council if the committee can't decide on an application. Chairman Cervoni said yes, as we are the charging group. Councilor Zandri stated that he likes the idea of a supermajority to help keep politics out of the process. He is comfortable with a majority plus 1.

Councilor Marrone stated that he is amenable to doing a simple majority plus one. Mr. Brodinski noted that the quorum is 7. He stated that they will have all the applications on or before December 15<sup>th</sup>, so their next meeting is December 21<sup>st</sup>.

**PUBLIC COMMENT:** None

Hearing no public comment, Chairman Cervoni closed the public hearing and called for a motion on the resolution.

**ROLL CALL VOTE:**

**ALLINSON: YES**

**CARMODY: YES**

**LAFFIN: YES**

**MARRONE: NO**

**TATTA: NO**

**ZANDRI: YES**

**CERVONI: YES**

**5 – AYE**

**2 – NAY**

**0 - ABSTAIN**

**MOTION: PASSES**

**8. Discussion regarding Doolittle Park – Councilor Zandri**

*In attendance: John Ventura, Chief of Police, Kenny Michaels, Director, Parks & Recreation, Joseph Czentnar, Fire Chief*

Councilor Zandri mentioned the recent incident at Doolittle Park and asked for an outline of where we stand. Chief Ventura explained that last Saturday night the playscape at Doolittle Park was set on fire, the case is open but the individuals responsible have been identified. They are all under 18. Chief Czentnar stated the investigation has determined that the fire was caused by an incendiary and was intentional. Chief Ventura added that once the case is closed an arrest warrant will be sent to the New Haven Juvenile Court. That court decides on whether to sign the warrants. Chief Ventura shared



some statistics showing how juvenile incidents and arrests have increased in the past year. He explained that the mindset has changed from punitive to diversion programs for juvenile offenders. He stated that there is a core group that causes disturbances around town after school lets out. The changes in juvenile law over the last few years have eliminated consequences. Chief Ventura noted that he has never seen this level of disrespect shown to officers. This will continue to escalate. Counselor Zandri stated that this is not a situation where more services, events, or parks will solve the problem. This has moved beyond bored kids causing mischief. It's also a lack of fear. He stated that the incident at Doolittle Park raised this to another level. He asked Chief Ventura for suggestions. Chief Ventura stated that they damaged property and put themselves and others in danger. He suggested looking at ordinances creatively, such as reckless use of bicycles on a town road. He stated that there is a task force working on getting the kids on the edges of this group separated before they get into trouble. Chief Ventura noted that laws are changing on January 1<sup>st</sup> that require risk assessments before referral to juvenile court. That will not help. He has a list of suggestions for actions other towns are taking. Councilor Zandri will bring that list to the Ordinance Committee.

Mr. Michaels stated that there have been no reports of groups of kids hanging around parks other than Doolittle. He has seen only the usual vandalism. He reported that the Town's insurance provider has all the information on the damage in Doolittle Park. They need to wait until the insurance company says it's okay to remove the damaged equipment. He doesn't know the timeline. They do intend to replace it with the same playscape which costs \$49,758 plus \$17,000 or \$18,000 for installation. Mr. Sena noted that even though it will be purchased with insurance money it has to go through the Town Purchasing procedures.

Asked about restitution, Chief Ventura replied that the adult court system stipulates paying back the cost of repairs and that this needs to be expressed to the juvenile prosecutor.

Councilor Zandri stated that he understands that the neighbors of the park are hesitant to call in complaints about the kids. When should they call the non-emergency line? Chief Ventura stated that they have instituted a Selective Enforcement Program. Residents should call and an officer will come and talk to the kids. It's okay to call and let the officer assess. He also encouraged residents to call back or email to find out what the result was. The 2800 number goes to dispatch and 2805 goes to the shift supervisor. All calls are dispatched. Chief Ventura stated that he is in full support of the reinstitution of the Neighborhood Watch Program. There is a formal process to institute it and it includes meetings with the Police Department. Councilor Zandri noted that this is not a vigilante group. He supports getting the program back up.

