

WOLCOTT TOWN COUNCIL

Regular Meeting

Tuesday, July 19, 2011

Council Chambers, Wolcott Town Hall

7:00 p.m.

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MINUTES

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 7:00 p.m. with the Pledge of Allegiance, and attendance was taken.

MEMBERS PRESENT: Chairman Michael Santogatta, Vice-Chairman Steven Olmstead, Michael Bokon, David Valletta, Michael Perrone, Gale Mastrofrancesco, Rachel Wisler, and Charles Marsella

MEMBERS ABSENT: Francis Masi

ALSO PRESENT: Mayor Thomas Dunn; Linda Bruce, Municipal Finance Officer; Dolores C. Slater, Town Clerk; et al.

APPROVAL OF MINUTES:

▪ **Regular Meeting – June 21, 2011**

Upon **MOTION** by David Valletta, seconded by Charles Marsella, it was unanimously voted to **approve** the minutes of the Regular Meeting held on June 21, 2011.

▪ **Workshop – June 28, 2011**

Upon **MOTION** by Francis Masi, seconded by Charles Marsella, it was unanimously voted to **approve** the minutes of the Workshop held on June 28, 2011.

▪ **Special Meeting – July 7, 2011**

Upon **MOTION** by Francis Masi, seconded by Charles Marsella, it was unanimously voted to **approve** the minutes of the Special Meeting held on July 7, 2011, with the following amendment: Page 1, Paragraph 3, Under '**MEMBERS PRESENT: None**', strike '**PRESENT**', and replace with '**ABSENT**'.

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

No taxpayers came forward.

CORRESPONDENCE (on file):

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1. Finance Office Transfers for Fiscal Year 2010-2011 Year End, submitted by Linda Bruce
2. Proposed Resolution for Connecticut State Library – Historic Documents Preservation Grant (letter from CT State Library & Grant Contract attached)
3. Copy of fully executed Engagement Letter, dated May 23rd, from Blum, Shapiro & Company, P.C.
4. Submitted at the June 21st Town Council meeting, letter from Christine Nelson regarding a Wetlands matter
5. Letter dated June 22nd to Ralph Shove regarding his appointment to the Board of Ethics
6. Letter dated June 22nd to Michael Bruce regarding his appointment to the Board of Ethics
7. Notice to Town Clerk dated June 30th regarding the Town Council Summer Schedule
8. Notice to Town Clerk dated July 13th regarding the Referendum Vote for Various Town Projects set for Saturday, August 27th between the hours of 6:00 a.m. and 8:00 p.m. at the Wolcott High School Gymnasium (legal notice attached)
9. Memo dated July 14th from Linda Bruce regarding Bid List for Tosun Road Project (Cocchiola's Original Bid List & Corrected Bid Comparison attached)
10. Copy of Town Council Annual Report for Fiscal Year 2010-2011, submitted to the Mayor's Office
11. Board of Education Year to Date Budget Report dated 06-30-11
12. Wolcott Public Schools Annual Report for FY 2010-2011, submitted by Joe Macary, Superintendent of Schools

MAYOR'S REPORT:

Mayor Dunn came forward and reported the following:

- On second round of interviews for the Assistant Assessor's position; an appointment should be made by next week; position should be filled by the first or second week of August;
- The Regionals were held at the BAW, which went very well; well attended and facilities were very well received by people from out of Town;

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- Informational meetings are being scheduled for the referendum;
 - The new Police Officers were sworn in and each has been teamed up with an officer; they did very well at the academy

A brief question and answer period followed regarding various miscellaneous items.

FINANCE OFFICER'S REPORT/TRANSFERS:

Linda Bruce came forward and reported the following:

- Council members have received a corrected copy of the bid comparison for the Tosun Road Project;
- The rollover for FY 2010-2011 to FY 2011-2012 was completed on July 7th; this allows the Finance Office and the Treasurer's staff to work with both fiscal years;
- They are in the process of preparing the required audit schedules; the audit is scheduled to begin on August 22nd; they have held preliminary meetings and have provided information for the banking and legal confirmations

Mrs. Bruce next advised that she submitted transfers for FY 2010-2011 Year End for approval:

Upon **MOTION** by Gale Mastrofrancesco, seconded by Rachel Wisler, it was unanimously voted to **approve** the transfers for FY 2010-2011 Year End as presented, and waive the reading (**see attached**).

There were inquiries with respect to clarification of several of the above transfers, at which time Mrs. Bruce provided explanations for same.

Mrs. Bruce noted that there may be one or two additional year end transfers submitted at the August 16th meeting, because they are still finalizing the figures.

SUB-COMMITTEE AND LIAISON REPORTS:

Civilian Police Review Board: Mrs. Wisler reported that they met last Thursday and accepted their by-laws; she can make copies of them for the Council. The Board will be present at the first Town Council meeting in September.

Finance Sub-Committee: Mr. Perrone reported that the sub-committee met today with the auditors, who praised the Town for doing a good job in crossing their T's and dotting their I's.

