



**TOWN COUNCIL
WATERTOWN, CONNECTICUT
MONDAY, MAY 4, 2026
REGULAR MEETING – 7:00 P.M.**

AGENDA

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

1. Call Meeting to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Public Participation.

The Town Council invites the public to speak under public participation. Please complete and provide a *Watertown Town Council Public Participation* Form if you wish to speak at the meeting. Copies are available on the Town's website or at the meeting. There is a time limit of three minutes per speaker.

5. Minutes.
 - a. April 13, 2026 – Special Meeting
 - b. April 20, 2026 – Regular Meeting
 - c. April 28, 2026 – Special Meeting
6. Chairman's Report
 - a. Correspondence
 1. Resignation letter from Edward Wilk as a member of the Water and Sewer Authority, effective April 30, 2026.
7. Staff Reports.
 - a. Town Manager
 - b. Finance Director
8. Subcommittees.

9. New Business.

- a. Consider appointments to boards and commissions.
- b. Consider a resolution authorizing the appropriation of \$30,000 from the Special Fund into Water and Sewer Enterprise Funds.
- c. Consider authorizing an appropriation from the General Fund in the amount of \$9,990.64 to the Police Department State Asset Forfeiture Program Fund 229.40236.460.0000.0000. Funds received for Watertown Police Department from the State of Connecticut Asset Forfeiture Program.
- d. Consider approval of a job description for the position of Finance and Payroll Specialist.
- e. Consider a resolution authorizing an appropriation in the amount of \$78.19 from the General Fund for tax refunds.
- f. Consider a resolution authorizing the payment of tax refunds.

10. Adjournment.

**THIS MEETING WILL BE AN IN-PERSON MEETING AND WILL ALSO BE AVAILABLE
VIA ZOOM IN LISTEN ONLY MODE**

**A LINK WILL BE POSTED ON THE DAY OF THE MEETING
PLEASE SEE WWW.WATERTOWNCT.ORG UNDER THE CALENDAR OF MEETINGS**

Town Council
Regular Meeting 05.04.2026
Item: 6 (a) 1

April 30, 2026

Edward Wilk
50 Ice House Rd
Oakville, ON L6M 0G7

James Sugden
Chairman
Water & Sewer Authority
7475 French St.
Oakville, ON L6M 0G7

Mr. Sugden,
Due to my work commitment, please accept this letter as formal
notification from my position as a member of the Water &
Sewer Authority. My last day will be April 30, 2026.

Respectfully,


Edward Wilk

CC: Daniel D'Amico, Chairman
Watertown Republican Town Committee

405 871-1400
MAY 11 2026
11:41 AM
MAY 11 2026
11:41 AM

Lisa Dalton

From: Edwardwilk Wilk <edwardwilk73@gmail.com>
Sent: Friday, May 1, 2026 9:54 AM
To: Lisa Dalton
Cc: Janelle Wilk
Subject: Resignation

Good morning, Lisa

Hope all is well. I am emailing you to confirm the letter you received was for my resignation from the WSA. I am currently working out of state and cannot commit the time to the board as I was able in the past. My apologies for any confusion.

Best Regards

Edward Wilk



TOWN OF WATERTOWN CONNE


OFFICE OF THE TOWN MANAGER

Watertown Town Hall • 61 Echo Lake Road • V
Tel: 860.945.5255 • Fax: 860.945.4974 • www.

Town Council
Regular Meeting 05.04.2026
Item: 9 (b)

MEMORANDUM

To: Watertown Town Council

From: Mark A. Raimo, Town Manager 

Date: May 1, 2026

Re: Water and Sewer Authority
Request for an Appropriation

The Watertown Water and Sewer Authority requests that the Town Council authorize the appropriation of \$30,000 from the Special Fund into the Water and Sewer Enterprise Funds, specifically Fund 015 (Sewer Operations) 015.50344.074.0000.9015 Sewage Disposal. This request for an appropriation is to address costs exceeding the originally budgeted amounts and to ensure that all operational and contractual obligations are fully met. The funds within the Special Fund are directly allocated for Water and Sewer Authority purposes and are intended to support these enterprise operations.



RESOLUTION

WHEREAS, the Water and Sewer authority requests that the Town Council authorize the appropriation of \$30,000 from the Special Fund into the Water and Sewer Enterprise Funds;

WHEREAS, The funds within the Special Fund are directly allocated for Water and Sewer Authority purposes and are intended to support these enterprise operations: and

WHEREAS, the appropriation would specifically be to:

- Fund 015 (Sewer Operations) 015.50344.074.0000.9015 - *Sewage Disposal* in the amount of \$30,000

WHEREAS, the approval of an appropriation of funds would be to maintain the financial stability of the enterprise funds, support ongoing service delivery and ensure timely payment of all obligations associated with the Water and Sewer Authority systems.