Chairman Cervoni noted that there was approximately \$65,000 to \$70,000 in damage. How does that factor into the seriousness of the crime? Chief Ventura stated that it makes it a felony. Chairman Cervoni stated that he has seen the dangerous behavior of bicyclists on North Main Street. He asked what the interaction has been with parents/guardians when they come to pick up confiscated bicycles. Chief Ventura replied that it is not always positive. He stated that an ordinance would allow them to take the bike and charge a fine.

Councilor Allinson asked if the School Resource Officers have been useful. Chief Ventura replied that there is one in each high school and the Superintendent supports the program. They are there more for positive interactions with the kids than security. He believes they are valuable and has been talking with the Superintendent about expanding the program. Councilor Allinson asked if he has the appropriate budget or if will they need more to expand the program. Chief Ventura replied that he would like to expand to the middle schools. He noted that retired police officers are being used as security in other towns and we should have both.



Chairman Cervoni asked if other towns are having similar issues. Chief Ventura replied that the cities are having gang issues. Kids are stealing cars that are later used in crimes. All towns are seeing the same things. He stated that he believes it is due to the lack of consequences.

Councilor Carmody asked about the possibility of installing cameras as a deterrent at Doolittle Park. He understood that neighbors were concerned with privacy. Chief Ventura stated that the cameras help document activities. They put out a bid but found the park was too big and that getting the images to the Police Department will be a challenge. He worked with the Electric Division to get more power lines and poles installed. There are three options to get the signal to the Police Department. The easiest is the least secure and the most expensive is fiber runs, but it is the most secure. He stated that they have reworked the project and are going back out to bid. Regarding privacy, he stated that the camera angles would all face toward the park.

#### PUBLIC COMMENT

Shauna Glidden, 28 Pomeroy Avenue, noted that this is not just a policing issue, but a community issue. She is meeting with the YMCA, Youth and Social Services, Park & Rec, and others to come up with solutions which will be presented at another meeting. She stated that the Police need more support and she supports the idea of School Resource Officers in Middle Schools.

Councilor Carmody asked what the optimal level of staffing would be for the Police Department. Chief Ventura replied that based on a formula relating to population and call volume, it would be 85. They are budgeted for 78 and are at 73 right now. They have a certified police officer testing process open right now and have 4 academy seats in the spring. His goal is to get to 78 by June. He noted that the new building will be able to hold 85 officers. Counselor Carmody commended Chief Ventura's accomplishments while being short-staffed.

Councilor Zandri asked how many officers will be in the budget request. Chief Ventura replied that he needs to look at whether he can recruit. It is hard to find police officers these days. A test that used to generate 50 applicants now gets 1 or 2. Councilor Zandri asked Chief Ventura to tell the Council what he needs for staffing.

On behalf of the Council, Chairman Cervoni thanked Chief Ventura, Mr. Michaels, and Chief Czentnar for their time and hard work.

Hearing no further public comment, Chairman Cervoni closed the public hearing and with no further business called for a motion to adjourn.

**MOTION WAS MADE TO adjourn at 8:30 pm.**

**MADE BY: ZANDRI**

**SECONDED BY: ALLINSON**

Respectfully submitted,  
Cheryl-Ann Tubby  
Recording Secretary

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**Vincent Cervoni, Chair**

**Date**

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**Deborah McKiernan, Town Clerk**

**Date**

6,

**WALLINGFORD PUBLIC SCHOOLS**

**100 SOUTH TURNPIKE ROAD  
WALLINGFORD, CT 06492  
TELEPHONE (203) 949-6500  
FAX# (203) 949-6551**

**SUPERINTENDENT**

Danielle Bellizzi – Personnel

**ASSISTANT SUPERINTENDENTS**

Fran Thompson – Personnel

Aimee Turner – Special Education

Carrie LaTorre – Curriculum

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October 31, 2022

Ms. Deborah McKiernan, Town Clerk  
Wallingford Town Council  
45 South Main Street  
Wallingford, CT 06492

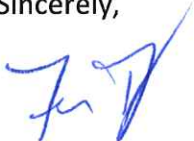
Dear Ms. McKiernan:

Enclosed please find a copy of the 2023-2026 contract between the Wallingford Board of Education and the Wallingford Education Association which was presented at the Board of Education meeting on November 4, 2022.

