

WOLCOTT TOWN COUNCIL

Regular Meeting

Tuesday, May 4, 2010

Council Chambers, Wolcott Town Hall

7:30 p.m.

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MINUTES

 **DRAFT**

RECEIVED
5:20 p.m.
5-13-10
Dolores C Slater
TOWN CLERK
WOLCOTT, CONN.

Note: These are summary minutes; a tape recording of this meeting is on file in Commission Secretary's Office in Wolcott Town Hall.

Chairman Santogatta called the regular meeting to order at 7:30 p.m. with the Pledge of Allegiance, and attendance was taken.

MEMBERS PRESENT: Chairman Michael Santogatta; Vice-Chairman Steven Olmstead, David Valletta, Michael Perrone, Randy Petroniro Sr., Gale Mastrofrancesco, Francis Masi, Charles Marsella, and Michael Bokon

MEMBERS ABSENT: None

ALSO PRESENT: Mayor Thomas Dunn; Linda Bruce, Municipal Finance Officer; James Paolino, Sewer & Water Commission Chairman; Donald Charette, Board of Assessment Appeals Chairman; Roger Levesque, Treasurer; Mark Motosso, Development & Industrial Commission Chairman; Dolores Slater, Town Clerk; Lorraine McQueen, Tax Collector; Cheryl Brundage, Assistant Tax Collector; Pamela Deziel, Assessor; Brett Muccino, Park & Recreation Commission Chairman; Harry Najarian, Park & Recreation Commission Vice-Chairman; Sylvia Sheron, Registrar, Patricia Najarian, Deputy Registrar; Bill Barratt, Ambulance Chief; Jay Skerritt, Deputy Ambulance Chief; David Kalinowski, ZEO & Public Works Administrator; et al.

APPROVAL OF MINUTES:

▪ **Rescheduled Regular Meeting – April 13, 2010**

Upon **MOTION**, by Francis Masi, seconded by, Gale Mastrofrancesco, it was unanimously voted to **approve** the minutes of the April 13, 2010 Rescheduled Regular Meeting.

▪ **Regular Meeting – April 20, 2010**

Upon **MOTION**, by Francis Masi, seconded by, David Valetta, it was unanimously voted to **approve** the minutes of the April 20, 2010 Regular Meeting.

TAXPAYERS' TIME: (Limited to Items on the Agenda)

No taxpayers came forward.

CORRESPONDENCE (on file):

1. Finance Office Transfers, submitted by Linda Bruce
2. Park & Recreation Program Support Summary dated 4-28-10

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3. Various Reports Submitted by Sewer & Water:

- Waterbury Bureau of Water-Water Use Charge to Wolcott Water Dept.
- Sewer & Water Dept. Employee History
- Water Dept. Expenditures Since Last Water Usage Rate Increase
- Water Rate Comparison Chart for Residents of Wolcott

4. Letter dated April 29th from Linda Bruce Regarding Recommendation for Health & Welfare Consultant (supporting documentation attached)

MAYOR'S REPORT:

Mayor Dunn came forward and spoke about his trip to Philadelphia for the conference relating to the Bristol Resource Recovery and Operating Facility, which is where the Town of Wolcott brings their garbage. The garbage then goes to a Covanta plant where it is converted to energy; there are 42 waste to energy plants nationwide. He explained that the Town is one of 14 communities who are members and that the Mayor sits on the Board and on the Executive Board. It was very informative and there will be lot of upcoming legislation regarding this issue. He stated that he would like to invite the Town Council members to take a trip to tour the plant in Bristol.

Mr. Petroniro referenced the list of delinquent accounts that they received and noted that some residents have not paid their usage fees since inception. He added that he has a problem voting for a water increase when they are not collecting what they are supposed to; it sends a bad message. Mayor Dunn agreed that it is unfair to everyone else who pays their bills and that it is a very difficult situation; discussion followed. Chairman Santogatta noted that this item is on the agenda later in the meeting and can be discussed in more detail at that time.

FINANCE OFFICER'S REPORT/TRANSFERS:

Linda Bruce came forward and advised that she, the Mayor, Superintendent Macary, and Todd Bendtsen met with four agencies for health insurance benefits, and indicated that she will address this item later as it is on the agenda.

Mrs. Bruce next indicated that she submitted transfers for approval.