NOW THEREFORE BE IT RESOLVED, by vote of the Watertown Town Council, the requested approval of the appropriation of funds.

Dated at Watertown, Connecticut this 4th day of May, 2026.

Jonathan Ramsay, Chairman
Watertown Town Council

At a regular meeting of the Watertown Town Council held on Monday, May 4, 2026 the foregoing resolution was moved for adoption by Councilman/Councilwoman_____. The motion was supported by Councilman/Councilwoman_____.

Motion declared adopted.

Susan King, Clerk
Watertown Town Council





WATERTOWN POLICE
195 FRENCH
WATERTOWN
860-945

Town Council
Regular Meeting 05.04.2026
Item: 9 (c)




Joshua N. Bernegger
Chief of Police

Renee Dominguez
Deputy Chief

MANAGEMENT MEMO

TO: Maria Guerrero, Finance Director
Megan Guiliano, Assistant Finance Director

FROM: Chief Joshua Bernegger 

CC: Lisa Cattaneo
Lisa Zambero

DATE: April 20, 2026

SUBJECT: Reimbursement from State of CT Asset Forfeiture

The following reimbursement was received by the finance department from the State of CT Asset Forfeiture program:

April 18, 2026	\$9,990.64
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Please appropriate the aforementioned amount of \$9,990.64 to the State Asset Forfeiture program fund 229-40236-460-0000-0000. We understand that any expenses we plan to spend via this fund will be by means of line item 229-50572-243-0000-9229.



JOB DESCRIPTION
Finance & Payroll Specialist

JOB TYPE: FULL-TIME
STATUS: NON-EXEMPT, SALARY
COMPENSATION: THIS IS A UNIONIZED POSITION. THE SALARY RANGE AND BENEFITS ARE BASED ON THE TERMS OF THE CONTRACT
REPORTS TO: FINANCE DIRECTOR/ASST. FINANCE DIRECTOR, TREASURER
APPROVED BY: WATERTOWN TOWN COUNCIL
APPROVAL DATE: XXXX

POSITION SUMMARY:

The Finance & Payroll Specialist is a multifaceted role responsible for the integrity of the Town's revenue collection. This position manages the full cycle of Accounts Receivable and serves as the primary backup to support payroll functions. This role requires a high degree of collaboration with the Human Resources Department to ensure all personnel-related financial data is processed with precision.

SUPERVISORY RESPONSIBILITIES:

Provides limited oversight by offering guidance and direction to interns or administrative support staff as needed. This position does not include formal supervisory responsibilities such as hiring, evaluation, or disciplinary authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accounts Receivable & Treasury Support - (Primary Role)

- **Revenue Management:** Responsible for preparing and maintaining detailed records for all monetary transactions occurring both on-site and online.
- **Collections & Deposits:** Collects cash and checks from all Town departments and prepares them for bank deposits.
- **Ledger Maintenance:** Posts charges and balances accounts according to departmental direction.
- **Collections Oversight:** Proactively follows up on stale-dated invoices and outstanding receivables to ensure timely collection.
- **System Integration:** Regularly enters, retrieves, imports, and exports financial data using the IV/Tyler Software System and other municipal software.

Payroll & Personnel Administration – (Backup Role)

- **Payroll Processing Support:** Works in conjunction with the HR Director to ensure payroll for active, terminated, and leave-status employees is processed timely and accurately.



JOB DESCRIPTION

Finance & Payroll Specialist

- **Verification & Auditing:** Collects and verifies all time-entry information. Validates the accuracy of pays and supervisor approvals prior to importing data into the IV/Tyler system.
- **Record Maintenance:** Tracks and updates personnel records, including Sick Leave, Vacation, Personal Time, Holidays, and Compensatory Time.
- **Personnel Changes:** Coordinates with HR to reflect changes in employee status, including general wage increases, retroactive payments, longevity pay, leave of absences, and terminations.
- **Compliance Updates:** Performs annual system updates to reflect changes in tax tables, employee benefit rates, and provisions within various union and employee contracts.
- **Post-Payroll Duties:** Verifies the accuracy of payment registers, initiates corrections or adjustments as needed, and manages the distribution of physical checks to each department.
- Maintains confidentiality of employee compensation and personnel data.

General Finance Support

- Assists with annual audit preparation and documentation.
- Supports implementation and maintenance of financial systems and procedures.
- Provides customer service to residents, vendors, and employees regarding financial transactions.
- Performs related duties as assigned to support departmental operations.

The above duties describe the most significant responsibilities performed and are not to be considered a detailed description of every duty of the position. Other related duties may be assigned by the Finance Director.