Per state statute, the council needs only to reject the contracts, not to approve them. No action is necessary if the council is in favor of the contracts. I would appreciate it if you would place these items early on the agenda because members of the Board of Education will be present at that meeting to discuss the contracts.

If you have any questions regarding the above, please do not hesitate to contact me.

Sincerely,



Fran Thompson  
Assistant Superintendent for Personnel

FT/slb

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Received by Town Clerk's Office

7.

**WALLINGFORD PUBLIC SCHOOLS  
100 SOUTH TURNPIKE ROAD  
WALLINGFORD, CONNECTICUT 06492  
TELEPHONE (203) 949-6500  
FAX# (203) 949-6551**

**SUPERINTENDENT  
Danielle Bellizzi  
Fax # (203) 949-6550**

**ASSISTANT SUPERINTENDENTS  
Carrie A. LaTorre – Curriculum  
Francis Thompson, Ed.D. - Personnel  
Aimee Turner – Special Education**

November 7, 2022

Mr. Vincent Cervoni, Chairperson  
Wallingford Town Council  
45 South Main Street  
Wallingford, CT 06492

Dear Chairman Cervoni:

Enclosed you will find a job description for the position of Technology/Administrative Application Technologist, which we would like to change to Data Application Specialist. I am requesting the review and approval of this job description be placed on the November 22, 2022 Town Council agenda.

If you have any questions regarding the above matter, please feel free to contact me.

Thank you.

Sincerely,



Francis Thompson, Ed.D.  
Assistant Superintendent for Personnel

FT:jk

Enclosure - 2

cc: Mayor Dickinson  
J. Hutt, Human Resources Director  
T. Raccio, Chairperson, Wallingford Board of Education  
D. Bellizzi, Superintendent

**\*\*DRAFT\*\***

**\*\*DRAFT\*\***

**WALLINGFORD PUBLIC SCHOOLS  
Wallingford, Connecticut**

**JOB DESCRIPTION**

**Data Application Specialist**

**Duties:**

Responsible for the accuracy and completeness of state reported data. Extract, verify and upload information from the database to provide information for local, state and federal reports. Provides database management, analytics, application support, process improvement, reporting, and end-user training in supporting Wallingford Public Schools with its organizational data system needs. Manages, updates and supports district databases to ensure data integrity.

**ADDITIONAL DUTIES:**

- Manages, updates and supports PowerSchool SIS; assist school administrators in creating students' schedules for the following school year; support teachers with gradebook use, setup, troubleshooting; creates, modifies and troubleshoots reports in PowerSchool and related district database applications; trains end users in PowerSchool and other district software applications; ensure student data is accurately and consistently maintained and troubleshoot inconsistencies; assist users in correctly entering data and conforming to both district and state standards.
- Exports data from and import data to systems in use in the district.
- Attends trainings to update knowledge and skills.
- Assists staff with entry, retrieval, storage, manipulation and printing of data.
- Assists in the diagnosis of technical issues with the data integration within software applications.
- Completes end of year and start of year functions in PowerSchool and the various software packages that integrate with PowerSchool.
- Creates custom reports including report cards/transcripts using tools in PowerSchool, Excel or other applicable tools (SQL) to assist with data analysis.
- Assumes other related responsibilities as assigned by the Director of Information Technology Services.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of database management, installing new applications and applicable software upgrades, data mapping, and ensuring data integrity.
- Knowledge of report writing software including SQL reports desired
- Ability to comprehend data which is used by school officials to forecast departmental needs, trends, or funding and to support school operations.