Upon **MOTION**, by Francis Masi, seconded by Randy Petroniro, it was unanimously voted to **approve** the following transfer; Gen'l Gov't – 112; to 01-1-112-8-8180 Tax Refunds \$2,000.00, from 01-1-112-4-4212 Refuse Disposal \$2,000.00 (**see attached**).

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Upon **MOTION**, by Francis Masi, seconded by Randy Petroniro, it was unanimously voted to **approve** the following transfer; Police & Public Safety 211 & 212; to 01-2-211-1-1100 Salary/Administrative \$30,100.00, also to 01-2-211-5-5100 Office Supplies \$523.25, and also to 01-2-212-1-1400 Overtime \$527.50, from 01-2-211-2-2130 Heart & Hypertension \$30,100.00, also from 01-2-211-7-7310 Cap-Computers \$23.25; also from 01-2-211-8-8230 Junk Car Removal \$500.00, also from 01-2-212-1-1900 Accrued Sick Days \$434.56, and also from 01-2-212-5-5100 Office Supplies \$92.94 (**see attached**).

SUB-COMMITTEE AND LIAISON REPORTS:

Mr. Valletta advised that the Ordinance Sub-Committee met this evening for the purpose of strengthening ordinance #66, concerning junk cars and various other items not allowed on people's property. He spoke with David Kalinowski who indicated to him what he needs to do to strengthen it, and he also obtained a copy of Waterbury's blight ordinance; they will probably be incorporating some of that in. He will keep the Council informed as to their progress.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

- **Discussion & Possible Action Regarding Proposed Water Fees**

Chairman Santogatta indicated that they have all previously received a proposal of a new fee schedule from the Chairman of the Sewer & Water Commission, as well as some excellent additional documentation that he requested from the Chairman.

Mr. Paolino came forward during which he proceeded to explain that increases in the water fees were necessary due to maintenance and expansion of the water system, general cost increases, and also due to the fact that several increases over the years have been made from Waterbury to Wolcott, and Wolcott has not passed those increases on. He acknowledged that the bad debt needs to be aggressively pursued and that his department is currently in the process of developing specific plans to collect the debts, including actively asserting warrants, attaching paychecks and bank accounts, potentially disposing of the property; shut offs would be the last resort.

A question and answer period followed at which time it was indicated that although the bad debt collection and the proposed increase are two separate and distinct issues, the Council would feel more comfortable if there were a definitive plan in place before they take any action on the fees, and to also have more time to review everything in conjunction with their entire budget deliberations.

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Upon **MOTION**, by Randy Petroniro, seconded by Francis Masi, it was unanimously voted to **table** 'Discussion & Possible Action Regarding Proposed Water Fees', until after the budget.

- **Discussion & Possible Action Regarding Insurance Agent of Record for Health Services**

Mayor Dunn and Linda Bruce came forward at which time Mrs. Bruce referenced the letter regarding her recommendation, which explains the details behind the choice of the firm, and which also includes the RFP comparison (**see attached**). Mrs. Bruce advised that the Medical Benefits Committee interviewed all four of the respondents at length and that their rating summary is also attached. The Medical Benefits Committee all gave the firm that she is recommending the highest rating. Although they were the highest bidder, they were the only firm whose bid included the cost of providing an attorney, which is likely to provide major cost savings on negotiation legal fees; this is only one of several reasons for the choice. A question and answer period followed after which the following motion was made:

Upon **MOTION**, by Michael Perrone, seconded by Francis Masi, it was unanimously voted to **approve** the recommendation, by the Municipal Finance Officer, of the award of the RFP for Health & Welfare Consultant services.

A **MOTION**, was offered by Francis Masi, seconded by Randy Petroniro, to take a five minute recess at 8:30 p.m.

A roll call vote was taken and above motion carried as indicated below: 7-2

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Francis Masi	X		
Charles Marsella	X		
Michael Perrone		X	
Steven Olmstead	X		
Michael Bokon	X		
Gale Mastrofrancesco	X		
Randy Petroniro	X		
David Valletta	X		
Michael Santogatta		X	

Chairman Santogatta called the regular session back to order at 8:40 p.m.

- **Department Budget Presentations for Fiscal Year 2010-2011**
 - **Board of Assessment Appeals – Dept. 155**

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Donald Charette and Pamela Deziel came forward. Ms. Deziel indicated that there will be a 2011 revaluation, therefore, not this budget but the 2011-2012 budget will need to be increased in order to deal with the appeals process. She advised that technically it will be an update of information, which will include physical inspections of any properties that have sold within the last two years, or that have had construction permits or CO's issued. There were no questions.

