TOWN COUNCIL
WATERTOWN, CONNECTICUT

MONDAY, DECEMBER 19, 2022

REGULAR MEETING – 7:00 P.M.
MINUTES

WATERTOWN TOWN HALL
TOWN COUNCIL CHAMBERS
61 ECHO LAKE RD.
WATERTOWN, CT 06795

1. Call Meeting to Order.
Vice Chair Mary Ann Rosa called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance.
Vice Chair Mary Ann Rosa led the pledge of allegiance.

3. Roll Call.
PRESENT:
   Mary Ann Rosa, Vice Chair
   Robert Desena
   Gary Lafferty
   Robert Retallick
   Denise Russ
   Rachael Ryan (phone)
   Anthony DiBona

   ABSENT:
   Jonathan Ramsay, Chair
   Ken Demirs

   OTHERS PRESENT: Mark Raimo, Town Manager
   Susan Zappone, Asst. Town Manager/Finance Director

Public Comment
Catherine Dinsmore, 35 Reynolds: Ms. Dinsmore commented on the credentials and salary needed for the job description for the Director of Human Resources and the Social Services Clerk and asked if it could be further reviewed.
Al Mickel, 95 Woodvine Avenue: Mr. Mickel asked for to have public participation back for better communication. He talked about civility being extended with boards and commissions. Mr. Mickel asked if the audit for 2022 will be on the website soon. He commented on the description of Human Resource Director to be taken under consideration for the qualifications with certain criteria needing to be looked at. Mr. Mickel asked for more description on the transfer of funds from Tyler Software to a line-item named software.

Katherine Camara, 31 Cottage Place: Ms. Camara commented about the job descriptions requirements being odd. She also talked about in person meetings available via zoom in listen only mode and participation from the public and commissioners.

4. Minutes.
   a. Regular Meeting – December 5, 2022

Motion - Robert Desena seconded by Robert Retallick: I move to approve the Regular Meeting dated December 5, 2022 as presented.

Discussion: none.

Motion passed unanimously

Chairman’s Report

Vice Chair Mary Ann Rosa stated we received a memo from Lisa Carew, the Director of Parks and Recreation that the golf course rates for the military will remain the same and we thank them for hearing our comments at the last meeting. For myself and on behalf of the council I would like to formally wish the residents and the employees of the Town, Merry Christmas, Happy Hannukah, the celebration you are taken and a heathy New Year. A special thank you to the Police and Fire Departments for their care of the town and all of us in the past year and the Highway Department a thank you for the work you are going to do in the next couple of months and to stay safe.

Town Manager’s Report:
Mark Raimo reported I do not have anything for the Manager’s report tonight, Susan Zappone our Finance Director would like to give an update on our audit.

Susan Zappone, Asst. Town Manager/Finance Director stated I wanted to inform you all that I have filed for an extension for our Fiscal Year 2022 audit. The new due date is going to be January 31, 2023. The decision was made after counseling with King, King &
Associates I want to make sure the audit had all the correct information that they needed. Some of the factors that came into play in making this decision was switching to the new software and employee changes on both the Town and the BOE’s side. I have been informed that this is a common thing that happens with municipalities when the software change happens in its first full year. With this extension I feel truly confident that we would be able to complete and meet all the requirements we have for the audit. On another note, in your packet you received a new budget schedule for the upcoming year. We did put more meetings in place this way the departments will be able to explain in greater detail their budgets, explaining their revenue and expenditures. Once everybody agrees to these dates I will make sure that I will get them out.

Mark Raimo, Town Manager offered to council members to meet with them when going through the line items to see in more detail for their benefit for a better understanding what they would be looking at during the public meetings.

Subcommittee Reports – none.

MOTIONS

a. New Business.

a. Consider authorizing the Town Manager to execute and deliver documents associated with the Town of Watertown’s opt out of the State of Connecticut Accessory Dwelling Unit Provisions of Public Act No. 21-29 (HB 6107).

RESOLUTION

WHEREAS: The Connecticut State Legislature approved comprehensive zoning reforms pertaining to accessory dwelling units (accessory apartments) in Public Act 21-29,

WHEREAS: The provisions of the Act require a municipality to opt in or opt out of certain provisions of CGS 8-20 (a) through (d),

WHEREAS: The Planning and Zoning Commission of the Town of Watertown, CT at a Regular Meeting held on December 7, 2022 voted to opt out of out of the provisions of CGS 8-20 (a) through (d) in order to a complete a comprehensive update of its zoning standards, to complete its Affordable Housing Plan, and incorporate certain provisions from its current zoning standards,

THEREFORE: The Town Council hereby votes affirmatively to complete the opt out process.