- Some knowledge of state and federal reporting systems including Public School Information System (PSIS) registration and collection modules, ED166, TCS and CRDC desired.
- Considerable ability to establish and maintain effective and courteous working relationships with coworkers, superiors, vendors and others
- Good ability to communicate professionally, politely and effectively both written and orally.
- Good ability to work with minimal supervision.

#### **SUPERVISION RECEIVED:**

Works under the direction of the Director of Information Technology Services.

#### **QUALIFICATIONS:**

- High School diploma or its equivalent and 2 years experience working with computer software applications of which 1 year must be working with PowerSchool OR an equivalent combination of experience and training may be substituted on a year-for-year basis. School or district office experience preferred.

#### **SPECIAL REQUIREMENTS:**

- Must possess and maintain a valid State of Connecticut Motor Vehicle Operator's License.
- Must have a personal vehicle to travel between schools (mileage reimbursement provided).

#### **Physical and Mental Demands/Work Environment:**

*Note: The physical demands and environmental characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable invited individuals with disabilities to perform the essential functions.*

Activity	Frequency	Reason for Activity
Sitting	Constantly	Typing, Computer Work, Phone Work
Standing	Occasionally	Instructing
Walking	Rarely	Walking to meetings in other buildings

Stooping	Rarely	Repairing computer connections
Squatting/Crouching	Rarely	Repairing computer connections
Kneeling/Crawling	Never	
Twisting	Rarely	Repairing computer connections
Reaching	Rarely	Repairing computer connections
Using Hand/Finger Dexterity	Constantly	Typing, data entry
Operating Machines	Rarely	Computers, peripherals, etc.
Operating Motor Vehicles	Rarely	Reporting to 14 locations within the district
Pushing/Pulling	Rarely	Moving equipment
Lifting/Carrying	Rarely	Moving equipment - Average 1-20 pounds.
Climbing Ladders/Stairs	Rarely	Accessing equipment, wiring

**Additional Requirements:**

✓ Talking                      ✓ Near Vision                      ✓ Hearing                      ✓ Far Vision  
 ✓ Color Discrimination

Revised: 4/8/13      11/4/22  
 Approved by Town Council: 3/12/13

**POSITION TITLE:** Technology/Administrative Application Technologist

**DEPARTMENT:** BOE Computer Department

**GENERAL DESCRIPTION:**

Administrative Application Technologist to assist in supporting Wallingford Public Schools with their organizational data system needs.

Individual must be a proactive, self-starter and a team player with good communication skills, and the ability to provide training. Must provide software assistance to end-users and have good decision-making and problem solving skills.

Will work with district databases and systems to ensure data consistency. Will import and export data to/from district databases as required.

**SUPERVISION RECEIVED:** Works under the direction of the Director of Information Technology Services.

**EXAMPLE OF DUTIES:**

Creates, modifies and troubleshoots reports in PowerSchool and other district database applications

Trains end users in PowerSchool and other district software applications

Monitors monthly web postings that are required to be done by each school and follow-up if items have not been posted

Creates custom reports using tools in PowerSchool, Crystal Reports, Access, Excel or other applicable tools

Runs and validates report cards generated from PowerSchool

Perform start of year and end of year functions in PowerSchool

Exports data from and import data to systems in use in the district

Performs other related duties as required

**KNOWLEDGE, SKILLS AND ABILITIES:**

Experience in database management, installing new applications and applicable software upgrades, data mapping, and ensuring data integrity preferred

Knowledge of basic levels of SIS (student Information system) programs required

Able to create SQL queries desired.

Knowledge of report writing software desired

Experience with PowerSchool version 6 or above required

Experience with SIF desired

Experience with IEP Direct desired

Experience with VersaTrans desired

Experience with Microsoft Office (Word, Excel, PowerPoint, Access and Outlook)

Experience with web pages and basic HTML desired

Considerable ability to establish and maintain effective and courteous working relationships with coworkers, superiors, vendors and others

Must be able to communicate professionally, politely and effectively both written and orally

Must have a proven track record as a self-starter

Must be self-motivated and able to work with minimal supervision

Must be a proven team player

Good organizational, written, and oral communication skills

**QUALIFICATIONS:**

Four (4) years information technology experience in a K-12 school environment required

Two (2) years experience with PowerSchool, Crystal Reports (or similar reporting software) and Microsoft Office required. Bachelor's degree in computer technology, education, business or related field desired.