UNFINISHED BUSINESS:

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There was no unfinished business.

NEW BUSINESS:

- **Resolution: CT State Library – Historic Documents Preservation Grant**

Dolores Slater came forward and explained that they have been approved for a \$3,500 grant from the State of CT to preserve land records. A resolution authorizing the Mayor to enter into the contract is required. She plans on working on about six of their older books. A brief question and answer period followed with respect to the restoration process.

Upon **MOTION** by Steven Olmstead, seconded by Michael Bokon, it was unanimously voted to **adopt** the following resolution: Certified Resolution #341; RESOLVED: Thomas G. Dunn, Mayor, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for an Historic Documents Preservation Grant (**see attached**).

ITEMS FOR NEXT AGENDA:

Chairman Santogatta advised that if anyone has any items to please contact himself or the Clerk.

TAXPAYERS' TIME:

No taxpayers came forward.

EXECUTIVE SESSION:

Upon **MOTION** by Michael Perrone, seconded by Charles Marsella, it was unanimously voted to take a five minute recess at 7:28 p.m. and **enter** into Executive Session for the purpose of discussing a contractual matter inviting Mayor Dunn.

Chairman Santogatta called the regular session back to order at 8:06 p.m.

Upon **MOTION** by Michael Bokon, seconded by Charles Marsella, it was unanimously voted to **add** 'Assessor's Employment Contract' to the agenda'.

- **Assessor's Employment Contract**

Upon **MOTION** by Michael Perrone, seconded by David Valletta, it was unanimously voted to **approve** the Assessor's Employment Contract (**on file**).

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ADJOURNMENT:

Upon **MOTION**, by Michael Perrone, seconded by Charles Marsella, it was unanimously voted to **adjourn** the meeting at 8:07 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

July 14, 2011

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

**RE: YEAR END TRANSFERS WITHIN / BETWEEN DEPARTMENTS
FISCAL YEAR 2010/2011**

Dear Mr. Santogatta:

In accordance with the provisions of the Wolcott Town Charter, I am hereby notifying you of the following Year End transfers contained in Schedule A (Fund 01) and Schedule A (Funds 30, 31, 35 and 36) which are attached hereto and made a part hereof.

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

Sincerely,

Linda R. Bruce
Municipal Finance Officer

LRB/jes
Enclosure

MAYOR'S ACTION:

DATE: July 14, 2011

APPROVED BY:

Thomas G. Dunn, Mayor
Town of Wolcott

COUNCIL'S ACTION:

DATE: July 19, 2011

APPROVED BY:

Chairman, Wolcott Town Council

SCHEDULE A
YEAR END TRANSFERS WITHIN / BETWEEN DEPARTMENTS - FUND 01
2010-2011 FISCAL YEAR - FOR REVIEW ON JULY 19, 2011

<u>DEPARTMENT</u>		<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>
111-MAYOR'S OFFICE					
	TO				
		01-1-111-1-1110	ADMINISTRATORS	198.11	
		01-1-111-1-1130	SALARY/ASSISTANTS	189.75	
	FROM	01-1-111-2-2200	SOCIAL SECURITY		387.86
112-OTHER GENERAL GOVERNMENT					
	TO				
		01-1-112-1-1140	WAGES-OPERATIONS	183.82	
		01-1-112-1-1200	WAGES-PART TIME	1,300.27	
		01-1-112-1-1250	WAGES-CLEANING - P/T	2,291.26	
		01-1-112-3-3200	LEGAL & CONSULTING SERVICES	9,000.00	
		01-1-112-4-4100	ELECTRICITY	1,000.05	
		01-1-112-4-4210	REFUSE COLLECTION	1,497.68	
		01-1-112-4-4211	RECYCLING	3,332.88	
	FROM	01-1-112-4-4212	REFUSE DISPOSAL		18,605.96
151-TREASURER'S OFFICE					
	TO	01-1-151-1-1130	SALARY/ASSISTANTS	191.96	
	FROM	01-1-151-2-2200	SOCIAL SECURITY		191.96
152-FINANCE OFFICE					
	TO				
		01-1-152-1-1100	SALARY/ADMINISTRATIVE	278.80	
		01-1-152-1-1105	SALARY/CHIEF ACCOUNTANT	222.83	
		01-1-152-1-1130	ADMINISTRATIVE ASSISTANT	190.23	
	FROM	01-1-152-1-1120	WAGES-CLERICAL		691.86
153-TAX COLLECTOR					
	TO	01-1-153-1-1130	SALARY/ASSISTANTS	166.11	
	FROM	01-1-153-1-1100	SALARY/ADMINISTRATIVE		166.11
154-ASSESSOR'S OFFICE					
	TO				
		01-1-154-1-1100	SALARY/ADMINISTRATIVE	241.88	
		01-1-154-1-1120	WAGES-CLERICAL	447.98	
	FROM	01-1-154-1-1130	SALARY/ASSISTANTS		689.86
161-BUILDING INSPECTOR'S OFFICE					
	TO	01-1-161-1-1170	SALARY-BLDNG INSP	211.93	
	FROM	01-1-161-2-2200	SOCIAL SECURITY		211.93
163-PLANNING & ZONING					
	TO				
		01-1-163-1-1100	SALARY/ADMINISTRATIVE	118.33	
		01-1-163-1-1120	WAGES-CLERICAL	963.02	
	FROM	01-1-163-3-3700	CONSULTING SERVICES		1,081.35
168-COMMISSION ON AGING					
	TO	01-1-168-1-1100	SALARY/ADMINISTRATIVE	106.65	
	FROM	01-1-168-1-1120	WAGES - DIETICIAN		106.65