Dated at Watertown, Connecticut this 19th day of December, 2022.
Motion - Robert Desena seconded by Robert Retallick: I move to approve the resolution and authorize the Town Manager to execute and deliver documents associated with the Town of Watertown's opt out of the State of Connecticut Accessory Dwelling Unit Provisions of Public Act No. 21-29.

Mark Massoud, Director of Lane Use Administrator stated he was here on behalf of the Planning & Zoning Commission and the Town Manager to request that the council complete a process initiated by the Planning & Zoning Commission which is to opt out of some of the provisions of Public Act 21-29 relative to accessory dwelling units. In 2021 the state legislature passed revisions to the land use regulations relative to accessory dwelling units. They offered the municipalities a couple of different options, one is to opt into the regulations as written, the second is to write new regulations and the third was to opt out of the regulations. At this point with the thought of rewriting their regulations in the future, the Planning & Zoning commission because it is in the middle of a rewrite of its zoning regulations and a rewrite with the Town’s Affordable Housing Plan is making the request to opt out. So that they can in the near future rewrite the regulations relative to ADU’s and incorporate into them some of the provisions that they would wish to keep into the regulations.

Aye: 6, Rosa, Desena, Lafferty, Retallick, Russ, DiBona
Nay: 0
Abstain: 1 Ryan

Motion passes

b. Consider an appropriation from the General Fund in the amount of $826 to the Building Maintenance Supplies line item for the purchase of a Stainless-steel counter and sink to be used by Animal Control at the dog pound. Funds received from donations in collection jars in the Town Clerk’s Office.

Motion - Robert Desena seconded by Robert Retallick: I move to authorize an appropriation from the General Fund in the amount of $826 to the Building Maintenance Supplies line item for the purchase of a stainless-steel counter and sink for the dog pound.

Discussion: none.

Motion passed unanimously.
c. Consider approval of the salary and job description for the position of Social Services Clerk.

**Motion** - Robert Desena seconded by Robert Retallick: I move to approve the job description for the position of Social Services Clerk with a salary range of $35,490-$45,500.

Denise Russ asked if this going was going to be a brand-new position.

Mark Raimo, Town Manager answered currently this was a part time position that we have deemed that needs to be more of a full-time position and will be integrated into the White-Collar Union for a 35-hour position.

Denise Russ asked about the additional cost to the town from part time to full time.

Mark Raimo, Town Manager answered whatever the difference is, the cost of salary for this particular person who is in the position. Her insurance benefits would not increase because she is already on our plan through her spouse. The additional cost would be vacation time that she would then accrue at a full-time rate. We did set a range of pay for this person; it is budgeted for $45,500 which was approved in last year’s budget with discussion of full time and the amount of money. There are job requirements added to this position, they will actually go into the field and be responsible 24/7 for call ins and handling social service needs.

Mark Raimo, Town Manager answered on some of the discussion points regarding crawling, sitting and stooping. If an employee is injured on the job, we have some criteria on what is needed to bring them back to work or not bring them back to work. Specifically for this position the staff member may need to crawl, they may go into homes with certain situations.

Anthony DiBona asked in the opinion of the Town Manager is this position necessary for the administration of the town.

Mark Raimo, Town Manager answered this position is necessary, we need a social worker to be added to the division of Parks and Recreation.

Motion passed unanimously

d. Consider approval of the salary and job description for the position of Director of Human Resources.

**Motion** - Robert Desena seconded by Robert Retallick: I move to the job description for the position of Director of Human Resources with a salary range of $85,000-$96,000.
Rachael Ryan echoed the comments made in public participation with a salary of that range and needing to require a degree of higher education.

Mark Raimo, Town Manager thanked the public for giving their input for this position. If we were to put those parameters without giving us some leeway to make decisions, we would not get anybody to apply with a Master’s Degree and we have to change that and move it out as a Bachelor’s Degree. I would not be offended if the council told me to beef up the requirements but understand if we don’t get people to apply, we are now going to be 3 months into hiring position. We did set the salary at $80,000 dollars you are not going to attract somebody with a Masters Degree with 10 years of experience to work in this job. I do have an HR consultant that we work with and we had this discussion that this is going to be an entry level position for a person coming into our organization that we are going to have to help develop and hopefully stay with us.

Vice Chair Mary Ann Rosa asked how many hours a week.

Mark Raimo, Town Manager answered it would be a 35-hour position.

Denise Russ asked going through the job description for this one person it seems like an awful lot of duties. It seems like this person will be asked to do what people are doing right now. If we take duties from one person or two, three or four what are they going to do.