**SPECIAL REQUIREMENTS:**

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

Must have a personal vehicle to travel between schools (mileage reimbursement provided).

Revised: 1/8/13



Approved by Town Council: 3/12/13

Subject **Re: Clarification on Application Requirements for Nonprofit Organizations Seeking ARPA Assistance**

From Vinny Cervoni <vcbluzman@hotmail.com>

To Samuel Carmody <samuelsarmody@gmail.com>, Tom Laffin <councilor@tomlaffin.com>, Wallingford Law Department <lawdept@wallingfordct.gov>, townclerk@wallingfordct.gov <townclerk@wallingfordct.gov>

Date 2022-11-07 12:22



Deb,  
Please, include this in my agenda meeting packet.  
Thanks!  
vc

Vinny Cervoni, Chairman  
Wallingford Town Council

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**From:** Samuel Carmody <samuelsarmody@gmail.com>

**Sent:** Monday, November 7, 2022 12:08 PM

**To:** Vincent Cervoni <vcbluzman@hotmail.com>; Tom Laffin <councilor@tomlaffin.com>; Wallingford Law Department <lawdept@wallingfordct.gov>

**Subject:** Clarification on Application Requirements for Nonprofit Organizations Seeking ARPA Assistance

Good afternoon,

I know we will be discussing Mr. Brodinsky's memo at tomorrow's meeting. However, I do not think the request I am submitting below, via this email, is germane to tomorrow's topic. Please let me know if you think otherwise and I can bring it up at the meeting tomorrow.

I have received a handful of inquiries from smaller-sized nonprofit organizations about the documentation required for the ARPA applications. Some of these organizations have informed me that they do not possess all of the specified documentation being requested. It is my understanding that some of the smaller nonprofits are not obliged to generate, or have on hand, such information in the course of their normal operations.

Therefore, I respectfully request an item to be placed on the agenda of our November 22, 2022 Town Council meeting to discuss this matter. Here is my proposed agenda item:

***Discussion and possible action to present and refine the precise documentation needed to submit a finalized and acceptable ARPA application for nonprofit organizations.***

I will prepare a short document describing in detail the issues that have been brought to my attention. I would also request the presence of someone from UHY to help answer these particular questions. I have included Corporation Counsel Small in hopes that she can extend an invitation to UHY for this agenda item.

Thank you very much for your consideration. Please feel free to contact me with any questions.

Sincerely,

Sam

--  
Samuel Carmody  
(m) 203.314.5627

**MEMORANDUM**

TO: Wallingford Town Council

FROM: Claire Collins, Consulting Manager – ARPA

DATE: November 9, 2022

RE: 501(c)3 Nonprofit Application Financial Documents to Submit with Application for ARPA Assistance

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This memorandum clarifies the types of acceptable financial documentation a 501(c)3 nonprofit needs to submit with application for ARPA assistance. Acceptable documentation to submit includes any of the following:

1. The most recent audited financial statement for nonprofit with **annual revenue more than \$500,000;**
2. Any other type of financial statement such as a balance sheet, income statement, statement of cash flows, or statement of functional expenses for 2019, 2020, and 2021 for nonprofit with **annual revenue less than \$500,000;**
3. IRS Required Form 990s filed for 2019, 2020 and 2021
  - a. Nonprofit with **less than \$50,000 in annual revenue**, the “990-N,” filed also known as the “e-Postcard”;
  - b. Nonprofit with **annual revenue of less than \$200,000 and assets valued at less than \$500,000**, Form 990-EZ or Form 990 filed;
  - c. Nonprofit with **annual revenue more than \$500,000**, Form 990 filed; or
  - d. Nonprofit with **annual revenue of any size that have unrelated business income**, Form 990-T filed.
4. Proof of IRS exemption from filing any type of Form 990 for 2019, 2020 or 2021; or
5. Any financial records nonprofit has documenting annual revenue and expenditures for 2019, 2020 and 2021.