- **Treasurer – Dept. 151**

The following line items were referenced and clarification was provided by Roger Levesque:

Dept. 151 - #3600: \$2,800 increase; to purchase a piece of equipment called a remote deposit capture for the Tax Collector's office; processes all of the checks in-house, instantly.

Dept. 151 - #5100: \$200.00 decrease; lowered the amount for next year based on what was expended in the previous year; it was noted that adjustments have been made, however, most of the same items are required from year to year.

- **Zoning Board of Appeals – Dept. 166**

There were no questions regarding the above budget.

- **Development & Industrial Commission– Dept. 165**

Mark Moterosso came forward and noted that there are no proposed increases in their budget. He advised that they are currently working on a new website that will be called 'whywolcott.com' and they are hoping for it to be on line within six to eight weeks. The goal of the website will be to help promote business in Wolcott and promote the new Business Incentive Tax Abatement Ordinance. They will also be putting together a new Wolcott business directory.

A brief question and answer period followed during which the Council commended the Commission on the work they are doing.

- **Town Clerk – Dept. 122**

Dolores Slater came forward, at which time Chairman Santogatta indicated that the Town Clerk budget has two sections; a revenue side and an expenditure side. He next distributed a handout for review which shows revenues and expenditures for the past three years, and also what is being budgeted for 2010-2011 (see attached). He noted that revenues have decreased dramatically, while expenditures have increased, and there is not much that they can do with the revenue side, given the current economic climate.

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Mrs. Slater next referenced the budgeted revenue of \$187,000 for 2010-2011, and advised that the conveyance tax will be cut almost in half by the State in the next fiscal year; they are returning to the original percentage that it was about seven years ago. This makes up half of her revenues and is the reason for the big drop in revenue. There is legislation right now that may stop that from happening, and if it passes, she will be able to adjust that number about \$25,000-\$30,000.

Chairman Santogatta commented that with respect to revenue versus head count, in 2007-2008, revenue was about \$77,000 per person; it is now projected at about \$46,000 per person.

Mrs. Slater advised that a good part of her expenditures are driven by State Statute, at which time she reviewed those line items.

Chairman Santogatta pointed out that about 90% of the budget is comprised of salaries and social security, which is what is really driving it. Vice-Chairman Olmstead inquired how many employees work in the Town Clerk's Office, at which time Mrs. Slater replied four; the Town Clerk, the Assistant Town Clerk, and two clerical positions. Mr. Olmstead next inquired how many employees there were in 2007-2008, at which time Mrs. Slater stated there were also four at that time. Mrs. Slater proceeded to explain that they have two areas which are both open to the public; the office and the vault, and explained that it is important to always have at least two people in the office, and enough employees to cover vacations, sick time, etc.

The following line items were referenced and clarification was provided by Mrs. Slater:

Dept. 122 - #8997: \$1,675 increase; this is added by the Finance Office, in departments that have union employees; it is in anticipation of negotiated increases if a union contract is currently under negotiation; once the contract is done, any increase will be placed in the wage line item, and next year there will not be any monies in the operating reserve.

- **Tax Collector – Dept. 153**

Lorraine McQueen and Cheryl Brundage came forward during which general discussion transpired with respect to the duties and responsibilities of the tax office and the current status of tax lien sales. A question and answer period followed with regard to the reasons they use state marshals instead of constables in serving tax warrants and the criteria involved with respect to serving a warrant. It was noted that constables are not as experienced and could open the Town to liability, and it was further noted that there is no cost to the Town to use state marshals.

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In response to a question as to when delinquent tax accounts will be published, Mrs. Brundage advised that all accounts for real estate, motor vehicle, and personal property taxes will be available for public viewing on line as of July 1st; they are working on making on line payments available soon; currently, they can pay by phone.

The following line items were referenced and clarification was provided by Mrs. McQueen and Mrs. Brundage.

Dept. 153 - #1300: \$1,500 requested, but not recommended; no increase; it was noted that they requested temporary help for their very busy times in January and July; their request was not approved.

Dept. 153 - #3637: \$211 increase; service charged to place and remove delinquent motor vehicles on list.

Dept. 153 - #3995: \$4,000 decrease; the collection agency is no longer doing the work; the list that they were originally given has been exhausted.

Dept. 153 - #7300: \$5,000 increase; will be used to purchase new computers; their computers are over eight years old.

▪ Assessor – Dept. 154

The following line items were referenced and clarification was provided by Pamela Deziel.