Mark Raimo, Town Manager answered we need to funnel HR duties back to an HR position and there is plenty of work for others to get backfilled and putting the responsibilities back where it is supposed to be.

Robert Desena stated the Town Manager did consult with someone with Human Resources experience. Working under the direction of the Town Manager is basically supervising someone of an important position. On the description they would supervise and oversee workmen’s compensation claims, supervises and preform recruiting services, develop training programs for employees and conducts human resource seminars and that somebody should oversee these matters.

Gary Lafferty asked if it was going to be shared with the BOE.

Mark Raimo, Town Manager answered it would be strictly on our side if at some point that we evolve into an HR department we can consider at some point overseeing the BOE.

Anthony DiBona asked in the opinion of the Town Manager is this position necessary for the minimum essential administration of the town.

Mark Raimo, Town Manager answered yes and was open for changes on the requirements.
Vice Chair Mary Ann Rosa noted if there is the potential of additional responsibilities, additional compensation etc. and an applicant that you feel is really qualified you can bring this back to us again for more money and revamping of the whole thing.

Mark Raimo, Town Manager made a suggestion to add a Bachelor’s leaving some leeway so that we can make that decision with experience and certifications through SHRM or any of the mainstream. I can make those adjustments put this out there and see what we get.

Rachael Ryan asked is it possible to change the language so that you are not requiring either a bachelor’s degree or experience but one or the other.

Vice Chair Mary Ann Rosa commented I think our discussion has just indicated that the manager is going to handle that in the interview process.

Rachael Ryan stated for the record that she would not support it the way it is. She would support it with the changing of the language to require either level of experience or a higher level of a degree.

Aye: 6, Rosa, Desena, Lafferty, Retallick, Russ, DiBona
Nay: 1 Ryan
Abstain: 0

Motion passes

e. Consider a resolution authorizing the transfer of funds between line items.

RESOLUTION

WHEREAS, expenses in the 2022-23 fiscal year require the transfer of funds:

NOW THEREFORE BE IT RESOLVED, by vote of the Watertown Town Council, that the following actions are taken relative to the transfer of funds.

GENERAL FUND - INFORMATION TECHNOLOGY
AMOUNT: $50,000
FROM: 010.50406.040.2946.9010 - Tyler Software
TO: 010.50406.028.1918.9010 - Software
REASON: Purchase of new software’s and ongoing upgrades.
Dated at Watertown, Connecticut this 19th day of December 2022.

Jonathan Ramsay, Chairman
Watertown Town Council
Motion - Robert Desena seconded by Robert Retallick: I move to approve the resolution authorizing the transfer of funds between line items.

Discussion: none.

Motion passed unanimously.

f. Consider a resolution authorizing an appropriation of $6,409.42 for tax refunds.

RESOLUTION

WHEREAS, taxpayers have applied for Tax Refunds pursuant to Section 12-129, Refund of Excess Payments; and

WHEREAS, the Tax Collector recommended that the refunds be made in accordance with the provisions of Section 12-129; and

WHEREAS, in order to refund taxpayers who have been approved for their refunds, monies must be appropriated into the budget line item to expend the funds.

NOW THEREFORE BE IT RESOLVED, that the Town Council appropriates $6,409.42 to line item 010-50341-043-0102 from the General Fund for tax refunds.

Dated at Watertown, Connecticut this 19th day of December, 2022

Jonathan Ramsay, Chairman
Watertown Town Council

Motion - Robert Desena seconded by Robert Retallick: I move to approve the resolution authorizing an appropriation from the General Fund in the amount of $6,409.42 for tax refunds.

Discussion: none.

Motion passed unanimously.

g. Consider a resolution authorizing tax refunds.

RESOLUTION

WHEREAS, Taxpayers have made application for the property tax refunds in accordance with C.G.S. Section 12-129 Refund of Excess Payment:
WHEREAS, the Tax Collector recommends that the refunds be made in accordance with the provisions of Section 12-1298;

NOW THEREFORE BE IT RESOLVED: that the Town Council approves the attached listing of tax refunds:

Dated at Watertown, Connecticut this 19th day of December, 2022.

Jonathan Ramsay, Chairman
Watertown Town Council

See attached

**Motion** - Robert Desena seconded by Robert Retalllick: I move to approve the resolution authorizing tax refunds.

Discussion: none.

Motion passed unanimously.

10. Adjournment.

a. **Motion** - Robert Desena seconded by Robert Retalllick: I move to adjourn the meeting. (7:50 p.m.)

Motion passed unanimously.

Respectfully submitted,

Mary Ann Rosa, Vice Chair
Watertown Town Council

Approved:

Susan King, Clerk
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<th>Name</th>
<th>Address</th>
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