*Town of Wallingford, Connecticut*

TOWN ATTORNEY  
GERALD E. FARRELL, SR.

ASSISTANT TOWN ATTORNEY  
GEOFFREY T. EINHORN

CORPORATION COUNSEL  
JANIS M. SMALL

DEPARTMENT OF LAW  
WALLINGFORD TOWN HALL  
45 SOUTH MAIN STREET  
WALLINGFORD, CT 06492

TELEPHONE (203) 294-2140  
FAX (203) 294-2112  
lawdept@wallingfordct.gov

9.

**MEMORANDUM**

TO: Vincent Cervoni, Chairman, Wallingford Town Council  
Members of the Wallingford Town Council

CC: William W. Dickinson, Jr., Mayor

FROM: Janis M. Small, Corporation Counsel

RE: ARPA Public Project Program

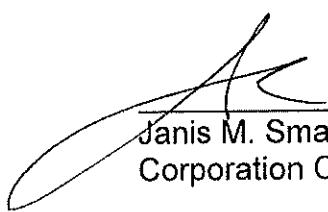
DATE: November 16, 2022

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On August 16<sup>th</sup>, the Council approved an ARPA Public Project Program. Separately, the Council voted to approve the forms for the business and nonprofit programs. The Council also voted to require all applications to be submitted and the application period closed before the Committee considered them.

On September 19<sup>th</sup>, I forwarded to you the Public Project Program documents. The Council did not act on those drafts. Further, Chairman Brodinsky has correctly pointed out that the Program approved by the Council stated that the Committee is to review the projects "based on the recommendation of the Mayor and Town Council". My drafts do not state this and it is questionable what role the Committee will have if the projects have already been approved by the Mayor and Council.

In order to clarify this and finalize the Public Program documents, I am again forwarding the drafts to you for review and approval.

  
\_\_\_\_\_  
Janis M. Small  
Corporation Counsel

JMS/bjc

# **Town of Wallingford American Rescue Plan Act (ARPA) Public Project Program**

The Town of Wallingford will consider Public Projects submitted by Town Departments for the use of the ARPA funds. The Projects must benefit the Town as a whole, thereby benefiting all citizens.

The Public Projects must have an expected life/duration of at least fifteen years. The following projects are not permitted: open space purchases, routine paving or road repairs, salaries or employee benefits.

The Project must be completed by December 31, 2026.

**TOWN OF WALLINGFORD  
ARPA GRANT ASSISTANCE PROGRAM**

**PUBLIC PROJECT PROGRAM PROPOSAL**

**Application Evaluation Form**

**Applicant Name:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

<b>Max. Points</b>	<b>Evaluation Criteria</b>	<b>Score</b>
<b>20</b>	The purpose, project detail, goals and expected outcomes are clearly described.	
<b>20</b>	The project will benefit the Wallingford community as a whole.	
<b>20</b>	The proposed budget is appropriate for the request, is supported by documentation, and any additional funding needed has been secured.	
<b>20</b>	Is the project ready to implement? If not, is the timeline reasonable? Will the program be completed before 12/31/2026?	
<b>20</b>	The project will have a life of at least fifteen (15) years.	
<b>100</b>	<b>TOTAL SCORE</b>	

**TOWN OF WALLINGFORD  
ARPA GRANT ASSISTANCE PROGRAM  
PUBLIC PROJECT APPLICATION**

<b>Department:</b>
<b>Department Head Contact Information:</b>
<b>Project Name:</b>
<b>Project Description:</b> Include a description of the “life” of the project. (Project must have an expected duration of at least fifteen years.)

<b>Project Budget:</b> Include any additional sources of funds necessary for the Project.
<b>Project Schedule:</b> Must be completed by December 31, 2026. Include whether the Project is “shovel ready” and list timeline for completion.