SCHEDULE A
YEAR END TRANSFERS WITHIN / BETWEEN DEPARTMENTS - FUND 01
2010-2011 FISCAL YEAR - FOR REVIEW ON JULY 19, 2011

<u>DEPARTMENT</u>		<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>
211-POLICE					
	TO	01-2-211-1-1110	ADMINISTRATIVE ASSISTANT	168.40	
		01-2-211-1-1120	SALARY/WAGES CLERICAL	305.08	
		01-2-211-2-2130	HEART/HYPERTENSION/DISABILITY	3,000.00	
		01-2-211-1-1400	OVERTIME	5,093.55	
	FROM	01-2-211-1-1140	WAGES-OPERATIONS		8,567.03
212-PUBLIC SAFETY					
	TO	01-2-212-1-1140	WAGES-OPERATIONS	2,366.60	
	FROM	01-2-212-1-1400	OVERTIME		2,366.60
213-ANIMAL CONTROL OFFICER					
	TO	01-2-213-1-1140	SALARY/WAGES OPERATIONS	2,560.92	
	FROM	01-2-216-4-4420	MAINT & REPAIR BUILDING		2,560.92
216-PUBLIC SAFETY BUILDING					
	TO	01-2-216-4-4100	ELECTRICITY	442.38	
	FROM	01-2-216-4-4610	CONTRACTED SERVICES		442.38
311-HIGHWAY					
	TO	01-3-311-1-1100	SALARY/ADMINISTRATIVE	127.43	
	FROM	01-3-311-1-1140	WAGES OPERATIONS		127.43
551-LIBRARY					
	TO	01-5-551-1-1100	SALARY/ADMINISTRATIVE	696.51	
	FROM	01-5-551-1-1140	WAGES-OPERATIONS		696.51

SCHEDULE A
YEAR END TRANSFERS WITHIN / BETWEEN DEPARTMENTS - FUNDS 30,31,35,36
2010-2011 FISCAL YEAR - FOR REVIEW ON JULY 19, 2011

<u>DEPARTMENT</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>
FUND 30 - ACQUIRED FACILITIES				
TO	30-8-800-4-4950	OPERATION EXPENSE	173.96	
	30-8-800-8-8181	PICNIC REFUNDS	200.00	
FROM	30-8-800-4-4466	MAINTENANCE SUPPLIES		373.96
FUND 31 - FARMINGBURY HILLS COMMISSION				
TO	31-5-801-1-1400	OVERTIME	163.30	
	31-5-801-4-4100	ELECTRICITY	1,068.83	
	31-5-801-4-4422	MISC SUPPLIES	234.52	
FROM	31-5-801-1-1311	RANGERS		1,466.65
FUND 35 - SEWER USAGE				
TO	35-3-321-1-1100	SALARY/ADMINISTRATIVE	218.55	
	35-3-321-1-1120	WAGES-CLERICAL	2,037.24	
FROM	35-3-321-1-1400	OVERTIME		2,255.79
FUND 36 - WATER USAGE				
TO	36-3-351-2-2200	SOCIAL SECURITY	107.17	
FROM	36-3-351-1-1120	WAGES-CLERICAL		107.17

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CERTIFIED RESOLUTION FORM
Historic Documents Preservation Program
Connecticut Municipalities
GP-008 rev. 1/2010



STATE OF CONNECTICUT
Connecticut State Library
PUBLIC RECORDS ADMINISTRATOR
231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at www.cslib.org/publicrecords/histdoc/granorms.htm.

Certified Resolution

I, **Dolores C. Slater**, Town Clerk of the Municipality of **Wolcott**, do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the **Town Council** duly held and convened on the **19th day of July, 2011**, at which a constituted quorum of the Town Council was present and acting throughout, and further certify that such resolution has not been modified, rescinded, or revoked, and is, at present, in full force and effect.

RESOLVED: Thomas G. Dunn, Mayor, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for an Historic Documents Preservation Grant.

IN WITNESS THEREOF, the undersigned has affixed his/her signature and the town seal
this 20th day of July, 2011

Dolores C Slater
Signature - Town Clerk

Dolores C. Slater

Name of Town Clerk (Type or print clearly)