Dept. 154 - #3410: \$3,500 increase; in the process of instituting a GIS system (Geographic Information System); P&Z is also picking up a portion of the cost; will enable them to update the system every year (Ms. Deziel distributed a copy of the draft zoning map that they've been working on with the GIS system and explained all of the applications for it).

Dept. 154 - #7328: no increase; it was noted that the Assessor's Office, Inland Wetlands, Planning & Zoning, Town Clerk, and Sewer & Water, all budget a portion of the lease; the reason they lease the machine instead of purchasing it is due to how quickly the technology updates; the machines are obsolete within 4-5 years; also, maintenance & repairs are included with the lease.

Mr. Perrone commented that Ms. Deziel has brought the Assessor's Office into the next century and all of the dollars spent in her department has really been put to good use.

Upon **MOTION**, by Charles Marsella, seconded by Michael Perrone, it was unanimously voted, by a majority, to take a five minute recess at 9:28 p.m., with Mr. Masi opposing.

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Chairman Santogatta called the regular session back to order at 9:35 p.m.

▪ **Park & Recreation Commission – Dept. 521**

The following line items were referenced and clarification was provided by Brett Muccino and/or Harry Najarian:

Dept. 521 - #5810: no increase; pays for various organizations' expenses for various items such as uniforms, insurance, equipment, referees, etc.; helps offset costs of the programs to parents.

Dept. 521 - #5820: no increase; used for same as above, but for other teams/organizations; probably could be consolidated.

FIVE YEAR CAPITAL PLAN: \$500,000 for 2011-2012 (Development Land From Grant Purchase); it was noted that have run out of fields from the expansion of current, and addition of new, sports organizations; they hope to develop fields from any land available.

▪ **Registrar of Voters – Dept. 167**

Sylvia Sheron and Patricia Najarian came forward, at which time they advised that they have some increases due to primaries and for the paper that they need for the new voting machines.

Mrs. Sheron advised that they are short staffed in their office with respect to one Registrar. The work is divided between three people instead of four; one Registrar, instead of two, and two Deputy Registrars. The office hours were referenced and discussed at length; it was noted that they do not have set hours. Salaries were next referenced at which time it was noted that the Town Council sets the salaries of the Registrars, per the Charter, and that they also set the Deputy salaries through the budget process. It was further noted that they are paying for four people, and only three people are doing the work. A lengthy discussion followed with respect to why they must still pay someone who is absent, even though they are an elected official, and as to how the salaries are calculated within the three line items, specifically the Clerical line item. Chairman Santogatta commented that the way in which the line items are allocated and divided is incorrect and that they must clarify and correct this issue.

▪ **Volunteer Ambulance – Dept. 251**

Bill Barratt and Jay Skerritt came forward, at which time Mr. Barratt announced that he received notification this afternoon that Wolcott has been designated a HEARTSafe Community by the Commissioner of the Dept. of Public Health and distributed the press release (see attached).

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Mr. Barratt referenced two increases to the budget; Workmans' Compensation and Contracted Services, which is their share of the maintenance portion of the communications system; it is divided by his department and by Police, Fire, & Highway. He added that everything else is flat, compared to last year.

Mr. Barratt discussed their call volume which is down by about 75 calls; approximate call volume is 1,200 – 1,300 per year. However, there was an increase in non-transport calls; they cannot levy a charge for those. Training for CPR/First Aid certification was referenced; discussion followed.

The following line item was referenced and clarification was provided by Mr. Barratt:

01-General Fund-Revenue Budget: #550 Ambulance Service Fees: \$100,000 decrease; lengthy discussion followed regarding this item, during which Mr. Barratt detailed the many reasons for this decrease. He noted that their total expenditures last year was \$540,000.

Chairman Santogatta commented that with respect to the way it is depicted in the budget, they are not seeing the true picture of what it really takes to run their department. Mr. Barratt concurred and noted that they are not a true Town department the way the Highway Dept. and the Police Dept. are; they are similar to the Fire Dept. which is a private, non-profit corporation. Mr. Barratt added that this is just the way they were set up a long time ago, and he would be happy to share more information with the Council; they are audited yearly. Discussion continued with respect to this item.

- **Planning & Zoning Commission– Dept. 163**

The following line items were referenced and clarification was provided by David Kalinowski:

Dept. 163 - #5110: new line item: \$1,000 increase; to pay their portion of GIS system, as explained earlier by Ms. Deziel.