REQUIRED SKILLS AND ABILITIES:

- **Technical Proficiency:** Advanced knowledge of municipal ERP systems (e.g., Tyler/IV, Edmunds) and payroll platforms (e.g., UKG), with strong Microsoft Excel skills.
- **Municipal & Accounting Knowledge:** Working knowledge of governmental accounting principles, including accounts receivable, payroll processing, and cash management practices; familiarity with specialized Police and Fire payroll requirements (e.g., detail pay, contract stipends) preferred.
- **Confidentiality:** Demonstrated ability to handle sensitive financial and personnel information with a high level of discretion.
- **Communication & Collaboration:** Strong interpersonal skills with the ability to work effectively across departments (Finance, HR, Police, Fire).
- **Attention to Detail & Organization:** Highly detail-oriented with strong organizational skills and the ability to maintain accuracy under deadlines.
- **Independence & Reliability:** Ability to work independently, manage competing priorities, and consistently meet deadlines.



JOB DESCRIPTION
Finance & Payroll Specialist

EDUCATION AND EXPERIENCE:

- Associate's degree in accounting, finance, or a related field required; Bachelor's degree preferred. Minimum of 3–5 years of progressively responsible experience in accounting, finance, or municipal operations, including demonstrated experience in accounts receivable, bookkeeping, or payroll administration. Municipal experience preferred.
- **Technical Competence & Controls:** Strong understanding of internal controls, data validation processes, and financial accuracy standards.
- **Work Environment & Performance:** Ability to work under general supervision while maintaining a high level of accuracy in a deadline-driven environment.

SPECIAL REQUIREMENT:

Must have a valid Connecticut driver's license or be able to obtain one in sixty (60) days.

PHYSICAL DEMANDS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the essential duties of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

The noise level in the work environment is usually quiet in the office.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time position. This position may require occasional extended hours during payroll processing, fiscal year-end, and audit periods.

TRAVEL: Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.



JOB DESCRIPTION
Finance & Payroll Specialist

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

EEOC STATEMENT:

It is the policy of the Town of Watertown to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Watertown will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.

Employee's signature below indicates an understanding of the requirements and essential duties of the position.

Employee's Signature

Date

Approved: 05-04-2026



RESOLUTION

WHEREAS, taxpayers have applied for Tax Refunds pursuant to Connecticut General Statutes, Refund of Excess Payments; and

WHEREAS, the Tax Collector certified the refunds in accordance with the provisions of Refund Statutes; and

WHEREAS, to refund taxpayers monies must be appropriated into the budget line item to expend the funds.

NOW THEREFORE BE IT RESOLVED, that the Town Council appropriates \$78.19 to line item from the General Fund for tax refunds.

Dated at Watertown, Connecticut this 4th day of May, 2026.

Jonathan Ramsay, Chair
Watertown Town Council

At a regular meeting of the Watertown Town Council held on May 4, 2026, the foregoing resolution was moved for adoption by Councilman/Councilwoman _____.
The motion was supported by Councilman/Councilwoman _____.

Motion declared adopted.

Susan King, Clerk
Watertown Town Council





RESOLUTION

WHEREAS, taxpayers have made applications for property tax refunds in accordance with C.G.S. Sections *Refunds of Excess Payment*:

WHEREAS, per State Statute, the Tax Collector shall, after examination of such application, refer the same, with recommendations thereon, to the Town Council, and shall certify to the amount of refund, if any, to which the applicant is entitled.

WHEREAS, upon receipt of such application and certification, the Town Council shall draw an order upon the Finance Department in favor of such applicant for the amount of refund so certified.

NOW THEREFORE BE IT RESOLVED that the Town Council authorizes a request that the Finance Department shall issue the payments for the certified refunds.

Dated at Watertown, Connecticut this 4th day of May, 2026.

Jonathan Ramsay, Chair
Watertown Town Council

At a regular meeting of the Watertown Town Council held on May 4, 2026, the foregoing resolution was moved for adoption by Councilman/Councilwoman _____.
The motion was supported by Councilman/Councilwoman _____.

Motion declared adopted.

Susan King, Clerk
Watertown Town Council

ACTION TAKEN BY THE TOWN COUNCIL: Refund Property Taxes, Interest and Fees of \$ _____

At a regular meeting of the Town Council held on _____,

refunds were authorized to the below applicants.

Name	Address	City/State/Zip	Prop Loc/Vehicle Info.	Reason	Tax	Int	Fee	Refund
TESLA LEASE TRUST	3000 HANOVER ST	PALO ALTO, CA 94304	2022/5YJ3E1EBXNF313676	Sec. 12-129 Refund of Excess Payments -	71.19	-	-	71.19
TIGANELLA NANCY & JAMES	380 WATERFALL CIR	LITTLE RIVER, CT 29566-7420	2015/WD3PF1CC0FP130279	Sec. 12-129 Refund of Excess payments -	7.00	-	-	7.00
					78.19	-	-	78.19

Susan King, Clerk of the Town Council