\_\_\_\_\_  
**Signature of Department Head**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name and Title**

Subject **Re: ITEM FOR COUNCIL AGENDA - Discussion and possible action regarding the re-creation of the Town of Wallingford Maintenance Advisory Committee**



From Vinny Cervoni <vcbluzman@hotmail.com>  
To Jason Zandri <Jason@zandri.net>, townclerk@wallingfordct.gov  
<townclerk@wallingfordct.gov>  
Cc Tom Laffin <councilor@tomlaffin.com>, Joe Marrone  
<joemarrone3@gmail.com>  
Date 2022-11-15 14:14

10,

Lisa or Deb,  
Please, add Jason's item to today's agenda.

vc

Vinny Cervoni, Chairman  
Wallingford Town Council

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**From:** Jason Zandri <Jason@zandri.net>  
**Sent:** Tuesday, November 15, 2022 1:40 PM  
**To:** Vinny Cervoni <vcbluzman@hotmail.com>  
**Cc:** Tom Laffin <councilor@tomlaffin.com>; Joe Marrone <joemarrone3@gmail.com>  
**Subject:** Re: ITEM FOR COUNCIL AGENDA - Discussion and possible action regarding the re-creation of the Town of Wallingford Maintenance Advisory Committee

I guess Council first to see if the support solidified at all and then we can ship it to ordinance

Let me know if that doesn't make sense and I'm open to suggestions

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**From:** Vinny Cervoni <vcbluzman@hotmail.com>  
**Sent:** Tuesday, November 15, 2022 1:30 PM  
**To:** Jason Zandri <Jason@zandri.net>  
**Cc:** Tom Laffin <councilor@tomlaffin.com>; Joe Marrone <joemarrone3@gmail.com>  
**Subject:** Re: ITEM FOR COUNCIL AGENDA - Discussion and possible action regarding the re-creation of the Town of Wallingford Maintenance Advisory Committee

Council or ordinance?

I get off on '57 Chevy's  
I get off on screaming guitar

On Nov 15, 2022, at 1:02 PM, Jason Zandri <jason@zandri.net> wrote:

Hi everyone,

We discussed this back in March and I received requests for it again.

I think we need to either formally adopt it or formally kill it; we kind of left it open ended (with seemingly more against than for but a degree of non-commit)

If we can add it to the upcoming Council meeting, that would be great. Please let me know.



Subject **Fwd: Agenda Item for November 22, 2022 -- Honoring of Iris Papale**  
From Vinny Cervoni <vcbluzman@hotmail.com>  
To Town Clerk's Office <townclerk@wallingfordct.gov>  
Date 2022-11-15 13:31



//

get off on '57 Chevy's  
get off on screaming guitar

begin forwarded message:

**From:** Vinny Cervoni <vcbluzman@hotmail.com>  
**Date:** November 7, 2022 at 3:48:21 PM EST  
**To:** Samuel Carmody <samuelsarmody@gmail.com>, Tom Laffin <councilor@tomlaffin.com>  
**Subject: Re: Agenda Item for November 22, 2022 -- Honoring of Iris Papale**

Deb,  
Please, add this to my next agenda folder.  
Thanks!  
vc

Vinny Cervoni, Chairman  
Wallingford Town Council

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**From:** Samuel Carmody <samuelsarmody@gmail.com>  
**Sent:** Monday, November 7, 2022 3:47 PM  
**To:** Vincent Cervoni <vcbluzman@hotmail.com>; Tom Laffin <councilor@tomlaffin.com>  
**Subject:** Agenda Item for November 22, 2022 -- Honoring of Iris Papale

Gentlemen,

I respectfully submit the following agenda item for the Wallingford Town Council meeting on November 22, 2022:

***Discussion and possible action in recognizing and honoring the longtime community service of former Town Councilor Iris Papale.***

I will be submitting some backup materials to you within the next week regarding this agenda item.

Thank you,  
Sam

--  
Samuel Carmody  
(m) 203.314.5627