Dept. 163 - #3700: \$1,000 decrease; reduced their consulting line item to cover the payment for the GIS system.

- **Highway Department – Dept. 311**

The following line items were referenced and clarification was provided by David Kalinowski:

Dept. 311 - #7120: \$55,936.24 increase; LOCIP is State funds that they receive that must be shown as an expenditure in the budget.

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Dept. 311 - #7180: \$40,888 increase; Town Aid Roads is also State funds that they receive that must be shown as an expenditure in the budget.

Dept. 311 - #72100: \$15,000 decrease; they have \$10,000 to use in Capital Outlay to refurbish and upgrade existing trucks.

Dept. 311 - #4400: \$5,000 increase; equip additional plows themselves for the liquid de-icer instead of purchasing them.

Dept. 311 - #1500: no increase; in response to a question regarding what the uniform is, it was noted that it is blue or tan shirts or pants with the Town of Wolcott emblem on them.

Discussion followed at length regarding road paving, during which it was noted that just to purchase asphalt for one mile of road at a 26 foot width would cost about \$220,000. It was noted that many of the roads in Town are in need of repair, but the Town will not be able to repair most of the roads, due to the cost involved. Discussion ensued regarding the plan to reconstruct the roads that went to referendum a few years ago; but it did not pass. It was agreed that something will need to be done at some point with respect to funding future reconstruction and repair projects.

ITEMS FOR NEXT AGENDA:

It was noted that the Board of Education will be presenting their budget at the next meeting.

TAXPAYERS' TIME:

No taxpayers came forward.

ADJOURNMENT:

Upon **MOTION**, by Michael Perrone, seconded by Charles Marsella, it was unanimously voted to **adjourn** the meeting at 10:40 p.m.

APPROVED:

Elizabeth Gaudiosi, Secretary
WOLCOTT TOWN COUNCIL

Michael J. Santogatta, Chairman
WOLCOTT TOWN COUNCIL



TOWN OF WOLCOTT

TOWN HALL • 10 Kenea Avenue
Wolcott, Connecticut 06716
Tel. (203) 879-8100 • Fax: (203) 879-8105

April 30, 2010

Michael J. Santogatta, Chairman
Wolcott Town Council
10 Kenea Avenue
Wolcott, CT 06716

RE: TRANSFERS WITHIN / BETWEEN DEPARTMENTS

Dear Mr. Santogatta:

In accordance with the provisions of the Wolcott Town Charter, I am hereby notifying you of the following transfers contained in Schedule A, which is attached hereto and made a part hereof.

If you have any questions, please feel free to contact me.

Sincerely,

Linda R. Bruce

Linda R. Bruce
Municipal Finance Officer

LRB/jes
Enclosure

MAYOR'S ACTION:

DATE: April 30, 2010

APPROVED BY:

Thomas G. Dunn, Mayor
Town of Wolcott

COUNCIL'S ACTION:

DATE: May 4, 2010

APPROVED BY:

Chairman, Wolcott Town Council

MICHAEL SANTOGATTA

SCHEDULE A
TRANSFERS WITHIN / BETWEEN DEPARTMENTS - FUND 01
2009-2010 FISCAL YEAR - FOR REVIEW ON MAY 4, 2010

<u>DEPARTMENT</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>
GEN'L. GOVT. 112	TO 01-1-112-8-8180	TAX REFUNDS	2,000.00	
	FROM 01-1-112-4-4212	REFUSE DISPOSAL		2,000.00

Reason: The City of Waterbury employs a tax fraud unit which has revealed a substantial number of Wolcott-registered vehicles that should have been registered in Waterbury. The tax fraud unit ensures that the vehicle taxes, going back five years or more, are paid to Waterbury. The Wolcott tax Collector has been instructed by the Connecticut Office of Policy & Management to issue refunds to those who incorrectly registered their vehicles in Wolcott.

POLICE & PUBLIC SAFETY 211 & 212

	TO 01-2-211-1-1100	SALARY / ADMINISTRATIVE	30,100.00	
	01-2-211-5-5100	OFFICE SUPPLIES	523.25	
	01-2-212-1-1400	OVERTIME	527.50	
	FROM 01-2-211-2-2130	HEART & HYPERTENSION		30,100.00
	01-2-211-7-7310	CAP-COMPUTERS		23.25
	01-2-211-8-8230	JUNK CAR REMOVAL		500.00
	01-2-212-1-1900	ACCRUED SICK DAYS		434.56
	01-2-212-5-5100	OFFICE SUPPLIES		92.94

Reason: Acct. 211-1100: To pay for administrative salaries through the end of the Fiscal Year
 Acct. 211-5100: To pay for needed printing supplies through the end of the Fiscal Year
 Acct. 212-1400: To pay for expected overtime expense through the end of the Fiscal Year

TOWN of WOLCOTT

REQUEST FOR TRANSFER

DATE: 4/28/10

REQUESTOR: Linda R. Bruce

DEPT 211& 212

The following budget transfer(s) is requested:

	<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
TO	<u>01-2-211-1-1100</u>	<u>SALARY / ADMINISTRATIVE</u>	<u>30,100.00</u>
	<u>01-2-211-5-5100</u>	<u>OFFICE SUPPLIES</u>	<u>523.25</u>
	<u>01-2-212-1-1400</u>	<u>OVERTIME</u>	<u>527.50</u>
FROM	<u>01-2-211-2-2130</u>	<u>HEART / HYPERTENSION / DISABILITY</u>	<u>30,100.00</u>
	<u>01-2-211-7-7310</u>	<u>CAP-COMPUTERS</u>	<u>23.25</u>
	<u>01-2-211-8-8230</u>	<u>JUNK CAR REMOVAL</u>	<u>500.00</u>
	<u>01-2-212-1-1900</u>	<u>ACCRUED SICK DAYS</u>	<u>434.56</u>
	<u>01-2-212-5-5100</u>	<u>OFFICE SUPPLIES</u>	<u>92.94</u>

**ALL REQUESTS FOR TRANSFERS MUST BE PRESENTED TO THE
TOWN COUNCIL FOR APPROVAL - PLEASE ENSURE
THAT ALL INFORMATION IS COMPLETE & ACCURATE**

The reasons the "to" account(s) are exhausted:

Acct 211-1100: Former Chief received a payout per his contract.

Acct. 211-5100: New software capabilities have consumed more printing supplies. New capabilities include downloading mugshots, information from other law enforcement agencies nationwide, and motor vehicle accident photos.

Acct. 212-1400: Loss of two full time dispatchers caused unexpected overtime expense.

Transfer is needed for:

Acct. 211-1100: To pay for administrative salaries through the end of the Fiscal Year.

Acct. 211-5100: To pay for needed printing supplies through the end of the Fiscal Year

Acct. 212-1400: To pay for expected overtime expense through the end of the Fiscal Year.

The effect on the "from" account(s):

Acct. 211-2130: Lower than expected heart & hypertension payout, resulting in funds available for transfer.

Acct. 211-7310: No further expenses are expected for this account leaving the balance available for transfer.

Acct. 211-8230: Recyclers are removing junk cars at no charge to the Town leaving the balance available for transfer.

Acct. 212-1900: Lower than expected buy back of sick time, leaving balance available for transfer.

Acct. 212-5100: No further expenses are expected in this account, leaving balance available for transfer.

APPROVAL L. R. Bruce

FINANCE OFFICE USE

DATE: 4/28/2010



TOWN OF WOLCOTT

TOWN HALL • 10 Kenea Avenue
Wolcott, Connecticut 06716
Tel. (203) 879-8100 • Fax: (203) 879-8105

April 29, 2010

To: Michael J. Santogatta, Chairman Wolcott Town Council

From: Linda R. Bruce – Municipal Finance Officer

Subject: Recommendation for Health & Welfare Consultant

The Town of Wolcott in conjunction with the Wolcott Board of Education recently published a Request for Proposal for a Health & Welfare Consultant (Agent of Record). Four responses were received.

All four respondents were interviewed, at length, by the Medical Benefits Committee (MBC). The MBC consists of the Mayor, the Municipal Finance Officer, the Superintendent of Schools and the Board of Education Business Manager. Each respondent was rated by the MBC on a variety of topics. A summary of those ratings is attached.

I recommend that the RFP for the Agent of Record for Health Benefits be awarded to the firm of Lindberg & Ripple, Inc. A contract will be forthcoming. While this firm did not offer the lowest proposed cost, they achieved the highest rating based on the results of the interview process. I believe that the selection of this firm would be in the best interests of the Town and the Board of Education. In support of my conclusion and in accordance with the Town of Wolcott Ordinance #75, Section 2, the following points are presented in conjunction with the ratings of the MBC:

- An attorney will be provided at no additional cost. This is likely to provide major cost savings with regard to negotiation legal fees.
- Working with a strong negotiating team, armed with solid financial data carries the potential for significant savings in the future.
- Strong recommendations from references that included Superintendents of Schools; Board of Education Business Managers; Town Managers; Finance Officers; Labor Attorneys.
- New clients are added by referrals – new business is not solicited.
- Staffed by personnel who are well-experienced with various unions, union negotiations and arbitration proceedings.
- All personnel are former underwriters with a strong knowledge of the insurance industry.

- The presentation to the MBC was clear, concise and addressed the needs of the Town and the Board of Education.

While the ratings given by the members of the MBC were not the same for each topic, each member's total score was clearly in favor of Lindberg & Ripple. Based on the MBC's collective rating, the items noted above and the quality and professionalism of their presentation, I reiterate that it is my opinion as Municipal Finance Officer that Lindberg & Ripple be awarded the RFP to provide Health & Welfare Consultant services with the agency costs being shared equally by General Government and the Board of Education.

Cc: Wolcott Town Council Members

Mayor Thomas G. Dunn

Joseph Macary, Superintendent of Schools

Todd Bendtsen, CPA, Business Manager, Wolcott Board of Education

LRB/jes

Attachments

RFP 10-26 HEALTH & WELFARE CONSULTANT ANALYSIS

RATING SUMMARY

	CBC Kane PARTNERS	UST CT	LINGBERG & RIPPLE	LITCHFIELD INSURANCE
Mayor Dunn	32	28	42	30
Mr. Macary	36	25	41	27
Mr. Bendtsen	32	29	39	37
Mrs. Bruce	31	17	42	35
TOTAL RATING	131	99	164	129

Note: Litchfield Insurance is Wolcott's current Agent of Record

CBC Kane Partners will charge for attending negotiation & arbitration meetings at \$225.00 per hour.

COMPARISON

10-26 RFP "HEALTH & WELFARE CONSULTANT"
 RFP OPENING 11:02 A.M., 4/1/10 WOLCOTT TOWN COUNCIL CHAMBERS

	CBC KANE PARTNERS	USI CONNECTICUT	LINDBERG & RIPPLE	LITCHFIELD INSURANCE
ANNUAL FEE				
YEAR ONE	17,000	25,000	40,000	Standard commission rate from selected insurance carriers.
YEAR TWO	17,000	26,250	40,000	Standard commission rate from selected insurance carriers.
YEAR THREE	17,000	27,600	45,000	Standard commission rate from selected insurance carriers.
	No further information on fee schedule	See copy of fee schedule (attached) for further information	See copy of fee schedule (attached) for further information	See copy of fee schedule (attached) for further information

TOWN OF WOLCOTT
RFP 10-26
HEALTH AND WELFARE CONSULTANT

APPENDIX A - FEE PROPOSAL

My proposal to provide Health and Welfare Benefits Consultant Services is as follows:

Year One: \$25,000 Fee for Service* - Twenty-five thousand dollars

Year Two: \$26,250 Fee for Service* - Twenty-six thousand two hundred and fifty dollars

Year Three: \$27,600 Fee for Service* - Twenty-seven thousand six hundred dollars

TOTAL: \$78,850* Seventy-eight thousand eight hundred and fifty dollars

* Value-Added Services can be added ala-cart and billed at USI's discounted rates, or the quoted fees can be increased 10% to incorporate the basic service suite, which includes Ceridian CobraServ, PBS Flexible Spending Account Administration (excluding Benny™ card fees), MyWave, HR 911, and Wrangle 5500, detailed in Appendix E.



Heather Musante
Senior Vice President
USI Connecticut
530 Preston Avenue
Meriden, CT 06450
Heather.Musante@usi.biz
203-634-5769 Office

Dated on this 1st day of April in the year 2010 in Meriden, CT.



APPENDIX A

FEE PROPOSAL

My proposal to provide Health and Welfare Benefits Consultant services is as follows:

Cost/Year One: \$40,000 ⁽¹⁾⁽²⁾⁽³⁾

Cost/Year Two: \$40,000 ⁽¹⁾⁽²⁾⁽³⁾

Cost/Year Three (Option): \$45,000 ⁽¹⁾⁽²⁾⁽³⁾

Notes:

- (1) Cost for Core Service Package as described in the "Core Services" Section A-1 of this Appendix.
- (2) A listing of additional services is provided in the "Additional Services" Section A-2 of this Appendix.
- (3) Does not include costs related to competitive market studies of health and welfare plans. Due to the timing and frequency of market studies LRI has proposed stand alone pricing for activities related to market studies under the "Additional Services" Section A-2 of this Appendix.
 - Conduct Competitive Market Study: \$20,000
 - Implement Vendor Change: \$12,500 (not to exceed)

Additional Note:

The Town and Board may elect to compensate Lindberg & Ripple directly via a Fee Agreement or through its Insurance Vendor via a Broker Agreement. If Wolcott compensates LRI directly, there will be no commission included in the Health Plan cost structure.



Compensation / Consulting Fees

Compensation/Consulting Fees

Proposal

The Litchfield Insurance Group currently compensated directly from the insurance carriers and their standard commission rate. The approximate annual commissions are shown below:

- Anthem Town and Board of Education \$24,168
- Standard Life Town only \$1,294

We propose the same arrangement as illustrated above for the life of the contract as shown below. If however, Wolcott would prefer to pay a consulting fee, LIG will accept a annual fee payment equal to the total current commissions.

Year One

Standard commission rate from selected insurance carriers

Year Two

Standard commission rate from selected insurance carriers

Year Three

Standard commission rate from selected insurance carriers

Additional Fees

If selected, there is an additional cost for the Health Advocate program. Implementation of Health Advocate will be determined by the management of the Town of Wolcott and, Board of Education of Education and LIG. Health Advocate services will be available to each bargaining unit on an individual basis. The cost of \$1.55 per covered employee per month will be shared equally (\$0.78 each) between the Litchfield Insurance Group and the Town of Wolcott and/or the Board of Education.

This proposal is valid for 90 days.

Dept.
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Year	Revenue	expenditure	diff
2007-2008	\$ 307,662.00	\$ 197,632.00	\$ 110,030.00
2008-2009	\$ 239,946.00	\$ 204,567.00	\$ 35,379.00
2009-2010	\$ 235,000.00	\$ 206,705.00	\$ 28,295.00
2010-2011	\$ 187,000.00	\$ 210,711.00	\$ (23,711.00)

Revenue has reduced by 39% from 2007/2008 to 2010/2011

Expenses have increased by 6.6%

net expense to the taxpayer from 2007/2008 to 2010/2011 is \$ 133,741

News



FOR IMMEDIATE RELEASE
May 3, 2010

Connecticut Department of Public Health
Contact: William Gerrish
(860) 509-7270

Wolcott Earns HEARTSafe Community Designation

HARTFORD – The Connecticut Department of Public Health (DPH), along with the American Heart Association, announces that Wolcott has been designated a HEARTSafe Community.

“The HEARTSafe Communities program is designed to promote and recognize the efforts of local municipalities to provide improved cardiac response and care to its residents,” said DPH Commissioner Dr. J. Robert Galvin. “Wolcott has demonstrated its commitment toward ensuring that its residents and visitors receive the early lifesaving response proven to increase the chances of survival for heart attack victims.”

“I am honored not only as the Mayor of the Town of Wolcott but as a resident to know that we have such dedicated and caring individuals who are on the front lines of our safety. Most of these people are volunteers who give of their time and are truly concerned with the health and wellbeing of our community” said Mayor Thomas G. Dunn.

DPH began the HEARTSafe Communities program to foster community environments that improve the survival odds for people suffering sudden cardiac events, such as cardiac arrests or heart attacks. The key to the program has been dubbed by the American Heart Association as the *Chain of Survival*. The *Chain of Survival* has four vital links: early access to emergency care; early cardiopulmonary resuscitation (CPR); early defibrillation and early advanced care.

A HEARTSafe Community promotes and supports: CPR training in the community; public access to defibrillation through strategic placement of automated external defibrillators (AEDs) for use by public safety professionals and other trained community members; and early advanced care.

Wolcott met the program requirements for public placement of AEDs, trained community residents, and equipped, staffed and trained emergency responders. In addition, Wolcott is planning on continuing to provide community CPR training programs and expand the availability of AEDs in public locations.

Municipalities wishing to obtain designation as a HEARTSafe Community can download an application from the Connecticut Department of Public Health website at: www.ct.gov/dph/heartsafe or contact Gary St. Amand at gary.stamand@ct.gov or 860-509-7581.

The Connecticut Department of Public Health is the state's leader in public health policy and advocacy with a mission to protect and promote the health and safety of the people of our state. To contact the department, please visit its website at www.ct.gov/dph or call (860) 509-7270.

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